

# Board of Directors Packet

Manhattan Area Technical College

April 25, 2023

Zoom/Live Stream 5:30 pm



## Board of Directors:

<input type="checkbox"/> Ballou, Brett (Riley) Chair	<input type="checkbox"/> Urban, David (Riley)	<input type="checkbox"/> Armbrust, John (Riley)
<input type="checkbox"/> Flanary, Tim (Pottawatomie) Vice-Chair	<input type="checkbox"/> Allen, Will (Geary)	<input type="checkbox"/> Noah, Julie (Clay)
<input type="checkbox"/> Peterson, Heather (Pottawatomie)	<input type="checkbox"/> Matson, Mike (Riley)	

## Administration/Staff:

<input type="checkbox"/> Genandt, James (President/CEO)	<input type="checkbox"/> Biesenthal, Hannah (Board Clerk)	<input type="checkbox"/> Phillips, Sarah
<input type="checkbox"/> Davis, Kimberly	<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"/> Bellamy, Kerri	<input type="checkbox"/> Faculty Senate	

## Agenda

1. **Call to Order**
2. **Executive Session:** Personal Property
3. **Executive Session:** Real Property \*
4. **Consent Agenda** (Routine items requiring BOD action) \*
  - Approval of March 2023 Meeting Minutes (Attachment 1) \*
  - Approval of March 2023 Check Register w/Threshold Expenditures (Attachment 2) \*
  - Organizational Update (Attachment 3) \*
  - President's Report (Attachment 4)\*
5. **General Agenda** (Items possibly requiring BOD Action)
  - VA Audit Results (Attachment 5) **Neil**
  - Review of Board Terms (Attachment 6)
  - ATC Financing Proposal \*
  - Policy Information
    - i. Policy 6.2.4 Travel Expense and Reimbursement (Attachment 7)
6. **Discussion of Ends** (Demonstration, Testimonial, or Report of Results related to Board Mission)
  - Facilities/Projects Updates **Josh, Sarah**
  - Faculty Senate Update **Faculty Senate**
  - Political Update **Jim**
  - Signing Day Recap **Neil**
  - Grow Green Recap **Hannah**

\* Requires BOD Action

- Summer Board Retreat Options
  - i. Wamego Option

### **Meetings and Upcoming Events**

Next Board Meeting: May 30<sup>th</sup>

Open House: April 27<sup>th</sup> 9am-1pm

Finals Week: May 8<sup>th</sup>-12<sup>th</sup>

Manhattan City Commission Meeting: May 16<sup>th</sup> at 6pm (MATC request for city support)

### **Commencement:**

**Nursing Pinning & Ceremony: May 12<sup>th</sup> 2:00pm**

**Commencement: May 13<sup>th</sup> 10:00am**

College Closed: Memorial Day- May 29<sup>th</sup>

# Board of Directors Minutes

Manhattan Area Technical College

March 28, 2023 5:30pm



1. The Board of Directors of the Manhattan Area Technical College met March 28, 2023 at 5:30 p.m., with live streaming for employees.
  - Members present: Brett Ballou, Tim Flanary, David Urban, John Armbrust, Julie Noah, Heather Peterson.
  - Administration Present: Jim Genandt, President/CEO; Josh Gfeller, Chief Information Security Officer/ Director of Facilities; Chris Boxberger, Dean of Academic Partnerships and Outreach; Hannah Biesenthal, Executive Assistant/Board Clerk.
  - Zoom: Mike Matson, Harry Watts.
  - Guests: Brian Koch, Rodney Stanfield,
  - Meeting was live streamed.
2. **Call to Order**
  - Brett Ballou called the meeting to order at 5:30p.m.
3. **Consent Agenda**
  - Tim Flanary motioned to approve the consent agenda with minor changes. David Urban seconded. Motion carried 7 yeas and 0 nays. Motion passed.
4. **General Agenda**
  - Josh Gfeller presented the tuition and fee changes for FY24. Those involved in the discussion have been researching and comparing with other institutions to make sure our costs stay competitive. Mike Matson motioned to approve the tuition and fee changes for FY24. David Urban seconded. Motion carried 7 yeas and 0 nays. Motion passed.
  - President Jim Genandt presented the Financial Condition Monitoring Report. John Armbrust motioned to approve the monitoring report. Tim Flanary seconded. Motion carried 7 yeas and 0 nays. Motion passed.
  - Chris Boxberger gave a recap on the Career Fair. It was a great turn out and the commons was full. We had many community members and students turn out to visit with employers.
5. **Discussion of Ends**
  - Josh Gfeller informed the board that the Wamego Center is ready to be occupied. The fire inspection at the Manhattan Campus went well, with no issues. We recently added a new vehicle to our fleet, a 14 passenger van.
  - Brian Koch with Faculty Senate discussed the upcoming Wamego Tech Night

and bringing attention to high school students and the courses offered at the Wamego Center. Faculty Senate and Human Resources have been working together to better develop the onboarding of new faculty. There have been resume workshops offered to students and many showed up before the Career Fair to work on their resumes.

- President Genandt went over the Cost Model for Two-Year Colleges from KBOR with the Board. The cost model identifies the colleges' direct and indirect expenses to deliver technical and non-technical courses to Kansas resident students.
- President Genandt reviewed the Manhattan Area Technical College Economic Impact Study that was prepared by Municipal Consulting, LLC. The purpose of the report is to support to a request from MATC for partial funding of a new technical education center on the MATC campus and the economic impact over the next ten years.

**6. Executive Session:** Financial

- Tim Flanary motioned to go into executive session at 7:00pm. David Urban seconded. Motion carried 7 yeas and 0 nays. Motion passed. Tim Flanary motioned to go into open session at 7:12pm. John Armbrust seconded. Motion carried 7 yeas and 0 nays. Motion passed. No action was taken. Tim Flanary motioned to go into executive session at 7:12pm. David Urban seconded. Motion carried 7 yeas and 0 nays. Motion passed. Tim Flanary motioned to go into open session at 7:24pm. John Armbrust seconded. Motion carried 7 yeas and 0 nays. Motion passed. No action was taken.

**7. Adjournment:** Brett Ballou adjourned the meeting at 7:26pm.

To: MATC Board of Directors  
 From: Administration  
 Re: March 2023 Expenditures



April 25, 2023

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 395,353.65	49.32%
Facilities (510)	\$ 16,167.97	2.02%
Student Payments (110)	\$ 19,438.12	2.43%
Program Expenditures	\$ 36,750.14	4.58%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 8,163.26	1.02%
Wamego (excluding salary/benefits)	\$ 4,591.26	0.57%
Building HIRE Ed	\$ 202,924.48	25.32%
Other Operating costs	\$ 118,155.98	14.74%
<b>Total March Expenditures</b>	<b>\$ 801,544.86</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Amazon Capital Services	Academic Supplies	\$ 5,296.20	All School	GEER Grant
Olsson, Inc.	Phase 600 Traffic Study	\$ 21,350.00	All School	state/commerce
BHS Construction	East Building Pay App 2	\$ 170,944.48	All School	state/commerce
BCBS (March 2023)	Health Insurance Premium	\$ 45,610.44	All School	payroll ded/gen fund
Purple Wave, Inc.	2010 Ford E450 Super Duty Shuttle Bus	\$ 7,300.00	ALC	general fund
TRANE US INC	TRANE system upgrade	\$ 46,279.70	All School	HEERF
USD 383- Manhattan Ogden	USD 383 Fall 22 Gen Ed Reimburse	\$ 41,284.38	Excel in CTE	general fund
IRS	PR 3.15.2023 Payroll deductions	\$ 36,724.66	All School	payroll ded/gen fund
IRS	PR 3.31.2023 Payroll deductions	\$ 38,488.18	All School	payroll ded/gen fund
KS Dept of Revenue	PR 3.15.2023 Payroll deductions	\$ 7,525.47	All School	payroll deduction
KS Dept of Revenue	PR 3.31.2023 Payroll deductions	\$ 7,814.69	All School	payroll deduction
KPERS	PR 3.15.2023 Payroll deductions	\$ 9,893.89	All School	payroll deduction
KPERS	PR 3.31.2023 Payroll deductions	\$ 9,642.52	All School	payroll deduction
<b>Total March Expenditures Exceeding Threshold</b>		<b>\$ 448,154.61</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** April 25, 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
Logan Pelton	Helpdesk Technician	4/7/2023	IT	Operating	Resignation
Dorothy Ascher	ADN Faculty	7/31/2023	Faculty - Nursing	Operating	Retirement
Sean "Tony" Bach	EMS Coordinator	5/16/2023	Faculty - EMS	Operating	Resignation
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
Helpdesk Technician			IT	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: April 2023

### Owner Expectations:

- March 29: I presented to Manhattan Rotary Club about the ATC project and our impact in the region.
- March 29: We had many faculty and staff hold a TECH night at Wamego HS, about 40 students attended!
- April 4: I attended the graduation luncheon for the 2023 class of Leadership Manhattan.
- April 6: We welcomed Congressman Mann for a campus tour and discussion. John Armbrust, Harry, Sarah and others were participating in the visit.
- April 11: I attended the listening tour event and US Global Leadership Consortium luncheon which included Congressman Mann.
- April 12: I did my MATC update on KMAN's In Focus.
- April 12: I attended the economic outlook presentation sponsored by Landmark National Bank.
- April 12: I participated in the Concurrent Task Force meeting with representatives of KBOR, KSDE, and community colleges.
- April 13: I participated in the budget committee meeting of the Technical Education Authority.
- April 13: Josh, Kerry, and I met with Levi of BHS to confirm costs and schedules for the ATC.
- April 14: I participated in the Leadership Manhattan Board Meeting.
- April 14: I met and worked with Greg Nichols, President of Salina Tech, on consortium development.
- April 19: I attended the state regents' meetings at Pittsburg State University.
- April 20: I led a meeting of the technical college presidents.
- April 20: MATC held National CTE Signing Day!!!!!!
- April 21: I attended a legislative luncheon sponsored by the Wamego Chamber of Commerce.

### Employer Needs & Response:

- March 30: I participated in a state-wide TEAMS meeting on the KICK Regional Innovation Hub project with the KS Department of Commerce.
- April 5: Sarah and I met with Russ Briggs to update him on our auto tech program and also discuss potential leasing options to enhance our access to vehicles for the College.
- April 7: Sarah and I met with Natalie Gordon and Kayce Wilkinson to discuss our engagement in supporting childcare workforce education for the city.
- April 7: Harry and I met with Chris Hybarger of Alternative Air and Mark Sanner of Border States Supply at our Wamego Center about the development of our electrician training program.
- April 13: I toured NBAF as part of the Community Liaison Committee.
- April 17: Sarah and I met with the Director of the Career Academy in Lincoln, NE and toured the facility and the renovated health care facility for Southeast Community College.
- April 18: I participated in a NSF grant meeting with KSU and associated partners on a possible grant collaboration.
- April 18: I attended and presented our request for city support to the Manhattan Chamber of Commerce Board of Directors.
- April 24: I participated in a meeting sponsored by BioKansas on workforce development for that industry.

### Resource Development:

- April 4: We met with David Urban-Landmark National Bank and Thad Hall-KS Bank to review final steps to prepare to receive a financing proposal.
- April 5: Harry, Sarah, and I met with Ron Fehr and Jason Hilgers, City of Miami, and Jason Smith and Mike Matson, Manhattan Chamber of Commerce, to discuss the impact of Phase One and potential Chamber endorsement for financial support from the City of Miami.



**DEPARTMENT OF VETERANS AFFAIRS**  
**Veterans Benefits Administration**  
**Education Service**  
**Washington, D.C. 20420**

Wednesday, March 8, 2023

Laura Weiss-Cook  
Director Financial Aid  
Manhattan Area Technical College  
3136 Dicken Avenue  
Manhattan, KS 66503

Dear Laura Weiss-Cook:

A compliance survey was recently conducted Thursday, February 23, 2023 at your institution. Thank you for the kindness and cooperation you extended to me during the survey process. Attached you will find the narrative report of the survey findings, including any discrepancies found during the visit. This attachment will provide more specific information concerning the individual discrepancies.

If you have any questions or require assistance with any VA regulations or requirements, please contact the Education Liaison Representative for you state by email at [KS.ELR.VBASTL@va.gov](mailto:KS.ELR.VBASTL@va.gov) or by phone at (402) 420-4370.

Sincerely,

*Christopher Hodges*

Christopher Hodges  
Education Compliance Survey Specialist-Contractor

Enclosure: Narrative Report



**Narrative Report  
Compliance Survey**

## Manhattan Area Technical College

3136 Dickens Avenue  
Manhattan, KS 66503

Facility Code: 1-4-9261-16

### I. GENERAL

The purpose of a Compliance Survey is to ensure that approved programs are compliant with all applicable provisions of Title 38, United States Code (USC) § 3693 administered by VA.

A routine Compliance Survey was conducted onsite at Manhattan Area Technical College (referred to throughout as the ETI) by Education Compliance Survey Specialist-Contractor (ECSS-C) Christopher Hodges. The official notification of the survey was delivered via email to Laura Weiss-Cook on January 6, 2023. An entrance briefing was held on February 23, 2023 and an exit briefing was held on February 23, 2023 with ETI officials.

**Date of Last Approval.** The date of last substantive approval action found in WEAMS was August 1, 2020. This date is not within the 24-month limitation. A letter of referral was sent to the State Approving Agency (SAA) of the jurisdiction requesting approval action.

**Student Sampling.** The Active Student Count was 128. In accordance with the AC&L FY21 Compliance Survey Strategy and Guidance, the initial sample size was 15 VA beneficiaries and 2 randomly selected non-VA beneficiary records. The sample distribution was based on the available records and included 1-Chapter 30 record(s), 12-Chapter 33 record(s), 1-Chapter 35 record(s) and 1-Chapter 1606 record(s).

Two (2) Non-VA student files were reviewed to verify that the cost of tuition and fees for VA beneficiaries was not greater than the charges for similarly circumstanced students. The findings were consistent with the VA beneficiary records. No issues were identified.

The following records were randomly selected for review.

	Student Name	Last four digits of Social	Benefit used
1	B	5792	33
2	C	5615	33
3	F	0673	33
4	H	2476	33
5	J	8390	33
6	L	5370	33
7	M	4124	33
8	N	1610	33
9	P	3794	33
10	R	5796	33
11	S	6311	33
12	G	6240	33
13	C	1361	35

## Narrative Report Compliance Survey

14	J	3285	30
15	R	1272	1606
16			Non-VA
17			Non-VA

**Prior Compliance Survey Information.** The compliance survey conducted in FY21 covered through December 11, 2020, and was remote; the survey was reviewed and found to have the following discrepancies:

- Line 6 – For 2 beneficiaries there were incorrect credit, tuition and fees certified and a withdrawal not certified.

**Current Survey.** The review period for this routine, on-site Compliance Survey covered the period January 19, 2021 - December 16, 2022.

**ETI Information. Manhattan Area Technical College** is an accredited, public, Institution of Higher Learning (IHL).

Per the Web Enabled Approval Management System (WEAMS) the ETI has 2 School Certifying Officials (SCOs). During the Compliance Survey the list of SCOs on WEAMS was reviewed and was found to be accurate.

**Prior Credit (38 CFR 21.4253, 21.4254, 21.4263).** Prior credit was reviewed, and credit was granted where appropriate. Manhattan Area Technical College requires all students to provide official transcripts and military training records for evaluation. Evaluation is sent to the registrar to determine if training is equivalent and granted. The degree audit report and transcript do reflect transfer credit granted. The ETI was found to be within compliance standards.

**GI Bill® Feedback Tool.** The GI Bill® Feedback Tool system was reviewed prior to conducting the Compliance Survey and no complaints were found in the current review period.

**Entrance Briefing.** The entrance briefing was conducted on-site on February 23, 2023. The following individuals attended this briefing:

	Name	Title	SCO
1	Laura Weiss-Cook	Director Financial Aid	Yes

**During the Entrance Briefing, the following was discussed:**

- ECSS-C discussed the purpose, scope, and methodology of the survey
- SCO guided ECSS-C in the layout of the student records

**Narrative Report  
Compliance Survey**

## II. DISCREPANCIES (VA FORM 22-1934: AREAS OF REVIEW)

The following discrepancies were found within areas of review enumerated in VA Form 22-1934.

**Type: Line 6: THE FACILITY ACCURATELY AND PROMPTLY REPORTED ENROLLMENT, TUITION AND FEES, LESSONS SERVICED, FLIGHT TRAINING HOURS OR APP/OJT HOURS (38 CFR 21.4203(e)(f)(g), 21.4204, 21.7156, 21.9735)**

1. **Facts:** In the case of L (5370) the following certification(s) were not completed utilizing the dual certification process:

Term Start	Term End
08/23/2021	12/17/2021

2. **Facts:** In the case of G (6240) the following certification(s) were not completed utilizing the dual certification process:

Term Start	Term End
08/23/2021	12/17/2021

**Evaluation:** The facility did not complete the dual certification process per PL 116-315 Section 1010 effective August 01, 2021.

**Recommendation:** SCO reminded of the importance of filing Chapter 33 beneficiary certifications utilizing the dual certification process.

1. **Facts:** In the case of H (2476) the following graduation(s) was not certified:

	Term Start	Term End
School Reported	01/19/2021	05/14/2021
Should have Reported	Graduation by 05/14/2021	

**Evaluation:** The facility did not submit graduation certification at the end of the term.

**Recommendation:** SCO reminded of the importance of filing graduation in VAONCE in a timely manner. SCO completed graduation terminations in VAONCE.

## Narrative Report Compliance Survey

### III. SUMMARY

**Exit Briefing.** An exit briefing was conducted on-site on February 23, 2023. The following individuals attended this briefing:

	Name	Title	SCO
1	Laura Weiss-Cook	Director Financial Aid	Yes
2	Sicilee Shannon	Financial Aid Counselor	Yes

**During the Exit Briefing the following was discussed:**

- ECSS-C explained the process of the survey
- ECSS-C discussed any findings and allowed for SCO(s) to clarify upon any findings
- ECSS-C thanked the SCO(s) for their hospitality and the cleanliness of the records

**Additional Assistance Provided.** Discuss with SCOs about changes with 85/15 rule as of August 26, 2022. Provided clarification on the dual certification process per PL 116-315 Section 1010 as of August 1, 2021.

**Beneficiary Interviews.** This is not applicable for this ETI.

**35% Exemption Waiver.** The ETI has a 35% Exemption. The exemption covers all programs as of August 3, 2022.

**Review of 85/15 Compliance (38 CFR 21.4201(d)).** During the Compliance Survey the ETI's compliance with the 85/15 Rule (38 USC § 3680A) was reviewed along with the most current Statement of Assurance of Compliance with 85 Percent Enrollment Ratios. The ETI was found to be within compliance standards.

**Enrollment Limits.** The State Approving Agency has established enrollment limits in the Notice of Approval for this ETI. An enrollment limit of 25 with an enrollment limit indicator on all courses to 10. The ETI was found to be within compliance standards.

**Repeat Discrepancies and/or Issues.** There were no repeat discrepancies found.

**Review of Advertising Materials.** The ETI's advertising was reviewed (social media, ETI website, and catalog). At the conclusion of the review, no misleading nor deceptive advertisings were found. The ETI was found to be within compliance standards.

**Power of Attorney and Non-assignability of Benefits (38 CFR 21.4146, 21.9680).** ETIs and training establishments are prohibited from negotiating VA educational assistance benefit payments. All student payments were issued to personal accounts by direct deposit. There were no paper checks issued. An inquiry was made by the ECSS-C and the SCO stated the ETI did not have Power of Attorney for any VA beneficiary. The ETI was found to be within compliance standards.

**Independent Study (38 CFR 21.4267).** The ETI is approved for independent study and was found to be within compliance standards.

**Practical Training (38 CFR 21.4265).** The ETI is approved for practical training. The ETI was found to be within compliance standards.

## Narrative Report Compliance Survey

**Cooperative Courses and Farm Cooperative Courses (38 CFR 21.4233, 21.4257, 21.4264).** The ETI is approved for cooperative courses. The ETI was found to be within compliance standards.

**Two-Year Period of Operation for Branches (38 CFR 21.4251).** This is not applicable to this ETI.

**Tutorial Assistance (38 CFR 21.4236, 21.9685).** The ETI does not have any participants in the Tutorial Assistance program through the Department of Veterans Affairs. The ETI was found to be within compliance standards.

**Owner/Officer Restriction and Conflicting Interests Certification (38 CFR 21.4005, 21.4202(c), 21.5001, 21.7305, 21.7805, 21.9770).** The ETI is a public institution and therefore this certification is not applicable.

**Contractual Arrangements (38 CFR 21.4233(e)).** The ETI does not offer any courses under contract. The ETI was found to be within compliance standards.

**Advance Pay (38 CFR 21.4203, 21.9715).** The ETI is approved to receive advance pay checks for delivery to students. The ETI was found to be within compliance standards.

**Nonduplication of Benefits (38 CFR 21.4020, 21.4022, 21.5022, 21.5023, 21.7143, 21.7642, 21.9690).** No duplication of benefits was found during this survey. The ETI is compliant.

**Yellow Ribbon (38 CFR 21.4254(c)).** The ETI does not participate in the Yellow Ribbon (YR) program.

**Recruiting Practices (38 U.S.C. 3696(d)(1)).** The ECSS-C reviewed the School Procedures Questionnaire and other available documents and found no evidence of fraudulent or unduly aggressive recruiting practices. The ETI was found to be within compliance standards.

**School Certifying Official (SCO) Beneficiaries. CFR §21.9675(d) states the VA will not pay benefits for courses certified to the VA by the individual taking the course:** VA systems were reviewed to identify if any SCOs have utilized VA benefits at Manhattan Area Technical College and it was found that no SCOs have utilized VA benefits at the ETI. The ETI was found to be within compliance standards.

**Review of Public Law 115-48 (Colmery Act)- Priority Enrollment.** The ETI does not offer priority enrollment.. The ETI was found to be within compliance standards.

**Review of Annual Reporting Fees.** PL 111-377 (Section 204) states that any reporting fee paid to an educational institute shall be utilized by such institution or committee solely for the making of certifications or for otherwise supporting programs for Veterans. The funds are generally used to/for supporting the salary of an SCO. The ETI was found to be within compliance standards.

PL 115-48 (section 304) states that if an ETI receives reporting fees for 100 or more eligible students, then the reporting fees paid to the ETI cannot be used for, or merged with, the ETI's general fund. The ETI does not receive payment for more than 100 students and does not maintain a separate fund account. The ETI was found to be within compliance standards.

**GI Bill® Trademark.** In accordance with Executive Order 13607(f), The ETI's usage of the trademarked phrase "GI Bill" was reviewed (social media, ETI website, and catalog). The ETI was found to be within compliance standards.

**Public Law 116-315, Section 1018.** The ETI was found to be within compliance standards.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>.

## Narrative Report Compliance Survey

**Principles of Excellence (PoE).** The ETI does participate in Principles of Excellence. A signed statement of compliance was collected during this compliance visit. The ETI was found to be within compliance standards.

**Recommendation for Future Compliance Survey.** It is recommended this ETI be resurveyed as required by Title 38, U.S.C. § 3693.

**Compliance Survey Close-out Notice.** Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of additional statements in this report concerning your ETI's specific practices and procedures cannot be construed as acceptance, approval, or endorsement of those specific practices and procedures by the Department of Veterans Affairs. The successful completion of this Compliance Survey does not relieve your ETI of its obligation to comply with all statutory and regulatory provisions governing USC Title 38 Veterans Benefits programs.

This Compliance Survey Narrative was completed on March 6, 2023 by Christopher Hodges.

*Christopher Hodges*

Christopher Hodges  
Education Compliance Survey Specialist - Contractor  
Saint George Consulting

Updated: April 18, 2023

## Manhattan Tech Board of Directors

Name	County	1 <sup>st</sup> Year of Service	Current Term Ends (June of FY)
Tim Flanary	Pottawatomie	2018	2022
Will Allen	Geary	2020	2024
Brett Ballou	Riley	2020	2024
David Urban	Riley	2020	2024
Mike Matson	Riley	January 2022	2026
Heather Peterson	Pottawatomie	January 2022	2026
Julia Noah	Clay	November 2023	2027
John Armbrust	Riley	November 2023	2027

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

**Policy No. 6.2.4**

<b>Title: Travel Expense and Reimbursement Policy</b>	
<b>Originated by:</b> Vice President of Business Services	<b>Originated Date:</b> 7/2013
<b>Revised by:</b> Director of Finance/Vice President Student Success	<b>Revised Date:</b> 4/2023
<b>President/Board of Directors Approval Date:</b> 4/25/2023	
<b>Reviewed on:</b> 7/2013; 8/2020; 4/2023	

**Policy Statement:** Manhattan Area Technical College reimburses representatives for approved travel expenses such as transportation, meals, and lodging when traveling on behalf of the college.

**Rationale:** The intent of the policy is to ensure that individuals traveling on official business neither gain nor lose personal funds as a result of that travel.

**Types of Travel:** The college reimburses expenses incurred for commuting between MATC identified sites/locations and costs sustained from traveling to non-MATC locations to complete college business (i.e., professional development, recruiting, etc.).

**Procedure:**

Employees who plan to travel for activities outside of their regularly scheduled work/teaching day should obtain approval in advance for anticipated expenses and are subject to limitations within the respective budget. Employees should consider travel time, expenses, absence from their regular duties, and convenience.

The college reimburses travel expenses per the U.S. General Services Administration (GSA). Rates will be set effective July 1<sup>st</sup> for each fiscal period.

*A. Reimbursement for traveling between MATC Identified Sites/Locations:*

1. Employees who have to commute using a privately-owned vehicle (POV) between MATC locations, not within the same town/city, in a single workday will be reimbursed one way per the mileage and rate set by the college. However, if college-provided transportation (see section C) is available and offered to the employee, and the employee chooses to drive their POV, then no reimbursement for mileage will be given to the employee.
  - a. Scenario 1: Employee A is full time and regularly scheduled to work in Manhattan. They begin their day in Manhattan, then travel to the Wamego Center in the afternoon for an afternoon class/meeting/event. Employee A would receive mileage reimbursement from one work location (Manhattan Campus) to another work location (Wamego Center).
  - b. Scenario 2: Employee B is full time and has teaching/work responsibilities between both the Manhattan Campus and Wamego Center to meet their hiring contract/agreement. They begin their day in Wamego and travel to Manhattan in the afternoon, but then travel back to Wamego Center for a scheduled evening class/meeting. Employee B would receive mileage reimbursement from one work location (Wamego Center) to another work location (Manhattan Campus) one-way,



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

**Policy No. 6.2.4**

but not back to the start of day work location (Wamego Center).

- c. Scenario 3: Employee C is full time and has teaching/work responsibilities between both the Manhattan Campus and Manhattan High School. They begin the day on campus and travel to the high school in the afternoon. Employee C would not receive mileage reimbursement as they are traveling within the city limits of Manhattan.
  - d. Scenario 4: Employee D is full time and regularly scheduled to work in Manhattan all day. They begin and end their day at the Manhattan Campus. Employee D would not receive mileage reimbursement.
2. For mileage reimbursement between designated MATC locations, employees should complete a mileage reimbursement request.
    - a. Upon return from travel, the employee submits the mileage reimbursement request and is reimbursed per the GSA standards. Incomplete requests will not be reimbursed.
    - b. Mileage reimbursement needs to be submitted prior to the ending date of the term in which it occurs.
  3. Employees approved to work remotely but must also attend on-site activities per their job description and/or hiring agreement are not eligible for travel reimbursement.

*B. Traveling between non-MATC Sites/Locations for Professional Development, Conferences, Recruiting Events, Field Trips, etc.:*

1. Prior to travel departure, employees must complete a travel request and submit all required documentation, if applicable, to receive supervisor approval prior to the intended date(s) of travel (could be a range if activity expands over months). Requests should attempt to be submitted no later than 30 days prior to the departure date, except in cases of extenuating circumstances.
  - a. Required documentation:
    - i Attach the conference or meeting agenda, including event dates, meals included, and registration fees (if applicable).
      - Employees are responsible for completing registrations.
      - Every effort should be made to complete the approval process and registration to obtain an “early bird” discount rate if available.
    - ii Proof of estimated travel costs (flight and/or train plans, bus costs, rental car estimate, parking costs, mileage reimbursement, etc.)
      - Travelers should choose the most practical and economical mode of transportation and travel the most direct route possible.
      - Air travel will be approved at the economy class or coach rate.
      - When traveling by automobile, employees are expected to carpool whenever possible.
      - Reimbursable expenses include mileage, when appropriate, parking fees, taxi fares, baggage fees, and tolls.  
*(Tolls may be approved for reimbursement without a receipt.)*

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- iii Proof of estimated lodging costs (if applicable).
  - Lodging will be approved at the establishment's lowest available rate for normal single occupancy for the day or days the expense is incurred. When attending a conference with an established "conference rate," employees are responsible for making hotel accommodations within the prescribed deadline to receive the reduced rate.
- iv Any special accommodations to travel outside the specified standards must obtain prior approval.

2. Once supervisor approval has been obtained:

- a. Employee must submit relevant requisitions for travel, lodging, registration fees etc., within 14 days of the date of travel.
- b. Once a purchase order is issued, the employee can obtain a credit card to make reservations and for use during travel. The employee must agree to all terms and conditions of credit card use. Itemized receipts are required and must be submitted when returning the credit card to the Business Office.
- c. Personal funds must be used for meals, entertainment, gifts, etc. that are not included in event. Expenses NOT covered by the college are as follows:  
*(This is not a comprehensive list, and college reserves the right to deny the use of college funds on any expenses that have not obtained prior approval.)*
  - Alcoholic beverages
  - Gifts
  - Entertainment
  - TV/Movies not regularly provided by hotel
  - Gasoline costs if mileage reimbursement is used
  - Cost beyond coach-class for air, train, or bus
  - Personal telephone calls
  - Dry cleaning or laundry service
  - Costs for meals, travel, or lodging for spouses or other personal guests
  - Costs for meals included in conference registration

3. Upon return from travel, the employee submits the travel reimbursement and per diem request. Meals & incidentals (M&IE) are reimbursed per the GSA standards. Request for reimbursement for any additional approved travel expenses paid for by the employee must have an accompanied receipt(s). Incomplete requests will not be reimbursed.

- a. Employees are eligible for reimbursement up to 30 days from the date the expense was incurred.
- b. All claims for the current fiscal year must be complete and submitted for reimbursement before May 1<sup>st</sup>. Any extenuating circumstances that extend the May 1<sup>st</sup> deadline should be discussed with Business Office.

C. *College provided Transportation:*

- 1. The college has vehicles available for employee use when traveling.
- 2. Prior to use of a college vehicle, the employee must obtain college approval. Employees

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will be prohibited from operating college vehicles if not approved by the college's insurance carrier. The college reserves all rights to deny or revoke approval for an employee to use a college vehicle.

3. Employees operating privately owned (for approved college business) or college owned/leased vehicles are responsible for operating the vehicle in a safe and prudent manner, and in accordance with all applicable federal, state, and local traffic laws. Fines assessed for traffic citations or other violations of applicable traffic laws are the responsibility of the employee and are not reimbursable.
4. When two employees need the same vehicle on the same day, the employee traveling the farthest distance will use the college vehicle. The other employee may submit a request for mileage reimbursement.
5. To request a college vehicle, when not completing the travel request form/process, use the Outlook calendar to reserve the vehicle.
  - a. Open Outlook
  - b. Click on Calendar
  - c. Choose "Open Calendar"
  - d. Choose "From Address Book"
  - e. From "Address Book" dropdown, choose "Vehicles"
  - f. Choose a vehicle to open vehicle calendar
  - g. Use calendar to make reservation
6. If neither of MATC's vehicles are available for the purpose of the travel, MATC has a business relationship with Enterprise Rentals. Travelers can take advantage of MATC's preferred rate. (please contact [purchasing@matc.net](mailto:purchasing@matc.net) for inquiries)
  - Rental of a fuel-efficient vehicle is encouraged when available.
  - When renting a vehicle, fuel costs will be charged to the UMB travel card and charged back to the applicable budget.
  - It is against our policy to rent a luxury vehicle.

*D. Illness or Incapacitation during Travel:*

In the event an employee becomes incapacitated due to illness or injury while away on official business, the college may authorize payment to the employee for appropriate expenses not covered by a medical/health insurance policy for the return of the employee and/or the vehicle to the employee's primary residence or place of business, whichever is most appropriate.