

The NCK Technical College Board of Trustees met for a special meeting on Wednesday, August 15, 2018, at 7:30 a.m. by teleconference.

Jim Johnson, Chair, attending in person, called the meeting to order at 7:31 a.m. Other trustees who answered roll call included Don Miller, Dale Montgomery, Carolyn Finney (attending in person) and Glennys Doane. Kevin Stramel was unable to attend. President Eric Burks, Dean Brandi Zimmer, Dean Angel Prescott, and Kelly Roberts, Board Clerk were present on the Beloit campus. Hadley Meyer, Food Service Director was also present.

At 7:31 a.m. Jim asked for a motion to move to executive session with President Burks and Dean Zimmer for 10 minutes. Glennys Doane made the motion to move to executive session, Dale Montgomery seconded. Motion carried.

The board was back in open session at 7:40 a.m.

The consent agenda was presented. Motion to approve the agenda made by Don Miller, seconded by Dale Montgomery. Motion Carried. This action included approval of the following:

- 3.2.1 Hire of Food Service Employee, Leia Heiman effective August 15, 2018.

#### **Action Items –**

Administration presented and recommended approval of board policy update of 7:46 Professional Day for Faculty. Lunch break change exclusively for faculty of 30 or 60 minutes which will be selected at the beginning of the semester. Carolyn Finney made a motion to approve the update to 7:46, Don Miller seconded. Motion carried.

Administration presented and recommended the negotiated agreement for 2018-2019 for approval and signature of same. The agreed items were:

- Number of personal days available for use from sick leave each year: For the 2<sup>nd</sup> through 3<sup>rd</sup> contract, two sick days may be used as personal days. For the 4<sup>th</sup> through 6<sup>th</sup> contract, three sick days may be used as personal days. For the 7<sup>th</sup> contract and beyond, four sick days may be used as personal.
- Article V. Personal Appearance – As a postsecondary institution, college employees are expected to dress in a manner of professionalism, which is appropriate for their assigned responsibilities.
- Retirement/resignation notice: The College agrees to pay instructors a one-time payment of \$500 if instructors provide written notice of their intent to retire or resign by March 15. If a retiring instructor provides written notice of their intent to retire by February 15, the College agrees to pay an additional one-time payment of \$250, for a total of \$750. Instructors must be in good standing and work the remainder of their contract in order to receive these payments.

Motion made by Carolyn Finney, seconded by Don Miller to approve the 2018-2019 negotiated agreement as presented. Motion carried.

Motion to adjourn made by Don Miller, seconded by Carolyn Finney. Motion carried. The meeting adjourned at 7:53 a.m.

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Board Clerk

Approved:

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Board Chair/Vice Chair