

Board of Directors Packet

Manhattan Area Technical College

April 26, 2022

Zoom/Live Stream 5:30 pm



Board of Directors:

__Baker, L.J. - Chair (Geary)	__Urban, David (Riley)
__King-Luttman, Wendy – Vice Chair (Clay)	__Ballou, Brett (Riley)
__Flanary, Tim (Pottawatomie)	__Allen, Will (Geary)
__Heather Peterson (Pottawatomie)	__Mike Matson (Riley)

Administration/Staff:

__Genandt, James (President/CEO)	__Miller, Hannah (Board Clerk)	__Phillips, Sarah
__Davis, Kimberly	__Gfeller, Josh	__Ross, Neil
__Roberts, Nathan	__Boxberger, Chris	__Watts, Harry
__Faculty Senate		

Agenda

- 1. Call to Order**
- 2. Consent Agenda** (Routine items requiring BOD action) *
 - Approval of March 2022 Meeting Minutes (Attachment 1) *
 - Approval of March 2022 Check Register w/Threshold Expenditures (Attachment 2 & 3) *
 - Organizational Update (Attachment 4) *
 - President's Report (Attachment 5)*
- 3. General Agenda** (Items possibly requiring BOD action)
 - Jack Allston- Pottawatomie County Economic Development Corporation
- 4. Executive Session:** Consultation with College Attorney
- 5. General Agenda Cont.** (Items possibly requiring BOD action)
 - Board Members Terms
 - i. Wendy King-Luttman
 - ii. LJ Baker
 - Succession Policy Draft (Attachment 6)
 - Policy Update
 - i. 5.10.1 Disposition of Unclaimed Property (Attachment 7)
 - ii. 4.2.13 Academic Program Review (Attachment 8)
- 6. Discussion of Ends** (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - Facilities/Projects Updates **Josh, Sarah**
 - Faculty Senate Update **Faculty Senate**
 - Campus Events Updates **Neil**
 - Manhattan Grow Green Match Day Update **Jim**
- 7. Executive Session:** Confidential Matters – discussion relating to real property

Meetings and Upcoming Events:

Nursing Pinning & Ceremony: May 13th at 2:00pm

Commencement: May 14th at 10:00am

Memorial Day: May 30th CAMPUS CLOSED

Next Board Meeting: May 31, 2022 at 5:30pm

* Requires BOD Action

Board of Directors Minutes

Manhattan Area Technical College

March 29, 2022 5:30pm



1. The Board of Directors of the Manhattan Area Technical College met March 29, 2022 at 5:30 p.m. in person and using zoom, with live streaming for employees.
 - Members present: L.J. Baker, Wendy King-Luttman, David Urban, Mike Matson, Tim Flanary, Will Allen, Heather Peterson.
 - Members absent: Brett Ballou.
 - Administration Present: Jim Genandt, President/CEO; Sarah Phillips, VP Student Success/CAO/CSAO; Josh Gfeller, Chief Information Security Officer; Chris Boxberger, Dean of Academic Partnerships and Outreach; Nathan Roberts, Dean of Academic Affairs; Neil Ross, Dean of Student Success; Hannah Miller, Executive Assistant/Board Clerk. Kim Davis, Dean of Nursing & Health Programs.
 - Faculty/Staff/SGO Visitors: Harry Watts, Brian Koch, Mike Boxberger.
 - Meeting was live streamed.
2. **Call to Order**
 - L.J. Baker called the meeting to order at 5:30p.m.
3. **Consent Agenda:** (Routine items requiring BOD action)*
 - Wendy King-Luttman motioned to approve the Consent Agenda. David Urban seconded. Motion carried 6 yeas and 0 nays. Motion passed to accept the Consent Agenda.
4. **General Agenda:** (Items possible requiring BOD action)
 - Mike Matson moved to approve the General Agenda with the addition to the Academic Program Proposal to the agenda. Tim Flanary seconded. Motion carried 6 yeas and 0 nays. Motion passed to accept the General Agenda with addition.
 - Richard Berndt gave our program update for the Construction Technology program. The Construction Technology students are almost all employed in their second semester of the program. They received OSHA 30 during the program which they can take with them to many other areas. Richard works with many local schools and is constantly looking to expand.
 - President Jim Genandt introduced the Trane proposal. Josh Gfeller detailed the proposal and what it offers. It is a data analytic system that can monitor our building/s (AI system for HVAC). Mike Matson motioned to approve the \$101,020 for the Trane proposal. Will Allen seconded. Motion carried 6 yeas

and 0 nays. Motion passed to accept Trane proposal.

- President Jim Genandt made the recommendation of changes to tuition and fees to the board. He proposed three options. Tim Flanary motioned to approve Option 4 for Tuition and Option 3 for fee changes to the fiscal year 2023. Will Allen seconded. Motion carried 6 yeas and 0 nays. Motion passed to accept the recommendation.
 - Sarah Phillips informed the board of the Academic Program Proposal. The proposed additions are for the Associates of Applied Science and Certificate C for Industrial Engineering Technologies; also Certificate A for Biotechnology. Wendy King-Luttman motioned to approve the academic program proposal for industrial engineering technology. Tim Flanary seconded. Motion carried 6 yeas and 0 nays. Motion passed to accept the program proposal. Mike Matson motioned to approve the academic program proposal for biotechnology. David Urban seconded. Motion carried 6 yeas and 0 nays. Motion passed to accept the program proposal.
5. **Discussion of Ends:** (Demonstration, Testimonial, or Report of Results related to Board Mission)
- Josh Gfeller updated the board on the progress for the Wamego Center. Building two is finished and ready for classes in the fall. Building three is ready to start the demo process. Roofers were on campus today and yesterday working on installing gutters and larger drain tubes to move water away from the building.
 - Brian Koch gave the board an update on what is going around on campus and in the community.
6. **Executive Session:** Consultation with College Attorney
- Wendy King-Luttman motioned to move into executive session at 6:35pm. David Urban seconded. Motion carried 6 yeas and 0 nays. Wendy King-Luttman motioned to move to open session at 6:50pm. Tim Flanary seconded. Motion carried 6 yeas and 0 nays. Wendy King-Luttman motioned that the Board direct President Genandt to serve written notice on Frank Avila to terminate his contract as authorized by K.S.A. 72-2251. David Urban seconded. Motion carried 6 yeas and 0 nays. Motion passed.
7. **Executive Session:** Personnel Matters
- Wendy King-Luttman motioned to move into executive session at 6:51pm. Tim Flanary seconded. Motion carried 6 yeas and 0 nays. Wendy King-Luttman motioned to move to open session at 6:56pm. Will Allen seconded. Motion carried 6 yeas and 0 nays. No action was taken.
8. **Adjournment:** L.J. Baker, Board Chair adjourned the meeting at 6:57pm.

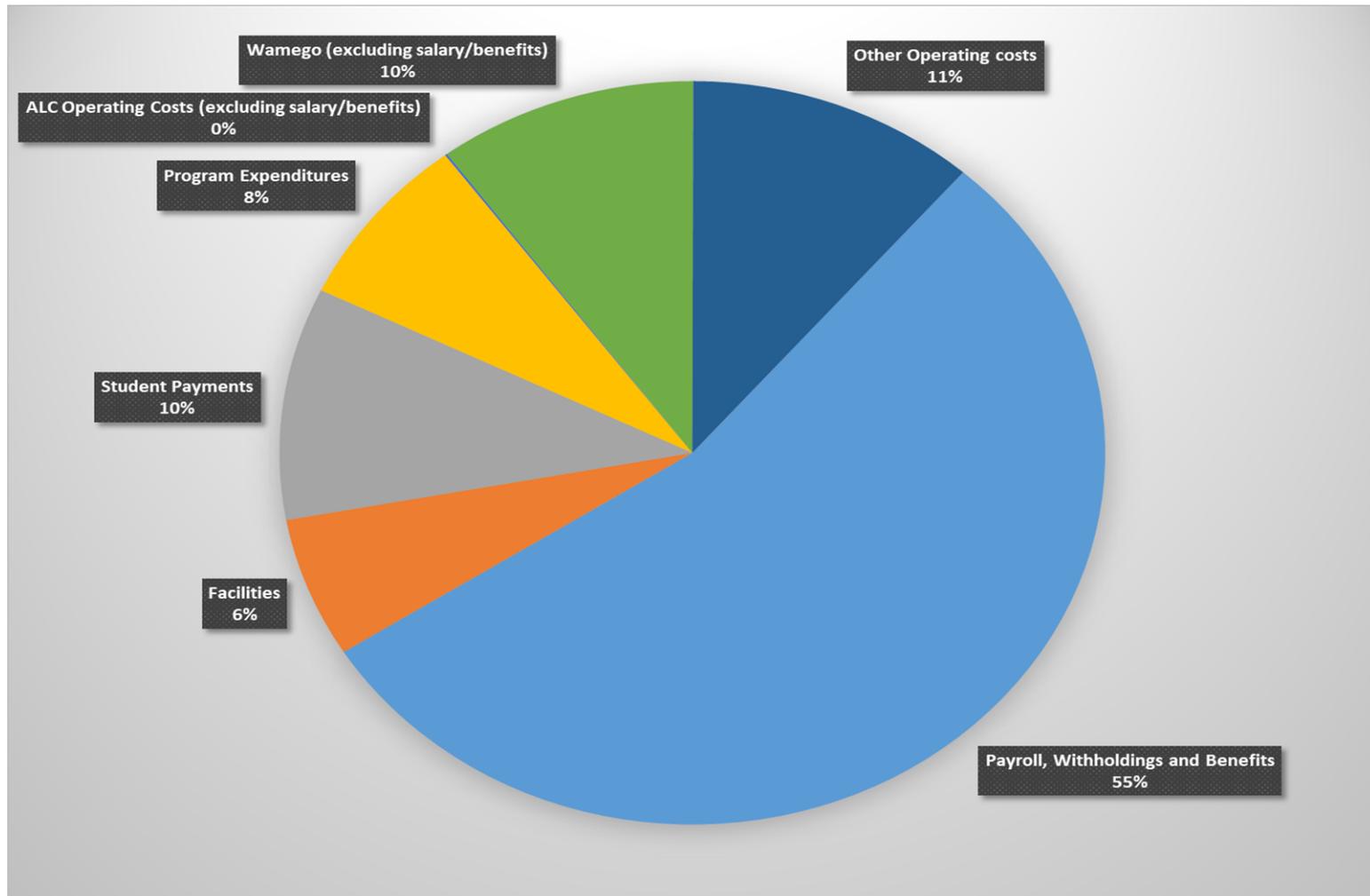
To: MATC Board of Directors
 From: Administration
 Re: March 2022 Expenditures



April 26, 2022

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 395,503.02	54.61%
Facilities	\$ 44,206.16	6.10%
Student Payments	\$ 73,146.28	10.10%
Program Expenditures	\$ 54,891.29	7.58%
ALC Operating Costs (excluding salary/benefits)	\$ 634.13	0.09%
Wamego (excluding salary/benefits)	\$ 73,597.58	10.16%
Other Operating costs	\$ 82,232.71	11.35%
Total March Expenditures	\$ 724,211.17	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Mongoose Research, Inc	Software Lease Renewal/Maintenance Fees Cadence Mongoose	\$ 7,233.00	All School	Credit Hour Fees
Marta's & Son, Inc.	Custodial Main Campus/Wamego	\$ 5,520.00	Central Admin	General Fund
Kansas Assoc of School Boards	Membership/Dues	\$ 7,250.00	Central Admin	General Fund
ConvergeOne, Inc	Software/licenses- All School --Microsoft Renewal	\$ 8,735.00	All School	Credit Hour Fees
SecureW2 Inc.	Software/licenses- All School --Renewal	\$ 11,077.00	All School	Credit Hour Fees
Zoom Video Communications Inc	Software Lease Renewal/Maintenance Fees	\$ 14,198.00	All School	Credit Hour Fees
ATech Training Inc	GM (J1850) OBD II Injection Simulator	\$ 14,685.00	AutoTech	Grant/Matching
Hesston Rescue Unit	Ambulance	\$ 21,000.00	AH/EMT/Nursing	Grant/Matching
Icon Structures, Inc.	Wamego - application phase 3 wamego bld 2	\$ 69,337.31	Wamego	Capital Outlay
Everygy Kansas Central Inc.	February Energy Bill	\$ 9,845.22	All School	General Fund
BCBS (Feb 2022)	Health Insurance Premiums	\$ 46,287.92	All School	payroll ded/gen fund
IRS	PR 03.15.2022 Payroll deductions	\$ 36,637.79	All School	payroll ded/gen fund
IRS	PR 03.31.2022 Payroll deductions	\$ 38,870.38	All School	payroll ded/gen fund
KS Dept of Revenue	PR 03.15.2022 Payroll deductions	\$ 5,555.29	All School	payroll deduction
KS Dept of Revenue	PR 03.31.2022 Payroll deductions	\$ 5,876.71	All School	payroll deduction
KPERS	PR 03.15.2022 Payroll deductions	\$ 9,236.74	All School	payroll deduction
KPERS	PR 03.31.2022 Payroll deductions	\$ 9,674.45	All School	payroll deduction
Nationwide Trust Company	PR 03.15.2022 Payroll deductions	\$ 5,877.51	All School	payroll ded/gen fund
Nationwide Trust Company	PR 03.31.2022 Payroll deductions	\$ 9,580.13	All School	payroll ded/gen fund
Total March Expenditures Exceeding Threshold		\$ 336,477.45		





MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: April 26th, 2022
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Rick Duvendack	Welcome Desk Attendant	3/29/2022	Student Services	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Frank Avila	HVAC Program Faculty	3/31/2022	HVAC	Operating	Termination
Chris Weaver	INT Program Faculty	4/22/2022	INT	Operating	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Head of Maintenance			Facilities	Operating	Open
Associate Degree Nursing Instructor			Faculty	Operating	Open
Associate Degree Nursing Adjunct Clinical Instructor			Faculty	Operating	Open
Part-Time Allied Health Instructor			Continuing Education	Operating	Open
Electric Power & Distribution/Welding CTE Assistant			EPD/Welding	Operating	Open
Full-Time Business Administration Instructor			Faculty	Operating	Open

President's Report: April 2022

Owner Expectations:

- March 31: I attended the Kansas Board of Regents meeting in Topeka on behalf of the Kansas Technical Colleges.
- April 1-5: Sarah, Kim Withroder and I attended the annual conference of the Higher Learning Commission in Chicago related to our institutional accreditation.
- April 7: I participated in a videoconference to determine the agenda of the System Council of Presidents under KBOR for the April meeting.
- April 8: I participated in the board meeting for Leadership Manhattan.
- April 13: I discussed several MATC events and projects for In Focus on KMAN.
- April 13: I led a meeting of the Kansas Technical College Presidents focusing on legislative and state regents' issues.
- April 14: I participated in two TEA conference calls for committees on budget and on curriculum.
- April 19: Sarah and I met with Scott Smathers of KBOR on campus to discuss biotechnology and biomanufacturing projects from Scorpion, and other governance issues.
- April 19: I attended the 2022 graduation event for Leadership Manhattan.
- April 20: I attended the state regents meeting at FHSU in Hays.
- April 21: We hosted a great OPEN HOUSE event on campus.
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Employer Needs & Response:

- March 30: I met with Steve Spade of KBS to review workforce needs affecting their company and projects in the area.
- April 11: Sarah, Nathan, and I met with employers representing the program advisory committee for HVAC.
- April 12: Sarah and I participated in the filming of promotional materials for Scorpion.
- April 13: Nathan, Richard Berndt, and I met with Nick Benecke of Vexspa Construction, Riley.
- April 14: We hosted a very successful National CTE Signing Day with Wayne Sloan as our guest speaker and with business/industry representatives of TRANE, CAT, BHS, and NC3.
- April 15: I participated in a meeting with representatives of BioKansas at the Manhattan Chamber of Commerce.
- April 18: Sarah and Harry attended the Scorpion announcement event, and I attended the Scorpion reception.
- April 19: Nathan and Sarah had a videoconference with representatives of KC Tech Council concerning IT apprenticeships and how we might become engaged.
- April 19: We hosted a meeting of the E-BILT group to update on the College and Career Center.
- April 19: I attended the board meeting of the Manhattan Chamber of Commerce.
- April 19: I attended the City Commission meeting to support the Scorpion project.
- April 21: We had the ribbon cutting for the IET lab with the Manhattan Chamber of Commerce.

Resource Development:

- April 12: I met with representatives of Central National Bank for updates on our expansion concepts.
- April 19: We began recording marketing material for the Building HIRE Education project.
- April 21: Harry and I met with Vern Hendrix of the GMCF.
- April 22: Grow Green Day with GMCF!

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Succession Plan for Presidency

1. **PURPOSE:** The purpose of this policy is to outline a process that transitions leadership of the college in the event of a planned or unplanned departure of the current president.
2. **PLANNED DEPARTURE:** To assure an orderly transition of leadership, the president's contract shall contain a provision requiring notice of no less than 60 days prior to departure, not to include the use of accumulated vacation days.
3. **UNPLANNED DEPARTURE:** If the current president's departure is unplanned, the Board of Trustees will take immediate action to appoint interim leadership from among executive administration, with a suggested line of succession being: 1) Vice President for Student Success, 2) Chief Information Security Office/Director of Facilities, and 3) Director of Finance. In the circumstance that no executive administrator can be appointed to the Interim President role, the Board of Directors will select among their group for an Acting President while a search is conducted to identify and employ an Interim President. These steps will help ensure continuation of teaching, learning, and support among the employees and minimize disruption. The interim president will be asked to remain in place until the workday prior to the new president taking office.
4. **A PRESIDENTIAL SEARCH** will be conducted using the services provided by a firm specializing in presidential searches, or conducted by the Board. These services would include advertising, screening, verifying credentials, reference checks, and preliminary interviews and narrowing the list to a group of finalists.
 - a. Candidates could be interviewed via video teleconferencing and the selection narrowed to an appropriate number of candidates who would be summoned to the campus for interview, from which a selection is made.
5. **BASED ON THE CURRENT PRACTICE,** The Vice President, selected will perform all duties and functions of the presidency as required by law and as noted in Board/Administrative policies, unless specific changes are made by the Board with the Interim appointment.
6. **CURRENT ISSUES AND OPERATIONAL POLICIES:** The president shall operate in a manner that assures that the vice-president(s) and executive administrators are knowledgeable and current on the key issues – local, state and Federal – that impact the college.
7. This succession plan will be filed with the Personnel Director, Clerk of the Board, and the Board chair. In the event of an unplanned departure, the succession plan will be automatically implemented within 24 hours unless otherwise directed by the chair of the Board of Directors.

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

Policy No. 5.10.1

Title: Disposition of Unclaimed Property	
Originated by: Vice President of Student Services	Origination Date 11/2006
Originated Approver: President / Board of Directors	Approval Date: 4/26/2022
Revised by: Dean of Academic Affairs	Revised Date: 03/15/2022
Reviewed on: 11/15/2006; 03/15/2022	

Policy Statement: The Academic Dean, working with the Director of Facilities and departmental instructors, is responsible for the disposition of unclaimed property on MATC premises. Unclaimed property is defined as any tangible or intangible property presumed abandoned by the owner after 30 calendar days or 20 days of non-attendance. Such property includes, but is not limited to, vehicles, tools/tool boxes, locker contents, unclaimed checks and credit balance accounts.

Rationale: Unclaimed or abandoned property left on MATC premises may occupy valuable floor space or create a potential legal liability for the college. Also, students that stop attending classes without formally withdrawing sometimes do so without paying tuition, fees and/or parts bills. The College must make all reasonable attempts to limit liability and collect any monies due and payable.

Procedure:

1. After 30 calendar days or 20 days of non-attendance, the instructor is required to complete an Unclaimed Property Report form and submit it to their supervising Dean.
2. Upon receipt of the completed form, the Dean will make a good faith effort to determine the whereabouts of the rightful owner of the property, acknowledging that there are limits to what can be done to locate the rightful owner. Whenever possible, the rightful owner of the abandoned property will be notified by email on record or certified letter directed to the owner's last known address. The communication will specify a reasonable period of time for the owner to make arrangements for the disposition of the property, and will clearly state the College's intentions regarding disposal of the property should the owner fail to assume responsibility for retrieving it or disposing of it.
3. At the discretion of College Administration, the property may be disposed of, retained for college use, or sold with the proceeds being applied to any unpaid bills to the College.
4. Once the specified time period has elapsed, the College will have the Riley County Police Dept. tag abandoned vehicles and those vehicles will be towed at the owner's expense.

5. Once the specified time period has elapsed, the College will authorize instructors to cut locks on abandoned lockers and retain small tools, text books, etc., for program students' use. Unusable property will be removed by custodial staff.

6. Unclaimed tool boxes and their contents will be retained in a secure area until the specified time period has elapsed. At that point the boxes and their contents will be used at the discretion of the College.

7. In the event, a check remains unclaimed or does not clear the MATC bank account for one year, the check will be voided and the funds returned to the MATC general fund.

Unclaimed Property Report Form

Student Info

First Name: _____

Last Name: _____

Program: _____

Address: _____

City/State/Zip: _____

Phone _____ Alt Phone _____

Email _____

Property Information

Faculty Reporting: _____

Last Date of Student Attendance: _____

Date Documented: _____ Total Estimated Value _____

Location of Items: _____

Student has Paid for Items

Itemized List of Property

1.	_____	Value	_____
2.	_____	Value	_____
3.	_____	Value	_____
4.	_____	Value	_____
5.	_____	Value	_____
6.	_____	Value	_____
7.	_____	Value	_____
8.	_____	Value	_____
9.	_____	Value	_____
10.	_____	Value	_____
11.	_____	Value	_____
12.	_____	Value	_____

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

Policy No. 4.2.13

Title: Academic Program Review	
Originated by: Vice President of Instructional Services	Originated Date: 7/2013
President/Board of Directors Approval Date: 4/26/2022	
Revised by: Dean of Academics	Revised Date: 2/2022
Reviewed on: 7/2013; 2/2022	

Policy Statement: The quality of educational programs is vital to the effectiveness of student learning. Quality academic programs are mission driven and defined by well-articulated and regularly measured student learning outcomes and competencies that lead to employment or further education. Faculty and administration regularly review the effectiveness of instructional programs through an established consistent, systematic plan that may lead to recommendations for modifications of practice, changes in content and courses, and expansion or discontinuance.

Rationale: The on-going review of programs of study assists the College in meeting its mission by:

1. Determining the manner in which individual programs support the mission of the College;
2. Demonstrating program accountability to students, stakeholders, and funding sources;
3. Indicating where improvements could be undertaken within programs related to curricular and program changes based on data-driven decision-making;
4. Assisting programs in preparing to secure and/or renew individual program accreditation from national/state/regional accrediting agencies;
5. Evaluate equipment, space, and lab needs to remain current with industry standards;
6. Enhancing awareness of individual programs, increasing visibility, and providing information for promotional efforts related to program enrollment;
7. Encouraging celebration of program success;
8. Providing foundation for program interaction with Board of Directors; and
9. Allowing College to meet the Higher Learning Commission (HLC) requirement for on-going program review.

Procedure:

1. The review process will include an examination of the following components of the program:
 - a. Program alignment with MATC mission and vision
 - b. Accreditation/Program specific state board approval (i.e. KSBN)
 - c. Appropriate faculty qualifications/credentialing
 - d. Financial viability
 - e. Curriculum/Assessment review
 - f. Potential growth and development
 - g. SWOT Analysis by advisory committee
 - h. Program accomplishments and student involvement
 - i. Program goals
2. Participation:
 - a. All programs will participate in the review process.
 - b. All program faculty and staff are expected to participate in preparation of the self-study document.

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

Policy No. 4.2.13

- c. Program's faculty and staff will determine procedures to be used within the program to gather required information and assemble report.
3. Review Schedule
 - a. Programs are reviewed on a three-year rotational schedule or are scheduled to occur based on individual program accreditation evaluation.
 - b. Programs that have not achieved identified benchmarks, goals, or curricular expectations may be placed on automatic review and asked to provide strategies in those areas that require some attention or require significant focus.
 4. Reporting Process
 - a. The program report, using the college template, is completed by the faculty in partnership with the academic and institutional research department, and advisory committee/business and industry leadership team, and submitted to CAO and appropriate Dean per the assigned schedule each academic year by spring Commencement.
 - b. Upon approval by the CAO and Dean, the program faculty will present the program review to the Board of Directors during the following fall term.
 5. Program Review Document Requirements
 - a. The format of the document must follow that of the approved template.
 6. Performance Improvement Process
 - a. Within two months of being placed on automatic review, programs will submit a corrective action plan to CAO and appropriate Dean that addresses performance concerns.
 - b. Evaluation of the strategies identified in the corrective action plan will be reviewed to determine whether or not directional improvement has been made.