



BOARD OF DIRECTORS MEETING

Date: December 18, 2017
Place: Manhattan Area Technical College
Room 104a at 4:00 p.m.

2017
Therese Adams – Chair (Riley)

Board of Directors

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

Administration/Staff

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



Board of Directors Meeting Agenda
Manhattan Area Technical College
December 18, 2017
Board meeting at 4:00 p.m.

Board of Directors:

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

Administration/Staff:

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

___ **Call to Order**

▪

___ **Program/Department Highlights**

- Congratulations on winning the Mayor's Trophy with the "Santa's MATC Workshop" MATC float! Thank you to the following Students, Faculty and Staff and others that assisted. Thanks to Cris Fanning for organizing everything!

STUDENTS	FACULTY/STAFF	FACULTY/STAFF
Mason Keehn	Gary Pryor	Lauren Kyle
Timothy Tucker	Lacey Heller	Shania Dekat and Kids
Justin Schmidt	Frank Avila	Sarah Bohlken
Carla Gonzalez	Norm Delay	Pat Strathman
Mary Dowling	Jennifer Brunenn	Carmela Jacobs and Chief (dog)
Edward Lievi	Kim Withroder	
Nathan Parmentier	Dan Kirkpatrick, Wife and Kids	
Geoff Tollefson	Suzanne Duncan	
Bradley Young	Linn Schroll	
Eddie Shouse	Cris Fanning, Kids and Bruno (dog)	

___ **Incidental Information**

- Additions/Changes to Agenda
- BOD Member Community Reports

___ **Consent Agenda** (Routine items requiring BOD action) *

- Approval of October Conference Call Minutes (Attachment 1) (handout)*
- October/November Check Register w/ Threshold Expenditures (Attachment 2 & 3)*
- Organizational update (Attachment 4)*

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

- Monitoring Report: Financial Condition (Attachment 5)*

EXECUTIVE SESSION:

- Confidential Matters
- Personnel Matter

___ **Evaluation of Board Process**

- Board Retreat

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

- Critical Environment Technology Update
- Animal Health Corridor Update

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

- President's Report (Attachment 6)
- Opportunity Funding Update (Jim and Tracy)

Meetings and Upcoming Events:

Next Board Meeting: Tuesday, January 23rd at 5:30 p.m. in room 104a.

* Requires BOD Action



December 18, 2017

Attachment 2

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

Category	Costs
Payroll Withholdings and Benefits	\$ 182,280.81
Facilities	\$ 94,427.43
Student Payments	\$ 146,919.65
Program Expenditures	\$ 109,088.08
Other Operating costs	\$ 369,099.48
Total October Expenditures	\$ 901,815.45

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Custodial Services	Custodial Services	All School	\$ 6,100.00	general fund
Dell Computer Systems	Dell 22' Monitors	All School	\$ 13,799.00	capital outlay
Westar	Utilities	All School	\$ 6,133.48	general fund
Camfil APC	Ventilation System for Welding Shop	Welding	\$ 47,164.00	capital outlay
Jenzabar	Budget Module Implementation	Business Office	\$ 10,162.50	general fund
Ramona Munsell & Assoc.	Title III Consulting Annual Cost	All School	\$ 42,748.00	general fund
Eagle Technologies	Dell Poweredge R730 Server	All School	\$ 10,080.75	IT Credit Hour Fee
Charlson & Wilson Insurance	Liability Insurance	All School	\$ 7,272.00	general fund
CDW Government	Lenovo ThinkPad	All School	\$ 8,034.46	Title III
NAPA Auto Parts	Student Tools	AT & ACR Students	\$ 73,336.62	Student Fees
Kriz-Davis Company	EPD Course Supplies	EPD	\$ 6,384.81	Student Course Fees
KS Dept of Revenue	Remit PR 10.13.17 Deductions	All School	\$ 5,034.54	payroll deductions
KS Dept of Revenue	Remit PR 10.31.17 Deductions	All School	\$ 5,544.54	payroll deductions
KPERS	Remit PR 10.13.17 Deductions	All School	\$ 8,978.53	payroll deductions
KPERS	Remit PR 10.31.17 Deductions	All School	\$ 9,557.27	payroll deductions
IRS	Federal Tax Payment/Remit PR 10.13.17 Deductions	All School	\$ 38,547.05	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 10.31.17 Deductions	All School	\$ 42,919.23	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 34,433.81	pr ded/general fund
Total October Expenditures Exceeding Threshold			\$ 376,230.59	



December 18, 2017

Attachment 3

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

Category	Costs
Payroll Withholdings and Benefits	\$ 170,498.83
Facilities	\$ 26,677.09
Student Payments	\$ 52,498.72
Program Expenditures	\$ 17,470.80
Other Operating costs	\$ 286,399.21
Total November Expenditures	\$ 553,544.65

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Custodial Services	Custodial Services	All School	\$ 6,100.00	general fund
AT&T Service	Phone/Internet Service	All School	\$ 5,799.02	general fund
Westar	Utilities	All School	\$ 6,758.90	general fund
Everfi	Title IX Service Agreement	All School	\$ 10,000.00	Security Credit Hour Fee
KS Dept of Revenue	Remit PR 11.15.17 Deductions	All School	\$ 5,179.20	payroll deductions
KS Dept of Revenue	Remit PR 11.30.17 Deductions	All School	\$ 5,423.86	payroll deductions
KPERS	Remit PR 11.15.17 Deductions	All School	\$ 9,970.14	payroll deductions
KPERS	Remit PR 11.30.17 Deductions	All School	\$ 9,236.34	payroll deductions
IRS	Federal Tax Payment/Remit PR 11.15.17 Deductions	All School	\$ 39,315.24	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 11.30.17 Deductions	All School	\$ 41,989.31	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,945.32	pr ded/general fund
Total November Expenditures Exceeding Threshold			\$ 173,717.33	



Jim Genandt
President

3136 Dickens Ave., Manhattan, KS 66503-2499

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

MEMORANDUM

TO: MATC Board of Directors
RE: Organizational Update

DATE: December 18, 2017

Consent Agenda:

Organizational Update

- 1. Revisions to organizational structure/positions**
 - a. None
- 2. Personnel changes**
 - a. Retirement of Norm Delay – 3DT Instructor (effective 12-31-17)
- 3. Advertised positions**
 - a. Admissions Coordinator



Attachment 5

INTERNAL MONITORING REPORT
FINANCIAL CONDITION
December 18, 2017
(Period ending September 30, 2017)

I hereby present my monitoring report on your Executive Limitations policy “Financial Condition” according to the annual schedule of reports. I certify that the information contained in this report, as prepared by Carmela Jacobs, Chief Financial Officer, is true.

BROADEST POLICY PROVISION:

With respect to the actual, ongoing condition of the college's financial health, the President shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from Board priorities established in the ENDS policies:

Policy Provision #1:

Exceed the budget for the fiscal year (July 1 - June 30).

President’s INTERPRETATION:

The attached Statements of Net Position and Statements of Revenues, Expenses and Changes in Net Position provide the College financial condition as of September 30, 2017. The full fiscal-year budget and year-to-date budget is presented on the Statements of Revenues, Expenses and Changes in Net Position with comparison to actual results. The Statement reflects a net position of \$1,577,260 for the three months ended September 30, 2017. I report compliance.

Policy Provision #2:

Fail to maintain an appropriate cash reserve.

President’s INTERPRETATION:

The current cash position is reported on the attached Statements of Net Position. Total cash balance as of September 30, 2017, would support operations of the College for approximately

60 days without any additional income. Sources and uses of funds are constantly being monitored and will be adjusted as needed.

I report compliance.

Signed _____, President Date December 18, 2017
Jim Genandt



December 18, 2017

Attachment 5

TO: MATC Board of Directors

RE: Financial Monitoring - Statement of Net Position

Prepared By: Carmela Jacobs, Chief Financial Officer

	9/30/2017	6/30/2017	6/30/2016	6/30/2015
ASSETS				
Current Assets:				
Cash and cash equivalents	840,629 \$	773,590 \$	657,956 \$	695,173
Short-term investments	-			
Accounts receivable, net	553,732 \$	198,457 \$	185,910 \$	169,256
Inventories	-			
Prepaid Expenses/Other Assets	54,377 \$	5,614 \$	176,483 \$	67,099
Due to/from general fund	1,108,233 \$	(23) \$	3,606 \$	643
Total Current Assets	2,556,970 \$	977,638 \$	1,023,955 \$	932,171
Noncurrent Assets:				
Property, Plant and Equipment	6,368,031 \$	6,368,031 \$	5,635,552 \$	5,213,942
Less: Accumulated depreciation	(2,984,814) \$	(2,922,313) \$	(2,698,300) \$	(2,461,750)
Total Noncurrent Assets	3,383,217 \$	3,445,718 \$	2,937,252 \$	2,752,192
TOTAL ASSETS	5,940,187 \$	4,423,356 \$	3,961,207 \$	3,684,363
LIABILITIES AND NET POSITION				
Current Liabilities				
Accounts payable and accrued liabilities	310,087 \$	352,459 \$	367,074 \$	299,625
Deposits	25,083 \$	44,083 \$	40,115 \$	18,800
Funds held for others - activity funds	18,646 \$	17,703 \$	13,070 \$	9,243
Deferred revenue		\$	-	
Notes Payable-current portion	194,936 \$	194,936 \$	140,615 \$	148,846
Total Current Liabilities	548,752 \$	609,181 \$	560,874 \$	476,514
Non-Current Liabilities				
Notes Payable - non current portion	408,869 \$	408,869 \$	363,783 \$	405,041
Total Non-Current Liabilities	408,869 \$	408,869 \$	363,783 \$	405,041
Total Liabilities	957,621 \$	1,018,050 \$	924,657 \$	881,555
Net Position				
Invested in capital assets, net of related debt	2,779,412 \$	2,841,913 \$	2,432,854 \$	2,198,305
Unrestricted	2,203,154 \$	563,393 \$	603,696 \$	604,503
Total Net Position	4,982,566 \$	3,405,306 \$	3,036,550 \$	2,802,808
TOTAL LIABILITIES AND NET POSITION	5,940,187 \$	4,423,356 \$	3,961,207 \$	3,684,363



December 18, 2017

TO: MATC Board of Directors

Attachment 5

RE: Financial Monitoring - Statement of Revenues, Expenses, and Changes in Net Assets

Prepared By: Carmela Jacobs, Chief Financial Officer

	Actual	Budget	% of budget	Actual
		6/30/2018		6/30/2017
OPERATING REVENUES				
Student tuition and fees	\$ 1,611,038	\$ 3,628,120	44%	\$ 2,903,726
Federal grants and contracts	\$ 153,653	\$ 580,015	26%	\$ 410,398
State and local grants and contracts	\$ 209,171	\$ 302,377	69%	\$ 535,080
Sales and services of educational departments	\$ 5,572	\$ 30,000	19%	\$ (30,195)
Other	\$ 37,157	\$ 107,900	34%	\$ 313,255
Total operating revenues	\$ 2,016,591	\$ 4,648,412	43%	\$ 4,132,264
OPERATING EXPENSES				
Salaries:	772,574	\$ 3,818,004	20%	\$ 3,705,765
Benefits	152,953	\$ 693,587	22%	\$ 650,830
Contractual Services	114,335	\$ 399,363	29%	\$ 520,993
Supplies and other operating expenses	471,478	\$ 1,697,721	28%	\$ 814,547
Utilities	15,765	\$ 109,000	14%	\$ 95,347
Repairs and Maintenance	7,942	\$ 58,300	14%	\$ 35,671
Scholarships and financial aid	-	\$ -		\$ -
Depreciation and amortization	62,500	\$ 250,000	25%	\$ 233,877
Total operating expenses	1,597,548	\$ 7,025,975		\$ 6,057,030
OPERATING INCOME (LOSS)	\$ 419,044	(2,377,563)		(1,924,766)
NON-OPERATING REVENUES (EXPENSES)				
State appropriations	1,122,065	\$ 2,384,563	47%	\$ 2,244,129
Interest Income	4,241	\$ 5,000	85%	\$ 10,674
Federal Grants	32,390	\$ -		\$ -
Gain on disposal of property, plant and equip	-	\$ -		\$ 747,034
Transfer to Foundation	-	\$ -		\$ (698,010)
Interest expense	(480)	\$ (12,000)	4%	\$ (10,305)
Total Non-Operating Revenues (Expense)	1,158,216	\$ 2,377,563		\$ 2,293,522
CHANGE IN NET POSITION	1,577,260	\$ -		\$ 368,756
Net position - beginning of year	\$ 3,405,306	\$ 3,405,306		\$ 3,036,550
Net position - end of year	\$ 4,982,566	\$ 3,405,306		\$ 3,405,306

President's Report: November/December 2017

This is a summary of some key meetings and opportunities since my last report:

Owner Expectations:

- DH program/outreach proposal-Kylie and I are reviewing a proposal from Samantha McMahon and Dr. Roger Stevens concerning establishing a partnership for outreach with our Dental Hygiene program. We will be working on a MOU. The outreach will be to area school districts, and will increase awareness of our program and provide a limited new revenue stream to the program. We will share the proposed agreement with you when it is ready.
- Jerry Horton/Networks Plus-I am working with him to create a new course targeting area high schools for more dual credit enrollment. We plan on launching the course for next fall.
- PTK Induction ceremony (Nov. 29)-Brian Koch and Dan Kirkpatrick are the sponsors of our honor society, and held their first induction ceremony for the fall. Two of our students are nominated for state recognition in February in Topeka.
- Tim Winter-Wamego USD-I met with Dr. Winter to discuss the performance of MATC with tech ed, and that we are very open to more opportunities at his district. Their school board did approve a new course articulation/enrollment opportunity with us for Tech I & II Math.
- Kevin Ingram MCC-I met with Kevin and we discussed that there are probably more opportunities for collaboration between our institutions to benefit students. We will work on some ideas in the spring term.
- WIOA negotiations-a new element of the reauthorized WIOA act and funds is that any entity receiving benefit from the funds and/or Perkins funds must participate in cost sharing within any WIOA district they serve. Carmela, Sarah, and Keith have monitored this for us, and we are currently providing space and access that meet our cost sharing component.
- 4th grade Marlatt visit/Manhattan Chamber project-Tracy and I met with the class we have through the Chamber's Education and Workforce Task Force. We discussed career ideas, information about MATC, and favorite foods. We happened to meet with the students during the Halloween timeframe, so we had more stories to share. We will work more with the teacher and students this spring concerning what we do at MATC.

Employer Needs & Response:

I have attended several PAC meetings of our programs since the last report. These include:

- Nursing PAC-we are examining donations of equipment, etc., in support of our program,
- DH PAC-we updated members about the renovation work to meet accreditation requirements, as well as options to enhance program revenue through dental services provided,
- Business PAC-good discussion of our work to use CANVAS to enhance online learning, curriculum changes, and engagement with area high schools.
- AACC/CEWD-DC Nov. 14-17-I attended the fall meeting of the Commission for Economic and Workforce Development (CEWD) of the American Association of Community Colleges, I am on that Commission. The primary topic was the emphasis Congress and the White House are putting on apprenticeships: registered or *recognized* apprenticeships. The latter category is still being defined by the U.S. Department of Labor, with the initial emphasis on programs that lead to an industry-recognized credential. This could form a possible new option for our internship and on-the-job components of our programs, as well as new options for workforce education.
- 3DT-Norm Delay informed us of his retirement effective at the end of this semester. We will work to finish out all current students in the program who desire to complete their program of study, or assist those who have a different goal. At the same time we will examine the program's viability to provide an informed recommendation to the Board on the future of the program.

- Chris Nichols and Blaise Wilson, our welding instructors, and Tracy and I met with Don Landoll at his manufacturing plant in Marysville Dec. 8. Don provided a long tour and also learned about what are teachers are capable of. Don and some of his staff will come to campus after the first of the year to see the changes we have made with welding, and how MATC and his company can advance welding and technical education.
- Tracy and I met with representatives of the Junction City High School and with Bob and Theresa Bramlage on November 29, to discuss options the community and school district are exploring for technical education. We anticipate these folks will come tour MATC after the first of the year.
- There have been several meetings related to NBAF and the Animal Health Corridor. These include:

Critical Environment Technology Advisory Group/TRANE-NC3: Nov. 7*

Daryl Pint (CEO-CEVA Biomune, Lenexa) Nov. 30*

KBRWyle phone call on partnership

Roger Harris/MRI Global: updates on MATC

AECOM (David, Barb, Tracy): what MATC can offer in a management proposal

General Dynamics: what MATC can offer in a management proposal

Resource Development:

- Campaign/Opportunity Funding
 - The campaign is making good progress. Committees will begin meeting in January. Among the meetings I have participated in for the project include the following:
Florence Manufacturing
Via Christi/Ascension-Bob Copple
Redi Systems
KBS
Foley
Scott Gales
Jeff Wick-WTC
Terry Francis & Jake Wassenberg-Pepsi/5-Star
Lee Borck
Brian Coonrod, David Rogers-Burnett Automotive