

The April 20, 2020 meeting of the NCK Technical College Board of Trustees was held via Zoom. President Burks reviewed the rules for a technology meeting.

Chair, Jim Johnson called the meeting to order at 5:36 p.m. Trustees present including Chair Johnson were, Bob Becker, Glennys Doane, Carolyn Finney, Don Miller, Dale Montgomery and Lance Smith. Also present via Zoom were President Eric Burks, VP Corey Isbell, VP Brandi Zimmer, VP Steve Hudman, Dean Tricia Cline, and Kelly Roberts, Clerk. Others on the call included, Brian Dechant, Cole Murrow, and Tara Pierce.

The consent agenda was presented for approval by Board Chair Johnson. Motion made by Dale Montgomery, seconded by Don Miller to approve the consent agenda as presented. Motion carried by trustee roll call. This action approved the regular meeting minutes of March 16, 2020, the hiring of Mark MacConnell, Hays Automotive Instructor, Anthony Nunez, Hays Admissions Counselor, the resignation of Trevor Eisiminger, Hays Custodial and termination of Nicole Frasier, Beloit Admissions Counselor.

Introductions and Reports:

ASPIRE 1.b.2 – Maximize Advisory Committee Effectiveness, Dean Brown discussed the importance of Advisory Committees. An Advisory Committee is a group of persons outside the education profession, comprised of representatives who are recognized and respected in their fields of work. As a requirement of the Carl Perkins grant, programs are required to hold an advisory committee meeting twice annually. NCK Tech has 148 business and industry representatives as part of the College's advisory committees. Next steps are to find a quantitative method of analyzing the effectiveness of advisory committees.

ASPIRE 2.a.1 – Increase Alternative Educational Opportunities, Dean Brown shared that an area for growth for the College is alternative educational opportunities. Alternative education is defined as courses, workshops, or enrichment classes offered in different modalities than face-to-face or courses offered at times other than the day schedule. Those currently offered by the college are night classes, enrichment courses, online, and concurrent. Concurrent and Online courses have potential for growth. We will continue to work with each department to find creative ways to increase offerings and other outreach possibilities.

ASPIRE 1.b.3 – Use the Program Review Process for Improvement, VP Isbell shared that the 3 year comprehensive program review process takes a snapshot of the overall health of the program. The data collected focuses on enrollment, retention, wages, placement, credentials and financial information. Department chairs are required to submit self-study information regarding partnerships, advisory committee contributions, recruiting/marketing efforts and program assessment documentation. Once self-study and program data has been compiled, we meet with department chairs under review and set goals for the next 3 years. Our current process was complimented by the visiting HLC team.

Retention Report - VP Isbell presented the retention report for the 2019-2020 academic year. The year began with 444 students, current enrollment is 392. A loss of 52 students.

Enrollment Report – Dean Cline spoke on current enrollment numbers as of April 14, 2020 showing 305 students accepted with 29 pending for the 2020-2021 school year.

Administrative, President Burks spoke on the impact to the College from the Coronavirus. Due to the stay home order, all classes will be taught completely online for the remainder of the spring semester. Office staff are working remotely from home. Administration is on a 3-person rotation in Beloit and VP Hudman is on campus daily in Hays. Summer classes will be delivered online. The advising process will be conducted virtually in helping students enroll into classes for the fall semester. We have currently waived AccuPlacer and ACT testing requirements. Dean Cline has started a scholarship program to encourage applications using the funds we were awarded from the Dept of Commerce earlier this semester. The 8-Man All Star Game is yet to be determined. The Delta Conference in June has been cancelled. Live shop projects are being communicated between the instructor and the customer. We have a plan and are working with county health officials to determine the safest ways to allow students to collect their belongings while complying with the stay home order and keeping our communities safe. Instructors and others are commended for the work they've accomplished to deliver technical instruction in a completely online format. President Burks discussed the options for the sale of the carpentry houses. Students who were unable to receive food service or reside in their on-campus apartments since March 16th will be refunded for services not rendered. VP Hudman has worked with Dave Van Doren and agreed upon the same terms for the use of the Hadley Center kitchen for our Culinary Arts labs. A Fire Marshal inspection was conducted on the Hays campus with five violations found, which two have already been corrected. Hays High wants to expand the Allied Health offerings and has agreed to make classroom space available to do so. VP Zimmer and Linda Goss have worked with Alisha Bond and HUB International to make benefit renewal available remotely this year. VP Isbell and Dean Brown are working with program instructors on CIP code reviews for Business Management, Business Technology, IT, General Business, and Building Construction Technology. They are working with KBOR to find CIP codes that require the least amount of curriculum change but qualify for technical funding.

Action Items:

The Financial Report covered business ending March 31, 2020. Written explanation along with statements of General Fund Profit and Loss by Object Code, and Enterprise Fund Profit and Loss were provided, for the nine months ending March 31, 2020. VP Zimmer requested the board approve the report as submitted. This would include approval of warrants made to vendors and students in the amount of \$673,599.68. Motion made by Bob Becker, seconded by Carolyn Finney to approve the financial report as submitted. Motion carried by trustee roll call.

Administration presented the 2021-22 Academic Calendar for the Board's review and approval. The calendar corresponds very closely with the calendars of Kansas universities, reflects 175 faculty contract days, and allows a faculty float day at the beginning of the fall semester. Motion made by Don Miller, seconded by Lance Smith to approve the 2021-22 Academic Calendar as presented. Motion carried by trustee roll call.

Transfer of Scholarship Funds – after seeking advice from legal counsel, investment advisors and other Foundation directors, administration recommends the move of the scholarship funds from the College’s savings account, earning .75% interest, to the Foundation’s investment account, earning 21.21% return in 2019. These scholarships will still be administered under the same terms that were established in the MOU’s with the donors. The shift of funds will allow for stronger returns on the investment of these scholarships and more efficient administration of the scholarships. Discussion had. Motion made by Dale Montgomery, seconded by Glennys Doane to approve the transfer of scholarship funds. Motion carried by trustee roll call.

Tuition and fee rates need to be established for the 2020-2021 academic year which will be shared with students at summer enrollment days. The rates outlined are for technical courses, online courses, general education courses and concurrent courses. Along with the proposed tuition and fees, all programs have a program fee associated with the program, ranging from \$275 to \$1525, based on the consumable and supply costs of the program. Administration believes the tuition and fees collected under the proposed rates, along with post-secondary aid, will be adequate to fulfill the needs of the College, while keeping the costs of education affordable for the students. Discussion had. Carolyn Finney moved, Don Miller seconded to approve the tuition and fee rates outlined in the proposed schedule. Motion carried by trustee roll call.

Motion made by Dale Montgomery, seconded by Glennys Doane at 7:14 p.m. to go into executive session with no action for a period of time not exceeding 20 minutes with President Burks. Motion carried by trustee roll call.

At 7:28 p.m. the board was back in open session via Zoom. Motion made by Don Miller, seconded by Dale Montgomery for the meeting to adjourn. Motion carried. The meeting adjourned at 7:30 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

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