



## **BOARD OF DIRECTORS MEETING**

**August 27, 2019**  
**Manhattan Area Technical College**  
**Room 104a at 5:30 p.m.**

2019  
Randall Anderes – Chair (Riley)

### **Board of Directors**

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

### **Administration/Staff**

Jim Genandt (President/CEO)  
Tracy Geisler (Exec. Assistant/Board Clerk/RDC)  
Sarah Phillips (VPSS/CAO/CSAO)  
Carmela Jacobs (VP Operations/CFO/HR)  
Josh Gfeller (Chief Info Security Officer)  
Neil Ross (Dean of Student Services)  
Harry Watts (Development Officer)  
Faculty Senate



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
Tuesday, August 27, 2019  
Board meeting at 5:30 p.m.**

**Board of Directors:**

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

**Administration/Staff:**

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

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

**\_\_\_ Introductions**

- New Employee's

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

- BOD Member Community Report

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

- TLC Update – Darren Ortega
- HLC Assessment Update – Ken Sisley
- Phishing Emails – Josh

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

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

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

- Monitoring Report: Treatment of People (Jim Genandt) (Attachment 5) \*
- Monitoring Report: Asset Protection (Jim Genandt) (Attachment 6) \*
- Monitoring Report: Achievement of Ends (Jim Genandt) (Attachment 7) \*

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

- Board Member Positions - Tracy

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

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

- Foundation/Resource Development Update (Jim and Tracy)

**EXECUTIVE SESSION:**

- Confidential Matters: Relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships
- Negotiation Matters: Employer – Employee negotiations
- Personnel Matters: Non-elected personnel
- Confidential Matters: Foundation

**Meetings and Upcoming Events:**

- 2019 Business Showcase, MATC Foundation – August 28 at 4:30 p.m. - 7:00 p.m.  
530 Richards Drive, Manhattan Kansas
- September Board Meeting – September 24 at 5:30 p.m. room 104a

\* Requires BOD Action

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

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

Members present: Randall Anderes, Timothy Flanary, John Pagen, LJ Baker, Therese Adams, Wendy King-Luttman and David Fritchen

Members absent: Irma O'Dell

Also present Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/Human Resources; Neil Ross, Dean of Student Services; John Dietrick, MATC Attorney

- a. Faculty/Staff/SGO/Visitors: Julia Strength, Melissa Weber, JaQuayle Moore and HarryWatts

2. CALL TO ORDER

- Randall Anderes called the meeting to order at 5:30 p.m.
- Board Clerk Tracy Geisler stated that the executive session on personnel matters will be changed to consultation with attorney and an additional executive session on consultation with attorney will be added.

3. INTRODUCTIONS

- Introductions were made for new employee's Julia Strength (Business Office) and Melissa Weber (Human Resources).

4. PROGRAM/DEPARTMENT HIGHLIGHTS

- Josh Gfeller and Jay presented a security update and discussed the new campus emergency maps and explained Jay's position now including him being armed during his security hours. Jay has completed the necessary training.
- Neil Ross presented the board with an update on the fall enrollment.

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

- John Pagen moved to approve the Consent Agenda (attachments 1-4), Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

6. GENERAL AGENDA (items possibly requiring BOD action)

- Carmela Jacobs updated the board on the college facilities. There are upcoming meetings for the replacing of the roof, they are planning on beginning the process in 3 or 4 months.
- Josh Gfeller discussed the backup disaster plan using Title III funds.

## 7. EVALUATION OF BOARD PROCESS

- The board retreat will be August 26, 2019 at 5:00 p.m. at Little Apple Brewery. Annual review of the Policy Governance will be the focus.

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

- Tracy Geisler read Irma O'Dell's email thanking the board for the relationships and community she experienced while serving on the board of directors. Tracy also shared that she has received a request for 2 applications and have not received them back, she will follow up.

## 9. OWNERSHIP LINKAGE (related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.).

- Jim Genandt, Tracy Geisler updated the board on the foundation and resource development. All of the Riley County Commissioners and the Mayor have been in for visits and a tour of the College.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS – Relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships. Therese Adams moved to go into executive session at 6:20p.m. and return to open session at 6:40p.m. Tim Flanary seconded. Motion carried 7 yeas, 0 nays. At 6:40p.m. Therese Adams moved to return to open session. L.J. seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS – Relating to financial affairs to protect the interest of the College. Therese Adams moved to go into executive session at 6:41p.m. and return to open session at 6:51p.m. L.J. Baker seconded. Motion carried 7 yeas, 0 nays. At 6:51p.m. Therese Adams moved to return to open session. L.J. Baker seconded. Motion carried 7 yeas, 0 nays.

- In Open session, Therese Adams moved to approve a provisional operating budget for the fiscal year 2020, and that a final budget proposal will be brought to the board when negotiations are concluded. David Fritchen seconded. Motion carried 7 yeas, 0 nays.

EXECUTIVE SESSION: NEGOTIATION MATTERS – Employer – Employee negotiations  
Therese Adams moved to go into executive session to discuss negotiation matters, employer/employee negotiations to protect the interest of the business to be discussed at 6:52 p.m. and return to open session at 7:02 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:02 p.m. Therese Adams moved to return to open session. L.J. Baker seconded. At 7:02 p.m. Therese Adams moved to return to executive session and return to open session at 7:08 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:08 Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

## EXECUTIVE SESSION: CONSULTATION WITH ATTORNEY

Therese Adams moved to go into executive session for consultation with the College Attorney to discuss non-elected personnel to protect the interest of the business to be discussed at 7:09 p.m. and return to open session at 7:19 p.m. John Pagen seconded. Motion carried 7 yeas, 0 nays. At 7:19 p.m. Therese Adams moved to return to open session. Tim Flanary seconded. Motion carried 7 yeas, 0 nays. No action was taken.

**EXECUTIVE SESSION: CONSULTATION WITH ATTORNEY**

Therese Adams moved to go into executive session for consultation with the College Attorney to discuss relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships to protect the interest of the business to be discussed at 7:26 p.m. and return to open session at 7:56 p.m. John Pagen seconded. Motion carried 7 yeas, 0 nays. At 7:56 p.m. Therese Adams moved to return to open session. Tim Flanary seconded. Motion carried 7 yeas, 0 nays. At 7:56 p.m. Therese Adams moved to go back into executive session and return to open session at 8:11 p.m. Tim Flanary seconded. Motion carried 7 yeas, 0 nays. At 8:11 p.m. Therese Adams moved to go back into executive session and return to open session at 8:16 p.m. Tim Flanary seconded. Motion carried 7 yeas, 0 nays. At 8:16 p.m. Therese Adams moved to return to open session. L.J. Baker seconded. Motion carried 7 yeas, 0 nays.

- In Open session, Therese Adams moved to authorize engaging Government Capital Corporation for the Wamego Bluestem REC project. L.J. Baker seconded. Motion carried 7 yeas and 0 nays.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 8:25 p.m.



August 27, 2019

Attachment 2

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

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 363,013.42	64.64%
Facilities	\$ 19,098.08	3.40%
Student Payments	\$ 23,420.59	4.17%
Program Expenditures	\$ 18,817.91	3.35%
ALC Operating Costs (excluding salary/benefits)	\$ 248.71	0.04%
Other Operating costs	\$ 137,010.53	24.40%
<b>Total July Expenditures</b>	<b>\$ 561,609.24</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Westar	Utilities	\$ 6,201.41	All School	general fund
Warren Blodgett	Keats Property Lease	\$ 11,198.00	EPD	Capital Outlay
IRS	Issue IRS Refund in Error	\$ 66,168.79	All School	general fund
KATC	KS Assoc. Tech College Membership	\$ 6,000.00	All School	general fund
Accident Fund Insurance Company	Worker's Comp Insurance	\$ 8,592.00	All School	general fund
USD320 Wamego High School	Excel in CTE (Spring 2019)	\$ 17,793.21	All School	Excel in CTE
Greater Manhattan Community Foundation	Title III Endowment	\$ 10,050.00	All School	Title III
BCBS	Health Insurance Payment	\$ 42,330.90	All School	general fund
Kansas Dept of Revenue	State tax payments - PR 7.31.19	\$ 5,089.04	All School	payroll deductions
KPERS	KPERS payments - PR 7.15.19	\$ 7,525.26	All School	payroll deductions
KPERS	KPERS payments - PR 7.31.19	\$ 7,518.03	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 7.15.19 Deductions	\$ 33,966.34	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 7.31.19 Deductions	\$ 35,857.73	All School	pr ded/general fund
<b>Total July Expenditures Exceeding Threshold</b>		<b>\$ 258,290.71</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** August 27, 2019  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Gary Maple	Critical Environments Program Asst.	8/19/2019	CET	Grant	New Hire
Melissa Weber	Human Resources Coordinator	7/22/2019	HR	Operating	New Hire
Erica McMillion	Student Services Specialist	TBD	Title III	Title III Grant	Rehire
Sarah Chancey	PT Welding Program Assistant	8/19/2019	Welding	Operating	New Hire
Thomas Mudd	Welding Instructor	8/15/2019	Welding	Operating	New Position
Hayden Ruh	Helpdesk Technician	8/19/2019	IT	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Michelle Mackeprang	Asst. Director of Admissions	7/1/2019	Admissions	Operating	*position reclassification
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Angel Brown	Custodian	8/19/2019	Facilities	Operating	Resigned
Kelly Cook	Director of TIII/Dean of Inst.	8/16/2019	Title III	Title III Grant	Separation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Instructor Consideration Opportunity			Various	Operating	Open
Academic Advisor			SS	Operating	Open
Part-Time Adult Education Instructor			ALC	ALC Grant	Open

*\*Previous position Admissions Coordinator*

## President's Report: August 2019

Welcome to the 2019 fall semester, and here is an update on some key items:

## Owner Expectations:

- 7/31 I worked with Kristin Brighton/New Boston on a project examining parents' perceptions of what their children should have in postsecondary education (see attachment).
- 8/5 I worked with Steve Kearney, lobbyist for the KTC, on the group's approach to proposed issues with the Governor's Education Council, the TEA, KBOR, and the state legislature. I had a follow-up call with Steve's staff on 8/6.
- 8/9 I attended the KBOR Retreat in Salina on behalf of the KTC.
- 8/12 Carmela, Sarah, Tracy and I met with representatives of Flint Hills Job Corps as well as Ramon Serrato (Serrato Corporation) and Vernon Taylor (Workforce Training Academy) continuing discussions on our ability to work with Job Corps programs and our educational capacity.
- 8/12 I met with staff for their in-service session.
- 8/14 I attended a Chamber session with US Senate candidate Dave Lindstrom, and then we hosted a meeting for the candidate sponsored by Randall with area business persons that afternoon.
- 8/14 Sarah and I met with Betty Stevens, former president of Highland CC and peer reviewer for the Higher Learning Commission, and on 8/16 she worked with our faculty on assessment of student learning in preparation for our focus visit by HLC this fall.
- 8/16 I met with faculty for their in-service session.
- 8/16 I participated in conference calls related to both KBOR and the Governor's Education Council and legislative planning and budgeting.
- 8/19 I attended the Wamego Chamber of Commerce monthly lunch session, Blake Flanders of KBOR presented information about KBOR.
- 8/19 I met with Tom Phillips with updates about MATC.
- 8/20 Sarah, Harry, Tracy, and I met with superintendents of Wamego, Rock Creek, Kaw Valley, and Wabaunsee about their interest in a career academy in their area.
- 8/20 Tracy, and I met with the new superintendent of USD 475/Junction City.
- 8/21 I was on KMAN
- 8/21 I attended the Kansas Leadership Center session on Reinventing School, with a focus on work-based/applied learning.
- 8/22 I worked with the KTC lobbyist on our group's initiatives to the Governor, legislature, and business and industry.
- 8/23 I met with Kent Glasscock with updates about MATC.

## Employer Needs &amp; Response:

- 8/5 Tracy, Harry, and I met with Wayne Sloan (BHS and Manhattan Chamber of Commerce board chairperson) with updates on our efforts to expand capacity and strengthen programs.
- 8/7 I met with Christy Rodriguez of Region Reimagined concerning the Talent component of the plan
- 8/7 Sarah and I had a video conference with representatives of Grand River Dam Authority (Pryor, Oklahoma) at their request concerning our electric lineman program.
- 8/8 I attended the meeting of the Greater Manhattan Economic Partnership.
- 8/8 I participated in a conference call with our projects team concerning the building automation systems lab with Brian Lovell, our designer/builder.
- 8/14 I met with Nick Davison of Haldeman-Homme (KC), a company that provides lab furniture and related equipment.

- 8/15 Sarah and I met with Marvin Wade, USD 383 Superintendent, to continue moving the career academy project forward.
- 8/20 I attended the Manhattan Chamber of Commerce monthly board meeting.
- 8/26 I attended the Animal Health Corridor Homecoming event in KC.
- 8/27 I met with Steven Lehr concerning credentialing electricians through NC3.

Resource Development:

- 8/5 Tracy, Harry and I met with CJ Baker in Junction City concerning support for student scholarships through MATC.
- 8/8 Tracy, Harry and I met with Dennis Mullins and Matt Crocker of SPS to provide an update on our campaign, and vision to grow the capacity of the college related to regional economic development.



INTERNAL MONITORING REPORT  
TREATMENT OF PEOPLE  
JULY, 2019

I hereby present my monitoring report on your Executive Limitations policy "Treatment of People, as scheduled. In consultation with personnel assigned to duties of Human Resources, I certify that the information contained in this report is true.

**BROADEST POLICY PROVISION:**

With respect to the treatment of students, staff, volunteers, and the community dealings shall not be inhumane, unfair, or undignified.

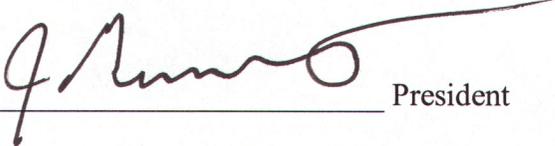
Accordingly, the president shall not:

1. Operate without written procedures that clarify student and staff rules, provide for effective handling of grievances, protect against wrongful or unsafe conditions, and preferential treatment for personal reasons;
  - a. MATC has developed written policies and procedures for all operations of the college including those listed above. All employees have access to policies, procedures, and statutes through the College's internal computer system and through the College's website. One master hard copy of policies and procedures is kept on campus which contains the original signed policies. The College Catalog also provides information for students guiding them on relevant college policies and procedures. The Catalog and other appropriate college materials are on the website or MATC portal for employee, student, and public access.
2. Discriminate against anyone for expressing ethical dissent;
  - a. There have been no cases of discrimination for any reason during the past year.
3. Withhold a due process procedure from students and staff;
  - a. Due process procedures are followed when dealing with student staff and faculty complaints and when dealing with other matters regarding such proceedings.

4. Prevent students and staff from grieving to the board when internal grievance procedures have been exhausted.
5. Fail to acquaint students and staff with their rights and responsibilities.
  - a. Students and staff are made aware of their rights and responsibilities through the use of the Personnel Handbook, the College Catalog, course syllabi, the Faculty Negotiated Agreement, MATC policies and procedures, and verbal communications.

CEO's INTERPRETATION:

With reference to general operations and through my interpretation of the constraints listed above, I report compliance.

Signed  President

Date 8 22 19



INTERNAL MONITORING REPORT  
ASSET PROTECTION  
AUGUST 2019

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

**BROADEST POLICY PROVISION:**

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

**Policy Provision #1:**

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

CEO’s INTERPRETATION:

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

I report compliance.

**Policy Provision #2**

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

CEO’s INTERPRETATION:

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

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

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

I report compliance.

**Policy Provision #3**

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

CEO's INTERPRETATION:

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

I report compliance.

**Policy Provision #4:**

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

CEO's INTERPRETATION:

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

I report compliance.

**Policy Provision #5:**

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

CEO's INTERPRETATION:

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

I report compliance.

**Policy Provision #6**

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

CEO's INTERPRETATION:

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

I report compliance.

**Policy Provision #7**

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

CEO's INTERPRETATION:

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

I report compliance.

**Policy Provision #8**

*Dispose of real property without Board approval.*

CEO's INTERPRETATION:

No real property has been acquired, encumbered, or disposed of since the last Asset Protection monitoring report in April 2019.

I report compliance.

**Policy Provision #9:**

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

CEO's INTERPRETATION:

The College has entered a lease-financed agreement with Government Capital Corporation for roof replacement. This was presented and approved by the Board during the April 2019 Board meeting.

I report compliance.

**Policy Provision #10:**

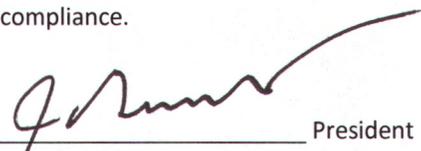
*Fail to protect intellectual property, information, and files from loss, damage, or improper access.*

CEO's INTERPRETATION:

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

I report compliance.

Signed



Jim Genandt

President

Date August 22, 2019



Attachment 7

INTERNAL MONITORING REPORT  
ACHIEVEMENT OF ENDS  
July, 2019

I hereby present my monitoring report on the Achievement of Ends I certify that the information contained in this report is true.

**VISION AND MISSION:** We continue to advance the mission and vision of MATC. Evidence is seen through the meetings, events, and projects we have done since the academic year began last fall. We work to improve our reporting of how we are engaged in our region. Since the January board meeting we have continued to advance engagement with the school districts of Manhattan, Wamego, Rock Creek, Kaw Valley, Waubonsee, Riley Co., and Junction City. We have begun focused collaboration with Flint Hills Job Corps. We have received approval of our KBOR Performance Report and KTIP Report (KBOR) results. We have enhanced engagement with employers by transitioning our program advisory committees to Business Industry Leadership Teams (BILTs) and worked with several area employers about current and future plans to train workforce. WalletHub, in their 2019 rankings of two-year colleges, rated MATC #1 in Kansas for the second year in a row. Forbes identified us in late 2018 as one of the top 25 trade schools in the US to impact the skills gap.

**CEO's INTERPRETATION:** While there are always ways to improve, MATC faculty and staff consistently and continuously advance our mission and vision with tangible results: student success, student retention and completion, placement, student earnings, employer satisfaction. We also continue to discuss and sketch out our future as an institution, and how we maintain and strengthen our value and viability to the region.

**ESSENTIAL SKILLS:** Essential skills are validated through the acceptance from KBOR of our most recent performance agreement report, as well as their calculation of our results through the KTIP report through KBOR. Both of these reports testify to student preparedness and success in using what they have learned to complete their courses, programs of study, and placement into jobs. Our recognition by the Chronicle of Higher Education in having the 19<sup>th</sup> best graduation rate in the nation (from an analysis of over 800 community and technical colleges in the nation) and earlier recognition by WalletHub also reinforce our performance in essential skills.

**CEO's INTERPRETATION:** We continue to analyze data to ascertain current performance, and to identify actions we can take to reinforce essential skills with our students. Essential skills are a component that has different meanings to different entities. KBOR has recognized this and has provided guidelines and flexibility in how we evaluate and place students in looking at more than test scores. We continue to revise and use our assessment of student learning process to gauge our effectiveness, and also rely on feedback from students and employers so that we understand the current "interpretation" of essential skills and address those expectations.

**WORK PREPAREDNESS:** Our data on industry-recognized credentials indicates strong performance with work preparedness. Licensure rate, certifications achieved, as well as data from previously mentioned reports (Performance Agreement and Outcome Metrics) all document our success in this area. As our job placement rate exceeds 90%, we are performing at optimal level for work preparedness.

**CEO's INTERPRETATION:** MATC again makes efforts to strengthen and expand our evidence of work preparedness. We are constantly on the lookout for additional industry-recognized credentials that match with our programs of study, and will be expanding in certain programs for the next academic year. Current examples include the building automation systems lab and critical environment technology program, as well as modifications to Information Networking Technology, Construction Trades, and bringing back the EMT program.

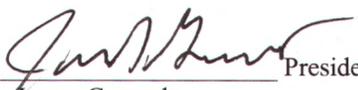
**WORKFORCE DEVELOPMENT:** Discussions and plans are constant with USD 383 to expand on existing general education and tech ed opportunities. The primary change in 2019-20 is taking over the auto technology program at the high school, and more than 60 students are earning concurrent credit and potential automotive credentials. Currently 30% of our enrollment are USD 383 students, and we also have students with a few other area districts. We have begun active collaboration with Flint Hills Job Corps, starting with

welding training. The Adult Learning Center had a record enrollment in their first year with us, and applications to the Center for services in the fall of 2019 exceed our capacity to serve all with an interest. In addition, we have added a certified Pearson Vue Testing Center capacity to the College.

CEO's INTERPRETATION: This is our #1 priority, and is being pursued through telling the story of what MATC offers, our successful performance, rebranding that we are not the "vo-tech" and that we offer options for basic workforce training, higher skilled technical education, and value-added corporate training.

LEADERSHIP: Each employee of MATC can be a leader through the performance of their job description, their duties with the college, and as an ambassador of the institution as we interact with the public on- and off-campus. The senior administration team consists of Jim Genandt, Sarah Phillips, Carmela Jacobs, Josh Gfeller, Neil Ross, and Tracy Geisler. We also appreciate effective leadership from the faculty, particularly from Linn Schroll, Marcey Fickbohm, and Matt Schacht.

CEO's INTERPRETATION: MATC is in a time of transition as we design our capacity for future needs of the region. I am very appreciative of the time, efforts, and talents of all of our employees, and of our instructors being open to discussion of how we modify some of our structures and parameters to meet 21<sup>st</sup> century workforce expectations.

Signed  President/CEO  
James Genandt

Date 8 26 19