

The June 24, 2019 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 6:38 p.m. Trustees present including Jim Johnson were, Don Miller, Glennys Doane, Carolyn Finney and Dale Montgomery (by skype). Kevin Stramel was unable to attend. Also present were President Eric Burks, Brandi Zimmer, Corey Isbell, Sandy Gottschalk (by skype) and Kelly Roberts, Clerk. Terry Bailey representing the Media and Ann Gates, Housing Director were also present.

The amended agenda was presented for approval by Board Chair, Jim Johnson. Motion made by Don Miller to approve the amended agenda, seconded by Carolyn Finney. Motion carried. A motion was then made by Glennys Doane and seconded by Carolyn Finney to approve the consent agenda as presented. Motion carried. This action approved the minutes of May 13, 2019, and special meeting of May 20, 2019, the resignation of Skip Cox, Plumbing, Heating, & Air Conditioning Instructor (Hays), and the hiring of Brian Badger, Plumbing, Heating, & Air Conditioning Instructor (Hays).

Discussion was had on a date for the July board meeting. A tentative date of August 5, 2019 at 6:30 pm was set. An August date was set due to multiple vacation conflicts in July.

President Burks recognized Ann Gates, who is retiring on June 30, 2019, with a card and token of appreciation.

Ann left the meeting at approximately 6:45 pm.

Reports

President, Updates from KBOR, the Legislature and KTC meetings were given. The house sales took place in May for Beloit and Hays. Dean Gottschalk and President Burks met with Hays High regarding concurrent offerings. Several events were hosted in June: 8 Man All Stars, Hays & Beloit orientations, and Kids Lead Day Camp. A small construction project in the Hays Admin building to add office space is taking place. The faculty association voted to accept the 2019-20 negotiated agreement. President Burks thanked Robert McCreight for his great work on the security camera and access control project which will be completed ahead of the August 1, 2019 scheduled date. The process of reviewing current policy and potential updates has begun. Thanks was given to Dean Zimmer for her time and work on the FY20 budget process. Jayme Owen, Interim Dean of Student Services and President Burks met with 502 media for their annual meeting. Those employees choosing to retire this year were thanked for a job well done. The Board was reminded to keep the dates of our HLC visit open, Monday, October 14 and Tuesday, October 15.

Enrollment Report – President Burks reported the current enrollment as of June 14, 2019 is 475 students accepted with 18 pending for the 2019-2020 school year.

ASPIRE 2.a.4 – Increase Student Enrollment, President Burks reported that increasing student enrollment remains a focus for the College. In an effort to increase enrollment we should restructure how our student services and admissions is done. This could mean taking the current position that oversees all things related to student services and dividing the supervisory roles by functional divisions. This means having an enrollment manager who is able to focus on increasing our enrollment on a daily basis. This person would be charged with enhancing our recruitment and

admissions practices by incorporating more data-driven approaches that best utilize our limited resources.

ASPIRE 1.b.1 – Increase the number of credit hours generated, Dean Isbell reported the decline in enrollment and online trending downward have impacted total number of credit hours generated. To turn the trend around we must see: positive change in enrollment numbers, increase in concurrent enrollment numbers and offerings, increase our alternative offerings, and increase our online course offerings.

ASPIRE 2.a.2 – Increase Student Retention, Dean Isbell presented the retention numbers on each program for AY19. On the surface, the same programs tend to struggle the most with retention every year. We have implemented several initiatives over the past 2 years with the intention to improve retention: Student Observation System, Student Success Seminar, and intrusive Advising system. Next steps will be to identify weaknesses in current initiatives and strengthen them.

ASPIRE 2.a.3 – Increase the number of AAS degrees awarded, Dean Isbell shared the number of AAS degrees awarded has increased, however, fall to fall retention rates remain flat. We have initiatives in place to impact this number. We will be working individually with AAS programs to help with retention efforts, specifically between first and second year.

ASPIRE 2.b.1 – Develop an Early-Alert System, Dean Isbell reported the Student Observation System (SOS) was implemented in fall 2017. An alert is either deemed as positive or negative. The Persistence and Completion team comprised of Dean Isbell, Jennifer Brown, Judy Heidrick, and Darsey Offutt continue to review and refine the SOS process.

Action Items:

The Financial Report covered business ending May 31, 2019. Written explanation along with statements of General Fund Profit and Loss by Object Code, and Enterprise Fund Profit and Loss were provided, for the eleven months ending May 31, 2019. 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 \$875,249.21. Motion made by Don Miller, seconded by Carolyn Finney to approve the financial report as submitted. Motion carried.

Administration presented and recommended the negotiated agreement for 2019-2020 for approval and signature of same. The agreed items were:

- Article I. Salary and Wages – All continuing full time faculty, will receive a one-time \$1,000 bonus, to be paid prior to June 30, 2019. All continuing full time faculty, not on probation, will receive \$1,000 to be added to their base salary for the 2019-2020 academic year. All continuing full time faculty, not on probation, will receive a minimum of \$1,000 to be added to their base salary for the 2020-2021 academic year with the understanding that there will still be the opportunity to negotiate a larger amount.
- Article II. Hours and Amounts of Work – Flextime may be granted to exchange hours worked outside of the standard workday with approval from Dean of Instruction or Dean of the Hays campus.
- Article III. Insurance and Fringe Benefits – To assist in the selection process, the Board and Association will establish and continue an ongoing committee to review insurance fluctuations and types of policies each year.
- Article IV. Leaves – An employee called to jury duty will be paid their regular wages. Days spent on jury duty are considered as contract days.(existing Board policy 7:29)

- Article IV. Leaves – Added existing Board policy 7:31 Sabbatical leave from the NCK Tech Board Handbook.
- No changes were proposed for the Shared Sick Leave program, tabled for future discussion.
- No Change was made to Article V regarding Personal Appearance. Current Board policy will remain in effect.

Discussion had. Motion made by Don Miller, seconded by Glennys Doane to approve the 2019-2020 negotiation agreement. Motion carried.

Restructure of Organizational Chart – The proposed chart was presented by President Burks. Restructure includes a Vice President format and Student Services broken down into three key functional areas: Dean of Enrollment Management, Dean of Student Success, and Dean of Student Experience. Discussion had. Motion made by Dale Montgomery, seconded by Carolyn Finney to approve the restructured organizational chart. Motion carried.

With the restructuring of the organizational chart the following items were presented: Title changes for Brandi Zimmer – Vice President of Finance & Operations and Sandy Gottschalk – Vice President of the Hays Campus; Position Transfers: Corey Isbell to Vice President of Student and Instructional Services, Jennifer Brown to Dean of Instructional Services, Jayme Owen to Dean of Student Success, Tiffany Fox to Student Experience Coordinator, and Jackie Haskell to Student Success Coordinator; Approval of the hires for Dean of Enrollment Management – Tricia Cline and Dean of Student Experience, Shane Britt. Discussion had. Motion made by Carolyn Finney, seconded by Don Miller to approve Title changes, Position Transfers, and Hire of Dean of Enrollment Management and Dean of Student Experience. Motion carried.

Revenue and expenditure projections were provided to the Board members in a budget summary for the 2019-20 fiscal year, which included tuition rates for face to face general education classes of \$112 per credit hour, \$132 per credit hour for face to face technical courses and \$129 per credit hour for online classes, and fees of \$27 per credit hour for face to face classes and \$24 per credit hour for online classes. Motion made by Dale Montgomery, seconded by Glennys Doane to approve the operating budget for the 2019-20 fiscal year as presented. Motion carried.

Motion made by Don Miller, seconded by Carolyn Finney to adjourn the meeting. Motion carried. The meeting adjourned at 8:33 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

Trustees Present: Jim Johnson,
Glennys Doane, Carolyn Finney,
Don Miller, Dale Montgomery