

Board of Directors Packet

Manhattan Area Technical College

August 30, 2022

Zoom/Live Stream 5:30 pm



Board of Directors:

__Ballou, Brett (Riley) <i>Chair</i>	__Urban, David (Riley)
__Flanary, Tim (Pottawatomie) <i>Vice-Chair</i>	__Allen, Will (Geary)
__Peterson, Heather (Pottawatomie)	__Matson, Mike (Riley)

Administration/Staff:

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

Agenda

- 1. Call to Order**
- 2. Executive Session:** Personnel
- 3. Consent Agenda** (Routine items requiring BOD action) *
 - Approval of June 2022 Meeting Minutes (Attachment 1) *
 - Approval of July 2022 Quorum Minutes (Attachment 2) *
 - Approval of June 2022 Check Register w/Threshold Expenditures (Attachment 3) *
 - Approval of July 2022 Check Register w/Threshold Expenditures (Attachment 4) *
 - Organizational Update (Attachment 5) *
 - President's Report (Attachment 6) *
- 4. General Agenda** (Items possibly requiring BOD Action)
 - Faculty Senate Update Faculty Senate
 - New Employee Introductions
 - i. Easlyn Koch-ADN Faculty
 - ii. Dominic Solari-ADN Faculty
 - iii. Mark Miller-CET/IET Faculty
 - iv. Allen Sangwin-HVAC Faculty
 - v. Ed Zahler-Construction Tech Faculty
 - Monitoring Report
 - i. Strategic Plan* **Jim**
 - Policy Updates **Sarah**
 - i. Policy 5.1.7 Student Background Checks (Attachment 7) *
 - ii. Policy 5.1.8 Nursing Reinstatement (Attachment 8) *

iii. 7.4.7 Employee and Dependent Educational Assistance Program (Attachment 9)

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

- Facilities/Projects Updates **Josh, Sarah**
- Faculty Senate Update **Faculty Senate**

6. Executive Session: Negotiations

7. Executive Session: Board/Review Applicants

8. Executive Session: President's Evaluation

Meetings and Upcoming Events

Campus Closed: September 5, 2022 (Labor Day)

Next Board Meeting: September 27, 2022

* Requires BOD Action

Board Retreat:

Enhancing regional advocacy and support for workforce and economic development.

Board of Directors Minutes

Manhattan Area Technical College

June 28, 2022 5:30pm



1. The Board of Directors of the Manhattan Area Technical College met June 28, 2022 at 5:30 p.m. in person and using zoom, with live streaming for employees.
 - Members present: Tim Flanary, David Urban.
 - Members absent: LJ Baker, Mike Matson, Will Allen.
 - Members via Zoom: Heather Peterson.
 - Administration Present: Jim Genandt, President/CEO; Nathan Roberts, Dean of Academic Affairs; Kim Davis, Dean of Nursing & Health Programs; Kerri Bellamy, Director of Finance; Chris Boxberger, Dean of Academic Partnerships and Outreach; Hannah Miller, Executive Assistant/Board Clerk.
 - Meeting was live streamed.
2. **Call to Order**
 - Wendy King-Luttman called the meeting to order at 5:30p.m.
3. **Consent Agenda:** (Routine items requiring BOD action) *
 - Brett Ballou motioned to approve the Consent Agenda. David Urban seconded. Motion carried 5 yeas and 0 nays. Motion passed.
4. **General Agenda:** (Items possible requiring BOD action)
 - President Genandt thanked the board members L.J. Baker and Wendy King-Luttman for their time on the board. President Genandt presented the board members with a token of our appreciation.
5. **Discussion of Ends:** (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - President Genandt gave the update on facilities. Wamego is on track to go live, with a final walk through in October. And so far there has not been any hold ups with building three.
 - President Genandt presented the monitoring report, Treatment of People. Tim Flanary motioned to approve the Treatment of People monitoring report. Brett Ballou seconded. Motioned carried 5 yeas and 0 nays. Motion passed.
6. **Executive Session:** Negotiations
 - Tim Flanary motioned to go into executive session at 5:43pm. David Urban seconded. Motion carried 5 yeas and 0 nays. Motion passed. Tim Flanary motioned to go back to open session at 5:53pm. David Urban seconded. Motion carried 5 yeas and 0 nays. Motion passed.

7. **Executive Session:** Real Property

- Tim Flanary motioned to go into executive session at 5:54pm. Brett Ballou seconded. Motion carried 5 yeas and 0 nays. Motion passed. Tim Flanary moved to go back to open session at 6:10pm. Brett Ballou seconded. Motion carried 5 yeas and 0 nays. Motion passed.

8. **Executive Session:** President's Evaluation

- Tim Flanary moved to go into executive session at 6:20pm. David Urban seconded. Motion carried 5 yeas and 0 nays. Motion passed. Tim Flanary motioned to go back to open session at 6:30pm. David Urban seconded. Motion carried 5 yeas and 0 nays. Motion passed.

9. **Executive Session:** Board Positions

- Tim Flanary moved to go into executive session at 6:31pm. Brett Ballou seconded. Motion carried 5 yeas and 0 nays. Motion passed. Tim Flanary motioned to go back into open session at 6:46pm. David Urban seconded. Motion carried 5 yeas and 0 nays. Motion passed.

10. **Adjournment:** Wendy King-Luttman adjourned the meeting at 6:52pm.

Board of Directors Quorum Minutes



Manhattan Area Technical College

July 25, 2022 4:00pm

1. The Board of Directors of the Manhattan Area Technical College met July 25, 2022 at 4:00 p.m., using zoom.
 - Members present: Brett Ballou, Mike Matson, David Urban, Tim Flanary, Will Allen, Heather Peterson.
 - Members absent: None.
 - Administration Present: Jim Genandt, President/CEO; Sarah Phillips, Vice-President; Nathan Roberts, Dean of Academic Affairs; Hannah Miller, Executive Assistant/Board Clerk.
 - Visitors: John Dietrick
2. **Call to Order**
 - Brett Ballou called the meeting to order at 4:01p.m.
3. **Executive Session: Personnel Matters**
 - Tim Flanary motioned to move into executive session at 4:02pm. Mike Matson seconded. Motion carried 6 yeas and 0 nays. Mike Matson motioned to moved back into open session at 4:09pm. Will Allen seconded. Motion carried 6 yeas and 0 nays. Tim Flanary motioned to accept the President's recommendation to terminate the employment of Blaise Wilson immediately from his faculty position with MATC, through the President or his designee. Mike Matson seconded. Motion carried 6 yeas and 0 nays. Motion passed.
4. **Executive Session: Real Property**
 - Tim Flanary motion to move into executive session at 4:12pm. Will Allen seconded. Motion carried 6 yeas and 0 nays. Tim Flanary motioned to stay in executive session at 4:42pm. Will Allen seconded. Motion carried 6 yeas and 0 nays. Tim Flanary motioned to accept the President's recommendation for Building One of the Building HIRE Education project for the College and Career Center, with written documentation from the Greater Manhattan Community Foundation for their assistance with cash flow, to order steel and mechanical equipment so that we may move forward with the prefabricated building. Mike Matson seconded. Motion carried 6 yeas and 0 nays. Motion passed.
5. **Adjournment**

- Brett Ballou, Board Chair adjourned the meeting at 4:56pm.

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



August 30, 2022

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 371,834.53	78.35%
Facilities (510)	\$ 20,413.00	4.30%
Student Payments (110)	\$ (900.00)	-0.19%
Program Expenditures	\$ 20,117.83	4.24%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 27,700.49	5.84%
Wamego (excluding salary/benefits)	\$ 2,590.12	0.55%
Other Operating costs	\$ 32,838.18	6.92%
Total June Expenditures	\$ 474,594.15	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
ATI Assessment Technologies	Live Review ADN	\$ 8,265.00	ADN	ADN Course Fees
Instructure, Inc	Instructor Renewal	\$ 26,979.68	All School	CARES
UMB Visa Card Services	Gas, Luncheon, misc.	\$ 5,200.00	All School	General Fund
BCBS (June 2022)	Health Insurance Premiums	\$ 50,885.13	All School	payroll ded/gen fund
IRS	PR 6.15.2022 Payroll deductions	\$ 32,244.34	All School	payroll ded/gen fund
IRS	PR 6.30.2022 Payroll deductions	\$ 37,577.65	All School	payroll ded/gen fund
KS Dept of Revenue	PR 6.15.2022 Payroll deductions	\$ 7,011.68	All School	payroll deduction
KS Dept of Revenue	PR 6.30.2022 Payroll deductions	\$ 7,924.20	All School	payroll deduction
KPERS	PR 6.15.2022 Payroll deductions	\$ 7,641.02	All School	payroll deduction
KPERS	PR 6.30.2022 Payroll deductions	\$ 8,477.55	All School	payroll deduction
Evergy Kansas Central Inc.	Evergy June 2022	\$ 7,273.30	All School	General Fund
Total June Expenditures Exceeding Threshold		\$ 199,479.55		

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



August 30, 2022

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 387,887.83	61.34%
Facilities (510)	\$ 61,661.33	9.75%
Student Payments (110)	\$ 24,311.68	3.84%
Program Expenditures	\$ 15,358.28	2.43%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 12,708.00	2.01%
Wamego (excluding salary/benefits)	\$ 3,653.72	0.58%
Other Operating costs	\$ 126,795.33	20.05%
Total July Expenditures	\$ 632,376.17	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Anixter Inc - Kansas City	Poles	\$ 6,730.00	EPD	Student Fees
Graybar Electric Co, Inc.	Greenlee Equipment	\$ 6,373.34	Electrical	MOE
John Dietrick, P. A.	Legal Services	\$ 6,567.50	All School	General Fund
BBN Arichitects	MATC East Building	\$ 16,504.00	All School	General Fund
Mongoose Research, Inc.	Mongoose Sales - Cadence	\$ 13,600.00	All School	Student Fees
The Hartford	FY23 Workers Comp Policy	\$ 10,007.00	All School	General Fund
Amazon Capital Services	INT Amazon Tool Kit	\$ 7,808.37	INT	Student Fees
Parsons Communication, Inc	Cabling Wamego Phase 3	\$ 9,636.00	Wamego	General Fund
Spaces, Inc.	Wamego Auto Tech Furniture	\$ 7,752.04	Wamego	MOE
Thermal Comfort Air, Inc	IT 305 AC Replacement	\$ 6,675.00	All School	HEERF
Olsson, Inc.	Wamego Bldg 3	\$ 9,517.50	Wamego	General Fund
TRANE US, Inc.	TRANE System Upgrade	\$ 18,132.84	All School	MOE
BCBS (July 2022)	Health Insurance Premiums	\$ 47,970.19	All School	payroll ded/gen fund
IRS	PR 7.15.2022 Payroll deductions	\$ 37,391.29	All School	payroll ded/gen fund
IRS	PR 7.29.2022 Payroll deductions	\$ 32,953.81	All School	payroll ded/gen fund
KS Dept of Revenue	PR 7.15.2022 Payroll deductions	\$ 6,609.46	All School	payroll deduction
KS Dept of Revenue	PR 7.29.2022 Payroll deductions	\$ 7,432.26	All School	payroll deduction
KPERS	PR 7.15.2022 Payroll deductions	\$ 7,480.76	All School	payroll deduction
KPERS	PR 7.29.2022 Payroll deductions	\$ 7,870.89	All School	payroll deduction

Evergy Kansas Central Inc.	Evergy June 2022	\$ 6,545.13	All School	General Fund
Total July Expenditures Exceeding Threshold		\$ 273,557.38		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: August 30, 2022
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Ed Zahler	Construction Tech Instructor	8/11/2022	Construction Tech Faculty	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Kim Withroder	Director of Research & Institutional Effectiveness	7/1/2022	Academic Affairs	Operating	Title Change
Cindy Boxberger	Regional Testing Center Director	7/1/2022	Academic Affairs	Operating	Promotion
Pamela Imperato	Instructional Technology Coordinator	7/1/2022	Academic Affairs	Operating	Promotion
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Blaise Wilson	Welding Instructor	7/26/2022	Welding Faculty	Operating	Termination
Advertised Positions					
Position Title		Department	Funding Source	Status	
Adjunct Opportunities for Consideration		All Departments	Operating	Open	
Construction Technology Instructor		Faculty	Operating	Open	
Associate Degree Nursing Adjunct Clinical Instructor		Faculty	Operating	Open	
Part-Time Allied Health Instructor		Continuing Education	Operating	Open	
Registrar		Student Services	Operating	Open	

President's Report: August 2022

Welcome to the 2022 fall semester! Here's a quick summary of my meetings, etc., since our last meeting: Owner Expectations:

- July 11: Participated in the Leadership Manhattan board retreat.
- July 12: Sarah and I updated USD 383 Superintendent Marvin Wade on the College & Career Center planning.
- July 13-14: Participated and led the Kansas Technical Colleges retreat at Salina Area Technical College.
- July 16-20: Sarah and I attended the NACUBO conference in Denver and presented on our Strategic Plan and 3D budget process.
- July 25-27: I participated in the Kansas Board of Regents Retreat in Wichita.
- August 10: I was interviewed on KMAN for In Focus.
- August 11: I participated in the KBOR TEA meeting for the technical colleges.
- August 22: David Urban, Mitch Watson, Pat Schutter and I met with Paul Hughes, Mike Beene, and Trent Armbrust of the state department of Commerce about the expansion project.
- August 23: I attended the Advantage Manhattan breakfast meeting for the Chamber.
- August 23: I met with the new students in the INT program.
- August 25: I participated in the TEA meeting of KBOR for the technical colleges.
- August 25: I led the meeting of the technical college presidents.
- August 30: I met with Jerry Lonergan, Executive Director of the Flint Hills Regional Council.

Employer Needs & Response:

- July 29 and August 18: Met with Brian Howells, Wamego Hospital Administrator, to discuss workforce, collaboration, and engagement via the MATC Wamego Center.
- July 6: Presentation to Westloop Business Association.
- July 21: Sarah and I met with KSU representatives with a biotechnology company examining an expansion plan to Manhattan.
- July 29: I participated in a Solar Housing Seminar sponsored by State Senator Hawk at KSU.
- August 3: I participated in the HVAC advisory meeting on campus.
- August 8: I worked with President Utash of WSU-Tech on a math pilot project for high school students.
- August 8: I met with Steve Spade of KBS (construction contractor) about workforce needs and support for our expansion project.
- August 10: I met with Mitch Watson of US Engineering about the expansion project and workforce engagement.
- August 10: I participated in the Manhattan Chamber Showcase with information about MATC and the expansion project.
- August 12: Harry and I participated in the Pott Co. Economic Development retreat in Wamego.
- August 26: We met with representatives of nursing for Stormont Vail Hospital.

Resource Development:

- July 7: Met with representatives of area banks to discuss the expansion project.
- July 12: Met with representatives of the Heartland Corvette as they provided a scholarship for auto tech students for fall 2022.
- August 5: Dr. Wade, Lyle Butler, Nancy Burton and I worked with the marketing team on recording video about the College and Career Center.
- August 23: I met with Pat Schutter, BHS, about the expansion project.
- August 24: Harry and I met with Wayne Sloan about the expansion project.
- August 24: We met with Frank Tracz, KSU Band, about our fundraising project.
- August 8: I met with Jarrod Willich of Hi-Tech/Icon about the expansion project, and also to review outcomes of an email meeting of the Foundation trustees. The trustees voted to have us affiliate with the Greater Manhattan Community Foundation.
- August 8: I met with David Urban about the expansion project.
- August 26: I met with representatives of KS State Bank about the expansion project.
- August 26: I met with Vern Henricks for updates.

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

Policy No. 5.1.7

Title: Student Background Checks	
Originated by: Director of Nursing	Originated Date: 8/2008
Revised by: Dean of Nursing and Health Programs	Revised Date: 5/2022
All Nursing Faculty Approval Date: 8/1/2008	
President/Board of Directors Approval Date: 8/30/2022	
Reviewed on: 2/2014; 8/2016; 7/2021	

Policy Statement:

All students accepted into a health service program that requires background checks, will be asked to perform a criminal background check with the appropriate designated company identified by the specific program. Acceptance into the program remains provisional until the background check report is received and reviewed.

Rationale:

Verification of criminal offenses is required to determine eligibility of admission to the program and certification/licensure.

Procedure:

1. Accepted students will be asked to initiate a background check at program orientation/enrollment.
2. If the results of the background check are not provided by the student at the time of application to the program, the student must sign a waiver for the results to be provided.
3. Results will be reviewed by the program coordinator and/or the Dean of Nursing Education and Health Programs.
4. Students are asked to notify the program coordinator and/or Dean if convicted of an offense during the program year.
5. Students with any violations on the background check will meet with the program and/or Dean of Nursing Education and Health Programs to determine an action plan based on specific program state board regulations. (i.e. Kansas State Board of Nursing regulation K.S.A. 65-1120).

**Manhattan Area Technical College
Institutional Policy and Procedure Manual
Division of Nursing Policy and Procedure**

Policy No. 5.1.8

Title: Nursing Student Reinstatement	
Originated by: Director of Nursing	Originated Date: 9/2017
Revised by: Dean of Nursing Education & Health Programs	Revised Date: 2/2022
All Faculty Approval Date: 1/11/2022	
President/Board of Directors Approval Date: 8/30/2022	
Reviewed on: 10/2017; 7/2018; 2/2022	

Policy Statement:

A student who has academically been dismissed or who has withdrawn from the nursing program may apply for reinstatement. Students whose dismissal was caused by unsafe clinical practice, unprofessional behaviors, or violating Academic Dishonesty Policy & Code of Conduct will not be readmitted.

Rationale:

To allow students who qualify an additional attempt to meet program objectives and competencies.

Procedure:

1. A student may only be reinstated into Manhattan Area Technical College's Nursing program one time at the PN level and one time at the AND level.
2. A student's application for reinstatement may be reviewed by the Nursing Admissions & Progression Committee no more than two (2) times. If Reinstatement is not granted after the second application, the student becomes ineligible for Reinstatement.
3. If health concerns are a factor for the student leaving the College, then documentation for ability to continue in the program must be provided with Reinstatement paperwork.
4. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement.
5. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
6. Reinstatement into the Manhattan Tech Nursing program will be dependent on the clinical space available to accommodate additional students.
7. A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.
8. No more than two calendar years can elapse between withdraw and Reinstatement.
9. As per college policy, students must meet graduation requirements.

The Admission Committee must approve any exceptions to the above policies.

Steps for Reinstatement

A student who has been academically dismissed or who has withdrawn from the Nursing program and would like to seek reinstatement must submit items listed below online according to the following schedule:

- Reinstatement for the next semester
 - E.g. a student is dismissed from the fall semester and would like to be reinstated for the spring semester
 - 10 business days from the last day of the semester in which the student was dismissed

- Reinstatement for a future semester
 - E.g. a student is dismissed from the spring semester and plans to sit out the summer semester and return for the fall semester
 - Associate Degree of Nursing
 - Spring Semester (January) – September 1st
 - Fall Semester (July) – February 1st
 - Practical Nursing
 - Fall Semester – March 1st

The following items will be required:

1. A completed Reinstatement Application Form requesting reinstatement into (semester, year). Within the application the applicant will be asked to develop an action plan for success consisting of:
 - a. Description of the reason(s) leaving the program
 - b. Analysis of factors that led to this outcome
 - c. Goals to be accomplished during your remaining time at Manhattan Tech's Nursing program
 - d. Plan of action to meet your goal(s); be specific.
2. The Nursing Admissions & Progression Committee (NAPC) will review the student request, determine the reinstatement status, and notify the student of their status.
3. The decision may include reinstatement (dependent of space availability), a directive to complete remedial coursework and reinstatement, or denial of reinstatement.
4. If openings occur after this notification, students will be contacted immediately, and be required to pay the necessary seat deposit.
5. It is not uncommon for students to be notified just prior to the start of a semester due to sudden unexpected openings.
6. Available seat openings do not guarantee reinstatement.
7. Consideration of extenuating and unusual student circumstances is at the discretion of the NAPC. The committee decision will be based on the review of the following documentation:
 - Student's Reinstatement application
 - Student's clinical evaluations for all courses completed and attempted
 - Student's updated transcripts and prior academic performance (GPA, exams)
 - Student's compliance with current health requirements
 - Test scores
 - Other pertinent data
8. Reinstated students may be subject to repeating nursing and/or other selected general education courses, successfully pass competency exams in theory and/or clinical skills, subject to meeting the requirements of an academic progression plan, or any other factors as determined by the NAPC. The committee will make the determination of these possible requirements on an individual basis.
9. Students cannot bypass the NAPC and go directly to any member of the Department of Nursing, College Administration, or the Board of Directors to request reinstatement.
10. Any grievance of the NAPC's decision must be filed in writing following the Grievance Procedure published in the college catalog.

Absences

1. If a student is reinstated under the NAPC, pays a seat deposit and is registered, and then fails to attend class, the student forfeits their seat deposit for that semester.
2. This absence will be considered an attempt.

Withdrawals

1. If a student leaves for medical reasons, they must provide a letter from their medical provider upon exiting the program stating that they are unable to continue in the program until medically cleared to return. For refund information refer to the medical refund policy located within the college handbook.
2. The student upon seeking reinstatement must then complete the reinstatement application and provide medical clearance prior to the start of the semester for reinstatement.
3. A medical withdrawal, per college policy, does not count as a failed attempt and the student will be allowed to re-apply when medically cleared.
4. If a student withdraws from the nursing program, the student must notify the instructor immediately. If the student does not attend per the attendance policy this is considered a failure of the course.
5. If a student withdraws from the course, the student forfeits their seat deposit for that semester and will only be allowed one reinstatement into the program.

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

Policy No. 7.4.7

Title: Employee and Dependent Educational Assistance Program	
Originated by: Vice President of Business Affairs	Originated Date: 8/2014
Revised by: Vice President of Student Success/CAO	Revised Date: 5/2022
President/Board of Directors Approval Date: 8/30/2022	
Reviewed on: 5/2022	

Policy Statement:

To facilitate the professional growth and advanced educational development of all its employees and their dependents, the college will reimburse an employee for continuing education through an accredited program that either offers growth in an area related to their current position or specific program of study, or that may lead to promotional opportunities. This education may include for employee's college credit courses, continuing education unit courses, seminars, and/or course work to include attainment of professional certification, and for dependents taking courses at Manhattan Tech. The employee and/or his/her dependent is responsible for paying for fees and materials for the course.

Rationale:

The college recognizes that continued professional development improves employee job performance and increases job satisfaction and retention. The College also believes that removing the financial hardship associated with such training will encourage employee participation and promote positive morale.

Definitions and Procedures:

1. Eligibility

- a. A "Student" for purposes of tuition assistance, shall mean the employee or a spouse or any dependent that is currently claimed for federal tax reporting.
- b. To be eligible for tuition assistance, you must be a full-time, regular employee who has completed six-months of employment and is continuously employed by the college on the "Student's" first day and last day of the class.
- c. An adjunct faculty member who has taught for a total of ten semesters, excluding summer, is also eligible for tuition assistance per one semester per academic year.
- d. The amount of tuition assistance shall equal or be no greater than \$500 of tuition only per semester unless otherwise stated. The cost of books, supplies, and any program/institutional fees are not eligible.
- e. Tuition assistance shall only be made upon certification or successful completion of the course, which is defined as earning a grade of "C" or better, or a "pass" in a pass/fail course. Withdrawals, non-credits, audits, or incompletes are not eligible for reimbursement.

2. Tuition Reimbursement Request Procedures

- a. In order to receive tuition assistance, within one calendar year from the beginning of the semester in which the class was completed, the employee must submit to the employee's supervisor the Request for Tuition Assistance Form, a copy of appropriately marked official receipts showing course(s) has been paid in full, and a copy of an official grade report showing successful completion of the course(s) from the approved provider. The cost of books, supplies, tools, program/institutional fees, and other related educational expenses are not eligible for reimbursement
- b. The appropriate executive administrator, with the employee's supervisor, will approve or deny the request and the supervisor will notify the employee of the decision. If approved the supervisor will process request for reimbursement with the business office. Electronic copies of request form and supporting documentation will be maintained in employee's electronic personnel file in HR department.
- c. The College reserves the right to refuse to provide tuition assistance if the collective amount requested by employees and/or their dependents exceeds what has been budgeted for such assistance in any fiscal year.

This benefit is intended to comply with the provisions of Internal Revenue Code Section 117(d) and the regulations thereunder.