

North Central Kansas Technical College Board of Trustees
REGULAR MEETING AGENDA
Dreiling Administrative Center – Hays, KS
Monday, June 19, 2023 @ 5:30 p.m.

The meal was provided by the Gella's and Wilma Powers, Culinary Arts Instructor provided dessert. Board Chair, Carolyn Finney started the meeting at 5:40 p.m.

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

Others in attendance: President Eric Burks, VP Corey Isbell, VP Diana Baumann, Dean Tricia Cline and Lois Hanel, Board Clerk. Others in attendance by Zoom: Dean Jayme Owen.

Board Chair, Carolyn Finney said asked for a motion to approve the Consent Agenda. Bob Miller moved to approve the Consent Agenda. Don Miller seconded. Motion carried. This approves the May 15, 2023 regular meeting minutes and the resignations and hire. *(The minutes in the packet were the April 17th meeting minutes, we will have to approve the May 15, 2023 minutes at the July 19th meeting.)*

Strategic Planning-Goal 1E by Dean Owen. Dean Owen presented Increase Participation in Student Success Initiatives. The three initiatives used in the past are: Proactive Advising, Early Alert System (SOS) and Tech Connect. These programs were created to increase student retention through HLC. The Student Success and the Student Experience departments will train on these apps. On the average, 76% of the students start and complete their program. The Student Success department have student post outcomes on the SOS system. This allows students to say positive or negative comments about their experience. Out of all the interventions, attendance still remains the highest with lack of participation coming in second. Primary behaviors are evaluated and this year anger seems to be the highest with lack of participation coming in second and missed assignments third. Her department continues to find new ways to help our students be successful. She will continue to engage students with MyTrail during the summer and the school year. She wants MyTrail to become part of the culture. There plan is to keep in contact with those students who have “No Engagement” or “One Engagement”. If students aren't checking in, they are usually struggling in other areas. Her department will determine best practices for their courses.

Enrollment Report by Dean Cline. Dean Cline reports overall the school is down 6 students from last year. We have admitted 459 students and only 423 students have registered. We have two programs with a wait list. Carpentry and Cabinetmaking at Hays and Electrical Technology at Hays. Housing numbers are up again this year. Dorms can hold 128 students. We have 88 students signed up for the dorms and 7 more interested. High school numbers are not in the system yet. Carolyn Finney asked how far out are we recruiting? Dean Cline answered, Kansas, Nebraska and Missouri. President Burks said registration days take a lot of work. He thanked Dean Cline and all those that help. Overall our numbers look good.

Administrative Report, President Burks.

General

1. The Carpentry house in Beloit sold on May 18th for \$197,500 to Gilbert and Janette Specht. The Hays house sold on May 23rd for \$155,000 to Dean and Julie Haselhorst. The Haselhorst's purchased a house from us previously.
2. We are moving forward with Elements as our new Student Information System. It will replace CAMS.
3. We have had two negotiation meetings. The second one was today.
4. On May 23rd VP Isbell, VP Baumann and Wilma Powers visited with Adam Pray and other owners of Gella's to discuss a potential partnership. Once their remodeling is complete the Culinary Arts program will operate out of Gella's. At this time we are unsure if it will be the Spring or Fall of 2024.
5. He traveled to Colby to meet with Bob Holloway owner of Advantage Architectural Woodwork. His company manufactures high-quality energy efficient windows, doors and other residential and commercial building materials. It is an impressive operation. He is in desperate need of employees.
6. The Leadership Council is reviewing the policy handbooks. We will have a recommendation for changes at the July meeting.
7. President Burks handed out the brochure for the BOC Expansion. He and Director Anschutz have been meeting with potential donors.

Beloit Operations, President Burks.

1. President Burks and AJ Baxa met with the KERMP Safety Representative. The representative gave some suggestions for safety policies and practices.
2. Maintenance continues to prepare the campus for the fall.

Instructional Services, VP Isbell

1. Respiratory Care is moving forward. VP Isbell hopes to have a recommendation for the Director position at the July meeting.
2. We are excited to welcome Victoria High School, Welding. Victoria High School will be offering a Certificate A to their students this fall.

Student Success, VP Isbell

1. Kayla Nelson, Director of Learning Services will be attending the AHEAD conference in July. She will learn of laws and regulation changes. It is imperative that we stay current and in compliance.
2. Career Services are looking at ways to track placement of our students. We will be looking for different platforms and a virtual job board for our students. We plan to have something in place by the Fall semester.

Student Experience, VP Isbell

1. The cafeteria has gotten a facelift. New tile was laid and the walls were painted.
2. The 8-man All Star football games were held in Beloit. All players and coaches stayed in the dorms. The Friday night lights are for players, their families and the community. Usually we

have it on the ball field here on campus. This year we moved it to the gymnasium due to weather.

3. During the month of June, the cafeteria will be open for lunch on Wednesdays. Traditionally we don't serve food during the summer. This is a trial to see how much business we get from the community. Since Kelsey serves the Lion's Club every Wednesday we decided to open the cafeteria up to the community.

Finance, VP Baumann

1. The audit has been scheduled for the last week in August, with Dana Cole. VP Baumann discussed with Kim Pearson the importance to getting the audit to us in a timely manner.
2. VP Baumann applied for a position on the KERMP board to represent post-secondary schools. She was the only one to apply so they decided not to fill the positions since this would make an even number on the board.
3. She was able to get the HEERF grant extended to June 2024.
4. VP Baumann has the budget ready and will present it later in the meeting.

Hays Operations, VP Baumann

1. The floor in Nursing is completed. Maintenance has started painting. The plan is to have the parking lot cleaned, cracks filled and sealed by the end of June.
2. The Fiber project is getting closer to done. The conduit is in the ground and now the IT department is ready to pull the fiber.
3. The lease for the Carpentry-Cabinetmaking shop on 22nd St has been renewed for one year. The rent was increased. We have had three-year contracts in the past, with the expansion project at the BOC we will renew yearly. Once the expansion is completed, Carpentry-Cabinetmaking will be housed on the Hays campus.

Affiliation, President Burks.

1. President Burks included a Timeline on what has occurred with the Affiliation. HLC cannot begin until the Affiliation goes further.
2. June 14th was the signing ceremony with the Governor at Memorial Union at FHSU. With the Governor's signature we will be able to prepare the change of governance submission to HLC in November.
3. There are a lot of things happening right now, but no changes have been submitted.
4. All three Boards must ratify the affiliation agreement.

BOC Expansion, President Burks.

1. Director Anschutz is contacting donors. Both of us have had meetings with donors. Right now, we are trying to come up with the required funding.

Financial Report, VP Baumann.

1. **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 \$315,986.96 under budget.
2. **The Income Expense-Enterprise Fund** covers Food Service and Student Activities Expenses and the Bookstore. The Enterprise fund was \$67,273.20 under budget.

3. **Payment of Goods.** The total of payment of goods for May were \$752,753.66. These amounts also include: salaries, goods and services and financial aid.

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

Budget, President Burks & VP Baumann.

1. VP Baumann reviewed the reports she had prepared. President Burks said there are a lot of oddities this year.

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

Approval of Board of Trustee, Bob Becker-New Term, President Burks.

Bob Becker's term ends the end of June 2023. He has been a Board of Trustee member since November 2019. Bob has agreed to renew his term to June 2027.

Lance Smith made a motion to approve the renewal of Bob Becker's term. Don Miller seconded. Motion carried. (Bob abstained from voting.)

Approval of Board of Trustee, Glennys Doane-New Term, President Burks.

Glennys Doane's term ends the end of June 2023. She has been a Board of Trustee member since July 2011. Glennys has agreed to renew her term to June 2027.

Bob Becker made a motion to approve the renewal of Glennys Doane's term. Lance Smith seconded. Motion carried. (Glennys abstained from voting.)

Approval of Board of Trustee, Lance Smith-New Term, President Burks.

Lance Smith's term ends the end of June 2023. He has been a Board of Trustee member since November 2019. Lance has agreed to renew his term to June 2027.

Bob Becker made a motion to approve the renewal of Lance Smith's term. Justin Rexroat seconded. Motion carried. (Lance abstained from voting.)

Approval of the Board of Trustee Meeting Calendar.

President Burks presented two calendars for next year. One was for the Board meetings the third Monday and the other was for Board meetings the fourth Monday of each month. The meetings have been held on the third Monday of each month for the past several years. He would like to change the meetings to the fourth Monday each month. This would allow VP Baumann time to prepare her financial reports. The Board members agreed to change the meetings to the fourth Monday each month at 5:30 p.m.

Bob Becker made a motion to approve the Board of Trustee meeting date to be changed to the fourth Monday each month. Lance Smith seconded. Motion carried.

Approval Property Insurance, President Burks & VP Baumann.

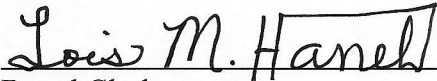
The property insurance renews on July 1st. We are in an insurance pool known as KERMP. (Kansas Educational Risk Management Pool) Due to the astronomical claims and inflation the last couple of years insurance costs have risen. A couple of years ago our deductible was \$10,000. Now our deductible is \$250,000 per hail/wind claim, \$100,000 for water damage and \$50,000 on other claims. This is the third of our three-year commitment to KERMP and are seeing a 42% increase. Part of the increase is due to the property appraisals. Ours property went from \$60M to 75M. Our broker believes this is the most competitive pricing we can obtain. We are starting to look at something better.

Don Miller made a motion to approve the Property Insurance. Bob Becker seconded. Motion passed.

A motion for a 15-minute Executive Session was made by Bob Becker. Lance Smith seconded. Motion carried. The Executive Session started at 7:15 p.m. President Burks asked VP Isbell and VP Baumann to stay for the session.

The meeting resumed at 7:30 p.m.

Don Miller made a motion to adjourn the meeting at 7:35 p.m. Bob Becker seconded. Motion carried. Meeting adjourned.



Board Clerk

Approved:



Board Chair/Vice Chair