

**North Central Kansas Technical College Board of Trustees**  
**REGULAR MEETING AGENDA**  
*Severance Student Union – Beloit, KS*  
Monday, March 20, 2023 @ 5:30 p.m.

The meal was provided by the NCK Tech Cafeteria. Board Chair, Carolyn Finney started the meeting at 5:34 p.m.

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

Others in attendance: President Burks, VP Corey Isbell, VP Diana Baumann, Student Senate Representative Cooper Flickinger, Dean Shane Britt and Lois Hanel, Board Clerk. Others in attendance by Zoom: Dean Tricia Cline and Josiah Dermeyer.

Don Miller moved to approve the consent agenda, the February 20, 2023 regular minutes and the March 6, 2023 special meeting minutes. Bob Becker seconded. Motion carried.

**Student Senate Representative Report by Cooper Flickinger.** March 21-April 6<sup>th</sup> the Student Senate will be conducting a food drive. They are planning a day to visit the elementary school. No date has been set. Then the Student Senate Representatives will eat with the elementary students. On April 13<sup>th</sup> Student Senate will be electing a President and Vice President.

**Enrollment Report by Dean Cline.** Dean Cline reports projected enrollment for the Hays campus is up 10 students from last year's totals and the Beloit campus is also up 10 students. The Hays Welding, Electricity and PHAC departments have waiting lists. Auto Collision, Carpentry-Cabinetmaking, Diesel, PHAC numbers on the Beloit campus have increased this year. Carpentry-Cabinetmaking, Electrical Technology, PHAC and Welding on the Hays campus are above capacity. Telecommunications is really close to capacity. She has received thirty applications for housing as of March 1<sup>st</sup>. Seventy-nine students have RSVP'd for Registration Days. Second year students will register in the next two weeks. Carolyn Finney asked when the Nursing students enroll? Dean Cline said they enroll in January and February. Thirty-four students were accepted for the Hays campus and four on the Beloit campus. March 31<sup>st</sup> is the deadline for second year students. Dale Montgomery asked why Automotive Technology was down? We need to figure out why.

**Administrative Report - President Burks.**

**Legislative Update.**

**Committee.** We are approaching the end of committee work for this session, committees must hold hearings and pass bills out ahead of March 29. This is the deadline where all non-exempt bills in the second chamber must be passed or they are dead for the session.

**Conference Committees.** Between March 29 and the first adjournment date conference committees meet to discuss differences between the House and Senate versions of bills. Those conference committee consist of the Chair, Vice Chair, and Ranking Minority members of the House and Senate committees that the bill passed through. Those members put together a conference committee report (CCR) which is an agreed to compromise between the two versions that passed each chamber. That CCR will then be sent to the full House and Senate for a non-amendable final action vote in each chamber.



**Budget.** Lots of focus on the budget and cutting taxes from both houses. This has been costly to several higher ed initiatives. Fortunately, many of those positively impacting technical colleges are still alive. Looks like our additional capital outlay could be extended, there is a possibility of a one-time \$1.5M operating grant being passed, and there are a couple of other bills that provide additional funding streams. None of them are permanent, but they are positive shots in the arm.

**Bill Updates.**

There are 50 bills on the watch list at this time.

- 1) **HB2290** (our exempt Affiliation Bill) passed House, now in Senate Ways and Means
- 2) **SB102** (Residency Bill) – Dead for this year
- 3) **SB48** (TEA Restructure) – Dead for this session
- 4) **HB 2138** – Creates a financial incentive for school districts to have students earn a CTE credential.

**Financial Gift.** We have received a financial gift from a former Diesel Technology graduate of ours. We were told this first check was to prime the pump and that more will be coming!

**Department of Education.** VP Baumann helped submit a report to the Department of Education regarding our tuition increases and where the additional expenditures have taken place.

**Superintendents.** We hosted 42 superintendents on our Beloit campus. They were having a retreat that involved a speaker and then they went to Ringneck Ranch to shoot trap and pheasants. It's always good to host educators on campus.

**Brunch.** We had 215 people attend our last Sunday brunch on March 5<sup>th</sup>!

**Grant.** The 3M, 3-year grant has been cut in half. We should be getting 1.5M is for one year.

**Accountability Measures.** Feds – Accountability Measure. Their report showed we increased tuition the most over the past few years.

**Scholarship Review.** President Burks wanted to thank Director Anschutz and Chantz Martin for reviewing the 180 scholarship applicants and selecting the winners.

**Beloit Operations - President Burks.**

**Roof Repairs.** The roofers were here over spring break measuring and getting ready to complete the roof damage from December 2022.

**Fire Alarms & Fire Suppression.** They were inspected and we need to update the fire suppression equipment.

**Game Room.** The carpet was installed over Christmas, the pool tables have new covers this month the maintenance workers are installing a new drop ceiling.

**Dorms.** Maintenance is working on the dorms.

**Maintenance-Groundskeeper.** We are looking for a part-time groundskeeper for the Beloit campus.

**Instructional Services - VP Isbell.**

**Registrar.** Judy Heidrick is training Darsey Offutt during this transition before she retires.

**Professional Development.** Faculty will be taking some time this semester to travel to various professional development opportunities. This will help in completing their professional development. Perkins grant funds these opportunities.

**Student Success - VP Isbell.**

**Career Services.** The Student Success Department is helping students prepare their resumes'. They conduct mock interviews to help students with the transition from school to the workforce.

**Certification Testing.** This is the time of the year when most of our departments conduct credential tests. This is part of the curriculum and validates what they learned. This aligns with KBOR

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

**Signing Day.** Students are asked to post a picture of themselves with their NCK Tech gear on during signing day.

**Welding Competition.** The Welding department hosted their annual welding competition. They had eighty-eight welders competing. The participants were from six colleges and 167 high schools. The schools were from Kansas and Nebraska. The results of this competition were posted in a Press Release.

**Disaster Day.** Carolyn Finney asked if we were going to have a disaster day this year? We will have a table top disaster day this year.

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

**Budget Meetings.** Budget meetings are complete.

**Employee Retention.** We turned in documents for the Employee Retention Credit. We were not eligible for 2020 credits, rules were changed that allowed us to take credits for the first two quarters of 2021. We are under budget on revenues due to the SB155 payment adjustment this year and lower enrollment than anticipated, therefore part of this can help cover that gap.

**Phishing Attacks.** Phishing attacks continue on our system. This is a daily occurrence for all businesses, and we are exploring steps to set up multi-factor authentication to help eliminate some of the issues.

**HEERF.** HEERF funding is winding down. We are to have items obligated by summer. We do have 120 days after the end of our HEERF agreements to pay for the items which will be helpful with our fiber project.

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

**Flooring.** The flooring has been ordered for Hays Nursing. It will be installed at the end of the semester.

**Lights.** LED lights have been purchased for the PHAC building and will be installed by the electrical students.

**CDL.** Pepsi has set up an account to train all of their warehouse employees through the CDL program.

**Employee Appreciation Day.** March 3<sup>rd</sup> was employee appreciation. Popcorn was delivered to everyone.

**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 and consultants continue to meet weekly.

### **Upcoming dates of significance.**

Date TBD – Vote by the Senate Ways and Means.

Date TBD – If passed out of committee by SWAM, vote on the floor of the Senate.

Upon Legislative approval – Governor signs HB2290 into law.

Upon Governor's signature – Change of governance submission to HLC, in May or July.

Affiliation agreement needs to be in executable form at time of submission.



**Key discussion points for this meeting:**

- Categories for the formal affiliation agreement.

**Higher Learning Commission.** On March 9<sup>th</sup>, President Burks and Dean Brown attended the HLC meeting along with the liaisons and a member of upper administration from all three institutions. The HCL submission must be completed by May 2023 to meet the November 2023 meeting for the “Change of Control”. The other option for the submission is to complete the report by July 2023 to make the February 2024 deadline. The timing of these reports may delay our 4-year written submission for one year; will require multiple visits (budgetary impact); may impact our comprehensive visit timeline. On March 9<sup>th</sup> the three CEO’s met with President Rick Muma, WSU; President Sheree Utash, WSU Tech President and the Counselor for WSU to discuss their experience and to get advice regarding the affiliation. As per the letter from the Higher Learning Commission (HLC) dated March 14, 2023, from Robert Rucker-Manager of Compliance and Complex Evaluations. Fort Hays State University will become the superordinate entity of Northwest Kansas Technical College and North Central Kansas Technical College, which means these two schools will be known as “campuses” of Fort Hays State University. Each campus will maintain their own HLC certification. The governing bodies of both technical colleges will become advisory boards and will be subject to the governing authority of and oversight by FHSU. The institutions will execute certain Service Level Agreements related to the provision of shared services between institutions. The next step is to submit an application for Change of Control, Structure or Organization. The institutions are encouraged to keep the HLC Staff Liaisons, Dr. John Marr and Dr. Stephanie Brzuzy informed of major developments and each individual institution’s ongoing evaluation schedules. Institutions are encouraged to contact their respective Institutional Review Specialist with Federal Student Aid to assess whether the transaction also constitutes a change in ownership under federal regulations for Northwest Kansas Technical College and North Central Kansas Technical College and/or whether any other requirements are applicable pursuant to federal regulations.

**Responsibilities & Roles of the Board of Trustees.** President Burks displayed Section II: Responsibilities and Organization of the Board of Trustees from the Board of Trustees Policy Handbook. (pages 2-12) and Section III: General Administration (pages 13-18). We will need to review these items and present them to President Mason. Please review these and the Roles of a President. If you have any changes, please make a list what we want to protect. If you have questions or changes, please let President Burks know. President Burks also presented a copy of the Bylaws of WSU for review, with no discussion.

**BOC Expansion.** President Burks presented architect drawing #2 to the Board of Trustee members. This drawing has a grand entrance, which is what we were looking for. He will check to see if the Carpentry building could have the roof changed to a pitched roof. Dale Montgomery said all the glass looks good, but it is higher maintenance and must be tornado proof, which is very expensive. Purchasing and installing brick is very expensive also. Dale Montgomery asked what formula was used for calculating the cost? How tall is the carpentry building with the flat roof? Carolyn Finney said we won’t be happy if it is too short. Bob Becker said it is exciting to think about this addition. Dale Montgomery wants to be sure to tie everything together with the rest of the campus. Justin Rexroat asked who has the windows? VP Baumann’s Office and the Conference room. Dale Montgomery said it is important to look at other projects JGR Architects have designed.



### **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 General fund was \$167,289.90 under budget.

**The Income Expense-Enterprise Fund** covers Food Service and Student Activities Expenses and the Bookstore. The Enterprise fund was \$119,168.57 under budget.

**Overall.** We were \$286,458.47 under budget for the month of February 2023.

**Payment of Goods.** The total of payment of goods for January was \$1,520,935.47. These amounts also include: salaries, goods and services and financial aid.

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

### **Termination of the Business Office Management Program – VP Isbell.**

VP Isbell explained due to low enrollment this program has been on probation and has prompted the closure. There were two students registered for the Fall of 2022 and only four students for the Fall of 2023. Instructor Darsey Offutt has accepted the position of Registrar. With these concerns the program needs to be closed. Justin Rexroat asked what do students learn in this class? Students learn the business aspect of running a business. The students enrolled for next year can transfer to the Hays campus or take the class online. This class could be a short-term training class, but not as a certification B class. Dale Montgomery agrees. Glennys Doane said she likes the opportunity of online course offerings.

Dale Montgomery made a motion to approve the Termination of the Business Office Management Program for the Beloit campus. Don Miller seconded. Motion carried.

### **Approval of the 2024-25 Academic Calendar – VP Isbell.**

VP Isbell presented the calendar for the 2024-25 school year. This calendar corresponds closely with the calendars of FHSU and other Kansas universities. FHSU does not return until after Martin Luther King's birthday. We can figure out changes to align with FHSU at a later date. FHSU also has a full fall break. If we were to follow their guidelines, instructors would have to work until the end of May. For now, we will utilize this calendar. This calendar gives faculty a 175-day contract along with a float day at the beginning of the fall semester. It also includes graduation on the Hays campus on Thursday and the Beloit campus on Friday.

Bob Becker made a motion to approve the 2024-25 Academic Calendar. Glennys Doane seconded. Motion carried.

### **Health Insurance – President Burks.**

Blue Cross/Blue Shield was not able to provide a letter before this meeting. Insurance needs to be tabled until next month this will allow time to receive the insurance letter. If we stay on the plan we have currently there will be a 23-26% increase and this increase will stay for three years. If we go to the Fully Funded Plan, we could get a 1% decrease and this decrease will stay for three years.

Don Miller made a motion to table Health Insurance until the April meeting. Bob Becker seconded. Motion carried.

Carolyn Finney made a motion for a 20-minute Executive Session at 7:30 p.m. Dale Montgomery seconded. Motion carried.

Don Miller made a motion to adjourn the meeting at 7:49 p.m. Bob Becker seconded. Motion carried. Meeting adjourned.

  
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Board Clerk

Approved:

  
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Board Chair/Vice Chair