

The June 15, 2020 meeting of the NCK Technical College Board of Trustees was held in the Severance Student Union Conference Room on the Beloit campus.

Chair, Jim Johnson called the meeting to order at 5:33 p.m. Trustees present including Jim Johnson were, Bob Becker, Don Miller, Glennys Doane, Carolyn Finney (via Zoom), Dale Montgomery, and Lance Smith. Also present were President Eric Burks, Brandi Zimmer, Corey Isbell, Jayme Owen, Steve Hudman (via Zoom), Tricia Cline (via Zoom) and Liz Fixsen, Clerk. Also present was Terry Bailey, representing the media.

The agenda was presented for approval by Board Chair, Jim Johnson. A motion was then made by Dale Montgomery and seconded by Glennys Doane to approve the consent agenda as presented. Motion carried. This action approved the minutes of May 11, 2020 and special meeting minutes of May 18, 2020, the FY2020-21 Board of Trustees Calendar, the hire of Brandon Jacobs, Carpentry/Cabinetmaking Instructor (Hays), and the hire of Alyssa Lombardi, Admissions Counselor (Beloit).

REPORTS

Administrative: President Burks updated Board on graduation kits sent out to students and the production of the virtual graduation. Video will be posted this week with watch parties being scheduled. Maintenance is ahead of schedule on summer projects, moving ahead with updating campus housing. Due to COVID-19, delaying approval of budget to gauge conditions surrounding pandemic, enrollment, and other factors before approval of final budget. Two job vacancies, Nursing instructor & custodian, both Beloit. Hays house auction brought \$124,000 and Beloit house brought \$126,000. CARES Act student ER aid and refunds have been distributed. CARES Act funding based on those eligible to receive financial aid and level of hardship evidenced by application. Two negotiation meetings have been held with a 3rd one scheduled for June 25th. Two summer interns from the Nex-Gen Internship program were hired. They are Jessica Dethloff, an NCK Tech IT student and Hannah Burks. Fire Marshal came to Beloit campus on 05.13.20-05.14.20. Few minor findings with some due to shops being cleaned at the time of inspection. All items have already been corrected. Harbaugh Foundation has agreed to provide 25% of funds awarded annually to students graduating from Mitchell County school attending NCK Tech. NCK Wellness Center has reopened with the new Director, Lori Guile. KTC retreat has been changed from July 8-9 to July 21 in Salina. During special session and as approved by the TEA at May meeting, NCK Tech will receive \$20k less from state for FY2021. Principles of Community were shared via social media channels.

Enrollment Projection: Dean Cline reported the current enrollment as of June 11, 2020 is 462 students accepted with 25 pending for the 2020-21 school year.

ASPIRE 2.a.4 – Increase Student Enrollment: Dean Cline reported that increasing student enrollment remains a focus for the college. NCK Tech is working with admissions team to develop strategies to increase program enrollment. College has also focused on concurrent, online, and alternative courses to increase student head count. Fall 2019 program showed a slight decline in enrollment compared to previous year. Enrollment head count and full-time equivalency increased from AY219 with overall enrollment showing the second largest class in the past seven years. NCK Tech will continue to focus on several strategies to increase student enrollment.

ASPIRE 1.b.1 – Increase the number of credit hours generated: Dean Cline reported that one of the Key Performance Indicators is total credit hours generated. NCK Tech has encouraged faculty to develop alternative credit offerings. NCK Tech has increased the number of concurrent enrollment partnership offerings with local high schools. AY2020 saw a slight increase in total

credit hours. Concurrent student population exhibited the largest increase of credit hours in addition to highest enrollment in high school concurrent classes in the last six years. Goals to focus on in the future are to continue to increase concurrent and high school program enrollment, capitalize on short-term courses and trainings, focus on business & industry by creating partnerships that can simultaneously help our service area and increase credit hours generated, and create new avenues to market online course offerings.

ASPIRE 2.a.2 – Increase Student Retention: Dean Owen presented the student retention numbers for AY20. As part of the Higher Learning Commission's Persistence and Completion Academy, a data review was conducted on retention and completion. NCK Tech has implemented several strategies targeting retention. There is a slight increase in institutional retention for AY2020 with the number of student withdrawals decreased. Remote learning required NCK Tech to modify processes for student help and student interventions. Student Success worked through barriers with faculty, staff, and students to intervene and assist students. While an 87% retention rate is strong, there are areas for improvement. Student Success Department will develop a team to help identify barriers.

ASPIRE 2.a.3 – Increase the number of AAS degrees awarded: VP Isbell shared the number of AAS degrees awarded has decreases since last report. Persistence and completion in our AAS programs are an area we continue to work on. Several initiatives have been implemented to help students' complete program.

ASPIRE 2.b.1 – Develop an Early-Alert System: Dean Owen reported the Student Observation System (SOS) was implemented in fall 2017. After reviewing data, a drop in student retention was observed. System has been successful in providing early interventions for students.

ACTION ITEMS

Financial Report: VP Zimmer covered business ending May 31, 2020. Short-term and summer enrollment is down due to COVID. NCK Tech will end the year under budget (~10%) in tuition and fees. Due to sudden end of semester, projects came in less than expected. Salaries and benefits will remain under budget due to open positions. Travel under budget due to COVID-19. Had to send projects home to be completed or rolled over to next year. AED's purchased through the SVCF grant for the Beloit campus and expenses for graduation supplies and cost of a virtual graduation. Came in \$9,382 under budget.

Enterprise Fund income and expenses: food services refunds for meal contracts were issued (\$77,452) which included salaries, benefits, utilities and equipment repair. Dorm refunds were \$63,098, bookstore refunds \$26,460, student activities refund \$2,100 which put NCK Tech \$2,979 under budget.

Through May 202, \$12,361 under budget. \$835,965 were issued for salaries, goods and services, refunds, and financial aid in May 2020.

Motion made by Don Miller, seconded by Glennys Doane to approve budget as presented. Motion carried.

Fall 2020 Return to Campus: President Burks reviewed NCK Tech's framework for returning student to the campus in the safest way possible. Principles and general safety practices to be implemented institution-wide were outlined. Discussed Level 0, 1, 2 & 3. There are so many different scenarios and we cannot predict what will happen. Levels outlined to have a fluid plan, NCK Tech will adapt as we respond to what is happening. Need to be competitive to be successful

and have high quality. Taking necessary steps to train instructors and ability to have success with going online. As much as possible we need to remain hands-on. PPE has been acquired and we are working on a plan for what we still need. County health has the authority to restrict NCK Tech and NCK Tech can choose to be more restrictive. Possibility that both campuses be at different levels. Meeting with FHSU tomorrow to discuss their campus return and our joint courses.

Motion made by Dale Montgomery seconded by Lance Smith to approve Fall 2020 Return to Campus Plan as presented. Motion carried.

At 6:45, a motion made by Bob Becker, seconded by Glennys Doane to move into Executive Session. Motion carried. Executive session ended at 7:20pm

Motion made by Don Miller, seconded by Bob Becker to adjourn the meeting. Motion carried. The meeting adjourned at 7:22 p.m.



Board Clerk

Approved:

Board Chair/Vice Chair

Trustees Present: Jim Johnson,
Glennys Doane, Glennys Doane,
Don Miller, Dale Montgomery