



BOARD OF DIRECTORS MEETING

April 27, 2021
Manhattan Area Technical College

Zoom/live stream at 5:30 p.m.

2021

L.J. Baker – Chair (Geary)

Board of Directors

Wendy King-Luttman (Clay)
David Fritchen (Riley)
Tim Flanary (Pottawatomie)
David Urban (Riley)
Brett Ballou (Riley)
Will Allen (Geary)

Administration/Staff

Jim Genandt (President/CEO)
Mary Bell (Exec. Assistant/Board Clerk)
Sarah Phillips (VPSS/CAO/CSAO)
Carmela Jacobs (VP Operations/CFO/HR)
Josh Gfeller (Chief Info Security Officer)
Nathan Roberts (Dean Career/Tech Ed)
Neil Ross (Dean of Student Services)
Chris Boxberger (Director Title III/Adult Ed)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
Tuesday, April 27, 2021
Board Meeting at 5:30 p.m.**

Board of Directors:

- | | |
|--|--|
| <input type="checkbox"/> Baker, L.J. Chair (Geary) | <input type="checkbox"/> Urban, David (Riley) |
| <input type="checkbox"/> King-Luttman, Wendy Vice Chair (Clay) | <input type="checkbox"/> Ballou, Brett (Riley) |
| <input type="checkbox"/> Fritchen, David (Riley) | <input type="checkbox"/> Allen, Will (Geary) |
| <input type="checkbox"/> Flanary, Tim (Pottawatomie) | |

Administration/Staff:

- | | | |
|---|---|--|
| <input type="checkbox"/> Genandt, James (President/CEO) | <input type="checkbox"/> Bell, Mary (Board Clerk) | <input type="checkbox"/> Phillips, Sarah |
| <input type="checkbox"/> Jacobs, Carmela | <input type="checkbox"/> Gfeller, Josh | <input type="checkbox"/> Ross, Neil |
| <input type="checkbox"/> Roberts, Nathan | <input type="checkbox"/> Boxberger, Chris | <input type="checkbox"/> Watts, Harry |
| <input type="checkbox"/> Faculty Senate | <input type="checkbox"/> Dietrick, John | <input type="checkbox"/> Zerbe, Allison |
| <input type="checkbox"/> Caponera, Andrew | | |

Call to Order

Program/Department Highlights

- HVAC-SkillsUSA Professional Development (Frank Avila)

Discussion of Ends (Part 1-Demonstration, Testimonial, or Report of Results Related to Board Mission)

- Commencement, Signing Day, Fall Enrollment Updates (Neil)

Incidental Information

- BOD Member Community Report

Consent Agenda (Routine items requiring BOD action) *

- Approval of March 2021 Meeting Minutes (Attachment 1) *
- Approval of March 2021 Check Register w/Threshold Expenditures (Attachment 2)*(Carmela)
- Organizational Update (Attachment 3)*(Carmela)
- President's Report (Attachment 4)*(Jim)

General Agenda (Items possibly requiring BOD Action)

- Updated Policy Review: #4.1.2 Instructor Evaluations - (Attachment 5) (Sarah)
- Regional Testing Center (RTC) Proposal - (Attachment 6)*(Sarah)

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

- President Updates-KSLEG/KBOR-TEA (Jim)
- HLC Update (Sarah)
- Faculty Senate Update (Brian and Jeff)

___ **Evaluation of Board Process**

- Board of Directors Position Description (Attachment 7) (Jim and Mary)

___ **Ownership Linkage** (Related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.)

- Foundation/Resource Development Update (Jim and Harry)
- Foundation Meeting May 7 (Jim)
- Grow Green Update (Jim)

___ **Executive Session:** Negotiations - To discuss employee/employer negotiations to protect the matters being discussed with the exception for negotiations under KOMA.

___ **Executive Session:** Personnel Matters - Relating to personnel matters of non-elected personnel to protect the interest of the business to be discussed.

___ **Executive Session:** Financial-Relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

___ **Executive Session:** Personnel Matters - Relating to Presidential Evaluation Preparation

Meetings and Upcoming Events

- Next Board Meeting: Tuesday, May 25, 2021 @ 5:30 p.m. room 406a

* Requires BOD Action

Manhattan Area Technical
College Board of Directors
March 30, 2021 Room 406
Zoom/Live Stream Meeting
at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met March 30, 2020 at 5:30 p.m. in room 406 using social distancing with zoom and live streaming for employees.

Members present: Wendy King-Luttman, David Fritchen, David Urban, Brett Ballou, and Tim Flanary

Members absent: L.J. Baker and Will Allen

Administration Present: Jim Genandt, President/CEO; Mary Bell, Executive Assistant/Board Clerk; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/HR; Josh Gfeller, Chief Information Security Officer; Chris Boxberger, Director of Adult Education; Nathan Roberts, Dean of Career and Technical Education.

Faculty/Staff/SGO/Visitors: Allison Zerbe, HR Partners/Attorney; Brian Koch; Andrew Caponera.

Meeting was live streamed

2. CALL TO ORDER

- Wendy King-Luttman called the meeting to order at 5:31 p.m.

EXECUTIVE SESSION: Consultation with College Attorney to protect the interest of business to be discussed. Tim Flanary moved to go into executive session to discuss matters at 5:32 p.m. and return to open session at 5:42 p.m. David Fritchen seconded. Motion carried 5 yeas, 0 nays. At 5:42 p.m., Tim Flanary moved to return to open session. David Fritchen seconded. Motion carried 5 yeas, 0 nays. No action was taken.

3. INCIDENTAL INFORMATION:

- BOD Member Community Report

4. PROGRAM/DEPARTMENT HIGHLIGHTS:

- Student Services Signing Day Information Provided by Sarah

5. CONSENT AGENDA: (Routine items requiring BOD action) *

- Tim Flanary moved to approve the Consent Agenda (attachments 1-4), Brett Ballou seconded. Motion carried 5 yeas, 0 nays.

EXECUTIVE SESSION: Financial—Relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships. Tim Flanary moved to go into executive session at 5:48 p.m. and return to open session at 6:04 p.m. David Fritchen seconded. Motion carried 5 yeas, 0 nays. At 6:04 David Fritchen moved to return to open session. David Urban seconded. Motion carried 5 yeas, 0 nays. No action was taken.

6. GENERAL AGENDA (items possibly requiring BOD action)
 - Carmela Jacobs presented the Recommendation for Tuition and Fees (attachment 5). David Fritchen moved to approve as presented. Tim Flanary seconded. Motion carried 5 yeas, 0 nays.
 - Carmela Jacobs presented the Financial Monitoring Report (attachments 6a, 6b, and 6c). David Fritchen moved to approve as presented. Brett Ballou seconded. Motion carried 5 yeas, 0 nays.
 - Carmela Jacobs, Josh Gfeller, and Andrew Caponera presented the Xerox Proposal Recommendation (attachment 7). Tim Flanary moved to approve as presented. David Fritchen seconded. Motion carried 5 yeas, 0 nays.
 - Sarah Phillips presented Policy #9.1.6 Institutional Effectiveness for approval (attachment 8). David Fritchen moved to approve as presented. Tim Flanary seconded. Motion carried 5 yeas, 0 nays.
 - Sarah Phillips presented updated policy #9.1.3 Verification of Student Identity (attachments 9a and 9b).
 - Nathan Roberts presented updated policy #4.5.2 Program Advisor Committee/Business and Industry Leadership Team (attachment 10).

7. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission).
 - Jim Genandt updated board on KSLEG/KBOR-TEA.
 - Sarah Phillips informed board of possible need for special board meeting for curriculum approval.
 - The following updates were given by administration:
 - Title III and Adult Ed (attachment 11)– Chris Boxberger
 - HLC Update – Sarah Phillips
 - Covid-19 Update – Sarah Phillips
 - Faculty Senate Update – Brian Koch

8. EVALUATION OF BOARD PROCESSES

9. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).
 - Jim Genandt discussed the updates with resource development and the foundation.

EXECUTIVE SESSION: Personnel matters relating to Presidential Evaluation preparation. Tim Flanary moved to go into executive session at 7:03 p.m. and return to open session at 7:18 p.m. Brett Ballou seconded. Motion carried 5 yeas, 0 nays. At 7:18 p.m., Tim Flanary moved to return to open session. Brett Ballou seconded. Motion carried 5 yeas, 0 nays. No action was taken.

ADJOURNMENT: Wendy King-Luttmen, Board Vice Chair adjourned the meeting at 7:18 p.m.



April 27, 2021
 To: MATC Board of Directors
 From: Carmela Jacobs, VP Operations/CFO
 Re: March 2021 Expenditures

| Category | Costs | % |
|---|------------------------|-------------|
| Payroll, Withholdings and Benefits | \$ 401,193.06 | 38.85% |
| Facilities | \$ 49,829.19 | 4.82% |
| Student Payments | \$ 10,966.85 | 1.06% |
| Program Expenditures | \$ 50,044.20 | 4.85% |
| ALC Operating Costs (excluding salary/benefits) | \$ - | 0.00% |
| Wamego | \$ 118,566.05 | 11.48% |
| Other Operating costs | \$ 402,137.45 | 38.94% |
| Total March Expenditures | \$ 1,032,736.80 | 100% |

| Threshold Expenditures > \$5,000 | | | | |
|---|---|----------------------|-------------------|----------------------|
| Vendor Name | Item(s) Purchased | Cost | Department | Funding |
| USD 383 Manhattan High School | FY20 Excel in CTE Reconciliation/FY21 (FA20) Excel in CTE Payment | \$ 216,223.41 | All School | Excel in CTE funds |
| Jenzabar Inc | Annual Jenzabar (SAS) Fee | \$ 76,461.41 | All School | Student fees |
| Trinium Contractors | Wamego Renovation | \$ 97,218.44 | All School | Capital Outlay |
| Trinium Contractors | Wamego Renovation | \$ 16,049.53 | All School | Capital Outlay |
| USD 320 Wamego High School | AY20 Reconciliation - Excel in CTE | \$ 16,200.00 | All School | Excel in CTE Funds |
| Power DMS | Policy Software | \$ 15,472.74 | All School | CARES Funding |
| USD 320 Wamego High School | Excel in CTE Fall 2020 | \$ 14,775.77 | All School | Excel in CTE Funds |
| Zoom Video Communications | Contract Renewal | \$ 14,198.00 | All School | Title III |
| ATI - Assessment Technologies | ATI CARP ADN 220 1221 | \$ 13,440.00 | Nursing | Course Fees |
| Evergy | Energy Bill | \$ 10,488.66 | All School | general fund |
| ConvergeOne Inc | Microsoft Renewal (2 years) | \$ 17,331.22 | All School | Student fees |
| Amazon | Construction Tech Tablets | \$ 6,439.72 | Construction Tech | CARES Funding |
| BCBS (April 2021) | Health Insurance Premiums | \$ 43,630.22 | All School | payroll ded/gen fund |
| IRS | PR 03.15.2021 Payroll deductions | \$ 36,952.39 | All School | payroll ded/gen fund |
| IRS | PR 03.31.2021 Payroll deductions | \$ 39,987.70 | All School | payroll ded/gen fund |
| KS Dept of Revenue | PR 03.15.2021 Payroll deductions | \$ 7,363.93 | All School | payroll deduction |
| KS Dept of Revenue | PR 03.31.2021 Payroll deductions | \$ 7,978.98 | All School | payroll deduction |
| KPERS | PR 03.15.2021 Payroll deductions | \$ 8,208.48 | All School | payroll deduction |
| KPERS | PR 03.31.2021 Payroll deductions | \$ 8,192.73 | All School | payroll deduction |
| Nationwide Trust Company | PR 03.15.2021 Payroll deductions | \$ 5,633.20 | All School | payroll ded/gen fund |
| Nationwide Trust Company | PR 03.31.2021 Payroll deductions | \$ 5,178.36 | All School | payroll ded/gen fund |
| Total March Expenditures Exceeding Threshold | | \$ 677,424.89 | | |



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: April 27, 2021
SUBJECT: Consent Agenda: Organizational Update

| New Hire/Rehires/New Positions | | | | | |
|---|--|-----------|------------------|---------------------|-----------|
| Employee Name | Position Title | DOH | Department | Funding Source | Status |
| Jeramiah Wisdom | Adjunct - EMT | 4/13/2021 | EMT | Operating | New Hire |
| | | | | | |
| Promotions/Title Changes | | | | | |
| Employee Name | Position Title | DOC | Department | Funding Source | Status |
| Bryant Kniffin | Coordinator of Public Relations & Program Support Specialist | 4/16/2021 | ALC | ALC | Promotion |
| Cara Prichard | Accountant I | 4/16/2021 | Business Office | Operating | Promotion |
| Lauren Rust | Academic Advisor | 4/16/2021 | Student Services | Operating | Promotion |
| | | | | | |
| Separations/Retirements | | | | | |
| Employee Name | Position Title | DOS | Department | Funding Source | Status |
| Jennifer Brunenn | Distance Education Grant Activity Coordinator | 4/14/2021 | TLC | Title III/Operating | Resigned |
| Austin Gray | Database Report Writer | 4/16/2021 | IT | Operating | Resigned |
| | | | | | |
| Advertised Positions | | | | | |
| Position Title | | | Department | Funding Source | Status |
| Adjunct Opportunities for Consideration | | | All Departments | Operating | Open |
| Part-Time Allied Health Instructor | | | Allied Health | Operating | Open |
| Director of Nursing Education | | | Nursing | Operating | Open |
| Distance Education Grant Activity Coordinator | | | Title III | Title III/Operating | Open |
| Database Report Writer | | | IT | Operating | Open |
| Full-time Information & Network Technology Instructor | | | INT | Operating | Open |

President's Report: April 2021

Owner Expectations:

- ✓ I participated with Wamego HS students in job interviews via Zoom on March 31, engaging with four students interested in education as a possible career field.
- ✓ The team representing the bargaining unit (faculty) met with the administrative team (for the board) on March 31 and exchanged letters for negotiations, and reviewed the ground rules for upcoming sessions.
- ✓ I participated in a Kansas Leadership Center session on teach leadership intensive on March 31.
- ✓ I led meetings of the Kansas Technical College Presidents on April 1, 15, 22.
- ✓ Myself and several faculty and staff had our second vaccine shots during the week of March 29.
- ✓ The Faculty Senate leaders met with the executive administration on April 2 to review questions, concerns, ideas, and other communications.
- ✓ During the week of April 5, I participated in several sessions (virtually) from the Higher Learning Commission, including the President's Program (which was most of the day on April 5). The keynote speaker on April 7 was Dr. Sanjay Gupta from CNN. Other sessions I attended concerned crisis management, oversight of the federal stimulus funds, and strategic planning using scenarios.
- ✓ April 6: I also participated in a Zoom webinar with the American Association of Community Colleges on the latest federal stimulus funding and anticipated regulations.
- ✓ April 7: I presented to several faculty and staff via Zoom during a lunch-and-learn with updates about our upcoming accreditation visit as well as legislative updates.
- ✓ April 7: Chris Boxberger and I attended the USD 383 board meetings. Chris provided updates to the board about the Adult Learning Center and the Regional Testing Center.
- ✓ April 9: I participated in a Leadership Manhattan board meeting.
- ✓ April 9: I led a meeting of the MATC President's Cabinet, with updates on accreditation, legislation, KBOR, etc.
- ✓ April 12: I participated in the Manhattan HS Site Council meeting, and shared about our student enrollment and plans
- ✓ April 14 I was on KMAN's In-Focus program
- ✓ April 14: I represented the state's technical college with the System Council of Presidents meeting with KBOR as well as to the KBOR meeting later that day.
- ✓ April 15: I attended the Leadership Manhattan graduation ceremony.

Employer Needs & Response:

- ✓ April 13: Sarah and I Zoomed with George Kandt, Daryn Soldan, and Amber Wilhelm of the Manhattan Chamber of Commerce concerning the recent Business Conditions Report from the Chamber.
- ✓ April 13: I participated in a Zoom meeting with David Brennan of our regional WIOA region from the state department of Commerce, along with Jo Brunner and Monty Enright (of KSWorks and Commerce) and Chris Holburn (USD 383) concerning work-based learning efforts.
- ✓ April 13: I visited with a staff member of the state department of Commerce concerning possible future grant proposal opportunities.
- ✓ April 15: We hosted a very successful National CTE Signing Day!!!!!!!!!!
- ✓ April 15: Jack Allston used our Wamego Center for his site for the meeting of the Pottawatomie County Economic Development group (and is planning on using our site in the future!).

- ✓ April 19: Harry and I had lunch with the Eichmans of MCM concerning possible CDL and diesel mechanics programming in Wamego.
- ✓ April 20: I attended the Manhattan Chamber of Commerce board meeting at Farm Bureau.
- ✓ April 21: Representatives of TRANE presented to several MATC administrators about their data analytics program and its application in several of our programs as well as its connection to possible facility improvements for energy and air efficiencies.
- ✓ April 22: I hosted a visit of several school superintendents concerning our FESTO lab and the critical environment lab.
- ✓ April 23: I attended a portion of the INT Capstone presentation by Zoom.
- ✓ April 26: I visited with Steve Spade of KBS.
- ✓ April 26: Several of us participated in a zoom meeting called by State Representative Highland concerning our presence in Wamego and the regional need for welding, especially with CAT.

Resource Development:

- ✓ March 31: we received the donation of a car for the auto tech program from Ravindra Thakkar, a scientist at KSU. Another car donation is in the works.
- ✓ April 22: Grow Green Day with the Greater Manhattan Community Foundation
- ✓ We have set up one new memorial scholarship for auto tech since last month. I am aware of three other pending scholarship efforts as well.
- ✓ I am working on a grant proposal to the Sunderland Foundation for capital projects in Wamego and on our campus in Manhattan.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.1.2

| | |
|---|-----------------------------|
| Title: Instructor Evaluations | |
| Originated by: Vice President of Instructional Services | |
| Originated Approver: President/Board of Directors | Originated Date: 08/10/2005 |
| Revised by: Vice President Student Success <i>in compliance with Faculty Associated Agreement</i> | Revised Date: 4.27.21 |
| Reviewed on: 08/2005; 6/2008; 8/2009; 7/2011; 4/2021 | |

Policy Statement: Evaluation of instructors is to encourage and commend the faculty, to bring about improvement in the quality of performance, to recognize the contributions of the individual member, and thus promote the excellence of the college. MATC's primary commitment to quality education requires ongoing planning and evaluation of instructional effectiveness. To this end, various means of evaluating instruction are used including administrative evaluations and semesterly student evaluations. The results of the evaluation will be used under Kansas continuing contract law to continue or terminate individual faculty member's contract.

Rationale: Consistent, known evaluation policies and procedures lead to professional growth and help the College maintain a highly qualified and skilled faculty which in turn enhances student learning.

Procedure:

- I. Fulltime tenured and non-tenured faculty's evaluation process follows the approved process as outlined in the current Faculty Association Agreement.
- II. Elements used in the evaluation of a faculty member
 - a. Course evaluations: The approved evaluation tool is a valid and reliable standardized evaluation of instructor teaching effectiveness.
 - i. The evaluation tool will be implemented through the VPSS (CAO) office.
 - ii. Each class regularly taught by an instructor will be surveyed at least once every three years with the evaluation schedule maintained by the VPSS (CAO).
 - iii. Each faculty member is to have at least one course evaluated each semester.
 - iv. Evaluations should be administered to students upon completion of at least 50% of the class but less than 75% of the class. The evaluations will be conducted either by a proctor or will be conducted in an on-line format. In either case, the instructor will not be present during the time of the evaluation to allow the students to respond freely to the instrument.

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- v. Results of the evaluations will be made available to the faculty member, their direct supervisor, and/or VPSS (CAO) at the conclusion of the semester and will be discussed at the time of evaluation if possible.
- b. Teaching Observations
- i. Fulltime Tenured and Non-Tenured Faculty
 1. Observations of teaching may take place at anytime during the Fall or Spring Semester.
 2. The observer and faculty member jointly establish the faculty member's evaluation calendar within the first 30 days of each semester with the faculty member submitting three possible observation dates/times. The observation dates may be changed due to unforeseen circumstances. (Faculty being evaluated are expected to submit three possible observation dates/times to their assigned observer. Prior to those three dates, lesson plans are also to be submitted to the observer).
 3. Observations will be conducted by the direct supervisor, VPSS (CAO), or President. At the time of the evaluation the faculty member will provide the supervising administrator evidence of preparation for the class session.
 4. The observer and/or VPSS (CAO) prepares a written report of the observation and provides a copy of the report to the instructor no later than ten (10) working days after the visit. If the instructor desires a meeting, a conference will be scheduled within ten (10) working days of receiving the report to discuss the observation report. The instructor can provide written comments that can be included as part of the completed signed observation report. The faculty member and observer sign the evaluation as acknowledgement of the evidence of completion of the evaluation process.
 5. Persons in the faculty member's direct chain of command have access to evaluation results and may be involved in the evaluation process.
 6. The faculty evaluation documents, including any faculty member's written response, bearing original signatures become part of the faculty member's personnel file maintained by the Human Resources Department.
 7. The faculty member's personnel file shall remain in the Human Resources Department.
 - ii. Adjunct/Concurrent/Dual Credit faculty are evaluated the first and second semester of employment, and at a minimum once a year the first 3 consecutive years of employment. After Year 3, faculty will be evaluated at least once per every three years following the same process of fulltime tenured and non-tenured faculty.

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- c. Rights and Limitations
 - i. Results of the evaluation shall be in writing with a copy given to the faculty member during the evaluation conference.
 - ii. The evaluation is to be signed and dated by the faculty member and reviewer.
 - iii. The faculty member will be given a signed and dated copy of the evaluation.
 - iv. A faculty member has the right to review his/her evaluation and personnel file upon request.
 - v. A faculty member may release a copy of his/her evaluation to persons of his/her choosing by written directive to the human resources administrator. The written directive may require notarization.
 - vi. Persons in the faculty member's direct chain of command will have access to evaluation results and may be involved in the evaluation process.
 - vii. The faculty evaluation documents, including any faculty member's written response, bearing original signatures will become part of the faculty member's personnel file maintained by the Human Resources Department.
 - viii. The faculty member's personnel file shall remain in the Human Resources Department.

III. Standards of Performance: Faculty members agree to maintain standards of teaching at the collegiate level and will be expected to perform in accordance with the following Standards:

Standard 1: Content Competence

A faculty member maintains a high level of subject matter knowledge and ensures that course content is current, accurate, representative, and appropriate to the position of the course within the student's program of studies.

Standard 2: Pedagogical Competence

A pedagogically competent faculty member communicates the objectives of the course to students, is aware of alternative instructional methods of strategies, and selects methods of instruction that, according to research evidence (including personal or self-reflective research), are effective in helping students to achieve the course objectives.

Standard 3: Dealing with Sensitive Topics

Topics that students are likely to find sensitive or discomforting are dealt with in an open, honest, and positive way.

Standard 4: Student Development

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Policy No. 4.1.2

The overriding responsibility of the faculty member is to contribute to the intellectual development of the student, at least in the context of the faculty member's own area of expertise, and to avoid actions such as exploitation and discrimination that detract from student development.

Standard 5: Dual Relationships with Students

To avoid conflict of interest, a faculty member does not enter into dual-role relationships with students that are likely to detract from student development or lead to actual or perceived favoritism on the part of the faculty member.

Standard 6: Confidentiality

Student grades, attendance records, and private communications are treated as confidential materials and are released only with student consent, or for legitimate academic purposes, or if there are reasonable grounds for believing that releasing such information will be beneficial to the student or will prevent harm to others.

Standard 7: Respect for Colleagues

A faculty member respects the dignity of her or his colleagues and works cooperatively with colleagues in the interest of fostering student development.

Standard 8: Valid Assessment of Students

Given the importance of assessment of student performance in college teaching and in students' lives and careers, instructors are responsible for taking adequate steps to ensure that assessment of students is valid, open, fair, and congruent with course objectives.

Standard 9: Respect for Institution

In the interests of student development, a faculty member is aware of and respects the educational goals, policies, and standards of the institution in which he or she teaches.

Standard 10: Institutional Contribution

Reflecting the critical importance of the faculty in the College's operation, the faculty member is a contributor to that operation through committee and task force membership and other responsibilities that are beyond the direct delivery of instruction to students.

Standard 11: Academic Freedom

College faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at

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Policy No. 4.1.2

all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespeople.



To: MATC Board of Directors
Date: April 27, 2021
From: Administration, Director of Academic Resources and Testing, Testing Coordinator, Campus Project Group.
Re: Relocation of the Regional Testing Center (RTC)

Background Information

The Regional Testing Center (“RTC”) came to Manhattan Area Technical College (“MATC”) in July 2018 when MATC acquired the Adult Learning Center (“ALC”). The RTC is a major component of MATC’s mission and vision through which students gain access to national and state credentialing and licensure that prepares them to pursue technologically advanced careers and lead productive lives, as well as the RTC provides service to business, industry, and community members by making test proctoring services available to the business, industries and the general public.

The current location of the RTC is in building 411 to which the ALC also occupies. The testing center space consists of two classroom spaces in 411, while the ALC utilizes one classroom and two additional locations in a subsequent building. The RTC sharing the space with the ALC has made scheduling a bit of a challenge for the past two and one-half years; however, as both centers populations continue to grow, so does the need for a larger space.

With the discontinuation of the Dental Hygiene program came the idea of utilizing that space as MATC’s official Regional Testing “Center”. Which in turn would allow the Adult Learning Center to have all it’s resources under one roof in building 411, rather than spread across two locations.

*****Please now peruse the attached document, Project “Spread Your Wings and Fly” written by Darren S. Ortega, Director of Academic Resources and Testing, and Cindy Boxberger, Regional Testing Center Administrator that provide background and objectives in regards to the proposal to move the RTC to the current Dental Hygiene program building.***

Fiscal Implications

During the 2018-2019 academic year, the year the RTC came to MATC, it produced revenue of \$6,686.75. The following academic year, in 2019-2020, the RTC exceeded their prior year revenue by 104% and made \$13,652.01. This year, the RTC is on track to produce approximately \$14,000 in revenue. This is even with the onset of COVID-19 to which the center closed during summer 2020. The expenses for the testing center are minimal at this time. Testing and supply costs have been a little over \$1,200 per year. The highest costs are salaries of employee and facility operations. Currently, the Testing Center Coordinator’s salary has been paid through the ALC state grant. This proposal would shift the testing center



into the current space housing the Dental Hygiene building with the goal for expansion of testing services towards the RTC being able to cover all its costs to include salaries and facility operations.

Initial Transition:

Phase 1 of the transition process includes moving the current furniture and technology to the building at no cost just time and effort from the Maintenance and Testing Center staff. The building would need additional wiring to accommodate the camera system for the center. This cost is \$9,407.63 and will be paid by the Title III grant. The College costs for this transition is the costs of adding carpet to the space to decrease the noise factor in the rooms. This cost is \$3,725.00 and would be paid from the Capital Outlay allocation from the State.

Recommendation:

The Administration respectfully requests that the Board of Directors approve the recommendation to move the Regional Testing Center to the Dental Hygiene program building once the program has officially concluded at the end of the current spring 2021 semester.

Project “Spread Your Wings and Fly”

Manhattan Are Technical College

October 26, 2020

Project Proposal: Standalone Student/Professional Testing Center

Prepared by: Darren S. Ortega - Director of Academic Resources and Testing
Cindy Boxberger - Testing Administrator

Background

We see a need to combine our student-testing center with our professional testing center into one, combined and centralized testing center. This project combines testing services under a single roof and creates consistency across campus. The current Dental Hygiene program building is ideal to establish this newly combined test center.

Advantages of this project include dedicated parking for center visitors and testers, an isolated and quiet building, ability to accommodate large group testing and special test sessions for area high schools, cross training of staff, greater support for Manhattan Tech instructors, and, as mentioned before, all testing in the same building under one roof.

While COVID-19 restrictions may not be permanent, it is also uncertain when and how local health guidelines on large group gatherings will change or update. Having three full-sized testing rooms available to accommodate overflow for student testing or professional testing creates a more stable environment and allows us to offer more seats for revenue generating tests. This is necessary, as we have added 5 additional Pearson Vue and/or PSI revenue based exams since spring of 2020. We have also seen a 35% average growth in testing demand since fall of 2019.

Objectives

- Establish stand-alone student and professional testing center.
- Increase the number of professional tests offered including program distinct certifications.
- Create and increase test-based revenue sources decreasing the need for testing services dependence on funding from the college’s general fund.
- Apply for and earn a national certification and accreditation increasing regional visibility.
- Hire and cross-train at least one part-time center assistance or student assistant.
- Evaluate resource and staffing needs bi-annually.
- Develop single budget for the testing center rather than two separate budget accounts.

Scope

The initial phase of this project provides for remodel and construction necessary to operate as a professional testing center meeting all required guidelines for Pearson Vue, ETS, and PSI. Meeting these environmental, security, IT, and staffing requirements also meets the needs of our student testing guidelines. This phase also includes purchase or updates to existing test equipment. Again, this will be limited to what is necessary to begin operations as soon as possible.

This initial phase includes installation of carpeting in two of the three designated test rooms. The third already has carpet. Carpet reduces noise from both foot traffic and chair rollers, acts as additional insulation, and is easy to maintain. Additionally, for safety reasons, a wall needs to be constructed limiting access to dental equipment still present in the building. Please refer to the attached potential floorplans.

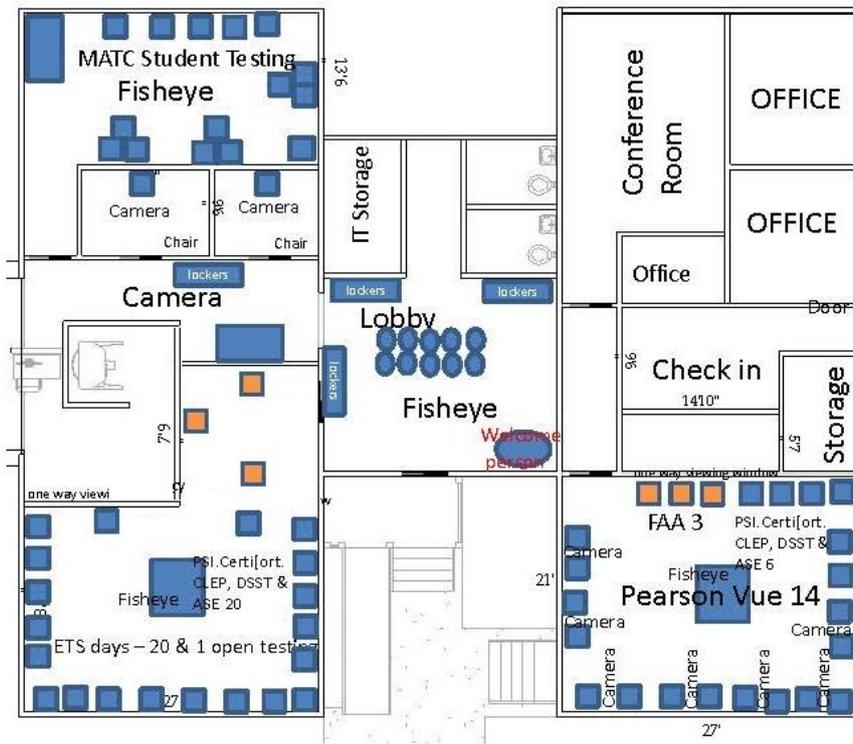
Subsequent Phases

- Include updates or new construction for check-in stations, monitoring software, and equipment necessary to increase testing capacity.

Key Stakeholders

- Manhattan Tech's primary service area.
- Manhattan Tech students and instructors.

Potential Floorplans



Manhattan Area Technical College
Manhattan, Kansas 66503

Title: Member, Board of Directors
Manhattan Area Technical College

Qualifications:

1. Experience in business, industry, leadership, education, or public agencies, which will result in a benefit to the college.
2. Willingness to devote the time and effort to attend regularly scheduled meetings, special meetings and work sessions, and other meetings necessary to meet the mission and vision of the college.
3. Commitment to effective communication processes, use of technology for instruction and college management, and to the importance of technical education as a means of economic development.
4. Commitment to developing an understanding of state and federal regulations related to college operations and higher education with an emphasis on technical education.
5. Experience as a former member of a public board or private board of directors preferred.
6. Experience in policy development, resource management, and regulatory compliance preferred.
7. Physical and emotional requirements necessary to accomplish the responsibilities of a public board member including, but not limited to, team work, high level of personal integrity, consistency of temperament, adherence to statutory regulations, and adherence to Board policies.

Supervisory responsibilities: 1. President, Manhattan Area Technical College
2. Clerk of the Board

Job goal: Guide the college through policy development; provide advocacy for the constituents of the college; adhere to the philosophical and operational mission of MATC; comply with local, state, and federal policies; provide proactive interaction with the Kansas Board of Regents and the public

Performance responsibilities, may include all or part of the following:

1. Responsible for hiring, evaluation, and supervision of the MATC President.

2. Effectively communicate to MATC faculty/staff, business and industry, area communities, other educational institutions and agencies the mission and vision of MATC.
3. Communicate effectively with the Kansas Board of Regents, area Boards of Education, public entities, and business and industry. Effectively communicate and coordinate partnership initiatives with the public.
4. Develop, review, and adhere to policies for programs within the organized structure of Manhattan Area Technical College. These include budget, resources (personnel, facilities, materials, etc.) instructional programs, college operations, and compliance regulations.
5. Provide leadership in promoting MATC to all public venues including governmental, civic, and community.
6. Provide guidance to the MATC President in the development of the MATC budget.
7. Actively advocate for funding opportunities to advance the mission and vision of MATC.
8. Participate in professional development activities designed to increase Board function and effectiveness.
9. Insure compliance of federal and state programs including employment, fiscal operations, grants, and safety.
10. Provide leadership in planning and implementation of the college's re-accreditation goals.
11. Maintain confidential and professional behavior in matters related to employees, contract negotiations, student issues, and the development and procurement of contributions to the college.
12. Provide leadership example and professional presence for Manhattan Area Technical College.