

**North Central Kansas Technical College Board of Trustees**  
**REGULAR MEETING AGENDA**  
***Dreiling Administrative Center - Hays, KS***  
**Monday, October 23, 2023@ 5:30 p.m.**

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

**Members in attendance by Zoom:** Don Miller and Justin Rexroat.

**Members absent:** Glennys Doane

**Others in attendance:** President Eric Burks, Dean Tricia Cline, VP Corey Isbell, VP Diana Baumann, Matthew Redick (Student Senate Representative) and Megan Rust (Student Experience Coordinator).

**In attendance by Zoom:** Dean Jennifer Brown, Josiah Dermeyer (CDL-Beloit), Julie Gross (Nursing-H) and Steve Kearney (Attorney).

**Call to Order**

Bob Becker called the meeting to order at 5:38 pm. With the introductions of the Culinary Arts student-Jerrica Hope and Wilma Powers. He thanked them for the meal. Then those in attendance introduced themselves.

**Approval of the Consent Agenda**

Bob Becker started the meeting stating the amended Agenda needed to be amended. We will remove Action Item 4.5 "Approval of a Contractor for the BOC Expansion". Dale Montgomery moved to approve the consent agenda with this amendment and the September 25, 2023, regular meeting minutes and the October 10, 2023 special meeting minutes. Lance Smith seconded. Motion carried.

**Student Senate Report – Matthew Redick.** Matthew said the Student Senate has been introduced to Megan Rust the new Student Experience Coordinator and will work with her on projects they plan to do. Student Senate will continue to follow the Stop Light process (Red, Yellow and Green). Their plans are to relaunch the Program Cup award and include more programs. The Student Senate will have the departments decorate a door (for Halloween).

**Strategic Planning**

**Goal 2.1 Expanding Marketing Initiatives**

Dean Cline presented her report over Opportunity 2027 Goal 2.1, Expanding Marketing Initiatives, as provided in the board packet. Dean Cline's department has increased press releases, printed materials, promotional videos, radio and TV advertisements, NCK Tech has a vinyl decal in the lobby of Defiance. New promotional vides have been created, with 4-5 programs left to update. She has been utilizing Eberle Studios for the promotional videos.

**3.3 Increase Credit Hour Production**

Dean Cline reviewed the report over Opportunity 2027 Goal 3.3, Increase Credit Hour Production, as provided in the board packet. We will have to adapt all of our branding for next fall once the Affiliation is approved. NCK Tech focuses mainly on full-time program students and we are also looking closely at enrollment from short-term courses, online courses and high school students. Which in turn has increased the number of credit hours generated for concurrent and online classes.

### **Enrollment Report**

Dean Cline presented her enrollment report as provided in the board packet. Official enrollment for the fall semester shows enrollment down for fall 2024, it is early though. October is the month when high school students can sign up to attend school and enrollment fees are waived. Dean Cline said early indications show some gains in students in projected enrollment from Nebraska.

### **Administrative Report**

President Burks, VP Isbell and VP Baumann reviewed the information on their administrative report provided in the packet. The Board Retreat will be held in Stockton on November 20<sup>th</sup> at 3:00 p.m. The meeting will be held at the Rooks County Health Office. The Daily Grind will provide the meal.

### **BOC Expansion**

President Burks presented the BOC expansion in his Administrative report. Dale Montgomery and Lance Smith volunteered to be on the Request for Qualifications (RFQ) committee. They met today to review the RFQ's and are needing more information to render a decision.

### **Affiliation**

President Burks reviewed the Affiliation information from his Administrative report. Media day with NCK Tech and FHSU will be on November 1, 2023. Lunch will be provided for anyone wanting to attend.

### **Approval Financial Report-VP Baumann**

VP Baumann reported financial transactions for the month of September. Noting the General fund is \$216,145.80 under budget. The Enterprise fund is \$208,349.91 under budget. As of September 30, 2023; NCK Tech is \$424,495.71 under budget. A motion was made by Dale Montgomery to accept the financial report as presented. Carolyn Finney seconded. Motion carried.

### **Approval Capital Outlay Expenditures-VP Baumann**

President Burks presented the Approval of 2024 Amended Capital Outlay purchases. The Board of Trustees had originally approved \$361,269.61 at the August 2023 board meeting of the \$425,153.00. This left a total of \$54,631.94 for the BOC building expansion. The list showed in bold the items requested. The additional Capital Outlay requests are for the parking lot for CDL training, a projector for General Education on the Beloit campus and furniture for the Beloit Nursing students. The new requested amount is \$369,021.06 which will leave \$56,131.94 for the BOC building expansion. With funding from HEERF Grant (the CARES Act), we were able to move some of the Capital Outlay items to the HEERF Grant. We have some HEERF funds left but there is a time limit and spending date. The Capital Outlay money is in an account drawing interest with its own requirements, however, it can be carried over for 3 years. Carolyn Finney made a motion to accept the amended Capital Outlay list. Lance Smith seconded. Motion carried.

### **Program Capacity-VP Isbell**

VP Isbell reviewed the new program Capacity list as presented in the board packet. Class changes were Culinary Arts (this is due to the new building size), Electricity I & II on the Hays campus. On the Beloit campus, Auto I & II, Carpentry/Cabinetmaking, Electricity I & II and PHAC (this is due to classroom size. After adjustments, the total difference is 31 students less than the previous capacity listing. Lance Smith made a motion to approve the new Program Capacity class size. Don Miller seconded. Motion carried.

**Affiliation Agreement. Steve Kearney joined the meeting.**

President Burks reviewed the agreement for the Affiliation as presented in the packet. He highlighted items that had been altered since the last review of the document, which includes Exhibit C. Steve Kearney, attorney who assisted in crafting the document, joined the meeting to help explain elements of the document. Mr. Kearney and President Burks led the Board through a discussion of the highlighted items, and Board members asked questions for clarification as the document was reviewed.

After reviewing the document, President Burks explained that the NCK Tech Board of Trustees was the first to vote, so the NW Tech Board and Board of Regents still needed to vote on this component. If it passes those two bodies, it will be in executable form which is what is required by HLC in our Change of Control Request. The HLC submission is due by December 1. Once submitted, HLC will then process the request with a vote in June of 2024. At that point, the entire Affiliation would need to be ratified by a resolution of the Board within 30 days of HLC's approval.

President Burks then recommended that the Board approve the Affiliation Agreement and Exhibit C.

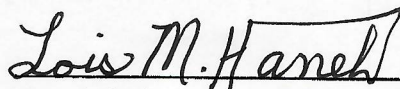
Dale Montgomery made a motion to approve both the Affiliation Agreement and Exhibit C as presented. Carolyn Finney seconded. Motion Passed.

**Executive Session**

President Burks asked for a twenty-minute Executive Session. Board President Becker said the group can take a short break, the meeting will resume at 7:50 p.m. Lance Smith made a motion to break and return for the Executive Session at 7:50 p.m. Carolyn Finney seconded. Motion passed. The open session meeting resumed at 8:07 p.m.

**Adjourn**

With no other items needing to be discussed a motion was made by Don Miller to adjourn the meeting. Justin Rexroat seconded. Motion carried. The meeting adjourned at 8:08 p.m.

  
Board Clerk

Approved:

  
Board Chair/Vice Chair