



BOARD OF DIRECTORS MEETING

December 18, 2018
Manhattan Area Technical College
Room 104a at 5:30 p.m.

2018
Randall Anderes – Chair (Riley)

Board of Directors

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

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Sarah Phillips (VPSS/CAO/CSAO)
Carmela Jacobs (VP Operations/CFO/HR)
Josh Gfeller (Chief Info Security Officer)
Kelly Cook (Title III Project Director/Dean
of Instruction)
Faculty Senate



**Board of Directors Meeting Agenda
Manhattan Area Technical College
December 18, 2018
Board meeting at 5:30 p.m.**

Board of Directors:

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

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Phillips, Sarah
___ Jacobs, Carmela ___ Gfeller, Josh ___ Kelly Cook
___ Faculty Senate

___ Call to Order

- Introductions
- Timothy Flanary: Pottawatomie Introduction and Oath

___ Program/Department Highlights

- Student Services Information/Update – Neil and Michelle

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Report

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of October 2018 Meeting Minutes (Attachment 1)*
- Approval of October Check Register w/Threshold Expenditures (Attachment 2)*
- Approval of November Check Register w/Threshold Expenditures (Attachment 3)*
- Organizational Update (Attachment 4)*
- President's Report (Attachment 5)*

___ General Agenda (Items possibly requiring BOD Action)

- Recommendation: (Attachment 6)*
 - Certificate A Welding Technology
 - Associate of Applied Science and Certificate B in Electric Power and Distribution

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

- Board Retreat Review - Jim
- Ribbon Cutting/Dedication turnout – Jim
- Holiday Schedule - Jim
- Welding Ventilation RFP – Jim

___ Evaluation of Board Process

-

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

- Foundation/Resource Development Update

EXECUTIVE SESSION:

- Student Matters
- Personnel
- Confidential Matters

Meetings and Upcoming Events:

- MATC Campus closed December 22 – January 2, 2019
- Next board meeting is January 22, 5:30 in room 104a

* Requires BOD Action

Manhattan Area Technical College
Board of Directors Meeting
October 23, 2018 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met October 23, 2018 at 5:30 p.m. in room 104a.

Members present: Randall Anderes, John Pagen, Irma O'Dell, Wendy King-Luttman, David Fritchen, LJ Baker and Therese Adams

Members absent: Timothy Flanary

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/Human Resources; Josh Gfeller, Chief Information Security Officer; John Dietrick, MATC Attorney

- a. Faculty/Staff/SGO/Visitors: Richard Berndt

2. CALL TO ORDER

Randall Anderes called the meeting to order at 5:33 p.m.

- New Employees were introduced to the board.

3. PROGRAM/DEPARTMENT HIGHLIGHTS

- Josh Gfeller updated the board on the Safety and Security measures that have been put in place at MATC including moving towards a key access system.

4. INCIDENTAL INFORMATION

- None

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

- Therese Adams moved to approve the Consent Agenda (attachments 1-4), after discussion L J Baker seconded. Motion carried 7 yeas, 0 nays.

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

- Jim Genandt updated the board with current enrollment numbers.

7. GENERAL AGENDA (items possibly requiring BOD action)

- Jim Genandt presented a power point to the board with the overview of Institutional Effectiveness: Data, information and analysis.

8. EVALUATION OF BOARD PROCESS

- Jim and Tracy discussed the upcoming board retreat on November 1 with a reminder that there will not be a board meeting in November. The main topic of discussion for the retreat

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

- Jim and Tracy gave update on Foundation and Resource Development

EXECUTIVE SESSION: STUDENT MATTERS

Therese Adams moved to go into executive session to discuss personnel matters involving employee at 6:38 p.m. and return to open session at 6:48 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 6:48 p.m. Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: CONSULTATION WITH BODY’S ATTORNEY

Therese Adams moved to go into executive session for consultation with body’s attorney at 6:48 p.m. and return to open session at 7:18 p.m. Irma O’Dell seconded. Motion carried 7 yeas, 0 nays. At 7:18 p.m., Therese Adams moved to return to open session. David Fritchen seconded. Motion carried 7 yeas, 0 nays. No action was taken.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 7:20 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date



December 11, 2018

Attachment 2

To: Board of Directors
 From: Carmela Jacobs, Vice President of Operations/CFO
 Re: October 2018 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 490,647.81	65.48%
Facilities	\$ 24,388.05	3.25%
Student Payments	\$ 107,124.94	14.30%
Program Expenditures	\$ 54,087.15	7.22%
ALC Operating Costs (excluding salary/benefits)	\$ 2,451.59	0.33%
Other Operating costs	\$ 70,584.38	9.42%
Total October Expenditures	\$ 749,283.92	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All Star Custodial Services	Custodial Services	\$ 6,100.00	All School	general fund
Westar	Utilities	\$ 8,079.83	All School	general fund
John Dietrick, P.A.	Attorney's Fees	\$ 5,194.50	All School	general fund
CDW	Computers for rotation	\$ 20,090.00	All School	capital outlay
CDW	Monitors for rotation and IT Equipment	\$ 14,032.04	All School	capital outlay/ general fund
CDW	Computers	\$ 13,776.00	BA	perkins
Collision Repair Equipment, Inc	Q5 Welder	\$ 8,150.00	Auto Collision	perkins
A Book Company	Student Textbooks	\$ 14,012.73	Students	student fees
KPERS	Remit PR 10.15.18 Deductions	\$ 8,069.40	All School	payroll deductions
KPERS	Remit PR 10.31.18 Deductions	\$ 10,407.73	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 10.15.18	\$ 5,321.39	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 10.31.18	\$ 6,167.24	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 10.15.18 Deductions	\$ 37,009.66	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 10.31.18 Deductions	\$ 43,364.37	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 34,971.48	All School	pr ded/general fund
Total October Expenditures Exceeding Threshold		\$ 234,746.37		



December 11, 2018

Attachment 3

To: Board of Directors
From: Carmela Jacobs, Vice President of Operations/CFO
Re: November 2018 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 360,948.94	50.79%
Facilities	\$ 26,249.42	3.69%
Student Payments	\$ 73,166.39	10.30%
Program Expenditures	\$ 49,848.21	7.01%
ALC Operating Costs (excluding salary/benefits)	\$ 503.51	0.07%
Other Operating costs	\$ 199,904.43	28.13%
Total November Expenditures	\$ 710,620.90	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All Star Custodial Services	Custodial Services	\$ 6,100.00	All School	general fund
Westar	Utilities	\$ 7,082.18	All School	general fund
John Dietrick, P.A.	Attorney's Fees	\$ 8,744.00	All School	general fund
Charlson and Wilson	Insurance	\$ 10,159.00	All School	general fund
NAPA Auto Parts	ACR/Auto Tech Student tools	\$ 77,107.42	ACR/AT	student financial aid
Ramona Munsell & Assoc.	Title III Consultants	\$ 42,745.00	Title III	general fund
Parsons Communication	Front Lot, Entrance and West Cameras	\$ 13,855.64	All School	security fees
Eagle Technologies	Hardware/Support Services	\$ 7,185.97	All School	IT fees
KPERS	Remit PR 11.15.18 Deductions	\$ 9,763.28	All School	payroll deductions
KPERS	Remit PR 11.30.18 Deductions	\$ 10,386.86	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 11.15.18	\$ 5,718.48	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 11.30.18	\$ 6,732.48	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 11.15.18 Deductions	\$ 40,234.81	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 11.30.18 Deductions	\$ 47,084.09	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 35,442.90	All School	pr ded/general fund
Total November Expenditures Exceeding Threshold		\$ 328,342.11		



To: MATC Board of Directors
From: Jim Genandt, President
 Human Resources
Date: December 11, 2018
Re: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Morgen Stoecklein	Senior Admin Asst. to the VP of Student Success	11/16/2018	Student Success	General	New Position (Internal Hire - previous position eliminated)
Kelly Cook	Title III Project Director/Dean of Instruction	11/26/2018	Title III/Academics	Grant	New Hire
Rodney Stanfield	Information & Network Technology Instructor	12/3/2018	Information Network & Technology	General	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
n/a					
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Lauren Kyle	Academic Affairs Coordinator	11/2/2018	Academics	General	Resignation
Cynthia Jones	Nursing Administrative Assistant	11/15/2018	Nursing	General	Separation
Shania Dekat	Human Resources Coordinator	12/14/2018	Business Office	General	Resignation
Rex Fair	Electric Power & Distribution	12/31/2018	EPD	General	Retirement

Advertised Positions				
Position Title		Department	Funding Source	Status
CMA Instructor		Continuing Education	Operating	Open
ADN Adjunct Clinical Instructor		Nursing	Operating	Open
Adjunct Instructor Consideration Opportunity		Various	Operating	Open
Administrative Assistant - Nursing Department		Nursing	Operating	Open
EPD Program Assistant		EPD	Operating	Open
Human Resources Coordinator		Business Office	Operating	Open
ALC ESL Instructional Facilitator- 2019 hire		ALC	Grant	Open

President's Report: November-December 2018

Owner Expectations:

- Since my last report I have attended two meetings of the Kansas Technical College presidents and two meetings of the KBOR Technical Education Authority (TEA). The TEA, working with KBOR staff, is proposing revised processes for consideration of new programs of study, as well as the processes to be used in a review of existing programs. Included in their work are diligent efforts to ensure that state funds are used appropriately to support technical education programs that meet the criteria of need in the state, good wages, and high skills. The KBOR staff has already begun to alert college administrators that Excel in CTE (formerly SB 155) funding will again be prorated this year, perhaps as much as a reduction so we only get 80% of reimbursement of costs. Their latest analysis of the funding gap for community and technical colleges in the state indicates MATC would receive almost an additional \$600,000 per year if the formula was fully funded (which would be a 30% increase in state funding over our current allocation, and an overall budget revenue increase of 10%). Of course the odds of that funding becoming a reality is extremely unlikely. The state is supposed to pick up 2/3 of the student cost for the technical colleges, while the reality is only 1/3 or less.
- Thanks to LJ (!!!), we met with Alex Tyson of LYFTE, a regional community action project that can assist persons overcome life issues and make progress toward education, employment, and more. This is another example of the outreach we have strengthened over the past 3.5 years with several regional groups (i.e., Fort Riley, Job Corps, adult education, etc.).
- Carmela has worked with our auditors as they began that project in late November. Her engagement with them is resulting in recommendations for our consideration in enhanced processes. With her leadership we continue to automate processes as quickly and accurately as we can. This is also true with our college data with recognition of our module managers and data team, and the leadership of Kim Withroder. We are on time with all mandatory reports to the U.S. Department of Education, IPEDS, HLC, and KBOR, as well as other entities.
- Josh and his crew continue their good work to keep our network and data safe. We have had a large number of phishing email traffic, especially targeting me and Carmela.

Employer Needs & Response:

- Sarah and I met with the Junction City Fire Chief and members of his staff as well as the Bramlages. The Chief wants to expand their capacity to do EMS and fire training, and is interested in working with us on the project. This is in the exploratory stage at this time.
- Several staff and I met with representatives of the American Institute of Baking (AIB), the American Bakers Association, and the American Society of Baking to discuss training, possible apprenticeship options, and more related to our CET and building automation systems efforts.
- I attended advisory committee meetings for two of our programs: building trades and critical environment technology. We are revamping the advisory committees to be Business Industry Leadership Teams (BILTs) for our programs. Sarah will give you more info on this approach next semester.
- Sarah continues to work with Flint Hills Job Corps, and we are developing an MOU with them to collaborate on workforce education opportunities for their clientele.
- I attended the fall conference of the American Association of Community Colleges in Washington, D.C., and also continued my service on their Commission for Economic and Workforce Development. We received reports from the U.S. Department of Labor on the work being done to allow expansion of apprenticeship programs, as well as updates on the upcoming Congressional session. It is doubtful that the reauthorization of the Higher Education Act will be completed this spring.

Resource Development:

- We hosted a very successful scholarship reception in late November. I appreciate the representation of the Board, as well as two of our Foundation trustees. Thanks to Tracy for arranging the event, and to many of our staff and faculty for their attendance and engagement.
- Tracy and I met with Ron and Barbara Price, as they donated a vehicle (smart car) for our auto tech program, and also established a monthly donation to our Foundation.
- Thanks to Tracy, as well as a great coffee idea from Brian Koch, we have more than doubled the number of employees giving to our Foundation in the past month!
- Tracy and Richard Berndt (Building Trades Instructor) attended the Flint Hills Area Builders Association Christmas party and scholarship reception, which included great networking.
- Tracy and David Fritchen attended the Manhattan Chamber Christmas party, which included great networking.

The following is a partial list of meetings/events I have had since my last report. Often various members of the administrative team are involved with me in many of the meetings. I want to thank Sarah, Carmela, Josh, and Tracy for their involvement with me. I also want to again commend our faculty and staff for their good work to educate our students, service our students, and engage with prospective students, parents, employers, and others who play a role in our ultimate success.

- 10/24: Kansas Technical College Presidents retreat
- 10/25: KBOR TEA Conference Call meeting
- 10/31: Scott Gales
Vern Hendricks
- 11/1: Junction City Fire Chief and staff
- 11/6: AIB and related association representatives
Building Trades Business Industry Leadership Team
- 11/7: Dean Thibault
Alex Tyson/LYFTE
- 11/8: Good Morning Manhattan-Manhattan Chamber of Commerce
Critical Environment Technology Business Industry Leadership Team
- 11/9: Staff Meeting
- 11/12: Ron & Barbara Price
Region Reimagined Chairs Meeting
- 11/13-16: American Association of Community Colleges Fall Meeting/Commission on Economic & Workforce Development
- 11/19: Parent Workforce Coalition Project
- 11/20: Manhattan Chamber of Commerce Board Meeting
- 11/28: MATC Scholarship Reception
- 12/6: KTC Presidents, KBOR TEA
- 12/7: Title III Grant External Evaluator
- 12/10: MATC and Westar Ribbon Cutting
- 12/17: Dean Thibault and Mike Dodson



TO: MATC Board of Directors

FROM: Sarah Phillips, VP of Student Success/CAO/CSSO

DATE: December 6, 2018

RE: Academic Program Proposals

Background Information

In an effort to provide the best degree options that support both the needs of our students and industry, the institution is constantly assessing the programs and certificates the institution provides.

Through this assessment, the Curriculum Committee, on October 12, 2018, approved program changes to the Certificate A in Welding Technology, and on November 16, 2018, approved program changes to the Associate of Applied Science and Certificate B in Electric Power and Distribution.

Program Proposals

- 1. Certificate A Welding Technology change in course requirements and credit hours** –With the continued and growing partnership with area high schools and community organizations, and the inception of the Adult Learning Center, changes have been proposed to allow for students to complete this certificate option in one semester. While two courses (WLD 110 – Welding Metallurgy and a math course) have been deleted from the requirements, the content is touched upon in the required courses, and are still required if the student chooses to complete the AAS degree. Upon completion, the courses provided would allow students the opportunity to obtain employment in the welding field. (*Credit hours for the Certificate A went from 21 to 17*).
- 2. Associate of Applied Science and Certificate B in Electric Power and Distribution change in course requirements** – In response to the completion of the program review for EPD, which includes assessing assessment results of prior classes, it is being recommended that the students obtain a greater foundation in electrical processes. While information was covered in a current course, it has been proposed that a new 1 credit hour course be provided that can provide a more in-depth understanding of electrical processes (EPD 103 – Basic Electricity). In response to this change, course objectives in EPD 137 - Basic Transformer Theory and Transformer Installation, were updated to remove the electrical components which resulted in this course going from 7 credits to 6 credits. As a result, the students are obtaining a more rounded curriculum without increasing the overall credit hours required to complete the program.

Recommendation

The Administration respectfully requests that the Board of Directors approve the recommended program actions.