

The May 11, 2020 meeting of the NCK Technical College Board of Trustees was held via Zoom.

Chair, Jim Johnson called the meeting to order at 5:35 p.m. Trustees present including Jim Johnson were, Glennys Doane, Dale Montgomery, Lance Smith, and Bob Becker. Also present were President Eric Burks, Corey Isbell, Brandi Zimmer, Jennifer Brown, Tricia Cline, Steve Hudman, and Kelly Roberts, Clerk. Also present on the call were Terry Bailey, Beloit Call and Amber Meis.

Motion made by Glennys Doane, seconded by Bob Becker at 5:39 p.m. to go into executive session for a period of time not exceeding 30 minutes with President Burks. Motion carried by trustee roll call. Return at 5:58pm. Trustees Carolyn Finney & Don Miller joined meeting at this time.

President Burks reviewed the rules for a technology meeting.

The consent agenda was presented for approval by Board Chair Johnson. Motion made by Dale Montgomery, seconded by Bob Becker to approve the consent agenda as presented. Motion carried by trustee roll call.

Introductions and Reports:

ASPIRE 2022 – 4.a.1 Create and Enhance Methods to Collect and Utilize Data, Dean Brown presented data collection instruments: employee climate survey, student satisfaction survey, and student faculty evaluations. Provided five year analysis, two important constituent groups were college employees and students. College will focus on developing two new surveys for employers hiring NCK Tech grads and for the communities we serve.

Enrollment Report – Dean Cline distributed the current report showing 450 students accepted with 29 pending for the 2020-2021 school year.

ASPIRE 2022 – 3.c.1 Brand Recognition, Dean Cline shared that increasing brand recognition is an important role in marketing and increasing overall student enrollment. Hosting National Signing Day “virtually” was a huge success and increased the social media presence to many individuals who were not currently members of our Facebook page. Key piece will be to create a social media marketing plan this summer to engage all three of our platforms to stay active throughout the entire year.

ASPIRE 2022 – 3.c.2 Celebrate Institutional Success, Dean Cline discussed the institution is working toward being intentional in celebrating our success. 30 press releases have been written which is a decline from 39 in 2018-19. Due to COVID-19, the number of press releases has diminished with students not on campus. In June 2020, press release job duties will be moved to the Student Experience Coordinator position. One goal will not only be to increase the overall number of press releases, but to increase the stories written about our students and their experiences at NCK Tech.

Retention Report - VP Isbell presented the retention report for the 2019-2020 academic year. The year began with 444 students, current enrollment is 389. A loss of 55 students.

Administrative, President Burks spoke about virtual graduation. 8-man All-Star Game is canceled which leaves dorms vacant for most of summer. May house one AGCO intern. Opportunity for remodel based on budget. \$25 Chamber Check provided to all employees for Teacher and Nurse Appreciation Week. Anticipate 5% property insurance renewal increase with Cincinnati. Seeking the following positions: Carpentry Instructor – Hays, Nursing Instructor – Beloit, Custodian – Beloit, Admissions Counselor – Beloit. House Auction dates are set. Auctions will be live with online bidding available. Working on student emergency aid with the application, FAQ, and online form on the website. Students notified via Rave Alert. Student charges/fees reviewed to determine where refunds may be merited. Plans for staff to return and releasing a video for next Fall.

ASPIRE 2022 3.c.3 Increase Community Involvement and Interaction, President Burks discussed meeting spaces for both campuses that are available to the community. Seeking to increase community involvement and interaction by hosting more events and event attendees. Number of events and attendees since 2017 were provided. Beloit Campus events and attendees increased each year. Need to find ways to promote more events on both campuses. Seek ways to create more usable space on Hays Campus in addition to improving our tracking system.

Action Items:

The Financial Report covered business ending April 30, 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 ten months ending April 30, 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 \$557,004.39. Motion made by Don Miller, seconded by Carolyn Finney to approve the financial report as submitted. Motion carried by trustee roll call.

The College Course Catalog is reviewed and revised annually. All revisions to curriculum as set forth in the course catalog have been approved by the Academic Affairs Committee. VP Isbell distributed a handout to the Board of this year's changes. Administration recommends the Board approve the College Course Catalog for the 2020-2021 academic year as presented. Lance Smith moved to approve the Course Catalog for the coming school year, seconded by Glennys Doane. Motion carried by trustee roll call.

Administration recommends NCK Tech take on the Wellness Center Director's position from Mitchell County Hospital as part of the college's payroll and place the position on the organizational chart. Dale Montgomery made the motion to approve the change, seconded by Bob Becker. Motion carried by trustee roll call.

At 7:09 p.m., Don Miller made the motion to adjourn, seconded by Glennys Doane. Motion carried. The meeting adjourned at 7:09 p.m.

Board Clerk

Approved:

Board Chair/Vice Chair

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