

**North Central Kansas Technical College Board of Trustees**  
**REGULAR MEETING AGENDA**  
Severance Student Union – Beloit, KS  
Monday, May 15, 2023 @ 5:30 p.m.

The meal was provided by the NCK Tech Cafeteria. Board Chair, Carolyn Finney started the meeting at 5:37 p.m.

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

Others in attendance: President Burks, VP Corey Isbell, VP Diana Baumann, and Lois Hanel, Board Clerk. Others in attendance by Zoom: Dean Jennifer Brown, Dean Shane Britt, Dean Tricia Cline and Josiah Dermeyer.

Board Chair, Carolyn Finney asked for a motion to remove Consent Items 2.3 Contract renewals for Faculty and 2.4 Employment Agreement Renewals for Staff from the Consent agenda, to be moved until after the Executive Session on the agenda. Bob Becker made the motion, Don Miller seconded. Motion carried.

It was then moved by Bob Becker, seconded by Don Miller, to approve the Consent agenda. This approves the April 17, 2023 regular meeting minutes, the resignations and hire.

**Enrollment Report by Dean Cline.** Dean Cline reports overall the school is up 19 students. The Associate Degree Nursing class in Hays is now full with 30 and in Beloit is full with 15. Waiting lists are going down as students are making decisions. May 1<sup>st</sup> comparisons are 253 for next fall. This is up 18 from last year. June 1<sup>st</sup> totals will be different. Registration Days were held in April and will be held in June. Student housing as of May 1<sup>st</sup> is 72. This number is up 9 from last year. Carolyn Finney, this comparison chart looks good. Dale Montgomery asked if we've ever gotten to our capacity of 629 students? Dean Cline said the capacity numbers need to be evaluated. Some of our classrooms will not hold the number of students listed. She will work on capacity numbers according to classroom size. Dean Cline will meet with Dean Brown and VP Isbell review the capacity number. Dean Cline stated the numbers are mostly used for internal purposes.

**Cafeteria.** President Burks thanked Kelsey Stroede for fixing the meal and reported to the Board that 302 people were served on Sunday for the Mother's Day brunch. He commended her for the positive improvements she has made in her first year as Food Service Director.

**Strategic Planning-Goal 1A & 1D, VP Isbell.** Goal 1.1 Create new programs. The plan this year is to move the Telecom program to the Hays campus. Next fall we will add Powersports Technology to the Beloit campus. The following year we plan to add Respiratory Care to the Hays campus. We have added more high school welding programs. Our college count for programs are: 22 full-time programs and 7 short-term programs. The Beloit campus has 15 full-time programs and 3 short-term programs. The Hays campus has 14 full-time programs and 6 short-term programs. We will be looking into different areas such as Utility Construction; adding more high school programs and reviving our Underground Technology program. Companies are losing money since workers being trained in Underground Technology. For the

Underground Technology program, we could offer a short-term program. Businesses will offer on the job training to their employees. This class would be less than 15 credit hours. Carolyn Finney asked when would these classes be offered? In the summer? VP Isbell said there are a lot of working parts. We would need to hire an instructor and then we would need to lease the excavator. This could be an apprenticeship, but an apprenticeship would involve more paperwork. Business and Industry training would be monthly. Underground Technology would probably be the same. We have no recommendations for instructors. No current instructor is interest. These instructors would be paid hourly. Reviving this program would allow us to utilize the program and equipment we currently have.

Goal 1.4 Maintain highly-skilled employees. We cannot pull the data we want out of Bamboo on faculty. The only data we have was provided from Perkins money spent on Professional Development. We utilize Perkins funding to for training of our instructors. We also utilize Perkins for Teamwork Days, we have had teamwork days for ten years. There is added value and resilience for the staff and faculty. Unfortunately, staff is the financial burden. The Instructional Services department does in house training and has requested the faculty and staff complete a survey and to offer recommendations. The plan is to make training departmental for Teamwork Days. Dale Montgomery asked who would pay for this training. VP Isbell said we both would. Dale Montgomery asked who would make the decision? VP Isbell said we both would.

### **Administrative Report, President Burks.**

#### **General**

1. Summer schedule will start this week. Employees are required to put in their 40 hours each week. Campus hours for the summer are Monday -Thursday, 7:30a-4:30p and Friday 7:30a – 11:30a. Schedules will be made with their supervisors.
2. The Carpentry house in Beloit will sell on May 18<sup>th</sup> and in Hays on May 23<sup>rd</sup>. The Hays house is complete with the exception of the shower. The Beloit house is not finished yet. Mike Cheney's advisory group sent helpers to assist with completing the house due to his low enrollment.
3. Graduation went well, thanks to the Board members who participated.
4. The first ADN pinning was held on the Beloit campus.
5. We are in the final stages for the CAMS replacement, our current SIS. Budgeting is a concern. Hopefully a new program for less will be available. This will be in the budget for next month's meeting. It could be triple what we are paying now.

#### **Beloit Operations**

1. The tree has been planted out front of the Student Union. Republican Valley Landscape installed the cherry tree.
2. The Game room has been remodeled.
3. Summer projects on the Beloit Campus: installing the new flooring in the kitchen area. The plan is to have this done before the 8-man football camp. Once this is completed the Student Union remodel will be complete.
4. Emergency Sirens were taken down by the City of Beloit, repaired by Brown's Electronics, and then the City reinstalled.

#### **Instructional Services, VP Isbell**

1. The Carpentry programs are undergoing realignment. Overall, things won't change too much. However, we are looking to add a concrete component to the curriculum.



2. Perkins Grant, the amount we will receive this year has gone down from \$265,193 to \$206,884. We will need to use Capital Outlay funds to offset this decrease.

#### **Student Success, VP Isbell**

1. Book buy back has taken place. Several employees helped with this.
2. Graduation has taken place. We graduated 68 with certificates and 55 with AAS degrees on the Beloit campus. We graduated 91 with certificates and 81 AAS degrees on the Hays campus. For a total of 295 graduates.

#### **Student Experience, VP Isbell**

1. Solomon Valley Foundation awarded us a grant. This was used for a hammock area on the Beloit campus.
2. Mother's Day buffet was Sunday. The Cafeteria ladies served 302 people. This is the most they have served to date.

#### **Finance, VP Baumann**

1. Her department is developing a report in the Bamboo software that will cut down the time to generate payroll entry into the financial software. This is close to completion.
2. VP Baumann and the Accounts Payable/Payroll Clerk attended a BCBS Business Leaders' Summit. VP Baumann found it interesting that the benefits employees now want are, more time off, more flexible schedules and not so much pay.
3. She attended the Grow Hays meeting. It involved a company from New York and a marketing strategy to get people move to Hays.
4. She continues to work on the budget and financing opportunities for the budget and the building expansion in Hays.

#### **Hays Operations, VP Baumann**

1. The audit was submitted late to the Department of Education. She checked last years on their website and it has still not been reviewed.
2. The Carpentry open house was a success.
3. The fiber project funded by HEERF funds (part of the CARES act) is underway. The plan is to complete the installation of the underground fiber before it gets too hot.
4. Tightening Security. We are going to set up two-form factor authentication. We are removing administrative rights from all computers, so nobody can download software with viruses. We are purchasing additional Malware protection and moving our security up a number of notches to keep our network safe. The insurance company recommended this.

Glennys Doane asked, do you do all of your security or is it hired out? Items on the Cloud are handled by other companies. President Burks said there are lots of phishing attacks and others keep coming in.

#### **Affiliation, President Burks.**

President Burks gave the Board of Trustee members a form to complete by Friday. If anyone has questions, feel free to contact him. Board members are to input their recommendations for who should have authority with decision making.

C: Consulted; R: Offers Recommendation; D: Makes Decision; A: Approves Decision (HLA);

## I: Informed of Decision

The Board Members were asked to make their suggestions under the NCK Board column. They will use the letters listed above the chart to recommend who will make the decision as we work through the Affiliation.

Board Chair, Carolyn Finney said the HR Policies and HR Actions are in our Board Policy Handbook. President Burks said institutions will continue to use their own handbooks. She asked who will make the decision? President Burks said it will be site specific. The Board of Trustees will have to approve the changes.

### **BOC Expansion, President Burks.**

Director of Advancement Mendi Anschutz and Marketing Director Chandra Feldman will have new brochures completed by the end of the month.

President Burks gave the following options, just in case we don't receive the funding needed for the \$1.8M expansion. One recommendation is to have the Carpentry/CDL building built by the current BOC building but don't attach it. We would wait until later to add the second story addition. Carpentry would possibly not build a house that year. They would build classrooms in this building instead. The other recommendation would be to build a building where Carpentry builds their house currently.

Don Miller asked if we could put this money into a stand alone building and not so much the Administration building? President Burks stated the odds are better to complete the addition in phases instead of all at once. If we have our departments finish the work, it will cut down on the cost. Glennys Doane said with Tech Ed soaring right now we need to proceed.

### **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 \$383,894.91 under budget.

**The Income Expense-Enterprise Fund** covers Food Service and Student Activities Expenses and the Bookstore. The Enterprise fund was \$61,054.22 under budget.

**Payment of Goods.** The total of payment of goods for April was \$981,301.63. These amounts also include: salaries, goods and services and financial aid.

Board Chair, Carolyn Finney asked is we are getting assistance with the utilities through the settlement from the gas company? VP Baumann said we have a little bit of it left, it may go down.

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

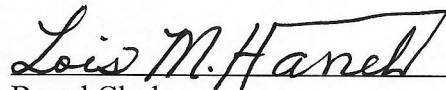
A motion for a 30-minute Executive Session was made by Dale Montgomery. Lance Smith seconded. Motion carried. The Executive Session started at 7:30 p.m.

The meeting resumed at 7:55 p.m.

The Board of Trustees were given a listing of the Faculty from the Consent Agenda 2.3-Renewal of Faculty Contracts. Dale Montgomery made a motion to renew the faculty contracts. Glennys Doane seconded. Motion carried.

The Board of Trustees were given a listing of the Staff from the Consent Agenda 2.4-Renewal of Staff Contracts. Bob Becker made a motion to renew the staff contracts. Lance Smith seconded. Motion carried.

Don Miller made a motion to adjourn the meeting at 8:12 p.m. Bob Becker seconded. Motion carried. Meeting adjourned.



Board Clerk

Approved:



Board Chair/Vice Chair