

The Board of Trustees of NCK Technical College held their October 22, 2018 meeting in the Dreiling Administrative Center on the Hays campus.

Jim Johnson, Board Chair called the meeting to order at 6:38 p.m. via skype from the Mears meeting room on the Beloit campus. Members in attendance along with Mr. Johnson on the Beloit campus were, Carolyn Finney. Those attending in Hays were Glennys Doane, Kevin Stramel and Dale Montgomery. Don Miller was unable to attend. President Eric Burks, Brandi Zimmer, Corey Isbell, Sandy Gottschalk and Kelly Roberts, Clerk were in attendance on the Hays campus. Angel Prescott was not present due to illness. New employees in attendance when the meeting began were Mike Eckroat, and Tiffany Fox. Logan Staab was also in attendance to report on his Outreach Coordinator position.

Dale Montgomery moved to approve the agenda, Kevin Stramel seconded. Motion carried. Chair Johnson entertained a motion to approve the consent agenda. Glennys Doane motioned to approve the consent agenda, seconded by Dale Montgomery. Motion carried. This action approved the minutes of the September 24, 2018 regular meeting, October 1, 2018 special meeting, and the October 5, 2018 special meeting.

Reports:

New Employees, Mike Eckroat, Hays Maintenance Director, and Tiffany Fox, Hays Student Services Coordinator were introduced to the board. They each shared a little bit about themselves. Nicole Legleiter, PT Administrative Assistant and Brandon Legleiter, CDL Instructor, attended the dinner prior to the meeting.

Mike and Tiffany left the meeting following their introductions.

Audit, Kim Pearson, Dana F. Cole & Company gave the audit presentation from over the phone. The audit was for the year ended June 30, 2018. The audit went very well. It is presented as an unmodified audit report which is the best report available as the result of an audit. This speaks highly of the College and its staff. The meaning of an unmodified audit is the financial statements are presented fairly in all material respects in accordance with generally accepted accounting principles.

Mr. Pearson's call ended at the conclusion of his report.

Administrative Report, President Burks reported KBOR did not meet in October and TEA will be meeting by conference call on October 25. Access Controls have been installed in the Admin and IT buildings in Beloit. Dean Zimmer, Dean Gottschalk and President Burks participated in a National Guard event in September and were able to fly in a Blackhawk helicopter. NCK Tech had a great presence at Hays Oktoberfest in late September. Flu shot clinics were held on both campuses for students and employees. CDL ran its first course in Hays of six students on October 8, which was our limit. A director level position meeting was held on October 10. The Wellness Center Board met on October 10th. Scholarship receptions took place on both campuses in October. The Foundation Board met on October 10th. There were several takeaways, number one is that we need a talented full-time director. Educator Days took place on both campuses October 12. Dean Isbell and Dean Zimmer have been working with the Diesel Technology instructors, Roger Meier and Dan Hyman, to re-work our grant with the Kansas Soybean Commission. Dean Prescott and Dean Isbell have been holding FACT meetings to align our recruiting efforts and improve communication with our admissions team and faculty. Dean Isbell and Jennifer Brown have been conducting Lunch N' Learn session to Beloit and Hays to prepare our employees for the HLC comprehensive visit next

October. Military branch flags were donated by 2018 Welding graduate, Wyatt Jensen. The flags will be displayed in front of the union the week prior to Veteran's Day. President Burks thanked the board for enduring all the special meetings over the past few months.

New Employee, Kristi Cranwell, Admissions Counselor, introduced herself to the board. She was unable to be here earlier in the meeting.

Kristi left the meeting following her introduction.

Enrollment Report, President Burks gave the report in Dean Prescott's absence. President Burks distributed the current report showing 51 students accepted with 33 pending for the 2019-2020 school year. The 2019-20 acceptance goal for October with a 16% increase was 51.

Retention Report, Corey Isbell presented the retention report for the 2018-2019 academic year. The year began with 452 students, current enrollment is 436. A loss of 16 students. Several of those lost were due to grades in the nursing department where an 80% standard is required.

ASPIRE 1.c.1 – Develop and measure the effectiveness of Co-Curricular and student support activities, Dean Isbell and Jennifer Brown presented. NCK Tech is in the process of developing a Co-curricular Assessment Plan. Co-curricular as defined by NCK Tech is: the experiences outside of the classroom intended to support or enhance the student's curriculum. Currently a small development team is meeting with the goals of determining the following: Develop a foundation for co-curricular at NCK Tech, Create a larger committee for addressing co-curricular, Set directives for the larger committee, and Develop a timeline for the assessment process. Communication and Leadership will be assessed in two co-curricular experiences on each campus: Student Senate and Student Ambassadors.

ASPIRE 1.c.2 – Develop and assess essential skills across the curriculum, Jennifer Brown reported that Essential Skills were introduced to the NCK Tech Community in fall 2017. The first assessment cycle of two of the Essential Skills, Leadership and Communication, will begin fall 2018. Professional Development was provided to all faculty in small group sessions on Essential Skills and the assessment process by members of the Assessment Committee. Faculty will report assessment results in spring 2019.

ASPIRE 1.c.3 – Streamline the NCK Tech's academic assessment processes, Jennifer Brown presented a graph depicting the NCK Tech assessment of the student learning cycle within the academic setting. Assessment of student learning is faculty-driven; faculty develop the processes and tools used to assess students. All faculty participate in conducting student learning assessment annually. For AY 2018, 87% of all students assessed across all program areas met the set benchmarks for their assessment. Assessment is a very important part of the HLC visit.

Outreach Coordinator, Logan Staab is in his first semester of this position. His first project is working with GROW Hays and our CDL program. The program is just getting started in Hays. For the first class Kansas Works had over 100 people apply and the list was narrowed down to 30 some. The class started with 6 students. The next class of 9 is scheduled for October 29 and 30. A short term welding course will be offered, still taking applicants this week. A marketing brochure will be going out soon showing what the college has to offer in the way of short term programs/trainings. The programs will be eventually offered in Beloit as well.

Logan Staab left the meeting following his presentation.

President Burks asked the board how they would like to handle meetings in the future. We do have the capability of skyping which would require less travel for everyone. Would like to see several meetings a year face to face – at the retreat and possibly the July meeting. Carolyn Finney likes the face to face meetings. Jim Johnson would favor skype. Dale Montgomery suggested skype during the winter months when travel is more hazardous. Nothing definite was decided at this meeting.

Action Items

The financial report submitted by Brandi Zimmer included information on business ending September 30, 2018 and submitted the General Fund Profit and Loss by Object Code and Enterprise Fund Profit and Loss for three months ending September 30, 2018. Dean Zimmer requested approval of the report including warrants made to vendors and students in the amount of \$1,753,828.16. Discussion was had. Motion made by Dale Montgomery, seconded by Kevin Stramel to approve the request as stated. Motion carried.

Motion made by Kevin Stramel, seconded by Glennys Doane at 8:13 p.m. to go into executive session with no action taken for a period of 20 minutes with President Burks. Motion carried.

At 8:30 the board was back in open session.

Motion made by Dale Montgomery, seconded by Glennys Doane for the meeting to adjourn. Motion carried. The meeting adjourned at 8:30 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

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