

North Central Kansas Technical College Board of Trustees

REGULAR MEETING AGENDA

Dreiling Administrative Center – Hays, KS

Monday, October 17, 2022 @ 5:30 p.m.

The meal started at 5:30 p.m. The meeting started at 5:51 p.m.

Members in attendance were: Carolyn Finney, Bob Becker, Lance Smith, Justin Rexroat.

Those in attendance by Zoom: Don Miller, Chandra Feldman, Josiah Dermeyer, Samantha Miller and Sara Arnold.

Members not in attendance: Dale Montgomery, Glennys Doan.

Others in attendance: President Burks, VP Diana Baumann, VP Corey Isbell, Dean Tricia Cline, Student Experience Coordinator Hays campus Daniel Hill, VP of the Hays Student Senate - Serenity Brooks, Secretary of the Hays Student Senate - Morgan Dorvweiler and Lois Hanel, Board Clerk.

Culinary Arts Instructor Wilma Powers and two Culinary Arts students Porter Stevens and Nate Roth were introduced. The meal was prepared by all Culinary Arts students.

President Carolyn Finney asked for a motion to approve the Consent Agenda. President Burks said 2.3.3 "Faculty Resignation" should say "Staff Resignation. Bob Becker made a motion to approve the Consent Agenda with this change. Lance Smith seconded. Motion carried.

This action approves the minutes from the September 19th Regular meeting; the minutes from the September 28th 7:30 a.m. Special meeting and the minutes from the September 28th 7:35 a.m. Special meeting. Also approved with this motion was the resignation of the Administrative Assistant for the Hays campus and the Student Services Assistant on the Beloit campus (these two never started working) and the Staff resignation of the Director of Nursing for the Beloit campus.

Student Senate Report by VP Serenity Brooks and Secretary Morgan Dorvweiler. The Student Senate will be decorating for Halloween. They will decorate the doors on their classrooms and the staff will judge the doors to determine a winner. Student Senate will have a week where they will dress differently each day. For the Frost Fest they plan to have a float. They will have a can food drive for NCKTC students. President Burks asked the Student Senate representatives to be sure to also work on improvement ideas for the school, and items we can change to improve our school. Lance Smith wants the Student Senate to share pictures of their Halloween doors and activities they have.

Enrollment Report-Dean Cline: At this time there are 115 students enrolled for next fall. She has 38 students admitted. Dean Cline spoke of the headcount reports that were submitted to the Kansas Board of Regents. For the year 2022 NCKTC had 999 students, she checked and rechecked to try and find one more student. This is a 12.8% increase. We had an increase of 2.7% for full-time students. After add/drop week we have 419 program students. This is up 3 students from last year. High

School students go into different areas when reporting. NCKC4 added programs this year. One specific program is welding at the Ellis High School. The high school count is 55 students between the two campuses. (17-Beloit & 38-Hays) Concurrent classes are when students get credit for taking class in high school and receive credit from NCKTC as well. The increase in concurrent classes is 27.55%, and credit hours increased 31.7%. In order for teachers to be eligible to teach concurrent classes they have to have a Master's Degree. This year we lost classes from Stockton and Victoria high schools because the new teachers don't have the required education to teach. President Finney asked; do we get program students once they graduate? Dean Cline said honestly, we don't get them. President Burks said Alley Cassity our Dual Enrollment Coordinator has helped with this process a lot. VP Isbell and President Burks are working with Hays High school to create technical courses. They have a new Administrator and he has dropped the ball. Hays High is working with us to expand training. Bob Becker asked if Hays High is making a place for us? They invited us to the meeting about their new building. We also talked about the existing building. Justin Rexroat asked, why is it so important to know the numbers on the 20th day? Dean Cline stated this the day the Board of Regents wants used on their report. President Burks stated we submit count to the Board of Regents all year long for credit hour production, which is used instead of headcount.

OpportUNITY 2027-Expand Marketing Initiatives by Marketing Director Chandra Feldman.

- a. **Goal 2.a-Expand Marketing Initiatives** Dean Cline handed out a binder showing some of the branding we are using at this time. Marketing Director Feldman said are working to get our Branding out and on everything that deals with the school. We are now using Snap Chat and Tic Tok for our out sourcing. All employees can access the branding information. But before they use the schools branding on anything, employees need to contact Marketing Director Feldman and complete a request form. We have flags for both downtown locations. Marketing Director Feldman has set specific dates for the flags to be flown. (Octoberfest, Founders Week, Midterms, Students Return in January, Health Fair, Graduation) She is open to other days if you have a request, contact her. We are advertising on coffee sleeves right now at the Kettle. She is working on advertising on popcorn bags in the Hays area and at Paisley's and possible at the NCKC4 schools. We have two different decals and hope to get them put up in downtown Hays. Everything takes time. She has the PHAC and Electrical videos done. She will continue to try different avenues of advertising. Carolyn Finney said different avenues are exciting. President Burks said he hired Marketing Director Chandra Feldman on December 9th of 2020. She has been working hard to get our name and branding out there correctly. Justin Rexroat asked, how do you grow through marketing? Marketing Director Feldman said it is by branding. Beloit is NCK Tech. Hays needs to utilize the branding more. Justin asked what areas do we cover? Marketing Director Feldman said 60 miles from each campus and SE Kansas for the Heavy Equipment Department. She said Branding and Marketing are different. NCKTC will be working on naming the Mascot.
- b. **Goal 3.c-Increasing Credit Hour Production by Dean Tricia Cline.** FY22 the Credit Hour increased 3.3%. This number comes from concurrent and online enrollment. We need to stay focused on increasing the overall enrollment. Ways we can do this are to stay at the forefront of technical college enrollment. Focusing on future courses and/or programs such as the two NCK Tech will be perusing, Powersports Technology and Respiratory Therapy. If we can capitalize on the short-term courses and training we will be able to help individuals with employment opportunities in a shorter amount of time. We will continue to increase concurrent and high school program

enrollment. Dean Cline will be working on solutions for capacity issues so programs could expand. Lance Smith said one particular area he sees we should train students in would be Maintenance Engineering (he's not sure that would need to be the title). There are a lot of people in industry that have been doing Maintenance jobs for 30+ years and will be retiring in the next few years. It would be good to teach them Electrical, PHAC all areas of maintenance as short-term programs. This would be a great opportunity. Industry may want to sponsor an employee and grow with learning. Carolyn Finney asked, how do we convenience students to do this kind of work? Justin Rexroat said if the students receive positive feedback from their parents, they will come to school here. Carolyn Finney asked how do we get our name out there? Recruiting and marketing!

Administrative Report by President Burks Scholarship receptions were held on September 28th on the Hays campus and on October 5th on the Beloit campus. This event is good for both the students and the donors. The donors get to meet the person the scholarship went to. Director of Advancement, Mendi Anschutz has purchased a new software program, Blackbaud, to track alumni and donations. The company will download the previous information about our alumni for her. Director Anschutz will be able to complete quite a few tasks with this program. It is considered the best of the best for tracking alumni and donors. Oktoberfest went over very well. We have found that they value NCKTC. President Burks gave an opening speech. Two students received scholarships. President Burks found out the 1.8M grant doesn't have to be matched until June 2024. This will allow us more time to raise our share. The state will not give us any of the grant money until our match is in the bank. We have until June 2026 to spend the funds. A committee is reviewing ERP (Enterprise Resource Program) and SIS (Student Information System) software system. They have had a demo from Jenzabar. The next two systems they will have demonstrated are Ellucian and Anthology. Ellucian is a program we used before. We want to find a program that will allow us to utilize only one program. Once we decide what one we want to use, we will have to find a way to afford this new program.

Beloit Operations Report by President Burks. The fence rails have been removed and the maintenance crew will be working on removing the limestone posts. We want to come up with an idea of making our campus entrance look more modern. The maintenance crew has been replacing the rest of the HVAC units. As winter gets closer they are discussing snow removal.

Instructional Services by Vice President of Instruction & Student Services Corey Isbell VP Isbell met with Midwest Contractors, they specialize in utility construction. Midwest have tons of turnover. They are wanting NCKTC to train their workers in several short-term programs. This would blend Telecommunications, Heavy Equipment and OSHA requirements etc. They have sent a long list of things they want taught. We will need to review these requests and shorten the list. Russell high school is interested in implementing a CNA class offering at their high school along with Welding and possibly some other programs. We are hoping to start a CNA class this spring. VP Isbell spoke at the Communication Coalition of Kansas Conference in Manhattan. They had a large crowd and most of those in attendance were CEO's from Telecommunication companies. The CEO's were very interest in our program. VP Isbell is positive we will outgrow our Telecommunication classroom space in Victoria. Little River has called and wants to send students to NCKTC. He also found there is a huge

need for Respiratory Therapy in both Beloit and Hays. This program would be highly regulated. We are looking at making it an Associate Degree program.

Student Success by Vice President of Instruction & Student Services Corey Isbell Career fairs will be held on October 18th at the Hays campus and on October 26th on the Beloit campus. We have nearly 50 businesses attending at each location. Dean Owen and her group are working with students to prepare them for this day. They have a couple of workshops for Elevator Pitches and resume reviews. The Student Success department has been busy scheduling tutoring sessions. They have also been working with students on making good decisions about their education. This has been a collaborative effort between the Student Success team, advisors and faculty.

Student Experience by Vice President of Instruction & Student Services Corey Isbell Robert Chitty stepped into the coaching role for Shooting Sports. We competed at the FHSU fall shoot in the trap shooting and had a student place in the top 25. We did not compete in the skeet shooting since this isn't something we practice at our range. They are selling raffle tickets for 3 guns to raise funds for their activities. The team will also be competing in the USA Clays fall session. This allows the team to compete in virtual shoots and log their scores online. We would like to host a shooting event next year. The tours for both campuses have increased. We have 80 students attending the Hays Jr/Sr Days and 100 for the Beloit campus. Sunday brunch will be held on the second Sunday each month. We served over 130 people on October 9th. The Daily Call will be doing an article about our food service department. It will highlight the changes and discuss catering options for the community.

Finance by Vice President of Finance and Hays Operations Diana Baumann VP Baumann is still looking for an Administrative Assistant for the Hays campus. She would like to hire someone with a background in accounting. The Auditors are swamped and are needing more time to finish up our audit. She will be reporting their findings at the November Board of Trustees meeting. PV Baumann will be working the next couple of weeks with her team to streamline the accounting process. Once she has the accounting side streamlined she will be working with the programs and Dean Brown to standardize their invoicing. Student collections went smoother this year. She was able to help everyone after the first online people were dropped. She appreciated everyone's efforts.

Hays Operations by Vice President of Finance and Hays Operations Diana Baumann President Burks, VP Isbell and VP Baumann met with the architect on October 6th to discuss the need for a drawing and the budget, the needs, the wants and the necessities for the building expansion on the Hays campus. Oktoberfest went well. The Culinary department sold out of soup and cookies and sold almost 1,000 bierocks. Business Management, Business Technology and Culinary Arts students worked well together and have ideas for improvements for next year. The Hays house project is coming right along. The students are putting the shingles on. Kansas Highway Patrol was on campus October 12th & 13th. They held their executive board meeting and then had meetings with 30 troopers on campus and more on Zoom. Interesting fact, both the Kansas Highway Patrol and Kansas Technical Colleges utilize the same lobbyists.

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

- a. **General Fund-** VP Baumann reviewed the income and expenditures for the month of September. The General Fund came in \$88,593.16 under budget.

- b. **Enterprise Fund-Income and Expenses-** VP Baumann reviewed the income and expenses for the month of September. The Enterprise Fund came in \$129,879.46 under budget.
- c. **Payment of goods and services for August 2022-** VP Baumann reviewed the payment of goods and services for September. They were \$2,060,550.79. The month of September 2022 came in \$218,472.62 under budget.

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

Purchasing Procedures by Vice President of Finance and Hays Operations Diana Baumann VP Baumann presented the Staff Handbook changes. They are from Section IV: Fiscal Management. She requested changes for several areas. (4:3 Purchasing, 4:4 Requisitions, 4:5 Purchase Orders, 4:6 Purchasing Guidelines, 4:7 Bid Requirements, 4:8 Definitions, 4:9 Payment Procedures (this was a renumber only), 4:10 Emergency Authority, 4:11 Shop Funds) These changes will cover the Procurement process. Carolyn Finney asked for a motion to approve these changes in the Staff Handbook. Lance Smith moved to accept these changes and Justin Rexroat seconded the motion. Motion passed.

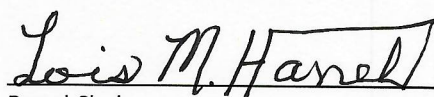
Powersports Technology 2023-24 Academic Year – New Program by Vice President Corey Isbell VP Isbell requested the approval of a one-year certification program in Powersports Technology to launch August 2023. He has had several phone calls about a program in this area. NCKTC would be able to incorporate this program in our CDL building on the Beloit campus. We have the availability of an office and a classroom in that building. Lance Smith asked if we have any enrollment numbers yet? VP Isbell said the numbers should be good. We are hoping to apply for Perkins money to fund this program. We are 8-12 months out right now. Carolyn Finney asked if someone will have to have specialty training to teach this class. VP Isbell said if the person hired could be diverse it will make this a more competitive class. Basically, he needs someone who is a jack of all trades. Carolyn Finney asked for a motion to add Powersports Technology as a new program for the 2023-24 school year. Lance Smith made a motion to accept starting a new Powersports Technology program and Bob Becker seconded the motion. Motion passed.


Executive Session

President Burks asked for a 30-minute Executive Session. Starting at 7:43 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 8:13 p.m. the executive session ended.

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

Meeting adjourned at 8:15 p.m.



Board Clerk
Approved:


Board Chair/Vice Chair