

**Athens Technical College**  
Board of Directors Meeting Minutes  
Athens, Georgia  
August 15, 2017  
10:30 A.M.

**MEMBERS PRESENT**

Mr. Rusty Adams  
Ms. Barbara Cabaniss  
Mr. Terry Chandler  
Ms. Rebecca Dally  
Mr. Scott Hardigree  
Dr. Mixon Robinson  
Mr. Lawton Stephens

**MEMBERS ABSENT**

Ms. Polly Fievet  
Mr. Todd Henry  
Mr. Steve Hollis  
Mr. Robert Motley  
Mr. Jimmy Parker

**CALL TO ORDER/WELCOME**

Mr. Rusty Adams called the meeting to order at 10:30 a.m. welcoming everyone to the August board meeting.

**SPECIAL PRESENTATION**

Ms. Stephanie Benson, Vice President for Adult Education, presented a PowerPoint presentation to the board members. Adult Education's mission is to prepare students for the workforce through education. In our ten county service area, there are 41,433 residents eighteen and up without a high school diploma.

Bridge to Success is an out-of-school youth program for eighteen to twenty-four year olds who want to work on their GED and college credit at the same time. The program includes the fourteen WIOA program elements, along with certifications, career training, and paid internships. There were forty-one students enrolled in the Bridge to Success Program last year. Employment rate was 100%.

Youth must be engaged in order to be successful. Some of the ways we engage students is through incentives, opportunities to feel connected, support services that address barriers, and setting short and long-term goals. We also offer College for a Day that provides direct connections to the college.

An apprenticeship has been formed with McCann Aerospace and they are offering students weekend shifts so they can work full-time and be full-time students as well. The partnership is registered with the Department of Labor Apprenticeship USA.

They received a grant from the Appalachian Regional Commission to help provide Hart County students with transportation. They have also received a grant for an Adult Education mobile welding lab that will include eight welding booths.

## **APPROVAL OF MINUTES**

Chair Adams called for approval of the April minutes. Lawton Stephens made a motion to approve the minutes and Scott Hardigree seconded the motion with the remainder of the board in agreement. The minutes were approved.

## **FINANCE AND ADMINISTRATION**

Ms. Thomas presented the FY 2017 Summary as of June 30, 2017, which is a report that shows how the college finished up the fiscal year.

Ms. Thomas presented the Affirmation of FY 2018 Annual Operating Budget for approval. This budget provides information on funds for this fiscal year, which began July 1, 2017. Scott Hardigree made a motion to approve and Rebecca Dally seconded the motion with the remainder of the board in agreement. The FY 2018 budget was approved.

Ms. Thomas provided board members with a copy of the FY 2018 Local Budgets, which is a breakdown of budgets by departments.

## **ACADEMIC AFFAIRS**

Mr. James Price presented two items for approval. The first item is a Basic Machinist Technica Certificate of Credit (TCC). This certificate will prepare students for a machine tool operator position. The TCC is embedded in the Machine Tool Technology Program and will be offered at the Hart County College and Career Academy.

Mr. Price asked the board for approval of the Basic Machinist TCC. Barbara Cabaniss made a motion to approve and Scott Hardigree seconded the motion with the remainder of the board in agreement. The Basic Machinist TCC was approved.

The second item for approval is the mobile welding trailer for Hart County, which was made possible by a grant from the Appalachian Regional Commission. The mobile welding lab will provide students with eight training stations and help them obtain critical training skills for the workplace. There will be three TCCs offered, Gas Tungsten Arc Welding TCC, Shielded Meta Arc Welding TCC, and Gas Metal Arc Welding TCC, which are all embedded in the Welding Program.

Mr. Price asked the board for approval of the mobile welding trailer. Scott Hardigree made a motion to approve and Terry Chandler seconded the motion with the remainder of the board in agreement. The mobile welding trailer was approved.

## **STUDENT AFFAIRS**

Ms. Jennifer Benson gave the board an update on Student Affairs. Fall Semester begins on Monday.

Late registration is tomorrow.

We are currently 1,600 credit hours less than we were last year.

She just received word that there are 538 Move on When Ready students registered for classes which is higher than the 419 students from last year.

They will have Welcome Back Week next week for the students. On Monday students, faculty and staff will be provided glasses to view the Solar Eclipse. There will be welcome back snacks, food trucks, and an ice cream social for students.

Staff has been working on contacting 1,900 registered students who have balances due. As of this morning, there are only 400 students with balances still due. Staff will continue to contact these students.

### **ECONOMIC DEVELOPMENT**

Dr. Ilka McConnell gave the board an Economic Development update. The Manufacturing Fundamentals class has a new name, "ManufacturREADY." There have been ten students recruited for the next class.

They have been working on reaching out and creating new partnerships. One important one they have established is with Athensmade.

They have also been working on developing expanded course offerings.

Working on rewriting their marketing items with new information.

She has been working with Mr. James Price on some apprenticeships and businesses have proven to be very interested.

### **ADULT EDUCATION**

Ms. Stephanie Benson gave the board an Adult Education update. They are now offering ESL classes in Oconee, Oglethorpe, Madison, Clarke and Walton counties.

### **COLLEGE UPDATE**

Ms. Jennifer Griffeth provided board members with an Athens Tech Foundation update. She invited board members to the faculty/staff picnic on Thursday at the Life Sciences Building.

The Athens Tech Foundation has awarded fifty-nine students with scholarships that total \$59,000 in 2017. She has three new scholarships in the works and they will hopefully be available by the end of the year.

There will be a new president and vice president joining the Athens Technical College Alumni Association. Their goals include retention and success of students.

Ms. Griffeth passed out a sheet with upcoming events for the Athens Tech Foundation which include a donor breakfast on September 28<sup>th</sup> and the 4<sup>th</sup> Annual OWL Awards on November 2<sup>nd</sup>.

She also passed out a sponsorship form for the OWL Awards.

### **PRESIDENT'S REPORT**

Dr. Daniel presented the President's Report. She thanked Mr. Phil Bettendorf, Athens Tech Foundation President, for attending the meeting.

She is happy to announce that there have been four terms of enrollment increases at the college. We have a 2.7% increase in enrollment, 6.1% increase in credit hours, and a 6.1% increase in FTE.

We met or surpassed all items on our benchmarks this year except for two. Benchmarks represent all items that the college is judged on. We surpassed items including retention rate, FTE, high school enrollment and graduation rate.

She thanked Dr. Mixon Robinson and Mr. Glenn Henry for attending the Piedmont Athens Regional meeting with her. She also thanked Mr. Scott Hardigree for all of his work with the Hart County College and Career Academy.

There have been some personnel changes at the college during the Summer. Dr. Mary Clare DiGiacomo retired from her position as Dean of General Education and Online Learning.

Ms. Caroline Angelo took a position at Atlanta Technical College as Executive Vice President of Student Affairs and Academic Affairs. Mr. James Price is serving as Interim Vice President of Academic Affairs right now. She has interviewed candidates for this position and the Dean of General Education and Online Learning position and will be making offers this week.

We are also hiring a new FSSE instructor and Program Chair for the Culinary Program.

The Governor has announced that the Move on When Ready name will be changed to dual enrollment.

Dr. Daniel thanked Ms. Kathryn Thomas for all of her work on the facilities projects this Summer. We are getting a new roof on one of the buildings on the Elbert County Campus. New furniture is being delivered today to the library. New carpet has been installed in most of this building except for the President's Office, which will get new carpet in December. The auditorium project is ongoing. She plans to have a faculty/staff meeting in there once it is completed.

She attended the State Board Meeting last week. The water tower was on the agenda and passed. It will go to State Properties Commission and hopefully will be ours after that.

Dr. Daniel went over the President's and Dean's lists for Summer Semester. She also went over a couple of newspaper ads that the college currently is running.

She passed out a Quick Start magazine. There is an article about Athens Technical College signing an agreement with NIBCO.

She is meeting with the new Clarke County Superintendent on Friday.

She will be doing a presentation to the Georgia Department of Economic Development Board of Directors tomorrow in Hartwell.

This Summer she attended a SASCOC Summer Institute in Austin, Texas.

### **BOARD ACTIVITIES**

Chair Adams asked board members to share activities they have been involved in lately or any upcoming activities. No one had anything to share.

### **ADJOURNMENT**

Being no further business, Chair Adams adjourned the meeting with appropriate motion and second at 12:15 p.m.

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Dr. Andrea Daniel, President  
Rebecca Allen  
Executive Assistant  
August 15, 2017

*Next scheduled Board Meeting: September 19, 2017*

*\* Denotes action items that require a vote for approval by the local board.*