

**North Central Kansas Technical College Board of Trustees**

**REGULAR MEETING**

*Dreiling Administrative Center – Hays, KS*

Monday, April 17, 2023 @ 5:00 p.m.

The evening began with a tour of the Hays Carpentry house at 5:00 p.m.

The meal was provided by the Culinary Arts Department. Board Chair, Carolyn Finney started the meeting at 5:42 p.m.

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

Members in attendance by Zoom: Don Miller. Members not in attendance: Justin Rexroat and Glennys Doane.

Others in attendance: President Eric Burks, VP Corey Isbell, VP Diana Baumann, Dean Tricia Cline, Student Senate Representatives Grace Moroni and Madison Berg, Student Experience Coordinator Daniel Hill, and Lois Hanel, Board Clerk. Others in attendance by Zoom: Dean Jen Brown, Dean Shane Britt, Josiah Dermeyer, Student Accounts Emma Carlin.

President Burks apologized for having problems with the Zoom system which caused a late start.

Bob Becker moved to approve the consent agenda, the March 20, 2023 regular minutes. Dale Montgomery seconded. Motion carried.

**Student Senate Representative Report by Grace Moroni and Madison Berg.** They are preparing for next year. This year's activities were a success. Student Senate is preparing for finals week events, a charity drive and other activities. The Health Fair is on Saturday, April 22<sup>nd</sup>. The LPN students will present topics while the RN students help with EDP's, blood sugars and blood pressure checks. This will be from 9-2 in the Nursing Department. They are working on an application process for President and Vice-President of Student Senate for next year. The Nursing posters were displayed around the room for the Board to see.

**Enrollment Report by Dean Cline.** Dean Cline reports projected enrollment for the Hays campus is 193 up 7 students from last year's totals and the Beloit campus is 169 down 3 students. ADN students will be chosen at a later date. Registration Days are this week, Tuesday in Beloit and Thursday in Hays and next week Tuesday in Hays and Thursday in Hays. Her count for next month will include second year students. ADN has a waiting list.

**Thank you-President Burks.** President Burks thanked Wilma and Kylie Hauck for the meal.

**Strategic Plan-Goal 2C-Dean Britt.** Dean Britt spoke of ways he and his staff are working to improve student experience. During the Fall of 2021 MyTrail was launched. This is an app to connect students to each other, to resources, events and all aspects of NCK Tech. Through 2022-23 they have focused on more events to bring the campus community together, post pandemic. During the fall Teamwork Day, the faculty came up with the creation of the Program Cup. This program cup can be won by programs competing in monthly activities for points. The class with the most points at the end of the year will get the cup. Activities this year included: table surfing, wreath decorating, taping a teammate to the wall, the cardboard boat regatta on the



Beloit campus. The Hays campus utilizes the Gateway Program through FHSU. January 2023 members from FHSU came on campus and visited with each program about upcoming events. This would allow our students to be more involved with activities on the FHSU campus with their Gateway Program. There has been an increase of NCK Tech student's participation at FHSU. Dean Britt presented three graphs of activity. The Beloit campus has more users. Dean Britt found it interesting how students utilize their MyTrail app on Spring Break. We have been utilizing the QR code to track student activities. Anytime someone participates in an activity they scan the QR code and give feedback. The #1 usage is Food Service, #2 & #3 are emails, #4 is TechKnow and #5 is Moodle. The #1 social activity is messages coming in at 5,752. Other used activities are: Friendships, likes, comments and posts. Dean Britt reviewed his five goals for next year.

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

#### **Legislative Update.**

The legislature ended their work for regular session on Friday, April 7<sup>th</sup>. They will take two weeks off and return on April 26<sup>th</sup> to begin the Veto Session. Budget committees will return April 24<sup>th</sup> to discuss items for the omnibus appropriations bill. The operating grant may be included in the omnibus bill, but it is not in the proposed budget bill now. They have extended the capital outlay enhancement in the proposed bill, but it will be divided differently. Capital Outlay could increase this year.

**HB2290.** The Affiliation Bill passed the Senate Ways and Means and the full Senate. It should be signed by the Governor or allowed to become law by our next meeting. We may also have a signing ceremony.

**HLC.** We have pushed back the HLC process until November 2023. April and May are busy times, especially with several FHSU officials going to China in June. Many of them would be involved in writing their HLC submission.

**Speakers.** Robert McCreight and his team have been installing outside speakers on both campuses. This is paid for by our security fee we charge.

**Faculty Association.** We exchanged letters with the Faculty Association on March 31<sup>st</sup>. The reports have been compiled and shared. We will now move forward with negotiations meetings. The letters are included in the packet.

**Microsoft Teams.** As part of a cost savings effort we will be switching from Zoom to Microsoft Teams. We primarily use Microsoft applications, so it makes sense to transition to Microsoft Teams.

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

**Roofs.** Both the gym roof and the Electricity Building have new roofs installed. The gym is missing a few drains and they both need the final trim on the overhangs, but we are getting closer.

**Konecrane.** A new overhead crane will be installed in the Diesel department from Konecrane.

**Fire Marshall.** Overall the visit went well. We did have quite a few small citations, most of them were for power strips. We will correct these and send the report back to the state.

**Student Union Tree.** Maintenance will remove the tree this week. They will replace it with a new tree before graduation.

**Wellness Center.** The Wellness center received a \$50K grant from BCBS for an outdoor court. The equipment will stay outside. This court will be north of the Wellness Center parking lot. People will be able to exercise outside. The fund-raising match will be organized by the Wellness Center. A graphic will be on the outside wall and NCKTC will pay for it. The



approximate cost is around \$10K. The plan, if the funding can be secured, is to create the area this year and wait on the graphics due to the affiliation.

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

**Thank you.** VP Isbell thanked the faculty for their hard work for the college, students and our communities.

**Course Catalog.** The Academic Affairs Committee has been meeting to approve new curriculum for the course catalog. This will be presented later in the meeting.

**Student Success.** Graduation is approaching quickly. His department and the Student Success Department have been busy assisting students and getting them to the finish line. He invited the Board of Trustees to attend graduation.

**Student Experience.** Registration days are this week and next. We have 319 signed up for Beloit on Tuesday and 150 signed up for Hays on Thursday. 8<sup>th</sup> grade days are on Friday. The end of the semester comes with a lot of work in student housing. Move out day is by the end of graduation day, IT bootcamp is the following week, followed by 8-man June 6-10.

**Instructor Positions.** VP Isbell said we have nine teaching positions that we are searching for.

#### **Finance-P Baumann.**

**Reports.** VP Baumann completed the IPEDS annual report, the HLC yearly report and HEERF annual and quarterly reports. The audit has been submitted to the U.S. Department of Education.

**Budget Meetings.** All budget meetings are done except Ag Tech II. It will be done soon.

**Valvoline Scholarship.** Brett Pfannenstiel – Auto I, applied for a \$2,000 scholarship and was awarded.

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

**Maintenance.** LaNette Steckline has been doing a great job cleaning in Mike's absence.

**Nursing-Hays.** The Health Fair is scheduled in the Nursing building on April 22<sup>nd</sup> from 9:30 – 2:00 p.m.

**Carpentry Open House.** The open house for the Carpentry house will be May 4<sup>th</sup> at 10:00 a.m.

**Accident.** Someone hit the back of one of our vehicles and damaged the car. Brianna Pontier was driving and fortunately was not hurt.

**House Auction:** House auction times and dates were announced as Thursday, May 18<sup>th</sup> in Beloit at 7pm and Tuesday, May 23<sup>rd</sup> in Hays at 7pm.

#### **Affiliation – President Burks.**

**Timeline.** President Burks provided a timeline showing what has happened thus far for the affiliation.

**Up Coming Events.** The Governor signs HB2290 into law. Possible signing ceremony with the Governor. Submission to HLC in November 2023. Affiliation agreement needs to be in executable form at the time of submission, and needs to be agreed to sooner so the ALO's can write the submission to HLC around its contents. All three Boards must ratify the affiliation agreement at the end of the process.

**Affiliation Agreement.** President Burks and Ben Schears are going to write down items for the affiliation. Joe Bain has created a template including items for legal information. The affiliation agreement must be approved by all three boards to make the agreement official. The Board then discussed details of the WSU By-Laws and made suggestions and asked questions regarding our affiliation agreement and how it should be similar and how it should differ.



Dale Montgomery suggested the number of board members not change and asked what the powers and responsibilities of our Board of Trustees would retain? Will we be able to make decisions? Will we be able to make decisions on curriculum? Will we be able to provide strategic direction for Technical Education? Carolyn Finney asked if voting will be removed from our Board of Trustees since they will change to an advisory board? It was agreed that finances should remain separate from FHSU and our budget proposal will be ours. The tech colleges would manage their money, grants and donations. Dale Montgomery wants the Board of Trustees to continue with the hiring process, especially concerning the president's position of the three entities. Dale Montgomery said our board should attend the hiring interviews. The advisory board could make a recommendation to FHSU/NW Tech and they make the decision. The Board of Trustees wants a hand in selecting their members as well. Dale Montgomery asked if the FHSU president will be involved with each school? Bob Becker said the advisory board needs to have some kind of advisory opinions and recommendations. It was suggested that the board needs to be an operating board. President Burks said WSU Tech has an advisory board, and reminded the Board that the legislation refers to it as an advisory board, but "advisory board" can be defined within the affiliation agreement.

The purpose of the HLC Change of Control Submission was also discussed; primarily it is designed to ensure all three partners will remain in compliance. Dr Marr is the liaison for both NCK Tech College and NW Tech. Dean Brown spoke about the process for the HLC peer review and scheduled deadlines.

**BOC Expansion-President Burks.** President Burks presented the picture of the outside of the BOC. The Board of Trustees gave their approval for the BOC expansion in December and we started moving forward. Right now, we are behind schedule. We may need to think of ways to meet the timeline. With inflation the expansion will cost approximately \$12M. Ideas were exchanged regarding changing the Carpentry shop to a metal building and/or building in phases. The grant requires that the project include CDL and Carpentry. Dale Montgomery said he doesn't want to downsize, but agreed that we may have to make it a phase project.

**Negotiation Letters.** The next items in the packet were the negotiation letters. President Burks asked to have the negotiation items discussed during the Executive Session.

#### **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 \$181,988.20 under budget.

**The Income Expense-Enterprise Fund** covers Food Service and Student Activities Expenses and the Bookstore. The Enterprise fund was \$122,785.22 under budget.

**Overall,** we were \$304,773.42 under budget for the month of March 2023.

**Payment of Goods** The total of payment of goods for January was \$1,115,539.81. These amounts also include: salaries, goods and services and financial aid.

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

**Health Insurance-President Burks & VP Baumann.** President Burks spoke of the one large claim this year on our health insurance, our premiums will go up 23.4% if we stay on the self-

funded plan. President Burks asked the Board of Trustees to approve a fully-funded insurance plan. The plan is identical to last year's plan coverage. By approving the fully-funded plan the premiums will decrease .91%. We would have to stay with this plan for three years. The Insurance Committee's recommendation is to go with the fully-funded option.

Bob Becker made a motion to approve the Health Insurance as a fully-funded plan as presented. Lance Smith seconded. Motion carried.

**FY 2024 Tuition and Fee Rates-President Burks & VP Baumann.** The request for tuition and fees this year will range from \$330 to \$1,750, based on the consumable and supply costs of each program. This is a 3.52% increase. This will provide for some of the items requested in the budget, others will require us to trim the budget and/or realize efficiencies.

Dale Montgomery made a motion to approve the Tuition and Fee Rates as presented. Bob Becker seconded. Motion carried.

**FY2024 Academic Course Catalog-VP Isbell.** VP Isbell presented changes in the catalog as: Business Management on the Beloit Campus has been retired. BMGT-117 Principles of Management has been moved to the Fall Semester. BGMT-101 Leadership has been moved to the Spring Semester. Nursing-ADN updated a program outcome to reflect changes made within the state curriculum alignment. We are adding the Powersports Technology Curriculum. Changed the name for Telecommunications and Networking Technology TNT-210 to Telecommunications Soft Switching Systems. This title is more accurate for the updates within the industry. The course sequence was included.

Bob Becker made a motion to approve the Academic Course Catalog as presented. Don Miller seconded. Motion carried.

**Summer Schedule Trial-President Burks.** President Burks is asking for a trial work week for the summer-4 ½ days Monday -Thursday 7:30 a.m. – 4:30 p.m. and on Friday 7:30 a.m. - 11:30 a.m. (May 15<sup>th</sup> – August 4<sup>th</sup>, 2023) Administration and staff will continue to work 40 hours a week. Employees will be responsible to make up four hours during the week. Supervisors will have the discretion change the schedule for their staff. This will create some challenges for the maintenance department.

Dale Montgomery made a motion to approve the Summer Schedule Trial as presented. Lance Smith seconded. Motion carried.

**Executive Session.** Carolyn Finney made a motion for a thirty-minute Executive Session starting at 8:05 p.m. Bob Becker seconded. Motion carried.

Meeting resumed at 8:35 p.m.

**Adjournment.**

Bob Becker made a motion to adjourn the meeting at 8:38 p.m. Dale Montgomery seconded. Motion carried. Meeting adjourned.



Lois M. Hanel

Board Clerk

Approved:

Curly [Signature]

Board Chair/Vice Chair