

The Board of Trustees of NCK Technical College held their October 23, 2017 meeting on the campus of Fort Hays State University in the Applied Technology Building.

Andy Tompkins, FHSU Interim President, welcomed everyone before the meeting. He was grateful for the wonderful partnership between NCK Tech and FHSU.

Kim Stewart, Chair of Applied Technology Program @ FHSU gave a tour of the new building.

Jim Johnson, Board Chair called the meeting to order via Skype from the Beloit campus, at 6:49 p.m. Trustees present in Hays were, Carolyn Finney, Glennys Doane, Don Miller, Kevin Stramel and Dale Montgomery. President Eric Burks, Brandi Zimmer, Corey Isbell, Angel Prescott, Sandy Gottschalk and Kelly Roberts, Clerk were also in attendance. Also in attendance were MaKayla Nicodemus & Megan Askins representing Hays Student Senate Leadership; Kim Pearson representing the audit company of Dana F. Cole & Company and Jennifer Brown, NCK Tech Instructional Coordinator.

The agenda/consent agenda was presented for approval. Motion made by Dale Montgomery and seconded by Carolyn Finney to approve the agenda/consent agenda. Motion carried. This action approved the minutes of the September 25, 2017 meeting and the October 10, 2017 special meeting.

Reports:

Audit, Kim Pearson of Dana F. Cole & Company, LLP, provided a review of the audit of various funds of the College conducted by the firm for the year ending June 30, 2017. The financials and management discussion and analysis were provided and briefly summarized. Mr. Pearson indicated the unmodified audit report speaks highly of the staff and thanked staff and management for their efforts. Mr. Pearson indicated the audit went very well this year and reminded the Trustees to contact the firm if they had questions regarding the audit or the information rendered. Mr. Pearson left the meeting following his review.

Student Senate, MaKayla Nicodemus, President and Megan Askins, Vice President reported on upcoming events. The community project, Trunk or Treat was voted on and approved by the Senate. The group will be participating in Frost Fest, she would like to see an earlier start on the float than last year. MaKayla would like to see activities that bring more Alumni to campus. It would be nice to hold a back to school BBQ with invitations to alumni. Ms. Nicodemus would like to see the yearbook revived, no publication since 2013. The partnership with Fort Hays has been beneficial and student leadership would like to see more joint ventures.

President, Eric Burks stated no TEA or KBOR meetings were held this month. The Director's meeting was held on October 11. This meeting brings all the directors in from both campuses to report on what is happening in their areas and what can be focused on with ASPIRE 2022. The sponsorship with Oktoberfest in Hays went well. Educator Days were held on both campuses this month. Hays had 23 attendees, President Burks thanked Lexi Pfannenstiel for all her hard work and a job well done. The College has been selected for an Office of Civil Rights compliance audit. Cabinet is beginning to prepare and provide evidence for the February audit. The College has been selected to apply for the 2019 Aspen Prize for Community College Excellence. The application is due by November 3, 2017. This is the 4th time we have been a part of the Kansas nominated institutions. Showcase Days are being held on both campuses this week, the largest hands on recruiting event of the year. The College will be creating an

accessibility plan for Section 508 compliance. President Burks mentioned the retirement of 3 kitchen staffers, will be looking at different options for food service. The Board retreat will be held Monday, November 20 at Midland Railroad in Wilson from 3-8 or 8:30. Key reporting indicators will be the focus.

Retention Monitoring Report, Corey Isbell reviewed the report with the Board. On the first day of class 487 students were enrolled, as of October 17, 2017 the number is 477, loss of 10 students which isn't bad. Will continue to monitor after Thanksgiving and Christmas break which are key times for student withdrawals.

Enrollment Projection Report, Angel Prescott reported 44 students have been accepted for next year, this is a record for October. The 3 year comparison – 44 for 18-19; 26 for 17-18; and 36 for 16-17. All Admission Counselors have been working very hard to achieve record enrollment.

ASPIRE 2022 – Goal 1.c Strengthen Assessment Practices, Jennifer Brown gave a presentation on Assessment. Assessment is the ongoing process aimed at understanding and improving student learning. It is the most highly cited on HLC visits. The College is expected to be practicing assessment with evidence based documentation. We must have institution wide understanding. Ms. Brown spoke on the evolution of assessment at NCK Tech which began in 2002. The College does practice formal program assessment today. The three components of Goal 1C are 1.c.1 – Develop and measure the effectiveness of co-curricular and student support activities, learning that occurs outside of the classroom; 1.c.2 – Develop and assess essential skills across the curriculum, the four essential skills the College will focus on first are communication, professionalism, leadership and ethics; 1.c.3 – Streamline NCK Tech's academic assessment processes, will continue to work with faculty to improve quality and content of annual assessment documents.

ASPIRE 2022 – Goal 2.a.4 Increase Student Enrollment, Angel Prescott provided a report of annual head and program count based on 6th day count which is after the drop/add period of the first week. Striving for the student goal of 524 enrollees. The enrollment initiatives for this year are: implement recruitment initiative with Kansas home school groups and organizations; expand presence at High School affiliated student conferences – FFA, FBLA & DECA; expand presence at Military Career and Educational Fairs; and expand recruitment and marketing in Northwest Missouri & North Central Oklahoma.

Action Items

The financial report submitted by Brandi Zimmer included information on business ending September 30, 2017 and submitted the General Fund Profit and Loss by Object Code and Enterprise Fund Profit and Loss for three months ending September 30, 2017. Dean Zimmer requested approval of the report including warrants made to vendors and students in the amount of \$1,842,776.15. Discussion was had. Motion made by Don Miller and seconded by Dale Montgomery to approve the request as stated. Motion carried.

Administration recommends the Board approve the updated Nursing Program description for immediate submission into the 2017-18 College Catalog. Carolyn Finney motioned to approve the update, Glennys Doane seconded. Motion carried.

Eber Phelps, State Representative from the 111th District addressed the group. Mr. Phelps is a strong supporter for career technical education.

President Burks stated a 10 minute executive session was needed with the Board, Corey Isbell, Sandy Gottschalk and Angel Prescott. Motion to move to executive session by Glennys Doane, Carolyn Finney seconded. Motion carried. Moved to executive session at 8:45 p.m. The board

returned to open session at 8:56 p.m. Dale Montgomery motioned the meeting adjourn, Kevin Stramel seconded. Motion carried. The meeting was adjourned at 8:56 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

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