

NORTH GEORGIA TECHNICAL COLLEGE BOARD OF DIRECTORS

Meeting Minutes

February 20, 2019

Members Present: Chair Ron Barden, Jane Brackett, Mitchel Barrett, Julia Barnett, Gilbert Barrett, Dr. Jim Wade, Rope Roberts

Members Absent: Rebecca King, Rebecca Stovall, Chan Caudell, Kennon Yori

Staff Present: President Dr. Mark Ivester; 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; Sarah Smagur, Marketing Specialist, Tony Fulbright, Director of Accounting; and Trudi Schubring, Executive Assistant to the President.

Guests: Mechack Nduwa, Michelle Bourlet-Wilson

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 Mitchel Barrett offered the invocation.

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

Approval of Minutes: *There was a motion by Rope Roberts, a second by Gilbert Barrett, and the January 16, 2019 minutes were approved as submitted.*

Chair Report:

- Chair Barden called on Shelby Ward for introductions of the EAGLE (Exceptional Adult Georgian in Literacy Education) student and nominating instructor. Mrs. Ward provided a brief history of the EAGLE program that recognizes adult students who have demonstrated exceptional achievement in statewide adult education classes. She introduced this year's NGTC EAGLE winner, Mechack Nduwa, and nominating instructor, Michelle Bourlet-Wilson. Mr. Nduwa is originally from Kinshasa, Congo, Africa, and came to the United States in 2017 without any knowledge of the English language. He successfully passed all six levels of ESL (English as a Second Language) classes, and also enrolled in the GED program. Ms. Ward announced that he passed the GED test earlier this week. Mr. Nduwa plans to enroll in the Electrical Engineering program at NGTC.

Public Relations Report: Sarah Smagur, Marketing Specialist, referred board members to the materials in their notebooks for a summary of activities in the Public Relations and Marketing department.

- Ms. Smagur provided a demonstration on how the college utilizes social media to connect with current and potential students. Through Google Analytics, we have the ability to target specific populations, as well as gather detailed information from Facebook posts.

Financial and Administrative Services Report: Tony Fulbright, Director of Accounting, provided an update on activities in Administrative Services. Additional details are provided in the board materials.

- The sprinkler and fire alarm installation is complete and has received the Fire Marshall's approval of all five buildings.
- The roof replacement contract for the gym received approval at the TCSG state board in February. Work is expected to begin at the beginning of March.

- The financial report for the period ending January 31, 2019 was presented. Our revenue for last summer semester (201816) was \$1,310,969.00. Of that amount, \$885,790 was earned revenue and \$425,179 was unearned. Mr. Fulbright explained this is split between earned and unearned because summer semester crosses over our fiscal year-end of June 30.

A motion to affirm the final Financial Report was made by Dr. Jim Wade, 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.

- Mrs. Glander and Dr. Ivester attended the Pioneer Regional Educational Service Agency Board of Controls (RESA) meeting in January, where they shared information on policy changes for how students are admitted and placed. The policy changes will allow opportunities for students to come in without taking a placement test. Speaking at the RESA meeting provided a good opportunity to engage with the superintendents in our service area.
- The Skills USA Region 2 competition was held on the Clarkesville campus in January. Clayton Smith, Automotive Technology Instructor, coordinated the event and did a great job.
- Mrs. Glander and Michelle Likins, Academic Affairs Dean, visited Young Harris College and met with representatives to discuss an Accounting Program articulation agreement. Mrs. Glander commented there is quite a bit of new leadership at Young Harris, and this was an excellent opportunity to get to know them and tour the campus.
- Mrs. Glander announced that the college received no recommendations on its SACSCOC Fifth-Year Interim Report and Quality Enhancement Plan Impact Report review. We were requested only to provide additional information for two faculty members. This was a huge accomplishment, particularly since SACS has changed the way they review colleges several times. Mrs. Glander commented this was a college wide accomplishment, as everyone in the college had a hand in this report.
- The 2018 Currahee Practical Nursing Program had a 100% pass rate as 16 out of 16 students passed their National Council Licensure Examination board examinations.
- Mrs. Glander and Dr. Ivester recently met with Lewis Kelley and Julia Barnett. As brief background, Union General Hospital and Chatuge Regional Hospital each committed \$50,000 previously to support our Practical Nursing Program in Blairsville for the hiring of instructors to help meet the demand for LPNs. They have agreed to continue supporting the program in this way. The first co-hort had 15 students. The second co-hort has 20 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.

- The Economic Department has relocated into the Industrial Technology Center building. The first large event for the new conference center has been booked on March 6 for the Forward Habersham campaign kickoff.
- In January, the department celebrated Brad Cagle's 20-year work anniversary. Mr. Cagle is NGTC's Industry Training Instructor and has personally instructed 21,000 students during his career at NGTC. Mr. Powell stated that Mr. Cagle is also an OSHA General Industry instructor and recently spent four days in Atlanta to become recertified.
- Continuing Education is offering personal enrichment type classes. They will continue building on current offerings with classes such as yoga and painting.
- Several EdVenture tours are planned, including a Braves game in April; a visit to the Billy Graham museum in May; a visit to Madison, Georgia in June; and the Atlanta History Museum and Margaret Mitchel museum in July.
- Vicky Frankum attended the North Georgia Travel Association meeting to stay abreast of potential tour destinations and tour offerings in our area.
- Economic Development staff have attended numerous events in all eight counties of our service area.

- Mr. Powell is actively working with four companies on registered apprenticeships. Some of the apprenticeships will be for credit and some for non-credit. The companies are TenCate, Cobb-Vantress, Haering, and ASI Southeast.
- The 4DX initiative was kicked off on February 1, with all 22 teams are actively engaged in the process.
- The CNC classes in Blairsville will continue thru late March. They are looking to recruit from the general population for an additional class.
- The Culinary class is underway for the Carlton Colwell Detention Center in Blairsville through a WIOA funding. This is our second class there. Discussions are also underway for a possible auto maintenance/detailing class.
- Trainings included Fenner Dunlop, Fieldale, and others.
- An energy/manufacturing tour of Duke Energy's Oconee nuclear station and Borg-Warner facility is scheduled on March 27, 2019. This complimentary tour is for industry leaders and school superintendents.

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.

- Over 100 students have passed the GED test from July 1, 2018 through the current time.
- Both the WIOA Youth Grant and WIOA Adult Grant are beginning to increase their numbers. Mrs. Ward is in the process of renewing the youth grant and plans to include more short-term courses through Economic Development.
- The department is working with Colwell Detention Center to start a 12-week Maintenance and Light Repair Course through WIOA, Adult Education and Continuing Education.
- The department is working with Habersham County Sheriff's Department to offer classes at the county jail.
- A Georgia Best (Soft Skills) class began at the Stephens County Whitman Center.
- A Financial Peace and Money 101 (a 9-week class) began at the White County Learning Center.
- Adult Education will begin offering GED and Georgia Best classes in the Transition Center at LASP in March.
- Adult Education is co-hosting a Professional Development Math training with Athens Tech, on the Clarkesville campus at the end of February.
- The EAGLE conference is scheduled on March 11-14.

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.

- There are 567 Dual Enrollment students for Spring 2019, an increase from last Spring. Dr. King commented this is also an increase from Fall, which is not typical. We have a strong enrollment this term with the Dual Enrollment program.
- Dr. King shared information on financial aid posted for the spring term.
- 104 students participated in the January commencement ceremony at the Georgia Baptist Conference Center.
- Staff attended the Stephens County MEC Apply to College.
- Resource Fairs were conducted on all three campuses.
- As mentioned in Mrs. Glander's report, NGTC hosted the Skills USA regional competition. Dr. King commented on the great exposure provided by this opportunity, with over 400 high school students on our Clarkesville campus.
- Refunds were issued for those students who had financial aid in excess of the balance on their student account.
- 508 awards were conferred for fall term – 48 AAS Degrees; 78 Diplomas; and 386 Technical Certificates of Credit.
- 134 students have applied for spring graduation.

Foundation Report:

- Cynthia Brown, Director of Institutional Advancement, shared information on the Green, Jeans, & Irish Cuisine fundraiser on Friday, March 15, 2019, at the Currahee Conference Center. Tickets are available for sale at \$40/each.
- New Foundation Board of Trustees members include David Foster (returning after being off the board for one year), Rick Story, Frank Riley, and Gary Davis.
- Received the scholarship funds of \$150K from the bob & Carol Head Foundation. This is an endowed scholarship.
- The Foundation assisted 215 students this semester, an increase from last spring's number of 149. This is an increase of 66 students.

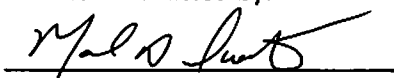
Presidents Report:

- President Ivester announced that work is almost complete on *The Power House*, the facility that provides hands-on electrical construction training. As a reminder, the previous facility was removed in mid-2017 to make way for the new Industrial Technology Center building. Don Higgins, a local builder, donated all materials and labor for the new building. A ribbon cutting will be scheduled in March.
- Conceptual drawings for the Cy Grant Gym are in process. The college plans to repurpose the building to a Wellness Center. The conceptual drawings will be utilized in the college's first ever Capital Campaign for funding of the Wellness Center. Dr. Ivester is working with the Foundation Board on this project.
- Once the CNC program relocates from the Purcell Metal Trades building, the building will be repurposed to house construction trades programs. Dr. Ivester commented there is a big need for general maintenance workers, particularly in the areas with high tourism.
- Dr. Ivester commented on the successful submission of the SACS Fifth Year Interim Report with no recommendations. He congratulated Mrs. Glander and her team and stated much of the success was due to Ms. Glander's background and SACS experience.
- Dr. Ivester shared statistical information related to the Dual Enrollment Program, and the age group percentages of students participating in the program. He commented that Georgians would likely hear more in the coming days about the program and its large cost to the state. He has heard one of the possible ways of trimming the cost is to make the program eligible for juniors and seniors only.
- We are working to do a better job of targeting students in the Dual Enrollment Program to keep them enrolled when they graduate from high school. Although we currently have the highest transition rate in the state (31%), we would like to increase that percentage.
- NGTC is doing more with imbedded certificates. This is good for the students, and also helps our graduation rate.
- Before closing, President Ivester shared aerial and interior photographs of the completed Industrial Technology Center.

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 4:10 p.m.

Approval to Adjourn: A motion to adjourn the meeting was made by Rope Roberts, seconded by Dr. Jim Wade, and approved by all.

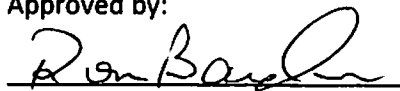
Minutes submitted by:



President

North Georgia Technical College

Approved by:



Chairperson of the Board of Directors

North Georgia Technical College