

The May 14, 2018 meeting of the NCK Technical College Board of Trustees was held in the Severance Student Union Conference Room on the Beloit campus.

Chair, Jim Johnson called the meeting to order at 6:34 p.m. Trustees present including Jim Johnson were, Don Miller, Glennys Doane, and Carolyn Finney. Dale Montgomery and Kevin Stramel were unable to attend. Also present were President Eric Burks, Corey Isbell, Brandi Zimmer, Angel Prescott, Sandy Gottschalk and Kelly Roberts, Clerk. Others present were Deana Betts, Marketing Director and Jennifer Brown, Instructional Coordinator.

The amended agenda/consent agenda was presented for approval by Board Chair, Jim Johnson. Motion made by Don Miller to approve the amended agenda, seconded by Glennys Doane. Motion carried. A motion was then made by Glennys Doane and seconded by Carolyn Finney to approve the consent agenda as presented. Motion carried. This action approved the minutes of April 23, 2018, the resignation of Thomas Magnett, Telecommunications Instructor, the hiring of Hadley Meyer, Food Service Director and Leah Bergmann, Financial Aid Director.

Action Items:

The Financial Report covered business ending April 30, 2018. Written explanation along with statements of General Fund Profit and Loss by Object Code, and Enterprise Fund Profit and Loss were provided, for the ten months ending April 30, 2018. Dean Zimmer requested the board approve the report as submitted. This would include approval of warrants made to vendors and students in the amount of \$694,026.26. Motion made by Don Miller, seconded by Carolyn Finney to approve the financial report as submitted. Motion carried.

The College Course Catalog is reviewed and revised annually. All revisions to curriculum as set forth in the course catalog have been approved by the Academic Affairs Committee. Some of the changes include: Pharmacy Tech course name changes so they can be tiered and eligible for SB155. The GPA to enter 2nd year Auto Technology is lowered to 2.0. Administration recommends the Board approve the College Course Catalog for the 2018-2019 academic year as presented. Carolyn Finney moved to approve the Course Catalog for this coming school year, seconded by Glennys Doane. Motion carried.

Administration requests the Board of Trustees approve the proposed range for room and board fees for the upcoming academic year. Due to uncertainty with dorm student contract numbers, affordability wage increases under Affordable Care Act requirements and the desire for enhancements and upgrades to the cafeteria and dormitories, administration requests approval for any increase that would be at least 3% (\$166.14) but no more than 5%(\$276.90). Establishing an approved range allows administration time to seek additional information before determining an exact rate, but provides enough guidance to set the rate prior to the next scheduled board meeting. The urgency for setting a rate is to allow the updated rate to be included as part of the room and board contract for Student Orientation on June 13. Administration will finalize the rate prior to June 13, with additional information collected. Administration recommends the Board approve the 3%-5% increase in room and board rates as proposed in the Rate Schedule. Don Miller motioned to approve the 3-5% increase to room and board rates, seconded by Carolyn Finney. Motion carried.

The Carpentry Department orders house construction materials in bulk every year. This requires a large amount of space that is protected from weather and other environmental elements. Likewise, the department has acquired large equipment to help with the construction of the house. In order to help with workflow efficiency, the Carpentry Department has requested an addition to their building. Sealed bids were sought for the addition and Treb Construction had the lowest bid at \$57,750, along with the best time frame for the project. The Heavy Equipment Department has

agreed to help with leveling the area and the Electrical Department has agreed to wire the addition. The Carpentry Department has built up \$83,312 in their shop fund that can cover the cost of the building addition, along with any incidental expenses occurred. Administration recommends the addition to the Carpentry building by Treb Construction for \$57,750.00 utilizing the shop fund reserves of the department. Carolyn moves to approve the addition to the Carpentry Department, seconded by Glennys Doane. Motion carried.

With increased enrollment, a full time assistant is needed for the PHAC program in Hays. Administration is seeking authorization to search for this position pending budgeted funds. Administration recommends the Board approve the hire of a PHAC Instructional Aide in Hays for the 2018-2019 year providing the College has the budgeted funding. The annual contract for this position covers 175 days from August 15, 2018 through May 15, 2019. Glennys Doane moved to hire a PHAC Instructional Aide for the Hays campus, seconded by Don Miller. Motion carried.

Logan Staab is currently serving as the Microsoft Grant Manager for the State of Kansas. His contract has been extended with the State over the next five years. The Grant Manager position is not full time, therefore, Administration feels he would be valuable as the Outreach Coordinator. Mr. Staab is already working with the school districts so has access to students and businesses as well. Administration recommends Logan Staab spend a quarter of his time as the Outreach Coordinator beginning with his July 1, 2018 contract. Don Miller moved to hire Logan Staab as a quarter-time Outreach Coordinator, seconded by Carolyn Finney. Motion carried.

Renewal of contracts for administrators other than the President for the 2018-2019 is presented. The President recommends the Board approve the renewal of administrator's contracts for the 2018-2019 year. Carolyn Finney moved to renew the administrative contracts, seconded by Glennys Doane. Motion carried.

President Burks recommended the Board approve contract renewals for the 2018-2019 academic year of all current fulltime faculty. Contracts upon approval, will be issued to faculty following the completion of the 2018-2019 negotiations. Motion made by Don Miller, seconded by Carolyn Finney to approve contract renewals for faculty for the 2018-2019 academic year. Motion carried.

President Burks recommended the Board approve contract renewal of staff to cover marketing personnel, maintenance, administrative support staff, and student services support staff for the 2018-2019 academic year. Motion made by Glennys Doane, seconded by Don Miller to approve contract renewals of staff for the 2018-2019 year. Motion carried.

Carolyn Finney left the meeting following the action items at 7:04 pm.

Introductions and Reports:

ASPIRE 3.c.1 – Increase Brand Recognition, Deana Betts, Marketing Director reported on the projects promoting NCK Tech and increasing knowledge of who we are. Those mentioned were **Community Partnerships** - Electrical and Welding students building the Pavilion in Hays.

Extending our Reach – Perkins Grant used for a non-traditional Nursing video and program campaign (TV and social ads) during March Madness. **Student Success** – Announcing student job placement successes via social media. **Program Promotion** – Program feature pages in the Hays Daily News and promoting student projects.

ASPIRE 3.c.2 – Celebrate Institutional Success, The 13 Press releases were shared by Marketing Director, Deana Betts. The releases were: Church awarded \$1000 scholarship, NCK Tech Names Recent Scholarship Recipients, NCK Tech Students Win Big at Business Professional of America, NCK Tech Students Take Gold at Skills USA Competition, NCK Tech and FHSA Join Forces to Offer Seamless Transition for Students, NCK Tech Named #1 in the Nation, NCK Tech #3 in Nation for Graduation Rates, NCK Tech Recognized as #6 Community College in America, NCK Tech Ranked #10 Best Community College in America, and NCK Tech Ranked Among Top 150 Community Colleges.

Mrs. Betts left the meeting following her presentation at 7:17pm.

President, Topeka news: SB155 was fully funded for this year and next. A partial restoration of the 4% cut in FY17 was passed. Successful 8th grade day events were held at the end of April on both campuses. Received our OCR Findings Report in late April with overall good results. Open House and Ribbon Cutting events were held for both the Beloit and Hays Carpentry Houses. Phone conference with Blade Mages, CEO of 502, to discuss our partnership and contract for FY19. The Employee Engagement Team approved a dress code policy which is required to go through the negotiations process before Board approval. Jeff Travis and I met over the phone with a construction company and architectural firm, both out of Wichita, regarding the Hansen Strategic Doing Project. The 2017 Beloit House Project was moved off of campus on May 9. The Foundation has launched a Class Competition in coordination with Student Senate. This is an effort to raise funds but just as importantly to reconnect with alumni. In order for the donation to count, it should be at least the amount of their graduating year. The Krystal Link Memorial Scholarship Fund is now up to \$8,400, nearing the \$10,000 endowment goal.

Trustee Dale Montgomery joined the meeting by phone at 7:35 p.m.

Enrollment Report – Dean Prescott distributed the current report showing 462 students accepted with 9 pending for the 2018-2019 school year.

Retention Report - Dean Isbell presented the retention report for the 2017-2018 academic year. The year began with 487 students, final enrollment was 430. A loss of 60 students.

ASPIRE 3.c.3 – Increase Community Involvement and Interaction, President Burks stated the Conference Room is good exposure for NCK Tech. The frequent use of the room for outside events allows all areas of the community to become aware of the space and become familiar with NCK Tech. The Hays campus doesn't have a great space for community functions other than college events. The number of outside events and people attending are both up from the previous year on each campus.

ASPIRE 4.a.1 – Create and Enhance Methods to Gather Feedback from Constituents, President Burks outlined two surveys, employee satisfaction (benefits) for the past five years and student satisfaction from the past two years, which have helped collect feedback from our constituents. The employee satisfaction survey is now more of a comprehensive satisfaction or climate survey seeking feedback on a variety of topics.

ASPIRE 4.a.2 – Use Data to Identify and Resolve Barriers, 4.a.3 – Communicate to Stakeholders, President Burks stated 4.a.1, 4.a.2 and 4.a.3 are all very connected. The data collected in the Employee and Student Satisfaction surveys helps to acknowledge what we are doing right or wrong. Once we collect the feedback we need to look at ways to perform better. Communicating to Stakeholders, the board packet and how the information is reported has

changed. Most meetings have been shorter. A chart of each ASPIRE 2022 goal with current status was provided. D=started, C=in progress, B=operationalized, A=Optimized.

At 8:26 p.m., Glennys Doane moved, seconded by Don Miller, to go into executive session for 5 minutes with Eric Burks and Brandi Zimmer. Motion carried.

The Board was back in open session at 8:32 p.m. Motion from Glennys Doane, seconded by Don Miller to move to executive session for 10 minutes with Eric Burks and Corey Isbell to discuss non-elected personnel. Motion carried.

At 8:52 p.m., the Board was back in open session. Dale Montgomery moved to adjourn the meeting, seconded by Don Miller. Motion carried. The meeting adjourned at 8:53 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

Trustees Present: Jim Johnson, Glennys Doane,
Carolyn Finney, Don Miller