

The Board of Trustees of NCK Technical College held their January 27, 2020 meeting in the Severance Student Union Conference Room.

Carolyn Finney, Board Vice-Chair called the meeting to order at 6:31 p.m. Members in attendance along with Ms. Finney on the Beloit campus were, Bob Becker, Glennys Doane, Don Miller, Dale Montgomery, and Lance Smith. Jim Johnson was able to join later in the meeting. President Eric Burks, Brandi Zimmer, Corey Isbell, and Kelly Roberts, Clerk were in attendance on the Beloit campus. Sandy Gottschalk attended via zoom from the Hays campus. Also in attendance were Noah Huxman representing Beloit Student Senate Leadership, by zoom from Hays, Carly Boyd, Hays Student Senate Leadership and Ashley Steiner, Student Senate Advisor.

Chair Finney entertained a motion to approve the amendment to the consent agenda. Dale Montgomery motioned to approve the amendment, seconded by Glennys Doane. Motion carried. A motion was made by Dale Montgomery, seconded by Bob Becker to approve the amended consent agenda. Motion carried. This action approved the minutes of the November 18, 2019 meeting, December 13, 2019 special meeting and the resignation of Rachelle Olson, Nursing Instructor, on the Beloit campus effective May 13, 2020; resignation of Sandy Gottschalk, VP of the Hays campus effective February 12, 2020; resignation of Kelly Roberts, full time Assistant to the President, effective January 31, 2020. Her resignation from Board Clerk will be effective as soon as a replacement is hired and on board; resignation of Kristi Cranwell, Admissions Counselor, on the Hays campus effective January 24, 2020; and the hire of Joshua Thomas, Electrical Technology Instructor, on the Hays campus effective January 28, 2020.

Reports:

Beloit Student Senate, Noah Huxman, Secretary, reported on student activities. 2,000 items were gathered for the Campus Cupboard which is available for students in need. 6 students have committed to trap shooting for the College. Eight Residential Assistants (RA) have been selected, one for each dorm. A bible study group has been started, meeting on Thursday's at 4 pm.

Noah left the meeting following his report at 6:36 pm.

Hays Student Senate, Carly Boyd, President, reported Student Senate participated in the annual Frost Fest Parade receiving 1st place in the People's Choice category. A spirit week was held during the last week of school before Winter Break. A toilet paper drive for the Salvation Army will take place this semester along with a scavenger and Easter egg hunt.

Carly and Ashley left the meeting following the report at 6:41 pm.

Vice-Chair Finney on behalf of the Board thanked Sandy Gottschalk, VP of the Hays campus, for her 30 years of service to the College.

ASPIRE 2.a.2 - Increase Student Retention, Dean Owen shared that several programs have been implemented targeting retention. The College's retention rate from the Fall to Spring semester was 90% which is improved over our numbers last year. NCK Tech will continue to develop the early alert system and foster a culture of early intervention when students struggle. In March of 2020, a Student Success Team made up of faculty and staff will be implemented. This team will be charged with developing new initiatives designed to help students succeed at NCK Tech.

ASPIRE 2.b.1 – Develop an Early-Alert System, Dean Owen reported the SOS (Student Observation System) was launched at the beginning of the 17-18 academic year. This program is in its third year of existence. The increase in the number of positive outcomes (30 out of 42 total alerts) shows communication and resources have helped students. The SOS will continue to be a key system in our student retention efforts.

ASPIRE 1.a.2 – Create a culture of employee engagement, Leah Bergmann, Employee Engagement Committee Chair, reported on the employee activities and wellness initiatives for the past year. The committee will be reviewing the Employee Satisfaction Survey questions for significance before it is sent out to employees. The results help administration guide the negotiation and benefits process. The committee strives to provide activities and initiatives that promote a positive work environment for the employees.

ASPIRE 1.a.3 Improve Compensation and Employee Satisfaction with Benefits, President Burks presented additional information from the employee satisfaction survey. Employee satisfaction in 2019 decreased due to the increase in premium costs. As agreed to through the negotiations process, the faculty association and administration have created a retention schedule committee and a health insurance committee to review salary and benefits. These committees will allow faculty, staff and administration to work together to look at improving the compensation and benefits with more direct input from all levels of the organization.

Administrative Report, President Burks thanks the Board for their service as January is Board Appreciation month. Trap Shooting Update – a plan and timeline for completion of the range has been developed, if the weather allows we hope to be practicing out at the range this spring. Gary DeKler has agreed to help us organize and coach our students on a voluntary basis. Mental Health training in Beloit and CPR/AED training in Hays was held on January 20 for all employees. VP Zimmer, Director of Maintenance, AJ Baxa, and Wellness Center Director, Lori May are exploring sharing maintenance duties with the Wellness Center. Health Insurance Committee held its first meeting to review the insurance carrier selection process and set a timeline for a plan recommendation. The first meeting of the Retention Committee was held. The goal is to devise a schedule that indicates movement over time, reward credentials and education, recognizes the differences between technical programs and general education. We are working to develop total compensation statements to be distributed to each employee. CDL instructors have been working to adapt our CDL program to comply with new regulations being handed down by the Federal Motor Carriers. The new regulations were to become effective in February, but earlier this month some of these changes were delayed; some until 2023. The College and NCK Tech Foundation were approved for a summer intern through the NexTech NexGen program. NCK Tech has received \$15,000 from the Department of Commerce to enhance Kansas' Workforce development and workforce education programs that provide skills training to individuals. Accounts Payable/Payroll Clerk, Linda Goss received the Triad Microsoft Dynamics GP Best Practices 2019 Award for excellent skill set and methodology applied to use of Microsoft Dynamics GP.

Chair Jim Johnson joined the meeting at 8:14 p.m.

Enrollment Report, President Burks presented the 3-year comparison and accepted enrollment numbers. Current pre-enrollment for the 20-21 academic year is 144.

Action Items

The financial report submitted by Brandi Zimmer included information on business ending December 31, 2019 and submitted the General Fund Profit and Loss by Object Code and Enterprise Fund Profit and Loss for six months ending December 31, 2019. Dean Zimmer requested approval of the report including warrants made to vendors and students in the amount of \$1,723,458.80. Discussion was had. Motion made by Dale Montgomery, seconded by Carolyn Finney to approve the request as stated. Motion carried.

Administration presented and recommended approval of updates to the Application Fee Policy effective immediately. Discussion was had. Motion made by Glennys Doane, seconded by Don Miller to approve the update to the Application Fee Policy. Motion carried.

Administration presented and recommended approval of updates to the Tuition and Fee Payment policy effective fall semester of the 2020-21 academic year. Discussion was had. Dale Montgomery moved to approve updates to the Tuition and Fee Payment policy as presented, Bob Becker seconded. Motion carried.

Administration presented and recommended approval of the Student in Good Standing policy. Discussion was had. Don Miller moved to approve the Student in Good Standing Policy as presented, seconded by Lance Smith. Motion carried.

Administration has received a request for the donation of sick leave hours from Mitch Eck, Ag Tech Instructor. Administration recommends the donation of sick leave to Mitch Eck be approved and notification to all employees of the need for shared sick leave be given. Discussion was had. Motion made by Carolyn Finney, seconded by Glennys Doane to approve the donation of sick leave to Mitch Eck, and notification to all employees be given. Motion carried.

Chair Jim Johnson has been asked to serve on the MCHHS Board. MCHHS Board meetings are also held on the fourth Monday of the month. For Mr. Johnson to serve on both boards administration recommends moving future meetings to the third Monday of the month beginning at 5:30 pm. Discussion was had. Dale Montgomery moved to move future NCK Tech Board meetings to the third Monday of the month beginning at 5:30 pm, seconded by Glennys Doane. Motion carried.

Administration recommends the Board approve the FY2021 room and board rates as proposed in the Rate Schedule. Discussion was had. Glennys Doane motioned to approve FY2021 room and board rates, seconded by Carolyn Finney. Motion carried.

Administration recommends the Board approve adding a Certificate A in Welding Technology and submit the request to the Kansas Board of Regents for their approval. Discussion was had. Don Miller motioned to approve adding a Certificate A in Welding Technology, seconded by Dale Montgomery. Motion carried.

Motion made by Dale Montgomery, seconded by Glennys Doane at 9:03 p.m. to go into executive session with no action for a period of ten minutes with President Burks. Motion carried. At 9:21 p.m. President Burks left executive session, motion was made by Glennys Doane, seconded by Don Miller to continue executive session for thirty minutes. Motion carried. The Board was back in open session at 10:04 p.m.

Chair Jim Johnson asked for a motion regarding the extension of an additional year to the current contract of Eric Burks as president of NCK Technical College. Motion made by Dale Montgomery,

seconded by Don Miller to extend the current three-year contract of President Burks for an additional year. Motion carried.

Motion made by Don Miller and seconded by Dale Montgomery for the meeting to adjourn. Motion carried. The meeting adjourned at 10:05 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

Attending: Bob Becker, Glennys Doane, Carolyn Finney,
Jim Johnson, Don Miller, Dale Montgomery,
Lance Smith