

Athens Technical College

Board of Directors Meeting

WebEx Minutes

March 16, 2021

9:00 A.M.

MEMBERS PRESENT

Mr. Kyle Brown
Mrs. Barbara Cabaniss
Mrs. Rebecca Dally
Mr. Steve Hollis
Judge Robert Motley
Mayor Fred Perriman
Judge Lawton Stephens
Dr. Reginald Woods

MEMBERS ABSENT

Mr. Tom Denny
Mr. Jimmy Parker

CALL TO ORDER/WELCOME

Chair Rebecca Dally called the meeting to order at 9:00 a.m. welcoming everyone to the March board meeting.

ROLL CALL

Becky Allen, Executive Assistant in the President's Office, called the roll.

SPECIAL PRESENTATION

Dean Nick Chapman introduced Dr. Alphonso Buie, the new Program Chair for the Hospitality, Restaurant & Tourism Management (HRTM) Program. Dr. Buie introduced himself and gave the board members a little bit of his background. Dean Chapman and Dr. Buie presented a PowerPoint presentation on the HRTM Program. The mission statement of the program is to "equip students with the knowledge and skills to launch or advance their careers in hospitality, Georgia's second largest industry." Dr. Buie has been speaking with people in the industry and getting involved in our community to ensure the program is a success. He has been working with Program Advisory Committee (PAC) members to ensure student success. He has grown the PAC from ten members to thirty-four members.

Dr. Buie has been promoting program awareness in our community through career and scholarship opportunities for students, course offerings, and communication channels and networking. HRTM program enrollment is currently less than fifty students. Dr. Buie's objective is to have an aggressive enrollment plan to increase enrollment in the program by 10% – 15%.

Dr. Buie has developed an enrollment action plan for the HRTM program, which will include a communications network, Athens Tech Foundation scholarship promotion, develop external partnerships and a marketing plan. Dr. Buie participated in a radio interview for the HRTM program with students to promote the program within the Athens area. He has received phone calls from high school students who are interested in the program.

APPROVAL OF MINUTES

Chair Dally called for approval of the February minutes. Judge Lawton Stephens made a motion to approve the minutes and Mayor Fred Perriman seconded the motion with the remainder of the board in agreement. The minutes were approved.

FINANCE AND ADMINISTRATION

Kathryn Thomas presented the Financial Report as of February 28, 2021.

ACADEMIC AFFAIRS

Glenn Henry presented an update on Academic Affairs. Spring semester is about six weeks away from completion. We are still asking students, faculty and staff to maintain COVID-19 protocols.

Our students and faculty are currently administering COVID-19 vaccines at health departments in Elbert, Madison and Barrow counties as well at Elbert Memorial Hospital and Piedmont Athens Regional.

Mr. Henry presented termination of a Technical Certificate of Credit (TCC), Environmental Assessment Technician. This TCC has a very low enrollment, with only one student being enrolled in the past four years. We feel that this program no longer fits the interest of the workforce in our area and should be terminated.

Mr. Henry asked the board for approval to terminate the Environmental Assessment Technician TCC. Judge Lawton Stephens made a motion to approve and Barbara Cabaniss seconded the motion with the remainder of the board in agreement. The Environmental Assessment Technician TCC was approved for termination.

Mr. Henry presented the Coronal Polishing TCC to be added to the Dental Assisting Program. This TCC will have no new courses and will be embedded in the current Dental Assisting Program curriculum. This will allow students to get certification to work in pediatric dental offices.

Mr. Henry asked the board for approval to add the Coronal Polishing TCC to the Dental Assisting Program. Dr. Reginald Woods made a motion to approve and Mayor Fred Perriman seconded the motion with the remainder of the board in agreement. The Coronal Polishing TCC was approved by the board.

STUDENT AFFAIRS

Lenzy Reid gave the board an update on Student Affairs. Graduation is May 3rd.

The college receptionist, Amber Shipley, was hired as the new Administrative Assistant for Adult Education. He has hired a new college receptionist and they began yesterday.

Spring minimester began March 1st.

They are still accepting applications for dual enrollment students.

Student Support Services has prepared tutoring presentations and will be offering them to students at the Athens Campus and Walton County Campus.

Students have until March 31st to notify the college if they will be participating in graduation. There are 335 students eligible to graduate. So far, 200 students and guests have notified the college that they will be attending graduation.

GOAL interviews took place yesterday.

Spring Fling is scheduled for March 25th. It will be a walk through event where students can get a box lunch and their t-shirts.

The Athens Technical College Police Department has completed its annual training. They will be updating the college emergency plans soon.

ECONOMIC DEVELOPMENT

Al McCall gave the board an update on Economic Development. They currently have Excel training going on at Nibco in Greensboro.

Restaurant Ready training just finished up.

They will be providing more CPR training for the Early Childhood Program and Adult Education.

They will be providing staff development courses to let people know what services are provided by Economic Development.

They just completed a Servesafe class for Zaxby's along with a forklift and computer class for Certainteed.

They are currently providing a virtual Driver's Education class. The classroom material is being provided virtually but the driving part is being conducted in person.

They will have their first ManufactuReady class since the pandemic began, starting on June 7th in Walton County.

ADULT EDUCATION

Stephanie Benson gave the board an update on Adult Education. They are working on Cognia accreditation as part of the Career Plus High School Equivalency Program.

GED graduation will be May 3rd at 2:00 pm. The guest speaker will be Bob Matthew who is an Athens Technical College graduate and was a guest on the television show Shark Tank.

They are working on the Community College Survey of Student Engagement and are hoping to send that out in April.

They are on track to reach their enrollment goals for Adult Education. They are currently at 80%.

PRESIDENT'S REPORT

Dr. Daniel presented the President's Report. Antoine Boynton has accepted another position and his last day at the college was last Friday.

She would like to give board members an update on the Athens Tech Foundation:

- The Athens Tech Foundation received notification this week that they were awarded funding again for 2021 from Knights of Columbus in Greensboro, GA. This will go toward the Rescue Rollout fund for Greene County students.
- The Foundation received a new Nursing endowment with the donation being received this week.
- They met with a new donor who will be establishing a scholarship for the HRTM Program.
- They met with a donor who will continue to support the CNA Program. She will sponsor four students, one per cohort, for the next four cohorts.
- The Foundation audit is beginning to wrap up.
- The Foundation has switched accounting firms for 2021. One firm will complete both the audit and taxes. Previously, there were separate accounting firms for each. They are very pleased with the new firm. It will save the Foundation \$6,000 by switching to the new firm.
- The Athens Tech Foundation has a new board member, Alicia Mack, Human Resources Manager from the Purina plant in Hartwell.

She is happy to announce that we recently won first place for the most new members to join Skills USA. She would like to thank the following people for all of their hard work with Skills USA: Dean Nick Chapman, Dr. Alphonso Bouie, Sherri Phillips, Jason Cobb, Tonya Trapp, Lisa Vaughn, Paul Blackmon, Billy Moyers, Teresa Bowles, Felicia Grier, Greg Thomas, Charles Dawson, Nathan Major, Stuart Rolf, Leslie McKenzie, and Carol Stanley.

Between February 9th and March 5th, students and faculty have administered 1,121 COVID-19 vaccines.

We have completed almost all of the necessary requirements to become a closed vaccine POD at the college. The COVID-19 vaccine will be offered to faculty/staff and their families, students, and local board members. She has been in touch with Dr. Toomey at the state level about becoming a closed POD. She would like to thank Dr. Faris Johnson who is signing a medical agreement for the college, which is our last requirement to meet.

We are making progress on getting the Diesel Program started in Morgan County. Stephanie Benson has been working with our Institutional Effectiveness office in order to get the information sent to SACSCOC.

Graduation will be May 3rd at the Classic Center. Our guest speaker will be Michael Burnett, CEO of Piedmont Athens Regional.

She announced our Rick Perkins Award winner yesterday. She is happy to say that Lisa White, Program Chair for Early Childhood Care and Education Program, was the winner. Dr. Michael Mouat was the first runner up.

It is time for board members to complete the President's Evaluation. Stephanie Benson will be mailing those evaluations to the board members.

When she became president five years ago, she began a journal that she hopes one day will go to the next president of the college. Dr. Daniel read some excerpts from her journal to the board members.

CLOSING COMMENTS

Chair Dally asked board members if they had anything to report. Dr. Reginald Woods commented on Antoine Boynton leaving the college. He thanked Dr. Daniel for encouraging her employees to grow and develop into leaders.

Rebecca Dally asked that they be emailed when the COVID-19 vaccine is ready to be distributed by the college.

Judge Stephens thanked Dr. Daniel and the college for their impact on the Criminal Justice System in our community and the accountability courts. There are numerous success stories of people who have been trained by Athens Technical College.

ADJOURNMENT

Being no further business, Chair Dally adjourned the meeting with appropriate motion and second at 10:00 a.m.

Dr. Andrea Daniel, President
Rebecca Allen
Executive Assistant
March 16, 2021

Next scheduled Board Meeting: April 20, 2021

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