



BOARD OF DIRECTORS MEETING  
Griffin Campus, Presidential Boardroom  
November 7, 2018  
7:30 a.m.

MINUTES

Present:

David Campbell  
Erin Cook  
Kyle Fletcher  
Keith Gettinger

Rebecca Hadley-Catter  
Roger McDaniel  
John Rainwater  
Jeff Stribling

Carman Templeton  
Charles Woodroof  
Stone Workman

Absent:

Merry Heath

Michael Powell

William Strickland

Staff Members:

Dr. Alvetta Thomas  
Dr. Mark Andrews  
Miriam Caslin  
Barbara Jo Cook

Dr. Chris Daniel  
Dr. Xenia Johns  
Dr. Steve Pearce  
Dr. Murray Williams

Anna Taylor  
Wanda Hammock  
Kim Santerre

**A. CALL TO ORDER**

Charles Woodroof called the meeting to order at 7:40 a.m.

**B. ADDITIONS/CHANGES TO THE AGENDA**

There were no additions to the agenda.

**C. APPROVAL OF AGENDA**

Stone Workman made a motion to accept the agenda as presented, Kyle Fletcher seconded, and the Board voted unanimously to accept the agenda.

**D. APPROVAL OF MINUTES FROM LAST MEETING**

David Campbell made a motion to approve the minutes of the September 26, 2018, meeting as presented in the Board materials, Carman Templeton seconded, and the motion was unanimously approved.

## **E. OLD BUSINESS**

No old business.

## **F. NEW BUSINESS**

### **Approval of Programs**

Dr. Pearce presented two programs for approval. Diesel Engine Service Technician, which is a Technical Certificate of Credit requested by Caterpillar. The courses are bundled together to meet industry needs.

The second program is an Associate of Applied Science degree in Interdisciplinary Studies and requested to assist Allied Health students by providing a better option while taking general core classes. Healthcare Management is a viable career pathway for our students in itself. In addition, discussions are being held with UGA-Griffin regarding an articulation agreement for Interdisciplinary Studies in Sociology and Psychology. John Rainwater made a motion to approve the programs as presented, Ms. Fletcher seconded, and the Board voted unanimously to approve the motion.

## **G. COLLEGE REPORTS**

### **1. Academic Affairs**

Dr. Steve Pearce reported on the Academic Affairs area as follows:

- The College hosted the Fall Advisory Committee meetings on September 27 on the Griffin Campus.
- Dr. Kwabena Banahene has been hired as a new Accounting instructor.
- Chef Patrick Boutier and Michael Stewart, a Culinary Arts student, participated in an international exchange program to Germany. There will be two students coming to the College in the Spring.
- The College has been recognized as one of the best two-year colleges in the nation offering programs in Criminal Justice and Business Management.
- There was a peer-monitoring visit for the Commercial Truck Driving regarding drug testing. Both students and instructors are monitored. This monitoring was conducted in preparation for new regulations that are forthcoming.
- Doug Bruce recently spoke to the Kiwanis Club and students provided a Halloween make-up session to attendees.

### **2. Administrative Services**

Miriam Caslin reported on the Administrative Services area as follows:

- Administrative Services has provided the financial statement ending October 31, 2018 representing 33% of the annual operating period. This statement includes State, Federal, and local funding. The final budget is \$29,726,626.72 at the end of this reporting period. The current year revenue amount is \$11,139,359.63 less receivables (\$75,031.26) equals an adjusted revenue of \$11,064,328.37. Revenue compared to budget is at 37.47%. Total expenses with 85.91% from personnel costs equal \$9,602,608.01. This month closed with

- funds available of \$1,461,720.36 and with prior year reserves (\$548,920.64), total funds available equal \$2,010,641.00. The College remains in good standing, is financially stable, and will continue to monitor expenditures.
- The Henry County Center Building B final walkthrough is scheduled for November 14. If you have not had an opportunity to visit the new building, please contact Ms. Caslin or Kim Santerre. An open house event will be planned for April after the legislative session.
  - The Ellis Crossing property is in the process of being transferred from the Foundation to the College.
  - The backfill project has received approval and includes the 100 and 200 Halls and the 100 Building. This renovation will include a one-stop shop for admissions. The project is expected to begin in the Spring.
  - The RN program on the Flint River Campus has funding available.
  - Solar panel grant will help offset utility costs as well as provide training for students since they will get to participate in the installation.
  - There is an ongoing UGA Archway project involves UGA Engineering students and will provide drawings for main entrance on Griffin Campus.
  - The State of the College event will be held at Ellis Crossing as a part of a grand opening event on November 29.
  - Mr. Woodroof asked if CDL enrollment has increased. Dr. Thomas stated that the College expects enrollment to increase with the new admissions standards. It is time to make investments in new equipment with possibly a simulator. There is a need to increase grants to assist with funding. Classes are at maximum capacity. Marketing is important because population is aging out.
  - There will be a domino effect with the backfill renovation and will include moving Advancement and Marketing to second floor, use of Building 100 will change and eventually Economic Development will move into Ellis Crossing.
  - Long term, space made available from the Student Affairs move will be turned into an expansion for a new Culinary Arts lab, and facilities staff move to the area currently occupied by Advancement.

### **3. Adult Education**

Dr. Murray Williams reported on the Adult Education area as follows:

- The Division is at 45% of the enrollment goal with 906 students. The target is 2,007 students for the year.
- The State challenged each of the Adult Education programs to increase their completion rate by 5% each month, which would be at 20% at the end of October. Dr. Williams was pleased to report that the College completion rate is at 39.62%.
- The Division has an enrollment challenge each month. Dr. Lauren Willard won the challenge for the month of October and teaches part-time at the West Central Integrated Facility in Pike County. She increased enrollment by 55.56%. Dr. Willard's efforts also exceeded the enrollment goals for Pike County.

### **4. Institutional Advancement**

Barbara Jo Cook reported on the Institutional Advancement area as follows:

- Dr. Thomas was able to take 53 of 75 One Percent Club members to the Georgia Aquarium.
- The Griffin Rotary Club donated \$500 for the student guarantor program.
- The Foundation also received a \$20,000 donation of unrestricted funds that will help secure

- the guarantor program.
- At the TCSG Leadership Conference, another \$10,000 unrestricted donation was received from an EMC.
  - The Foundation met on October 2 and elected new officers. Hoppy Hopkins was named Chair of Foundation. Jack Smith was recognized and presented with a gavel plaque as the outgoing Chair. At that meeting, the Foundation approved supporting the instructor costs of the new Cardiovascular Technology program to be offered at the Henry County Center.
  - The Division is processing approximately 300 scholarship applications.
  - The College submitted a nomination for Jeff Stribling as Alumni of the Year. Ms. Cook thanked Mr. Stribling for his contributions to the community and the College.
  - Members of the College are participating in the Chamber annual events. The Pike County Chamber and Thomaston-Upson County events have already taken place.
  - The Foundation achieved Role Model status at this year's Leadership Conference for the fourth year in a row. The Board achieved 100% certification for the fifth year in row. Ms. Cook thanked Keith Gettinger, Rebecca Hadley-Catter, Merry Heath, and Stone Workman for their efforts in obtaining certification this year. Mr. Workman presented at the Leadership Conference on the Future of Agriculture. He is also the author of children's books and has a new book, *The Four-Way Stop*, which is also available as a coloring book.

## **5. Institutional Effectiveness**

Dr. Chris Daniel reported on the Institutional Effectiveness area as follows:

- Dr. Daniel provided an update of the Fifth Year Review Report. Nine teams have been established and working on writing narratives and are a few days ahead of schedule.
- The Complete College Georgia annual report was submitted, revised minimally, resubmitted, and has been accepted by the Technical College System of Georgia.
- Paul Scott is conducting focus groups as a part of the improvement plan for the Perkins grant to improve non-traditional enrollment numbers.
- A College retreat was held on October 15-17 consisting of the Senior Leadership Team, deans, and directors. Members reviewed data and conducted a SWOT analysis.
- The IT Department is busy at the Henry County Center Building B installing new computers, printers and phones as well as installing audio/visual equipment at Ellis Crossing and responding to an average of 15 helpdesk tickets per day.

## **6. Student Affairs**

Dr. Xenia Johns reported on the Student Affairs area as follows:

- Dr. Johns stated that enrollment is at 3,325 for Spring with an enrollment goal of 5,092 students. Spring is usually slightly less than Fall but the College is working hard to develop strategies to reach the goals.
- Dual enrollment is at 528 for Spring but expect this number to resemble the 1,100 currently enrolled for Fall.
- The College hosted an Open House in Griffin on October 18 and received 81 applications. Open House for the Henry County Center is scheduled for November 15 from 5-7 pm.
- Both basketball teams won their recent games. The program has benefitted from the move from Division III to Division I.
- Financial aid audit is upcoming in December.
- Graduation is scheduled on December 6 at 10 am and 2 pm. Deputy Commissioner Todd is speaking at the 2 pm ceremony.

- The GOAL process has begun and the College has named the dynamic dozen. These individuals will be interviewed today by the Senior Leadership Team and narrowed to a final four. An external committee will name the College winner,
- Admissions multiple measures continue to change.
- A College Fair is scheduled today with 19 colleges participating today.
- The College collaborated with Promise Place to promote domestic violence awareness. A collection of toiletries was provided to shelter residents. The College also co-hosted a breast cancer walk with them.
- Staff members attended a suicide prevention training hosted by Upson County Family Connections.
- A domestic violence workshop is being planned for February in Griffin and Thomaston.

## **7. Executive Vice President**

Dr. Mark Andrews reported on the Executive Vice President area as follows:

- The Division has worked with 40 companies with a goal of 100. Revenue generated equals \$133,980. The goal is \$500,000.
- The second Welding class began on October 5 and will add an additional \$92,000 to the revenue total.
- Clayton County Correctional Institution is planning for a Welding class to begin in January.
- The Spalding County Correctional Institution is working on a class for forklift training.
- Work planned with Adult Education on an Industry Essentials class for unemployed youth 18-24.
- Mr. Gettinger asked why the heavy equipment class did not make: The class may need to be more centrally located. Suggestions were to market and include Georgia Underground Utilities and talking with major companies to make sure the College knows what they need (Scarborough). Maybe work closely with Public Works Departments for classes during the week. Dr. Thomas suggested partnerships and marketing to the high schools.
- The request was made to send out flyers to the Board members.

## **H. PRESIDENT'S UPDATE**

Dr. Thomas made mention that Jack Bowdoin was named to the Technical College Foundation Association Board at the recent Leadership Conference.

Dr. Thomas presented Mr. Gettinger and Mr. Workman with their Board certification certificates and thanked the Board members for maintaining the College's 100% certification.

Accreditation for both SACSCOC and program accreditations are being worked, particularly medical programs.

Upcoming events include the State of the College/Open House event on November 29 at 7:30 am-9:00am, December. 6 commencement ceremonies at 10:00 am and 2:00 pm, and the College Christmas luncheon on December 18 after the Board meeting.

The College continues to look for a large capacity seating venue. Suggestions included Indian Springs' new center in Jackson.

Dr. Thomas thanked Board members for their support.

**I. ADJOURN**

The next Board meeting will be held on December 18 at 10:00 a.m. on the Griffin Campus. There being no further business, the meeting was adjourned at 9:05 a.m.

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Dr. Alvetta Peterman Thomas, Executive Secretary