

The January 22, 2018 meeting of the NCK Technical College Board of Trustees was held in the Severance Student Union Conference Room on the Beloit campus.

Chair, Jim Johnson called the meeting to order at 6:32 p.m. Trustees present including Jim Johnson were, Carolyn Finney, Glennys Doane, Don Miller and Kevin Stramel (by Skype). Dale Montgomery was unable to attend. Also present were President Eric Burks, Corey Isbell, Brandi Zimmer, Sandy Gottschalk (by skype), and Kelly Roberts, Clerk. Angel Prescott was unable to attend. Others present were Tanner Schneider, Student Senate President, and Joe Cochran, Student Senate Vice President, Deana Betts, Marketing Director, Jeff Travis, USD 273 Superintendent, Jennifer Brown, Darsey Offutt and Judy Heidrick, PCA committee.

The consent agenda was presented by Board Chair, Jim Johnson. He asked for a motion to approve the consent agenda. Motion made by Carolyn Finney, seconded by Glennys Doane. Motion carried. This action approved the minutes of November 20, 2017, the resignations of Matthew Seemann, Admissions Counselor as of December 8, 2017 and Paul Geist, Hays Maintenance Director on May 11, 2018 and the assignment of Ashley Wiles from IT Aide to IT Instructor as of January 3, 2018.

Introductions and Reports:

Student Senate, Tanner Schneider, President and Joe Cochran, Vice President reported on student activities for the 2017-2018 academic year. In December, the Senate held an ugly sweater contest which was a fun stress reliever before finals. They have continued the lunch box leftover program, food given away on Thursday evenings 30 minutes after supper begins, helps with waste and benefits the students. Student Senate will continue to deliver Meals on Wheels in the community. Everyone in the group will get the opportunity to participate. The Senate will be holding a food drive in February to benefit the Beloit Food Pantry.

Deana Betts, Marketing Director was introduced to the Board. She shared information on the College's national rankings and all the different ways NCK Tech is currently being promoted. The new promotion videos highlighting Heavy Equipment and Digital Marketing were shown, valuable tools to attract students. Marketing is in progress for Educator, Junior and Blue & Green Day.

Deana Betts left the meeting following her presentation at 6:57 p.m.

Darsey Offutt left the meeting at 7:23 p.m.

Jeff Travis, USD 273 Superintendent, thanked NCK Tech for their continued successful partnership. The bus partnership is still going well. The District (Jeff) and the College (Eric) have started a Community Coffee group which meets each month alternating the location between the district office and the college. 9-12 members have been attending which has led to good discussions. Strategic Doing meetings have brought on another potential partnership, an Event Center that could be located west of the Wellness Center. The school district has the opportunity to be a pilot Residential Alternative Learning School for the state. The School would house 15 students for a rigorous 6-8 week learning

program, once completed they would be transitioned back into their regular schools. The task is to raise High School graduation rates. The program has the potential to bring in huge employment to the area. The district would like a building with more space to house this venture, therefore, the idea for an Event Center. The Center could be used by various manufacturers in the area as well as for College functions and space. The idea of an Event Center is just in the beginning stages.

Mr. Travis left the meeting following his presentation at 7:31 p.m.

ASPIRE 2.b.1 – Early Alert System (SOS), several members of the Persistence & Completion Academy committee presented the SOS (Student Observation System) program. The group consists of Corey Isbell, Jennifer Brown, Judy Heidrick, Darsey Offutt and Jennifer Younger. The timeline of the PCA committee was outlined by Dean Isbell. The program was launched at the beginning of the 2017-2018 academic year. Jennifer Brown informed the Board on the SOS flowchart. SOS is implemented for all NCK Tech employees to identify and report at-risk students. Judy Heidrick covered what works in the SOS system. Dean Isbell highlighted the struggles of the program.

ASPIRE 2.a.2 – Student Retention, The Student Observation System was created to help increase retention. The committee feels that it has been a success indicated by the following statistics: Fall 2016 – Spring 2017, 67 students were lost for various reasons. Possible reasons are academic, behavioral and financial. Fall 2017 – Spring 2018, 44 students were lost.

Jennifer Brown and Judy Heidrick left the meeting after their presentation at 7:53 p.m.

President, Eric updated the board on his recent trip to Topeka for TEA, KBOR and the Workforce Summit. The State did not restore the 4% that was cut 2 years ago. Board members were provided a copy of the Governor's Budget Recommendations for Postsecondary Education. The five goals the Governor is promoting are not bad just no funding for them. President Burks attended the Virginia RURAL & HIRE Education Conference in December. Insight and great takeaways for holding our own summit. Deb Ohlde, Chantz Martin and President Burks continue to be in contact regarding the Foundation. Looking for active members and potential donors. The Foundation Board will meet on March 1, 2018. The website has been updated with a refreshing overall look, adding some functionality. As of January 18, the website is compliant with the Federal Accessibility Regulations. Two Food Service Management companies have submitted bids for our business, both cover the two year sector and are familiar with accounts our size. Jeff Travis covered the Hansen Strategic Doing Project earlier in the evening. Security cameras will be installed outside once the weather improves. Office of Civil Rights visit will be February 21 & 22 on both campuses. The Higher Learning Commission onsite visit has been set for October 14-15, 2019. President Burks shared a thank you received from Wildlife & Parks for the community service work on the church located at Waconda Lake. In honor of Board Appreciation Month, President Burks thanked the Board for their service to the College and presented them with NCK Tech hooded sweatshirts.

Enrollment Report, In Dean Prescott's absence, President Burks asked if there were any questions regarding the enrollment report. No questions were presented.

Action Items:

The Financial Report covered business ending December 31, 2017. Written explanation along with statements of General Fund Profit and Loss by Object Code, and Enterprise Fund Profit and Loss were provided, for the six months ending December 31, 2017. Dean Zimmer requested the board approve the report as submitted. This would include approval of warrants made to vendors and students in the amount of \$1,698,278.74. Motion made by Don Miller, seconded by Carolyn Finney to approve the financial report as submitted. Motion carried.

Motion made by Carolyn Finney, seconded by Glennys Doane at 8:25 p.m. to go into executive session for a period of 25 minutes with President Burks and Dean Zimmer. Motion carried.

Corey Isbell, Tanner Schneider and Joe Cochran left the meeting at this time.

At 9:05 p.m. Dean Zimmer and President Burks left executive session. Motion made by Don Miller, seconded by Carolyn Finney to continue executive session for a period of 30 minutes for board discussion. Motion carried. The Board went back into executive session at that time. The board was back in open session at 9:45 p.m.

Chair Jim Johnson asked for a motion regarding the one year extension on the current contract of Eric Burks as president of NCK Technical College. Motion made by Don Miller, seconded by Glennys Doane to extend the three year contract of President Burks for another year with a 5% increase starting with the current contract. Motion carried.

Motion made by Don Miller and seconded by Carolyn Finney for the meeting to adjourn. Motion carried. The meeting adjourned at 9:46 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

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