

Board of Directors Packet

Manhattan Area Technical College

January 31, 2023

Zoom/Live Stream 5:30 pm



Board of Directors:

Ballou, Brett (Riley) Chair

Urban, David (Riley)

Armbrust, John (Riley)

Flanary, Tim (Pottawatomie) Vice-Chair

Allen, Will (Geary)

Noah, Julie (Clay)

Peterson, Heather (Pottawatomie)

Matson, Mike (Riley)

Administration/Staff:

Genandt, James (President/CEO)

Biesenthal, Hannah (Board Clerk)

Phillips, Sarah

Davis, Kimberly

Gfeller, Josh

Ross, Neil

Roberts, Nathan

Boxberger, Chris

Watts, Harry

Bellamy, Kerri

Faculty Senate

Agenda

1. Call to Order

2. Consent Agenda (Routine items requiring BOD action) *

- Approval of November 2022 Meeting Minutes (Attachment 1) *
- Approval of November 2022 Check Register w/Threshold Expenditures (Attachment 2) *
- Approval of December 2023 Check Register w/Threshold Expenditures (Attachment 3) *
- Organizational Update (Attachment 4) *
- President's Report (Attachment 5) *

3. General Agenda (Items possibly requiring BOD Action)

- Monitoring Reports
 - i. Review Achievement of Ends from November 2022 Meeting (Attachment 6) *
 - ii. Strategic Plan (Handout)
- Academic Calendar for 2023-2024 and 2024-2025 (Attachment 7) *
- Revised College Values and Objectives (Attachment 8) *
- Policy Update
 - i. 4.3.2 Academic Honesty and Misconduct (Attachment 9) *

4. Discussion of Ends (Demonstration, Testimonial, or Report of Results related to Board Mission)

- Facilities/Projects Updates **Josh, Sarah**
- Faculty Senate Update **Faculty Senate**

5. Executive Session: Student Issue

6. Executive Session: Real Property

7. Executive Session: Financial *

Meetings and Upcoming Events

Blood Drive: February 13-14th

Flint Hills Home Show: February 24-26th

Next Board Meeting: February 28, 2023

Requires BOD Action

Board of Directors Minutes

Manhattan Area Technical College

November 29, 2022 5:30pm



1. The Board of Directors of the Manhattan Area Technical College met November 29, 2022 at 5:30 p.m., with live streaming for employees.
 - Members present: Brett Ballou, David Urban, Heather Peterson, Julie Noah, John Armbrust.
 - Missing members: Mike Matson, Tim Flanary, Will Allen.
 - Administration Present: Jim Genandt, President/CEO; Sarah Phillips, Vice-President; Nathan Roberts, Dean of Academic Affairs; Neil Ross, Dean of Student Services; Kim Davis, Dean of Nursing & Health Programs; Kerri Bellamy, Director of Finance; Chris Boxberger, Dean of Academic Partnerships and Outreach; Hannah Biesenthal, Executive Assistant/Board Clerk.
 - Guests: Rodney Stanfield, Brian Koch, Rachel Ohmes, Thad Hall.
 - Meeting was live streamed.
2. **Call to Order**
 - Brett Ballou called the meeting to order at 5:31p.m.
3. **General Agenda**
 - Senior Administration introduced the two new board members, Julie Noah and John Armbrust.
4. **Executive Session: Student Issue**
 - David Urban motioned to go into executive session at 5:32pm. Heather Peterson seconded. Motion carried 5 yeas and 0 nays. Heather motioned to go into open session at 5:37pm. David Urban seconded. Motion carried 5 yeas and 0 nays. No action was taken.
5. **Executive Session: Financial**
 - David Urban motioned to go into executive session at 5:37pm. John Armbrust seconded. Motion carried 5 yeas and 0 nays. John Armbrust motioned to go into open session at 5:55pm. David Urban seconded. Motion carried 5 yeas and 0 nays. No action was taken.
6. **Consent Agenda**
 - David Urban motioned to approve the consent agenda with the change of dates and correct people on the October Minutes. John Armbrust seconded. Motion carried 5 yeas and 0 nays. Motion passed.
7. **Discussion of Ends**

- Rodney Stanfield, Brian Koch, and Rachel Ohmes introduced themselves to the new members. Brian gave the faculty senate update. Everyone is preparing for the end of the semester. Staff, faculty and students built a float for the Mayor's Lighted Parade on December 2nd. Neil Ross gave an overview of commencement on December 17th.

8. General Agenda

- Rachel Ohmes gave an overview of her published paper, Cross-institutional Leadership collaboration: Toward the development of a peer-mentoring framework of practice in adult online education.
- Thad Hall from KS Bank joined the meeting to answer any questions from the board about the loans from KS Bank. David Urban made a motion to recommend that the Board approve to continue to move on the financial agreement with KS Bank (as amended based on our discussion), and that the Board have a special meeting to finalize the agreement as soon as the President and the Representative of KS Bank are ready to make that recommendation, and that pending that action by the Board, the President will be empowered to act to meet the conditions of the agreement, including project expenditures, while providing a detailed report to the board each month. John Armbrust seconded. Each board member to a vote.
 - i. Julie Noah-yea
 - ii. John Armbrust-yea
 - iii. Brett Ballou-yea
 - iv. David Urban-yea
 - v. Heather Peterson-yea

Motion carried 5 yeas and 0 nays. Motion passed.

- Nathan Roberts gave the program review for Construction Technology. David Urban motioned to accept the program review. Julie Noah seconded. Motion carried 5 yeas and 0 nays. Motion passed.
- President Jim Genandt gave an overview of the monitoring reports.
 - i. Budgeting/ Financial Planning/ Forecasting/ Financial Condition
 1. David Urban motioned to approve monitoring report. John Armbrust seconded. Motion carried 5 yeas and 0 nays. Motion passed.
 - ii. Asset Protection
 1. David Urban motioned to approve monitoring report. John Armbrust seconded. Motion carried 5 yeas and 0 nays.

Motion passed.

iii. Compensation/ Benefits

1. John Armbrust motioned to approve monitoring report.
David Urban seconded. Motion carried 5 yeas and 0 nays.
Motion passed.

iv. Achievement of Ends

1. The board will be reviewing the report and taking action at next meeting.

9. Discussion of Ends (cont.)

- Kerri Bellamy gave an update on the audit. She felt that the audit went better than anticipated. The auditors provided a few recommendations to improve.
- Josh Gfeller informed the board of the Wamego updates. They are waiting for supplies and products to be delivered to finish up building three. Building three could be done by the end of the year. Sarah Phillips showed the board members the video that was created from the groundbreaking even on November 11th.
- President Jim Genandt let the board know that a decision did not have to be made about the board structure and can be discussed at the January meeting.

10. Adjournment: Brett Ballou adjourned the meeting at 7:30pm.

To: MATC Board of Directors
 From: Administration
 Re: November 2022 Expenditures



January 31, 2023

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 423,542.59	53.33%
Facilities (510)	\$ 133,538.66	16.81%
Student Payments (110)	\$ 29,303.50	3.69%
Program Expenditures	\$ 29,165.90	3.67%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 4,832.20	0.61%
Wamego (excluding salary/benefits)	\$ 4,004.19	0.50%
Building HIRE Ed	\$ 131,598.01	16.57%
Other Operating costs	\$ 38,206.38	4.81%
Total November Expenditures	\$ 794,191.43	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
BBN Architects	BHE- East Building Aug Prof. Services	\$ 120,758.01	All School	State/Commerce
John Dietrick, P.A.	Legal Services	\$ 6,501.50	All School	General Fund
Icon Structures	Pay App #4 Wamego	\$ 96,552.47	All School	Capital Outlay
Matheson Tri-Gas Inc	Scotchman Iron Worker	\$ 12,441.00	All School	Perkins
TRANE US, INC	TRANE system upgrade	\$ 15,069.21	All School	HEERF
BCBS (November 2022)	Health Insurance Premiums	\$ 48,720.94	All School	payroll ded/gen fund
IRS	PR 11.15.2022 Payroll deductions	\$ 38,247.26	All School	payroll ded/gen fund
IRS	PR 11.30.2022 Payroll deductions	\$ 37,567.16	All School	payroll ded/gen fund
KS Dept of Revenue	PR 11.15.2022 Payroll deductions	\$ 7,594.29	All School	payroll deduction
KS Dept of Revenue	PR 11.30.2022 Payroll deductions	\$ 7,541.93	All School	payroll deduction
KPERS	PR 11.15.2022 Payroll deductions	\$ 9,340.94	All School	payroll deduction
KPERS	PR 11.30.2022 Payroll deductions	\$ 9,297.95	All School	payroll deduction
Evergy Kansas Central Inc.	Evergy November 2022	\$ 6,677.46	All School	General Fund
Total November Expenditures Exceeding Threshold		\$ 416,310.12		

To: MATC Board of Directors
 From: Administration
 Re: December 2022 Expenditures



January 31, 2023

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 361,063.70	30.41%
Facilities (510)	\$ 22,780.15	1.92%
Student Payments (110)	\$ 99,940.98	8.42%
Program Expenditures	\$ 21,674.13	1.83%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 463.87	0.04%
Wamego (excluding salary/benefits)	\$ 3,088.60	0.26%
Building HIRE Ed	\$ 433,310.31	36.50%
Other Operating costs	\$ 244,843.88	20.62%
Total December Expenditures	\$ 1,187,165.62	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
BHS Construction	BHS Pay App #1	\$ 169,704.19	All School	State/Commerce
Icon Structures, Inc	Pay App #5 Wamego	\$ 258,311.12	All School	Capital Outlay
Jenzabar, Inc.	Jenzabar Modules yearly renewal	\$ 76,644.00	All School	General Fund
Marta's & Son's	monthly cleaning services	\$ 5,060.00	All School	General Fund
TRANE US, INC	TRANE system upgrade	\$ 15,098.34	All School	HEERF
USD 320-Wamego Highschool	AY 21-22 WHS Excel in CTE Reconciliation	\$ 23,336.00	Excel in CTE	General Fund
USD 383-Manhattan Highschool	MHS AY 21-22 Excel in CTE Reconciliation	\$ 74,497.25	Excel in CTE	General Fund
BCBS (December 2022)	Health Insurance Premiums	\$ 48,720.94	All School	payroll ded/gen fund
IRS	PR 12.15.2022 Payroll deductions	\$ 35,127.12	All School	payroll ded/gen fund
IRS	PR 12.31.2022 Payroll deductions	\$ 36,465.86	All School	payroll ded/gen fund
KS Dept of Revenue	PR 12.15.2022 Payroll deductions	\$ 7,030.93	All School	payroll deduction
KS Dept of Revenue	PR 12.31.2022 Payroll deductions	\$ 7,772.75	All School	payroll deduction
KPERS	PR 12.15.2022 Payroll deductions	\$ 9,471.02	All School	payroll deduction
KPERS	PR 12.31.2022 Payroll deductions	\$ 9,543.71	All School	payroll deduction
Everyg Kansas Central Inc.	Everyg December 2022	\$ 7,120.45	All School	General Fund
Total December Expenditures Exceeding Threshold		\$ 783,903.68		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: January 31, 2023
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Cindy Barnes	Practical Nursing Instructor	12/30/2022	PN Faculty	Operating	Retirement
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Associate Degree Nursing Adjunct Clinical Instructor			Faculty	Operating	Open
Full-Time Welding Technology Instructor			Faculty	Operating	Open
Part-Time Allied Health Instructor			Continuing Education	Operating	Open
Full-Time Practical Nursing Instructor			Faculty	Operating	Open

President's Report: December 2022-January 2023

Owner Expectations:

- Dec. 8, Jan. 6, Jan. 26: I led a meeting of the Kansas Technical College presidents.
- Dec. 9: I participated in the Leadership Manhattan board meeting.
- Dec. 9: I attended the Governor's Education Council meeting in Topeka.
- Dec. 12: I reviewed institutional data with Kim Withroder before affirming the reports to KBOR.
- Dec. 12, Jan. 9: I had a conference call with Scott Smathers/KBOR and Carter File, President of Hutchinson CC about TEA issues.
- Dec. 13: I met with Reid Petty of Congressman Mann's office.
- Dec. 14: I attended meeting with the state regents.
- Dec. 15: I attended a concurrent enrollment expansion concept meeting with Dr. Lane of the Regents and others.
- Dec. 16: I participated in a conference call for the TEA meeting.
- Dec. 19: I met with Dr. Claudia Petrescu, Vice Provost for Graduate Education at KSU. We have had a few discussions on possible areas of collaboration.
- Jan. 4: John Armbrust, Harry, and I met with Representative Titus at our Wamego Center.
- Jan. 5: I participated in the TEA curriculum committee meeting.
- Jan. 10: I participated in the first session of Leadership Manhattan Class of 2023.
- Jan. 12: I attended the morning session of the Regional Leaders Retreat.
- Jan. 12: I testified to the House Higher Education Budget Committee for the technical colleges.
- Jan. 17: Sarah, Kerrie, Josh, and I met with Pat and Levi of BHS on the ATC project.
- Jan. 18/19: I attended the KBOR meetings in Topeka.
- Jan. 20: I attended the Flint Hills Regional Council visioning session.
- Jan. 20: John Armbrust and I met with Senator Reddi.
- Jan. 24: Chris and I met with VP Goos and her staff from KSU discussing some collaboration efforts.
- Jan. 24: I testified to the Senate Education Committee for the technical colleges.
- Jan. 25: I attended the Manhattan Chamber Economic Development committee meeting.
- Jan. 26: I attended the TEA meeting.
- Jan. 27: I attended the Governor's Education Council meeting in Topeka, and had a brief conversation with the Governor about Scorpion and about our adult education program.
- Jan. 30: I participated in the KBOR developmental education committee meeting for the technical colleges.

Employer Needs & Response:

- Dec. 2: I worked with staff from TRANE to discuss ways MATC might work with the Inflation Reduction Act and TRANE related to skilled training in HVAC and data analytics.
- Dec. 8: I participated in a state meeting on apprenticeships and in a local manufacturing roundtable.
- Dec. 8: I attended a meeting with Chamber staff on workforce issues.
- Dec. 16: I met with Natalie Gordon concerning childcare needs in our area.
- Dec. 19: I attended a meeting with networking tech advisors to our program hosted by Rodney Stanfield concerning what we can do, with their help, to do more in cybersecurity.
- Jan. 5: I met with Blaine Carlin from Spectrum Paints concerning our ATC project.
- Jan. 24: Sarah, Harry, and I met with Brett Jones from Manko, and with George and Daryn from the Chamber, about workforce needs and engagement with MATC.
- Jan. 25: Sarah and I met with Steve Merz of Sarto Countertops about workforce and outreach efforts with MATC.

Resource Development:

- Dec. 5: Nathan, Chris, and I worked with staff of the Flint Hills Regional Council and Jack Allston on a possible CDBG grant for the Wamego area.
- Dec. 6: I met with representatives of McCown Gordon to review the Advanced Technology Center project and their possible engagement of support.
- I had several phone calls, emails, and conversations with representatives of Landmark Bank and KS State Bank on our project.
- Dec. 12: I met with Pat of BHS about their significant investment in our building project.
- Dec. 13: Harry and I met with staff of Hutton Construction about our expansion projects.
- Jan. 30: Harry and I met with Ron Fehr and Jason Hilgers of the city, and Jason Smith and Daryn Soldan of the chamber concerning MATC and economic development funds investment.

**MANHATTAN AREA TECHNICAL COLLEGE
BOARD MONITORING REPORT: For November 2022 Board Meeting
ACHIEVEMENT OF ENDS: 2021-2022**

Note: You will see repeated evidence in the report to address the policy titles for this monitoring report. Each evidence component used addresses the policy title as data often has more than one meaning.

Policy Type: Ends

Policy Title: Vision and Mission

The Vision and Mission of the Manhattan Area Technical College Board of Directors is to ensure that MATC strives to be a leader in postsecondary technical education in Kansas to prepare people for productive and enriched lives.

Evidence:

Rankings from independent organizations and agencies provide evidence that MATC is a leader in postsecondary technical education for the state, and the nation:

- WalletHub ranked MATC #1 in Kansas (4th year in a row) and #4 in the nation among two-year colleges;
- PracticalNursing.org ranked the PN program at MATC as #3 in the state;
- NursingProcess.org ranked the ADN program at MATC as #1 in the state;
- TradeCollege.org ranked the MATC construction trades program as the best in Kansas,
- Enrollment has averaged over 6% growth per academic year for the past five years, even with the pandemic.

Policy Title: Essential Skills

1. Students will possess essential technical skills.
2. Students will demonstrate reading, math, and interpersonal skills, including speaking, listening and writing, appropriate for their chosen fields of endeavor.

Evidence:

Annual Board Monitoring Report: Achievement of Ends AY 22

1. Where data is captured on student attainment of industry-recognized credentials and/or required licensures, MATC performs at a high level.
 - a. Nursing completion and licensure pass rates:

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
RN licensure pass rates:	96.15%	93.3%	90.2%	100%
Class Completion rate-May:	90.5%	91.7%	100%	87.5%
Class Completion rate-December:	77%	72.2%	78.3%	87.5%
PN licensure pass rates:	92.59%	85.7%	100%	100%
Completion rate:	67.5%	82.8%	81.6%	89.7%

In addition, almost all students in healthcare programs receive First Aid and CPR training and associated credentials. In many of the other technical programs of study, students earn OSHA credentials. We are working on enhancing our ability to gather and track the wide variety of credentials that students can earn.

Academic credentials earned include SAPPS (short-term programs such as CNA, EMT, etc.), certificates (1- and 2-year) and associate of applied science degrees. Some students earn each level of these as stackable academic achievements. Often, they also earn the licensure and/or industry-credential:

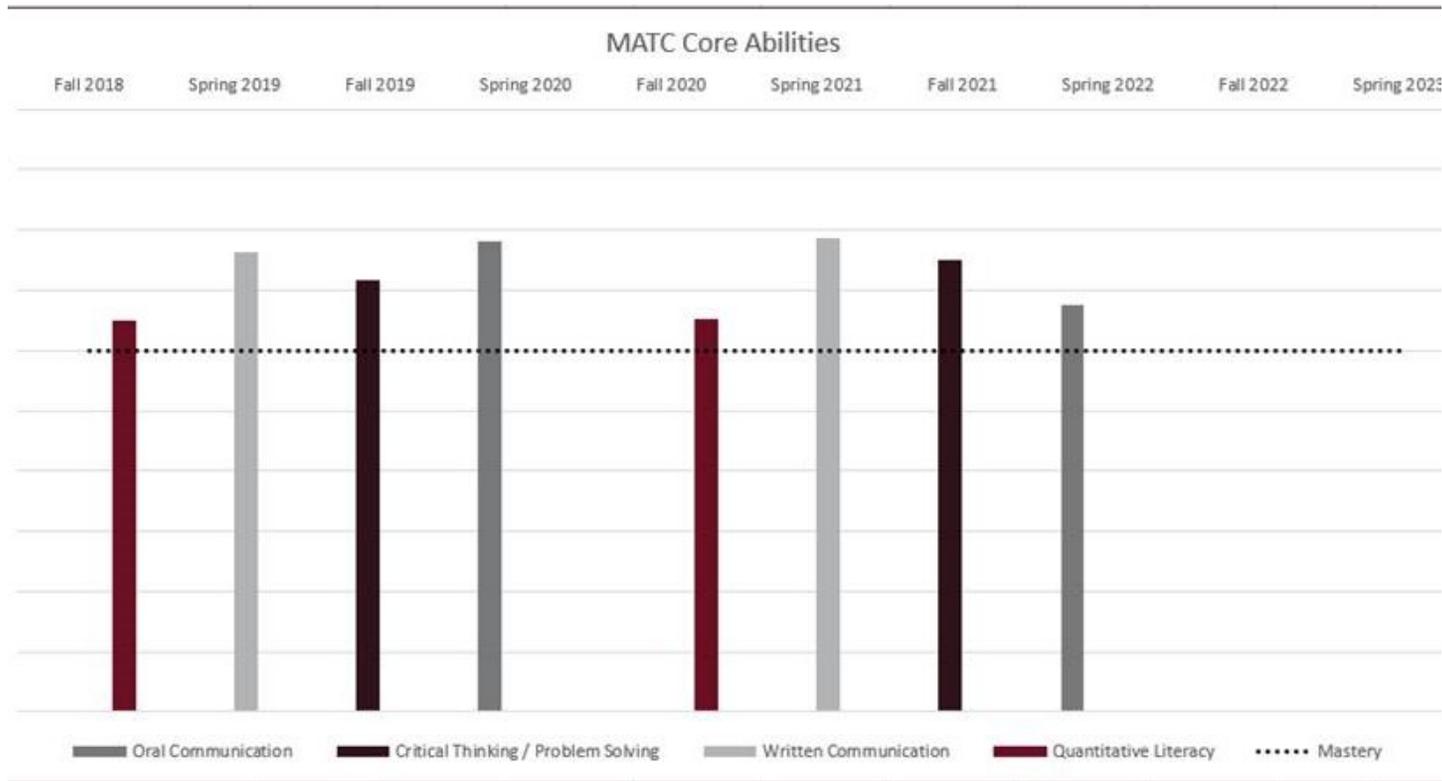
	2018		2019		2020		2021	
	Region	KS	Region	KS	Region	KS	Region	KS
SAPPS	84.20%	84.20%	75.00%	75.00%	74.30%	74.30%	85.70%	85.70%
Certificates	81.60%	78.90%	72.90%	71.20%	83.30%	81.80%	77.50%	74.60%
Associates	77.00%	76.10%	79.80%	77.90%	85.50%	84.20%	88.30%	81.80%
All	80.20%	79.30%	76.70%	75.30%	81.10%	80.20%	84.00%	80.90%

KHEStats > Employment & Wages > Technical Colleges > Manhattan Area Technical College
 Wage Year = Entry Year
 Region = Kansas

Annual Board Monitoring Report: Achievement of Ends AY 22

In addition, our Regional Testing Center averages approximately 100 clients per month, including MATC students. These individuals are testing for a wide range of licenses and 3rd-party credentials with industry-approvals. Clients come from our service area, Kansas, and the surrounding states.

- 2. Evidence of basic skills comes from assessment data as part of the institution’s accreditation requirements:



Source: Core Abilities Comparison of Results

Annual Board Monitoring Report: Achievement of Ends AY 22

Respondents from all technical programs as well as gen eds. Included the expansion into ALC (both GED & ESL) and a small test at a high school. This expansion of core ability assessment is consistent with HLC recommendations from the May 2021 final report. We are continuing to consistently administer core ability assessment by requiring all concurrent / high school faculty to participate in this assessment beginning in Fall 22.

Assessment Committee Notes:

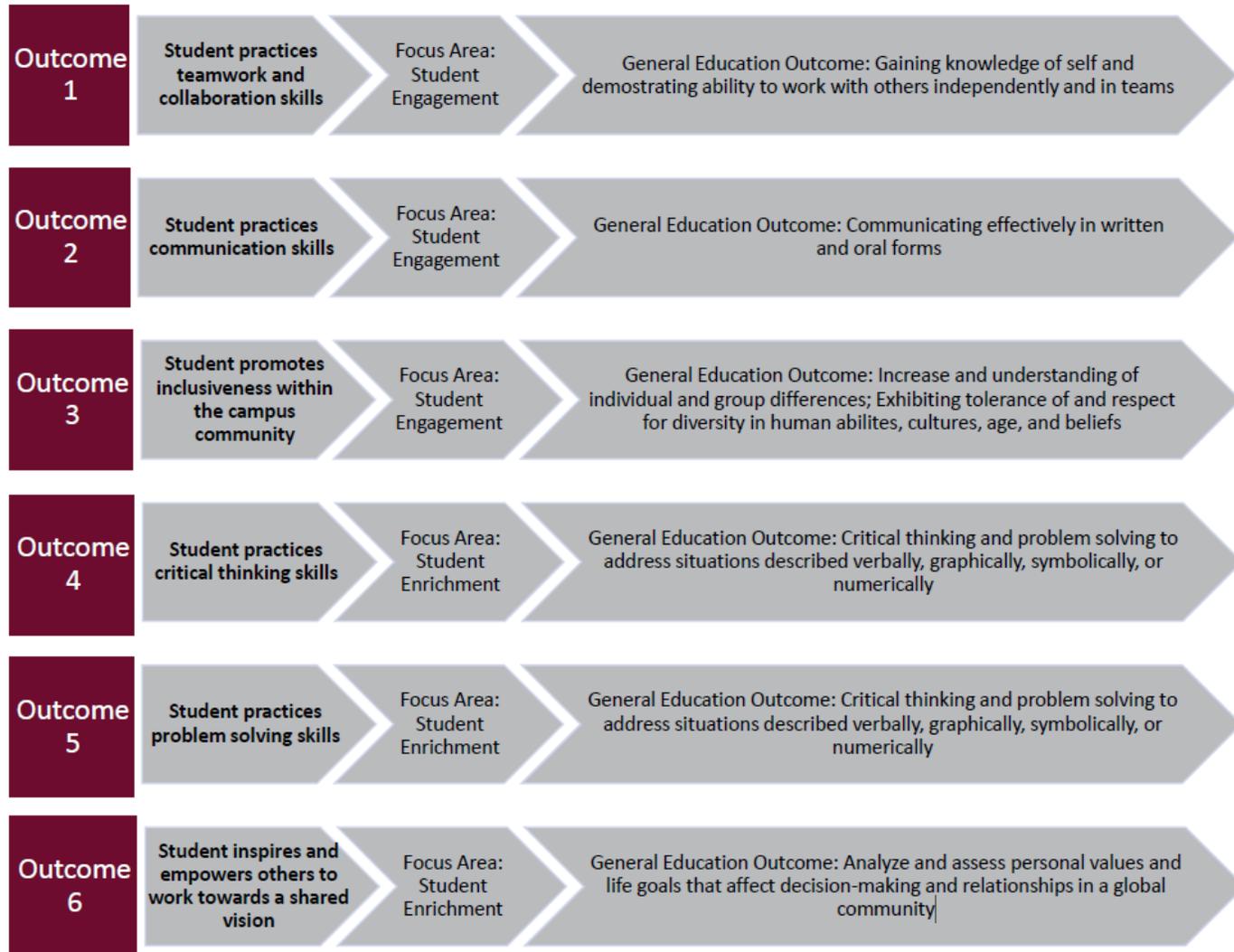
* In analyzing Fall 21 data, we identified that some programs awarded 5s (exemplary) for all students on all outcomes. At the all-faculty in-service meeting in January 2022, we discussed the rating scale and how every student for a course or program probably wasn't exemplary for every outcome. We highlighted the different milestones on the rubric (developing, proficient, and exemplary) and provided resources to show what constituted each milestone for each outcome as well as discussed that a rating of 3 (proficient) had been identified as the benchmark by Assessment Committee. Some faculty members commented to Assessment Committee members afterwards that they were operating on the basis that 5 was the benchmark. Note that we did not see 5s across the board for this core ability.

* This is compared to Spring 2020 during which courses were moved from F2F or Blended to online only due to the pandemic.

* Some faculty note observing differences or declines in student performance after the COVID interruption in their education.

The learning outcomes for this assessment component are:

Co-Curricular Learning Outcomes



Policy Title: Work Preparedness

Students will be prepared for success in the workplace, with coordination and collaboration with the Kansas Board of Regents and its Technical Education Authority, and MATC engagements with K-12 education, and other organizations relevant to technical education to guide students to an appropriate career pathway or other postsecondary options.

1. Students will demonstrate the skills and knowledge required for successful entry into the workforce.
2. Students will demonstrate the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will demonstrate the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

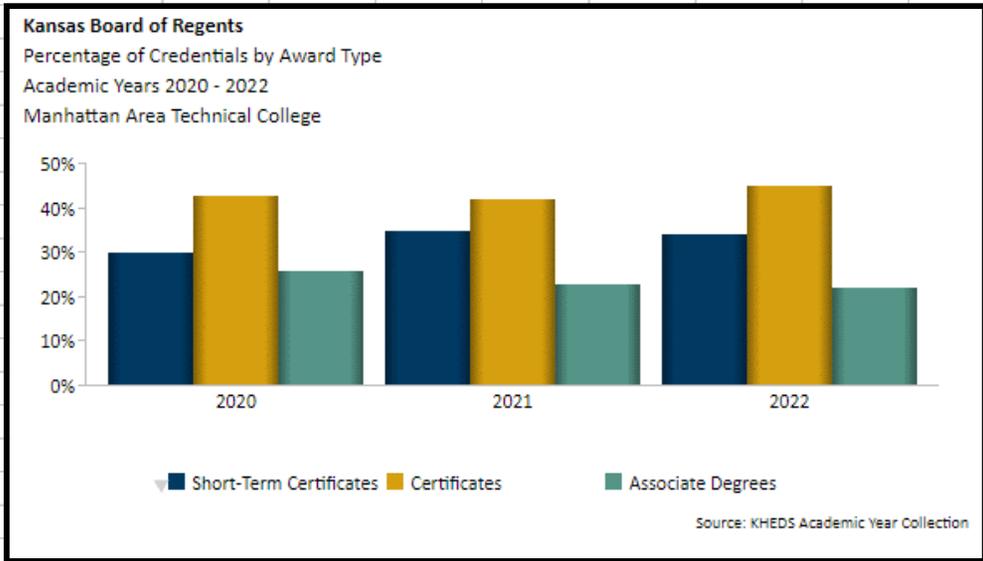
Evidence:

Evidence to meet each of the items listed above is in the other evidence provided in the report. Both academic grades and earned certificates and/or credentials provide proof of meeting work preparedness. The student attainment of industry credentials and licensures is a second component of evidence that also validates the academic success (as well as the quality of the teaching and learning environment our faculty and staff provide for our students!).

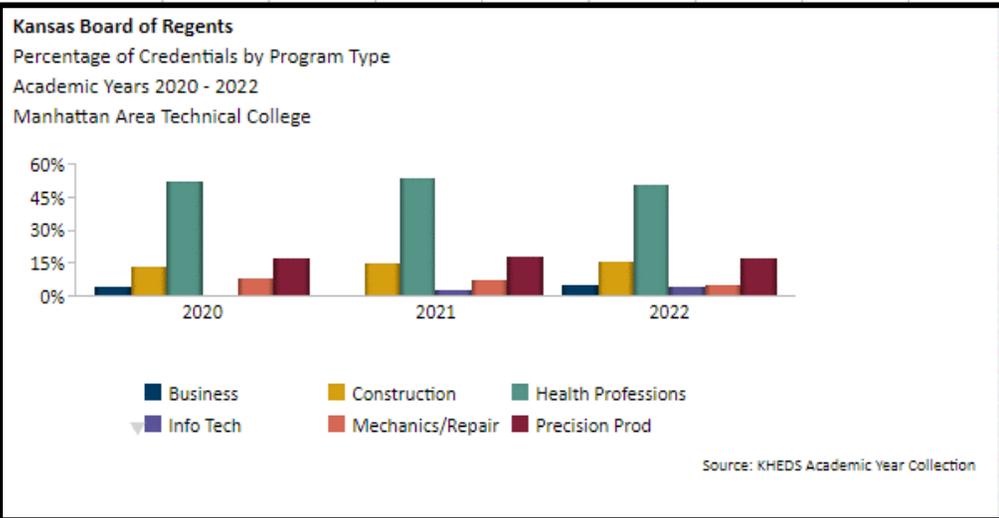
The second item has evidence from the assessment of core skills: computational skills, communication skills, critical thinking skills, as well as leadership from the co-curricular assessment. All of the evidence presented links to the third item. Our overall graduation rate, capacity of earning external credentials and licenses, job placement rate, and the fact that over 75% of our graduates are employed in this region on an annual basis serve to provide evidence that work preparedness is being met at a high standard.

The Adult Learning Center provides another example of this component. Enrollment in adult education has come back to pre-pandemic levels, with 86 active students in ESL and/or GED courses this fall. We only receive 1% of state funding for adult education, but our student participation makes up just under 3% of the state total adult education enrollment! MATC's Adult Education program has a high percentage of low-level/high-risk students, but our success rate demonstrates that we help those students advance, with 66% of the students making an education gain in the first quarter of this fiscal year.

Annual Board Monitoring Report: Achievement of Ends AY 22



	2020	2021	2022
SAPPs	30.0%	35.0%	34.0%
Certificates	43.0%	42.0%	45.0%
Associates	26.0%	23.0%	22.0%



	2020	2021	2022
Business	4.0%	3.0%	5.0%
Info Tech	0.0%	0.0%	0.0%
Construction	13.0%	15.0%	16.0%
Mechanics / Repair	8.0%	7.0%	5.0%
Healthcare	52.0%	54.0%	51.0%
Manufacturing	17.0%	18.0%	17.0%

KHEStats > Credentials > Technical Colleges > MATC
 Select AY = 2022

Annual Board Monitoring Report: Achievement of Ends AY 22

Policy Title: Workforce Development

Workforce development will be responsive to community economic development and local employer needs (including customized skills training).

Evidence:

Primary evidence for this section comes from KBOR data on MATC:

MATC Data: KBOR Degree Stats & Kansas Higher Education Statistics

<u>Degree</u>	<u>% of Graduates Employed in Region</u>	<u>Median Earnings of Program Graduates at Entry</u>
AAS Applied Technologies	83%	\$31,137
AAS Administrative Assistant	71%	\$30,398
AAS Air Conditioning & Refrigeration	88%	\$32,395
ADN Registered Nurse	88%	\$50,866
AAS Automotive Technology	83%	\$34,465
AAS Construction Technology	80%	\$34,770
AAS Electric Power & Distribution	64%	\$62,307
AAS Information Networking Technology	75%	\$39,573
AAS Medical Lab Technology	87%	\$41,807
AAS Welding Technology	67%	\$45,760

Award Type 2021-2022: Short-Term Credentials: 35% Certificates: 42% Associate Degrees: 23%

Healthcare: 54%, Manufacturing: 18%, Construction: 15%, Mechanics: 7%, IT: 3%

KBOR data indicates over 86% of our students are employed in our region!

Policy Title: Leadership

Opportunities are provided for the development of leadership skills.

Evidence:

- Several programs of study provide leadership opportunities combined with demonstration of the core values/general education competencies as well as their specific program skills. Examples of this include, but are not limited to:
 - Information Networking Technology: Capstone Project for sophomore students evaluated by a panel of employers;
 - Automotive Technology: students do car maintenance workshops for outside groups (K-State sororities, etc.);
 - Electric Power & Distribution: uses student leaders to help monitor safety and basic skills demonstrations at their field lab at Keats;
 - Several program advisory groups include current students so they can interact with employers about the program and their experiences;
 - Student organizations: Phi Theta Kappa/National Technical Honor Society, Skills USA, Student Voice Council
- Another example of leadership is through the Adult Learning Center and its engagement assisting refugees with English skills. As of this report 90% of the adult refugees relocated to Manhattan are involved in ESL courses and assistance through MATC. 7 of 38 adults are in both ESL and GED courses, and 13 of the refugees are exploring technical programs at MATC.



TO: MATC Board of Directors

FROM: Sarah Phillips, VP of Student Success/CAO/CSSO

DATE: January 31, 2023

RE: Approval of 2023-2024 and 2024-2025 Academic Calendar

Background Information

Per the college's accreditation under the Higher Learning Commission and in accordance to the Manhattan Tech Board of Directors policy towards meeting the college's mission, the college must establish an academic year calendar that identifies the parameters of fall, spring, and summer term. These terms allow the academic department to outline program completion requirements that guides the students towards obtaining the necessary skills to effectively enter the workforce.

Recommendation

The Administration respectfully request the Board of Directors to approve the attached 2023-2024 and 2024-2025 Academic Calendar.

ACADEMIC CALENDAR

2023-2025



2023-2024 Academic Year

Semester Start	August 21	January 16	June 3
Semester End	December 15	May 10	July 26
Final Exams	December 11 – December 15	May 6 – May 10	July 26
Commencement	December 16	May 11	
Observed Holidays	Labor Day: Sept 4 Thanksgiving: Nov 20-24 Winter Break: Dec 19 – Jan 1	MLK Holiday: January 15 Spring Break: Mar 11 – 15 Memorial Day: May 27	Independence Day: July 4-5

2024-2025 Academic Year

Semester Start	August 26	January 21	June 9
Semester End	December 20	May 16	August 1
Final Exams	December 16 – 20	May 12 – 16	August 1
Commencement	December 21	May 17	
Observed Holidays	Labor Day: Sept 2 Thanksgiving: Nov 25 – 29 Winter Break: Dec 24 – Jan 6	MLK Holiday: January 20 Spring Break: Mar 17 – 21 Memorial Day: May 26	Independence Day: July 4



TO: MATC Board of Directors

FROM: Sarah Phillips, VP of Student Success/CAO/CSSO

DATE: January 31, 2023

RE: Approval of updated College Values and Objectives

Background Information

Since Dr. Genandt came to Manhattan Tech in 2015, he has diligently educated our constituents on the college's mission and the value it brings to the region and the communities we serve. Through these interactions the creation of the college motto "Providing HIRE Education" was formed as a way to impress upon individuals the purpose of Manhattan Tech, which is to offer educational opportunities that provide students the skills needed to enter the workforce... to support students toward their goals of being HIRED.

During the growth of the college, and with the continued efforts in solidifying its image and communicating its brand of "Providing HIRE Education", the opportunity to update the values and objectives of the college became apparent. Through team conversations, and the facilitation of the marketing team, the proposed values and updated objectives were developed. This approach allows the college to clarify and bring additional meaning to the concept of "HIRE", while providing a framework of how the college utilizes it towards meeting its mission and strengthening the value of what Manhattan Tech is to this region.

Recommendation

The Administration respectfully requests the Board of Directors to approve the proposed College Values and updated College Objectives.

College Values and Objectives Updates

Date: January 31, 2023

Current Values:

In making decisions to advance the mission of Manhattan Area Technical College, the faculty and staff value:

Integrity...being accountable for our actions

Student-centered instruction...addressing the needs of our students

Relevant program content...applying industry recommendations

Quality performance...striving for excellence

Proposed Values & Motto:

Providing HIRE Education - Helping Ignite & Revolutionize Education

The values of the college community drives the vision and mission of Manhattan Tech.

HELPING IGNITE the ambition and passion:

- in our students through self-advocacy
- in our faculty and staff by providing student centered support
- of our community by supporting regional workforce needs.

REVOLUTIONIZE EDUCATION through:

- active learning with hands-on instruction from day one
- faculty delivering cutting-edge industry driven expertise
- inspiring innovative lifelong learning.

Current Objective:

MATC fulfills its mission by:

- *Offering associate of applied science degrees and technical certificates upon completion of programs and courses in technical fields to meet student, employer, and community needs.*
- *Complementing technical instruction with general education courses emphasizing critical thinking, problem solving, and communication skills.*
- *Creating opportunities for secondary students in technical education through articulation agreements.*
- *Providing student services to include counseling, financial aid, skill enhancement and assessment, employability preparation, and student-directed activities.*
- *Assessing student performance and outcomes to enhance learning.*
- *Allocating resources to ensure a safe, accessible, and student-friendly learning environment.*
- *Monitoring integrity through interaction with program advisory councils, a general advisory council, and evaluation by approving agencies.*
- *Serving as a valued community leader and partner in the educational, economic, and workforce development of our service area.*

Proposed Change to Objectives:

Manhattan Tech fulfills its mission by:

- Offering associate of applied science degrees and technical certificates upon completion of programs and courses in technical fields to meet student, employer, and community needs.
- Complementing technical instruction with general education courses emphasizing written and verbal communication, quantitative literacy, and critical thinking/problem solving.
- Creating opportunities for secondary students in technical and general education through partnerships.
- Providing student-centered services to include counseling, financial aid, skill enhancement and assessment, employability preparation, and student-led organizations.
- Assessing student performance and outcomes to enhance learning.
- Allocating resources to ensure a safe, accessible, and student-friendly learning environment.
- Maintaining integrity through interaction with Business and Industry Leadership Teams (BILT), our Board of Directors, and ensure compliance with approving agencies.
- Serving as a valued community leader and partner in the educational, economic, and workforce development of our service area.

Manhattan Area Technical College
Institutional Policy and Procedures Manual

Policy No. 4.3.2

Title: Academic Honesty and Misconduct	
Originated by: Vice President of Instructional Services	
Originated Approver: President/Board of Directors	Originated Date: 1/31/2023
Revised by: Dean of Academics / Vice President of Student Success	Revised Date: 1/2023
Reviewed on: 11/2011; 7/2016; 1/2023	

Policy Statement

Academic honesty at Manhattan Area Technical College (MATC) is an important part of student success. Academic honesty is the advancement of knowledge requiring that all students and instructors respect the integrity of another's work and recognize the importance of acknowledging and safeguarding that work. To ensure the highest level of service to the student, MATC provides the opportunity for a student to appeal any dispute arising from academic misconduct.

Rationale:

MATC views academic honesty as an integral part of student development and learning. All MATC students are expected to understand the college's policy on academic honesty and misconduct, and what could result if academic misconduct occurs. Students also have a right to due process through the MATC Grievance Policy.

What is Academic Dishonesty:

Academic misconduct is an action taken by a student that violates the college's policy on academic honesty. MATC defines academic misconduct as the following:

Cheating

- Giving or receiving unauthorized help on an individual or group assignment, paper, or exam
- Reusing an assignment written for another course without proper authorization
- Taking an exam for another student or having another student take an exam for a student
- Using unauthorized material on an exam
- Altering or fabricating academic data, records, or documents with the use of conventional or electronic devices

Plagiarizing

- Using others' ideas and/or words without correctly acknowledging the source of that information
- Copying someone else's copyrighted material without written permission of the copyright owners
- Taking credit for an assignment or research project done by another student
- Doing work or research for another student

Falsification and Fabrication

- Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity

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- Presenting data in a piece of work that were not gathered in accordance with guidelines defining appropriate methods for collecting or generating data
- Including substantially inaccurate account of the method by which the data were gathered or collected.

Abuse of Academic Materials

- Destroying, stealing, altering, or making accessible library, laboratory, or other academic resource materials, including computer data, or attempting to do so
- Stealing examinations, or other course materials, or attempting to do so

Complicity in Academic Dishonesty

- Helping, or attempting to help, another to commit an act of academic dishonesty
- Providing material or information to another person with knowledge that the material or information will be used deceitfully in an academic evaluation activity
- Permitting one's own work to be submitted by another person as if it were that person's original work.

Falsification of Records and Official Documents

- Altering documents affecting academic records
- Forging signature of authorization or falsifying information on any official academic document, including a permission form, a petition or any other document designed to meet or exempt a student from an established academic regulation
- Failing to report previous academic records.

Personal Misrepresentation and Proxy

- Participating in an academic evaluation activity in the place of another person either before or after enrollment
- Assisting in any arrangement whereby any work, placement or proficiency tests, classroom performance, examination or other academic evaluation activity is submitted or performed by a person other than the student in whose name the work is submitted or performed
- Having another person participate in an academic evaluation activity or evaluation in place of oneself
- Using artificial intelligence (AI) to produce and submit work as your own.

Bribes, Favors, Threats

- Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance
- Conspiring with another person who then performs one of these acts in one's behalf.

Violations of academic misconduct must be documented. Consequences for students in violation of the MATC Academic Honesty and Misconduct Policy will be at the discretion of faculty and/or administration. Consequences include, but are not limited to:

- Written warning.
- An "F" or zero points given for the assignment, paper, exam, etc.
- An "F" or zero points given for the course (*administration approval required*)
- Removal from the course and/or program by Executive Administration
- Expulsion from the college by Executive Administration/President

Any student accused of academic misconduct will receive written confirmation of the violation and consequence(s). If a claim of academic misconduct is in dispute, the student may file a grievance, following the Student and Community Grievance Procedure.

Procedures for Dealing with Academic Misconduct

When a faculty member has reason to believe that academic misconduct has occurred, the following procedures should be carried out:

- Complete Academic Misconduct report providing explanation and evidence of occurrence.
- In cases where academic dishonesty cannot be firmly established, the faculty member should meet or communicate with the student to obtain sources or to determine the student's familiarity with the work that is being questioned.
- Faculty should alert the appropriate Dean of a suspected incident of academic misconduct.
- Meet or communicate with the student to discuss the incident. In this process, the following should be addressed:
 - Describe the evidence that confirms that academic misconduct occurred.
 - Listen to the student's response.
 - Review what academic dishonesty is and the Academic Honesty and Misconduct policy, why it is unacceptable in a scholarly community, the consequence of the student's academic misconduct, and how to resolve the violation in the future.

Upon investigation and conversation with the student, if the faculty member determines that academic misconduct did not occur, he or she should make note of such on the academic misconduct report and provide it to the appropriate academic Dean.

If the faculty member concludes that academic misconduct did occur, faculty should provide completed academic misconduct report, evidence of violation, and determination of consequence of such violation to the appropriate academic Dean.

The academic Dean should review to determine if this is the student's first offense. Knowledge of a student's prior record should be used in determining further penalties but must not enter into the decision about the presence or nature of academic dishonesty in the case under scrutiny.

The appropriate academic Dean will review the case and all current and past materials with the Chief Academic Officer to determine if current penalty is sufficient or further disciplinary action should be accessed. Any additional disciplinary action will be communicated to the student either by the academic Dean or the Chief Academic Officer's department.

The academic misconduct form, evidence, comments, notes, etc. are electronically filed and become part of the student's academic record.

The Process for Documentation of Student Responses, Appeals, and Grievances:

- After receiving a copy of the Academic Misconduct Report, a student may provide any written comment to accompany the report when provided to the academic Dean.
- A student may appeal the decision documented as a result of academic misconduct through the student and community grievance process.



ACADEMIC MISCONDUCT INCIDENT REPORT

Complete this form for student violations of Policy 4.3.2 Academic Honesty and Misconduct

Student Name _____

Instructor Name _____

Program (if applicable) _____

Course Number and Name _____

Date of Incident _____

Brief Statement of Incident (include appropriate documentation)

Date and Time Student Informed _____

Please select the action that is being taken as a result of this incident (check all that apply)

- Student has been issued a written reprimand
- Student has been given an "F" or zero points for the assignment, paper, or exam
- Student has been given an "F" for the course (*administration approval required*)
- Student is removed from the course and/or program by Executive Administration
- Student is dismissed from the college by Executive Administration/President

Instructor Signature Date

Dean Signature Date

Chief Academic Officer Date