

The Board of Trustees of NCK Technical College held their September 25, 2017 meeting in the Severance Student Union Conference Room.

Jim Johnson, Board Chair called the meeting to order at 6:35 p.m. Members in attendance along with Mr. Johnson on the Beloit campus were, Carolyn Finney, Glennys Doane, Don Miller, Kevin Stramel and Dale Montgomery. President Eric Burks, Brandi Zimmer, Corey Isbell, Angel Prescott and Kelly Roberts, Clerk were in attendance on the Beloit campus. Sandy Gottschalk was unable to attend. Also in attendance was Austin Francis & Tanner Schneider representing Student Senate Leadership.

The agenda was presented with the addition to the consent agenda of 2.3.2 and 2.3.3 resignations of Diane Lutgen, Food Service staff and Kimberly Odle, Food Service Director respectively. A correction to the minutes of August 28 under President's report the word Purpose should read Purple. Motion made by Dale Montgomery and seconded by Glennys Doane to amend the agenda as stated. Motion carried. Motion made by Glennys Doane, seconded by Don Miller to approve the consent agenda. Motion carried. This action approved the minutes of the August 28, 2017 meeting and approval of the resignations of Bruce Auer, Hays Maintenance staff, Diane Lutgen Beloit Food Service staff and Kimberly Odle, Food Service Director.

## **Reports:**

**Student Senate**, Austin Francis, President and Tanner Schneider, Vice President reported on student activities. The first meeting of the year was held on September 21, election of officers were held at this time. Activities so far include the Lunchbox program which helps distribute leftover food to dorm students for the weekends when food service isn't available, Employee appreciation month, this month's winner is Ms. Ann Gates. The Senate also plans to continue delivering Meals on Wheels in the community. Mr. Francis is a 2<sup>nd</sup> year Electricity student. Mr. Schneider graduated from Welding last year and is currently in the Carpentry program. Both students were involved in Senate last year.

**Dean of Instruction**, Corey Isbell, provided a report on student retention which he will present each month as continued focus will be on intervening early to help students who need it. 75% of full time faculty have earned the proper credential, 42 out of 56 instructors. This number can change as we have turnover of faculty. Last year, faculty and staff attended 91 unique conferences and workshops. Most of the money spent comes from the Perkins grants. Teamwork day #1 took place September 18 on the Beloit campus and centered on the HLC criterion, Assessment. The assessment committee spent time with all faculty and staff going over Essential Skills such as communication & problem solving. The teams, which are divided up by HLC criterion, met and came up with evidence of how assessment fits into their criterion.

**Dean of Students Services**, Angel Prescott reported the enrollment comparison report will be distributed starting at the October Board meeting. Counselors attended the Kansas State Fair as well as instructors and students from Ag Tech, Diesel, Beloit Electricity, CDL and Culinary Arts. Educator Day in Beloit and Hays are scheduled for October 6 and 13. Both campuses participated in the annual Foundation Scholarship Reception. 55 students were collectively recognized for 30 different Foundation scholarships with awards totaling over \$75,000. Dean Prescott completed Title IX training on both campuses. All employees also participated in a learning experience with support services partners – DVACK (Beloit) and Options (Hays). Dean Prescott gave an overview of Marketing/PR projects ongoing and completed with 502 Media.

**Dean of Administrative Services**, Brandi Zimmer reported the Audit went well, they will report their findings at the October Board meeting. The 16 reports that comprise KSPSD (Kansas Post-Secondary Database) have been submitted. Reports will be locked by President Burks by September 30. All paper and microfilmed transcripts are now stored and accessible in the Treeno software. The first Financial aid disbursement took place on September 22. The College now offers recycling with the trash collection, a lot of positive feedback was received.

**Dean of the Hays Campus**, Sandy Gottschalk was unable to attend, her report was given by President Burks. Concealed Carry Training was held on September 9<sup>th</sup>. Several NCK Tech faculty attended the Hays Area Chamber of Commerce Teacher Appreciation Reception. NCK Tech Staff/Faculty Flu Shot Clinic will be held September 29 in Hays and on October 3 in Beloit. Financial Aid Disbursement took place on September 22, Sunflower Bank will cash out of town student checks. Mark Schryer, our Hays Science general education faculty member is travelling to the Beloit campus to teach Human Anatomy & Physiology which is a required course for both nursing programs. Bruce Auer has resigned his maintenance position, we are currently looking for his replacement. Statistical information was shared on the Overall Hays Campus.

**President** Eric Burks reported the focus at the KBOR meeting was how to advocate for funding. The primary goal is to restore the 4% cut from two years ago. The selection process for the Hansen Career Enhancement Scholarship is in progress. Three recipients from last year will continue to receive support along with 4-5 others who will likely receive some type of award. Deb Ohlde has provided a summary document on proposed next steps for the Foundation. The Marketing Director position is currently being advertised and screening candidates has begun. NCK Tech was recognized by zippia.com as the #1 2-Year College in the Nation for Job Placement! NCK Tech hosted Films in the Field, a drive-in movie of Cars 3 as part of the Employee Engagement Team's efforts to engage our employees and the community. President Burks would like to change the way we report to the Board. One report would be giving to the Board over the separate reports, then Cabinet members, and/or their designee, would report on the progress being made toward ASPIRE 2022 or other initiatives, proposals, or issues. Activities of employee engagement and employee survey results were reviewed.

### **Action Items**

The financial report submitted by Brandi Zimmer included information on business ending August 31, 2017 and submitted the General Fund Profit and Loss by Object Code and Enterprise Fund Profit and Loss for two months ending August 31, 2017. Dean Zimmer requested approval of the report including warrants made to vendors and students in the amount of \$1,240,397.44. Discussion was had. Motion made by Kevin Stramel and seconded by Dale Montgomery to approve the request as stated. Motion carried.

President Burks stated no executive session was needed.

Motion made by Don Miller and seconded by Dale Montgomery for the meeting to adjourn. Motion carried. The meeting adjourned at 8:02 p.m.

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Board Clerk

Approved:

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Board Chair/Vice Chair

Attending: Jim Johnson, Carolyn Finney, Don Miller  
Glennys Doane, Kevin Stramel, Dale Montgomery