

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

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Mr. Todd Henry  
Mr. Steve Hollis  
Mr. Robert Motley  
Mr. Jimmy Parker

**SPECIAL GUESTS**

Mr. Ed Graham, President of the Athens Tech Foundation

**CALL TO ORDER/WELCOME**

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

**CHAIR'S COMMENTS**

Chair Robinson congratulated Dr. Andrea Daniel on her promotion to Executive Vice President. Dr. Daniel was the Vice President for Economic Development. He also congratulated Ms. Caroline Angelo who has been appointed Interim Vice President for Academic Affairs. Ms. Angelo was the Executive Director for Academic Affairs.

Chair Robinson introduced Ms. Jennifer Griffeth who is the new Executive Director of Institutional Advancement. Ms. Griffeth spoke briefly about her background.

Chair Robinson gave board members an update on the president search. Commissioner Corbin sent out an email stating that she interviewed the top three candidates and was impressed with them. However, due to the departure of key senior staff members at the college she has asked Dr. Thaxton to continue serving the college through next year's budget development and implementation. At that time she will continue the selection process for a new president.

He, along with Bill and Barbara Cabaniss, attended the TCSG Leadership Conference in Atlanta a few weeks ago. It was a good conference with many informative workshops. Our local board received an award for being 100% certified. We have maintained our 100% certification for seven years now.

Board members will notice a new format to the agenda. Tabs in the notebooks will correspond with numbered items on the agenda. Any handouts Vice Presidents have will be behind their tabs.

### **APPROVAL OF MINUTES**

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

### **FINANCE AND ADMINISTRATION**

Ms. Kathryn Thomas presented the Financial Report as October 31, 2015.

Ms. Thomas gave the board an update on the World Class Labs welding project. Major Capital Outlay requested for FY 2016 was an upgrade of labs at the technical colleges. TCSG requested \$72 million which included a specific list of programs and equipment. OPB approved \$36 million to be allocated over three years among the colleges.

Athens Technical College requested \$12 million to upgrade its labs. We received \$1.2 million this year for funding of a welding lab on the Athens Campus. The former Machine Tool Technology Lab is being renovated for the welding lab. Bids on the project will be take place in early Spring with a renovation start date sometime in March or April. We hope to have the program moved in by Fall.

### **ACADEMIC AFFAIRS**

Ms. Caroline Angelo gave the board an overview of our Performance Accountability Review (PAR). We had a PAR visit on November 3<sup>rd</sup> in which a team of TCSG staff, including other technical college presidents, reviewed programs to ensure we are following policies. Team members divided up and visited all of our campuses.

She is happy to report that we had no recommendations and only two suggestions that were minor. We had four programs receive accommodations which included Early Childhood Care and Education on the Greene County Campus; Culinary and Biotechnology on the Walton County Campus; and Marketing on the Athens Campus.

### **STUDENT AFFAIRS**

Ms. Jennifer Benson gave the board an update on Student Affairs. TCSG is moving toward using the TEAMS system for their Early Alert. As of yesterday we had 582 students reported on Early Alert for Fall Semester. Of those students we had 43% who reached out to us for some sort of assistance.

We have started making classroom visits to make contact with students who are reported on Early Alert and are not responding to our letters and emails.

So far we have 2,186 students enrolled for Spring Semester during returning student registration. Last year we had a total of 4,186 for Spring Semester. We still have ten days left for returning student registration, new student registration and late registration. Normally we have a large number of students who register during drop/add as well.

For Fall Semester we had 351 students who registered through Move on When Ready. As of yesterday we had 274 students already registered for Spring Semester.

### **ECONOMIC DEVELOPMENT**

Dr. Andrea Daniel presented a PowerPoint presentation. She shared some photos from her trip to Germany to visit Haring. It was an exciting and busy trip where she got to see their training facility and visit with students, their Governor as well as Governor Deal. The students who are currently training will receive the top level administrative positions with Haring.

Dr. Daniel shared photos of KIA cars that will be used in our Driver's Education program. Board members have a copy of the Driver's Education brochure in their notebooks. All the technical colleges, except two, are participating in the program. Students will receive 30 hours of classroom training and six hours of driving instruction.

She also shared photos of the Quickbooks class at the Wilkes County Campus and Pinnacle Bank's Excel class at the Elbert County Campus. All of the above photos are in the board notebooks.

### **COLLEGE UPDATE**

Mr. Ed Graham, President of the Athens Tech Foundation, gave the board an update. The Foundation received an award at the TCSG Leadership Conference for their board being 100% certified. They are the only Foundation to have received this award three years in a row.

The Athens Tech Foundation has set up community cabinets which serve as advisory cabinets to help the Foundation improve its visibility in the community. One way they are doing this, with the help of Mr. Glenn Henry, Dean of the Life Sciences Division, is providing tours of the Life Sciences Building.

Mr. Graham invited board members to attend the Outstanding Workforce Leaders (OWL) Awards next Thursday at 11:30 am at the Classic Center. The event will honor outstanding workforce leaders in our community.

Mr. Graham asked Ms. Griffeth to speak to the board about other upcoming events. Ms. Griffeth thanked Dr. Robinson for his OWL Awards sponsorship.

The Foundation is on target for projected goals this year.

The Foundation is in the preplanning stages of the 4<sup>th</sup> Annual LuOWL event that will be on May 6, 2016.

### **PRESIDENT'S REPORT**

Dr. Gail Thaxton spoke about the Move on When Ready program. A handout is in the board notebooks showing enrollment numbers. This has become a huge initiative across the state. As Ms. Benson mentioned we had 351 students registered for Fall Semester and we are looking to surpass that for Spring Semester.

Dr. Thaxton spoke about enrollment at the career academies in our service area. A handout is in the board notebooks showing enrollment numbers.

She thanked the board members who attended the TCSG Leadership Conference. It was a good conference with lots of information.

We have a great deal of transition going on at the college right now and she appreciates the board members' support while this is occurring. She is honored to be a part of such a great institution.

### **BOARD ACTIVITIES**

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

Mr. Terry Chandler invited board members to attend the Agricultural Science Program's Open House tonight at 6:30 pm in Building M on the Athens Campus.

### **ADJOURNMENT**

Being no further business, Chair Robinson adjourned the meeting with appropriate motion and second at 11:30 a.m.

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Dr. Gail Thaxton, Interim President  
Rebecca Allen  
Executive Assistant  
November 11, 2015

*Next scheduled Board Meeting: January 19, 2016.*

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