



## **BOARD OF DIRECTORS MEETING**

**April 30, 2019**  
**Manhattan Area Technical College**  
**Room 104a at 5:30 p.m.**

2019  
Randall Anderes – Chair (Riley)

### **Board of Directors**

Therese Adams (Riley)  
Wendy King-Luttman (Clay)  
Tim Flanary (Pottawatomie)  
Irma O'Dell (Geary)  
LJ Baker (Geary)  
David Fritchen (Riley)  
John Pagen (Riley)

### **Administration/Staff**

Jim Genandt (President/CEO)  
Tracy Geisler (Exec. Assistant/Board Clerk)  
Sarah Phillips (VPSS/CAO/CSAO)  
Carmela Jacobs (VP Operations/CFO/HR)  
Josh Gfeller (Chief Info Security Officer)  
Neil Ross (Dean of Student Services)  
Kelly Cook (Title III Project Director)  
Faculty Senate



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
Tuesday, April 30, 2019  
Board meeting at 5:30 p.m.**

**Board of Directors:**

\_\_\_ Anderes, Randall Chair (Riley)     \_\_\_ Fritchen, David (Riley)     \_\_\_ O'Dell, Irma (Geary)  
\_\_\_ Adams, Therese Vice Chair (Riley)     \_\_\_ Pagen, John (Riley)     \_\_\_ Baker L J (Geary)  
\_\_\_ Flanary, Timothy (Pottawatomie)     \_\_\_ King-Luttman, Wendy (Clay)

**Administration/Staff:**

\_\_\_ Genandt, Jim (President/CEO)     \_\_\_ Geisler, Tracy (Board Clerk)     \_\_\_ Phillips, Sarah  
\_\_\_ Jacobs, Carmela     \_\_\_ Gfeller, Josh     \_\_\_ Cook, Kelly  
\_\_\_ Ross, Neil     \_\_\_ Faculty Senate

**\_\_\_ Call to Order**

**\_\_\_ Introductions**

**\_\_\_ Incidental Information**

- BOD Member Community Report

**\_\_\_ Program/Department Highlights**

- Skills USA
- Nursing Accreditation – Laurie
- MLT Accreditation - Marcey
- Student Services CTE Signing Day and Open House - Neil

**\_\_\_ Consent Agenda** (Routine items requiring BOD action) \*

- Approval of March 2019 Meeting Minutes (Attachment 1)\*
- Approval of March Check Register w/Threshold Expenditures (Attachment 2)\*
- Organizational Update (Attachment 3)\*
- President's Report (Attachment 4)\*

**\_\_\_ General Agenda** (Items possibly requiring BOD Action)

- Internal Monitoring Report: Asset Protection – Jim & Carmela (Attachment 5)\*
- Selection of Carrier Change - Carmela

\_\_\_ **Discussion of Ends** (Demonstration, Testimonial, or Report of Results related to Board Mission)

- Strategic Plan Revision Process – Jim
- Board Member Terms

\_\_\_ **Evaluation of Board Process**

- Board Retreat

\_\_\_ **Ownership Linkage** (Related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.)

- Foundation/Resource Development Update (Jim and Tracy)
  - Classroom to Career
  - Grow Green
  - Foundation Meeting

**EXECUTIVE SESSION:**

- Confidential Matters – Foundation
- Confidential Matters – Financial Matters
- Negotiation Matters
- Personnel Matters – President Evaluation

**Meetings and Upcoming Events:**

- Next board meeting is June 25, at 5:30 p.m. in room 104a
- MATC Commencement – Saturday, May 18, 2019 K-State Union Grand Ballroom
  - Dental Hygiene Pinning at 8:30 a.m.
  - Commencement at 10:00 a.m.
  - Nursing Pinning following commencement

\* Requires BOD Action

Manhattan Area Technical College  
Board of Directors Meeting  
March 26, 2019 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met March 26 at 5:30p.m. in room 104a.

Members present: Randall Anderes, Therese Adams, John Pagen, LJ Baker, Irma O'Dell, Wendy King-Luttman and David Fritchen

Members absent: Timothy Flanary

Also present Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/Human Resources; Neil Ross, Dean of Student Services; Kelly Cook, Title III Director; Josh Gfeller, Chief Information Security Officer; Neil Ross

- a. Faculty/Staff/SGO/Visitors: Linn Schroll

2. CALL TO ORDER

Randall Anderes called the meeting to order at 5:31 p.m.

3. PROGRAM/DEPARTMENT HIGHLIGHTS

- Neil Ross talked about upcoming events at the College; CTE signing day and open house.

4. CONSENT AGENDA (Routine items requiring BOD action) \*

- LJ Baker moved to approve the Consent Agenda (attachments 1-4), Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.
- Jim Genandt received verbal approval from board members to take a 2 year position with KATC if he is recommended.

5. GENERAL AGENDA(items possibly requiring BOD action)

- Therese Adams moved to approve the Financial Monitoring Report (attachment 5a and 5b). After discussion, L J Baker seconded. Motion carried 7 yeas, 0 nays.
- Carmela Jacobs and Jim Genandt presented the Tuition and Fees recommendation (attachment 6 and 6a). After discussion, L J Baker moved to approve the recommendation as presented. Therese Adams seconded. Motion carried 7 yeas, 0 nays.
- Sarah Phillips presented the Building Trades Construction recommendation (attachment 7). Therese Adams moved to approve the recommendation. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

- Carmela Jacobs presented the Ventilation RFP recommendation (attachment 8). Dave Fritchen moved to approve the recommendation as presented. Therese Adams seconded. Motion carried 7 yeas and 0 nays.

#### 6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission).

- Administration updated the board on the Credit for Prior Learning Policy 5.1.3.(attachment 9).
- Administration updated the board on the Computer Usage Policy 9.1.1 (attachment 10).
- Josh Gfeller updated the board on the New Clean Desk Policy 9.1.4. (attachment 11).
- Kelly Cook presented the Title III update.

#### 7. EVALUATION OF BOARD PROCESS

- Tracy Geisler reminded the board of the “Grow Green” event and handed out the letters that explained the match from Phil Howe. Board chair Randall Anderes encouraged all board members to participate.

#### 8. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).

- Jim and Tracy gave update on the Foundation

#### EXECUTIVE SESSION: CONFIDENTIAL MATTERS – REAL PROPERTY

Therese Adams moved to go into executive session to discuss confidential project partnerships to protect the interest of the business to be discussed at 6:58 p.m. and return to open session at 7:14 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:14 p.m. Therese Adams moved to return to open session. L J Baker seconded. Motion carried 7 yeas, 0 nays. No action was taken.

#### EXECUTIVE SESSION: CONFIDENTIAL MATTERS – FINANCIAL MATTERS

Therese Adams moved to go into executive session to discuss financial matters to protect the interest of the business to be discussed at 7:15 p.m. and return to open session at 7:30 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:30 p.m. Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

#### EXECUTIVE SESSION: NEGOTIATION MATTERS

Therese Adams moved to go into executive session to discuss negotiation matters to protect the interest of the business to be discussed at 7:31 p.m. and return to open session at 7:41 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:41 p.m., Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: STUDENT MATTERS

Therese Adams moved to go into executive session to discuss student matters to protect the interest of the business to be discussed at 7:41 p.m. and return to open session at 7:51 p.m. Irma O'Dell seconded. Motion carried 7 yeas, 0 nays. At 7:51 p.m., Therese Adams moved to return to open session. Irma O'Dell seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: PERSONNEL MATTERS – PRESIDENT EVALUATION

Therese Adams moved to go into executive session to discuss non-elected personnel/President's evaluation to protect the interest of the business to be discussed at 7:53 p.m. and return to open session at 8:03 p.m. L.J. Baker seconded. Motion carried 7 yeas, 0 nays. At 8:03 p.m., Therese Adams moved to return to open session. L.J. Baker seconded. Motion carried 7 yeas, 0 nays. No action was taken.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 8:05 p.m.



April 30, 2019

Attachment 2

**To: The Board of Directors**  
**From: Carmela Jacobs, Vice President of Operations/CFO**  
**Re: March 2019 Expenditures**

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 384,043.76	60.27%
Facilities	\$ 37,087.32	5.82%
Student Payments	\$ 42,459.41	6.66%
Program Expenditures	\$ 31,094.74	4.88%
ALC Operating Costs (excluding salary/benefits)	\$ 1,192.26	0.19%
Other Operating costs	\$ 141,285.63	22.17%
<b>Total March Expenditures</b>	<b>\$ 637,163.12</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All Star Custodial Services	Custodial Services	\$ 6,100.00	All School	general fund
Westar	Utilities	\$ 9,990.51	Nursing	Course Fees
ATI	Assessments	\$ 12,390.00	All School	general fund
Varney and Associates	Audit	\$ 8,500.00	All School	general fund
Pinnacle Evaluations Services	Title III Audit	\$ 10,000.00	Title III	Title III Grant
USD 320 (Wamego)	Excel in CTE (Fall 2018)	\$ 13,376.13	All School	general fund
USD 383 (MHS)	Excel in CTE (Fall 2018)	\$ 86,238.60	All School	general fund
KPERS	Remit PR 3.15.19 Deductions	\$ 7,630.02	All School	payroll deductions
KPERS	Remit PR 3.29.19 Deductions	\$ 7,674.02	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 3.15.19	\$ 5,434.05	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 3.29.19	\$ 5,761.81	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 3.15.19 Deductions	\$ 36,779.25	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 3.29.19 Deductions	\$ 39,394.89	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 37,907.66	All School	pr ded/general fund
<b>Total March Expenditures Exceeding Threshold</b>		<b>\$ 287,176.94</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** April 30, 2019  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Austin Gray	Database Report Writer	4/15/2019	IT	Operating	New Hire
Jaquayle Moore	Security Officer	4/15/2019	Safety/Security	Operating	New Hire
Deirdre Greeley	PN Instructor	Fall 2019	Nursing Program	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
n/a					
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
n/a					
Advertised Positions					
Position Title			Department	Funding Source	Status
CMA Instructor			Continuing Education	Operating	Open
Adjunct Instructor Consideration Opportunity			Various	Operating	Open
Student Retention Specialist			Title III	Title III	Paused
Student Services Specialist			Student Services	Operating	Paused

## President's Report: April 2019

### Owner Expectations:

- Sarah, Tracy and I attended a tech education meeting for Junction City/Geary County with Cloud County Community College and Junction City USD 475 representatives. We are developing a slate of courses (tech ed and general ed) to offer at the high school in the fall. (3/27)
- We have had several meetings with A-Lert roofing and KBS to get proposals to replace at the roof on the main building, and options on other buildings of the campus. (3/27)
- I attended the TEA meeting at KBOR. Ray Frederick, the chairperson of the Association, shared about his visit to our campus and praised our faculty and staff. (3/28)
- We hosted our first CTE Signing Day! (3/29)
- Sarah, Carmela, Kim Withroder, Ken Sisley and I attended the Annual Conference of the Higher Learning Commission in Chicago. Special attention was given to sessions on assessment of student learning, the college financial ratio, and preparing for accreditation review with the new criteria. (4/5-4/8)
- Tracy and I attended the Wamego Chamber of Commerce monthly lunch session and heard an update from Jack Allston on the Pottawatomie County Economic Development efforts. (4/15)
- I had my turn on In Focus on KMAN. (4/17)
- Tracy (and with some assistance from staff and faculty) hosted a 4<sup>th</sup> grade elementary class to learn about MATC and participate in a project in Construction Trades (she will discuss more at board meeting). (4/18)
- I met Pottawatomie County Commission Dee McKee to discuss workforce in that county. (4/23)
- I participated in the April TEA meeting (it was a conference call session). (4/25)
- I attended the INT Capstone project for the spring semester. (4/26)

### Employer Needs & Response:

- We hosted a meeting of the General Contractors for a code update, and several of them visited our Construction Trades area. (3/29)
- We had 30+ persons attend the Business Industry Leadership Team meeting for Critical Environment Technology, featuring a presentation by Brian Lovell and Gina Becker related to our new building automation systems lab. Many company representatives attended, and several are providing direct support for the project. Brian will return in late May to continue the lab construction, and we will host a second meeting at that time. (4/2)
- I attended the American Association of Community Colleges spring conference, and continued my service on the Commission for Economic and Workforce Development. We worked on several topics including apprenticeships, income-sharing agreements for students, expansion of industry-recognized credentials, and received updates from the U.S. Department of Education related to technical and adult education. (4/11-4/13)
- We had a site visit by representatives of the Kansas State Board of Nursing (KSBN) to review our program, and the exit interview indicated we were successful in meeting their examination. A formal written report will be coming to us soon. Thanks to Laurie and her faculty and staff! (4/16)
- I worked with Mickey Dean (Geary County/Junction City Chamber and Economic Development) on a draft survey for workforce needs and other topics related to developing an economic development plan. (4/16)
- I attended the Manhattan Chamber of Commerce Board of Directors meeting. (4/16)
- Tracy and I met with Jason Smith, new Director/CEO of the Manhattan Chamber of Commerce for a tour and overview of MATC. (4/19)
- I attended a leader meeting for the Talent Attraction/Retention group of Region Reimagined (4/22), and attended the project's steering committee meeting. (4/25)

- Several of us met with BRI staff concerning a collaborative grant opportunity with the USDA Higher Education Challenge Program, and we are working with them to be part of their proposal. (4/24)
- I attended a portion of the Flint Hills Regional Conference in Junction City concerning the session on Workforce Development. (4/24)
- We hosted the review for the Medical Lab Tech program. (4/25-4/26)
- I participated in the nursing advisory committee meeting. (4/29)
- Several of us attended a meeting with folks from KSU Vet Med to discuss how we can support their needs. (4/30)

#### Resource Development:

- A representative of Alcove Development visited with us concerning possible investor options to benefit the College. (3/27)
- Tracy and I visited with Russ Briggs related to fleet needs of the College. He is willing to help provide a meeting with the area auto dealers to discuss our needs. (3/29)
- Tracy, Harry, and I met with C. Clyde Jones. We had a great discussion about MATC and his willingness to advocate for us through his social media network and more. (4/10)
- Tracy and I met with Kent Wohlgemuth of Community National Bank/Wamego. (4/18)
- Tracy worked the Grow Green Day at the Greater Manhattan Community Foundation for the MATC Foundation. (4/22)
- Tracy and I met with John Pope and Scott Foote from Peoples State Bank concerning the value of MATC for workforce and economic development. (4/22)
- Tracy, Harry, Fred and I hosted a meeting of the MATC Foundation Trustees. (4/29)



INTERNAL MONITORING REPORT  
ASSET PROTECTION  
APRIL 2019

I hereby present my monitoring report on your Executive Limitations policy “Asset Protection” according to the annual schedule of reports. I certify that the information contained in this report, as reviewed by Carmela Jacobs, Vice President of Operations/CFO, is true.

**BROADEST POLICY PROVISION:**

*Assets shall not be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, the President shall not:*

**Policy Provision #1:**

*Fail to insure against property and casualty losses or against liability losses to Board members, staff, or the College itself in an amount prudent and advisable under Kansas law.*

CEO’s INTERPRETATION:

Property assets at Manhattan Area Technical College (“The College”) are insured when their value is in excess of the \$10,000 deductible. The high premium cost at lesser amounts does not justify any change to this policy. The College also carries insurance in the amounts of \$1 million for general liability per occurrence (\$3 million general aggregate), and \$500,000 for bodily injury. In addition, the College carries Educator’s Professional Liability insurance to protect against errors and omissions that includes Directors and Officers Liability coverage. All vehicle assets are covered under the Commercial Auto policy.

I report compliance.

**Policy Provision #2**

*Allow unbonded personnel access to significant amounts of funds.*

CEO’s INTERPRETATION:

“Unbonded personnel” is interpreted to mean employees who are refused inclusion in the organization’s insurance against employee wrongdoing. Our insurance company periodically requests a list of personnel, and to date, has never excluded any of our personnel. Furthermore, since the amount of cash on hand varies according to semester activities, the cash assets are protected through the following means:

(1) The cash register is secured in the (locked) front office under camera surveillance at all times, is locked at all times with only select personnel possessing keys, and has \$40 maintained inside each evening. Daily receipts are locked in the College safe until those funds are taken to the bank for deposit; deposits are made on a weekly basis.

(2) When increased activity also increases the amount of cash handled on a day-to-day basis, such as during registration, deposits are made no less than twice a week or at the discretion of the Vice President of Operations/CFO. All transactions are accounted for by receipt, and appropriate internal controls are in place to ensure protection of assets. Tests of controls were performed as part of the unqualified audit report issued by independent external auditors dated January 25, 2019.

I report compliance.

**Policy Provision #3**

*Allow improper wear and tear or inadequate maintenance of the plant and equipment.*

CEO's INTERPRETATION:

The IT Department, Head of Maintenance, and various contracted service providers, maintains campus equipment and facilities. Equipment within the program areas are maintained, as much as possible, by the faculty within their department. Students do not use the College's program equipment until sufficient training has been conducted in the areas of operation, safety, and preventive maintenance. Campus-wide maintenance items of substantial cost, such as roofing and parking/sidewalk, are consistently being assessed for potential repair or replacement.

I report compliance.

**Policy Provision #4:**

*Unnecessarily expose the College, its Board, or staff to claims of liability.*

CEO's INTERPRETATION:

The College has regular inspections, both announced and unannounced, by different compliance agencies, such as the Fire Marshall, Environmental Protection Agency, and OSHA. Upon discovery of any deficiencies, the College moves to gain compliance as quickly as possible. The Fire Marshall reported minor violations in January 2019, but returned for a follow-up visit March 20, 2019 and reported no violations at that time. Our liability insurer also makes loss control visits. The most recent visit was on April 2, 2019 and resulted in one new recommendation. 1. All drivers, to include students, of institutional vehicles must have a driver's background check completed on an annual basis.

I report compliance.

**Policy Provision #5:**

*Make any single asset purchase over \$2,500 without having obtained comparative prices and without due consideration of cost, quality and service;*

CEO's INTERPRETATION:

The College seeks comparison prices on all purchases in excess of \$2,500, unless sole source purchasing is justified per policy 6.2.5. The College initiates these comparisons within the six main service area counties first when seeking goods and services within the stated limits.

I report compliance.

**Policy Provision #6**

*Make any purchase, or initiate construction, remodeling, or alterations of real property over \$25,000 without Board approval. Such purchases shall require a sealed competitive bidding process;*

CEO's INTERPRETATION:

The College requires at least three bids on all items purchased over \$25,000, unless the item is acquired as a "sole source item" due to its unique nature.

I report compliance.

**Policy Provision #7**

*Receive, process, or disburse funds under controls that are insufficient to meet the financial auditor's standards.*

CEO's INTERPRETATION:

All funds are handled according to accepted practices as supported by the College's unqualified audit report dated January 25, 2019.

I report compliance.

**Policy Provision #8**

*Dispose of real property without Board approval.*

CEO's INTERPRETATION:

No real property has been acquired, encumbered, or disposed of since the last Asset Protection monitoring report in April 2018.

I report compliance.

**Policy Provision #9:**

*Enter into any lease agreement for real property in excess of \$20,000 annually without Board approval;*

CEO's INTERPRETATION:

The College has not initiated any lease-financed construction, remodeling, or alterations in excess of \$20,000 since the last Asset Protection monitoring report in April 2018.

I report compliance.

**Policy Provision #10:**

*Fail to protect intellectual property, information, and files from loss, damage, or improper access.*

CEO's INTERPRETATION:

Financial and student records are backed up twice daily at noon and 10:00PM, respectively. The records are then replicated off-site, via the College's remote backup grid, located at Kansas State University. A nightly offline backup is also taken and kept on rotated offline disks to keep a backup inaccessible to hackers off the wire. Additionally, monthly and yearly backups are maintained at Kansas State University for three calendar years. Firewalls and IT measures and policies are in place to protect against unauthorized or malicious access to the College's computer systems. The IT department also monitors the systems for unusual network usage and acts on any possible threats to the internal security. Hard copy or paper files are kept in locked cabinets behind locked doors with limited access to sensitive materials, such as student and personnel records. The College fully complies with Federal Educational Rights and Privacy Act (FERPA) when dealing with student records, Health Insurance Portability and Accountability Act (HIPAA) when dealing with patient records in Nursing and Dental Hygiene, and Freedom of Information Act (FOIA) regulations when dealing with other requests for information, both externally and internally, when appropriate.

I report compliance.

Signed \_\_\_\_\_ President      Date April 30, 2019  
*Jim Genandt*