

The July 19, 2021 meeting of the NCK Technical College Board of Trustees was held in the Severance Student Union on the Beloit campus.

NCK Tech President, Eric Burks called the meeting to order at 5:35 pm.

Members in attendance: Glennys Doane, Lance Smith, Don Miller, Dale Montgomery, Carolyn Finney, Bob Becker and Jim Johnson.

Others in attendance: President Eric Burks, Corey Isbell, Jayme Owen, Shane Britt, Jen Brown, and Liz Fixsen, Clerk.

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. Don Miller motioned that Jim Johnson serves another term as Chairman, seconded by Dale Montgomery. Motion carried. Jim Johnson was unanimously elected Chairman. Nominations were opened for the Vice-Chair. A motion was made by Bob Becker, seconded by Glennys Doane, 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 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 the June 21, 2021 meeting, the FY2021-22 Appointment of Section 504 Officer, Title VII & IX Officer, Freedom of Information Officer, Negotiating Team, KASB Counsel, approval of Hays Nursing Lease, Staff Hire for Accounts Payable/Payroll (Beloit), Administration Hire for VP of Finance and Hays Operations (Hays), Faculty Transfer from Ag to Diesel (Beloit), Faculty Hire of Gen Ed Instructor (Hays), Faculty Hire of two Gen Ed Instructors (Beloit) and Faculty Interim for the Director of Nursing (Hays).

REPORTS

Enrollment Projection: President Burks reported the current enrollment as of June 2021 with 464 students accepted and 22 pending.

ASPIRE 1.b.1 Increase the number of credit hours generated: President Burks reviewed data on the total credit hours generated, concurrent enrollment and online enrollment. Concurrent and online student populations have the largest enrollment in the last 7 years. Discussed FTE of other technical colleges and re-centering. Mentioned SB155 numbers. Hays High put off Welding for another year. Number of students living on campus is up. Need to focus on credit hours generated. Next steps are to continue to increase concurrent and HS program enrollment, find new short-term courses and focus on business and industry by creating partnerships.

ASPIRE 2.a.4 Increase student enrollment: President Burks reported total enrollment by headcount since AY 14. Fall 2020 program students showed a decline in enrollment from previous year. Explained FTE. Next steps are to focus on future courses, review for expansion, create additional partnerships w/high schools and increase full-time program students by focusing marketing campaign strategies.

ASPIRE 2.a.2 Increase student retention: Dean Owen discussed the development of systems to help students be successful as well as providing a Student Success Coordinator on the Hays campus. Had an 87% retention rate for AY2021. Director of Learning Services has been able to set up more face to face tutoring. Group study sessions that were face to face worked well. Had workshop series with different topics. Now tracking data of usage in the Resource Center. Able to offer counseling services that students needed through a licensed therapist. Weekly check in with programs. Set up team meetings with students that are struggling. New technology will help

students connect. Next steps are to increase retention rates with new technology to keep students connected and expand resources for students.

ASPIRE 2.b.1 Develop an Early Alert System: Dean Owen reviewed the Early Alert System SOS and provided statistics. Positive outcomes were higher in the spring 2021 than the last three years. Most SOS's are attendance. Next steps are to continue to work with faculty and staff to simplify communication and establish personal success plan for high risk students.

ASPIRE 2.a.3 Increase the number of AAS degrees awarded: VP Isbell showed how many AAS degrees that have been awarded since AY2016. Increased wages may be a reason they don't return for a second year. Decrease in AAS degree's awarded are reflective of the decline in enrollment numbers. Next steps are to fine tune initiatives and programs developed for students.

Administrative: President Burks presented KBOR/TEA updates which included Promise Act information, helped 12 students. Transitioned property insurance to KERMP. Financial Aid audit was June 22-24. College audit moved to Sept 27 - Oct 1. Marketing materials for CDL, CNA and CMA went out. IT has continued to work on SSO implementation and many other projects. Discussed 3D and paneling homes. Ellis Co asked if NCKTC could start an EMT program. Fire Chief in Hays would like NCKTC to help finish drywall work as well as some plumbing and electrical work. NCKTC will be featured in the Hays Chamber community directory in 2022. Beloit Nursing is presenting at K-ACTE Conference over the Disaster Day exercise. Dorm remodel complete, other remodeling on the schedule. HEERF II update on guidance, HEERF III update and the student/institution split and continuing to work with DOD and Ray Dick to propose a Regional Center of Excellence for Welding. Provided a Foundation Board update regarding the new Director of Advancement, some strategic planning and adding more members. CDL program launched and classes started July 6th. Discussed scholarships given to NCK Tech students, Mike Rowe and Lockheed Martin. Went through the position vacancies for both campuses and reiterated the retirement party change for Debbie & Ila.

ACTION ITEMS

5.1 Financial Report:

President Burks provided an update on the financial operations. Overall, NCKTC was \$26,088 under budget for they FY2020-21.

Motion made by Dale Montgomery, seconded by Bob Becker, to approve the budget as presented. Motion carried.

5.2 FY2021-22 Board Policy Handbook:

President Burks presented the changes which included 6.9 NCK Tech Weapons Policy, 6.11 Digital Communication Policy, 7.11 Retirement & Resignation, 7.12 Rehire Eligibility, 7.24 Professional Development, 7.27 Bereavement Leave, 7.33 Sick Leave, 7.34 Exhaustion of Leave, 7.38 Unused Vacation, 7.45 Department Chairs, 7.47 Professional Day for Faculty, 7.55 Non-faculty Remote Work Policy, 9.12 The Dean's List, 9.11 Credit Hour Calculations, 10.4 Transfer, 10.11 Attendance Policy, 10.15 Drug Testing, 10.25 College Dismissal Procedure and 10.30 Accommodations Policy for Students w/Disabilities.

Motion made by Carolyn Finney, seconded by Lance Smith to approve FY2021-22 Board Policy Handbook as presented. Motion carried.

5.3 FY2021-22 Student Handbook:

VP Isbell presented the changes to the following sections: Table of Contents, Academic Regulations, Attendance Policy, Program Withdrawal, Gen Ed Withdrawal, Administrative Withdrawal, Academic Appeals, Books, Tools, Text Updates, Tuition and Fee Payment Policy,

Student Financial Aid, Pell Recalculation, Student Services, On-Campus Housing Internet Access, Student Retention, Student's Right to Know Bill, Emergency Notifications and Dismissing College.

Motion made by Dale Montgomery, seconded by Bob Becker, to approve FY2021-22 Student Handbook as presented. Motion carried.

5.4 FY2021-22 Faculty/Staff Handbook:

Dean Brown reviewed the changes in the Faculty/Staff Handbook: Instructional Staff Member Absence, Sick Leave and Dismissing College.

Motion made by Don Miller, seconded by Glennys Doane, to approve FY2021-22 Faculty/Staff Handbook as presented. Motion carried.

5.5 FY2021-22 Academic Catalog:

Dean Brown went over the changes for the Academic Catalog: Current Attendance Policy, Scholastic Dishonesty, Academic Evaluation Criteria, Current Transfer Policy and Current Books.

Motion made by Bob Becker, seconded by Lance Smith, to approve FY2021-22 Academic Catalog as presented. Motion carried.

5.6 FY2021-22 Financial Aid Handbook:

President Burks presented the following changes: Pell Recalculation Date and Types of Federal Financial Aid

Motion made by Carolyn Finney, seconded by Don Miller, to approve FY2021-22 Financial Aid Handbook as presented. Motion carried.

5.7 FY2021-22 Advising Handbook:

No changes.

Motion made by Dale Montgomery seconded by Don Miller to approve FY2021-22 Advising Handbook as presented. Motion carried.

5.8 FY2021-22 Housing Handbook:

No changes.

Motion made by Dale Montgomery seconded by Don Miller to approve FY2021-22 Housing Handbook as presented. Motion carried.

5.9 FY2021-22 Online Handbook:

No changes.

Motion made by Dale Montgomery seconded by Don Miller to approve FY2021-22 Online Handbook as presented. Motion carried.

5.10 FY2021-22 Learning Services Faculty Handbook:

Dean Owen presented this new handbook.

Motion made by Bob Becker, seconded by Don Miller, to approve FY2021-22 Learning Services Faculty Handbook as presented. Motion carried.

5.11 FY2021-22 Learning Services Student Handbook:

Dean Owen presented this new handbook.

Motion made by Dale Montgomery, seconded by Glennys Doane, to approve FY2021-22 Learning Services Student Handbook as presented. Motion carried.

5.12 FY2021-22 Peer Tutoring Handbook

Dean Owen presented this new handbook.

Motion made by Lance Smith, seconded by Bob Becker, to approve FY2021-22 Peer Tutoring Handbook as presented. Motion carried.

5.13 FY2020-21 RA Handbook

No changes.

Motion made by Don Miller, seconded by Bob Becker, to approve FY2021-22 Resident Assistant Handbook as presented. Motion carried.

5.14 FY2021-22 Emergency Operations Procedures

VP Isbell shared the changes to the EOP: Updated the Rank & Position for both campuses, Official Spokesperson, Communication Procedures, Pandemic section and Tips for Preventing Illness. Board recommended using Infectious disease instead of anything specific or using the word pandemic.

Motion made by Dale Montgomery, seconded by Bob Becker, to approve FY2021-22 Emergency Operations Procedures as presented. Motion carried.

5.15 Approval of Contract Renewals for Administrators

President Burks presented the contract renewal for Administrators.

Motion made by Bob Becker, seconded by Dale Montgomery, to approve the Administration contracts as presented. Motion carried.

EXECUTIVE SESSION

No executive session needed.

Motion made by Don Miller, seconded by Dale Montgomery, to adjourn the meeting. Motion carried. The meeting adjourned at 7:44 pm.



Board Clerk

Approved:

Board Chair/Vice Chair