

North Central Kansas Technical College Board of Trustees
REGULAR MEETING AGENDA
Severance Student Union – Beloit, KS
Monday, January 16, 2023 @ 5:30 p.m.

The meal was provided by the NCK Tech Cafeteria. Board Chair, Carolyn Finney started the meeting at 5:35 p.m.

Members in attendance were: Carolyn Finney, Lance Smith, Bob Becker, Dale Montgomery, Don Miller and Justin Rexroat. Members in attendance by Zoom: Glennys Doane.

Others in attendance: President Burks, VP Corey Isbell, VP Diana Baumann, Dean Owen, Dean Britt, Student Senate President Connor Flinn, Dean Brown, Danae Buschkoetter and Lois Hanel, Board Clerk. Others in attendance by Zoom: Dean Cline, Josiah Dermeyer, Brandon Jacobs, Chandra Feldman, Emma Carlin, Andrew Schwindt, Sheri Stone, Sam Bailey, and Attorney Steve Kearney.

Bob Becker moved to approve the minutes, Dale Montgomery seconded. Motion carried.

Dale Montgomery made a motion to approve the agenda, Bob Becker seconded. Motion carried.

Student Senate Report by President Connor Flinn. Connor reviewed activities from the first semester and reported that Student Senate received 3rd for their Veteran's Day Parade float. This semester they plan to create and organize a constitution and by-laws for the NCK Tech Student Senate. This will pave the way for future members and enable them to carry on the NCK Tech traditions, culture and integration. He then thanked those present for supporting students.

Retention Report by Dean Owen. Dean Owen said the retention rate from the fall semester to the spring semester is 93%, which is a loss of only 27 students total. Last year we lost 39 students and the year before we lost 38. This improvement is a team effort and she is thankful for her team. Faculty is doing a great job of communicating early when they see a student in need. This allows them to work together to get the student the appropriate resources. Many of the students withdrew because of poor attendance during the fall semester. Motivation was something they talk to students a lot about before they withdrew or decided not to return. Her departments next steps are to continue conversations with students whose GPA below 2.0. Her staff will work with students to set up a plan of action of what needs to be done to get to graduation. They have noticed an increase in mental health referrals. They have some mental health facilitation from FHSU and with our Beloit Campus Counselor, Julie McShane. Dean Owen will also be doing workshops in class to promote student success.

Enrollment Report by Dean Cline. Dean Cline reports projected enrollment for the Hays campus is up 23 students from last years totals and the Beloit campus is up 13 students. The Hays Welding department has a waiting list already. She believes the Electricity and PHAC departments on the Hays campus will have waiting lists soon. Dean Cline said the numbers have changed in the last two weeks. February and March are when incoming students decide where they are actually going to school. This is when we usually find out what students are dropping. She is excited to have a full staff. This fall was the first year and it is making a difference.

Administrative Report by President Burks.

Board Appreciation Month. President Burks thanked the Board members and stated that we are fortunate to have such a dedicated and knowledgeable Board guiding our institution.

1.8M BOC Grant. The application for the 1.8M matching grant to expand and renovate the BOC has been submitted. President Burks received a concept drawing but has asked the architect to revise. Once an acceptable concept drawing is received, it will be shared with the Board. Then Mendi will need it to approach potential donors to raise funds.

Enterprise Resource Planning (ERP) Software. Dean of Enrollment Management, Dean Cline, presented their findings about the ERP Software to the Cabinet earlier this month. The top choice was unanimous and it was not the most expensive. One system could likely replace multiple other individual applications; however, the cost is still substantially higher than what we currently spend on all of our software. Our current SIS, CAMS, will no longer be supported in 2025, so we will need to find another system soon to allow sufficient time for implementation. NCK Tech will need to explore options through the affiliation. An ERP could make us more efficient and improve our student service.

FIPSE Grant. We received a \$737K FIPSE federal grant to purchase equipment for various programs. Senator Moran was instrumental in making this happen. This is a by-product of the internal grant we ran with the MOE money last year. When asked what we needed, we were able to submit all of the unfunded requests from the internal grant. They totaled over \$1.6M so we received about half.

Affiliation. The proposed affiliation with FHSU and NW Tech was announced to employees at all three institutions on Tuesday, January 10th and then publicly to the media later that same day. NW Tech's Board of Control unanimously passed the resolution at their January 11th meeting. The affiliation will go before the Board of Regents on Wednesday, January 18th.

Rose Garden. The agreement with the Rose Garden has been terminated by mutual agreement. This semester we have relocated to Liberty Foursquare Church for the same terms as the Rose Garden. To the future we are hoping to partner with Gella's to potentially hold our program in their east addition. This addition won't be completed until after the beginning of the fall semester; projected to be September/October.

Beloit Operations

Summer Projects. We are planning summer projects, including the installation of the remaining HVAC replacements on the Beloit campus. The maintenance crew has done a great job of installing the units on the Beloit campus without interrupting school sessions. They are 75% completed. We will have some street/parking lot improvements again this year with the City of Beloit's assistance.

Broken Water Line. The maintenance crew worked over the holidays to monitor our buildings, especially during the extreme cold right before Christmas. We had a water line that broke outside of Welding, it has been repaired with the exception of replacing the concrete, no further damage was reported.

Overhead Cranes. The overhead cranes in Ag Tech and Diesel Tech were serviced this month.

Instructional Services – VP Isbell.

Powersports Technology. The Powersports Technology program passed the TEA Curriculum Committee and the full TEA. The final step is approval from KBOR. It is on the consent agenda for their January 18 meeting. Once approved, our admissions counselors will begin recruiting students and administration will begin the search for an instructor.

Respiratory Therapy Program. We have secured amazing support for a Respiratory Therapy program from healthcare facilities in western Kansas. This includes a \$250K commitment from the Hays Med Foundation for seed money to get the program established. Hays Med has also agreed to

provide space for this program at their facility. We are hoping to make it a two-year program. FHSU has a Bachelor Program, so we should be able to create a pathway to their program.

Onboarding for New Instructors. The onboarding and orientation process for our new instructors continues in January with NCK Tech 105.

Student Success – VP Isbell.

Holiday Break. The holiday break has traditionally had a negative impact on our retention numbers, Dean Owen worked hard to make sure students were in a good place prior to leaving. Since the break, she has been working to find out how many did not return. These efforts have proven effective as we have only lost 27 students since the beginning of the year.

Director of Learning Services, Kayla Nelson. Kayla continues to work with our students who have disclosed a disability.

Student Experience – VP Isbell.

Housing. We have one less student in student housing after break.

Food Service. Our food service staff continues to make fantastic improvements. Students, staff, and the public are providing positive feedback on the quality of food and service provided. The cafeteria served 180 people at our last Sunday brunch, which continues to grow each month. The food service department is also seeking opportunities for catering to enhance publicity and revenue for the college.

Finance – VP Baumann

Administrative Assistant (Hays). Alex Renken is receiving training to help in Accounts Payable. It's nice to have full staff and I appreciate everyone who stepped up over the past few months in covering the Administrative Assistant position while it was vacant. Dean Cline was always available to assist and I truly appreciated her help.

Payment Party. We held our first ever Payment Party in December. Emma Carlin spent a day in Beloit and in Hays to take payments and answer student questions. Food was served. It was well attended and was an effort to get students to pay timely and address issues in advance. It worked well as we have just four left on the Beloit campus and a handful on the Hays campus still needing to pay.

Notaries. We've added a few new notaries: Diana Baumann, Emma Carlin and Liz Fixsen. We usually have a couple in house. Previously we've had two on the Beloit campus, Judy Heidrick who is retiring in June and Chandra Feldman's which is expiring.

Shirts. Currently we allow each employee to purchase \$100 in company attire each year. There are many vendors to choose from and many hours spent processing orders and collecting payments if their order exceeded \$100. We are streamlining this by using an online store that requires payment up front. If over \$100 is purchased the employee will pay that amount. We are looking at going through a local vendor. The committee is looking into this.

Hays Operations.

Lighting. The Electrical students installed LED lights in the entrance sign which made a great improvement in the quality of lighting as you enter campus. They also installed small spot lights to showcase our History Banners in the BOC.

Christmas Tree in BOC. Electrical students used the Christmas Tree to set up lights on a timer allowing them to flash in different intervals. Carpentry students added lights to the outside of the house.

Nursing Flooring and Painting. Plans are being made to utilize Capital Outlay funds for new flooring in Nursing and possible painting this summer.

Phones Servers. New phone servers were finally delivered. Robert McCreight and his team have installed the servers on each campus. They were purchased through the HEERF dollars we received.

Trailer Wrap. One of our CDL trailers in Hays has a new wrap, included is a section for Sternberg Museum on the back door. The truck has a new wrap on the passenger side that was replaced due to the windstorm in December of 2021.

Other.

Service Learning Day. Employees at NCK Tech participated in a service learning day. Martin Luther King, Jr was all for service to the community. We used this day to give back to the community. Employees completed service learning work for their respective campus' community.

Financial Report – VP Baumann. Presented the Financial report for approval.

The Income and Expenditures, General Fund covers Shop Revenue, Salaries & Benefits, Equipment Rental, Repair & Maintenance, Professional Services, Printing & Advertising, Dues & Fees, Supplies, Fuel, Shop Expenses. This account was under budget at \$149,138.58.

The Income Expense-Enterprise Fund covers Food Service and Student Activities Expenses. This account was \$171,940.71 under budget. Overall, we were \$321,317,018 under budget for the month of December 2022. The total for the payment of goods for November 2022 was \$851,362.83.

Payment of goods and services for December 2022 \$845,228.32. These amounts also include: salaries, goods and services and financial aid.

Don Miller made a motion to approve the Financial Report as presented. Bob Becker seconded the motion. Motion carried.

Room and Board Rates Increase – VP Baumann.

The proposed annual fee for room and board includes a 2.10% increase for FY 2024. This plan increases the meal rate by .5% from FY 2023 and includes a 1.6% increase in the dorm rate. This aligns with the College's plan to complete a comprehensive review of all cafeteria and catering options during FY 2023 and allows for additional dorm renovations. This will increase the total annual cost by \$130 per student up from \$6,200 to \$6,330. VP Baumann presented a comparison of housing and meal costs for other nine other schools. We have the lowest number of meals per week since we don't serve on weekends. By the chart, we are in the price range of the other schools. VP Baumann said incremental increases are much easier to change than large percentages.

Dale Montgomery made a motion to approve the Room and Board Rate Increase as presented. Lance Smith seconded the motion. Motion carried.

Respiratory Therapy Program – VP Isbell.

Hays Med, along with several health care facilities in western Kansas, reached out us to start a Respiratory Therapy program. After several meetings to determine the feasibility of the request, we have decided to move forward with this program. Because of the overwhelming demand for Respiratory Therapists, we have secured over 15 letters of support from health care facilities. Most importantly, Hays Med Foundation has committed \$250,000 in startup funds for the program. Due to space limitations on our Hays Campus, the proposal is to house the program at Hays Med. Upon Board approval, we will seek KBOR and TEA approval. Following that, we will seek approval from the state and CoARC (Commission on Accreditation for Respiratory Care) in order to begin the accreditation process. The earliest potential start date for the program would be January 2024.

Dale Montgomery made a motion to approve the Respiratory Therapy Program request as presented. Don Miller seconded the motion. Motion passed.

Board Chair, Carolyn Finney asked if we could move and present Item 4.6 – Shared Sick Leave before the Affiliation Resolution. The Board of Trustees agreed.

Shared Sick Leave – VP Baumann & President Burks. - Board Policy Section 7:39 states:

The Shared Sick Leave Program is a means to transfer sick leave to a qualifying employee experiencing a serious, extreme, or life-threatening illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate employment either personally or by a family member.

In accordance with the shared sick leave policy Mitch Eck has requested donation of sick leave hours. Mr. Eck will use all the sick leave he has available as he moves forward with treatment. He would have to continue with no pay until he is released to come back to work without the help of this program. Mr. Eck has requested this in the past and due to positive response to treatment he was able to work earlier than anticipated and did not need to utilize shared sick leave hours. Mr. Eck continues to work as he is able. He would like to extend his gratitude to everyone who is willing to help. He does appreciate each person's sacrifice.

Don Miller made a motion to approve the Request for Shared Sick Leave as presented. Bob Becker seconded the motion. Motion carried.

Temporary Suspension of Board Policy 2:23

President Burks asked for a temporary suspension of Board Policy 2:23 requiring seven (7) days' notice to speak to the Board. Suspending this policy will allow members of the public in attendance to address the Board regarding the proposed affiliation. Comments should be limited to this single action item. Public comment will be heard after the issue has been presented by administration and after the Board of Trustees have asked their questions, but prior to the Board acting on this item. It is further recommended that each individual providing public comment be limited to a maximum of two minutes each and the total time allowed for all public comments shall not exceed 20 minutes. Board Policy 2:23 will resume in full effect once the Board Chair ends the public comment period. This is being requested after the announcement of the proposed affiliation with Fort Hays State University and Northwest Technical College last Tuesday. President Burks would like for anyone having questions or concerns about the affiliation to be heard. The announcement was six days prior to the Board of Trustees meeting, negating the ability for public comment unless the policy is suspended.

Dale Montgomery made a motion to approve Temporary Suspension of Board Policy 2:23 as presented. Bob Becker seconded the motion. Motion passed.

Chair Finney asked for a 10-minute recess. Meeting resumed at 6:55 p.m.

Affiliation with FHSU and NW Tech.

President Burks presented a resolution seeking the authorization from the NCK Tech Board of Trustees to pursue legislation that would clear a path for the affiliation of Northwest Kansas Technical College

(NW Tech) and Fort Hays State University (FHSU) and North Central Kansas Technical College (NCK Tech). The proposal is intended to leverage existing partnerships between these three institutions, and enhance the educational and workforce development opportunities in our communities. This resolution references three other documents, an MOU, Draft Legislation, and the Framework. President Burks read through the resolution and explained what it authorized. KASB advised that all Board of Trustees votes in the affirmative should sign the document.

MOU. The MOU serves as a letter of intent and explains further details of the proposed affiliation. The North Star of this affiliation is to better serve our student and communities, with the two guiding principles of meeting students where they are and engaging business and industry partners. The plan is to have an affiliation agreement signed no later than June 2024, with launch occurring in the Fall of 2024. As a result of the affiliation, NCK Tech will have a name change. All official paperwork will show refer to NCK Tech as Fort Hays State University-North Central Kansas Technical College, but a shorter name will be used for branding. Approving the MOU means we intend to affiliate, as long as the proposed affiliation doesn't change materially through the process and once a formal affiliation agreement is approved by all three boards.

Draft Legislation. Attorney, Steve Kearney, and President Burks went through the draft legislation line by line. President Burks said it can be a little confusing as there is a decent amount of legalese. Some sections include existing law and others include proposed changes or additions to the law. The legislation addresses the name change, governance, the appoint of members to the advisory boards, funding streams, accreditation and tax identification, pending lawsuits or legal action, existing contracts, employment, and the formal affiliation agreement. The legislation is permissive and only clears a path to allow for the affiliation to take place. It wouldn't become finalized until the affiliation agreement is passed by the boards at the end of the process.

Framework. The Framework speaks to the purpose, scope, and vision of the affiliation. It outlines the north star is to better serve our students and our communities. It relies on the guiding principles of meeting students where they are at and engaging business partners to enhance the experience. It then establishes strategic priorities regarding academic programs and administrative functions. It also, lists the agreed upon parameters of no campus closures, no reduction in funding eligibility, not disrupting our core mission, and no disadvantaging the other partner institutions. President Burks stated that a lot still needs to be decided as we (all parties involved) draft the formal affiliation agreement and work with the implementation teams. In the end, the formal affiliation agreement will address many details and it will play a huge role in shaping this partnership.

Questions. Board Chair, Carolyn Finney asked for questions or concerns from those in attendance. Questions were asked by several of those present and answered by President Burks and the Board members. Dale Montgomery said all these questions are great. President Burks encouraged everyone to keep the questions coming. Don Miller said this is a good step forward. The Board of Trustee's wouldn't consider the affiliation if it wasn't. Board Chair, Carolyn Finney, said we need to go with this and keep all eyes on the process. NCK Tech needs everyone to ask questions and stay involved in this process.

Dale Montgomery made a motion to adopt the Affiliation Resolution. Don Miller seconded. Motion passed. President Burks asked all Board of Trustee members to sign the MOU before leaving.

Break at 8:50 p.m. for 10 minutes. Meeting resumed at 9:00 p.m.

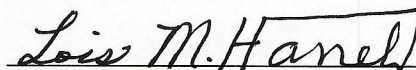
Board Chair, Carolyn Finney asked for a thirty-minute executive session at 9:00 p.m. regarding non-elected personnel, to discuss President Burks' evaluation. Bob Becker made a motion to go into a thirty-minute executive session. Lance Smith seconded. Motion carried.

Executive Session ended at 9:27 p.m.

Dale Montgomery made a motion to extend President Burks current 3-year contract for an additional year. Bob Becker seconded. Motion carried.

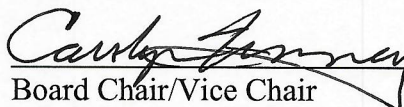
Don Miller made a motion to adjourn. Lance Smith seconded the motion. Motion carried.

Meeting adjourned at 9:35 p.m.



Board Clerk

Approved:



Board Chair/Vice Chair