

North Central Kansas Technical College Board of Trustees
REGULAR MEETING AGENDA
Severance Student Union Conference Room– Beloit, KS
Monday, September 19, 2022 @ 4:30 pm

At 4:30 p.m. the Board members were given a tour of the Nursing building. The Board members were pleased to see the remodeling that has taken place. They thanked the Nursing faculty for the tour and for showing the new equipment. This equipment was purchased with the internal innovative tech grant. They also thanked the maintenance crew for all of their hard work. Following the tour, the Board members met with the new faculty and staff from the Beloit campus shortly after 5:00 p.m. for a meal.

Introductions: VP Isbell asked the new employees to introduce themselves and give some background information to the Board. Once introductions were complete, President Burks asked the Board to introduce themselves and give some background information to the new hires. At this time, VP Isbell welcomed the new employees to stay for the meeting or gave them the option to leave. New employees are: Steven Ammon-Automotive Technology Instructor, Levi Clark-Automotive Technology Instructor, Sally Lampert-Nursing Instructor, TC McKain-Diesel Technology Instructor, Angela Murray-Nursing Instructor, Kayla Nelson-Director of Learning Services, Gregory "Tom" Tsao, Tina Eck-Food Service, Paula Hupfer-Food Service, Kelsey-Food Service Director. Attending by Zoom: Michael Draemel-Assistant IT Director. Heather Hancock-Admissions Counselor was not in attendance.

Members in attendance were: Carolyn Finney, Bob Becker, Dale Montgomery, Don Miller, Lance Smith.

Members not in attendance: Justin Rexroat.

Others in attendance: VP Diana Baumann, VP Corey Isbell, Dean Tricia Cline, Dean Jennifer Brown, Dean Jayme Owen, Vice President of the Beloit Student Senate Haleigh Gerstmann and Lois Hanel, Board Clerk.

Those in attendance by Zoom: President Eric Burks, Glennys Doane and Michael Draemel.

President Carolyn Finney asked for a motion to approve the Consent Agenda. Don Miller made a motion to approve the Consent Agenda. Dale Montgomery seconded. Motion carried.

This action approves the minutes of the August 19, 2022 meeting, and the Hires/Resignations/Retirements/Assignments and Transfer. President Burks spoke about Judy Heidrick's resignation. She has been with the school 41 years and will be retiring on June 1st, 2023. She will be missed along with her knowledge.

Student Senate Report by VP Haleigh Gerstmann Wednesday was their first meeting. They are still in need of 3 first year representatives. She spoke about the "Stop Light List". This is a listing of items that need to be looked into, changed or more funding. Red-listed items, are things needing to be changed. Yellow-listed items, are things that need more funding. Green-listed items, are the important items and are used for marketing. This stop light listing has evolved throughout the

years. This year Student Senate has an unusual situation. There are two students that want to be President. They are Levi Friars & Connor Flinn. So, they will be having an election to see who will be president. Haleigh is a second year Nursing student and wanted to thank the Board of Trustees for the excellent Nursing staff.

Enrollment Report-Dean Cline: The exact numbers after add/drop week will be provided next month. The report this month showed the Hays campus having 227 students and the Beloit campus having 192 students. There are 55 high school students enrolled. The high school Welding class being taught at the Ellis High School is now being taught by their instructor, these classes now become concurrent classes and the students cannot be counted with our "headcount". CNA students are counted differently also, and are not included in our count. Carolyn Finney asked if she does enrollment tracking over the summer. Dean Cline says she does and she feels good about our tracking of students. We keep hoping to get the numbers up. When we look at our numbers, we need to look at the overall numbers not just the program student. We have quite a few online and concurrent classes. Dale Montgomery said we need to reshuffle the numbers from the reports and look at those classes with low numbers.

OpportUNITY 2027 1.b-Utilize Assessment for Instructional Improvement & 1.c-Increase Alternative Educational Opportunities by Dean Brown: NCK Tech's Essential Skills, and co-curricular processes provide meaningful data to improve student learning across all sections of the institution. NCK Tech's assessment practices are student focused; measuring student learning versus measuring program effectiveness. Each program has a set of program outcomes as to what students will be able to do upon completion of the program. NCK Tech's Essential Skills focuses on eight areas: communication, leadership, professionalism, ethics, diversity, life-long learning, critical thinking, and teamwork. Co-curricular concentrates on learning outcomes focused on the whole student: health and wellness; student leadership and engagement; culture and identity; social and personal development; and civic engagement. We utilize three specific areas: Program Outcomes – which are developed by the faculty and KBOR. Essential Skills – Team work, essentials and Co-Curricular Assessments – the things we do outside the classroom. Alternative Education is increasing with online courses, with growth occurring from high school students. The addition of courses offered in spring 2022 includes CDL sections and OSHA sections to meet the needs of local high schools. Night class enrollment continues to decline in favor of online choices. NCK Tech still offers options for general education evening courses, but we do have limited enrollment. Currently we have faculty working to increase online offerings in Business Office Management and Business Technology. We are offering 5 programs as part-time to local high school students, although any student could pursue these classes. We are working with Business and Industry to develop evening offerings and apprenticeship models. The main goal is to demonstrate effectiveness with students and how the departments and school work together as a whole. Bob Becker said there is no way to measure all students? There is not. Carolyn asked if the Business Management class could be online? Dean Brown said it could and students could take a mix-online. VP Isbell has been working with Allie Cassidy to create an apprenticeship class as a growth online course.

Administrative Report by President Burks

The first week of orientation events are completed on both campuses. COVID is present on both of our campuses again. A committee has been formed to explore options for our future SIS/ERP system. We are currently utilizing CAMS to track student progress. CAMS will no longer be available after

2025. We are currently looking for a replacement program. Replacing this program will be a large expense. The committee will be doing a demo with Jenzabar to see if their program will cover all the areas we need covered. He attended the Hays Chamber of Commerce Education Banquet and introduced our new staff. Houses on both campuses have been moved and we are preparing for the new houses to be built. We are learning more about the 1.8M grant we received from the state and the requirements. I attended the Grow Hays quarterly luncheon and the main topic was the housing shortage in Hays. There were several interested parties, and only a few solutions. 110-115 houses are built in Hays each year. It is a good idea to build in the Tall Grass area. We need to be part of the solution, but at this time will not be building a house in that area due to regulations. The Hadley Center is wanting to provide additional living space. We wrote a letter of support for a grant, it will be for the conversion of spaces.

Beloit Operations Report by Vice President of Instruction & Student Services Corey Isbell

The Board of Trustees toured the Nursing building to see all the remodeling changed. The signage for both campuses has been installed. The limestone fence by the highway is going to be removed. It doesn't look modern and needs replaced. Carolyn Finney asked if it is as bad as it sounds? It's there but you don't really look at it! With the Nursing building complete, the Maintenance crew will now be working on installing the HVAC units. Hays has already installed theirs. Capacity for the dorms is 128 students. This year we have chosen to keep one unit open since we only have 103 students. This will allow maintenance to update the dorm throughout the year.

Instructional Services by Vice President of Instruction & Student Services Corey Isbell

NCK Tech 101 for new faculty was held in August, since then we have had NCK Tech 102 and have scheduled NCK Tech 103 for October. There is a monthly event for our new faculty over the course of the academic year as long as it is needed. The intention is to improve the onboarding and overall retention for the new faculty. Due to the changes in the law for CDL drivers we have completely transitioned our program. In doing so, we have changed the Entry Level Drive Training requirements from a one week drive training to a two week drive training. This new law basically doubles the driving time. We are working on an apprenticeship with Amber Wave in Phillipsburg, the ethanol plant. In July they will be changing from corn to wheat gluten. They will offer their employees in house training and then would take classes from NCKTC. (Electricity and Welding) Then they would take what they learned and go back to work. There are details to work out but this is an excellent opportunity. The Nursing department at Hays took part in an emergency simulation at the Hays Airport on September 14, 2022. We are working on signage for the Telecommunications Lab in Victoria. They will start with the door and then make a sign for the yard. Right now, you can't tell that the lab is even there.

Student Services by Vice President of Instruction & Student Services Corey Isbell

We are currently working on an Educational Accommodations Plan. This plan is for students who have disclosed a disability. Between both campuses we have 40 students, Kayla Nelson will work with these students, she is the Director of Learning Services. We assist these students as a team. It is more time consuming, but produces better results for the students. Carolyn Finney asked, how do we identify those needing Accommodations? VP Isbell stated through IEP's, there is a form to complete and turn in. The committee reviews the form and makes the decision. The students have 3 required training classes through SafeColleges. They will have until October 3rd to complete all three.

The classes are: Alcohol Abuse, Drug Awareness and Sexual Violence Prevention). These classes are required annually to all full-time students. The Career Fairs are set for this year. October 18th is the Hays career fair and October 26th is the Beloit career fair. So far, we have 25 businesses registered in Beloit and 33 registered for Hays. Danae Buschkoetter, the Welding instructor at Beloit has been very helpful, and we are very thankful for her assistance. We have 103 students in housing, and this is the first year we did not have any no-shows or withdrawals. Food Services for the Beloit campus are going well. Usually after Labor Day we see a drop. This is not the case this year. We will be starting our Sunday brunches. They will be held the second Sunday each month. We will also start working on doing some catering. Ten students participated in our first ever Shooting Sports meet on September 10th at Fort Hays State University. It hasn't been officially stated but we were told one of our students tied for 3rd. The Shooting Sports Team will be selling raffle tickets for three different guns. This will help sustain the activities of the team.

Finance by Vice President of Finance and Hays Operations Diana Baumann

The annual audit is complete and we received an unqualified opinion, which is what we want each year. The Auditors did give us quite a few recommendations. The budget was disbursed and there was a meeting with the new instructors on the process. Each person will put in their own Purchase Requisitions and submit them through Treeno. We purchased a new van this week for \$1.09 (the tax amount) and when we trade it in that is what we will be paid. The dealership paid for the wrap. It will have NCKTC on the door and their name on the back. Robert Brogden Motors. We are still looking for one more van.

Hays Operations by Vice President of Finance and Hays Operations Diana Baumann

The Hays Fire Department inspected every building we have. They were very thorough. They gave us a list of several minor things to correct. All of the painting is complete with the exception of the Auto II. The overhead doors, they are peeling. October 7th is Oktoberfest. Wilma Powers, the Culinary Arts Instructor and her students will be preparing food. She will be selling Spitzmullen cookies, Bierocks, Green Bean Dumplings and Brats. We are working on purchasing furniture and doing a mural in the BOC building. The Student Council would like to help with this. President Burks said the tree in front of the Severance Student Union is dying and needs replaced. The Student Senate wants to replace it.

Financial Report by Vice President of Finance and Hays Operations Diana Baumann

General Fund-she review revenues and expenditures for August 2022. The General Fund is down 1.2574% for the YTD Budget. Overall, we are \$37,969.90 under budget. The State appropriations, which is the Fall 2022 post-secondary aid and FY 2023 capital outlay funding is up this year as well as Tuition & Fees revenue for Fall 2022 courses. September's budget will include the concurrent revenue. Shop revenue came from Auto in Hays, Business Management in Beloit and PHAC in Beloit. We paid for dues and fees for the annual NASFAA (National Association of Student Financial Aid Administrators) for the Director of Financial Aid. Supplies included Nursing, Auto, Welding & PHAC as well as Informacast yearly maintenance and software renewals such as Adobe. Capital Outlay purchased Tablets and Keyboards for Ag. Tech.

Enterprise Fund-Income and Expenses-Revenue for fall semester dorm students and faculty/staff meals. Expenses for salaries and benefits, utilities, etc. Food costs will increase in September.

Dorm revenue for fall semester dorm rent. The bookstore had fall revenue and expenses for books and supplies for the fall semester. A majority of the expenses will be in September. We are \$187,043.37 under budget, but revenue is paid up front and the expenses follow each month until the Spring semester.

Payment of goods and services for August 2022

\$927,089.68 were issued. This includes salaries, goods and services, refunds and financial aid.

Carolyn Finney asked for a motion to accept the Financial Report as presented. Dale Montgomery made a motion and Don Miller seconded. Motion passed.

Board Policy Update: 2:12 Organization of the Board of Trustees by President Burks

President Burks asked to change the Board of Trustees Handbook to read: **#5. The Chairperson of the Board of Trustees shall serve as a full member of the North Central Kansas Technical College Endowment and Foundation Board. The Chairperson may designate another member of the college's Board of Trustees to serve in this capacity in the event that the Chairperson is unable to fulfill the expectations of this role.**

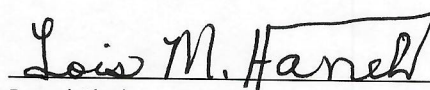
Carolyn Finney asked for a motion to accept the Board Policy Update. Bob Becker made a motion and Dale Montgomery seconded. Motion passes.

Executive Session

President Burks asked for a 30-minute Executive Session. Starting at 7:11 p.m. This meeting included President Burks and the Board of Trustee members. Corey Isbell and Diana Baumann could leave for the evening if they wanted. At 7:41 p.m. President Burks asked for an additional 10-minute executive session. This started at 7:41 p.m. and went to 7:49 p.m. when the Board Clerk was invited back in.

At this time Carolyn Finney asked for a motion to adjourn. Don Miller made a motion to adjourn. Bob Becker seconded. Motion passed.

Meeting adjourned at 7:50 p.m.



Board Clerk

Approved:



Board Chair/Vice Chair