

The October 19, 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 5:33 p.m. Members present at the Hays campus were; Lance Smith, Dale Montgomery, and College representative President Eric Burks. Member present at the Beloit campus were; Jim Johnson, Glennys Doane, Don Miller, and College representatives Brandi Zimmer and Liz Fixsen, clerk. Vice President of Student and Instructional Services, Corey Isbell and guest presenter Kim Pearson attended via Zoom. Additional attendees at Hays were Vice President of Hays campus Steve Hudman, Dean of Enrollment Management Tricia Cline, and Student Senate Secretary Jaiden Mead. Additional attendees at the Beloit location were Dean of Instruction Jennifer Brown and Dean of Student Success Shane Britt to represent the Beloit Student Senate.

The agenda was presented for approval by Chair, Jim Johnson. A motion was then made by Dale Montgomery and seconded by Don Miller to approve the consent agenda as presented. Motion carried. This action approved the minutes of September 19, 2020 and Special Board minutes from 10.01.20.

Student Senate Leadership for both the Hays and Beloit campus presented.

Kim Pearson, auditor, gave the FY2020 audit report by Dana F. Cole & Company. Received the best report available as the result of an audit, an unmodified audit report. It is the opinion of the audit firm that the financial statements are presented fairly in all material respects in accordance with generally accepted accounting principles.

REPORTS

Enrollment Report: A 3-year application comparison as of October 15, 2020 was given by Dean Cline. Campus visits and yield/conversion rates were also presented for each campus. Have completed 39 face to face visits this year so far.

Retention Report: VP Isbell discussed retention as of October 14, 2020. NCKTC is down 18 students since the first day of class.

ASPIRE 1.c.1 – Develop and measure the effectiveness of co-curricular and student support activities: Dean Brown discussed that students will be assessed using the AACU Value rubrics. The Student Experience team worked to develop co-curricular activities that can be conducted with COVID protocols.

ASPIRE 1.c.2. – Develop and assess essential skills across the curriculum: Dean Brown discussed that in the second year, scores remained consistent from previous year. The next step is to have the assessment committee look at the last two years and trending data.

ASPIRE 1.c.3. – Streamline NCK Tech's academic assessment processes: Dean Brown reported on the challenge with determining a metric for overall student learning assessment. Assessment results are reviewed annually with each department chair developing a plan to improve assessment progress.

ASPIRE 4.c.3. – Expand outreach net revenues: Dean Cline reported that there was a \$50,000 increase in FY2020 Outreach Net Revenues due to increase in concurrent enrollment. Grants have been applied for to help in this area.

Administrative: President Burks went over the number of COVID cases on each campus. An update was given on the SPARK reimbursement grant, KBOR Coronavirus Relief Fund Grant, Higher Education Advanced Manufacturing & IT Equipment Grant, and the Federal Department of Labor grant. Reviewed position vacancies. Discussed the quarterly Foundation Board meeting.

Went over the KBOR 20th Day enrollment report. President Burks also updated the board on the program probation progress. A biodiesel grant was submitted. Board retreat is in Ellsworth at Cashco on Nov 16, @ 3pm.

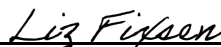
ACTION ITEMS

Financial Report: VP Zimmer covered business ending September 30, 2020. Reviewed income and expenditures for the General Fund and Enterprise Fund. Went over payment of goods and services for the month of September. Looked at the budget with and without the CARES Act grants.

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

At 7:04 pm, a motion made by Dale Montgomery, seconded by Glennys Doane, to move into Executive Session for no longer than 20 min. Motion carried. Executive session ended at 7:24 pm. Motion made by Lance Smith to extend executive session an additional 20 min, seconded by Glennys Doane. Motion carried. Executive session ended at 7:44 pm.

Motion made by Don Miller, seconded by Glennys Doane to adjourn the meeting. Motion carried. The meeting adjourned at 7:46 p.m.



Board Clerk

Approved:

Board Chair/Vice Chair

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

The NCK Technical College Board of Trustees met for a special meeting on Thursday, October 29, 2020.

Chair, Jim Johnson, called the meeting to order at 7:34 am. Trustees who attended via Zoom included Glennys Doane, Don Miller and Lance Smith. Chair Jim Johnson attended via speaker phone. Trustee Carolyn Finney attended in person. Also present in the Mears room were President Burks, Vice President Corey Isbell, and Liz Fixsen, Board Clerk. Dale Montgomery joined by Zoom at 7:42 am. Chair Jim Johnson left meeting at 7:40 am.

Chair Jim Johnson asked for a motion to approve the consent agenda. Carolyn Finney motioned to approve, Don Miller seconded. Motion carried. This action approved amended resignation date of Emily Wessling, Director of Learning Services and the hire of Jena Hartman for that position.

Vice Chair Carolyn Finney asked for a motion to adjourn. Motion to adjourn made by Don Miller, seconded by Lance Smith. Motion carried. The meeting adjourned at 7:52 am.



Board Clerk

Approved:

Board Chair/Vice Chair

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