

**Athens Technical College**  
Board of Directors Meeting Minutes  
Athens, Georgia  
January 19, 2016  
10:30 A.M.

**MEMBERS PRESENT**

Mr. Rusty Adams  
Ms. Barbara Cabaniss  
Mr. Terry Chandler  
Ms. Rebecca Dally  
Ms. Polly Fievet  
Mr. Scott Hardigree  
Mr. Todd Henry  
Mr. Steve Hollis  
Mr. Robert Motley  
Dr. Mixon Robinson

**MEMBERS ABSENT**

Mr. Jimmy Parker  
Mr. Lawton Stephens

**CALL TO ORDER/WELCOME**

Dr. Mixon Robinson called the meeting to order at 10:30 a.m. welcoming everyone to the January board meeting.

**CHAIR'S COMMENTS**

Chair Robinson welcomed Ms. Carol Williams, Board Member Emeritus.

Chair Robinson noted in the board notebooks is a photo directory of the vice presidents and deans at the college. With the changes in the last few months he thought it would be a good idea for board members to have this.

**APPROVAL OF MINUTES**

Chair Robinson called for approval of the November minutes. Rusty Adams made a motion to approve the minutes and Steve Hollis seconded the motion with the remainder of the board in agreement. The minutes were approved.

**FINANCE AND ADMINISTRATION**

Ms. Kathryn Thomas presented the Budget Amendments which include additional funding sources from Adult Education grants, Georgia Driver Training Program, and renewal of the DFCS Training Center.

Ms. Thomas presented the Financial Report as December 31, 2015.

**ACADEMIC AFFAIRS**

Ms. Caroline Angelo passed out the AY 2015 Fact Book which contains enrollment, statistics and trends for Athens Technical College.

She also passed out the AY 2015 County Profile Book which contains county labor profiles and demographic profiles for the counties in our service area. It is compiled by UGA and is available on their website.

## **STUDENT AFFAIRS**

Ms. Jennifer Benson gave the board an update on Student Affairs. Our enrollment is at 3,813 students which is down from 3,975 students last Fall.

The Department of Advisement and Retention has been working with students on their academic plans. Academic plans are provided to students who are coming back for a second or third time, possibly after a form of dismissal or financial aid exclusion. The plans are designed to help students succeed this time. For Fall Semester we had 91 students placed on academic plans. At the end of the semester 66% of the students managed to make a C or better in their coursework. This is an 18% increase compared to Fall Semester last year.

We have an Early Alert Program which is used by faculty to report students who are falling behind in their coursework or in attendance. Faculty reported 606 students during Fall Semester. Their office contacted 100% of the students either by email, phone, or letter and 64% of them responded to a request to meet. This is an increase of 16% compared to last Fall. At the end of Fall Semester 57% of the students they worked with was in good academic standing which is a 6% increase from Fall Semester last year.

## **ECONOMIC DEVELOPMENT**

Dr. Andrea Daniel introduced Ms. Pam Johnson, Director of Computer Training Technology. Ms. Johnson is responsible for providing computer training to companies.

Dr. Daniel presented a PowerPoint presentation about contract and continuing education training during the first and second quarters of 2016. Contract training was provided to 102 companies with a total of 1,295 people being trained. They trained 228 people through Continuing Education classes.

Their office has also been working with companies through the retraining tax credit program. So far eight companies with twelve credits have been approved. The savings for these companies totaled \$225,043.

She has submitted nominations for the Manufacturing of the Year Award. This is the first year they have been able to nominate Caterpillar.

Dr. Daniel announced that Ms. Sherry Abrams, Director of Public Relations, has accepted a job at UGA and tomorrow is her last day. Dr. Daniel thanked Ms. Abrams for everything she has done for the college. She is going to be greatly missed by everyone here. Ms. Abrams position has been advertised and interviews will be conducted soon.

## **ADULT EDUCATION**

Ms. Stephanie Benson gave the board members an Adult Education update. Enrollment is currently at 693 students which is an increase from 680 students in 2015. Athens Technica College is one of twelve colleges with an increase in enrollment. There are problems statewide with enrollment right now.

We have an adult education center opening at the Diversion Center in Clarke County next month which will have thirty students.

Over the past year and a half she has been working on their new Distance Education Program. This program is designed for students who have transportation or child care issues and can't get to an adult education center to take their coursework. They are now able to do all of it online with this new program. They just have to come to a center to take their test. So far students have put in 4,813 hours into the program. Ms. Benson showed the board members the new Distance Education Program commercial.

## **COLLEGE UPDATES**

Mr. Dennis Ashworth presented a PowerPoint presentation on Information Technology.

The mission of the Information Technology Department is to support faculty, staff, and students at the college. They support numerous things on campus including computers, printers, servers, network and security systems, email, website and VOIP Phone System.

There are approximately 2,100 computers on our four campuses plus laptops and printers. We have over 75 servers which include email, website, dental patient system, and veterinary technology server. There are over 100 access points on the Athens Campus along with emergency gas generators for power outages.

Our network infrastructure is fiber based which uses glass strains and lasers to transmit and receive information. We upgraded our wireless last year for better coverage.

Our latest project is the change to a Voice Over IP (VOIP) phone system which has five servers and over 300 phones. The phones have video capability in which Mr. Ashworth demonstrated for the board members. They are also linked to the master email list with four digit dialing to all campuses. Mr. Ashworth thanked Mr. David Holbrook, Technical Support Coordinator, for his hard work on this new system. Mr. Holbrook is solely responsible for getting the phone system set up.

In the future they will be working on instant messaging, file transfer, and desktop sharing.

Ms. Jennifer Griffeth gave the board an update on the Athens Tech Foundation. The Foundation is on track for its certification. They have submitted their 1099 for last year as well as their application for renewal of the Foundation's Articles of Incorporation with the Secretary of State.

There are six new trustees joining the Athens Tech Foundation board this year. They include Mr. Terry Wingfield, retired Vice President of Arbinet Corporation; Mr. Chris Kubas, Executive Vice President of the Elberton Granite Association; Mr. Ryan Moore, Director of Economic Development for Clarke County; Ms. Aru Reddy, CFO of Reddy & Associates; Ms. Christy Terrell, Northeast Region External Affairs Manager for Georgia Power; and Ms. Beth Thomas, Project Coordinator for the Greensboro Dreamers Program.

The Foundation will be kicking off its employee part of the Legacy Campaign in February.

The 2016 LuOwl is scheduled for May 6<sup>th</sup> at the Old Cotton Press in Athens. There are sponsorships available if anyone is interested.

### **PRESIDENT'S REPORT**

Dr. Gail Thaxton informed board members that Athens Technical College was a finalist for the College of the Year Award given out by TCSG. She passed out information showing metrics that have to be met to achieve the award. Colleges receive a point in each category based on their performance over the past year.

She had a conference call with the Commissioner last week and received good news about the budget. TCSG has asked for certain funds to be restored including obsolete equipment funds and renovation and repair funds. She did not find out our state allocation amount yet.

We received a letter from the Student Finance Commission notifying us that the funds they had allocated for the Move on When Ready Program have expired. Through this program colleges get some of their expenses back, however, if the funds are now expired, colleges will have to absorb all of the costs. Athens Technical College incurred approximately \$30,000 in expenses for Fall Semester. She is hoping legislators will allocate some funds for the program.

### **BOARD ACTIVITIES**

Chair Robinson asked board members to share activities they have been involved in lately or any upcoming activities.

Mr. Scott Hardigree informed the board that a new German Company is coming to Hart County and bringing 200 jobs. In the last year German companies have brought over 1,000 jobs to Hart County.

### **ADJOURNMENT**

Being no further business, Chair Robinson adjourned the meeting with appropriate motion and second at 11:45 a.m.

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Dr. Gail Thaxton, Interim President  
Rebecca Allen  
Executive Assistant  
January 20, 2016

*Next scheduled Board Meeting: February 16, 2016.*

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