

The July 20, 2020 meeting of the NCK Technical College Board of Trustees was held via Zoom.

NCK Tech President, Eric Burks called the meeting to order at 5:35 pm Trustees present via Zoom were Jim Johnson, Bob Becker, Glennys Doane, Carolyn Finney, Dale Montgomery, and Lance Smith. Also present were President Eric Burks, Brandi Zimmer, Corey Isbell, Steve Hudman, Tricia Cline, and Liz Fixsen, Clerk. Also present was Kim Nutting, Linda Goss, Sheri Stone, Matt Friess, Doug Cox, and Terry Bailey, representing the media & KVSU. Don Miller was absent. Jim Johnson joined at 5:43 pm.

President Burks conducted the first item of business for the election of a chairperson for the Board to be followed with the election of a vice-chair. The floor was open for nominations. Dale Montgomery motioned that Jim Johnson serves another term as Chairman, seconded by Glennys Doane. Motion carried. Jim Johnson was unanimously elected Chairman. Nominations were opened for the Vice-Chair. A motion was made by Bob Becker, seconded by Dale Montgomery, that Carolyn Finney is elected Vice-Chair. Motion carried. Carolyn Finney was unanimously elected Vice Chairwoman.

The amended consent agenda was presented for approval by Vice-Chair, Carolyn Finney. A motion was then made by Dale Montgomery and seconded by Glennys Doane to approve the amended consent agenda as presented. Motion carried. This action approved the minutes of the June 15, 2020 meeting, the FY2020-21 Appointment of Section 504 Officer, Title VII & IX Officer, Freedom of Information Officer, Negotiating Team, KASB Counsel, approval of Hays Nursing Lease, Staff Hire of Admissions Counselor, Brianna Pontier (Beloit), Faculty Hire of Nursing Instructor, Samantha Miller (Beloit), and Faculty Resignation of IT Instructor, Jason Rinaldo (Beloit).

REPORTS

Administrative: President Burks updated Board on the restructuring of the VP's and Deans now that they have been in place for one year. Policies were reviewed, and changes are being presented later in the meeting. Beloit Campus maintenance team has been sanding down & painting the West shop floor in Auto, repairing insulation in the Welding building, and focusing on dorm one by replacing plumbing, installing new showers, and sheet rocked and painted bathrooms. Hays Campus maintenance has been cleaning up the Auto Tech bullpen. Final material removal should be occurring this week. New carpet at Big Creek electrical classroom completed July 15. The custodial position is being interviewed this week. Search for IT Instructor has begun. Negotiations continue and hope to get ratification soon. Foundation Board member applicant Bryan Jones was approved at the last Foundation meeting. Hannah Burks is the NexGen program intern this summer and has completed many tasks needed to include a spreadsheet for all alumni from 1967-2006. CAMS information has been transitioned into the CAMS Development portal. Need to obtain up-to-date contact info for alumni to enter into the CAMS Development portal. Foundation is working on a 20 for 20 campaign, trying to secure 20 endowed scholarships. Additional scholarships have been established to help local students from Beloit. Foundation is continuing to recruit more members and focusing on the Hays region. Interviews for the Dane Hansen Scholarship will begin the week of July 27. NCK Tech Fall 2020 Return to Campus update on plans. Reviewing guidance provided to school districts by KSDE, coordinating plans with FHSU, USD 273, Mitchell & Ellis Co Health Departments as well as the KS Tech Colleges. Safety and prevention are the big focus. Plans continue to evolve and change, adapting to remain in compliance with state and local agencies.

Enrollment Projection: Dean Cline reported the current enrollment as of June 11, 2020, is 462 students accepted with 26 pending for the 2020-21 school year.

ASPIRE 3.b.1 Secure Grant Funds: VP Hudman reported that NCK Tech is actively seeking grants to help fund projects and equipment. Most grants require matching funds from College or donors, making grants challenging to acquire. Foundation received \$53k in grant funds for the trap/skeet range project in FY2019. VP Hudman has taken on the role of grant writer since the resignation of Sandy Gottschalk.

ASPIRE 3.b.2 Increase the Support of the Foundation for NCK Tech: VP Zimmer stated that since the 50th-anniversary celebration, monetary donations have significantly increased. Donations primarily been for restricted scholarships, specifically the Dane Hansen Career Enhancement Scholarship. FY2020 monetary donations are down, no one actively seeking donations. Increase in payments from Foundation to College for FY2020 due to Allied Health lab grant-funded through Foundation. Currently seeking new, active board members to help with Foundation work. Foundation awarded Nex-Gen Internship Grant to fund inter for Summer 2020.

ASPIRE 3.b.3 Connect with Stakeholders to Gather Input and Share Resources: VP Zimmer reported that donations to the College have been very sporadic over the past several years. Large donations include grant match requirements. Most monetary donations go to the Foundation. In FY2019, College started tracking in-kind donations. Prior to 2019, max number of in-kind donations in a year was 6; in 2019, there were 36. NCK Tech needs to improve education to the faculty and staff of the importance of in-kind donation reporting. The College needs to continue to grow partnerships with local businesses and industry leaders to increase donations.

ACTION ITEMS

5.1 Financial Report: VP Zimmer covered business ending June 30, 2020. Discussed state appropriations, tuition & fees, shop revenue for both Carpentry houses and final projects in Ag Tech, Diesel, Auto Collision, and both Auto programs. Miscellaneous revenue, such as CARES Act funds to cover COVID related expenses. Salaries & Benefits for June & July. Went over repairs, professional services, insurance, supplies, miscellaneous graduation expenses, and tuition reimbursement for faculty and staff. Overall, \$1,764 over budget. Discussed income and expenses for food service, dorms, bookstore, & Student Union. \$4,010 under budget. Through June 2020, \$2,246 under budget. Payment of goods and services for June 2020, \$1,269,187 issued for salaries, goods and services, refunds and financial aid. Discussed all the items for PPE, equipment, and other items that were spent due to COVID to finish the Spring Semester and start the Fall Semester. Providing staff training as well.

Motion made by Dale Montgomery, seconded by Glennys Doane, to approve the budget as presented. Motion carried.

5.2 FY2020-21 Board Policy Handbook:

President Burks discussed the changes made to the Fixed Assets Accounting (Section 4:11), Program Probation/Termination (Section 7:51), & Non-Faculty Employee Evaluation (Section 7:57)

Motion made by Bob Becker, seconded by Lance Smith to approve FY2020-21 Board Policy Handbook as presented. Motion carried.

5.3 FY2020-21 Student Handbook:

VP Isbell & Zimmer went through the changes made to the following sections: books, tuition & fees, students not receiving financial aid, tutoring services provided, how long can I keep the

materials, housing application fee, off-campus housing, student organizations, student union facilities, and a note regarding the revision of admissions process still in the works.

Motion made by Glennys Doane, seconded by Dale Montgomery, to approve FY2020-21 Student Handbook as presented. Motion carried.

5.4 FY2020-21 Faculty/Staff Handbook:

Changes in the following sections made: List of Staff & Instructors updated, Continuing Contract, Sick Leave Policy, Remove Appendix 3 & Appendix 16, Nondiscrimination statement updated, and Sexual Harassment updated. VP Isbell went into details regarding the Sexual Harassment changes. Left mandatory reporting as feel it is necessary even though it is no longer a requirement and is up to each institution. Discussed the process of when a claim is started to the end of the process. Key notes are that if they do not have a representative, NCKTC will have to provide one free of charge. There is a Court-like process with a decision-maker and an appeal process. Everyone has to be trained, and it must be posted to the website. Informal resolutions are allowed. Both parties are offered support through the process.

Motion made by Dale Montgomery, seconded by Bob Becker, to approve FY2020-21 Faculty/Staff Handbook as presented. Motion carried.

5.5 FY2020-21 Academic Catalog:

VP Isbell reviewed the changes made to change all date-specific information, update faculty/staff list, short term withdrawal (place in catalog with withdrawals, pg. 12), no withdrawals from short term courses will be permitted, students who stop attending and/or completing work will receive the grade earned upon the end of the course, and multiple measures (place in the catalog after testing policy, pg. 12).

Motion made by Jim Johnson, seconded by Glennys, to approve FY2020-21 Academic Catalog as presented. Motion carried.

5.6 FY2020-21 Financial Aid Handbook:

No Changes

Motion made by Dale Montgomery, seconded by Bob Becker, to approve FY2020-21 Financial Aid Handbook as presented. Motion carried.

5.7 FY2020-21 Advising Handbook:

No Changes

Motion made by Bob Becker seconded by Jim Johnson to approve FY2020-21 Advising Handbook as presented. Motion carried.

5.8 FY2020-21 Housing Handbook:

President Burks reviewed the changes in the following sections: Housing Deposit Refund, Damages, Health & Safety Inspections, Quiet Hours, and Window/Screens.

Motion made by Lance Smith, seconded by Glennys Doane, to approve FY2020-21 Housing Handbook as presented. Motion carried.

5.9 FY2020-21 Online Handbook:

No Changes

Motion made by Dale Montgomery, seconded by Jim Johnson, to approve FY2020-21 Online Handbook as presented. Motion carried.

5.10 FY2020-21 NCK Tech COVID-19 Exposure Prevention, Preparedness, and Response Plan for Education Institutions:

President Burks discussed the need for this to be a continually evolving document. The goal is not to be shut down and work through the process as necessary while maintaining the safety of everyone.

Plan to outline steps for faculty, staff, and students to reduce exposure of COVID-19, protective measures to be taken, PPE and work practices, as well as steps if an employee or student becomes positive. Have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention ("CDC"), Kansas Department of Education (KSDE), and our County Health Department for additional information. This plan is based on currently available information from federal, state, and local officials and is subject to change based on further information provided by these officials. The College may also amend this plan based on operational needs.

Questions from Board members were answered by President Burks regarding the Plan and concerns regarding different aspects of implementation to include what it looks like when students have to be quarantined and still continuing classes.

Motion made by Dale Montgomery seconded by Lance Smith to approve FY2020-21 NCK Tech COVID-19 Exposure Prevention, Preparedness, and Response Plan for Education Institutions as presented. Motion carried.

At 7:38 pm, a motion made by Carolyn Finney, seconded by Bob Becker, to move into Executive Session for no longer than 20 min. Motion carried. Executive session ended at 8:05 pm

Motion made by Dale Montgomery, seconded by Lance Smith, to adjourn the meeting. Motion carried. The meeting adjourned at 8:06 pm.



Board Clerk

Approved:

Board Chair/Vice Chair

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