

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

January 16, 2019

Members Present: Chair Ron Barden, Rebecca Stovall, Jane Brackett, Mitchel Barrett, Julia Barnett, Gilbert Barrett, Dr. Jim Wade, Kennon Yori

Members Absent: Rebecca King, Chan Caudell, Rope Roberts

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: Chair Ron Barden offered the invocation.

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

Approval of Minutes: *There was a motion by Jane Brackett, a second by Rebecca Stovall, and the November 28, 2018 minutes were approved as submitted.*

Chair Report:

- Chair Barden reminded the board to review the Ethical Responsibilities policy and sign the acknowledgement form, which is an annual TCDA requirement.
- The board was reminded of the Commencement Ceremony (includes summer and fall term) on Thursday, January 24, at 6:00 p.m. at the Georgia Baptist Conference Center.

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.

- NGTC Night at several service area high school basketball games are scheduled: January 22 @ Habersham Central vs. Lanier (6:00 p.m.); January 29 @ Rabun County vs. Social Circle (5:00 p.m.); and February 1 @ Towns County vs. Athens Christian (7:00 p.m.). Mrs. Hulsey noted these are good opportunities to promote the college and meet potential students and parents. NGTC staff will be on hand at the games to give out college swag and door prizes at half time. Board members are welcome to attend.
- The Culinary Arts Department in Blairsville is partnering with a local restaurant, Michaellee's Italian Café, on a fundraiser for NGTC students participating in the culinary study abroad program Ireland. The event is scheduled on Saturday, January 19, from 2:00-8:00 p.m.
- Marketing is planning student focus groups in January on all campuses to gather feedback on what types of marketing and advertising students are most likely to view and respond. The department is also hosting faculty focus groups in February/March on all campuses to gather input from faculty on how they can best assist with program marketing needs.
- *Professional headshots for all faculty and staff are scheduled on the Clarkesville campus January 16-17.*

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.

- The college received the Certificate of Occupancy for the new Industrial Technology Center on January 7. There are still a number of punch list items for completion. CNC has moved into their new space, and Economic Development is moving this week. Air Conditioning will be the next department to move into the new building. A ribbon cutting for the building is planned for the spring. Details will be shared with the board as plans are finalized.
- The installation of the sprinkler and fire alarm system is in the final stages of completion.
- Ms. Carson reported on the financial report dated December 31, 2018, which marks 50% of the fiscal year. She called attention to the tuition and fee revenue, explaining this area is not yet at the 50% mark, as it does not include the summer semester.
- The only monies added to the budget during this period was funding for roof installation for the gym, at a cost of \$143,000. The project is set to begin in early March.
- An initial meeting was held with the architect for estimations on renovating the gym as a Wellness Center. This would not be a state funded project. Dr. Ivester commented the state does not fund facilities unless it is for training students to go to work. Therefore, this project would need to come from donations. Dr. Ivester further announced that the college plans to work with the Foundation on a capital campaign to fund this project. The design engineer is also looking at what it would take to renovate the Purcell Metal Trades building into a construction training facility.

A motion to affirm the final Financial Report was made by Mitchel Barrett, seconded by Gilbert Barrett, 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.

- Danielle Vaughn was selected as the 2019 NGTC Rick Perkins Teacher of Excellence in November. Ms. Vaughn is a Culinary Arts Instructor on the Blairsville campus. The award recognizes technical college instructors who make significant contributions to technical education through innovation and leadership in their fields. Ms. Vaughn will attend the next round of competition in April.
- The Blairsville Culinary Program graduated eight inmates from the Carlton Colwell Correctional Facility in December.
- Students in the Photography Program were featured in the December 2018 issue of *Georgia Mountain Laurel*, and in *Gatherings at Lake Rabun*.
- A prospectus was submitted to SACSCOC notifying the Commission of NGTC's intention to offer Early Childhood Care and Basics Technical Certificate of Credit (TCC) as well as the Criminal Justice Fundamentals effective fall 2019. These TCCs will be the first offered at Stephens County High School. NGTC currently offers several TCCs at Habersham Central High School, as well as one TCC at Union County High School. Mrs. Glander explained that these are short programs that students can usually complete within a year, finishing up with a certificate by the time they graduate from high school. These students usually follow up by enrolling at NGTC, which makes it a win-win for all parties.
- SGA hosted its Annual Deck the Door competition in December, collecting a truck bed full of food items, which was donated, to Neighbors-4-Neighbors.
- Mrs. Glander and Dr. Ivester attended the Pioneer Regional Educational Service Agency Board of Controls (RESA) meeting in January, and provided a presentation outlining the benefits of technical education. They also shared new information on minimum placement requirements for all students.

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.

- Eight culinary students from the Carlton Colwell Detention Center graduated with their ServeSafe certification. A second class from Colwell is currently underway. Arrendale Transitional Center at Currahee graduated nine culinary students with ServeSafe certification.
- The CNC operator classes are underway at NGTC's Union County High School lab with seven incumbent workers from North Georgia Heat Treat and Corrugated Replacement, Inc. WIOA incumbent worker training provides the funding.
- Completed a successful driver's education audit by the Governor's Office of Highway Safety.
- A former NGTC Electrical Construction student recommended to his new employer (Myriad Electrical Contractors) that NGTC Continuing Education be retained to provide safety training for all employees. This is an excellent example of how former students continue to promote the college and its services.
- NGTC was selected to host DOT testing for all asphalt contractors conducting business in Georgia.
- Assisted IBEW Electrical Workers union in recruitment of NGTC graduates.
- Conducted a Lunch n' Learn to promote a Drone Operator certification training class, with 25 attendees from surrounding emergency response personnel.
- Attended a Joint Development Authority meeting (Union, Fannin, Towns) in December. The Joint Development Authority will organize a roundtable of local industries to discuss ManufactuReady training from NGTC.
- Currently working with 253 American Heart Association instructors for which NGTC issues certification cards.
- Continuing Education – Two EdVenture tours were conducted in December to the Governor's mansion and the State Capitol. The department is exploring the possibility of offering regional trips that may draw more interest and additional revenue.
- Company visits and trainings: Freudenburg NOK (White), American Woodmark (Stephens), Sarkwire (Stephens), Eaton Aerospace (Stephens), Bosal (Franklin), Myriad Electrical Contractors (Union), Fieldale (Habersham), Fenner Dunlop (Hart), Berry Plumbing (Habersham), Shark Solutions (Franklin), and Ethicon (Habersham).
- A Six Sigma overview for PharmaTech management is scheduled in January.
- Planning is underway for an energy/manufacturing tour of Duke Energy's Oconee nuclear station and Borg-Warner for local industry leaders and school superintendents. Both of these companies recruit NGTC graduates.

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.

- Mrs. Ward elaborated on the Colwell Detention Center culinary class, which is funded by a WIOA grant through Adult Ed. Once the participants are released, the Transition Specialist will follow them for a year, during which time they will receive a two week paid internship in the food industry. Once this grant is completed, Mrs. Ward plans to expand the grant to include other areas. The Youth Grant has been successful and she plans to add to it and offer some short-term programs such as CNC and culinary. The grant is geared toward the population segment that does not possess a high school diploma. This would be free to them. This would allow Adult Ed to do more than just offer a GED, but also a training center to help this population become self-sufficient. If during the year of following them, they are not doing well, we can bring them back in and help them in the areas they are lacking.
- Mechack Nduwa was selected as the 2019 NGTC EAGLE winner. EAGLE is the Exceptional Adult Georgian in Literacy Education, a statewide program that recognizes and rewards excellence among students enrolled in adult education programs. Mechack is originally from the Congo in Africa. He is an ESL (English as a Second Language) student and is currently enrolled in the GED program. He has already passed two of his GED classes and plans to finish this spring and enroll at NGTC to study electrical technology. He will move on to compete at the state level in March.

- Teachers completed State TABE 11/12 Certification Training Part 1 and 2.
- The Colwell Detention Center Culinary Course began on January 11, with twelve students

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.

- Financial aid posted for spring term included 31 students with GSFC SAL Loans and Sallie Mae private loans.
- Staff presented at the Habersham MEC College Fair.
- 153 students completed graduation requirements for the fall term. The commencement ceremony on January 24 will include summer and fall term.
- NGTC 2019 GOAL finalists were selected and the NGTC winner will be announced at the Habersham Rotary meeting on January 18.
- The NGTC Fall Job Fair, with DOL and DOL Veterans Services, was conducted in November. Twenty-seven employers represented.

Foundation Report:

- Cynthia Brown, Director of Institutional Advancement, reported that she worked with over 200 students this term.
- A record number of donations have been received since November, with approximately \$170,000 donated to the Foundation, including a \$61,000 donation from the Toccoa Clinic.
- Mrs. Brown reminded the board of the \$50,000 match donation, and reported that Foundation met and exceeded the match.

Presidents Report:

- President Ivester reported that enrollment for spring term is at 2,520 (including 568 Dual Enrollment students), an increase of 1.77% from last spring. With current low unemployment, it continues to be a challenge for technical colleges to see increases in enrollment.
- Some of the college's accomplishments over the last year included the below:
 - HCHS Welding Program, a collaborative effort between NGTC, the high school, and three local companies
 - Retention Coach at the Currahee campus
 - Development of a Data Dashboard, which allows faculty and college leadership to monitor enrollment trends and ongoing progress through real-time information.
 - SACS Fifth Year Submittal
 - Start up of the Agriculture Program
 - NGTC's 75th anniversary event
 - Completion of the Industrial Technology Center
 - Renovated and repurposed former President's Home into a venue for college and community meetings.
 - Improving student communication with a new texting system
 - Social media usage to effectively target and communicate with targeted groups of students
 - NGTC history presentation to the TCSG State Board
 - Increased the offerings for short term imbedded certificates
 - Green, Jeans, and Irish Cuisine event, the largest fundraising event in NGTC's history
 - Discontinuation of the Achieving the Dream program
 - Implementation of the Employee of the Year award
 - Initiation of a post-registration debrief with front line staff to identify areas for improvement.
 - Foundation assistance for a large number of students
 - Electrical Program Smart House (1,200 sq. ft.). A local developer built and donated materials and labor.

- Dr. Ivester recently returned from the January President's Council meeting, and reported that colleges have not yet experienced any impact from the Federal shutdown. A few students have had issues with verification of information from the government for completion of FAFSA applications.
- There will likely be changes in the Dual Enrollment (DE) program, as the state has funded the program at an unsustainable rate. Dr. Ivester reported NGTC's conversion rate for DE students is the highest in the state, with 31% of the DE students transitioning into traditional students.
- Dr. Ivester reported on the loss of two valued leaders in technical education. Dr. Ken Breeden, the first TCSG Commissioner, passed away in December. Jim Marlowe, NGTC President from 1969 - 1995, also passed away in December.
- An Agriculture Advisory Committee is scheduled next week. Dr. Ivester thanked Gilbert Barrett for his assistance in facilitating relationships with agriculture leaders in the service area.
- The college has experienced a decline in reserves the past two years. This is primarily resulting from decreased revenues due to enrollment declines (traditional student enrollment is down due to low unemployment rates). Necessary adjustments will be made to balance the 2019-2020 budget without using reserves.
- President Ivester reported on a phone call received today from the executor of the Bob and Carol Head Foundation, who shared the news that NGTC will receive \$150,000 from the Foundation. Although we were aware NGTC would receive a donation, the amount was unknown until today. Mr. & Mrs. Head were good friends of the college and were, in fact, the very first to donate to the NGTC Foundation in 2002.

With no further business or discussion, Dr. Ivester thanked the board for their time and continued advocacy of the college and students, and the meeting adjourned at 4:15 p.m.

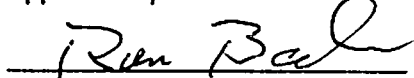
Approval to Adjourn: *A motion to adjourn the meeting was made by Mitchel Barrett, seconded by Jane Brackett, and approved by all.*

Minutes submitted by:



President
North Georgia Technical College

Approved by:



Chairperson of the Board of Directors
North Georgia Technical College