

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

November 28, 2018

Members Present: Chair Ron Barden, Rebecca Stovall, Rebecca King, Chan Caudell, Jane Brackett, Mitchel Barrett, Julia Barnett, Gilbert Barrett, Rope Roberts

Members Absent: Dr. Jim Wade, Kennon Yori

Staff Present: President Dr. Mark Ivester; Amy Hulsey, Vice President for Community & College Relations, Carol Carson, Vice President for Administrative Services, Mindy Glander, Vice President for Academic Affairs, Keith Powell, Vice President of Economic Development, Shelby Ward, Dean of Adult Education; Dr. Mike King, Vice President for Student Affairs; Cynthia Brown, Director of Institutional Advancement; and Trudi Schubring, Executive Assistant to the President

Call to Order: Chair Ron Barden called the meeting to order at 3:00 p.m. The meeting was held on the Clarkesville Campus of North Georgia Technical College.

Invocation: Mitchel Barrett offered the invocation.

Approval of Agenda: *There was a motion by Jane Brackett; a second by Rebecca King, and the agenda was unanimously approved.*

Approval of Minutes: *There was a motion by Rope Roberts, a second by Mitchel Barrett, and the October 17, 2018 minutes were approved as submitted.*

Chair Report:

- The proposed 2019 Board Schedule was presented for approval. Meetings will be held on the third Wednesday of each month, with the exception of April, due to a conflict with a TCSG Leadership Conference.
- The Honorable Judge Chan Caudell conducted the oath of office for Julia Barnett, who joined the board effective July 2018.

Public Relations Report: Amy Hulsey, Vice President of Community & College Relations, provided a brief update of marketing activities. Additional details are provided in the board materials.

- A copy of the NGTC history book, authored by President Emeritus Dr. Judy Hulsey, was given to each board member as a token of the college's appreciation for their dedicated support and advocacy of NGTC.
- An agriculture reception is scheduled on December 6, from 5:00-7:00 p.m. at the President's House. The event will focus on sharing information about the Agriculture Program with agriculture leaders in the service area. The Agriculture Program will start in January.
- Mrs. Hulsey recently met with a representative from Option Signs to tour the campus and begin developing a comprehensive wayfinding signage plan. Option Signs developed the signage for Lanier Tech's new Hall County campus as well as Chattahoochee Tech's signage. This is an extensive project, and will be done in phases.
- Plans are underway for a NGTC Signing Day in the spring. The event will recognize and celebrate senior high school students who have made the decision to attend NGTC. Efforts will be made to involve all eight of the service area high schools.

Financial and Administrative Services Report: Carol Carson, Vice President for Administrative Services, provided an update on activities in her department. Additional details are provided in the board materials.

- Ms. Carson presented the financial report dated October 31, 2018 (33.3% of the year). Revenue is 34.7% of budget, and expenses are at 30.9%. She called attention to one change in the budget, the reclassification of \$31,326.75 of expenses from the part time salary line to the Adjunct/Lab Asst/Tutor line.
- Two items have been added to the budget. The college received its 2019 funding through the state's Equipment Refresh (\$267,392) that replaces outdated equipment. We have also received our allotment of MRR funds (\$209,947).
- In other updates, an architectural firm has been contracted to develop conceptual drawings and pricing for renovation of the Cy Grant Gym and the Purcell Metal Trades building. The Purcell building will be vacant once the programs relocate to the new Industrial Technology Center. The architects will also help determine the best use for each of those buildings.

A motion to affirm the final Financial Report was made by Rope Roberts, seconded by Rebecca Stovall, and unanimously approved.

Academic Affairs Report: Mindy Glander, Vice President for Academic Affairs, provided an update on activities in her department. Additional details and updates are provided in the board materials.

- The Blairsville ASN, Practical Nursing and Medical Assisting programs recently recruited at the Fannin County GED classes in an effort to help students move from Adult Ed to the credit side.
- Chef Danielle Vaughn, Culinary instructor on the Blairsville campus, was selected as NGTC's 2019 Rick Perkins winner. She will advance to the regional competition.
- Academic Affairs conducted a staff development on recruitment to help train faculty on promoting their program.
- SACS recently approved NGTC's request to offer 50% or more credits toward an educational program at White County High School. Mrs. Glander explained that once approval is received to offer one TCC, the college could add as many TCCs as desired. We are also in the process of getting Stephens County approved for an Early Childhood and Criminal Justice program.
- The Horticulture poinsettia plant sale is December 3-6, from 9 a.m. to 3 p.m. on the Clarkesville campus.
- Mrs. Glander requested approval from the board for the continuation of NGTC's full mission statement for another year. The full mission statement was sent to the board in advance of the meeting for their review and is included in the board materials.

A motion to affirm the Mission Statement was made by Jane Brackett, seconded by Rope Roberts, and unanimously approved.

Economic Development Report: Keith Powell, Vice President of Economic Development, reported on activities in his department. Additional details and updates are provided in the board materials.

- The Sneak Peek event at the new industrial lab housed at Union County High School was successful with all stakeholders in attendance. Plans are to begin a class on Tuesday and Thursday evenings for the adult population, primarily incumbent workers looking to advance their careers. The class is limited to 10 participants.
- Survey results from the Industrial Summit have come back with a 75% response rate. The responses were overwhelmingly positive.
- Attended the new Nestle Purina facility in Hartwell. They requested a maintenance training class, which was accomplished with positive feedback. They have already requested a second training.

- Received feedback from a Northeast Georgia Housing Authority survey to gauge the level of interest by housing authority residents in transportation to/from the Clarkesville or Currahee campuses for classes. Feedback was minimal, demonstrating a lack of interest.
- Met with a representative from the Georgia Rural Investment Fund (GRDF). GRDF is a revolving loan program for businesses in rural Georgia with less than 250 employees for the purchase of equipment, working capital, and acquisition or renovation of property. Mr. Powell noted this might be something we can present to our businesses.
- Continuing Ed has two EdVenture Tours to the Governor's Mansion planned for December.
- After the 75th Anniversary Event, Carol Jackson paid a personal visit to each sponsor and company that paid for an ad in the local newspapers, to thank them for their support and present them with a token of appreciation in the form of a NGTC challenge coin.
- NGTC continues to proctor exams for Purina.
- Visits were made to 18 companies in November.
- The Arrendale Culinary Cohort completed their class in November and NGTC received the \$50,000 check today for the cohort. We will be graduating the class at Colwell Detention Center on December 14, 218.

Adult Education: Shelby Ward, Dean of Adult Education provided a snapshot of activities in her department. Additional details and updates are provided in the board materials.

- The current National Reporting system enrollment is 478. Sixty have passed the GED.
- Adult Ed is at the end of the third year of WIOA youth money, with plans to reapply. There are 90 students enrolled to date, and 14 are enrolled at NGTC. Mrs. Ward reported that 32 have completed their GED so far.
- The Culinary Cohort at the Colwell Detention Center has concluded with eight graduating. Funding was provided by a discretionary grant at WIOA. Another class will begin in January and planning is underway to expand to another program in an effort to capture more of the available funding from the grant.
- New evening classes were added at the Stephens County Whitman Learning Center in hopes of adding more students.
- GED graduation in October was well attended and Mrs. Ward thanked the board members who were on hand to congratulate the graduates. NGTC Campus Police Chief Mark Pulliam did an excellent job with the keynote address.
- The Transition Specialist will have 18 students moving from the Adult Ed program to NGTC credit classes in January. These students will be followed for a year.

Student Affairs: Dr. Mike King, Vice President for Student Affairs, provided an update on activities. Additional details and updates are provided in the board materials.

- Staff are preparing for spring semester. One New Student Advisement/Registration day has already occurred, with a second scheduled on Monday, December 10. Dr. King commented that staff would work with students up until classes begin on January 7.
- There are 22 graduates for fall Mini-Mester A. Many of those graduates will come through the Electrical Lineman and the CDL Programs.
- GOAL nominees have been narrowed down to four finalists.
- Commencement is scheduled on Thursday, January 24, 2019 at the Georgia Baptist Conference Center.

Foundation Report:

- Cynthia Brown, Director of Institutional Advancement, reported that she and Dr. Ivester recently met with potential donors. There is an offer for a \$50,000 matching grant and she is working to find a match. She reported that the Foundation is up approximately 25% in donations.

Presidents Report:

- President Ivester congratulated Julia Barnett, Mindy Glander, and Amy Hulsey on the article in the October issue of Georgia Trend magazine. The article was related to the shortage of nurses in rural areas, and NGTC's partnership with Union General Hospital and Chatuge Regional Hospital for the hiring of instructors to help meet the demand for LPNs. He expressed his appreciation for their collaborative efforts.
- The 75th anniversary event was successful. Although the planning of such a large event required extensive time and effort over the past many months, Dr. Ivester believes it was time well spent. The event brought many people on campus and helped with branding and promoting the good works of the college.
- The Executive Team recently completed a 3-day work session in Blue Ridge, where leadership developed long range plans for the year ahead, discussing such topics as space planning, registration and admission processes, and cost cutting measures. On the topic of cost cutting, Dr. Ivester renegotiated the pricing for the college's internet services, resulting in a savings of approximately \$30,000. Leadership will continue to look at other areas where cost savings can be made.
- Dr. Ivester concluded his report early, to allow time to tour the board members through the Industrial Technology Center, which is nearing completion.

With no further business or discussion, the meeting adjourned at 3:40 p.m.

Approval to Adjourn: *A motion to adjourn the meeting was made by Gilbert Barrett, seconded by Rebecca Stovall, and approved by all.*

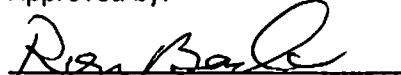
Minutes submitted by:



President

North Georgia Technical College

Approved by:



Chairperson of the Board of Directors

North Georgia Technical College