

The Board of Trustees of NCK Technical College held their July 30, 2018 meeting in the Severance Student Union Conference Room, on the Beloit campus.

NCK Tech President, Eric Burks called the meeting to order at 6:34 p.m. Members of the Board of Trustees present were Carolyn Finney, Glennys Doane, Don Miller, Dale Montgomery and Kevin Stramel. Jim Johnson was unable to attend. Other persons present were Corey Isbell, Brandi Zimmer, Angel Prescott, Sandy Gottschalk, and Kelly Roberts, Clerk. Media was represented by Terry Bailey who was also in attendance.

Eric Burks conducted the first item of business for the election of a chairperson for the Board to be followed with the election of a vice-chair. President Burks stated Jim Johnson was willing to serve as President if so elected. The floor was open for nominations. Dale Montgomery motioned Jim Johnson serve another term as Chairman, seconded by Carolyn Finney. Motion carried. Mr. Johnson was unanimously elected Chairman. Nominations were opened for the Vice chair. It was moved by Don Miller seconded by Glennys Doane that Carolyn Finney be elected Vice-Chair. Motion carried. Ms. Finney was unanimously elected Vice Chairwoman.

Carolyn Finney, Vice-Chair then presented the agenda for approval. Motion made by Kevin Stramel and seconded by Dale Montgomery to approve the consent agenda. Motion carried. This action included approval of the following:

- Minutes of the June 25, 2018 meeting
- FY18-19 Board of Trustee Meeting Calendar
- FY18-19 Appointment of Section 504, Title IX, and Freedom of Information officers
- FY18-19 Appointment of Negotiating Team
- FY18-19 Appointment of Counsel
- FY18-19 Room Rental Rates
- FY18-19 Approval of Hays Nursing lease
- Hire – Digital Marketing, Beloit Campus
- Resignation - Admissions Counselor, Hays Campus

## **Reports -**

**Administrative,** President Burks reported a great deal of time was spent reviewing policies this summer. Dean Isbell, and Cabinet, have worked on updating our Crisis Management Plan since our visit in March of 2017 with the DHS. Dean Prescott, Deana Betts and President Burks traveled to Salina for the annual meeting with 502 Media, lack of enrollment was a focus this year. Dean Zimmer and President Burks met with Anita Amick of Unit 4 regarding reporting in CAMS. Chantz Martin, John Cyr and President Burks met for an encouraging meeting regarding the Foundation, finding more members is a priority. The NCK Tech website was “soft launched” on July 2. Marketing of the site was delayed until all the bugs are worked out. As a result of the student satisfaction surveys, stoves and microwaves have been added to the dorms. Russ Hupfer, Beloit Maintenance has passed his Freon certification test. The job search for Automotive Collision and PHAC instructors was expanded to Nebraska. Treb Construction has begun work on the Carpentry addition. NCK Tech Conference room will be hosting the State Representative Debate for the 107<sup>th</sup> District between Susan Concannon and Sam Sacco on July 31<sup>st</sup>. Faculty return the week of August 13. Dean Isbell is planning and restructuring our faculty orientation session called NCK Tech 101. He wants to focus on helping new employees develop a connection with our institution.

**Enrollment Report** - Dean Prescott distributed the current report showing 470 students accepted with 10 pending for the 2018-2019 school year.

**ASPIRE 3.b.1 – Secure Grant Funds**, Brandi Zimmer reported there is a direct correlation between the amount of funds received and having an employee actively seeking grants. Most of the grants we apply for and receive are for new/unique opportunities and do not help cover the salary of the grant administrator.

**ASPIRE 3.b.2 – Increase the Support of the Foundation for NCK Tech**, Dean Zimmer reported monetary donations to the Foundation have increased dramatically since the College first hired a Marketing/Foundation Director. The increase in donations in 2014 & 2015 were associated with the 50 year celebration. The primary donations in 2016 & 2017 are for the Dane Hansen Career Enhancement Scholarship. Payments from the Foundation to the College are primarily scholarship awards to students, along with a couple of grants that have ran through the Foundation. The major increases in 2017 & 2018 were from the Dane Hansen Career Enhancement Scholarship.

**ASPIRE 3.b.3 – Connect with Stakeholders to Gather Input and Share Resources**, Dean Zimmer reported the donations to the College have been very sporadic over the past several years. There are small donations every year, but the years with large donations include grant match requirements, or when businesses go out of business or discontinue equipment. One donation type that currently isn't tracked is time. Several advisory board members present to classes, host contests and give of their time in many ways. In FY 2019, an online form will be created for programs to document these donations.

#### **Action Items –**

The Financial Report by Brandi Zimmer indicated the college concluded fiscal operations for 2018 on June 30. The Financial Report included a summary covering income and expenses of General Fund and Enterprise Fund. Administration recommended the Board approve the financial report as submitted and warrants made in the amount of \$1,004,383.67. Discussion had. Motion made by Dale Montgomery, seconded by Don Miller to approve the financial report as recommended. Motion carried.

Administration presented and recommended approval of revisions and updates to the Board Policy handbook. Discussion had. Motion made by Dale Montgomery and seconded by Kevin Stramel to approve the revisions and updates to the Board Policy handbook as presented. Motion carried.

Administration presented and recommended approval of revisions and updates to the Student handbook. Discussion had. Motion made by Glennys Doane and seconded by Don Miller to approve the revisions and updates to the Student handbook as presented. Motion carried.

Administration presented and recommended approval of revisions and updates to the Faculty/Staff handbook. Discussion had. Motion made by Kevin Stramel and seconded by Glennys Doane to approve the revisions and updates to the Faculty/Staff handbook as presented. Motion carried.

Administration presented and recommended approval of revisions and updates to the Academic Catalog. Discussion had. Motion made by Don Miller and seconded by Kevin Stramel to approve the revisions and updates to the Academic Catalog as presented. Motion carried.

Administration presented and recommended approval of revisions and updates to the Financial Aid handbook. A satisfactory academic progress form will be filled out by the student if their GPA falls below 2.0. Discussion had. Motion made by Dale Montgomery and seconded by Glennys Doane to approve the revisions and updates to the Financial Aid handbook as presented. Motion carried.

Administration presented and recommended approval of the Emergency Operations Plan. The focus of this policy is to provide direction to faculty, staff, and students on how to react on the event of an emergency situation on campus. Discussion had. Motion made by Don Miller and seconded by Dale Montgomery to approve the Emergency Operations Plan as presented. Motion carried.

Motion made by Dale Montgomery and seconded by Kevin Stramel, at 8:03 p.m. to go into executive session with President Burks, and Dean Zimmer for twenty minutes. Motion carried. At 8:42 p.m. the Board was back in open session.

It was moved by Don Miller and seconded by Dale Montgomery for the meeting to adjourn. Motion carried. The meeting adjourned at 8:42 p.m.

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**Board Clerk**

**Approved:**

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**Board Chair/Vice Chair**

Trustees Present:  
Glennys Doane, Carolyn Finney, Don Miller,  
Dale Montgomery, Kevin Stramel