

The Board of Trustees of NCK Technical College held their October 28, 2019 meeting in the Health Services Building on the Hays campus.

Jim Johnson, Board Chair called the meeting to order at 6:43 p.m. via skype from the Severance Student Union Conference 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, Sandy Gottschalk, Tricia Cline, Shane Britt, Ashley Steiner, Gwen Housley, Logan Staab and Kelly Roberts, Clerk were in attendance on the Hays campus. Corey Isbell, Brandi Zimmer, Jennifer Brown, Kim Pearson, Sage Klein-Richards, Kaleb Jones, and Noah Huxman were in attendance on the Beloit campus.

Chair Johnson entertained a motion to approve the consent agenda. Dale Montgomery moved to approve the consent agenda, Glennys Doane seconded. Motion carried. This action approved the minutes of the September 23, 2019 regular meeting, and the October 9, 2019 special meeting.

Reports:

Student Senate, Sage Klein-Richards, Kaleb Jones, and Noah Huxman reported on the following Beloit activities: adjustments for Truck or Treat due to the weather forecast on Halloween, student food survey, extracurricular activities for students, HLC visit prep and Jr-Sr day.

Sage, Kaleb, and Noah left the meeting following their presentation at 6:46 pm.

Gwen Housley, Hays Student Senate Vice President, reported on the following Hays activities: election of officers; community involvement activities; float for Frost Fest; glove drive; and pay it forward competition between departments.

Shane, Ashley, and Gwen left the meeting after their presentation at 6:50 pm.

Audit, Kim Pearson, Dana F. Cole & Company gave the audit presentation from the Beloit campus. The audit was for the year ended June 30, 2019. 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 left the meeting following his presentation.

Microsoft Outreach Coordinator, Logan Staab reported on the Microsoft Imagine Academy Program which is designed to provide technology skills to secondary and post-secondary students to aid in their continuing education when they enter the workforce. Funding is provided by Kansas Legislature. 150 Kansas secondary schools take part in the program, 23 post-secondary.

Logan left the meeting following his presentation at 7:16 pm.

ASPIRE 1.c.1 – Develop and measure the effectiveness of Co-Curricular and student support activities, Dean Brown presented. Co-curricular assessment is developed to measure the learning experiences occurring outside of the curricular environment. NCK Tech defines co-

curricular as: learning experiences designed to support the academic curriculum. Co-curricular learning experiences at NCK Tech are typically voluntary and non-graded. The first cycle for co-curricular is scheduled to begin in AY 2020. Student learning will be assessed for students involved in NCK Tech's Student Senate and Student Ambassadors.

ASPIRE 1.c.2 – Develop and assess essential skills across the curriculum, Dean Brown reported that Essential Skills were introduced to the NCK Tech Community in fall 2017. Essential Skills are the over-arching skills all NCK Tech graduates should possess upon graduation. The first assessment cycle of two of the Essential Skills, Leadership and Communication, began fall 2018. This was the first year for program faculty to report data. Professionalism and Ethics are the next two skills that will be assessed in AY 2020.

ASPIRE 1.c.3 – Streamline the NCK Tech's academic assessment processes, Dean Brown reported that NCK Tech assess student learning for all programs at the program-level. Program outcomes are assessed annually by faculty and results are documented in WIDS. 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 2019, 85% of all students assessed across all program areas met the set benchmarks for their assessment. The assessment committee will continue their discussion on the best way to report annually on assessment progress.

Enrollment Report, Dean Cline reported on the 3 year application comparison. The current report showing 34 students accepted, 5 down from last year, with 18 pending for the 2020-2021 school year. The digital ad campaign for October-March was shared by Dean Cline.

Dean Cline left the meeting following her presentation at 7:48 pm.

Retention Report, VP Isbell presented the retention report for the 2019-2020 academic year. The year began with 444 students, current enrollment is 430. A loss of 15 students.

Administrative Report, President Burks reported KBOR did not meet in October, TEA and KTC will meet in Topeka on October 31. Dean Britt submitted the annual Clery report on October 1. Wellness Center Board met on October 7. Board member interviews took place on October 9. Scholarship Receptions took place on October 2 in Hays and October 9 in Beloit. NCK Tech had a great presence at Hays Oktoberfest on October 11. Flu shot clinics were held on both campuses for students and employees. The College hosted a team of four peer reviewers sent from the Higher Learning Commission on October 14-15. President Mason of FHSU and President Burks met for a lunch meeting on October 18, upcoming legislative session was discussed. Junior/Senior Day was held on the Beloit campus October 22, Hays will hold theirs on October 29. A Rural & Remote presentation was given to the Information Technology and Business Management programs in Beloit and Hays, October 22 and 23 respectively. The Beloit campus hosted a First Responders Day lunch on October 28. VP Gottschalk has assumed grant writing duties for the College. We still have vacancies for an Electrical Technology and ADN Nursing Instructor for the Hays campus. President Burks reviewed the Mission Drivers program and shared posted comments recognizing individuals living out the mission. NCK Tech was recognized by the Aspen Institute for being in the Top 150 of two year institutions. President Burks gave an update on the progress of the shooting range.

Action Items

The financial report submitted by Brandi Zimmer included information on business ending September 30, 2019 and submitted the General Fund Profit and Loss by Object Code and

Enterprise Fund Profit and Loss for three months ending September 30, 2019. Dean Zimmer requested approval of the report including warrants made to vendors and students in the amount of \$1,683,406.84. Discussion was had. Motion made by Dale Montgomery, seconded by Kevin Stramel to approve the request as stated. Motion carried.

It is important that all Board members understand their role to the Board and the College. With this intention, Section II: Responsibilities and Organization of the Board of Trustees was reviewed and revisions made. The College President recommends the Board adopt the changes to Section II of the Board Policy Handbook as presented. Discussion was had. The following amendments were made: 2:6 Membership of the Board of Trustees – amend wording from No majority shall be from the same county to No more than 2 members from a single county. 2:10 Board Member Code of Conduct, bullet point #4 amend from Only the Board Chair interacts to Board Chair or designee interacts. Glennys Doane moved to approve the revisions with amendments made to Section II: Responsibilities and Organization of the Board of Trustees, seconded by Carolyn Finney. Motion carried.

Kevin Stramel of Ellis County has submitted his resignation effective October 28, 2019. Current Trustee, Dale Montgomery, also of Ellis County, has volunteered to assume the remainder of Kevin's term which ends in June 2021. A new Trustee can then be selected to serve Mr. Montgomery's 4-year term which ends in June 2023. The Board Chair recommends the acceptance of Kevin Stramel's resignation and the transfer of Dale Montgomery to fulfill the remainder of Mr. Stramel's term ending June of 2021. Carolyn Finney moved to approve the resignation and transfer, Dale Montgomery seconded. Motion carried.

On behalf of the sub-committee, formed to interview for the Board of Trustee vacancy, the Board Chair recommends the appointment of Lance Smith, Ellis County, to the Board of Trustees, effective immediately. The appointed term is for four years ending June 2023. Dale Montgomery moved to approve the appointment of Lance Smith, seconded by Glennys Doane. Motion carried.

On behalf of the sub-committee, formed to interview for the Board of Trustee vacancy, the Board Chair recommends the appointment of Bob Becker, Rooks County, effective immediately which will expand membership of the Board of Trustees to seven members. The appointed term is for four years ending June 2023. Kevin Stramel moved to approve the appointment of Bob Becker, seconded by Carolyn Finney. Motion carried.

Motion made by Carolyn Finney, seconded by Dale Montgomery at 8:53 p.m. to go into executive session with no action taken for a period of 10 minutes with President Burks. Motion carried.

At 9:02 p.m. the board was back in open session.

Motion made by Kevin Stramel, seconded by Carolyn Finney for the meeting to adjourn. Motion carried. The meeting adjourned at 9:02 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

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