

Athens Technical College
Board of Directors Meeting Minutes
Athens, Georgia
August 16, 2016
10:30 A.M.

MEMBERS PRESENT

Mr. Rusty Adams
Ms. Barbara Cabaniss
Ms. Rebecca Dally
Ms. Polly Fievet
Mr. Scott Hardigree
Mr. Todd Henry
Mr. Steve Hollis
Mr. Robert Motley
Mr. Lawton Stephens

MEMBERS ABSENT

Ms. Terry Chandler
Mr. Jimmy Parker
Dr. Mixon Robinson

SPECIAL GUESTS

Mr. Edward Geddings, Board Member Emeritus
Ms. Dianne Campbell, Retired Dean, Business and Education Division
Ms. Lisa White, Program Chair, Early Childhood Care and Education Program

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

Mr. Dennis Ashworth presented a PowerPoint presentation on "Network Security – The Latest Threat Landscape." Recent threats include Ransomware in which a hacker holds your personal information or data for ransom. The hacker will ask for a ransom amount to release the information. Common amounts that hackers ask for is \$300 from an individual and \$10,000 from a business. Hackers commonly hit schools, hospitals, and other large businesses that can pay the ransom. Approximately 40% of victims pay the ransom to get their information back.

At Athens Technical College we have multiple layers of protection that include educating faculty and staff; keeping computers and software updated; use of anti-virus and malware software; and scanning all emails that come in.

Some tips for protecting your home computer include upgrading from Windows XP which is no longer supported; be cautious of what you click on and emails that come in; install and use anti-virus software; and back up documents.

He recommends backing up to the cloud and using programs that include Blackblaze, Carbonite and Mozy. Some of these keep multiple versions of your backup. He also recommends using Webroot which is an anti-virus software.

CHAIR'S COMMENTS

Chair Adams noted that this is his first meeting as acting chair. He thanked everyone for coming to the meeting. Chair Adams welcomed Mr. Edward Geddings, Board Member Emeritus, to the meeting.

APPROVAL OF MINUTES

Chair Adams called for approval of the April minutes. Todd Henry made a motion to approve the minutes and Robert Motley seconded the motion with the remainder of the board in agreement. The minutes were approved.

FINANCE AND ADMINISTRATION

Ms. Kathryn Thomas presented FY 2016 Year End Summary which is a report that shows how the college finished up the fiscal year.

Ms. Kathryn Thomas presented the Affirmation of FY 2017 Annual Operating Budget. This budget provides information on funds for this fiscal year which began July 1, 2016. Ms. Thomas asked the board for affirmation of the FY 2017 Annual Operating Budget. Scott Hardigree made a motion to approve and Steve Hollis seconded the motion with the remainder of the board in agreement. The FY 2017 budget was approved.

Ms. Thomas distributed the FY 2017 Local Budgets which provides a breakdown of budgets for each division and program.

ACADEMIC AFFAIRS

Ms. Caroline Angelo gave the board an update on Academic Affairs. This summer they have been focusing on increasing enrollment on our satellite campuses. Our Accounting Program Chair moved to the Elbert County Campus along with some of the accounting classes. We now have more general education classes being taught on the Elbert County Campus. Ms. Carol Stanley obtained a 3D printer for the Elbert County Campus. She thanked Mr. Al McCall and Dr. Mary Clare DiGiacomo for all their work with the Elbert County School System.

We now have a high school program in Machine Tool Technology being taught during the summer at the Walton County Campus. We also have a full Biotechnology Program being taught at the Walton County Campus which is our fastest growing county in our service area.

We have a Hair Designer Program and Criminal Justice Program at our Greene County Campus.

She toured Moller Tech and Star Granite. Ms. Angelo thanked Mr. Rusty Adams for providing the tour at Star Granite. It was a very good tour.

Ms. Angelo introduced Mr. Nick Chapman who is our new Dean for the Business and Education Division. Mr. Chapman began his role as Dean yesterday.

They sent out CCSSE surveys to students and faculty during the Spring. She will share a report on the results of the survey at the next board meeting.

Dr. Mixon Robinson has asked for an update on programs at the college. She will be doing a special presentation about programs at the next board meeting.

STUDENT AFFAIRS

Ms. Jennifer Benson gave the board an update on Student Affairs. Summer Semester enrollment was at 2,170 students which is 66 more students than Summer Semester 2015. This is the first increase in eleven semesters. Ms. Benson thanked the library staff and Academic Affairs to help make the enrollment increase possible.

This is the busiest time of the year for Student Affairs. There has been a lot going on in financial aid, registration, and testing centers.

Fall Semester classes begin on Monday.

We have 409 students who have registered through the Move on When Ready Program which is more than the 351 we had in 2015.

New student/parent orientation is coming up on Friday evening and Saturday morning which will provide new students and their parents information about the college.

She thanked Dr. Daniel and Ms. Kathryn Thomas for moving the Academic Support Center downstairs next to the library. It has been very helpful to students.

ECONOMIC DEVELOPMENT

Dr. Ilka McConnell gave the board an Economic Development update. She has been at Athens Technical College for eight weeks now.

She had a meeting with Ryan Moore, Director of Athens- Clarke County Economic Development, and VoxPro back in June. VoxPro is going to bring 500 jobs to Athens with their customer service center in 2020.

She has been working on setting up schedules for Manufacturing 101 and Workplace Fundamentals classes at our satellite campuses.

The CNA program is being taught on the Athens, Wilkes and Greene County Campuses.

Her department has been working on contracts with the Department of Community Health, Athens-Clarke County Recycling, Greenwood, Hitachi, and Novelis. They are also doing safety inspection classes and forklift training. A new class is going to be taught which is a Six Sigma karate class.

Mr. Drew Palmer, who is the Director of Continuous Training and Improvement, has been working hard during the summer with the Driver's Education Program which teaches high school students to drive. There have been 78 students trained so far. We received a grant for the program which included two cars for on the road training. Student are also provided classroom training.

Mr. Palmer also has been working on the Pest Control Testing System to make some of the materials more accessible.

ADULT EDUCATION

Ms. Sherry Down, Administrative Assistant for Adult Education, gave the board an Adult Education update. Ms. Stephanie Benson is at an Adult Education Budget Meeting at Callaway Gardens this week and she asked Ms. Downey to provide the board with an update.

They have had several back to school recruiting events. Ms. Downey thanked Mrs. Barbara Cabaniss for all of her help with the recruiting day event in Oglethorpe County.

Ms. Benson applied for a grant from the Georgia Mountains Regional Commission and will be receiving some money from the grant.

The Hart County Regional Council has added some space for classes at their facility.

Ms. Downey is happy to report that enrollment is up.

COLLEGE UPDATE

Ms. Jennifer Griffeth provided board members with an update on the Athens Tech Foundation.

They have started six new scholarships with two of them being the Dr. Flora Tydings Leadership Scholarship and Ed Graham Community Service Scholarship. Since last year they have awarded over \$45,000 to forty-one students.

The 3rd Annual OWL Awards will take place this year. Judge Stephens has graciously agreed to MC the event. She thanked Judge Stephens. Caterpillar has confirmed that they will be a table sponsor at the event. She thanked Mr. Todd Henry for their sponsorship.

PRESIDENT'S REPORT

Dr. Daniel presented the President's Report. She thanked all the Vice Presidents' for their hard work.

She had a good evaluation with the Commissioner. The Commissioner was pleased with our benchmarks.

Our Adult Education Program has been moved back to the Athens Campus. Dr. Lanoue, Athens-Clarke County Superintendent, needed the space at the Athens Community Career Academy (ACCA). We do still have a tutoring and intake center at the ACCA.

There will be a Bryan Segars Safety Building naming event in the future on the Elbert County Campus. Mr. Segars was one of our instructors who was killed in a tragic accident at home.

We recently had a TRS audit in which we had no findings. Dr. Daniel thanked Ms. Kathryn Thomas for all of her hard work. We are going to have a health benefits audit soon.

In the near future we will be having a World Class Labs Welding Lab open house. The new welding lab should be open by September 1st. It was provided by funding we received from TCSG for World Class Labs.

Our small Capital Outlay project has been revised and submitted. It is a project that is under \$5 million and will be for the renovation of the COMPASS Church building. Our large Capital Outlay project has not been submitted yet. We are still in the research phase regarding the twenty-three acres in Social Circle that was donated to us.

Dr. Daniel thanked Dr. Iika McConnell and Ms. Kathryn Thomas for all of their hard work on the recent Driver's Education audit.

There was a Workplace Fundamentals Completion Ceremony recently in Greene County. She thanked Judge Robert Motley for attending the ceremony and for being such a huge supporter of the program.

We will have a Risk Based PAR visit in February.

Dr. Daniel asked Mr. Antoine Boynton, Director of Public Relations, to present a PR update to the board. Mr. Boynton presented a PowerPoint presentation about our marketing strategy which include social media, digital, communications, radio, and print. He also showed board members the two new Athens Technical College commercials.

There will be a State of the College Address on Friday at the Church of the Nations. We are having the meeting off campus due to the auditorium undergoing a complete technology upgrade.

We will be signing an agreement with Valdosta State College which will allow all of our associate degree programs to transfer to their college.

Dr. Daniel passed out Christmas ornaments to the board members. She wants to keep up the college tradition and had a Christmas in July event for faculty and staff. They received ornaments for years that were missed in 2014 and 2015. 2016 ornaments will be given out in

December.

Dr. Daniel recognized Ms. Dianne Campbell, retired Dean from the Business and Education Division. In honor of her retirement, we have ordered a special cake. Ms. Campbell spoke to the group and thanked everyone.

Dr. Daniel also recognized Ms. Lisa White, Program Chair of the Early Childhood Care and Education Program. Ms. White received a commendation for her driving a state car. Ms. White spoke to the group.

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 report.

OTHER BUSINESS

Becky Allen, Executive Assistant, President's Office, reminded board members that the 2016 TCSG Leadership Conference is coming up October 3rd – 5th in Savannah. She asked board members to please let her know if they are planning to attend so she may reserve a hotel room for them at the Hyatt Regency Savannah.

ADJOURNMENT

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

Dr. Andrea Daniel, President
Rebecca Allen
Executive Assistant
August 16, 2016

Next scheduled Board Meeting: September 20, 2016

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