



BOARD OF DIRECTORS MEETING

Date: August 29, 2017
Place: Manhattan Area Technical College
Room 104a at 5:30 p.m.

2017
Therese Adams – Chair (Riley)

Board of Directors

Wendy King-Luttman (Clay)
Marla Brandon (Pottawatomie)
Randall Anderes (Riley)
John Pagen (Riley)
Irma O'Dell (Geary)
LJ Baker (Geary)
David Fritchen (Riley)

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Carmela Jacobs (CFO)
Dr. Richard Fogg (AVPIA)
Sarah Phillips (VPSS)
Keith Zachariasen (VPAS)
Cris Fanning (GPD)
Josh Gfeller (CIO)
Alex Anderson (Faculty Senate)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
August 29, 2017
Board meeting at 5:30 p.m.**

Board of Directors:

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

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Fanning, Cris (GPD)
___ Zachariasen, Keith (VPAS) ___ Dr. Fogg, Richard (AVPIA) ___ Phillips, Sarah (VPSS)
___ Jacobs, Carmela (CFO) ___ Gfeller, Josh (CIO) ___ Anderson, Alex (Faculty Senate)
___ Student Senate

___ Call to Order

- Introductions:
- JNT

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Reports

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of June 2017 Meeting Minutes (Attachment 1) *
- June Check Register w/ Threshold Expenditures (Attachment 2) *
- July Check Register w/Threshold Expenditures (Attachment 3)*
- June/July Organizational update (Attachment 4) *

EXECUTIVE SESSION: NEGOTIATIONS

___ General Agenda (Items possibly requiring BOD Action)

- Annual Budget (Attachment 5)* (Carmela)
- Monitoring Report: Compensation/Benefits (Attachment 6) * (Jim)
- Welding Ventilation Recommendation (Attachment 7)* (Keith/Jim)

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

- NONE

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

- Opportunity Funding Update (Jim and Tracy)
- President's Report (Attachment 8)

___ Evaluation of Board Process

-

Executive Session

- Confidential Matters
- Personnel

Meetings and Upcoming Events:

Next board meeting: Tuesday, September 26 at 5:30 room 104a

Fall Scholarship reception: Thursday, September 28 at 5:00 p.m. in the commons area.

* Requires BOD Action

Submitted to Board Chair in writing prior to meeting; three-minute limit. Contact Board Clerk for details

Manhattan Area Technical College
Board of Directors Meeting
June 27, 2017 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met June 27, 2017 at 5:30 p.m. in room 104a.

Members present: Wendy King-Luttman, Marla Brandon, John Pagen, Irma O'Dell, Randall Anderes, David Fritchen, Megan Umscheid and LJ Baker (arrived at 5:38 p.m.).

Members absent: Therese Adams

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Keith Zachariasen, Vice President for Administrative Services; Carmela Jacobs, Sarah Phillips, Vice President for Student Services; Dr. Rich Fogg, Associate Vice President of Institutional Advancement, and Cris Fanning, Title III Grant Project Director.

- a. Faculty/Staff/SGO/Visitors: Shania Dekat, Laurie Johnson, Donna Hobbs, Andrew Caponera, Frank Avila, Jeff Anderson, Erica McMillon and David Wood.

2. CALL TO ORDER

Randall Anderes called the meeting to order at 5:30 p.m.

- Introductions were made of new employees.
- Donna Hobbs showed a presentation on her professional development conference/trip.

3. INCIDENTAL INFORMATION

- a. Shania Dekat and Andrew Caponera presented a video that they created of the MATC Open House event.

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

- a. Marla Brandon moved to approve the Consent Agenda (Attachments 1, 2, and 3). Megan Umscheid seconded. Motion carried 8 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Marla Brandon moved to approve the Monitoring Report (Attachments 4). Megan Umscheid seconded. Motion carried 8 yeas, 0 nays.

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

- a. Keith Zachariasen reviewed the Grant Reports (Attachment 5).
- b. Criss Fanning presented the Title III update/report (Attachment 6)
- c. Keith Zachariasen discussed the Property Insurance Risk Management. .

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

- a. Jim Genandt explained the Implementation of the MATC Advisory Council (Jim).
- b. Jim Genandt and Tracy Geisler shared the update on the Opportunity Funding progress.
- c. Jim Genant discussed his President’s report (Attachment 7).

8. EVALUATION OF BOARD PROCESS

- a. Megan Umscheid was presented a gift for her years of service on the board as her term as ended and she will be pursuing her career in teaching.

EXECUTIVE SESSION: Negotiations

- Marla Brandon moved to go into executive session at 6:38 p.m. and return to open session at 6:48 p.m. L J Baker seconded. Motion carried 8 yeas, 0 nays. At 6:48 p.m., Marla Brandon moved to return to open session. David Fritchen seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: Personnel

- Marla Brandon moved to go into executive session at 6:48 p.m. and return to open session at 7:06 p.m. Wendy King-Luttman seconded. Motion carried 8 yeas, 0 nays. At 7:06 p.m., Marla Brandon moved to return to open session. L J Baker seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: Personnel

- Marla Brandon moved to go into executive session at 7:06 p.m. and return to open session at 7:12 p.m. L J Baker seconded. Motion carried 8 yeas, 0 nays. At 7:12 p.m., Marla Brandon moved to return to open session. Megan Umscheid seconded. Motion carried 8 yeas, 0 nays.

ADJOURNMENT: Randall Anderes, Board Vice Chair, adjourned the meeting at 7:12 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date



August 29, 2017

To: MATC Board of Directors
 From: Carmela Jacobs, Chief Financial Officer
 Re: June 2017 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 135,391.38
Facilities	\$ 19,372.21
Student Payments	\$ 40,896.71
Program Expenditures	\$ 47,969.10
Other Operating costs	\$ 277,877.50
Total June Expenditures	\$ 521,506.90

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Services	Custodial	All School	\$ 6,100.00	general fund
City of Manhattan	ED Loan Repayment	All School	\$ 10,800.00	general fund
Westar	Utilities	All School	\$ 5,831.69	general fund
Ramona Munsell & Assoc.	Title III Consultants	All School	\$ 9,998.00	general fund
KBS Constructors	Mod Renovation	All School	\$ 20,746.00	general fund
Manhattan Carpet & Interiors	Mod Renovation	All School	\$ 8,465.34	general fund
KBS Constructors	TLC Renovation	All School	\$ 26,776.00	Title III
Designed Business Interiors	TLC Renovation	All School	\$ 51,217.81	Title III
Wamego High School	SB155 Payments	All School	\$ 12,504.38	general fund
Riley County High School	SB155 Payments	All School	\$ 6,050.00	general fund
USD 383 - Manhattan/Ogden	SB155 Payments	All School	\$ 86,972.06	general fund
Blue Valley	SB155 Payments	All School	\$ 5,627.81	general fund
ISG Technology LLC	INT Course Equipment	INT Dept	\$ 18,208.24	Course Fees
BayBridge	Remit PR Deductions/ER Match	All School	\$ 12,371.39	general fund
KPERS	Remit PR 6.15.17 Deductions	All School	\$ 8,735.78	general fund
IRS	Federal Tax Payment/Remit PR 6.15.17 Deductions	All School	\$ 34,548.38	general fund
IRS	Federal Tax Payment/Remit PR 6.30.17 Deductions	All School	\$ 37,722.16	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 35,649.18	general fund
Total June Expenditures Exceeding Threshold			\$ 398,324.22	



August 29, 2017

To: MATC Board of Directors
 From: Carmela Jacobs, Chief Financial Officer
 Re: July 2017 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 99,604.77
Facilities	\$ 27,032.89
Student Payments	\$ 30,458.59
Program Expenditures	\$ 16,642.23
Other Operating costs	\$ 90,361.94
Total July Expenditures	\$ 264,100.42

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Custodial Services	Custodial Services	All School	\$ 6,100.00	general fund
Parsons Communications	Mod Renovation	All School	\$ 13,826.61	general fund
Westar	Utilities	All School	\$ 6,133.48	general fund
KATC	Kansas Association of Technical Colleges - Dues	All School	\$ 8,000.00	general fund
Higher Learning Commission	Accreditation	All School	\$ 9,043.42	general fund
KBS Constructors	TLC Renovation	All School	\$ 46,445.00	Title III
Parsons Communications	TLC Renovation	All School	\$ 8,446.31	Title III
Warren Blodgett	Lease - Keats Property	EPD	\$ 11,143.00	general fund
KPERS	Remit PR 6.30.17 Deductions	All School	\$ 9,033.12	general fund
KPERS	Remit PR 7.15.17 Deductions	All School	\$ 8,717.26	general fund
IRS	Federal Tax Payment/Remit PR 7.15.17 Deductions	All School	\$ 36,674.96	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 36,219.01	general fund
Total July Expenditures Exceeding Threshold			\$ 199,782.17	



Jim Genandt
President

3136 Dickens Ave., Manhattan, KS 66503-2499

Phone: 785-587-2800, FAX 785-587-2804

MEMORANDUM

TO: MATC Board of Directors
RE: Organizational Update

DATE: August 29, 2017

Consent Agenda:

Organizational Update

1. Revisions to organizational structure/positions:

- a. None

2. Personnel changes

- a. Termination of Ben O’Leary – Welding Instructor
- b. Termination of Sarah Hamilton – Instructional Project Coordinator
- c. Resignation of Donna Hobbs – Library Services Coordinator
- d. Appointment of Chelsea Weese – BioTech Lab Coordinator
- e. Appointment of Monique McCollough – Practical Nursing Instructor
- f. Appointment of Mark Ballinger – Allied Health Director
- g. Appointment of Callie Poland – Dental Hygiene Instructor
- h. Appointment of Blaise Wilson – Welding Instructor
- i. Appointment of Lauren Kyle – Academic Affairs Coordinator

3. Advertised positions

- Title III Activity Coordinator / Distance Learning Specialist

August 29, 2017

To: MATC Board of Directors
From: Carmela Jacobs, Chief Financial Officer
Re: Recommendation for FY 2017-2018 Budget

Background Information

The Business Office prepares and presents a budget to be adopted by the Board of Directors annually. Once adopted by the Board of Directors, the budget is submitted to the Kansas Board of Regents. The FY18 budget has been formulated based on state aid awarded in August 2017. State Aid, both tiered and non-tiered funding, remained flat for 2017-2018. Total state funding for the current academic year is \$2,244,129. Capital outlay funding was decreased by \$2,336.

Current and Future Considerations

Manhattan Area Technical College's revenue budget is prepared based on projected revenues generated by student tuition and fees as well as federal and state monies awarded. Tuition and fees for both technical and general education courses are included.

The expenditure budget is prepared based on prior year actual expenditures along with planned spending in targeted areas to meet specific needs such as new program development.

Fiscal Implications

The budget presented is viable and fiscally responsible given current levels of State Aid and projected tuition and revenues. The expenses were set based upon the projected revenues. The Administration continues to confer on strategies to address the possible budget shortfalls, decrease in state aid and decrease in student enrollment for both the current year and the future. We will continue to monitor revenue, expenses, and enrollment and make adjustments as necessary.

Recommendation

Administration respectfully requests the Board adopt the FY 2017-2018 budget as proposed.

August 29, 2017

To: MATC Board of Directors
From: Carmela Jacobs, Chief Financial Officer
Re: Recommendation for FY 2017-2018 Budget

Additional Information – Revenues by Fund

Postsecondary Tiered Technical Education State Aid - Revenues include postsecondary aid appropriated by the Kansas Board of Regents and tuition for tiered programs and courses.

Capital Outlay – Annual appropriation from the Kansas Board of Regents. Fund may only be used for qualified capital outlay expenditures. According to statute, this fund may be used for the purpose of construction, reconstruction, repair, and remodeling of school buildings. The purchase of school buildings and the acquisition of equipment are also allowable.

General Fund – Revenues include the Non-tiered Credit Hour State Grant as well as tuition and fees generated for non-tiered course offerings.

Title IV Funds – Pass through funds awarded to students in the form of grants, loans and work study opportunities.

Perkins Program Improvement Fund – Grant application is required to be submitted to KBOR annually. Purpose of the fund is to improve and expand approved career and technical programs. Distribution of funds is based on the amount of Pell grant eligible students and the number of career technical education students attending.

Capital Projects – Institutional fee of \$14 per credit hour designated for facilities acquisition and construction.



August 29, 2017

**Manhattan Area Technical College
Proposed 2017-2018 Budget**

Prepared By: Carmela Jacobs, Chief Financial Officer

Note: The following presentation excludes grants Title IV funds

	Budget 6/30/2018
OPERATING REVENUES	
Student tuition and fees	\$ 3,628,120
Federal grants and contracts	\$ 580,015
State and local grants and contracts	\$ 302,377
Sales and services of educational departments	\$ 30,000
Other	\$ 107,900
Total operating revenues	<u>\$ 4,648,412</u>
OPERATING EXPENSES	
Salaries	\$ 3,818,004
Benefits	\$ 693,587
Contractual Services	\$ 399,363
Supplies and other operating expenses	\$ 1,697,721
Utilities	\$ 109,000
Repairs and Maintenance	\$ 58,300
Scholarships and financial aid	\$ -
Depreciation and amortization	\$ 250,000
Total operating expenses	<u>\$ 7,025,975</u>
OPERATING INCOME (LOSS)	<u>(2,377,563)</u>
NON-OPERATING REVENUES (EXPENSES)	
State appropriations	\$ 2,384,563
Interest Income	\$ 5,000
Federal Grants	
Interest expense	\$ (12,000)
Total Non-Operating Revenues (Expense)	<u>\$ 2,377,563</u>
	\$ (0)



INTERNAL MONITORING REPORT
COMPENSATION/BENEFITS
AUGUST 2017

I hereby present my monitoring report on your Executive Limitations policy “Compensation/ Benefits” according to the annual schedule of reports. I certify that the information contained in this report is true.

BROADEST POLICY PROVISION:

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the president shall not cause or allow fiscal integrity or public image to be jeopardized. Accordingly, the President shall not:

Policy Provision #1:

Change his/her compensation and benefits.

CEO’s INTERPRETATION:

I have not changed my own compensation or benefits. I report compliance.

Policy Provision #2:

Promise of imply permanent or guaranteed employment.

CEO’s INTERPRETATION:

I have not promised or implied any permanent employment to any individual. I report compliance.

Policy Provision #4:

Establish compensation and benefits which:

a. Deviate significantly from the geographic area or market for the skills employed.

CEO’s INTERPRETATION:

Examination of IPEDs data for faculty salaries and market analyses through BalancedComp, LLC in 2011 indicate that MATC employee’s compensation and benefits are currently either at, or above, the average, or align with market demand, but do not deviate significantly in any category. I report compliance.

b. Create obligations over a longer term than the revenues can be safely projected, in no event longer than one year, and in all events subject to losses of revenue.

CEO’s INTERPRETATION:

I have not created obligations which cannot be sustained by our existing revenue streams. Contracts and wage notices are issued annually and are subject to availability of funds. I report compliance.

Signed  President/CEO
James Genandt

Date August 29, 2017

August 29, 2017

To: MATC Board of Directors
From: Keith Zachariassen, Vice President of Administrative Services
Re: Recommendation – Welding Ventilation System

Background Information

Manhattan Area Technical College comprises a main building and ten ancillary facilities totaling approximately 80,000 square feet. College programs require a variety of environments ranging from and not limited to medically clinical to industrial to business office space. In all environments, a clean, safe workspace is top priority and the welding shop is a primary concern.

Current and Future Considerations

The welding shop space is 3,353 square feet of open area with equipment placed throughout to facilitate instruction. The welding faculty re-designed the space during December 2016 and January 2017 to increase welding booth capacity from 12 to 20 units. The placement of the new units is not adequately served by the former ventilation system. Accordingly, this request is being made to acquire a system to ventilate the 20 booths.

Fiscal Implications

Vendor quotes for the acquisition of a ventilation system to adequately accommodate the space of the welding shop were pursued from three vendors. The price quotes obtained from the vendors are as follows:

Camfil Air Pollution Control	\$47,614
Schenck Process LLC	\$53,673
Matheson Gas Products	\$62,000

The welding instructor, Chris Nichols, was instrumental in assessing the proposals and determining the specifications of the necessary equipment. Chris and the HVAC instructor, Frank Avila, have indicated the installation of the equipment will be utilized as a learning opportunity for students in their programs.

Recommendation

Administration respectfully requests the Board approve this capital project to purchase and install the Camfil ventilation system in the welding shop. Funding is through the College capital projects budget.

President's Report: August 2017

Owner Expectations:

- We successfully hosted the Manhattan Chamber of Commerce Board Meeting on July 24th, and the Tech & Tell event on August 16 with the Chamber for USD 383.
- Dave Fritchen, Barb Wenger, Frank Avila and I attended the NBAF MORS Industry Conference on August 1-2. Tim Burke, from the US Department of Homeland Security (DC)...and the project director for MATC with the NBAF innovation prize/biosafety lab, encouraged us to attend. Many of the attendees represented companies who will compete for the operating contract for NBAF. Representatives of three of the companies visited MATC after the conference, and I have been in contact with them about what we can offer. I have also conferred with Kent Glasscock about collaboration options with KSU to advance the economic and workforce capabilities related to NBAF and the Animal Health Corridor.
- I attended the KBOR Apprenticeship Task Force meeting at WATC on August 10. We have made recommendations that have gone to the TEA for review. One recommendation is that no college can accept for credit any apprenticeship/prior learning training assessment for which the college has no program of study. The group is also recommending two flexible degree options (AAS in General Technology and AAS in Customized Corporate Studies) to enhance student completion and use of prior learning/experience.
- College in-service started on August 10. On the 11th the college was closed and all employees received updates and information related to accreditation, assessment of student learning, strategic planning, and more. On the 14th a representative from US Department of Homeland Security provided training to employees related to an active intruder/shooter. The rest of the week included time for faculty to prepare for classes, committee meetings, and the Tech & Tell with USD 383.

Employer Needs & Response:

- Biotechnology, biosafety, critical environment technology:
 - Barb and I hosted Dennis Ridenour, CEO of BioKansas, for a two hour meeting on June 29. This included a tour of the biosafety lab, and a discussion of the education and training options we have to offer, and ideas from Dennis on raising our profile, with an emphasis on the Animal Health Corridor.
 - Barb Wenger and I, along with representatives of KBS, met with the executive director and workforce training coordinator for the Animal Health Corridor in KC July 6. This was one of several meetings either Barb or I had this summer to make the Corridor staff more aware of our training programs and the need for that training within the Corridor industries.
 - Barb, Frank Avila, and I have also had several meetings with John Lonker of Central Mechanical related to the biosafety training and the critical environment project. John and his team have been very supportive with comments, guidance, and engagement. The most recent of these meetings with me was on July 12.
- Ft. Riley:
 - Sarah, Neil, Carmela, Tracy, and I have all participated in meetings from late spring through the summer to raise our profile to Ft. Riley, both for the military and civilian personnel. We are continuing to be present as often as possible for their events, and to ensure we are present for their educational initiatives.
 - Marcey Fickbohm, Sarah, and Rachel have all been involved in discussions with KBOR staff on military training and education as part of statewide efforts. We are working on several initiatives to enhance our ability to attract and serve the military population. The work with the Title III grant to increase our online course and program capacity is critical to this effort.

- Tracy and I met with Don Landoll in Marysville for about 4 hours on July 31. We had a good discussion of his needs and what changes we are making at MATC in welding and related programs, our outreach to the high schools and the military. We will be following up with him this fall.

Resource Development:

- Tracy and I have met with the Opportunity Funding team approximately every two weeks. With the great work of the team we have 85% of our goal for the “seed” money to launch the campaign. We anticipate starting the campaign October 1, and the first several weeks are involved with creating the leadership teams for the campaign. We hosted a luncheon for the seed donors August 3, and had around 30 folks in attendance!!!
- Tracy, Cris, and I have submitted a grant to ATT Kansas, with preliminary indications it will be funded, to allow the College to acquire 4-5 building automation trainer devices. These will help us advance our training to students in the program areas of: critical environments, HVAC, digital design and drafting, building trades, and information networking technology. The grant will be in the range of \$25,000.