

The Board of Trustees of NCK Technical College held their July meeting in the Severance Student Union Conference Room, August 5, 2019, on the Beloit campus.

NCK Tech President, Eric Burks called the meeting to order at 6:32 p.m. Members of the Board of Trustees present were Jim Johnson, Carolyn Finney, Glennys Doane, Don Miller, Dale Montgomery and Kevin Stramel. Other persons present were Corey Isbell, Brandi Zimmer, Sandy Gottschalk, and Kelly Roberts, Clerk. Media in attendance was Terry Bailey.

Eric Burks conducted the first item of business for the election of a chairperson for the Board to be followed with the election of a vice-chair. The floor was open for nominations. Don Miller motioned Jim Johnson serve another term as Chairman, seconded by Dale Montgomery. Motion carried. Mr. Johnson was unanimously elected Chairman. Nominations were opened for the Vice chair. A motion was made by Don Miller seconded by Glennys Doane that Carolyn Finney be elected Vice-Chair. Motion carried. Ms. Finney was unanimously elected Vice Chairwoman.

Jim Johnson, Chair then presented the amended agenda for approval. Motion made by Kevin Stramel and seconded by Dale Montgomery to approve the amended agenda. Motion carried. The consent agenda was then presented for approval, motion made by Glennys Doane and seconded by Carolyn Finney. Motion carried. This action included approval of the following:

- Minutes of the June 24, 2019 meeting
- FY19-20 Board of Trustee Meeting Calendar
- FY19-20 Appointment of Section 504, Title VII & IX, and Freedom of Information officers
- FY19-20 Appointment of Negotiating Team
- FY19-20 Appointment of Counsel
- FY19-20 Room Rental Rates
- FY19-20 Approval of Hays Nursing lease
- Hire – Electrical Technology Instructor, Hays Campus
- Resignation - Director of Learning Services, Beloit Campus

Reports -

Administrative, President Burks reported the new Deans were in place and are focusing on the upcoming year. Thanked all involved in reviewing and updating policies this summer – VP Gottschalk, VP Isbell, VP Zimmer, and Kelly. VP Gottschalk and Janet Moeller have spent considerable time reviewing our website for accuracy. The Maintenance Departments on both campuses have worked hard to complete all of the projects before faculty and students return for the fall semester. The college still has two vacant teaching positions, a second Electrical Technology Instructor and a Nursing Instructor both on the Hays campus. Tricia Cline, Dean of Enrollment is handling the marketing duties. Four new instructors attended the Kansas Council for Workforce Education New Instructor workshop. NCK Tech received another \$100K from the Hansen Foundation to continue the Hansen Career Enhancement Scholarship program for non-traditional students. The Foundation audit was conducted in July by Dana F. Cole and Associates. VP Zimmer has been working with CAMS, 3D Technologies on completing the data cleanup. Faculty return the week of August 12. President Burks welcomed the Board to attend any of the back-to-school sessions August 12-14. President Burks reminded the Board to save October 14-15 for the HLC Accreditation Team. They will want to visit with the Board during this time. Trap Range update- the College will probably end up donating the property with a right of reversion. The property would be returned to us if it isn't used for the purpose it was donated.

Enrollment Report – President Burks reviewed the current report showing 473 projected students for the 2019-2020 school year.

ASPIRE 3.b.1 – Secure Grant Funds, Brandi Zimmer reported there is a direct correlation between the amount of funds received and having an employee actively seeking grants. VP Gottschalk will begin to write grants for the college.

ASPIRE 3.b.2 – Increase the Support of the Foundation for NCK Tech, Dean Zimmer reported monetary donations to the Foundation have increased dramatically since the College first hired a Marketing/Foundation Director. The increase in donations in 2014 & 2015 were associated with the 50 year celebration. The primary donations in 2016, 2017, & 2018 are for the Dane Hansen Career Enhancement Scholarship. Payments from the Foundation to the College are primarily scholarship awards to students, along with a couple of grants that have ran through the Foundation. The major increases in 2017, 2018 & 2019 were from the Dane Hansen Career Enhancement Scholarship.

ASPIRE 3.b.3 – Connect with Stakeholders to Gather Input and Share Resources, Dean Zimmer reported the donations to the College have been very sporadic over the past several years. There are small donations every year. In 2019 in-kind donations are being tracked, which includes equipment, tools, supplies, equipment rental or services/time given to the programs. The College will continue to grow partnerships with local business and industry leaders to increase donations to the College.

Action Items –

The Financial Report by Brandi Zimmer indicated the college concluded fiscal operations for 2019 on June 30. The Financial Report included a summary covering income and expenses of General Fund and Enterprise Fund. Administration recommended the Board approve the financial report as submitted and warrants made in the amount of \$1,026,688.84. Discussion had. Motion made by Don Miller, seconded by Glennys Doane to approve the financial report as recommended. Motion carried.

Administration presented and recommended approval of revisions and updates to the Board Policy handbook, Student handbook, Faculty handbook, Academic Catalog, Financial Aid handbook, Advising handbook, Housing handbook, and Online handbook. Discussion had. Motion made by Don Miller to approve agenda items 5.2 through 5.9, seconded by Carolyn Finney to approve the revisions and updates to all handbooks as presented. Motion carried.

As part of the 2019-20 budget, the Board approved the capital outlay proposal. Instructors submitted their request in the spring however prioritizing these requests was deferred until actual available dollars were known. Administration recommended the Board approve the provisional capital outlay plan and approval to make purchases for the year at or below the available funding level of \$281,251. Motion made by Carolyn Finney and seconded by Glennys Doane to approve the provisional capital outlay plan and spend out capital outlay dollars as presented. Motion carried.

With no executive session needed, it was moved by Don Miller and seconded by Glennys Doane for the meeting to adjourn. Motion carried. The meeting adjourned at 7:37 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

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