

The August 17, 2020 meeting of the NCK Technical College Board of Trustees was held via Zoom with members of the Board at both the Hays and Beloit Campus.

Chair, Jim Johnson called the meeting to order at 5:40 p.m. Trustees present via Zoom were Jim Johnson & Glennys Doane. Members at the Hays campus were; Bob Becker, Lance Smith, Dale Montgomery, President Eric Burks, and Vice President of Hays campus Steve Hudman. Member present at the Beloit campus were; Carolyn Finney, Don Miller, Brandi Zimmer, Corey Isbell, and Liz Fixsen, clerk.

At 5:42 pm, a motion made by Dale Montgomery, seconded by Carolyn Finney, to move into Executive Session for no longer than 15 min. Motion carried. Executive session ended at 5:54 pm.

At 5:55 pm, a motion made by Bob Becker, seconded by Don Miller, to move into Executive Session for no longer than 20 min. Motion carried. Executive session ended at 6:15 pm.

The amended agenda was presented for approval by Board Chair, Jim Johnson. A motion was then made by Carolyn Finney and seconded by Don Miller to approve the amended consent agenda as presented. Motion carried. This action approved the minutes of July 20, 2020 and special meeting minutes of August 6, 2020, the FY2020-21 Room Rental Rates, the Store-All Lease, the resignation of Brainne Beck, Cashier (Beloit), the hire of Zachary Warner, IT Instructor (Beloit), and the change to full-time of Brent Laflen, Automated Controls Instructor (Beloit).

## **REPORTS**

**Administrative:** President Burks updated Board on the welcome back and in-service sessions. Presented Aimee Buckland with the 212 Award, and the employee training through SafeColleges and Zoom sessions done by VP Isbell. Return to campus update included the posters & signs, students moving in, Zoom parent meetings, outdoor tables, and the updated FAQ's on website. Discussed SPARK Reimbursement Grant and items purchased with those funds. Both Mitchell and Ellis County applied for the grants. Went over Department of Commerce Grant and its purpose. Reviewed the two current vacancies being advertised. Negotiations and MOU were ratified. Dane Hansen Scholarship interviews were conducted.

**Enrollment Projection:** Dean Cline reported the current enrollment as of August 12, 2020 is 431 students accepted with 27 pending for the 2020-21 school year. As of today, enrollment in programs is 395. Last year was 444. Followed up with students that did not show up today.

**ASPIRE 4.c.1 – Optimize use of resources and facilities:** President Burks reported that efforts to optimize resources and facilities included installing new LED lights, human resources changes, preventative maintenance to increase infrastructure longevity, projects completed in-house versus outsourcing, automation, HR assistance, and remote work.

**ASPIRE 4.c.2 – Identify and develop potential areas of new funding:** President Burks presented information regarding state aid and how it has affected the budget. Reminder that it is two years in arrears. Reconciliation will be this fall instead of spring. The College will continue to look for ways to develop additional revenue to include outside funding sources.

## **ACTION ITEMS**

**Financial Report:** VP Zimmer covered business ending July 31, 2020. Due to budget not being approved until September and waiting on numbers, some columns are not filled in. Items discussed included post-secondary aid, capital outlay funding, revenue for summer short term

courses, shop revenue, maintenance projects, professional services, insurance, and supplies. VP Zimmer also reviewed the income and expenses for the Enterprise Fund and payment of goods and services for July 2020.

Motion made by Don Miller, seconded by Lance Smith to approve budget as presented. Motion carried.

**2021 Capital Outlay:** VP Zimmer stated that NCK Tech was awarded \$270,556 for capital purchases through state appropriations and grants. Capital outlay was \$2,777 less than last year, Perkins was \$7,918 less than last year. Discussed that instructors have the ability to purchase requests that are not funded by capital outlay or Perkins with shop profits. Excess funding will be used to support programs.

Motion made by Carolyn Finney seconded by Bob Becker to approve the capital outlay as presented. Motion carried.

**COVID-19 Contact Tracing Policy:** President Burks presented the contract tracing purpose and language to adopt for purposes of disease investigation and controlling the spread of COVID-19.

Motion made by Dale Montgomery seconded by Lance Smith to approve COVID-19 contact tracing policy as presented. Motion carried.

**FY2020-21 Negotiations Agreement:** President Burks asked the Board to approve the negotiations agreement after discussion in executive session.

Motion made by Carolyn Finney seconded by Don Miller to approve the negotiations agreement as presented. Motion carried.

**Board Policy Handbook Changes:** President Burks reviewed the changes to the Board Policy Handbook to reflect the changes from the negotiations agreement. The changes affected 7:16 Personal Appearance, 7:47 Professional Day for Faculty, and 7:33 Sick Leave.

Motion made by Lance Smith, seconded by Glennys Doane to approve the Board Policy Handbook changes as presented. Motion carried.

**Memorandum of Understanding:** Per discussion during executive session, President Burks requested Board to approve as presented.

Motion made by Bob Becker, seconded by Dale Montgomery to approve the Memorandum of Understanding as presented.

Motion made by Don Miller, seconded by Carolyn Finney to adjourn the meeting. Motion carried. The meeting adjourned at 7:00 p.m.

  
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Board Clerk

Approved:

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Board Chair/Vice Chair

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