

The September 21, 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.

Vice Chair, Carolyn Finney called the meeting to order at 5:38 p.m. Trustees present via Zoom were Bob Becker. Members at the Hays campus were; Lance Smith, Dale Montgomery, and Vice President of Hays campus Steve Hudman. Member present at the Beloit campus were; President Eric Burks, Glennys Doane, Carolyn Finney, Don Miller, Brandi Zimmer, and Liz Fixsen, clerk. Jim Johnson joined at 5:57pm at the Beloit location.

The agenda was presented for approval by Vice Chair, Carolyn Finney. A motion was then made by Bob Becker and seconded by Glennys Doane to approve the consent agenda as presented. Motion carried. This action approved the minutes of August 17, 2020, Multi-Hazard Mitigation Plan, the resignation of Emily Wessling, Director of Learning Services, (Beloit), the resignation of Brandi Zimmer, VP of Finance & Operations, (Beloit) and the hire of Ashley Robison, Cashier (Beloit).

Student Senate Leadership for both the Hays and Beloit campus were introduced to the Board. Each campus introduced themselves and briefly discussed what they have done in the week they have been elected.

### **REPORTS**

**ASPIRE 1.a.1 – Increase the number of faculty who earn academic and/or industry credentials:** Dean Brown discussed that this is a fluid number depending on instructor turnover. Have retired and new hires who have qualified experience but have not yet attained appropriate credentials per Board Policy. Dean of Instruction will continue to work with faculty on developing and implementing Academic Plans of Progress.

**ASPIRE 1.a.4. – Increase the number of faculty and staff who attend professional development training and conferences:** Dean Brown discussed that staff have attended a total of 841 professional development opportunities. Used SafeCollege training software to help accomplish professional development during COVID pandemic and travel restrictions. Most were funded through Perkins grant.

**ASPIRE 1.b.1. – Increase the number of credit hours generated:** Dean Cline reported that AY2020 increased in total credit hours generated due to online and concurrent hours. Increase included +42 concurrent hours and +161 online hours. Focus on increasing overall enrollment. Looking at short-term courses and training to help increase numbers.

**ASPIRE 2.a.2. – Increase student retention (Fall to Fall):** Dean Owen reported that retention is at 80% with low number of students starting in AAS program. Over five years, lost approximately 25 students between year one and two in AAS programs. With the conclusion of PCA, we will begin new initiatives with a Student Success Team made of staff and faculty.

**ASPIRE 2.a.4. – Increase student enrollment:** Dean Cline discussed full-time program enrollment for Fall 2020 and that it showed a decrease of 50 students at end of add/drop week. Will do another report after 20<sup>th</sup> day to get a better overall view of enrollment numbers. Discussed several strategies that NCK Tech will focus on to increase student enrollment. Expectations and training during Teamwork Day was held for instructors to help increase and retain student enrollment.

**Administrative:** President Burks went over the number of COVID cases on each campus, preventative measures being taken, recommendations by various authorities, and our collaboration with multiple entities. Alert system is moving from Rave Alert to Singlewire/Informacast. SPARK reimbursement grant still awaiting approval. KBOR Coronavirus Relief Fund Grant items must be committed by October 15<sup>th</sup> and expended by December 30<sup>th</sup>. Higher Education Advanced

Manufacturing & IT Equipment Grant submitted and awaiting approval. Total ask for this grant was \$497,101. Title IX training was implemented due to new compliance and regulations. Teamwork Day training will focus on recruitment and selling programs. Will also train on the Emergency Operations Plan. Federal Dept of Labor Grant is part of a consortium with NW Tech, Salina Tech, and Manhattan. Seeking \$5M over a four-year period with the focus on transportation and construction programs. Reviewed position vacancies. Exit interview occurred September 14<sup>th</sup> for audit. Kim Pearson will report at October meeting. Discussed barriers students face at NCK Tech as well as plans to improve or eliminate barriers. Student activities has seven in Shooting Sports and eight in FFA Alumni Chapter. Based on advice from benefit and payroll advisors, tax advisors, and legal counsel, NCK Tech will opt out of the Executive Order payroll tax deferral option that President Trump signed. Looking at launching a Medical Assistant Certification program with HaysMed. Would like to have operational by Summer 2021.

### **ACTION ITEMS**

**Financial Report:** VP Zimmer covered business ending August 31, 2020. Reviewed income and expenditures for the General Fund and Enterprise Fund. Went over payment of goods and services for the month of August.

Motion made by Glennys Doan, seconded by Don Miller to approve the financial report as presented. Motion carried.

**FY2020-21 Budget:** Discussed the proposed operating budget. Included in the discussion were tuition and fees, dormitory and food service enrollments, tuition revenue, state aid, concurrent enrollment revenue, negotiations salary increase, budget constraints, Perkins grant, tuition reimbursement, professional development, credit hour security fee, Gateway program w/FHSU, grant revenue, and capital outlay requests.

Motion made by Dale Montgomery seconded by Lance Smith to approve the FY2020-21 Budget as presented. Motion carried.

**FY2020-21 Board Policy Changes:** The Remuneration policy in effect required a revision due to the approved 2020-21 Negotiations. The emergency leave policy also required updating due to DOD requirement's for military personnel.

Motion made by Glennys Doane seconded by Dale Montgomery to approve the FY2020-21 Board Policy Changes presented. Motion carried.

At 7:48 pm, a motion made by Jim Johnson, seconded by Glennys Doane, to move into Executive Session for no longer than 10 min. Motion carried. Executive session ended at 8:01 pm.

Motion made by Don Miller, seconded by Jim Johnson to adjourn the meeting. Motion carried. The meeting adjourned at 8:06 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