

Athens Technical College
Board of Directors Meeting Minutes
Athens, Georgia
August 25, 2015
10:30 A.M.

MEMBERS PRESENT

Ms. Barbara Cabaniss
Ms. Rebecca Dally
Ms. Polly Fievet
Mr. Scott Hardigree
Mr. Todd Henry
Mr. Steve Hollis
Judge Robert Motley
Dr. Mixon Robinson
Mr. Lawton Stephens

MEMBERS ABSENT

Mr. Rusty Adams
Mr. Terry Chandler
Mr. Jimmy Parker

CALL TO ORDER/WELCOME

Dr. Mixon Robinson called the meeting to order at 10:30 a.m. welcoming everyone to the August board meeting. Chair Robinson introduced Dr. Gail Thaxton who is the Interim President for the college while the search is underway to find a permanent president after Dr. Tydings retired. Chair Robinson also introduced Ms. Jennifer Benson who is the Interim Vice President for Student Affairs. She is serving until a replacement can be found for Dr. Leslie Crickenberger who took a job in Tennessee.

SPECIAL PRESENTATIONS

Dr. Andrea Daniel presented a PowerPoint presentation entitled "Economic Development Short Term Training Programs Making a Regional Impact." Our short-term training program is a partnership with the Northeast Georgia Regional Commission and business partners. It offers training in Workplace Fundamentals, Manufacturing 101, and Certified Nursing Assistant.

Workplace Fundamentals and Manufacturing 101 teaches a wide variety of skills including positive attitude in the workplace, interpersonal communications, introduction to computers, OSHA 10 certification, forklift certification, and resume workshop. Some of the company partners include Caterpillar, Power Partners, Hitachi, Noramco, and Baldor.

The first Workplace Fundamentals class in Greene County achieved a 100% placement rate. The Athens Manufacturing 101 class achieved a 91% placement rate. Certified Nursing Assistant is offered at the Athens, Greene and Wilkes County Campuses. Students taking this class achieved an 87% placement rate with a 100% pass rate on the certification exam.

Contract training hours as well as continuing education training hours have gone up over the last few years.

A new academy has been formed with Greenwood that includes online and face to face instruction. There are four other companies lined up with this contract for training. This new academy will allow us to expand our services.

The Haring Germany Training Program is still going good. There are eight more students going to Germany for three years of training. They are also working with Haring on a statewide apprenticeship program with Deputy Commissioner Matt Arthur. This apprenticeship program will help the 400 German companies which are located in Georgia.

Dr. Daniel let the board know that she will not be attending the September board meeting. She has been invited by Haring to fly to Germany and visit the training academy.

APPROVAL OF MINUTES

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

COMMITTEE REPORTS

ADULT EDUCATION

Ms. Stephanie Benson gave the board an update on Adult Education. Athens Technical College has been approved by the Department of Labor to pilot the GeorgiaBEST Program. In conjunction with the State Department of Education this program will provide students with the necessary soft skills and work ethics they need in order to get a job. Students get help with resumes and participate in mock interviews. Clothes closets are available for students to get clothes for interviews. Students who complete this program will receive a work ethic certificate.

We are one of two colleges in the state to offer the GeorgiaBEST program. Georgia Northwestern Technical College is the other college. Ms. Benson passed out information on the GeorgiaBEST program.

We received a Dollar General grant that was used to buy laptops and an online program to help Adult Education students.

She is happy to announce that our Adult Education program was removed from performance improvement which we have been on for three years now. We are third in the state for GED test completions.

We were selected for funding for an out of school youth program called Bridge to Success. We partnered with twenty businesses to offer paid internships to students. Students will attend a short term program like Commercial Truck Driving or Manufacturing Operations and then take their internship with one of these businesses. Students will obtain a certification when finished.

She has been asked to attend the Southeastern Employment and Training Conference in Savannah with Beverly Smith, Assistant Commissioner for Adult Education at TCSG, to present our Accelerated Opportunity program.

Ms. Benson passed out an Adult Education Points of Pride flyer.

EXECUTIVE VICE PRESIDENT/CHIEF ACADEMIC OFFICER

Dr. Dan Smith presented several programs for approval. Most programs at the state level are standardized and if we want to deviate from that we have to get board approval. The first approval is a change to the Hotel, Restaurant, and Tourism Degree. We were approached by the Lieutenant Governor's Office and Arby's about developing an apprenticeship opportunity for Arby's to send their high school aged employees to college and put them on track for managerial positions.

Second approval is a change to the Diesel Equipment Technology Diploma. This is a request for permission to add four credit-hour Diesel Equipment Technology internship courses to the existing program. This will provide our students with the best employment opportunities.

Third approval is a change to the Practical Nursing Diploma. Students currently have to take a two credit-hour diet and nutrition course before being formally accepted into the program. However, all of the learning outcomes in this course are taught in other courses in the program. We would like permission to remove the diet and nutrition course from the curriculum.

Next approval is a change in the Marketing Management Degree, Diploma, and TCC. We ask permission to split the six credit-hour entrepreneurship course into two, three-hour courses which will assist students with creating course schedules and taking more than one course a term.

Next approval is a change in the Baking and Pastry Specialist TCC. We are asking to make the same change with this program as with the Marketing Management Program. We would like to split the advanced baking principles six credit-hour course into two, three-hour courses.

There is a new program request for Supply Chain Basics TCC which will be embedded in the existing Business Management Degree and Supply Chain Management TCC. We were approached by Goodwill Industries of Northeast Georgia to develop a course for them to offer to their clients. Goodwill Industries is planning to do the recruiting and marketing for the TCC and will be paying full tuition and fees for students.

Next is an approval for a new program, Pre-Hospital EMS Operations TCC, which will be a combination of the Emergency Medical Technician TCC and the Advanced Emergency Technician TCC. Students have to take both of these in order to take the Paramedic Program. Emergency Medical Technician TCC is Pell eligible but the Advanced Emergency Technican TCC is not. By combining these two short TCCs into one long TCC then students will be able to obtain Pell the whole time.

Another new program request for approval is a Hair Designer TCC which will be embedded in the existing Cosmetology Diploma Program. The eight credit hours of study in skin and nail services is removed from this TCC for students not interested in that portion of the curriculum.

The last request for approval is to add a degree and some TCCs at the Athens Community Career Academy (ACCA) location. The programs will include Culinary Arts Degree, Baking and Pastry Specialist TCC, Catering Specialist TCC, Culinary Nutrition Assistant TCC, Food Production TCC, and Prep Cook TCC. Currently students at the ACCA are approved for the Culinary Arts Diploma and this will allow students to take these additional programs at the Athens location instead of having to drive to the Walton County Campus where the Culinary Program is located.

Dr. Smith asked the board for approval of the above changes and additions. Lawton Stephens made a motion to approve and Robert Motley seconded the motion with the remainder of the board in agreement. The above changes and additions were approved.

Dr. Smith discussed the Student Success Summit that was held Thursday in which our two Achieving the Dream coaches and full time faculty and staff attended. It was a good meeting which included discussions with the coaches and a panel of students. Dr. Smith passed out a Survey of Entering Student Engagement which provides information on our student benchmarks.

Dr. Smith presented a PowerPoint presentation about Move on When Ready which is an initiative by the Governor's Office in which the college is participating in. This allows high school students to go to college instead of high school as long as they can pass our admission exam and complete a degree, diploma, or two TCCs in one specific career pathway. Move on When Ready does not cover remedial courses. Students have to be sixteen years old to attend the college. This will basically take the place of dual enrollment.

The state pays for tuition, supply fees, and \$25 per credit hour for textbooks for students enrolled in Move on When Ready. We have 355 high school students enrolled this semester and we expect the number to grow by Spring Semester. Dr. Phil Lanoue, Superintendent of Clarke County Schools, has agreed to cover the textbook costs that the state will not be covering.

FINANCE AND ADMINISTRATION

Ms. Kathryn Thomas presented the FY 2015 Summary as of June 30, 2015. This provides information on how the college closed out the fiscal year.

Ms. Thomas presented the FY 2016 Annual Operating Budget for approval. This budget provides information on funds for this fiscal year which began July 1, 2015. Ms. Thomas asked the board for affirmation of the FY 2016 Annual Operating Budget. Steve Hollis made a motion to approve and Robert Motley seconded the motion with the remainder of the board in agreement. The FY 2016 Annual Operating Budget was approved.

Ms. Thomas distributed the FY 2016 Local Budgets which provides a breakdown of budgets for each division and program.

STUDENT AFFAIRS

Ms. Jennifer Benson gave a Student Affairs update. Enrollment this semester is down a little from Fall Semester last year. This year we have 4,186 students and in 2014 we had 4,250 students.

Move on When Ready has had a huge impact on their office with staff having to get high school students enrolled in classes.

High school probe fairs begin on September 1st. We will be sending someone out to all of the probe fairs.

PRESIDENT'S REPORT

Dr. Gail Thaxton presented the President's Report. She is happy to be working at Athens Technical College and is looking forward to accomplishing great things while here. She has already visited the Walton and Elbert County Campuses and is planning a visit to the Greene County Campus next week.

The president search committee is meeting tomorrow to begin the search for a permanent president. They are hoping to have someone in place by the first of the year.

The college recently received a \$1.2 million World Class Labs grant to buy equipment and/or renovate space for welding or industrial systems that supports Caterpillar. We have identified a space on campus to renovate for a welding lab. The space was being used for our Machine Tool Technology Program before it moved to the Walton County Campus. We have hired a company called BDR who is working with faculty to come up with a cost study package.

OTHER BUSINESS

Mr. Ed Geddings, who is in attendance today, retired from the local board in April. Chair Robinson asked board members if someone would like to nominate him as board member emeritus. Scott Hardigree made a motion to nominate Ed Geddings as a board member emeritus. Robert Motley seconded the motion with the rest of the board in agreement. Ed Geddings was made a board member emeritus.

Chair Robinson asked the board for approval to cancel the November board meeting. People will be out of town that week, including Dr. Thaxton, due to the holidays. Rebecca Dally made a motion to cancel the November meeting. Scott Hardigree seconded the motion with the rest of the board in agreement. The November board meeting is cancelled.

Chair Robinson also mentioned that the board meeting schedule needs to be changed back to the old schedule of meeting on the third Tuesday of each month beginning in January 2016. The president is being asked to serve on a board that will begin meeting on the fourth Tuesday of the month so we will not be able to hold board meetings on that day.

BOARD ACTIVITIES

Chair Robinson asked board members to share activities they have been involved in lately or any upcoming activities. Mr. Frank Christa presented briefly on the Athens Tech Foundation. He serves on the Foundation board and informed everyone on what has been going on.

Mr. Scott Hardigree updated the board on the Hart County Career Academy. The site demolition has taken place and building will begin soon. He also informed the board that Hart County Schools has a new superintendent.

Mr. Todd Henry gave the board an update on Caterpillar. They have now hired over 1,500 employees. He thanked the college for their partnership and all the hard work they have contributed.

Ms. Rebecca Dally reported on how excited people in Social Circle are about getting an Athens Technical College campus in their city. The truck route, which is right next to the property that Athens Technical College owns in Social Circle, has been completed.

ADJOURNMENT

Being no further business, Chair Robinson adjourned the meeting with appropriate motion and second at 12:00 p.m.

Dr. Gail Thaxton, Interim President
Rebecca Allen
Executive Assistant
August 26, 2015

Next scheduled Board Meeting: September 22, 2015.

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