

**MANHATTAN AREA TECHNICAL COLLEGE
BOARD OF DIRECTORS**

Date: December 9, 2008

Place: Manhattan Area Technical College

Program visit Building Trades 6:00p.m.

Meeting Place, Building Trades room 405

Time: 6:30 p.m.

2008-2009

Dr. David Craft, Chair
Marla Brandon, Vice Chair

Board of Directors

Arthur Loub
Dr. Norris Wika
Willie Thornberg
Dr. Todd Frieze
Dick Green
Donna Karmann
A.N. "Ole" Olsen

Administration/Staff

Dr. Robert Edleston
Tracy Geisler (Board Clerk)
Jane Bloodgood
Marilyn Mahan
Dr. Richard Fogg
Kelly Hoggatt
Ron Bell (Fac. Senate)
Thad Russell (Fac. Assoc)

Board of Directors Agenda
Manhattan Area Technical College
December 9, 2008
Building Trades Classroom
6:00 p.m. Program visit Building Trades
6:30 p.m. call to order

Board of Directors:

Dr. Craft, David (Chair)
 Green, Dick
 Loub, Arthur

Karmann, Donna
 Olsen, A.N. "Ole"
 Thornberg, Willie

Dr. Frieze, Todd
 Dr. Wika, Norris
 Brandon, Marla (Vice-Chair)

Administration/Staff:

Dr. Edleston, Robert
 Dr. Fogg, Richard
 Russell, Thad (Faculty Assoc.)

Geisler, Tracy (Board Clerk)
 Mahan, Marilyn
 Bell, Ron (Faculty Senate)

Bloodgood, Jane
 Hoggatt, Kelly

Program Visit:

- Building Trades program visit

Agenda:

Barb Anderson's Husband

Call to Order

- Additions/Changes to Agenda

Consent Agenda (Items requiring BOD action)

- Approval of Minutes (Attachment 1)*
- Expenditure Report (Attachment 2)*
- President's Monthly BOD report (Attachment 3)*
- Personnel Actions (Attachment 4)*

Confirmation of Monitoring Reports

- Internal Monitoring Report (Attachment 5)*

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

- Building Trades Program Review
- Dental Hygiene Program (Attachment to be distributed at meeting)
- P/N and ADN Program Reapprovals
 - ↓
5 year
 - ↓
8 year

___ **General Agenda** (Items possibly requiring BOD Action)

- Fiscal year 08 audit report (Attachment 6)*
- Jenzabar recommendation (Attachment 7)*
- Strategic Plan update (Attachment 8)
- Governor's Commission Final Report (Attachment 9)

*Requires BOD Action

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

- Capital Projects Update
- BOD Reports
- Board Retreat Agenda Items

___ **Incidental Information**

- BOD Comments
- President's Comments (Attachment 10)
- Public Comments

___ **Evaluation of Board Process**

Adjournment

Next Meeting: February 10, 2009 6:00 p.m., Program Visit: Automotive

Open Meeting: 6:30 p.m. room 304

Board of Directors Agenda
Manhattan Area Technical College
December 9, 2008
Building Trades Classroom
6:00 p.m. Program visit Building Trades
6:30 p.m. call to order

Board of Directors:

___ Dr. Craft, David (Chair)
___ Green, Dick
___ Loub, Arthur

___ Karmann, Donna
___ Olsen, A.N. "Ole"
___ Thornberg, Willie

___ Dr. Frieze, Todd
___ Dr. Wika, Norris
___ Brandon, Marla (Vice-Chair)

Administration/Staff:

___ Dr. Edleston, Robert
___ Dr. Fogg, Richard
___ Russell, Thad (Faculty Assoc.)

___ Geisler, Tracy (Board Clerk)
___ Mahan, Marilyn
___ Bell, Ron (Faculty Senate)

___ Bloodgood, Jane
___ Hoggatt, Kelly

Program Visit:

- Building Trades program visit

Agenda:

___ **Call to Order**

- Additions/Changes to Agenda

___ **Consent Agenda** (Items requiring BOD action)

- Approval of Minutes (Attachment 1)*
- Expenditure Report (Attachment 2)*
- President's Monthly BOD report (Attachment 3)*
- Personnel Actions (Attachment 4)*

___ **Confirmation of Monitoring Reports**

-

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

- Building Trades Program Review
- Dental Hygiene Program (ATTCH # 6) (To be distributed at BOD mtg.)

___ **General Agenda** (Items possibly requiring BOD Action)

- * *Previous year 08 audit report* * ~~6~~ *7*
- Jenzabar recommendation * ~~6~~ *7*
- Strategic Plan update *- 8*
- *Governors Commission Final Report (Attach # ~~6~~ *7*)*

*Requires BOD Action

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

- Capital Projects Update
- BOD Reports
- Board Retreat Agenda Items

___ **Incidental Information**

- BOD Comments
- President's Comments
- Public Comments

___ **Evaluation of Board Process**

Adjournment

Next Meeting: February 10, 2009 6:00 p.m., Program Visit

Open Meeting: 6:30 p.m. room 304

Alternative

December

Manhattan Area Technical College
Board of Directors Meeting
November 11, 2008
Manhattan Area Technical College Building Trades 6:30 p.m.
Program visit INT
BOD photographs

Call to order: Marla Brandon, Vice Chair; Time of call to order 6:44 p.m.

1. The Board of Directors of the Manhattan Area Technical College met in regular session, at Manhattan Area Technical College.

Members present: Dr. David Craft
Arthur Loub
Marla Brandon
Dick Green
Donna Karmann
Dr. Todd Frieze
Dr. Norris Wika
A.N. "Ole" Olsen
Willie Thornberg

Also present were Dr. Robert Edleston, President; Tracy Geisler, Board Clerk; Jane Bloodgood, Vice President of Business Services; Marilyn Mahan; Vice President of Instructional Services; Kelly Hoggatt, Vice President of Student Services; Dr. Richard Fogg, Associate Vice President of Institutional Advancement.

Guests: None

Faculty/Staff members: Andy Duggan, Sandra Tabor, Thad Russell, Michael King, Laurie Johnson, Carol Keltner

2. CALL TO ORDER
 - a. Marla Brandon called the meeting to order.
3. AGENDA MODIFICATIONS & CONSENT AGENDA
 - a. Two action items will be added to the Agenda under General Agenda, negotiations; 1) Negotiated Agreement * 2) Other salaries*.
 - b. Art Loub moved to approve the Consent Agenda minutes and attachments. Dr. Todd Frieze seconded. Motion carried 9-0.

4. CONFIRMATION OF MONITORING REPORTS

- a. Financial Monitoring Report (Attachment 5); Dick Green moved to approve the Financial Monitoring Report. Dr. Todd Frieze seconded. Motion carried 8-0.

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

- a. Information and Network Technology Program review; Thad Russell and Ben Eckart presented the program review for INT.
- b. GAC meeting update; Dr. Rich Fogg updated the board on the GAC meeting held on October 30, 2008. Dr. Fogg explained the sub-committees that were formed and the future meetings will be held. Minutes of the GAC meeting will be posted on the MATC website.

6. GENERAL AGENDA (Items possibly requiring BOD Action)

- a. Jenzabar EX presentation; Jane Bloodgood and Kelly Hoggatt gave a presentation and handout explaining Jenzabar and the positive effects upgrading from Jenzabar TE to Jenzabar EX would have on faculty, staff, and students. The board members were asked to consider the proposal and forward any questions to Administration prior to the next Board meeting. The Board will be asked to vote on this recommendation at the December 9th meeting.
- b. HLC/NCA Briefing; Thad briefed the board on the HLC visit; he will be contacting the board members asking them to be on a committee.

EXECUTIVE SESSION – NEGOTIATIONS

- a. Marla Brandon moved to go into executive session at 8:00 p.m. and return at 8:10 p.m. Dick Green seconded. Motion carried 8-0.
Board members returned at 8:10 p.m. Marla Brandon moved to return to open session. Dick Green seconded. Motion carried 8-0.

Art Loub moved to approve the negotiated agreement. Marla Brandon seconded. Motion carried 8-0.

Marla Brandon moved to approve the salary recommendation for non-bargaining personnel. Ole Olsen seconded. Motion carried 8-0.

- 7. OWNERSHIP LINKAGE (Related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc...)
 - a. Dr. Edleston gave an update on the progress of the Dental Hygiene Building and the expansions of the HVAC and Auto Technology programs.
 - b. A date was decided for the Board Retreat; January 17th at the Manhattan Country Club 9:00a.m. – 3:00p.m. Tracy will send out an email reminder.

8. INCIDENTAL INFORMATION

- a. Kelly announced fall commencement for MATC will be held December 13th at McCain Auditorium. The pinning for Nursing will be at 3:30 p.m., with the graduation ceremony beginning at 5:00 p.m. Steve Shields will be the speaker at graduation.

9. ADJOURNMENT

- a. Dr. David Craft, Board Chair, adjourned the meeting at 8:27 p.m.
- b. Next Meeting – December 9th, 2008 at 6:30 p.m. in Building Trades classroom. Program Visit for Building Trades will begin at 6:00 p.m.

Tracy Weiss

12-2-08

MATC Board Clerk

Date

Approved:

D. Craft

12-2-08

Chair

Date

December 9, 2008

Attachment 2

To: MATC Board of Directors

From: Jane Bloodgood, Vice President of Business Services

Re: Monthly Expenditure Report

November 2008 Expenditures > \$5,000

Vendor Name	Item(s) Purchased	Dept.	Cost	Funding	AP Ck #
BG Consultants	contracted service	all	7,475.00	general fund	14422
RFCMS- Ron Fowles	renovation of Dental Hygiene building	all	31,744.00	general fund	14423
KBOR- Board Regents	refunds-student scholar.	Fin. Aid	7,500.00	general fund	14450
KBOR- Board Regents	PEI loan repayment	all	52,593.75	general fund	14451
Kriz-Davis Co	ElecPwr power poles	Elec Power	22,873.00	general fund	14453
Mead Lumber	BT house materials	BT house	16,037.04	resale of BT project house	14458
SigmaNet	Network Firewall bundle equipment	INT dept	11,449.30	capital outlay	14470

December 9, 2008

Attachment 2

To: MATC Board of Directors

From: Jane Bloodgood, Vice President of Business Services

Re: November Check Register

Check No.	Vendor / Payee	Description	Amount
14414	Aflac	remit voluntary payroll deductions	127.52
14415	Bay Bridge Admin- Flex	remit voluntary payroll deductions	1,369.93
14416	Bay Bridge Admin- TSA	remit voluntary payroll deductions	1,075.00
14417	Employer Benefit Admin	remit voluntary payroll deductions	2,670.66
14418	Jan Hamilton Trustee	remit garnishments	355.00
14419	Kansas Payment Center	remit garnishments	306.00
14420	MATC Foundation	remit voluntary payroll deductions	264.00
14421	United Way of Riley County	remit voluntary payroll deductions	40.00
14422	BG Consultants Inc	contracted service- engineer & architect	7,475.00
14423	RFCMS- Ron Fowles Const	contracted work- per Bid, renovation	31,744.00
14424	Air Filter Plus	repairs- building	121.52
14425	Alma Bakery & Sweet Shoppe	cookies/donuts- instructional meetings	27.00
		cookies- BOD meeting	6.00
14426	B & L Vacuum	repairs- maintenance	173.40
14427	Bakers Dist. Company	supplies- instructional	264.00
14428	Barnes & Noble.com	library reference books/materials	1,867.84
14429	Bay Bridge Admin- Disability	October disability premium	694.04
14430	Best Pest Control Company	service- building pest control	250.00
14431	BIO Corporation	supplies- instructional	205.62
14432	Canon Financial Service Inc	copier lease- monthly	226.32
14433	Carquest of Westloop	parts for repair- instructional	193.50
		parts & materials- instructional	972.94
		parts & materials- resale	290.53
14434	Cary Company Inc	supplies- custodial	892.94
14435	Cawley Digital ID	supplies- central services	212.51
14436	CDW Government Inc	supplies- instructional	38.86
14437	Charlson-Wilson Ins Agency	insurance- Bld Trades house risk policy	525.00
14438	Cintas	shop coat rental- instructional	31.08
14439	Norm Delay	travel reimbursement- professional dev.	196.56
14440	Dell Computer Systems Inc	equipment purchase	863.00
		supplies- IT dept	125.59
14441	Denton Auto Salvage Inc	parts & materials- resale	225.00
14442	Robert Edleston	mileage reimbursement- Admin	256.23
14443	Esco Institute	supplies- instructional	560.00
14444	Rex Fair	cell phone reimbursement	35.00
14445	Frankfort Area Sanitation Inc	service- BT House construction	116.94
14446	Ikon Office Solutions	maintenance agreement	73.20
14447	Journal of Light Construction	reference material- instructional	79.90
14448	Kansas CPR	supplies- instructional	1,170.00
14449	Karsmizki Locksmith	supplies- maintenance	20.00
14450	KBOR- Ks Board of Regents	scholarship refund	7,500.00
14451	KBOR- Ks Board of Regents	PEI loan repayment	51,562.50
		PEI loan - service fee	1,031.25
14452	Carol Keltner	travel reimbursement- professional dev.	447.70
14453	Kriz-Davis Company	supplies- instructional	22,873.00
14454	Lampton Welding Supply Co	supplies- instructional	435.65
		employment ads	206.76

Check No.	Vendor / Payee	Description	Amount
14455	Manhattan Mercury	promotional ads- Admin	140.64
		promotional ads- Cont. Ed	70.32
14456	Mathers Flare Rental Inc	services rental- instructional	85.00
14457	McAlister Deli	food for meeting- instructional	107.95
		food for meeting- Cont. Ed	107.95
14458	Mead Lumber	materials- BT house construction	16,037.04
		repair materials- instructional	52.99
14459	Montgomery Communications	promotional ads- Admin	117.60
		promotional ads- Cont. Ed	69.58
14460	Network Computer Solutions	equipment purchase	496.46
14461	NLN-National League of Nursing	membership dues	1,260.00
14462	Noel-Levitz Conference	registration/conference- Admin	1,200.00
14463	Office Mart	supplies- BOD	179.95
14464	Oppy's Bros Company	fuel- BT house construction	124.25
		fuel- instructional vehicles	134.49
		fuel- travel Student Services	353.73
14465	Darren Ortega	travel reimbursement- professional dev.	85.52
14466	Phillips 66	fuel- travel Student Services	197.27
14467	Pur-O-Zone Inc	supplies- custodial	45.09
14468	Ramblers Steak House	catered meals- instructional meetings	461.10
14469	Salina Steel Supply Inc	supplies- instructional	750.80
14470	SigmaNet	equipment purchase	11,449.30
14471	Specialty Hydraulic Services	vehicle repair- instructional	1,370.10
14472	Stanion Wholesale Electric Inc	supplies- instructional	1,518.48
14473	Staples Business Advantage	supplies- instructional	58.48
14474	Laurie Stegeman	mileage reimbursement- instructional	292.50
14475	Student Publications Inc	promotional ads- Admin	144.00
14476	T & S Services	services- contracted custodial work	792.00
		supplies- instructional	71.15
14477	Washer Specialties Co	parts & materials- resale	383.38
14478	Waste Management of Man.	services- trash for facilities	469.25
14479	Waters True Value Hardware Inc	supplies- custodial	177.50
14480	Westar Energy	electricity service	4,302.52
14481	Wurth USA Inc	supplies- instructional	137.24
14482-14504	students	disburse Title IV funds	23,519.47
14505	Donna Hobbs	travel reimbursement- professional dev.	225.94
14506	Kelly Hoggatt	travel reimbursement- Admin	272.74
14507	Laurie Johnson	travel reimbursement- professional dev.	502.48
14508	Dan Kirkpatrick	travel reimbursement- professional dev.	630.14
14509	Marilyn Mahan	travel reimbursement- Admin	59.68
14510	James Shortt	travel reimbursement- St. Services	164.68
14511	Sally Vonada	travel reimbursement- office	469.88
		Rob's travel expense- Admin	387.00
14512	UMB Visa Card Services	catered meal- instructional meeting	505.83
		supplies- Admin	330.00
		catered meal- instructional meeting	60.00
14513	Ronald Kirmer	service-program evaluation, instructional	660.60
14514-14522	students	disburse Title IV funds	12,644.50
14523	ACT Inc	service- student testing	180.00
14524	Armstrong Medical Industries	supplies- Cont Ed	655.81
14525	AT & T	service- telephone & internet	1,539.74
14526	Automotive & industrial Dist	parts & materials- resale	149.15
14527	Barnes & Noble.com	library reference books/materials	1,837.85
14528	Best Pest Control Company	service- pest control	100.00

Check No.	Vendor / Payee	Description	Amount
14529	Jane Bloodgood	travel reimbursement- professional dev	798.17
14530	Built So Well	supplies- instructional	298.79
14531	Carquest of Westloop	repair parts- instructional	35.86
		supplies- instructional	415.11
		parts & materials- resale	452.29
14532	CDW Government Inc	supplies- IT dept	169.36
14533	Century Business Systems Inc	copier lease	954.75
14534	Cintas	shop coat rental- instructional	31.08
14535	City of Manhattan- Utilities	water/sewer service	144.97
14536	David Craft	mileage reimbursement- BOD	46.80
14537	Aileen Cray	contracted service- course trainer	600.00
14538	EBSCO Subscription Service	library reference books/materials	4,140.83
14539	Ed's Radiator Shop	parts & materials- resale	147.80
14540	Robert Edleston	mileage reimbursement- Admin	384.93
14541	Educational Publishers	printing service- Student services	597.35
14542	Esco Institute	service- student testing, instructional	105.00
14543	Todd Frieze	mileage reimbursement- BOD	38.61
14544	The Gale Group Inc	library reference books/materials	29.68
14545	Ground on Site Storage	storage unit rental- facilities	387.75
14546	Hawley Printing Sir Speedy	printing service- central services	131.53
14547	Tammy Heine	travel reimbursement- instructional	977.30
14548	Higher Learning Commission	supplies- Admin	15.00
14549	Donna Hobbs	travel reimbursement- instructional	50.90
14550	Kansas Gas Service	gas utilities	205.51
14551	Kansas Workforce Summit	registrations- Cont.Ed/Admin	567.00
14552	Donna Karmann	mileage reimbursement- BOD	79.56
14553	Michael King	cell phone reimbursement	35.00
14554	Lampton Welding Supply Co Inc	supplies- instructional	103.80
		repair parts- instructional	1,235.00
14555	Linweld Inc	supplies- instructional	48.74
14556	Little Apple Brewery	meals- instructional meeting	106.90
14557	McAlister Deli	catered food- instructional meetings	103.95
14558	Medical Equipment Affiliates	supplies- instructional	230.55
14559	Moore Medical	supplies- Cont Ed	390.37
14560	Moore Wallace Company	supplies- central services	145.46
14561	NATEF	supplies- student testing	120.00
14562	NOCTI	supplies- student testing	463.65
14563	Justin Pfeifer	travel reimbursement- student services	66.65
14564	Phillips 66	fuel- student services	54.13
14565	Pitney Bowes	equipment lease	84.00
14566	Pro Active Solutions Inc	software license renewal- IT dept	2,845.50
14567	Gary Pryor	travel reimbursement- instructional	70.20
14568	Pur-O-Zone Inc	supplies- custodial	734.05
14569	Riley County Solid Waste	service- trash disposal	150.00
14570	Riley County Treasurer	property tax- BT house	666.00
14571	Rod Mikinski Photography	photo service- BOD	112.50
14572	Safety Kleen Systems Inc	service- solvent removal/ instructional	178.15
14573	Seminole Energy Service	gas utilities	414.28
14574	Snap-On Industrial	scan tool for curriculum	2,600.00
14575	Stanion Wholesale Electric Inc	supplies- instructional	671.00
		supplies- custodial	342.72
14576	Staples Business Advantage	supplies- IT dept	151.99
14577	Laurie Stegeman	mileage reimbursement- instructional	263.25
14578	T & S Services	services- contracted custodial work	792.00



Dr. Rob Edleston
President/CEO

MEMORANDUM

Attachment 3

TO: MATC Board of Directors
RE: President's Monthly BOD Report
DATE: December 3, 2008

Executive Summary: The items listed below address the Auto Tech NATEF visit, December Commencement ceremony, Meeting with Farm Bureau President, Testifying before the TEA, HLC training, MHEC meeting, and the Colby Vet Tech meeting.

1. Our Automotive Technology program underwent their NATEF re-certification visit recently. The visiting team was very complimentary and we hope to here the final results of their visit before the Christmas holidays.
2. Our December Commencement ceremony will be held on Saturday the 13th at 5 p.m. following the 3:30 p.m. ADN Pinning ceremony in McCain Auditorium.
3. I will be meeting with Steve Baccus, President of Farm Bureau on Friday to discuss use of space at the KFB Building North of town.
4. I am testifying before the Technical Education Authority meeting on Wednesday on behalf of the Governor's Commission. I will be presenting our final report to the Authority.
5. I attended Higher Learning Commission Consultant-Evaluator training last month. It was outstanding training that will be beneficial to MATC in the short- and long-run.
6. I attended the Midwest Higher Education Caucus in Minneapolis last month representing Technical Colleges on behalf of the Board of Regents. We developed several suggested strategies to make access to higher education more affordable and accessible. I will share the report when it is published in the next couple of months.
7. Marilyn and I will be going to Hays to meet with representatives from Colby CC to discuss partnering in the area of Veterinary Technology.

Manhattan Area Technical College
Human Resource Department New Hire Report

December 08

New Hires:

Josette VanPelt

Part-Time Student Services Clerk

Start Date: 11/19/08

Resignations/Terminations:

No Report



The TECHNICAL COLLEGE
 MANHATTAN AREA TECHNICAL COLLEGE

INTERNAL MONITORING REPORT
 GENERAL EXECUTIVE CONSTRAINT
 DECEMBER 2008

I hereby present my monitoring report on your Executive Limitations policy "General Executive Constraint" according to the annual schedule of reports. I certify that the information contained in this report is true.

POLICY PROVISIONS:

The President shall not cause or allow any practice, activity, decision of organizational circumstance which is illegal, imprudent, or unethical.

1. Dealings with students, staff, volunteers, and the community shall not be inhumane, unfair, or undignified.
2. An open climate in the decision-making process shall not be discouraged.
3. Budgeting shall not deviate significantly from Boards ENDS priorities or risk fiscal jeopardy.
4. The overall financial condition of the college shall not be maintained in a manner that either incurs fiscal jeopardy or compromises Board ENDS priorities.
5. Information and advice to the Board will have no significant gaps in timeliness, completeness, or accuracy.
6. Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.
7. Compensation and benefits for staff shall not deviate significantly from the market.
8. No fewer than two administrators will be informed of President and Board issues and processes.
9. There will be no conflict of interest when making purchases and/or awarding contracts.
10. Purchases shall not be made and contracts shall not be awarded without first giving consideration to businesses in the college's primary service area.

CEO's INTERPRETATION:

The details regarding each of the items listed above are furnished in separate monitoring reports over the course of the calendar year. As evidenced by those reports none of the items listed above have been violated during the past year. I therefore report compliance.

Signed _____

President/CEO

Date December 1, 2008

Robert J. Edleston, Ed.D

December 9, 2008

To: MATC Board of Directors
From: Jane Bloodgood, Vice President of Business Services
Re: Report of Independent Auditors

Background Information

The College retained Varney & Associates, CPAs, LLC for the purpose of conducting an audit of the annual financial statements. In accordance with accounting standards, the financial statements were prepared on an accrual basis. Varney & Associates, CPAs, LLC issued an unqualified opinion on the financial statements for the fiscal years ended June 30, 2008 and 2007. An unqualified opinion indicates that the financial statements are a fair representation of the College's financial position when taken as a whole.

In accordance with government accounting standards, the auditors are also required to report on the College's internal controls. No material weaknesses in internal control were detected or reported.

Finally, the auditors are required to issue an OMB Circular A-133 compliance report for the College's major federal programs. The purpose of this report is to express an opinion regarding MATC's compliance with laws and regulations for each major federal program. No issues of noncompliance or questionable costs were reported.

Recommendation

The Administration respectfully requests the attached audited financial statements be accepted by the Board of Directors as presented.



November 11, 2008

Board of Directors
Manhattan Area Technical College

We have audited the financial statements of Manhattan Area Technical College (the College) for the year ended June 30, 2008, and have issued our report thereon dated DATE. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Manhattan Area Technical College. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Manhattan Area Technical College are described in Note 1 to the financial statements. No new accounting policies were adopted during the year ended June 30, 2008. We noted no transactions entered into by the College during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

1. Accumulated depreciation
2. Allowance for doubtful accounts
3. Compensated absences

We evaluated the key factors and assumptions used by management to develop each of these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

November 11, 2008
Board of Directors
Manhattan Area Technical College
Page two

Unusual Transactions

During the course of our audit, we did not identify any significant or unusual transactions of material amounts for which the accounting treatment was uncertain or in question.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the College's financial reporting process (that is, cause future financial statements to be materially misstated). We proposed audit adjustments for the College. These adjustments were agreed to and recorded by management.

Fraud

We identified no fraud or illegal acts as we performed our procedures.

Disagreements with Management

There were no disagreements with management on financial accounting and reporting matters that, if not satisfactorily resolved, would have caused a modification of our auditors' report on the College's financial statements.

Consultation with Other Accountants

To the best of our knowledge, management has not consulted with or obtained opinions, written or oral, from other independent accountants during the past year that were subject to the requirements of Statements of Auditing Standards No. 50, *Reports on the Application of Accounting Principles*.

Major Issues Discussed with the Board of Directors and Management Prior to Retention

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management throughout the year. However, these discussions occurred in the normal course of our professional relationship and, to our knowledge, our responses were not a condition to our retention.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in performing and completing our audit. We appreciate all assistance given to our audit team by personnel.

This information is intended solely for the use of the Board of Directors and management of Manhattan Area Technical College and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



Varney & Associates, CPAs, LLC

I appoint David Craft,
Chairman of the Board of
Directors of MATC as my
Proxy to vote for Jenzabw.

Anna Lee Kaimon

NETWORKS PLUS

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Manhattan, KS 66502
785-587-4121 ext 215
785-323-4797 (FAX)
www.networksplus.com

Fax

To: Tracy at MATC	From: Marla Brandon
Fax: 785-587-2804	Pages: Including Cover.
Phone:	Date: December 9, 2008
Re: Proxy for Jenzabar vote	CC:

Urgent
 For Review
 Please Comment
 Please Reply
 Please Recycle

● **Comments:**

I give my proxy to vote in favor of the Jenzabar project to Dr. Craft.

Marla Brandon

I appoint David Capt.
Chair of 1300 of MATC as
my proxy to vote for
the Ferguson &
Project.
Arthur F. Hawk

I appoint David Capt.
Chair of 1300 of MATC as
my proxy to vote for
the Ferguson &
Project.

Arthur F. Hawk

December 9, 2008

To: MATC Board of Directors
From: Jane Bloodgood, Vice President of Business Services
Kelly Hoggatt, Vice President of Student Services
Re: Jenzabar EX

Background Information

MATC currently uses Jenzabar TE for administrative and student records management. The TE product was originally purchased in 1996 and was implemented in 1998-1999. An IBM AS400 (iseries) server is required to run the software. The current IBM AS400 server is approximately 7 years old and would need to be replaced at an estimated cost of \$40,000 during the 2009-2010 fiscal year if the College continues to use the TE product.

Current and Future Conditions

The current software is outdated and is considered to be a "legacy product" since Jenzabar no longer markets or sells the product. With the current software, MATC does not offer online registration, grade reports, or fee payment. In addition, faculty members do not have access to important student information for advising purposes.

Today's student expects online access to information. With the EX platform students would be able to register online, pay their bill from home, and see grades as soon as they are posted by the instructor. In addition, the Learning Management System (LMS) would be integrated with student records. It is the opinion of the Administration that this upgrade is critical to meet student expectations and reporting requirements of the Kansas Board of Regents and Department of Education.

Financial Implications

In evaluating the cost of the project, implementation, hardware, data conversion and training are all included in the total estimated cost of \$386,000. The proposed contract for the EX solutions product is considered an upgrade rather than a new purchase. Some products including JICS, PowerFacts, InfoMaker Report Writer and LRM would be considered a new purchase. Approximately one-third of the total cost would be allocated to the new software.

Board policy stipulates that a single asset purchase of \$20,000 or more requires a competitive bidding process. Administration is requesting the Board make an exception to this policy due to the unique circumstances. Jenzabar is the sole provider of these products and the EX product has the largest market share for colleges in the U.S. with 2,500 or fewer students. As MATC is currently a Jenzabar customer data conversion can be accomplished in a cost effective manner. Other products and providers have been considered; however, the cost of moving to an entirely new platform and provider far exceeds the cost as proposed. Moving to another product would cost as much as \$200,000 more than the current proposal. *Step away from Board Policy*

Administration recognizes the significance of this proposal as it would require the use of designated funds. A plan has been devised to replenish the funds. Cost savings on hardware, maintenance and other third party software would accumulate to approximately \$297,000 over six years. The second funding stream consists of a \$2 per credit hour student fee estimated to generate \$168,000 over the next six years. The combined savings and revenue would pay for the project and restore the designated fund balance in approximately five to six years.

Recommendation

The Administration respectfully requests the Board approve the upgrade from Jenzabar TE to Jenzabar EX to include the JICS portal product and LRM at an estimated cost of \$386,000 over 2 years.

Target Areas, Strategic Goals, and Objectives

Target
Completion
Date

Current
Status

Target Area #1: Growth

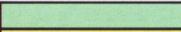
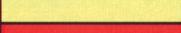
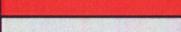
STRATEGIC GOAL 1: Add one new program. Have one additional program in planning phase		
Obj. 1a: Add Dental Hygiene Program ***	1-Jan-09—VPIS	
Obj. 1b: Develop plan for one additional program ***	1-Jan-10—VPIS	
STRATEGIC GOAL 2: Increase Workforce Development Center response to business, industry, and the public		
Obj. 2a: Identify needs of regional business and industry	1-Sep-08—WDC	
STRATEGIC GOAL 3: Partner with Business & Industry		
Obj. 3a: Increase business contacts in all area businesses	1-Jul-09—WDC	
Obj. 3b: Identify community needs within service area	1-Sep-08—WDC	
Obj. 3c: Compile and develop course offerings	1-Feb-09—WDC & VPIS	
Obj. 3d: Identify HR requirements	1-Nov-08—WDC	
STRATEGIC GOAL 4: Implement a state-of-the-art e-Learning system		
Obj. 4a: Identify website redesign parameters	1-Dec-07—VPBS	
Obj. 4b: Complete redesign & launch website	1-Jul-08—VPBS	
Obj. 4c: Define MATC e-Learning System parameters	1-Dec-07—Admin	
STRATEGIC GOAL 5: Update operations management software to meet internal and external needs		
Obj. 5a: Update student and financial management software ***	1-Aug-12—VPBS/VPSS	

Target Area #2: Quality Education

STRATEGIC GOAL 1: Become a leader in technical education in Kansas		
Obj. 1a: Define the set of measures that indicate we are moving toward becoming a leading technical college	1-Jul-08—Pres	
Obj. 1b: Be recognized as a leading technical college in Kansas	1-Jul-11—Pres	
STRATEGIC GOAL 2: Determine areas of targeted excellence		
Obj. 2a: Conduct side-by-side analysis of existing programs through program reviews	1-Aug-08—AVPIA	
Obj. 2b: Realign programs as needed based on analysis results ***	1-May-10—VPIS	
STRATEGIC GOAL 3: Maximize student learning within each program		
Obj. 3a: Assess programs to establish benchmarks	1-Jan-09—VPIS & AVPIA	
Obj. 3b: Re-evaluate programs to determine improvements or gains	1-May-10—VPIS & AVPIA	
Obj. 3c: Survey stakeholders to identify competencies by program	1-May-10—VPIS & AVPIA	1

1 = Progress on this objective on hold pending decisions by the TEA.

Key for Color Coding

Progress towards objective is on schedule =	
Progress towards objective is behind schedule =	
Progress towards objective is stalled =	
Progress towards objective has not been initiated =	
See note at the bottom of page regarding this objective =	1
Target completion date reached. Objective has been attained (Done), or target completion date has passed but progress is being made (In Progress), or progress is pending another outcome (Pending) =	

Target Areas, Strategic Goals, and Objectives

Target
Completion
Date

Current
Status

Target Area #3: Image

STRATEGIC GOAL 1: Help improve the image of technical education statewide		
Obj. 1a: Make recommendations to KBOR regarding development of image improvement	1-Jul-09—Pres	
Obj. 1b: Based on KBOR approval, participate in state-level efforts	1-Jul-10—Pres	
STRATEGIC GOAL 2: Increase awareness of MATC		
Obj. 2a: Promote image through multimedia channels	1-Jul-08—Foundation	
Obj. 2b: Promote events as they are scheduled	Ongoing—Foundation	
Obj. 2c: Increase face-to-face contacts with key organizations and individuals	Ongoing—Foundation	
Obj. 2d: Improve physical visibility of campus	1-Jul-12—Pres	

Target Area #4: Funding

STRATEGIC GOAL 1: Obtain financial and other resources to reach vision		
Obj. 1a: Gain legislative support for initiatives	Ongoing—Pres	
Obj. 1b: Support Technical Education Authority in pursuit of financial resources	Ongoing—Pres	
Obj. 1c: Review and evaluate tuition and fees ***	Annually—Admin	
STRATEGIC GOAL 2: Partner with foundation to increase funding streams		
Obj. 2a: Support foundation through the identification and cultivation of donors	Ongoing—Pres	
Obj. 2b: Identify and pursue new funding sources ***	Ongoing—WDC & Foundation	

Target Area #5: Facilities

STRATEGIC GOAL 1: Secure new facilities to support mission and vision		
Obj. 1a: Breaking ground for two new facilities ***	1-Dec-12—Pres	
STRATEGIC GOAL 2: Improve existing facilities		
Obj. 2a: Develop recurring maintenance schedule	1-Apr-08—VPBS	
Obj. 2b: Address deferred maintenance items	1-Dec-12—Pres & VPBS	

Target Area #6: Human Resources

STRATEGIC GOAL 1: Ensure staff and faculty well-being		
Obj. 1a: Provide means to maintain morale and welfare of employees	Ongoing—Admin	
Obj. 1b: Assess institutional climate	Annually—Pres	
STRATEGIC GOAL 2: Ensure student well-being		
Obj. 2a: Provide facilities and services to meet student needs	Ongoing—Admin	
Obj. 2b: Establish Careet & Technical Student Organizations (CTSOs)	1-Aug-08—Counselor & Recruiter	1
STRATEGIC GOAL 3: Provide for professional growth and development		
Obj. 3a: Identify growth and development needs for all employees	Ongoing—Admin	
STRATEGIC GOAL 4: Develop staffing requirements to enable vision		
Obj. 4a: Evaluate personnel needs	Ongoing—Admin	

1 = This objective has been explored and no further effort to establish CTSOs will be made at this time.

COMMISSIONS

**Report of the
Kansas Technical College and Technical
School Commission
to the
2009 Kansas Legislature**

CHAIRPERSON: George Fahnestock

OTHER MEMBERS: Senator Janis Lee, Representative Ann Mah, Karen Conklin, Dr. Duane Dunn, Dr. Robert Edleston, Dr. Jerry Farley, Dick Hedges, Reggie Robinson, and Dick Veach

STUDY TOPICS

The Commission is directed by statute to study the governance, funding, and mission of Kansas technical colleges and technical schools. On or before November 15, 2008, the Commission is required to submit a final report of its activities and recommendations regarding governance, funding, and the mission of Kansas technical colleges and technical schools to the Legislative Educational Planning Committee.

December 2008

Kansas Technical College and Technical School Commission

REPORT

CONCLUSIONS AND RECOMMENDATIONS

The Commission noted that the Kansas Postsecondary Technical Education Authority has made great strides in meeting the goals set out for it by the Commission and its enacting legislation by working toward certification of all technical education programs, allocating funding equitably, incorporating adequate career guidance into the lower grades via the Kansas Career Pipeline, streamlining alignment of the needs of business and industry with what is being taught, and ensuring that completers of technical education programs throughout the State master a core set of skills. However, there are more steps to be taken toward the goal of maximizing technical education in Kansas. The first is including P-20 initiatives for technical education in the hope of capturing those students who otherwise would leave high school without any marketable skills. The second is enhancing awareness of the opportunities provided by technical education. The third is the development of long-term relationships with business and industry that address short-term and long-term needs on both sides.

In addition, the Commission recommends the review of statutory changes outlined in this report.

Proposed Legislation: None

BACKGROUND

The 2006 Legislature, by proviso in the Omnibus Appropriation Bill (Senate Substitute for House Bill 2968), authorized the establishment of the Kansas Technical College and Vocational School Commission. The Commission was composed of eight members, seven voting members and one *ex officio*, nonvoting member. The Commission was charged to study the mission, governance, and funding of Kansas technical colleges and vocational education schools. The Commission submitted its final report and recommendations to the 2007 Legislature in March 2007. Among the recommendations of the Commission was the

creation of a Postsecondary Technical Education Authority (Authority).

The 2007 Legislature acted on that recommendation with Senate Substitute for House Bill 2556, which created the Postsecondary Technical Education Authority. In addition, the Kansas Technical College and Technical School Commission was created as a statutory entity in that legislation. The Commission has nine voting members and one *ex officio* member appointed as follows:

- One member appointed by the Senate President;
- One member appointed by the Senate Minority Leader;

- One member appointed by the Speaker of the House;
- One member appointed by the House Minority Leader;
- Two members appointed by the Governor, including one resident of northeast Kansas; and
- Three members appointed by the Board of Regents - a member of the Board, the president of a technical college, and a representative of a community college that provides technical education.

Under the legislation, the Commission is once again tasked with the study of the mission, governance, and funding of Kansas technical colleges and technical schools. While the community colleges are not named in the legislation, the amount of technical education provided by them has led the Commission to include community colleges in its discussions. The Commission also is required to submit reports of its activities and recommendations to the Legislative Educational Planning Committee (LEPC) with a preliminary report by November 15, 2007, and a final report by November 15, 2008. The Commission expires on December 31, 2008.

COMMITTEE ACTIVITIES

The Commission met on October 13 to review the activities of the Postsecondary Technical Education Authority and formulate its final report to the 2009 Legislature.

The Chairman of the Authority briefed the Commission on the Authority's initial development, its current activities, and its vision for the future. The conferee expressed the importance of technical education and commented that the Kansas Career Pipeline has become an important partner for technical education in Kansas. It also was noted that the State Board of Education has provided valuable assistance and the Vice President of Workforce

Development, the Vice President of Finance and Administration, and all of the other technical education staff at the Board of Regents were complimented for their diligence, astuteness, and alacrity in moving forward with the Authority initiatives.

The conferee noted that credentialed technical education students will remain in Kansas and suggested the following ways to make technical education a more viable facet of education for Kansas students:

- Deliver technical education through programs offered year round in the 29 post secondary institutions;
- Encourage the Kansas Chamber of Commerce and business and industry to support technical education;
- Extend the existence of the Commission for another two years; and
- Recommend to the Kansas Legislature alternative sources for funding technical education, such as:
 - Establishing a tax credit for businesses;
 - Implementing a statewide .25 sales tax for technical education; and
 - Encouraging businesses to support funding for technical education.

The conferee observed that technical education has an estimated average cost of \$4,500 to \$5,000 per student, and that adding 10,000 more students would cost an additional \$50.0 million.

The conferee outlined the strategic priorities for the Authority:

- Align the Authority's leadership by focusing

- on critical industry clusters:
- Align education with business and industry needs;
 - Align educational offerings by developing a common core curricula and standards of excellence;
 - Emphasize technical education and career options at the elementary and secondary levels;
 - Enhance the image of technical education;
 - Enhance funding for technical education;
 - Champion technical education reform; and
 - Develop benchmarks and accountability standards.

The conferee emphasized that credentialing is key to business and industry support; he suggested a "Kansas Guarantee" that an employee who displays inadequate training after being credentialed will be retrained to meet industry expectations.

The Vice President of Workforce Development of the Kansas Board of Regents gave a progress report on a technical education funding formula. The conferee noted the complexity of the process, commenting on the current differing funding streams and myriad of rules applying to postsecondary technical education funding. The conferee stated that a national study conducted by Johnson County Community College (JCCC) provided data used as a foundation for the new approach to funding, which relies on a tiered approach. The Commission learned that the Authority is developing a formula based on program costs identified in the JCCC study. The new approach to funding will support technical education more consistently across the individual sectors.

The Vice President of Finance and Administration of the Kansas Board of Regents continued the explanation regarding the funding formula. The conferee stated that one disparity has been eliminated: clock hours were dropped and all class credits are based on credit hours. In addition, the conferee said the cost model

includes instructional costs and capital costs, and currently, the Authority staff is collecting course-level data statewide.

The Chairman requested that the Commission receive a succinct statement from the Authority: to include what is needed, how much it will cost, and what outcomes can be anticipated. The Chairman of the Authority said a report will be provided by November. He explained that the Authority will propose a three-year plan for accomplishing its initial goals. Dr. Blake Flanders said that the first step will be to run the data through a prototype formula, which should demonstrate the basic costs of technical education statewide; then, if necessary, policies can be developed to redistribute available funding.

Members complimented the Authority on its vision and its expeditious, forward-thinking activities.

A member noted the disparity of funding between community colleges, which can access property taxes, and technical colleges, which cannot. Mr. Glassman said the disparity is one of the issues to be considered in developing a funding formula.

The Director of Innovation and Improvement of the State Board of Education referred to nine motions approved by the Board on February 13, 2008. The Director indicated that the meeting was a watershed event which signaled an unprecedented change in the Board's approach to technical education. Commenting on the motions, he said the first two motions redesign the standards for technical education and integrate core content into 16 career clusters. The third motion begins technical education at least as early as eighth grade with a career pipeline inventory, and the fourth removes barriers to provide access to business partnerships. The final motion recommends the creation of dynamic funding systems based on meeting workforce and economic needs.

Members discussed extending the Commission's existence for another two years. The two legislative members said such an extension would take further legislative action.

The Vice President of Workforce Development referred to the information submitted with respect to legislative reform, commenting that the document addresses the need to codify the funding proviso into a statute and offers statutory changes to reflect federal requirements and current educational practices. He offered to send the complete document to members to peruse.

Report on Statutory Compliance

The Commission asked the Authority staff to provide a report outlining its compliance with the enacting legislation. The following information was provided by the Authority:

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(1) Have delegated authority from the board of regents to coordinate state-wide planning for postsecondary technical education, new postsecondary technical education programs and contract training. Such planning shall be conducted in coordination with federal agencies, the state board of education and other state agencies and Kansas business and industry;

Response:

The Authority has set a rapid pace on the road toward the improvement of the technical education system. During this initial year, the Authority established priorities to respond to legislative direction and to support its mission to

“Drive the advancement of a robust technical education system in Kansas through immediate and long-term

technical training recommendations based on data-driven factors that ensures the delivery model matches a skilled workforce with business demands.”

As discussed before, the four broad priority areas on which activities were focused during 2007-2008 included:

- Establishing the Authority and Leadership:
 - Elected officers;
 - Established meeting dates, times, and locations throughout the state;
 - Established a committee structure (Program and Curriculum; Budget and Finance; and Marketing);
 - Hired a Vice President for Workforce Development and identified staffing needs; and
 - Established member liaisons to institutions.

- Collecting Workforce Intelligence:
 - Reviewed existing statewide labor market information; and
 - Directed additional workforce study be completed to determine workforce demand at the regional level.

- Raising Awareness of Technical Education:
 - Contracted with Corporate Communications Group to conduct research and design a statewide marketing plan to improve the image of and highlight the importance of technical education to various target audiences, emphasizing career opportunities in existing and emerging industry clusters in the state.

- Implementing Standards of Excellence:

- Completed development of the Program Inventory system to create a master listing of all technical programs;
- Established a process for identifying and selecting appropriate industry-based standards and certifications for technical programs; and
- Approved a process to align technical programs and curriculum that includes establishing statewide business and industry and faculty committees to ensure programs and program graduates meet the needs of business and industry; ensure students are prepared for their future; and enable portability and transferability of skills through industry-recognized credentials.

Activities for each of these priority areas provided opportunities for input from and collaboration with:

- Federal agencies and the State Board of Education through the State Plan for Career and Technical Education, as required by the Carl D. Perkins Career and Technical Education Act of 2006, and through the participation of the Commissioner of Education as an ex-officio member of the Authority.
- In addition to serving as an ex-officio member of the Authority, the Secretary of Labor also serves as the liaison to the State Workforce Board and is a member of the Authority's Budget and Finance Committee.
- In addition to serving as an ex-officio member of the Authority, the Secretary of Commerce chairs the Authority's Marketing Committee to help coordinate statewide marketing efforts and is also a member of the Authority's Budget and Finance Committee.
- Business and industry committees are being established, as the first phase of the program

standards and alignment initiative, to communicate workforce needs, recommend industry-based standards and credentials valued by Kansas employers, and to ensure career technical education program graduates meet the workforce needs.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(2) recommend for adoption by the state board of regents rules and regulations for the supervision of postsecondary technical education.

Response:

After considerable review, discussion and input by Authority members, KBOR staff and representatives from community and technical college organizations, 42 statutes are being recommended for inclusion in the Kansas Board of Regents legislative agenda for the 2009 session.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(3) review existing and proposed postsecondary technical educational programs and program locations and make recommendations to the state board of regents for approval or disapproval of such programs for state funding purposes;

Response:

In order to meet this legislative charge and provide a skilled workforce to Kansas businesses, the Authority recognized the need for technical program alignment guided by the following principles. Career technical programs needed to:

- Align with the needs of Kansas business and industry;
- Provide skilled graduates to Kansas businesses, regardless of location;
- Encourage a seamless transition between different education levels; and
- Contain an industry based assessment tool designed to independently measure the skills of graduates upon program completion.

A program alignment model has been approved by the Authority and Board of Regents for the alignment of technical programs. The model requires a common set of prerequisite courses, a common core of courses, and regionally and institutionally specific courses. Commonality between programs will exist with regard to: prerequisites; program core courses; certification, licensure, or credentialing; and program length.

The Practical Nursing (PN) Program has completed this alignment process resulting in a statewide offering, that once had varied prerequisites, program credit hour requirements, and core requirements, with a common statewide program structure in each Kansas Board of Regents (KBOR) approved program throughout the state.

Each College's PN program will now consist of:

- A maximum of seven credit hours of prerequisites consisting of the same two courses;
- 30 credit hour common nursing core courses;
- A maximum of 11 credit hours of institutional specific coursework for a maximum program length of 48 credit hours; and
- A common assessment tool to measure technical skill attainment.

The steps taken toward alignment of programs at the postsecondary level are only a part of the alignment of the entire system. Postsecondary program alignment will allow for consistent

alignment and articulation with secondary programs as well as potential articulation with programs at four-year institutions. Alignment with secondary education is not only a priority set forth in legislation, but also integrated throughout the objectives of the alignment process and the State Plan for Career and Technical Education through the integration and development of career cluster and pathway models. Once postsecondary students leave the educational system, the alignment of the system continues within business and industry as credentialed, licensed, or certified students meet the current needs of business and industry

The process for processing requests for new career technical programs includes a review by the Authority Program and Curriculum committee and an approval recommendation by the full Authority. The TEA Program and Curriculum Committee reviews new program requests and makes recommendations to the Authority regarding approval or denial of the program based on alignment with critical industry; high growth, high wage needs; and collaboration among colleges. Programs recommended for approval by the Authority are then forwarded to the Regents for final consideration and approval. Policies have been implemented to streamline the process and hold KBOR staff accountable to institutions for timely turn-around and constructive feedback.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(4) review requests of state funding for postsecondary technical education and make recommendations to the state board of regents for amounts of state funding and the distribution thereof:

Response:

The Postsecondary Technical Education Authority charged an Ad Hoc Funding Distribution Workgroup comprised of staff and institutional experts with generating a conceptual, or “straw man,” model for funding technical education which was presented to the Authority on August 6, 2008. The new credit hour funding approach is comprised of three cost components that include instructional, extraordinary and indirect costs associated with delivering career technical education programs. This model is designed to align an Authority-determined education program cost (what it should cost) with a state share paid to the institution for the delivery of the courses. The Authority is generally supportive of the model’s concepts and has directed staff to move forward with continued development of a prototype based on actual enrollment data submitted by the institutions with a goal of implementing a new funding formula, effective FY 2011.

In addition, the TEA reviewed, approved and made recommendations to the Regents regarding the distribution of state funds appropriated for Postsecondary Aid, Innovative Technology and Technology Internship grants and the State Technology and Equipment grants. Funding for the grants was determined through a competitive grant process.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(5) develop benchmarks and accountability indicators of programs to be utilized in the awarding of state funding and make recommendations relating thereto to the state board of regents;

Response:

The Technical Education Authority charged staff with making major data system improvements to expand the existing data reporting system to support data-driven decision-making. The improvements included: collecting data on all courses in which students are enrolled as well as the grade achieved in the course; and, for the first time, collecting data on enrollments in all technical education course offerings, i.e. courses delivered for a specific business or industry (customized training) and continuing education/community service courses. In other words, the system was expanded to include collection information regarding educational offerings that are not currently accounted for through existing reporting structures.

The Kansas Higher Education Data System will serve as the data source for implementing funding distribution decisions in the future ensuring consistency in state funding among state institutions that deliver technical education courses.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(6) develop and advocate annually a policy agenda for postsecondary technical education;

Response:

The Authority has developed immediate and long-term technical recommendations based upon data-driven factors that ensure the delivery model meets business demands and helps to supply the need for a skilled workforce. To this end, the Authority developed a set of strategic priorities for 2008-2009 as follows:

As detailed below, a portion of the Authority’s 2008-09 strategic priorities consists of aligning leadership and resources by focusing attention on critical industry clusters, aligning education

with business and industry by partnering with the Kansas Department of Commerce and the Kansas Department of Labor to use labor information to communicate workforce needs, and developing program alignment with standard outcomes, core curriculum, and program length across the state.

Aligning Leadership

- Focus Kansas Postsecondary Technical Education Authority
 - Recommend policy supporting the strategic priorities;
 - Recommend critical industry clusters for additional emphasis;
 - Agribusiness with emphasis on value-added agriculture;
 - Advanced Manufacturing including Aviation;
 - Biosciences with emphasis on animal health and plant science;
 - Health Sciences;
 - Energy;
 - Professional Services ; and
 - Construction Trades.

Aligning Education with Business and Industry

- Determine Workforce Intelligence for Kansas Businesses
 - Utilize information from various labor studies and sources to communicate workforce needs; and
 - Gather real-time workforce data in partnership with Kansas Department of Commerce and Kansas Department of Labor.
- Ensure newly approved programs align with business and industry needs

Aligning Educational Offerings within the

System

- Advance Career Technical Program Alignment and Standards of Excellence
 - Continue the alignment of programs and curriculum using the TEA approved program/curriculum framework ;
 - Recommend industry standards, credentials and assessments to validate curriculum outcomes based on input from statewide business and industry committees;
 - Develop common core curriculum, prerequisites, and program lengths through statewide faculty curriculum committees; and
 - Develop and implement programs of study to connect secondary and postsecondary education.

Enhancing System Participation

- Raise Awareness and Image of Technical Education
 - Refine marketing plan using the final plan and recommendations presented to Authority during August Retreat;
 - Implement marketing plan activities as funding sources are identified ;
 - Collaborate with the KANSASWORKS State Board (Department of Commerce) for synchronous marketing plan;
 - Link career websites to Kansas Career Pipeline and other career development partners;
 - Increase the number of students participating in CTE programs that are nontraditional for their gender; and
 - Collaborate with Kansas Workforce Summit, Kansas Association for Career and Technical Education, Kansas Council for Workforce Education and Kansas State Department of Education to unify career technical education/statewide workforce messages

Enhancing Funding for Technical Education

- Develop Funding Model
 - Continue development of the tiered distribution model based on rates established by Authority and recommended by the legislature;
 - Recommend FY 2010 funding distribution plan; and
 - Recommend change in statutes to codify appropriations proviso language addressing funding .

Enhancing Legislation and Policy for System Growth

- Champion Technical Education Reform
 - Recommend initial legislative changes for the 2009 session; and
 - Identify and introduce policy and additional legislative revisions to improve technical education system.

Evaluating and Measuring System Effectiveness

- Develop Benchmarks and Accountability Standards
 - Test improved, robust data collection system ;
 - Identify industry-based, end of program assessments;
 - Determine methodology for calculating return on investment for technical education students and Kansas taxpayers;
 - Develop a system and program review process to measure effectiveness;
 - Analyze enrollment, placement, completion, and retention information; and
 - Meet or exceed performance targets for the Perkins core indicators.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(7) conduct continuous studies of ways to maximize the utilization of resources available for postsecondary technical education and make recommendations for improvement in the use of such resources to the state board of regents.

Response:

The Authority contracted with the Institute for Policy & Social Research at the University of Kansas to conduct a study of technical education funding to assist the Authority in collecting information regarding the funding processes for technical education in six selected states and making comparisons to Kansas. The final report will be presented to the Authority at its November 2008 meeting.

One of the Authority's 2008-2009 Strategic Priorities is developing benchmarks and accountability standards including: determining a methodology for calculating return on investment for technical education students and Kansas taxpayers, developing a system and program review process to measure effectiveness, analyzing enrollment, placement, completion, and retention information, and meeting or exceeding performance targets for the (federal) Perkins core indicators.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(8) conduct studies to develop strategies and programs for meeting needs of business and industry and make recommendations relating thereto to the state board of regents.

Response:

The Authority contracted with the Center for Economic Development and Business Research at Wichita State University to determine workforce shortages in critical industry sectors on a regional basis and identify gaps between the demand and the production of qualified workers.

The beginning phase of the Program Standards and Alignment process includes both conducting research, to collect information regarding existing business and industry standards and credentials valued by Kansas employers, and establishing statewide business and industry committees to review the research and recommend the most appropriate industry-recognized standards and credentials for each program area.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(9) make reports on the performance of its functions and duties together with any proposals and recommendations it may formulate with respect thereto to the state board of regents and the legislature.

Response:

The Authority reported the above items to the Legislative Educational Planning Committee and the Technical Education Commission during the 2008 Interim Session.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(10) coordinate the development of a seamless system for the delivery of technical education between the secondary-school level and the postsecondary-school level.

Response:

One of the Authority's 2008-2009 Strategic Priorities is aligning educational offerings within the state's technical education system. This will be done by aligning programs and curriculum using an Authority-approved program and curriculum framework recommending industry standards, credential, and assessments to validate curriculum outcomes based on input from statewide business and industry committees; develop common core curriculum, prerequisites, and program lengths through statewide faculty curriculum committees; and developing and implementing programs of study connecting secondary and postsecondary education.

The development and implementation of programs of study, as outlined in the State Plan for Career and Technical Education, will necessitate continued collaboration and coordination of both secondary and postsecondary technical education programs to guide and assist students as they transition from one educational level to the next and into the Kansas workforce.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(b) Recommendations adopted by the authority pursuant to subsection (a) shall be submitted to the state board of regents. A recommendation of the authority shall be implemented by the state board unless the state board, by majority vote thereof, vetoes the recommendation within 45 days of the submission of the recommendation to the state board.

(c)(1) Subject to the provisions of paragraph (2), the state board of regents and the postsecondary technical education authority shall appoint a vice-president of workforce development who shall serve as the executive director of the postsecondary technical education authority. The vice-president for workforce

development shall be in the unclassified service under the Kansas civil service act. Such person shall not be a member of the authority and shall serve at the pleasure of the state board of regents.

Response:

In January, the Authority hired a Vice President for Workforce Development, established an operational committee structure to address issues related to program alignment, finance, and marketing and scheduled alternate meetings outside the Topeka area to better connect with local regions throughout Kansas.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

(2) The state board of regents shall develop a procedure for the appointment of the vice-president of workforce development. Such procedure shall provide for the participation of the Kansas association of community college trustees and the Kansas association of technical schools and colleges, or the successor organizations thereof, in the selection of the vice-president of workforce development.

Response:

KBOR established a process which included a nation-wide search for acceptable candidates. Interviews were conducted during the fall of 2007. TEA members representing community colleges and technical colleges were part of the interview committee.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

Sec. 3. Subject to the provisions of appropriation acts, the state board of regents shall provide staff, facilities and other assistance

as may be requested by the postsecondary technical education authority.

Response:

Staffing needs were identified and additional personnel were hired to provide support to the Authority and manage work responsibilities and execute the Authority's strategic plan and priorities.

Statutory Requirement:

The Postsecondary Technical Education Authority shall:

Sec. 4. The provisions of sections 1, 2 and 3, and amendments thereto, shall expire on June 30, 2014.

Sec. 5. (a) On or before July 1, 2008, the governing bodies of the northeast Kansas technical college, Kansas City area technical school, Kaw area technical school, Salina area technical school and southwest Kansas technical school shall submit to the state board of regents a plan to merge or affiliate with a postsecondary educational institution or become an accredited technical college with an independent governing board.

Response:

Preliminary plans for merger/affiliation or intent to seek independent technical college status were submitted to the Authority and KBOR by each institution in December.

In April 2008, final plans were submitted and approved by the Authority and KBOR for the merger of Northeast Kansas Area Technical College and Highland Community College and the merger of Southwest Kansas Area Technical School and Seward Community College. Also, in April, the application to seek technical college status was submitted by Salina Area Technical School and approved by the Authority and KBOR.

In May, the final plan for affiliation/merger submitted by Kaw Area Technical College and Washburn University was approved by the Authority and KBOR.

In June, the final plan was submitted and approved by the Authority and KBOR for the merger of Kansas City Kansas Area Technical School and Kansas City Kansas Community College. Also, in June, the final transition plan submitted by the Salina Area Technical School was approved.

The effective date for all merger/affiliation plans and the plan to transition to technical college status for Salina was July 1, 2008.

CONCLUSIONS AND RECOMMENDATIONS

The Commission discussed the concept of extending the work of the Commission for two years, which would require additional legislation. It was noted that while the work on the state's technical education system is far from complete, the Commission has completed its charge by bringing attention to the challenges of technical education and initiating the creation of the Postsecondary Technical Education Authority. With that in mind, the Commission does not recommend its extension.

The Commission noted that the Authority has made great strides in meeting the goals set out for it by the Commission and its enacting legislation by working toward certification of all technical education programs, equitable allocation of funding, incorporating adequate career guidance into the lower grades via the Kansas Career Pipeline, streamlining alignment of the needs of business and industry with what is being taught, and ensuring that completers of technical education programs throughout the State master a core set of skills. However, there are more steps to be taken toward the goal of maximizing technical education in Kansas. The first is including P-20 initiatives for technical

education in the hopes of capturing those students who would otherwise leave high school without any marketable skills. The second is enhancing awareness of the opportunities provided by technical education. The third is the development of long-term relationships with business and industry that address short-term and long-term needs on both sides.

In addition, the Commission recommends the implementation of the following statutory changes, provided by the Authority, in a manner that allows the Authority the greatest flexibility in achieving its statutory mandates:

(1) Proposed changes to codify proviso language and current practice:

- K.S.A. 72-4482, enacted in 2007, delineates the delegated powers and duties of the Postsecondary Technical Education Authority which includes reviewing requests for state funding and making recommendations to KBOR regarding the amounts and distribution of these funds. The proposed amendment adds the specific verbiage from the 2007 appropriations bill proviso directing the TEA to develop and recommend a new funding structure for postsecondary technical education programs; and
- K.S.A. 72-4430, 72-4431, 72-4433 are the statutes pertaining to postsecondary aid for technical education. The proposed changes are requested to codify proviso language and intent of the legislature, to reflect current practice for distribution of postsecondary aid and eliminate the wording requiring annual KBOR approval of tuition rates for coordinated institutions.

(2) Proposed changes to reflect current federal legislation:

- K.S.A. 72-4408, 72-4411, 72-4412, 72-4413, 72-4414 and 72-4415 are statutes specific to the federal Carl D. Perkins legislation

and the state plan required by this act. The proposed changes to these statutes are to reflect the name and terminology changes in the Carl D. Perkins Career and Technology Act of 2006.

- K.S.A. 72-4427 pertains to participation in the federal Job Training Partnership Act which has expired. The proposed changes are to update this statute to reflect the current federal law (the Workforce Investment Act) and its public law number.

(3) Proposed changes to reflect current terminology:

- The proposed changes to K.S.A. 72-4418, 72-4421, 72-4422, 72-4423, 72-4425, are to replace outdated verbiage (“vocational education”) with currently used terminology (“career technical education or career and technical education”) as appropriate.

(4) Proposed changes to remove wording or statutes no longer needed or obsolete :

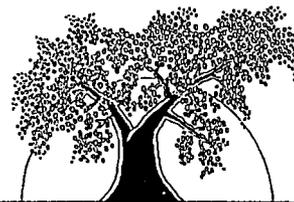
- K.S.A. 72-4416 specifies the process for establishing area vocational schools. Since all area vocational schools were required to merge or affiliate with an existing technical or community college or become an independent technical college, this statute is no longer needed. Repeal of this statute and elimination of the moratorium language in subsections (b) and (c) of K.S.A. 72-4412 is recommended;
- K.S.A. 72-4436, 72-4437, 72-4438, 72-4439, 72-4444, 72-4445, 72-4446, 72-4447, 72-4448, and 72-4449 are statutes that pertain to vocational education instructional equipment aid and the state pool of instructional equipment which no longer exist and are being recommended for repeal.;
- K.S.A. 72-4470 addresses the powers and duties of the governing bodies for technical

colleges. This statute is being recommended for repeal because it is duplicative, in that all of these powers and duties are restated in K.S.A. 72-4470a, and is set to expire on June 30, 2009; and

- As part of the Higher Education Coordination Act, K.S.A. 74-3205a, 74-3205b, and 74-3205c were set to expire on June 30, 2003, and, as such, are recommended for repeal.

The Crisis Center, Inc.

P.O. Box 1526
Manhattan, KS 66505-1526
Business: 785/539-7935



24-Hour Crisis Hotline: 785/539-2785 in Manhattan 785/762-8835 in Junction City or 1-800-727-2785

November 19, 2008

Manhattan Area Technical College
3136 Dickens
Manhattan, KS 66503

Dear Friends:

I am grateful for MATC students' generous donation to the \$301.00 gift from Refuse to Be a Victim. Your continued commitment to our services for victims of sexual and domestic violence is a source of great comfort during this very difficult period. Thank you for keeping the Center and its mission in your hearts.

Sincerely,


Judy Davis
Executive Director

BOARD CLERK COPY

TabS for Rob

**Board of Directors Agenda
Manhattan Area Technical College
December 09, 2008
Building Trades Classroom
6:00 p.m. Program visit Building Trades
6:30 p.m. call to order**

Board of Directors:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Dr. Craft, David (Chair) | <input type="checkbox"/> Karmann, Donna | <input checked="" type="checkbox"/> Dr. Frieze, Todd ^{6:40} |
| <input checked="" type="checkbox"/> Green, Dick | <input checked="" type="checkbox"/> Olsen, A.N. "Ole" | <input type="checkbox"/> Dr. Wika, Norris |
| <input type="checkbox"/> Loub, Arthur | <input checked="" type="checkbox"/> Thornberg, Willie | <input type="checkbox"/> Brandon, Marla (Vice-Chair) |

Administration/Staff:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Dr. Edleston, Robert | <input checked="" type="checkbox"/> Geisler, Tracy (Board Clerk) | <input checked="" type="checkbox"/> Bloodgood, Jane |
| <input type="checkbox"/> Dr. Fogg, Richard | <input checked="" type="checkbox"/> Mahan, Marilyn | <input checked="" type="checkbox"/> Hoggatt, Kelly |
| <input checked="" type="checkbox"/> Russell, Thad (Faculty Assoc.) | <input checked="" type="checkbox"/> Bell, Ron (Faculty Senate) | |

michael
Andy
Justin

Program Visit:

- Building Trades → Gary Pryor

Agenda:

Call to Order TIME: 6:32 → 6:55 to order-

- Additions/Changes to Agenda ^{Add}
Discussion of Ends
Nursing Program Visit

Consent Agenda (Items requiring BOD action)

MOTION Willie SECONDED ole MOTION CARRIED 5-0

- Approval of Minutes(Attachment 1)* _____
- Expenditure Report(Attachment 2)* _____
- President's Monthly BOD report (Attachment 3)* _____
- Personnel Actions (Attachment 4)* _____

Confirmation of Monitoring Reports

BOARD CLERK COPY

- Governor's Commission Final Report (Attachment 9)

Rdb - explained commission report
Tech Ed Auth. 9 out of 12 top 2
teers for funding.

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

- Capital Projects Update tiling today -

- de → ▪ BOD Reports Homeland Sec - parsing lab Tech
framing w/ sewer CC - layout in place
add. 2nd grant -
Med. Lab Tec. CC interested Bio-Tech lab
Tech. Vet. assist will be needed - Colby CC
 ▪ Board Retreat Agenda Items Hosting Vet Tech.

→ Jan 8th reminder 304 →

Incidental Information

- BOD Comments financing / Borrowed money -
- President's Comments (Attachment 10)

Welding Comp. Multistate III Contractors
MATC - Kristen Braun

- Public Comments WATF

Evaluation of Board Process

Adjournment TIME: 8:23

let students walking
meet @ Commons area
Autumn
site visit
304 meeting

BOARD CLERK COPY

MOTION Dick SECONDED Todd MOTION CARRIED 5-0

- Financial Monitoring Report (Attachment 5)*

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

- Building Trades Program Review Dary P
- Dental Hygiene Program (hand out info (Robs) at this time
Det back 5 months - Draw Back on testing
Instructor? not hired dates
no body has been entered into program yet.
Memo Read - NO Objections

General Agenda (Items possibly requiring BOD Action)

- Fiscal year 08 audit report (Attachment 6)*

↓ Nursing Unit
reapproval of both
Programs Adw-8 yrs
Congrats from CRT-5 yrs
Dr. Craft

MOTION ole SECONDED Willie MOTION CARRIED 5-0

2.3 million increase 208.00 over last yr.
broken
3 categories unrestricted - restricted - invested - 1 million
Operating loss - received from post secondary
aids

- Jenzabar recommendation (Attachment 7)* 4.700 - cost of audit Cash

MOTION Dick SECONDED Todd MOTION CARRIED 6-1

Dick Questions - potential financing →
Causes of economic downturn? How
will this affect money?

University lease over 5 yrs → lease option
option? request → Willie

- Strategic Plan Update (Attachment 8)
Dr. Rob - Dick absent unit area
Shas. Plan

Jenzabar

Concerns about
Maintenance
upkeep
& Sched. on
Shas. Plan Suggest

*Requires BOD Action

MANHATTAN AREA TECHNICAL COLLEGE BOARD OF DIRECTORS MEETING
VISTOR'S SIGN IN SHEET

NAME *12-9-08*

DATE *12-9-08*

- 1) *Andy Duggan*
- 2) *Eric / 15*
- 3) *Jim [unclear]*
- 4) *Shed Russell*
- 5) *Ray [unclear]*
- 6) *Ron Bell*
- 7)
- 8)
- 9)
- 10)
- 11)