

The Board of Trustees of NCK Technical College held their August 27, 2018 meeting in the Severance Student Union Conference Room, on the Beloit campus.

Board Chair, Jim Johnson, called the meeting to order at 6:38 p.m. Members of the Board of Trustees present with Mr. Johnson were Carolyn Finney, Glennys Doane, Don Miller, and Kevin Stramel by Skype. Dale Montgomery joined the Executive session by phone. Other persons present were Corey Isbell, Brandi Zimmer, Angel Prescott, Sandy Gottschalk (by skype), and Kelly Roberts, Clerk.

Chair Jim Johnson asked for a motion to approve the amended agenda, Carolyn Finney so moved, seconded by Don Miller. Motion carried. Mr. Johnson asked for a motion to move to executive session with President Burks, Glennys Doane moved, seconded by Dale Montgomery. Motion carried. The board moved to executive session at 6:38 pm for an amount of time not to exceed thirty minutes with President Burks.

The board was back in open session at 7:08 pm. Action from the executive session: Chair Jim Johnson asked for a motion to place Mr. Kris Jones, Diesel Mechanics Instructor on suspension with pay. Don Miller moved, seconded by Glennys Doane. Motion carried.

Jim Johnson, Chair then presented the consent agenda for approval. Carolyn Finney moved to approve the consent agenda, seconded by Kevin Stramel. Motion carried. This action included approval of the following:

- Minutes of the July 30, 2018 regular meeting
- Minutes of the August 8, 2018 special meeting
- Minutes of the August 15, 2018 special meeting
- Hire – Plumbing, Heating & Air Conditioning Aide, Hays Campus

Reports -

Administrative, President Burks extended his appreciation to cabinet and summer staff for all the time invested in preparing for the new academic year. There were no updates from KBOR or TEA this month as neither held a meeting. Dean Isbell along with Jennifer Brown did a great job conducting our back to school orientations and in-service meetings. This semester's 212 award winner was Hays Nursing Instructor, Beryl Dinges. Dean Isbell arranged for a Gateway session to be presented to the Hays faculty by FHSU representatives. Hopefully this session helped inform our instructors so they can better inform students. The selection process for the Hansen Career Enhancement Scholarship is winding down. We had 15 applications submitted this year, likely awarding 7. NCK Tech was recognized by zippia.com as the #1 2-year College in the Nation for Job Placement for the 2nd consecutive year. Forbes Magazine also ranked NCK Tech as the #2 Two-Year College in the US! Dean Gottschalk successfully applied for a Heartland Foundation grant for Mental Health First Aide Training. The training will occur on the January 21st Teamwork Day. CAMS trainers were on campus the last week in July, first week in August for the second phase of our Optimization Project. President Burks thanked Dean Zimmer for her leadership on the project. Judy Heidrick, Marilyn Hughes, and Dean Zimmer have been busy submitting KSPSD state reports. This report is critical for funding and the measurement of so many outcome metrics. NCK Tech will host a drive-in movie of 'The Greatest Showman' as part of the Employee Engagement Team's efforts to engage our employees and the community on September 22 at 8pm on the Beloit Campus.

Enrollment Report - Dean Prescott distributed the current report showing 453 students accepted with 10 pending for the 2018-2019 school year. Tours are not creating the outcome we would like, looking to reallocate resources for marketing. Pending means we have everything from a student but their test scores.

ASPIRE 1.b.1 – Increase the number of credit hours generated, Dean Isbell presented numbers from the annual KSPSD reports from AY15-AY18. The total number of credit hours generated has decreased. Areas of potential growth are concurrent, online, and adding programs along with increasing our overall enrollment. Things are in the works to get a regular CNA class on the Beloit Campus.

ASPIRE 4.c.3 – Expand Outreach Net Revenues, Dean Isbell reported Outreach continues to be an area of potential growth for our institution. A graph showing net revenues for offsite instruction, which includes concurrent and Underground Technology was displayed. We have seen a jump in revenue with the growth of concurrent offerings. NCK Tech now has a 25% time outreach person that will be working to increase these numbers.

ASPIRE 3.a.3 – Increase Participation in Industry and Civic Organizations, President Burks reported much can be gained by encouraging our faculty and staff to be part of industry and civic organizations. This can help with making potential partners aware of who we are and what we are all about. The metric is the number of participants, so the first step is tracking it through MyLearningPlan so that we know who is already a member of an industry or civic organization.

ASPIRE 4.c.1 – Optimize Use of Resources and Facilities, Administration is always looking for ways to optimize areas on campus that have been partially or completely vacated, Bricklaying, Electronics/Automated Controls, and Telecommunications are a few examples. We will be looking at ways to better utilize the Conference Room and our vacant buildings over the summer, evenings, and weekends. We are also looking to optimize ways in which we utilize technology both in hardware and software to help make us more efficient and effective.

ASPIRE 4.c.2 – Identify and Develop Potential Areas of New Funding, President Burks reported that this is always a focus of the College and administration. We have most recently looked at the increase of alternative offerings, expanding the food service and catering operations, and hosting additional trainings and conferences at our facilities.

Action Items –

The Financial Report submitted by Brandi Zimmer included information on business ending July 31, and submitted the General Fund Profit and Loss by Object Code and Enterprise Fund Profit and Loss for one month ending July 31, 2018. Administration recommended the Board approve the financial report as submitted and warrants made in the amount of \$710,578.47. Discussion had. Motion made by Carolyn Finney, seconded by Don Miller to approve the financial report as recommended. Motion carried.

As part of the 2018-19 budget, the Board approved the capital outlay proposal. Instructors submitted their request in the spring however prioritizing these requests was deferred until actual available dollars were known. Administration recommended the Board approve the provisional capital outlay plan and approval to make purchases for the year at or below the available funding level of \$288,151. Motion made by Kevin Stramel and seconded by Glennys Doane to approve the provisional capital outlay plan and spend out capital outlay dollars as presented. Motion carried.

Graduation requirement of the Student Success Seminar has been updated in the Academic Catalog stating high school students completing a full time program while in high school may be excused from this requirement. Exceptions to this requirement must be approved by the Dean of Instructional Services. Administration recommends the Board approve changes to the Academic Catalog for the 2018-2019 academic year. Carolyn moved to approve the updated changes, seconded by Don Miller. Motion carried.

It was moved by Glennys Doane and seconded by Carolyn Finney for the meeting to adjourn.
Motion carried. The meeting adjourned at 8:20 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

Trustees Present:
Glennys Doane, Carolyn Finney, Don Miller,
Jim Johnson, Kevin Stramel (skype)