

**North Central Kansas Technical College Board of Trustees**  
**REGULAR MEETING AGENDA**  
*Dreiling Administrative Center – Hays, KS*  
Monday, February 20, 2023 @ 5:30 p.m.

The meal was provided by the Culinary Arts Department. Board Chair, Carolyn Finney started the meeting at 5:32 p.m.

Members in attendance were: Carolyn Finney, Bob Becker, Dale Montgomery, Don Miller and Lance Smith. Members in attendance by Zoom: Justin Rexroat. Not in attendance: Glennys Doane.

Others in attendance: President Burks, VP Corey Isbell, VP Diana Baumann, Tricia Cline, Mendi Anschutz, Student Senate President Grace Moroni and Secretary Morgan Dorzweiler, and Lois Hanel, Board Clerk. Others in attendance by Zoom: Dean Jennifer Brown, Josiah Dermeyer, Sam Bailey, and Dean Shane Britt.

Chair Carolyn Finney presented a change on the amended agenda. Item 2.4.2, faculty retirement of Jeff Gerst was removed from the agenda and from the consent agenda.

Dale Montgomery moved to approve the amended agenda with changes, the January 16, 2023 minutes and the consent agenda, Bob Becker seconded. Motion carried.

**Student Senate Report by President Grace Moroni & Secretary Morgan Dorzweiler.** For Valentines Day the Student Senate had a match making activity. Those students wanting someone to do things with, turned their information in and students were matched. In March they will have an activity for spring break. In April they will have an Easter Egg Hunt. They will hide Easter Eggs around campus with candy and prizes. When speaking to students on campus about the Affiliation, the feedback has been positive. They are thankful for the new couches. Improvements are being discussed in the classrooms and feedback will be presented at a later date.

**Enrollment Report by Dean Cline.** Dean Cline reports projected enrollment for the Hays campus is up 15 students from last year's totals and the Beloit campus is up 20 students. The Hays Welding, Electricity and PHAC departments have waiting lists. Auto Collision numbers on the Beloit campus have increased this year with 12 students admitted. She has had a lot of interest in Power Sports. Right now, we have 2 students enrolled.

**Culinary Arts Introduction.** President Burks asked Instructor, Wilma Powers, and the Culinary Arts class to introduce themselves to the Board.

**Foundation Update – Director Anschutz.**

**Hansen Grant.** Her goal each year is to match the Hansen Match Campaign of \$150,000. Since coming on board, she has surpassed this match each year. So far for 2023 she has \$44,000 pledged.

**Scholarships.** She was able to create 10 new scholarships in 2021 and 5 in 2022. There were 8 scholarships awarded for the Hansen Foundation Enhancement scholarship. Director Anschutz hosts annual scholarship receptions.

**Investments.** Investments are diversified. She is using Sunflower Bank and First National Bank & Trust.



**Database Management.** The new alumni software Blackbaud Razors Edge is contracted for 3 years. This will allow her to engage with alumni and donors, track donations, campaigns and appeals. She will be able to send emails, newsletters and updates to the alumni and donors. Lapel pins will be given to alumni to wear for participation.

**Grants.** She secured a grant from the Heartland Community Foundation for the Nursing Department. This grant was for \$8,321 which helped fund “Noelle” the AI Manikin for birthing. She has worked with President Burks on the FIPSE grant. This should be announced soon. Currently, she is working on items for the Beloit campus.

**Events & Campaigns.** She reviewed the events she participated in.

**OpportUNITY 2027 Goal 2D & 3A – Director Anschutz.** Strategic Planning Goals: 2D-Community, is to increase alumni involvement. The alumni have been underutilized. She wants to make the alumni the central point of contact. The new Blackbaud/Raiser’s Edge software will host all the alumni information as well as the Foundation’s donor database. Moving forward she would like to increase alumni involvement through advisory committees. She will notify the alumni through email and newsletters of opportunities to serve on advisory committees. She would like to create and host annual alumni events. Director Anschutz would like to create in-dept connections and engagements with alumni. 3A-Sustainability, to secure additional funding. Traditional funding sources only go so far. She would like to find new funding sources. She would like to work with faculty, administration and staff to help find additional funding sources. Her objectives will be to acquire grants for program needs. Complete a 3-year matching campaign through the Hansen Foundation. And to create two new funding campaigns. In 2022, Founders’ Week of Giving “Match Day” raised \$4,798. This will be an annual event. The project for 2023, is to create a capital campaign for the BOC building expansion in Hays.

**Strategic Planning Update by Dean Brown.** We are one year into OpportUNITY 2027. She and her committee get together four times a year to discuss the progress. Members are: Director Anschutz, Dean Brown (Chair), President Burks, Dean Cline, Auto Tech Instructor (H)-Richard Cox, Director of Maintenance Operations (H)-Mike Eckroat, Heavy Equipment Instructor-Mark Jones, Welding Instructor (B)-Kyle Kopsa, Nursing Instructor (B)-Samantha Miller, Business Office Management Instructor (B)-Darsey Offutt, Business Technology Instructor (H)-Jennifer Younger. This is a five-year plan, they plan to keep it flexible and continue to track success. The three areas are: Academics, Community and Sustainability. In order for this to be a success it takes everyone, we all need to be committed.

**New Programs.** We have several new programs; Telecommunications, ADN (B), Power Sports and Respiratory Therapy. Amber Wave is working with high school students.

**NCK Tech Onboarding.** Dean Brown has created an onboarding check list for instructors. She has completed NCK Tech 100 through NCK Tech 106 and is getting ready to start NCK Tech 107 next month.

**Student Engagement.** Several programs are being used to engage students. MyTrail is a way of communicating and the Career Fairs aid in the job search.

**Community.** NCK Tech been utilizing social media to make the community aware of happenings. Students have participated in college challenges. A mascot was purchased to represent the school. We have shown a presence in the community with Teamwork Day.

**Premier Work Place.** President Burks continues to work on ensuring NCK Tech is a premier work place.

**Student Experience.** Gateway program in Hays. Students are involved with speaking engagements, this allows them to grow outside the classroom.



**Sustainability.** This is covered under 3A (Secure Additional Funding) assistance will come through Director Anschutz and the Foundation. 3B (Improve Campus Facilities & Spaces) expansion of the BOC on the Hays campus will give us more space, and will bring classes back to campus, this is reported by VP Baumann. 3C (Increase Credit Hour Production) Dean Cline and her team are working to increase enrollment.

**Completed Matching Grants.** Grants for improvements on both campuses have been applied for.

**Enrollment.** Concurrent enrollment has increased 31.7% and online enrollment has increased 25.4%.

**Academics & Partnerships.** We are working with Amber Wave and NexTech, As well as our affiliation with FHSU and NW Tech.

**Growth on Campus.** As we continue our strategic plan, we will see growth on campus. The committee connects with all areas along with accreditation.

### **Administrative Report - President Burks.**

#### **Legislative Update.**

**HB2290** (Affiliation Bill) - Authorizes the affiliation of northwest Kansas technical college and north central Kansas technical college with Fort Hays state university

**SB102** (Residency Bill) - Establishes residency criteria for students of technical colleges. This would cost us about \$290K and NW Tech (\$655), \$1.1M to our sector. KTC, Ben, and President Burks testified in opposition to the bill on February 15.

**SB2132** (Promise Act) - amendments to the Promise Scholarship Act aligns some language in the bill and moves the effective date to publication in the statute book as opposed to the register. The committee passed out the bill on Thursday and adopted our changes.

**SB48** (TEA Restructure) - Authorizes community college and technical college appointments to the postsecondary technical education authority and establishing the length of membership terms.

**SB163** (Peaslee Tech) - Creating the Dwayne Peaslee technical training center district act to authorize the establishment of the Dwayne Peaslee technical training center district in Douglas county. They are seeking taxing support. This does not impact us. There is \$2.3B surplus in the state, schools are trying to get some of this money.

**Operating Grant.** We applied for \$3M as an operating grant.

**Internal Fund-Raising Campaign.** On behalf of the Foundation, Director Anschutz has launched an internal fundraising campaign asking employees to have donations withdrawn from their paychecks into the Foundation. This is important for three reasons, 1) It helps students, 2) Even small donations will add up and 3) It qualifies the college for grant opportunities and shows our own people support the foundation. Some grants require 100% support to apply.

**Micro Factories.** VP Isbell and President Burks met with Jeffrey Tucker regarding TDI in Manhattan. They are the ones working on the Micro Factories around the state. They are wanting help identifying potential entrepreneurs to occupy the micro factory in Hays.

**ERP-Ellucian Software.** We may be looking into only segments of this software to replace CAMS. All of the options we've reviewed so far are very expensive.

**Big Creek Report.** Next Thursday, March 2<sup>nd</sup> at 4:00 p.m. President Burks will be presenting a report to the Hays City Commission, at Big Creek. He invited the Board of Trustee members to attend.

### **Beloit Operations - President Burks.**

**Maintenance.** AJ has been working with the City of Beloit and Mitchell County to schedule chip and seal projects for our campus. They actually have worked out a rotation to make sure the streets are all resurfaced every five years. There are a few parking areas needing to be addressed.

President Burks appreciate AJ's hard work and the collaboration with the city and county. The



maintenance crew have done a great job keeping our campus streets and sidewalks safe when it's been icy or snowing.

**HVAC Units.** 90% of the HVAC units have been installed on the Beloit campus.

**Game Room.** Remodeling has been completed.

**Overhead Cranes.** In January the overhead cranes were serviced, it was noted some repairs need to be done.

**Roof Repair.** The storm damage to our roofs were temporarily repaired in 2021. The roofers said they would be back by February 22, 2023 to fix them properly.

**Dorm 6.** Maintenance is completely remodeling this dorm.

### **Instructional Services - VP Isbell.**

**Academic Affairs Committee.** The Academic Affairs committee has taken on some new membership. They have been working on understanding and embracing the purpose for the committee. They have also been busy reviewing new curriculum for the Powersports and Respiratory Therapy programs.

**Candidacy- ACEN.** The Beloit Nursing Program has submitted application for candidacy for the ADN program through ACEN. VP Isbell found out today candidacy for the ADN program has passed.

**Open Educational Resource (OER)** Open Educational Resources (OER) have been around for several years. More recently, KBOR has been strongly encouraging institutions to adopt these resources when appropriate. Our instructional faculty and staff have been training on this and will be adopting OER's where it makes sense. This can result in cost savings for our students.

### **Student Success - VP Isbell.**

**Career Fair (Hays).** The career fair on the Hays campus is set for February 22<sup>nd</sup>. Currently, we have 47 businesses coming to our Hays campus. These businesses represent all sectors of our programs. This is a great opportunity for our students, as they will be meeting with potential employers in their field of study.

**Scholarship Workshops.** The Student Success Department will be holding scholarship workshops for current students planning to return in a new program or for a 2<sup>nd</sup> year of an existing program. The deadlines are rapidly approaching and these workshops will help them through the process.

### **Student Experience - VP Isbell.**

**Housing.** Housing applications opened February 15. This will give us a good idea of what our housing numbers in Beloit will look like so we can plan accordingly. Dorm building 6 in student housing is getting much-needed renovations. We are blessed to have a talented maintenance staff.

### **Finance - VP Baumann.**

**Property Insurance.** Paperwork for property insurance renewals has been completed. The KERMP annual Membership Meeting included conversation to expect a 20%-25% increase in rates this coming year.

**Payroll.** We switched our payroll from Great Plains software to Bamboo HR as of January 1st. This should save at least two days' worth of work every month!

**Budget Meetings.** Budget meetings for 2024 have been set with Department Chairs. Hays will be on Friday, February 24<sup>th</sup> and Beloit will be held on Monday, February 27<sup>th</sup>.

**Blue Cross/Blue Shield.** Expect BCBS Health Insurance premiums to increase this next year as well.

**Tax Forms.** W-2's, 1099's and 1095C's all went out. Changes were made to the 1099's as suggested by auditors. All payroll information was verified before completing the W-2's.



### **Hays Operations - VP Baumann.**

**Furniture.** The new furniture for the BOC has arrived and is being utilized daily.

**BOC Addition.** We have been working with the architect on the Hays Building Addition Project. Those plans are included in our discussion later.

**Fire Building.** The Hays fire building project was completed. This was quite a long project for our students and faculty! We are currently working on cabinetry at the airport.

**Fiber.** We have started pulling fiber for the outside security system and HEERF fiber projects.

**Affiliation.** President Burks presented a timeline listing of upcoming dates and key discussion points for the Affiliation agreement. Information can be found on the affiliation website. The three CEO's are meeting weekly. On March 6<sup>th</sup> the Steering Committee will determine the flow. This committee will be comprised of VP Isbell and VP Baumann and other VP's at the partner institutions. The Steering Committee will set up the other committees.

March 6<sup>th</sup> is when the CEO's start discussing the affiliation agreement. President Burks asked for categories and questions the Board would want addressed through the affiliation agreement. Questions from the Board of Trustees included: Who will write the governance document? What will the Board's duties be? What will the President's role be? Where will he function? (NCK Tech or FHSU or both?) Property Ownership, who is responsible? Will the rules change their duties and do they need to be listed? This will help him address things as the process moves forward. There will be other committees put together at a later date. Additional questions were, who will President report to? Will the President's insurance and benefits continue with NCK Tech? What about KPERS? Are there any advantages for him being employed with KBOR vs. NCK Tech? Will his relationship with the Board of Trustees change? Will they be only an advisory board? What responsibilities will they have for the institution especially if there is no input from President Burks? President Burks said part of the March 6<sup>th</sup> meeting included a visit with Rick Muma, President of WSU and Sheree Utash, WSU Tech she has been the constant with their affiliation. President Burks will check to see how this played out for them.

Dale Montgomery said we want to keep a strong technical school and we want to keep it successful, President Burks agreed. President Burks will look up the by-laws from WSU Tech. When asked who will approve new programs, he thought the alignment would go through all three presidents. The approvals would go through the president's offices then through TEA. Who will determine the pay, who is hired and who is fired? Will negotiations continue for each school, or would it be combined? President Burks said he will continue to check on these items.

**BOC Expansion – President Burks.** He presented the building and the parking lot drawings from JGR Architects. One goal of the project is to move offices out of classrooms so the space can be used by a variety of instructors at various times. Adding a testing area may be necessary, but we may opt to utilize FHSU's Kelly Center. These drawings allow for expandability should we choose to add programs to the future. Donors will have the chance to sponsor different spaces. Donors will be able to donate money and their name will be put outside the classroom, office, or meeting space. By adding a Carpentry class with this project, we will be able to save money on rent. An additional maintenance person will likely need to be hired and we may need an additional staff person to work the entry. It would be nice to have a student work in this area as work study. When asked how the outside would be finished, President Burks said this hasn't received any exterior drawings yet. Will we have wood or metal studs? Unsure at this time. The estimated price of this project today is \$11.25M. Although this is much higher than originally planned, President Burks

would like the go ahead if we are going to move forward. The Board of Trustee members agreed to move forward. Suggestions were also shared on how the costs could be brought down.

**Financial Report – VP Baumann.**

**Income and Expenditures, General Fund** covers Shop Revenue, Salaries & Benefits, Equipment Rental, Repair & Maintenance, Professional Services, Printing & Advertising, Dues & Fees, Supplies, Fuel, Shop Expenses.

**The Income Expense-Enterprise Fund** covers Food Service and Student Activities Expenses.

**Overall.** We were \$56,625.57 under budget for the month of January 31, 2023.

**Payment of Goods.** The total of payment of goods for January was \$1,103,482.41. These amounts also include: salaries, goods and services and financial aid.

Don Miller made a motion to approve the Financial Report as presented, Dale Montgomery seconded. Motion carried.

**Executive Session Non-Elected Personnel.**

Board Chair Carolyn Finney asked for a twenty-minute executive session at 8:05 p.m. regarding non-elected personnel, President Burks asked VP Isbell and VP Baumann to stay. Bob Becker made a motion to go into a twenty-minute executive session. Lance Smith seconded. Motion carried.

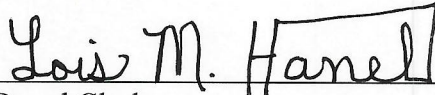
Executive Session ended at 8:17 p.m.

Board Chair, Carolyn Finney asked for an additional twenty-minute executive session at 8:18 p.m. regarding non-elected personnel with just President Burks and the Board. Lance Smith made a motion for a twenty-minute executive session, Bob Becker seconded. Motion carried.

Executive Session ended at 8:30 p.m.

Don Miller made a motion to adjourn, Bob Becker seconded. Motion carried.

Meeting adjourned at 8:34 p.m.

  
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Board Clerk  
Approved:

  
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Board Chair/Vice Chair