



BOARD OF DIRECTORS MEETING

December 8, 2020
Manhattan Area Technical College

Zoom/live stream at 5:30 p.m.

2020

L.J. Baker – Chair (Geary)

Board of Directors

Wendy King-Luttman (Clay)
David Fritchen (Riley)
Tim Flanary (Pottawatomie)
David Urban (Riley)
Brett Ballou (Riley)
Will Allen (Geary)

Administration/Staff

Jim Genandt (President/CEO)
Mary Bell (Exec. Assistant/Board Clerk)
Sarah Phillips (VPSS/CAO/CSAO)
Carmela Jacobs (VP Operations/CFO/HR)
Josh Gfeller (Chief Info Security Officer)
Nathan Roberts (Dean Career/Tech Ed)
Neil Ross (Dean of Student Services)
Chris Boxberger (Director Title III/Adult Ed)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
December 8, 2020
Zoom Board/Live Stream meeting
At 5:30 p.m.**

Board of Directors:

__ Baker, L.J. Chair (Geary)	__ Urban, David (Riley)
__ King-Luttman, Wendy Vice Chair (Clay)	__ Ballou, Brett (Riley)
__ Fritchen, David (Riley)	__ Allen, Will (Geary)
__ Flanary, Tim (Pottawatomie)	

Administration/Staff:

__ Genandt, James (President/CEO)	__ Bell, Mary (Board Clerk)	__ Phillips, Sarah
__ Jacobs, Carmela	__ Gfeller, Josh	__ Ross, Neil
__ Roberts, Nathan	__ Boxberger, Chris	__ Dietrick, John
__ Faculty Senate		

__ Call to Order

__ General Agenda (Part 1) (Items possibly requiring BOD action)

- Varney and Associates Audit (Attachments 1A & B)*(Eric Kientz/Taylor Penick)

__ Executive Session:

Consultation with College Attorney to protect the interest of the business to be discussed.

__ Incidental Information

- BOD Member Community Report

__ Consent Agenda (Routine items requiring BOD action)*

- October 2020 Meeting Minutes (Attachment 2)*
- Approval of October Check Register w/Threshold Expenditures (Attachment 3)*
- Organizational Update (Attachment 4)*
- President's Report (Attachment 5)*

___General Agenda (Part 2) (Items possibly requiring BOD action)

- Recommended Revisions to Feb 2016 BOD Policy Governance (Attachment 6)*(Jim)
- FY21 Final Budget (Attachment 7A)*(Carmela)
- Recommendations-FY21 Budget (Attachment 7B)*(Carmela)
- Title III Year 4 Report (Attachment 8) (Chris)
- Quarter 1 Report for Adult Ed (Attachment 9) (Chris)
- Updated Policy Review: #3.2.7 Curriculum Committee Policy (Attachments 10A & B) (Sarah)
- Updated Policy Review:#3.2.8 Assessment Policy (Attachments 11A & B) (Sarah)
- Updated Policy Review:#3.2.9 Professional Development (Attachments 12A & B) (Sarah)

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

- President Updates (USD 383, Covid-19, etc.) (Jim)
- Covid Update (Neil)
- Commencement Update (Neil)
- Senate Faculty Update (Jeff and Brian)

SSEvaluation of Board Process

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

- Foundation/Resource Development Update (Jim)

___Meetings and Upcoming Events

- Next Board Meeting: January 26, 2021 @ 5:30 p.m. (Room 406)

* Requires BOD Action

Note: As allowed under the Kansas Open Meetings Act, there will be no public comment periods held during Manhattan Area Technical College Board Meetings.

MANHATTAN AREA TECHNICAL COLLEGE

Manhattan, Kansas

FINANCIAL STATEMENTS

WITH

INDEPENDENT AUDITOR'S REPORT

June 30, 2020 and 2019

MANHATTAN AREA TECHNICAL COLLEGE

Manhattan, Kansas

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June 30, 2020 and 2019

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December 4, 2020

Board of Directors
Manhattan Area Technical College
Manhattan, Kansas

Independent Auditor's Report

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of Manhattan Area Technical College (the College) as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The College's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the College as of June 30, 2020 and 2019, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 - 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the College's basic financial statements. The Schedule of Expenditures of Federal Awards, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the financial statements. The Schedule of Expenditures of Federal Awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated December 4, 2020 on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Varney & Associates, CPAs, LLC

Certified Public Accountants
Manhattan, Kansas

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2020 and 2019

Introduction

Manhattan Area Technical College (the College) is a public two-year technical college offering 14 programs of study, as well as numerous general education courses. Most programs offer both a certificate (1-year) and an associate degree (2-year) option. The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, coordinated by the Kansas Board of Regents, and governed by the eight member Board of Directors.

The College has served the community of northeast Kansas for over 50 years. Though the primary service area is the six counties contiguous to the College's location in Riley County, the College serves individuals from all locations in Kansas, other states, and other countries.

Overview

This financial report consists of a series of financial statements, prepared in accordance with the Governmental Accounting Standards Board ("GASB") Statement No. 35, Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities.

This section of Manhattan Area Technical College's financial report presents management's discussion and analysis of the College's financial activities during the fiscal year ended June 30, 2020, with selected comparative information for the year ended June 30, 2019. This discussion should be read in conjunction with the College's annual financial statements, report of independent auditors, notes to the financial statements, and supplementary information.

As required by GASB, this report includes the following three basic financial statements that provide information on the College as a whole: the Statement of Net Position; the Statement of Revenues, Expenses and Changes in Net Position; and the Statement of Cash Flows. Each of these statements will be discussed.

Statement of Net Position

The statement of net position presents the financial position of the College at the end of the fiscal year and includes all the College's assets and liabilities. The difference between total assets and total liabilities is net position and is an indicator of the College's current financial condition. The change in net position is an indicator of whether the overall financial condition has improved or worsened during the year.

	<u>2020</u>	<u>2019</u>	<u>Increase (Decrease)</u>
Assets			
Current assets	\$ 1,610,471	\$ 1,682,912	\$ (72,441)
Non-current assets	5,429,869	3,814,933	1,614,936
TOTAL ASSETS	<u>\$ 7,040,340</u>	<u>\$ 5,497,845</u>	<u>\$ 1,542,495</u>
Liabilities			
Current liabilities	\$ 614,150	\$ 651,279	\$ (37,129)
Non-current liabilities	2,026,869	926,656	1,100,213
Total Liabilities	<u>\$ 2,641,019</u>	<u>\$ 1,577,935</u>	<u>\$ 1,063,084</u>
Net Position			
Net investment in capital assets	\$ 3,242,313	\$ 2,690,076	\$ 552,237
Unrestricted	1,157,008	1,229,834	(72,826)
Total Net Position	<u>\$ 4,399,321</u>	<u>\$ 3,919,910</u>	<u>\$ 479,411</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 7,040,340</u>	<u>\$ 5,497,845</u>	<u>\$ 1,542,495</u>

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
 June 30, 2020 and 2019

Statement of Net Position (Continued)

Current liabilities consist principally of the current portion of long-term debt and accrued liabilities, which resulted from the normal course of operations. Amounts due to employees for salaries and related benefits earned but not yet paid as of June 30, 2020 totaled approximately \$273,000. The current portion of long-term debt totaled approximately \$161,000.

Long-term liabilities at year end are comprised of four items. The largest outstanding debts are the municipal leases obtained to finance the replacement of the old roof with a new standing seam metal roof and to purchase and remodel a property in Wamego, KS. The other liability is for a replacement of the HVAC on the main building.

During the 2019-2020 academic year, the College was approved for financing from Government Capital Corporation to purchase and remodel a property in Wamego. Structured as a municipal lease purchase agreement in accordance with K.S.A. 10-116b, the agreement provides a 20-year lease purchase agreement in the amount of \$1,350,000.

Statement of Revenues, Expenses, and Changes in Net Position

The statement of revenues, expenses, and changes in net position presents the operating results of the College, as well as other non-operating revenues and expenses and the resulting effect on net position.

	<u>2020</u>	<u>2019</u>	<u>Increase (Decrease)</u>
Operating revenues	\$ 5,444,238	\$ 4,961,630	\$ 482,608
Operating expenses	7,343,912	7,051,513	292,399
Operating Loss	\$ (1,899,674)	\$ (2,089,883)	\$ 190,209
Net non-operating revenues	<u>2,379,085</u>	<u>2,523,740</u>	<u>(144,655)</u>
Increase (Decrease) in Net Position	\$ 479,411	\$ 433,857	\$ 45,554
Net Position - Beginning of Year	<u>3,919,910</u>	<u>3,486,053</u>	<u>433,857</u>
Net Position - End of Year	<u><u>\$ 4,399,321</u></u>	<u><u>\$ 3,919,910</u></u>	<u><u>\$ 479,411</u></u>

Operating expenses exceeded operating revenues for 2020, resulting in an operating loss. Student tuition and fees are now the largest source of revenue for the College whereas in the past, state appropriations, at \$2,389,912, were the largest source of revenue for the College. State appropriations are expended largely for the cost of operations. The GASB reporting model however, regards state appropriations as non-operating revenues or subsidies even though they support operating activities. Operating losses will be typical for colleges and universities that rely heavily on state appropriations for their support.

Student tuition and fees (net of allowances) increased by \$38,878. Tuition revenue reflects an increase due to increased student enrollment during the fiscal year. The tuition rate remained flat on a weighted average basis from the previous year and student enrollment increased approximately thirteen (13) percent.

Capital grants and appropriations are generally those for which the resource provider restricts the recipient's use to capital acquisitions. During 2020, the College received \$132,745 in capital grants and appropriations from the State of Kansas. This amount represents a decrease of \$3,800 (-3%) over the prior year.

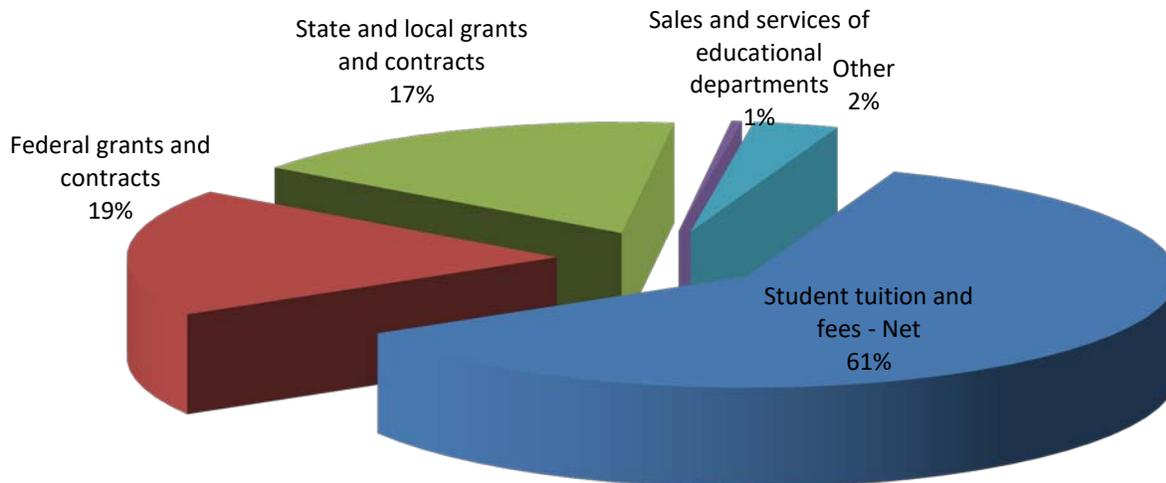
MANHATTAN AREA TECHNICAL COLLEGE
Manhattan, Kansas
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
June 30, 2020 and 2019

Operating Revenues

Operating revenues include activities having characteristics of exchange transactions (the payer/sponsor receives a benefit approximately equal in value to the payment or award) whereas non-operating revenues include those activities having characteristics of non-exchange transactions (the payer/sponsor makes a voluntary transfer without directly receiving equal value in return).

- Student tuition for general education and business administration courses decreased to \$125 per credit hour. Tuition rates for programs such as Auto Technology, Auto Collision Repair, Building Trades, Air Conditioning and Refrigeration, Clinical Medical Laboratory Technology, Biotechnology, Practical Nursing and Welding increased from \$170 to \$180 per credit hour. High cost programs such as Dental Hygiene, Information & Network Technology, Associate Degree in Nursing and Electric Power Distribution remained flat at \$425, \$190, \$190, and 190, respectively. Tuition and fees (net of allowances) comprise 41% of total revenues and 61% of operating revenues.
- The credit hour fee increased from \$55 to \$60 per credit hour.
- Federal and state grants are an important source for funding the development and implementation of new programs as well as the modernization of existing programs. Federal and state grants and contracts comprise 37% of operating revenue.

The following is a graphic illustration of operating revenues by source:



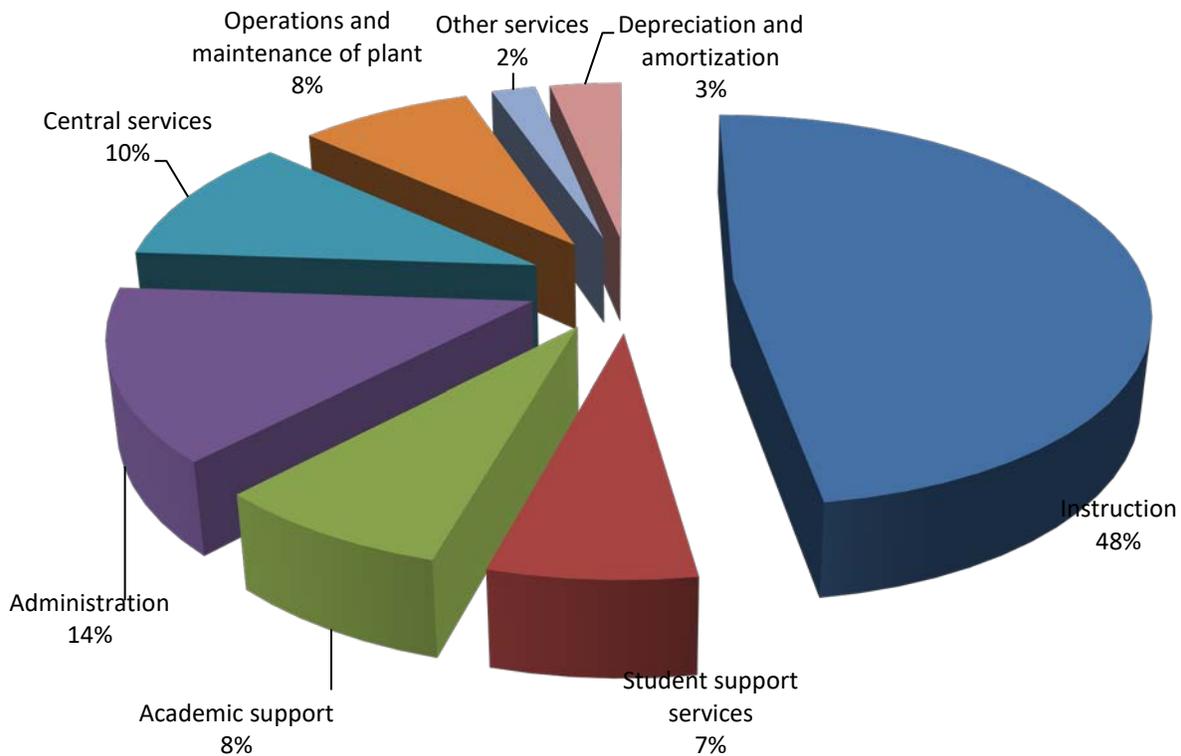
MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
 June 30, 2020 and 2019

Operating Expenses

Operating expenses are the ordinary and necessary costs associated with the day-to-day operation, maintenance, and management of the College. Operating expenses for the fiscal year ended June 30, 2020, consisted of the following:

Instruction	\$ 3,496,273
Student support services	493,427
Academic support	573,494
Administration	1,025,856
Central services	775,281
Operations and maintenance of plant	587,335
Other services	149,761
Depreciation and amortization	242,485
Total	<u><u>\$ 7,343,912</u></u>

The following is a graphic illustration of operating expenses by category:



Non-Operating Revenues

The College has three sources of non-operating income; state aid, transfers in from the Foundation and investment income and expense. The State of Kansas provided state aid in the amount of \$2,305,998 for 2020 which is an increase of 2.8% of the 2019 amount of \$2,244,129.

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
 June 30, 2020 and 2019

Statement of Cash Flows

The statement of cash flows provides information about cash receipts and cash payments during the year. This statement also helps assess the College's ability to generate net cash flows and its ability to meet its obligations as they come due.

	<u>2020</u>	<u>2019</u>	<u>Increase (Decrease)</u>
Cash provided by (used in)			
Operating activities	\$ (1,898,990)	\$ (1,835,473)	\$ (63,517)
Non-capital financing activities	2,433,865	2,505,998	(72,133)
Capital and related financing activities	(668,091)	341,899	(1,009,990)
Investing activities	18,916	25,857	(6,941)
Net Increase (Decrease) in Cash and Equivalents	\$ (114,300)	\$ 1,038,281	\$ (1,152,581)
Cash and Equivalents - Beginning of Year	1,457,339	419,058	1,038,281
Cash and Equivalents - End of Year	\$ 1,343,039	\$ 1,457,339	\$ (114,300)

Overall the College's year-end cash position decreased by \$114,300, or approximately 8%.

Economic Factors that Could Affect the Future

The College is largely dependent upon ongoing financial and political support from state government. Student tuition and fees comprised over 59% of total revenues, while the College's state appropriations and capital appropriations comprised over 30% of total revenues for 2020. This clearly indicates the economic position and future of the College is closely tied to that of student enrollment and less on the State of Kansas.

Economic conditions, recent changes in income tax laws and changes in priorities have affected both state revenues and funding for state agencies including institutions of higher education. Most postsecondary educational institutions, including technical colleges, received the same funding from the state during the fiscal year as compared to the previous year. Funding levels have been especially difficult due to the increased enrollment experienced over the last several years. Fully funding the 'formula' would allocate an additional \$500,000 in state-appropriated funds to the College. This financial strain is not limited to the College, but rather, is being experienced by many two-year colleges in Kansas. The College's allocation from the state is expected to remain flat for the 2020-2021 fiscal year and beyond.

During the 2018-2019 fiscal year, 494 full-time equivalent students were enrolled. During the 2019-2020 fiscal year, full-time equivalent students had increased to 526 This represents a 7% increase in student enrollment over the previous year.

Kansas Senate Bill No. 155 (Excel in CTE) was enacted into law effective July 1, 2012. This important piece of legislation is intended to promote technical education in the State of Kansas. The law requires that a statewide articulation agreement for career technical education be developed among high schools, community colleges and technical colleges. Colleges are prohibited from charging tuition to high school students enrolled in qualifying technical courses. However, the State does provide funding for qualified high school enrollments. During the current year, the College received \$262,799 in funding for high school students as a result of this legislation; although, due to COVID-19, a very basic formula was used when calculating the spring Excel in CTE enrollment, resulting in an underpayment to the College for the spring semester. The difference is expected to be paid out to the institution in January 2021.

MANHATTAN AREA TECHNICAL COLLEGE
Manhattan, Kansas
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
June 30, 2020 and 2019

Economic Factors that Could Affect the Future (Continued)

College management believes the College is positioned to maintain its current financial condition and continue to provide excellent service to its students and the community. Management will continue to maintain a close watch over its resources and expenses to ensure the College finances are sustainable, and that it can plan for and react to future internal and external opportunities.

Request for Information

These financial statements and discussions are designed to provide a general overview of the College's finances for all those with an interest in the entity's finances. Questions concerning any information provided in this report should be addressed to James Genandt, President, 3136 Dickens Avenue, Manhattan, Kansas 66503.

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
STATEMENTS OF NET POSITION
 June 30,

	2020	2019
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 1,343,039	\$ 1,457,339
Student receivable - Net of allowance of \$226,876 and \$90,831 at June 30, 2020 and 2019, respectively	162,666	92,858
Other receivables	71,297	111,599
Due from (to) activity funds	9,652	(2,701)
Prepaid expenses and other assets	23,817	23,817
Total Current Assets	\$ 1,610,471	\$ 1,682,912
Non-Current Assets		
Property, plant, and equipment	\$ 9,133,976	\$ 7,298,031
Less: Accumulated depreciation	(3,704,107)	(3,483,098)
Total Non-Current Assets	\$ 5,429,869	\$ 3,814,933
TOTAL ASSETS	\$ 7,040,340	\$ 5,497,845
LIABILITIES AND NET POSITION		
Current Liabilities		
Accounts payable	\$ 54,671	\$ 110,056
Payroll and other related liabilities	273,028	233,098
Custodial deposits for individual students	12,450	27,500
Custodial deposits for student activities	58,892	29,682
Notes payable	160,687	198,201
Other liabilities	54,422	52,742
Total Current Liabilities	\$ 614,150	\$ 651,279
Non-Current Liabilities		
Notes payable	\$ 2,026,869	\$ 926,656
Total Liabilities	\$ 2,641,019	\$ 1,577,935
Net Position		
Net investment in capital assets	\$ 3,242,313	\$ 2,690,076
Unrestricted	1,157,008	1,229,834
Total Net Position	\$ 4,399,321	\$ 3,919,910
TOTAL LIABILITIES AND NET POSITION	\$ 7,040,340	\$ 5,497,845

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
 For the Years Ended June 30,

	2020	2019
OPERATING REVENUES		
Student tuition and fees - Net	\$ 3,314,050	\$ 3,275,172
Federal grants and contracts	1,013,212	619,996
State and local grants and contracts	921,279	882,753
Sales and services of educational departments	21,137	30,639
Other	174,560	153,070
Total Operating Revenues	\$ 5,444,238	\$ 4,961,630
OPERATING EXPENSES		
Salaries	\$ 4,105,288	\$ 3,968,683
Benefits	768,566	854,619
Contractual services	727,978	604,733
Supplies and other operating expenses	1,280,263	1,146,564
Utilities	126,103	113,446
Repairs and maintenance	93,229	92,914
Depreciation	242,485	270,554
Total Operating Expenses	\$ 7,343,912	\$ 7,051,513
OPERATING INCOME (LOSS)	\$ (1,899,674)	\$ (2,089,883)
NON-OPERATING REVENUES (EXPENSES)		
State appropriations	\$ 2,389,912	\$ 2,305,998
Transfer from Foundation	25,000	200,000
Interest income	18,916	25,857
Interest expense	(73,696)	(8,115)
Federal grants restricted for student assistance	18,953	-
Total Non-Operating Revenues (Expenses)	\$ 2,379,085	\$ 2,523,740
CHANGE IN NET POSITION	\$ 479,411	\$ 433,857
NET POSITION - BEGINNING OF YEAR	3,919,910	3,486,053
NET POSITION - END OF YEAR	\$ 4,399,321	\$ 3,919,910

MANHATTAN AREA TECHNICAL COLLEGE

Manhattan, Kansas

STATEMENTS OF CASH FLOWS

For the Years Ended June 30,

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Tuition and fees	\$ 3,284,544	\$ 3,222,234
Grants and contracts	1,934,491	1,502,749
Sales and services of educational activities	21,137	30,639
Other sources	(1,833)	78,157
Vendors, suppliers, and contractors	(2,469,373)	(1,868,178)
Employee salaries and benefits	(4,667,956)	(4,801,074)
Net Cash Provided by (Used in) Operating Activities	<u>\$ (1,898,990)</u>	<u>\$ (1,835,473)</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES		
State appropriations	\$ 2,389,912	\$ 2,305,998
Transfer from (to) Foundation	25,000	200,000
Restricted federal grants received	184,921	-
Restricted federal grant assistance disbursed to students	(165,968)	-
Net Cash Provided by (Used in) Non-Capital Financing Activities	<u>\$ 2,433,865</u>	<u>\$ 2,505,998</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Purchases of property, plant, and equipment	\$ (1,857,421)	\$ (456,021)
Principal payments on notes payable	(109,101)	(63,300)
Interest payments on notes payable	(51,569)	(4,890)
Proceeds on notes payable	1,350,000	866,110
Net Cash Provided by (Used in) Capital and Related Financing Activities	<u>\$ (668,091)</u>	<u>\$ 341,899</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income	\$ 18,916	\$ 25,857
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	\$ (114,300)	\$ 1,038,281
CASH - BEGINNING OF YEAR	<u>1,457,339</u>	<u>419,058</u>
CASH - END OF YEAR	<u>\$ 1,343,039</u>	<u>\$ 1,457,339</u>
RECONCILIATION OF NET OPERATING REVENUES (EXPENSES) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Operating income (loss)	\$ (1,899,674)	\$ (2,089,883)
Adjustments to reconcile net income (loss) to net cash provided by (used in) operating activities		
Depreciation expense	242,485	270,554
Principal forgiveness of economic development loan	(178,200)	(89,100)
Interest expense	(22,127)	(3,225)
Changes in operating assets and liabilities		
Student receivable, net	(69,808)	56,594
Other receivable	40,302	(109,532)
Due from (to) activity funds	(12,353)	17,359
Accounts payable	(55,385)	64,777
Payroll liabilities	39,930	22,228
Deposits	(15,050)	3,850
Funds held for others - Activity funds	29,210	(7,022)
Other liabilities	1,680	27,927
Net Cash Provided by (Used in) Operating Activities	<u>\$ (1,898,990)</u>	<u>\$ (1,835,473)</u>

MANHATTAN AREA TECHNICAL COLLEGE
Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2020 and 2019

Note 1: Summary of Significant Accounting Policies

Nature of Operations

Manhattan Area Technical College (the College) is a public technical college governed by an appointed Board of Directors under the governance plan approved of the Kansas Board of Regents on March 17, 2004. The College provides technical education serving a six-county area of Northeast Kansas. Included in the range of programs are 13 full-time programs for which an applied science degree or certificate is awarded. In addition, the College offers short-term continuing education courses.

Reporting Entity

The Board of Directors authority delegated to staff is delegated through the President, so that all authority and accountability to staff as far as the Board is concerned to be the authority and accountability of the President. Only decisions of the Board, acting as body, are binding upon the President. Therefore, the College is a financial reporting entity as defined by the Governmental Accounting Standards Board (GASB) 14.

The Manhattan Area Technical College Foundation (the Foundation) is a legally separate, tax-exempt organization. It acts primarily as a fund-raising organization that receives gifts and bequests, administers those resources, and disburses payments to or on behalf of the College for support of college programs. Although the College does not control the timing or amount of receipts from the Foundation, the Foundation's restricted resources can only be used by or for the benefit of the College. Consequently, the Foundation is considered a component unit of the College.

Based on evaluation of the component unit, the financial information of the Foundation was not deemed necessary to include in the College's financial statements at June 30, 2020 and 2019. Accordingly, these financial statements present only the activities of the College.

Financial Statements

The financial statements are presented in accordance with GASB 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and GASB 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*. The financial statement presentation required by GASB 34 and 35 provides a comprehensive, entity-wide perspective of the College's assets, liabilities, net assets, revenues, expenses, changes in net assets, and cash flows that replaces the fund-group perspective previously required.

Basis of Accounting

For financial reporting purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

The College has the option to apply all Financial Accounting Standards Board (FASB) pronouncements issued after November 30, 1989, unless FASB conflicts with GASB. The College has elected to not apply FASB pronouncements issued after the applicable date.

Cash and Cash Equivalents

The College considers all liquid investments with a remaining maturity of three months or less at the date of acquisition to be cash equivalents.

MANHATTAN AREA TECHNICAL COLLEGE
Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
June 30, 2020 and 2019

Note 1: Summary of Significant Accounting Policies (Continued)

Accounts Receivable

Accounts receivable consists of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff. Accounts receivable are recorded net of estimated uncollectible amounts. The allowance is calculated as 100% of the accounts receivable balance outstanding greater than 360 days, 40% of the balance that has been sent to the collection agency but less than 360 days outstanding and 10% of the remaining balance outstanding.

Property, Plant, and Equipment

Property, plant, and equipment are stated at cost when purchased or constructed, or if acquired by gift, at the estimated fair value at date of gift. The College's capitalization policy includes all items with a unit cost of \$5,000 or more, and an estimated useful life of greater than one year. Renovations to buildings and land improvements that significantly increase the value or extend the useful life of the structure are capitalized. Routine repairs and maintenance are charged to operating expense in the period in which the expense was incurred.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 40 to 50 years for buildings, 20 to 25 years for land improvements, 5 to 13 years for equipment, 5 years for vehicles and 3 years for software.

Compensated Absences

Employee vacation pay that is earned but unused is accrued at year-end for financial statement purposes. The liability for compensated absences was \$67,354 and \$68,357 as of June 30, 2020 and 2019, respectively. These liabilities are reported as part of the balance of payroll and other related liabilities on the statement of net position.

Net Position

Net Investment in Capital Assets

This represents the College's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

Unrestricted

Unrestricted net position represents resources derived from student fees, state appropriations and sales and services of educational departments and auxiliary enterprises. These resources are used for transactions related to the educational and general operations of the College, and may be used to meet current expenses for any lawful purposes and in accordance with board policy.

When an expense is incurred that can be paid using either restricted or unrestricted resources, expense allocation decisions are made on a program-by-program basis. The College does not have a policy regarding the preferred first usage of unrestricted or restricted net assets.

Income Taxes

The College, as a political subdivision of the state of Kansas, is excluded from federal income taxes under Section 115(1) of the Internal Revenue Code, as amended.

MANHATTAN AREA TECHNICAL COLLEGE
Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
June 30, 2020 and 2019

Note 1: Summary of Significant Accounting Policies (Continued)

Classification of Revenues

Operating Revenues

Operating revenues include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances, and (3) most federal, state, and local grants and contracts and federal appropriations.

Non-Operating Revenues

Non-operating revenues include activities that have the characteristics of non-exchange transactions, such as gifts and contributions, and other revenue resources that are defined as non-operating revenues by GASB 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*, and GASB 34, such as state appropriations and investment income.

State Appropriations

State funds for the Kansas state education institutions are appropriated to the Kansas Board of Regents (KBOR). KBOR allocates funds budgeted for technical colleges. Appropriations are recognized as revenue when received and available. Amounts that are not expensed by fiscal year-end do not have to be returned.

Bad Debt Estimates

Tuition and fees are reported net of any increases in allowance for bad debt.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events

Management has evaluated subsequent events through December 4, 2020, the date the financial statements are available to be issued.

Note 2: Deposits and Investments

K.S.A. 9-1401 establishes the depositories which may be used by the College. The statute requires banks eligible to hold the College's funds have a main or branch bank in the county in which the College is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The College has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the College's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The College has no investment policy that would further limit its investment choices.

Concentration of Credit Risk

State statutes place no limit on the amount the College may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405. The College held no investments as of June 30, 2020 and 2019.

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 June 30, 2020 and 2019

Note 2: Deposits and Investments (Continued)

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it. Kansas statutes require the College's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the state of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. The College had no designated "peak periods." All deposits were legally secured at June 30, 2020 and 2019.

As of June 30, 2020, the College held deposits with a carrying balance of \$1,343,039 with a corresponding bank balance of \$1,247,572. Of the bank balance, \$500,000 was secured by FDIC insurance with the remaining \$747,572 secured by pledged securities with a fair market value of \$757,135.

As of June 30, 2019, the College held deposits with a carrying balance of \$1,457,339 with a corresponding bank balance of \$1,607,366. Of the bank balance, \$500,000 was secured by FDIC insurance with the remaining \$1,107,366 secured by pledged securities with a fair market value of \$1,721,451.

Custodial Credit Risk - Investments

For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the College will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured. The College held no investments as of June 30, 2020 and 2019.

Note 3: Accounts Receivable

Accounts receivable and unbilled charges consisted of the following at June 30, 2020:

Student receivable	\$ 389,542
Other receivable	71,297
Total Accounts Receivable	<u>\$ 460,839</u>
Less: Allowance for uncollectible student receivable	(226,876)
Total Accounts Receivable - Net	<u><u>\$ 233,963</u></u>

Accounts receivable and unbilled charges consisted of the following at June 30, 2019:

Student receivable	\$ 183,689
Other receivable	111,599
Total Accounts Receivable	<u>\$ 295,288</u>
Less: Allowance for uncollectible student receivable	(90,831)
Total Accounts Receivable - Net	<u><u>\$ 204,457</u></u>

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 June 30, 2020 and 2019

Note 4: Property, Plant, and Equipment

Following are the changes in property, plant, and equipment for the year ended June 30, 2020:

	<u>Balance at June 30, 2019</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2020</u>
Property, Plant, and Equipment Not Depreciated				
Land	\$ 80,934	\$ -	\$ -	\$ 80,934
Construction in process	-	922,038	-	922,038
Total Property, Plant, and Equipment Not Depreciated	<u>\$ 80,934</u>	<u>\$ 922,038</u>	<u>\$ -</u>	<u>\$ 1,002,972</u>
Depreciable Property, Plant and Equipment				
Buildings and improvements	\$ 4,203,966	\$ 877,618	\$ -	\$ 5,081,584
Furniture, fixtures, and equipment	1,939,829	57,765	(21,476)	1,976,118
Vehicles	526,985	-	-	526,985
Software and hardware	546,317	-	-	546,317
Total Other Property, Plant, and Equipment	<u>\$ 7,217,097</u>	<u>\$ 935,383</u>	<u>\$ (21,476)</u>	<u>\$ 8,131,004</u>
Less: Accumulated Depreciation				
Buildings and improvements	\$ 1,149,257	\$ 78,326	\$ -	\$ 1,227,583
Furniture, fixtures, and equipment	1,380,814	106,957	(21,476)	1,466,295
Vehicles	485,054	17,140	-	502,194
Software and hardware	467,973	40,062	-	508,035
Total Accumulated Depreciation	<u>\$ 3,483,098</u>	<u>\$ 242,485</u>	<u>\$ (21,476)</u>	<u>\$ 3,704,107</u>
Total Depreciable Property, Plant and Equipment - Net	<u>\$ 3,733,999</u>	<u>\$ 692,898</u>	<u>\$ -</u>	<u>\$ 4,426,897</u>
TOTAL PROPERTY, PLANT, AND EQUIPMENT - NET	<u>\$ 3,814,933</u>	<u>\$ 1,614,936</u>	<u>\$ -</u>	<u>\$ 5,429,869</u>

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 June 30, 2020 and 2019

Note 4: Property, Plant, and Equipment (Continued)

Following are the changes in property, plant, and equipment for the year ended June 30, 2019:

	<u>Balance at June 30, 2018</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2019</u>
Property, Plant, and Equipment Not Being Depreciated				
Land	\$ 80,934	\$ -	\$ -	\$ 80,934
Construction in process	111,382	-	(111,382)	-
Total Property, Plant and Equipment Not Depreciated	<u>\$ 192,316</u>	<u>\$ -</u>	<u>\$ (111,382)</u>	<u>\$ 80,934</u>
Depreciable Property, Plant and Equipment				
Buildings and improvements	\$ 3,816,660	\$ 387,306	\$ -	\$ 4,203,966
Furniture, fixtures, and equipment	1,871,114	68,715	-	1,939,829
Vehicles	526,985	-	-	526,985
Software and hardware	546,317	-	-	546,317
Total Other Property, Plant, and Equipment	<u>\$ 6,761,076</u>	<u>\$ 456,021</u>	<u>\$ -</u>	<u>\$ 7,217,097</u>
Less: Accumulated Depreciation				
Buildings and improvements	\$ 1,079,901	\$ 69,356	\$ -	\$ 1,149,257
Furniture, fixtures, and equipment	1,254,143	126,671	-	1,380,814
Vehicles	467,914	17,140	-	485,054
Software and hardware	410,586	57,387	-	467,973
Total Accumulated Depreciation	<u>\$ 3,212,544</u>	<u>\$ 270,554</u>	<u>\$ -</u>	<u>\$ 3,483,098</u>
Total Depreciable Property, Plant and Equipment - Net	<u>\$ 3,548,532</u>	<u>\$ 185,467</u>	<u>\$ -</u>	<u>\$ 3,733,999</u>
TOTAL PROPERTY, PLANT, AND EQUIPMENT - NET	<u>\$ 3,740,848</u>	<u>\$ 185,467</u>	<u>\$ (111,382)</u>	<u>\$ 3,814,933</u>

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 June 30, 2020 and 2019

Note 5: Notes Payable and Related Deferred Revenue

Changes in notes payable and related deferred revenue for the College for the year ended June 30, 2020 were as follows:

<u>Creditor</u>	<u>Purpose</u>	<u>Interest Rates</u>	<u>Date of Issue</u>	<u>Amount of Issue</u>	<u>Date of Final Maturity</u>	<u>Balance at Beginning of Year</u>	<u>Additions</u>	<u>Reductions/ Payments</u>	<u>Balance at End of Year</u>	<u>Interest Paid In 2020</u>
Landmark National Bank	HVAC for main building	4.10%	12/13/20	\$ 457,932	12/13/20	\$ 80,547	\$ -	\$ 38,273	\$ 42,274	\$ 3,203
City of Manhattan - Forgivable #1	Modular units and buildings	0.00%	07/01/21	291,000	07/01/21	58,200	-	58,200	-	-
City of Manhattan - Forgivable #2	Modular units and buildings	0.00%	07/01/21	300,000	07/01/21	120,000	-	120,000	-	-
KS StateBank	Roof replacement	4.40%	05/23/19	866,110	05/24/29	866,110	-	70,828	795,282	38,066
Government Capital Corporation	Wamego property	4.95%	02/28/20	1,350,000	02/27/40	-	1,350,000	-	1,350,000	-
TOTAL NOTES PAYABLE						\$ 1,124,857	\$ 1,350,000	\$ 287,301	\$ 2,187,556	\$ 41,269

Changes in notes payable and related deferred revenue for the College for the year ended June 30, 2019 were as follows:

<u>Creditor</u>	<u>Purpose</u>	<u>Interest Rates</u>	<u>Date of Issue</u>	<u>Amount of Issue</u>	<u>Date of Final Maturity</u>	<u>Balance at Beginning of Year</u>	<u>Additions</u>	<u>Reductions/ Payments</u>	<u>Balance at End of Year</u>	<u>Interest Paid In 2019</u>
Landmark National Bank	HVAC for main building	4.10%	12/13/05	\$ 457,932	12/13/20	\$ 117,267	\$ -	\$ 36,720	\$ 80,547	\$ 4,710
City of Manhattan - Forgivable #1	Modular units and buildings	0.00%	09/21/10	291,000	07/01/21	87,300	-	29,100	58,200	-
City of Manhattan - Forgivable #2	Modular units and buildings	0.00%	08/12/16	300,000	07/01/21	180,000	-	60,000	120,000	-
Commerce Bank	Avamar backup system	2.26%	10/25/13	129,936	10/25/18	9,126	-	9,126	-	43
Commerce Bank	Data center equipment	2.09%	11/13/15	122,340	11/13/18	17,454	-	17,454	-	91
KS StateBank	Roof replacement	4.40%	05/23/19	866,110	05/24/29	-	866,110	-	866,110	-
TOTAL NOTES PAYABLE						\$ 411,147	\$ 866,110	\$ 152,400	\$ 1,124,857	\$ 4,844

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 June 30, 2020 and 2019

Note 5: Notes Payable and Related Deferred Revenue (Continued)

Debt service for notes payable in future years through maturity are as follows:

PRINCIPAL	2021	2022	2023	2024	2025	2026-2030	2031-2035	2036-2040	Total
Note Payable									
Landmark National Bank	\$ 42,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,274
KS StateBank - Roof Replacement	73,941	77,191	80,583	84,125	87,822	391,620	-	-	795,282
Government Capital Corporation	44,472	46,333	48,272	50,292	52,397	296,771	364,291	447,172	1,350,000
TOTAL PRINCIPAL	\$ 160,687	\$ 123,524	\$ 128,855	\$ 134,417	\$ 140,219	\$ 688,391	\$ 364,291	\$ 447,172	\$ 2,187,556
INTEREST									
Note Payable									
Landmark National Bank	\$ 1,633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,633
KS StateBank - Roof Replacement	34,953	31,703	28,310	24,769	21,071	171,425	-	-	312,231
Government Capital Corporation	56,498	54,636	52,697	50,677	48,572	208,076	130,557	57,676	659,389
TOTAL INTEREST	\$ 93,084	\$ 86,339	\$ 81,007	\$ 75,446	\$ 69,643	\$ 379,501	\$ 130,557	\$ 57,676	\$ 973,253
TOTAL PRINCIPAL AND INTEREST	\$ 253,771	\$ 209,863	\$ 209,862	\$ 209,863	\$ 209,862	\$ 1,067,892	\$ 494,848	\$ 504,848	\$ 3,160,809

MANHATTAN AREA TECHNICAL COLLEGE
Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
June 30, 2020 and 2019

Note 6: Defined Benefit Pension Plan

Plan Description

The College participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing, multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et seq. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at www.kpers.org or by writing to KPERS (611 South Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

Contributions

K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009 and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate of 6% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1, KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate and the statutory contribution rate (not including the 1% contribution rate for the Death and Disability Program) was 14.59% and 13.21%, respectively, for the fiscal year ended June 30, 2019. The actuarially determined employer contribution rate and the statutory contribution rate was 14.41% and 13.21% for the fiscal year ended June 30, 2020. As per the terms of the funding agreement between the Kansas Board of Regents (KBOR) and the College, KBOR is responsible for funding the net pension liability related to the College's employees. Accordingly, the College's contributions to the plan were \$0 for each of the years ended June 30, 2020 and 2019.

Net Pension Liability

The most recent two years of data for the net pension liability of the KPERS plan are as of June 30, 2019 and 2018 and were rolled forward to that date from the previous December 31. As of June 30, 2019, the net pension liability for the KPERS state/school group was \$6,467,715,872 of which the College was allocated \$5,013,464. As of June 30, 2018, the net pension liability for the KPERS state/school group was \$6,523,485,447 of which the College was allocated \$5,005,431

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at www.kpers.org or can be obtained as described above.

Note 7: Advertising Expense

Advertising is expensed when incurred. Advertising expense at June 30, 2020 and 2019 was \$32,264 and \$28,228, respectively.

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 June 30, 2020 and 2019

Note 8: Related Party Transactions

During 2020 and 2019, the College received \$25,000 and \$200,000, respectively from the Foundation.

Note 9: Activity Funds

The following are the cash balances for each activity fund for 2020 and 2019:

	<u>Balance at June 30, 2020</u>	<u>Balance at June 30, 2019</u>
MATC 650	\$ 24,733	\$ 21,122
Student Government Organization	9,960	6,764
Air Conditioning Club	1,518	1,662
Electric Power Club	2,755	3,603
Nursing Club	4,899	(3,101)
Building Trades Club	4,317	5,603
Welding Club	4,794	1,203
Auto Collision Club	298	92
Skills USA	(525)	(953)
Phi Theta Kappa	1,468	(1,525)
Auto Tech Club	1,860	1,256
Student Veterans of America	5,002	1,606
Other	(2,187)	(7,650)
TOTAL ACTIVITY FUNDS	<u>\$ 58,892</u>	<u>\$ 29,682</u>

Note 10: Tuition and Fees - Net

Student tuition and fees consisted of the following for the years ended June 30,:

	<u>2020</u>	<u>2019</u>
Student tuition and fees	\$ 3,450,095	\$ 3,336,366
Less: Change in allowance for uncollectible accounts	(136,045)	(61,194)
Total Tuition and Fees - Net	<u>\$ 3,314,050</u>	<u>\$ 3,275,172</u>

Note 11: Federal Awards - Student Financial Aid Program

The College operates federal financial aid programs for students of the College. The following are the cash disbursement totals for each program:

	<u>2020</u>	<u>2019</u>
Direct student loans	\$ 1,404,535	\$ 1,591,789
Pell grants	689,907	810,533
Supplemental educational opportunity grants	17,136	16,567
Work - Study programs	6,517	10,387
	<u>\$ 2,118,095</u>	<u>\$ 2,429,276</u>



December 4, 2020

Board of Directors
Manhattan Area Technical College
Manhattan, Kansas

**Independent Auditor's Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities of Manhattan Area Technical College (the College), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements and have issued our report thereon dated December 4, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

December 4, 2020
Manhattan Area Technical College
(Continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

This report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Varney & Associates, CPAs, LLC

Certified Public Accountants
Manhattan, Kansas



December 4, 2020

Board of Directors
Manhattan Area Technical College
Manhattan, Kansas

**Independent Auditor's Report on Compliance for Each Major Program
and on Internal Control Over Compliance In Accordance With the Uniform Guidance**

Report on Compliance for Each Major Federal Program

We have audited the compliance of Manhattan Area Technical College's (the College) compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the College's major federal programs for the year ended June 30, 2020. The College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the College's major federal programs based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on each major federal program have occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the College's compliance.

Opinion on Each Major Federal Program

In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Varney & Associates, CPAs, LLC

Certified Public Accountants
Manhattan, Kansas

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 For the Year Ended June 30, 2020

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unmodified	
Internal control over financial reporting:		
Material weaknesses identified?	___ Yes	___ X None
Significant deficiencies identified not considered to be material weaknesses?	___ Yes	___ X None reported
Noncompliance material to financial statements noted?	___ Yes	___ X None

Federal Awards

Internal controls over major programs:		
Material weaknesses identified?	___ Yes	___ X No
Significant deficiencies identified not considered to be material weaknesses?	___ Yes	___ X None reported
Type of auditor's report issued on compliance for major programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200.516(a)	___ Yes	___ X No

Identification of major programs:

Name of Federal Program	CFDA Number
Student Financial Aid Cluster	84.XXX

Dollar threshold used to distinguish between Type A and Type B programs:	\$ 750,000
Auditee qualified as a low-risk auditee?	___ X Yes ___ No

Section II - Financial Statement Findings

No matters were reported.

Section III - Federal Award Findings and Questioned Costs

There were no current year findings or questioned costs.

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Year Ended June 30, 2020

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Award Expenditures	Subrecipient Expenditures
U.S. Department of Education				
Student Financial Aid Cluster				
Federal Supplemental Educational Opportunity Grant	84.007	N/A	\$ 17,136	\$ -
Federal Work Study Program	84.033	N/A	10,686	-
Federal Pell Grant Program	84.063	N/A	689,907	-
Federal Direct Student Loans	84.268	N/A	1,404,535	-
Total Student Financial Aid Cluster			* \$ 2,122,264	\$ -
Title III Part A Programs - Strengthening Institutions	84.031A	N/A	482,184	-
CARES Act - Higher Education Emergency Relief Fund	84.425F	N/A	165,968	-
Passed through Kansas Board of Regents				
Adult Basic Education Grants	84.002	MATC	91,583	-
Career and Technical Education - Formula Grants	84.048	MATC	90,421	-
Total U.S. Department of Education			\$ 2,952,420	\$ -
National Science Foundation				
Education and Human Resources Grant	47.076	N/A	112,620	-
TOTAL FEDERAL EXPENDITURES			\$ 3,065,040	\$ -

* Major Program

Note 1: Basis of Accounting

The balances reported above are presented on the cash basis of accounting by which expenditures are reported only when cash is disbursed in accordance with the requirements of the grant program.

Note 2: Non-Cash Federal Assistance

The College did not receive any Federal awards in the form of noncash assistance, insurance, loans or loan guarantees for the year ended June 30, 2020.

Note 3: Indirect Cost Rate

The College has not elected to use the 10% de minimis indirect cost rate provisioned by the Uniform Guidance, Section 414 for reporting costs charged to federal award programs.

Note 4: Subrecipient Expenditures

The College did not pass through federal awards to subrecipients during 2020.



December 4, 2020

Board of Directors
Manhattan Area Technical College
3136 Dickens Ave.
Manhattan, KS 66502

We have audited the financial statements of Manhattan Area Technical College (the College) as of and for the year ended June 30, 2020, and have issued our report thereon dated December 4, 2020. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated November 17, 2020, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the College solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the College is included in Note 1 to the financial statements. There has been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Qualitative Aspects of the Entity's Significant Accounting Practices (Continued)

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on 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 markedly from management's current judgments.

The most sensitive accounting estimate included in the financial statements is the Allowance for Doubtful Accounts. Management has reviewed the accounts which are receivable at the reporting date and has established a valuation of accounts which are in doubt as to collectability. This estimate has been disclosed in Note 3 of the financial statements.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We did not identify any such disclosures.

Identified or Suspected Fraud

We have not identified or obtained information that indicates fraud may have occurred.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has posted each of the entries identified by us as part of the audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material entry was identified by us during our audit and was corrected by management:

- The liability for accrued payroll has been decreased by \$172,299 to correct an error in the calculation of the accrual at June 30, 2020.
- The 2020 opening balance of net position has been decreased by \$143,151 so as to agree with the post-closing balance of net position from the 2019 audit.
- Cash disbursements totaling \$200,000 made for the acquisition of the new facility in Wamego, Kansas were originally charged to expense but have been capitalized through audit adjustments into the construction in progress asset type account.
- A reduction to the loan liability accounts in the amount of \$178,200 has been recorded to reflect principal loan forgiveness earned by the College and acknowledged by the City of Manhattan, Kansas.

In the aggregate, these audit entries increased the change in net position for 2020 by \$693,650.

December 4, 2020
Manhattan Area Technical College
Page three

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the College's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in a separate letter dated December 4, 2020.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Management's Consultations with Us

In the normal course of our professional association with the College, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the College, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the College's auditors.

Limitation on the Use of This Report

This report is intended solely for the information and 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
Certified Public Accountants
Manhattan, Kansas

Manhattan Area Technical
College Board of Directors
October 27, 2020 Room 104a
Zoom/Live Stream Meeting
At 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met October 27, 2020 at 5:30 p.m. in room 104a using social distancing with zoom and live streaming for employees.

Members present: L.J. Baker, Wendy King-Luttman, David Fritchen, David Urban, Brett Ballou, Will Allen, and Tim Flanary

Members absent: None absent

Administration Present: Jim Genandt, President/CEO; Mary Bell, Executive Assistant/Board Clerk; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/HR; Josh Gfeller, Chief Information Security Officer; Neil Ross, Dean of Student Services; Chris Boxberger, Director of Adult Education; Nathan Roberts, Dean of Career and Technical Education.

Faculty/Staff/SGO Visitors: Brian Koch and Jeff Pishny; John Dietrick and Allison Zerbe, HR Partners/Attorney

Meeting was livestreamed

2. CALL TO ORDER:

- L.J. Baker called the meeting to order at 5:32 p.m.

EXECUTIVE SESSION: Relating to employee/employer negotiations and consultation with the Attorney to protect matters being discussed with the exception for negotiations under KOMA. Wendy King-Luttman moved to go into executive session at 5:33 p.m. and return to open session at 5:43 p.m. David Fritchen seconded. Motion carried 7 yeas and 0 nays. At 5:43 p.m., Tim Flanary moved to return to open session and David Fritchen seconded. Motion carried 7 yeas and 0 nays. No action was taken.

EXECUTIVE SESSION: Consultation with College Attorney to discuss personnel matters-relating to personnel matters of non-elected personnel to protect the interest of the business to be discussed. Wendy King-Luttman moved to go into executive session at 5:44 p.m. and return to open session at 5:54 p.m. David Fritchen seconded. Motion carried 7 yeas and 0 nays. At 5:54 p.m., Wendy King-Luttman moved to return to open session. Will Allen seconded. Motion carried 7 yeas and 0 nays. No action was taken.

3. INCIDENTAL INFORMATION:

- BOD Member Community Report

4. CONSENT AGENDA (Routine items requiring BOD action) *
 - Will Allen moved to approve the Consent Agenda (attachment 1), Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.
 - Brett Ballou moved to approve the Consent Agenda (attachment 2), Will Allen seconded. Motion carried 7 yeas, 0 nays.
 - David Fritchen moved to approve the Consent Agenda (attachment 3), Will Allen seconded. Motion carried 7 yeas, 0 nays.
 - David Fritchen moved to approve the Consent Agenda (attachment 4), Tim Flanary seconded. Motion carried 7 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)
 - Jim Genandt and Carmela Jacobs presented the Advantage Grant Approval (attachment 5). Tim Flanary moved to approve as presented. Will Allen seconded. Motion carried 7 yeas, 0 nays.
 - Carmela Jacobs presented the Forecasting Monitoring Reports (attachment 6).
 - Sarah Phillips presented updated policy #4.2.3 Class Session Cancellation (please see Mary Bell for copy of policy presented at meeting).
 - Sarah Phillips presented updated policy #7.3.3 Faculty Credential Levels and Minimum Qualifications (please see Mary Bell for copy of policy presented at meeting).

6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - Jim Genandt and Carmela Jacobs updated the board on the CARES Grant.
 - Jim Genandt updated board on USD 383 partnership, Covid-19, etc.
 - The following updates were given by administration:
 - Title III and Adult Ed – Chris Boxberger
 - Transition to Board Room and Tablets– Josh Gfeller
 - Covid-19 Update– Neil Ross
 - Faculty Senate Update – Brian Koch and Jeff Pishny

7. EVALUATION OF BOARD PROCESSES

8. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).
 - Jim Genandt discussed the updates with resource development and the foundation.

ADJOURMENT: L.J. Baker, Board Chair adjourned the meeting at 7:14 p.m.



December 8, 2020

To: MATC Board of Directors

From: Carmela Jacobs, VP Operations/CFO

Re: October 2020 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 395,314.66	47.61%
Facilities	\$ 20,419.97	2.46%
Student Payments	\$ 104,346.08	12.57%
Program Expenditures	\$ 50,776.95	6.12%
ALC Operating Costs (excluding salary/benefits)	\$ 899.87	0.11%
Wamego	\$ 5,326.70	0.64%
Other Operating costs	\$ 253,166.46	30.49%
Total October Expenditures	\$ 830,250.69	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Charlson and Wilson Insurance	Cyber, Professional Liability, Add'l Vehicle (Insurance)	\$ 13,647.00	All School	general fund
Landmark National Bank	Final Payment for Capital Lease (HVAC Units purchased in 2005)	\$ 41,411.92	All School	general fund
Ramona Munsell and Associates	Title III Consultants Annual Payment	\$ 44,998.00	All School	general fund
BBN Architects	Architect Services for Wamego (80% completion)	\$ 5,176.70	Wamego	general fund
CDW Government Inc	Smartboard, Laptops, etc.	\$ 15,987.64	All School	CARES funding
Eagle Technologies	FX2 Enclosure Warranty Renewal	\$ 5,971.75	All School	general fund
Everfi, Inc	Title IX Platform - Year 1 of 3	\$ 5,800.00	All School	student credit hour fees
Tooling University LLC	ULINC Student Subscription	\$ 7,425.00	Welding	course fees
CDW Government Inc	Smartboards, mounting kits, etc.	\$ 18,383.12	All School	CARES funding
CDW Government Inc	Smartboards, mounting kits, etc.	\$ 39,531.97	All School	CARES funding
Greater Manhattan Community Foundation	Title III Endowment (reissued check)	\$ 23,750.00	Title III	Title III
DiaMedical USA	Sim Serve RX Software	\$ 6,990.00	Nursing	Perkins funding
BCBS	Health Insurance	\$ 42,999.83	All School	general fund
IRS	PR 10.13.2020 Payroll deductions	\$ 39,172.90	All School	payroll ded/gen fund
IRS	PR 10.31.2020 Payroll deductions	\$ 36,295.75	All School	payroll ded/gen fund
KS Dept of Revenue	PR 10.13.2020 Payroll deductions	\$ 5,215.78	All School	payroll ded/gen fund
KS Dept of Revenue	PR 10.31.2020 Payroll deductions	\$ 5,738.68	All School	payroll ded/gen fund
KPERS	PR 10.13.2020 Payroll deductions	\$ 9,681.27	All School	payroll deduction
KPERS	PR 10.31.2020 Payroll deductions	\$ 8,776.88	All School	payroll deduction
Nationwide Trust Company	PR 10.13.2020 Payroll deductions	\$ 5,803.93	All School	payroll deduction
Nationwide Trust Company	PR 10.31.2020 Payroll deductions	\$ 8,660.03	All School	payroll deduction
Total October Expenditures Exceeding Threshold		\$ 391,418.15		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: December 8, 2020
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Laurie Stegeman	Director of Nursing	11/12/2020	Nursing	Operating	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Part-Time Allied Health Instructor			Allied Health	Operating	Open
Communications Faculty			General Education	Operating	Open
Director of Nursing			Nursing	Operating	Open

President's Report: November/December 2020

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

Owner Expectations:

- Carmela, Sarah, and I met with Brian Koch and Jeff Pishny (leaders of the Faculty Senate) on Oct. 29.
- I presented for the Kansas Technical Colleges to the KBOR Technical Education Authority (TEA) on October 29.
- I participated in Kansas Leadership Center training on October 27, and November 3, 10, 17, 24, and December 1.
- I represented the technical colleges in a KBOR meeting on developmental education on November 4 and December 4.
- I led meetings of the Kansas Technical Colleges on November 5, 19, and December 3.
- I received updates from the HLC Strategic Team on November 9.
- I attended the Site Council Meeting of Manhattan High School on November 9.
- Marvin Wade, Superintendent of USD 383, and I presented about the career academy to the Advantage Manhattan meeting on November 12. He and I then presented to the USD school board on November 18.
- I represented the technical colleges with the KBOR System Council of Presidents meeting and KBOR meeting on November 18.

Employer Needs & Response:

- I participated in a special meeting of the work-based learning and market value-added subgroups of the Governor's Education Council on behalf of the Kansas Technical Colleges, and also due to MATC partnering with the Manhattan-Ogden and Wamego school districts as they implement work-based learning, on October 30.
- Natalie Clark with the Kansas Department of Education visited MATC and me on November 2 to gain more information on our college, and our engagement with area school districts. Natalie leads the work-based learning project for the state department. I also participated in her statewide meeting for work-based learning on November 10.
- I participated in the Leadership Manhattan Board meeting on November 13.

Resource Development:

- We are finalizing the list of donors from the Wamego Match Day with the staff of the Greater Manhattan Community Foundation.
- Presentations on our Wamego Center and requests for assistance will take place in December and January, Harry Watts will be assisting me.

Finally, I want to thank the Board of Directors and our senior administration team for working with me while I worked remotely to help my family. My grandson was finally released from Children's Mercy Hospital in KC on November 20 and I was able to hold him later that day.



BOARD OF DIRECTORS POLICY GOVERNANCE MANUAL

The Board of Directors for Manhattan Area Technical College acknowledges the use of materials created by John Carver, Garden City Community College, the Kansas Association of Community College Trustees, and the Adams 12 Five Star Schools (Colorado) in formulating its written policies within the model of Policy Governance. In addition, Dynamic Governance Associates assisted the board with its policy development and implementation.

*Adopted February 15, 2005 Revised
and Approved February 23, 2016*

Updated: 01/28/06-08/17/06-09/12/06-03/13/07-09/11/07-02/12/08-02/10/09-01/10/11-03/14/11-04/11/11- 02/23/16
Last Published 02/25/16

***STATEMENT OF OWNERSHIP
FOR
MANHATTAN AREA TECHNICAL
COLLEGE***

The Board of Directors for Manhattan Area Technical College has identified its moral ownership, to which it has a fiduciary or trusteeship responsibility, as the general public of the college's service areas.

*Adopted February 15, 2005 Revised
and Approved February 23, 2016*

Updated: 01/28/06-08/17/06-09/12/06-03/13/07-09/11/07-02/12/08-02/10/09-01/10/11-03/14/11-04/11/11- 02/23/16
Last Published 02/25/16

I N D E X

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Financial Condition	6
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*Adopted February 15, 2005 Revised
and Approved February 23, 2016*

Updated: 01/28/06-08/17/06-09/12/06-03/13/07-09/11/07-02/12/08-02/10/09-01/10/11-03/14/11-04/11/11- 02/23/16
Last Published 02/25/16

DEFINITIONS

Staff: Staff includes administrators, faculty and support personnel.

Administrators: Administrators include all of the President's direct reports.

Owners of the College: The “owners” of Manhattan Area Technical College are represented through the members of our Board of Directors, the MATC Foundation Trustees, ~~the participants of the General Advisory Council,~~ and the persons who serve ~~on our our academic program~~ BILT (Business Industry Leadership Team) advisory committees. These individuals monitor the institution’s accountability and performance in meeting our mission, vision, and values ~~for our students -and for~~ the residents, businesses, and organizations in the College’s service area.

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**POLICY TYPE: EXECUTIVE LIMITATIONS POLICY TITLE:
GENERAL EXECUTIVE CONSTRAINT**

The President shall not cause or allow any practice, activity, decision or 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 Board 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~~ considering businesses in the college's primary service area.
11. Shall not fail to provide programs and technology which are appropriate for students to achieve the ENDS as prescribed by the Board.

12. Shall not initiate new programs or retain existing programs without consideration of cost-effectiveness and clear evidence of need and value to identified stakeholders within the mission of the institution.
Regional workforce data, which is the foundation of funding sources such as WIOA/Perkins will be a prominent component in determining program viability.
13. Shall not fail to outline a process that transitions leadership of the college in the event of a planned or unplanned departure.
14. Shall not fail to ensure a safe and healthy environment on campus.
15. Shall not fail to maintain current Higher Learning Commission accreditation, or strive to achieve national program accreditations, and industry certifications.

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POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: TREATMENT OF PEOPLE

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

Accordingly, the President shall not:

1. Operate without written procedures that clarify student and staff rules, provide for effective handling of grievances, protect against wrongful or unsafe conditions, and/or allow preferential treatment for personal reasons;
- ~~1-2.~~ 2. **Fail to acquaint students and staff with their rights and responsibilities.**
- ~~2-3.~~ 3. Discriminate against anyone for expressing dissent, **no fear of reprisal;**
- ~~3-4.~~ 4. Withhold a due process procedure from students and staff;
5. Prevent students and staff from grieving to the Board when internal grievance procedures have been exhausted;

Changed #5 to #2

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Commented [JG1]:

~~4.~~

~~5. Fail to acquaint students and staff with their rights and responsibilities.~~

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**POLICY TYPE: EXECUTIVE LIMITATIONS
BUDGETING/FINANCIAL**

POLICY TITLE:

PLANNING/FORECASTING

Budgeting shall not deviate significantly from Board ENDS priorities, or risk fiscal jeopardy.

Accordingly, the President shall not cause or allow budgeting which:

1. Contains insufficient information to enable accurate financial and planning projections.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period;
3. Does not provide a prioritized menu of Capital Outlay funds;
4. Does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development, Board and committee meetings, and Board professional fees.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: FINANCIAL CONDITION

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.

Accordingly, the President shall not:

POLICY TYPE: EXECUTIVE LIMITATIONS

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1. Exceed the budget for the fiscal year (July 1 - June 30). While being cognizant that

POLICY TYPE: EXECUTIVE LIMITATIONS

several factors often result in an interim budget to start the fiscal year. A final approved College budget and budget authority will be presented for board consideration and action at the appropriate time when the factors are resolved.

2. Fail to maintain an appropriate cash reserve that does not constrain with the operation of the institution.
3. Fail to develop additional private revenue sources for capital improvement projects.
4. Fail to coordinate with MATC Foundation.

**POLICY TITLE: INFORMATION AND ADVICE
(COMMUNICATION AND COUNSEL)**

With respect to providing information and counsel to the Board, the President shall not permit the Board to be uninformed.

Accordingly, the President shall not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored;
2. Operate the college without an annually updated strategic plan;
3. Permit the Board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, significant external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established;
4. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on BOARD GOVERNANCE PROCESS and BOARD-PRESIDENT RELATIONSHIP, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President;

POLICY TYPE: EXECUTIVE LIMITATIONS

- 5. Present information to the Board in an unnecessarily complex or lengthy form;
- 6. Fail to deal with the Board as a whole, except when fulfilling requests for information or responding to individuals or committees duly charged by the Board.

POLICY TITLE: ASSET PROTECTION

Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, the President shall not:

- 1. Fail to insure against property and casualty losses or against liability losses to Board members, staff, or the college itself in an amount prudent and advisable under Kansas law;
- 2. Allow un-bonded personnel access to significant amounts of funds;
- 3. Allow improper wear and tear or inadequate maintenance of the plant and equipment;
- 4. Unnecessarily expose the college, its Board or staff to claims of liability;
- 5. Make any single asset purchase over \$2,500 without having obtained comparative prices and without due consideration of cost, quality, and service;
- 6. Make any purchase or initiate construction, remodeling, or alternations of real property over \$25,000 without Board approval. Such purchases shall require a sealed competitive bidding process;
- 7. Receive, process, or disburse funds under controls that are insufficient to meet the financial auditor's standards;
- 8. Dispose of real property (exclusive of the Building Trades project house) without Board Approval;

POLICY TYPE: EXECUTIVE LIMITATIONS

- 9. Enter into any lease agreement for real property in excess of \$20,000 annually without Board approval;
- 10. Fail to protect intellectual property, information and files from loss, damage or improper access.
- 11. Sole source of propriety materials is exempt from sealed competitive bidding requirements provided that documentation is maintained to justify why the technical characteristics inherent in the item make it essential to purchase the good or service.

POLICY TITLE: COMPENSATION/BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the President shall not cause or allow fiscal integrity or public image to be jeopardized.

Accordingly, the President shall not:

- 1. Change his/her own compensation and benefits;
- 2. Promise or imply permanent or guaranteed employment;
- 3. Establish compensation and benefits which:
 - A. Deviate significantly from the geographic area or market for the skills employed;
 - B. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to losses of revenue.

POLICY TYPE: BOARD GOVERNANCE PROCESS POLICY TITLE: GOVERNANCE COMMITMENT

On behalf of the owners of Manhattan Area Technical College, the Board of Directors will govern the college through the expressions of its written policies.

POLICY TYPE: BOARD GOVERNANCE PROCESS

POLICY TITLE: GOVERNING STYLE

The Board process will emphasize outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of Board and staff roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

Accordingly, the Board will:

1. Execute powers designated by federal law and Kansas statutes.
2. Enforce upon itself whatever discipline is needed to govern with excellence, allowing no officer, committee, or individual to impede fulfillment of this responsibility. Discipline will apply to matters such as attendance, policy-making principles, respect of roles, and speaking officially with **one voice** following majority vote.
3. Direct, control, and inspire the college through careful establishment of the broadest values and perspectives in the form of written policies.
4. Focus chiefly on intended long-term impact on students and community (ENDS), not on the administrative or programmatic means of attaining those results.
5. Be an initiator of policy, not merely a reactor to staff initiatives. The Board, not the staff, will be responsible for Board performance.
6. Use the expertise of individual members to enhance the ability of the Board as a body, rather than substitute their individual values for the group's values.
7. Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capability by continual training and development, especially as it relates to ongoing training of current Board members and education of prospective Board members with regard to the principles of Policy Governance.
8. A quorum of five members is required to conduct binding business at any meeting of the Board and a majority vote of the entire Board membership is required for official action.
Meetings may be held through distance delivery or hybrid delivery, and votes can be conducted in such delivery and/or by email communication with the Board Clerk.

POLICY TYPE: BOARD GOVERNANCE PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the Board is to be the fiduciary agent and guardian of institutional integrity. The Board may represent the college's owners in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following job "products" or outputs.

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1. Linkage with the college's owners regarding ENDS as determined by the Board.
Examples of linkage activities may include: . Linkage activities may include:

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- A. Meeting with individuals and organized or informal community groups.
 - B. Observing and meeting with other public boards.
 - C. Hosting opportunities which afford owners the opportunity to learn about the college.
 - D. Accepting public comments during open session of board meetings.
2. Written governing policies which, at the broadest levels, address:
- A. ENDS: Organizational products, impacts, benefits, outcomes, recipients and their relative worth (what good for what people at what cost).
 - B. EXECUTIVE LIMITATIONS: Constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.
 - C. BOARD GOVERNANCE PROCESS: Specification of how the Board conceives, carries out, and monitors its own task.
 - D. BOARD-PRESIDENT RELATIONSHIP: The manner in which authority is delegated from the Board to the President and assessment of the use of that authority.

- 3. Assure the President's performance.
- 4. Impact on legislative affairs through advocacy.

5. Monitor activities and performance of the College Foundation to ensure it is legal and supportive of the college. Collaborate with the MATC Foundation Trustees to reinforce compliance, performance, and activities to match desired END's.

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6.—Select and discipline Board officers

6.

POLICY TYPE: BOARD GOVERNANCE PROCESS (continued)
POLICY TITLE: BOARD JOB DESCRIPTION

The job of the Board is to represent the college's owners in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following job "products" or outputs.

- Seated Board Members are eligible to run for Chair and Vice-Chair positions every two years.
- Nomination ballots will be distributed to Board members by the Board Clerk during the April meeting of the election year. All Board members will be eligible for nomination and therefore listed on the nomination ballot.
- Once the Board members have completed filling out their ballots, they will be tallied by the Board Clerk, the nominees will be contacted via telephone and/or e-mail to determine their desire to be considered for the elected position(s).
- Upon confirmation, election ballots will be created indicating nominees for both the Chair and the Vice-Chair positions and distributed prior to the May meeting via e-mail.
- Election ballots will be distributed, filled in, and returned to the Clerk during the May Board meeting.
- The Clerk will announce the name of the person obtaining the most votes for each position.
- In the event of a tie, a run-off vote will be held during the May meeting following the same procedures listed in item 5.
- New Officers are seated effective July 1st.
- One member will be selected by the other board members to serve as board liaison to the MATC Foundation Trustees each year.
- Terms of board members will be staggered so that no more than three (3) members have terms ending in the same year. Current members whose terms are expiring may notify the board Chair of their intent to continue to serve, but no member will serve more than eight (8) years concurrently, and members may apply to return to the board after not serving as an active member for one full academic year.
- The board clerk will place proper notices in regional media/social media each spring as part of the process to seek out persons interested in serving on the board. Board members, in consultation with the Chair and the President, may refer names of persons to be considered for a request to apply to serve on the Board. A committee of at least three (9) members, usually including the officers, will serve

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POLICY TYPE: BOARD GOVERNANCE PROCESS

- as an interview and review committee for prospective members. That committee will bring recommendation(s) to the full board for consideration of action.
- Current directors whose terms are renewed remain active. New members are active in their role as of July 1, and take their oath of office at the first official board meeting (July 1 or after).

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POLICY TITLE: ROLE OF THE BOARD CHAIR

The job "product" of the chair (the board's Chief Governance Officer or CGO) is, primarily, the integrity of the Board's process and, secondarily, occasional representation of the Board to outside parties. The chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), unless the authority is delegated to another member.

1. The job output of the chair is to ensure that the Board's behavior is consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - A. Meeting discussion content will be only those issues that, according to Board policy, clearly belong to the Board, not the President, to decide.
 - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and pointed.
2. The authority of the chair consists of making decisions that fall within the topics covered by Board policies on BOARD GOVERNANCE PROCESS and BOARD-PRESIDENT RELATIONSHIP, except where the Board specifically delegates portions of this authority to others. The chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - A. The chair is empowered to plan and preside over Board meetings with all the commonly accepted authority of that position (e.g., ruling, recognizing, and committee appointments).
 - B. The chair has no authority to make decisions about policies created by the Board within ENDS and EXECUTIVE LIMITATIONS policy areas. Therefore, the chair has no authority to supervise or direct the President.
 - C. The chair may represent the Board to outside parties in announcing Board-stated positions and in stating chair decisions and interpretations within the area delegated to him or her.
3. The Board chair is to ensure the vice chair is informed of current and pending Board issues and processes.

POLICY TYPE: BOARD GOVERNANCE PROCESS

POLICY TITLE: BOARD COMMITTEE PRINCIPLES

Board committees, when used, will be assigned so as to minimally interfere with the wholeness of the Board's job and so as never to interfere with delegation from the Board to the President. Committees will be used sparingly, and only when other methods have been deemed inadequate.

1. Board committees are to help the Board do its job; not to help the staff do its jobs. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
2. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Board committees cannot exercise authority over staff. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations.
4. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
5. This policy applies only to committees that are formed by Board action, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the President.

1.

2.

POLICY TITLE: ANNUAL BOARD PLANNING CYCLE

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda that will:

Evaluate progress toward the achievement of the ENDS - **according to Monitoring Schedule.**

Evaluate the BOARD PROCESS related to Policy Governance - **monthly.**

Complete evaluation of President’s performance and salary review ~~– No later than June, May.~~

Redefine and prioritize the ENDS to provide guidance for the development of the budget at semi-annual board planning retreats (or when instructed).

Report on an annual basis to the college’s owners. This will include a review of the institutional effectiveness and guidance as the next year’s budget is planned. – **November.**

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POLICY TYPE: BOARD GOVERNANCE PROCESS

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POLICY TYPE: BOARD GOVERNANCE PROCESS

POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

The Board expects of itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group, as well as individual, behavior when serving as Board members.

1. Board members must represent un-conflicted loyalty to the interests of the college's ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the college's services. **Board members should notify the board**

POLICY TYPE: BOARD GOVERNANCE PROCESS

clerk and President of any interaction with any external stakeholder in which a concern is raised, so that proper investigation and reporting can be made.

2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any Board member and the college, except as procedurally controlled, to assure openness, competitive opportunity and equal access to "inside" information.
 - B. Board members must not use their positions to obtain employment at the college for themselves, family members, or close associates.
 - C. Should a Board member be considered for employment at the college, he/she must temporarily withdraw from board deliberation, voting, and access to applicable Board information.
 - D. Should a member gain employment at the college, he/she must resign from the Board.
3. Board members may not attempt to exercise individual authority over the President or staff of the college.
4. An individual Board member must recognize that his/her communication with the public, press, or other entities represents his/her personal views and not that of the Board as a whole.
5. Board members will respect the confidentiality appropriate to issues of a sensitive nature.
6. Board members will make no judgments of the President or staff performance except as that performance is assessed against explicit Board policies by the official process.

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one voice.

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Board members must express their individual opinions to the Board for discussion before decisions are made because a majority vote of the Board expresses its collective values as

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POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP

POLICY TITLE: PRESIDENT'S ROLE & JOB DESCRIPTION

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The college's President is accountable to the board, acting as a body. The Board will instruct the President through written policies delegating implementation to the President.

As the board's single official link to the operating organization, the President's performance will be considered to be synonymous with performance of the college, as a whole.

Consequently, the President's job description can be stated as performance in only two areas:

Organizational accomplishment of the provisions of Board policies on **ENDS**.

Organizational operation within the boundaries of prudence and ethics established in Board policies on **EXECUTIVE LIMITATIONS**.

- 1.
- 2.

**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP POLICY TITLE:
DELEGATION TO THE PRESIDENT**

All Board authority delegated to staff is delegated through the President, so that all authority and accountability of staff—as far as the Board is concerned—is considered to be the authority and accountability of the President.

1. The Board will direct the President to achieve certain results, for certain recipients, at a certain cost through the establishment of ENDS policies. The board will limit the latitude the President may exercise in practices, methods, conduct, and other "means" to the ENDS through establishment of EXECUTIVE LIMITATIONS policies.
2. As long as the President uses **any reasonable interpretation** of the Board's ENDS and EXECUTIVE LIMITATIONS policies, the President is authorized to establish administrative policies, make all decisions, take all actions, establish all practices, and develop all activities *with the Board being responsible for final approval of financial and employment matters.*
3. The Board may change its ENDS and EXECUTIVE LIMITATIONS policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude given to the President. So long as any

particular delegation is in place, the Board members will respect and support the President's choices.

4. Only decisions of the Board, acting as a body, are binding upon the President.
 - A. Decisions or instructions of individual Board members, officers, or committees are not binding on the President, except in rare instances when the Board has specifically authorized such exercise of authority.
 - B. In the case of Board members or committees requesting information or assistance without Board authorization, the President can refuse such requests that require—in the President's judgment—a significant amount of staff time or funds, or are disruptive.

POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP

POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE

Monitoring performance of the President is synonymous with monitoring organizational performance of the college against Board policies on ENDS and on EXECUTIVE LIMITATIONS. Any evaluation of Presidential performance, formal or informal, may be derived only from these monitoring data.

1. The purpose of monitoring is to determine the degree to which the Board's written policies are being fulfilled. Information that does not do this will not be considered monitoring for monitoring purposes. Monitoring will be as automatic as possible, using a minimum of Board time so that meetings can be used to create the future, rather than to review the past.
2. A given Board policy may be monitored in one or more of three ways:
 - A. **Internal report** – Written disclosure of compliance information to the Board from the President;

- B. **External report** - Discovery of compliance information by a disinterested third party, external auditor, inspector, or judge who is selected by, and reports directly to, the Board. Such reports must assess performance of the President only against policies of the Board, not those of the external party, unless the Board has previously stipulated that party's opinion to be the standard;
 - C. **Direct board inspection** - Discovery of compliance information by a Board member, a Board committee, or the Board as a whole. This is a Board inspection of documents, activities, or circumstances directed by the Board that allows a "prudent person" test of policy compliance.
3. Any policy can be monitored by any method at any time, as the Board chooses. For regular monitoring, however, data on each ENDS and EXECUTIVE LIMITATIONS policy will be gathered as follows:(**see the following page**)

Schedule of President’s Monitoring Reports	
Monthly through BOD Meetings Written Report in December	1. GENERAL EXECUTIVE CONSTRAINT a. The president shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, imprudent, or unethical.
June	2. TREATMENT OF PEOPLE a. With respect to treatment of students, staff, volunteers and the community, dealings shall not be inhumane, unfair, or undignified.
October	3. BUDGETING/FINANCIAL PLANNING/ FORECASTING a. Budgeting shall not deviate significantly from board priorities, or risk fiscal jeopardy.
Quarterly (Reports to include both MATC operating financials as well as MATC Foundation impact.)	4. FINANCIAL CONDITION a. With respect to the actual, ongoing condition of the organization'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 policies. b. July 1 – September 30 November Meeting October 1 – December 31 February Meeting January 1 – March 31 May Meeting April 1 – June 30 September Meeting
Ongoing	5. INFORMATION AND ADVICE a. With respect to providing information and counsel to the board, the president shall not permit the board to be uninformed.
April October	6. ASSET PROTECTION a. Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.
August October	7. COMPENSATION/BENEFITS a. With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the president shall not cause or allow fiscal integrity or public image to be jeopardized. Annual Budget presented for approval
July & August January & August	8. STRATEGIC PLAN (General Executive Constraint & Board Governance Process) a. Annual presentation of Strategic Plan...the president shall not operate the college without a strategic plan. b. Monitoring progress of Strategic Plan

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	Schedule of President's Monitoring Reports (continued)
July & February & October	9. ACHIEVEMENT OF ENDS a) Vision & Mission b) Essential Skills c) Work Preparedness d) Workforce Development e) Leadership

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POLICY TYPE: ENDS POLICY TITLE: VISION AND MISSION

The Vision and Mission of the Manhattan Area Technical College Board of Directors is to ensure that MATC strives to be a leader in postsecondary technical education in Kansas to prepare people for productive and enriched lives.

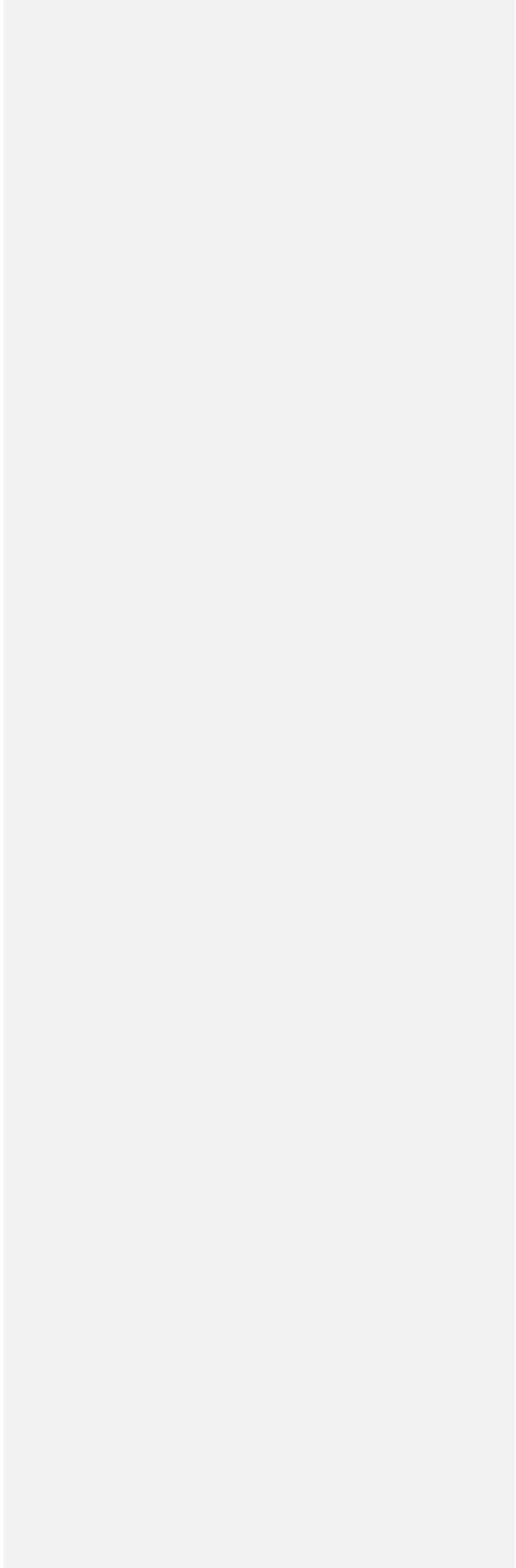
POLICY TYPE: ENDS

POLICY TITLE: ESSENTIAL SKILLS

1. Students will possess essential technical skills.
2. Students will demonstrate reading, math, and interpersonal skills, including speaking, listening, and writing, appropriate for their chosen fields of endeavor.

POLICY TYPE: ENDS

workplace.



POLICY TYPE: ENDS

POLICY TITLE: WORK PREPAREDNESS

Students will be prepared for success in the workplace, with coordination and collaboration with the Kansas Board of Regents and its Technical Education Authority, and MATC engagements with K-12 education, and other organizations relevant to technical education ~~a~~ to guide students to appropriate career pathway or other postsecondary options.

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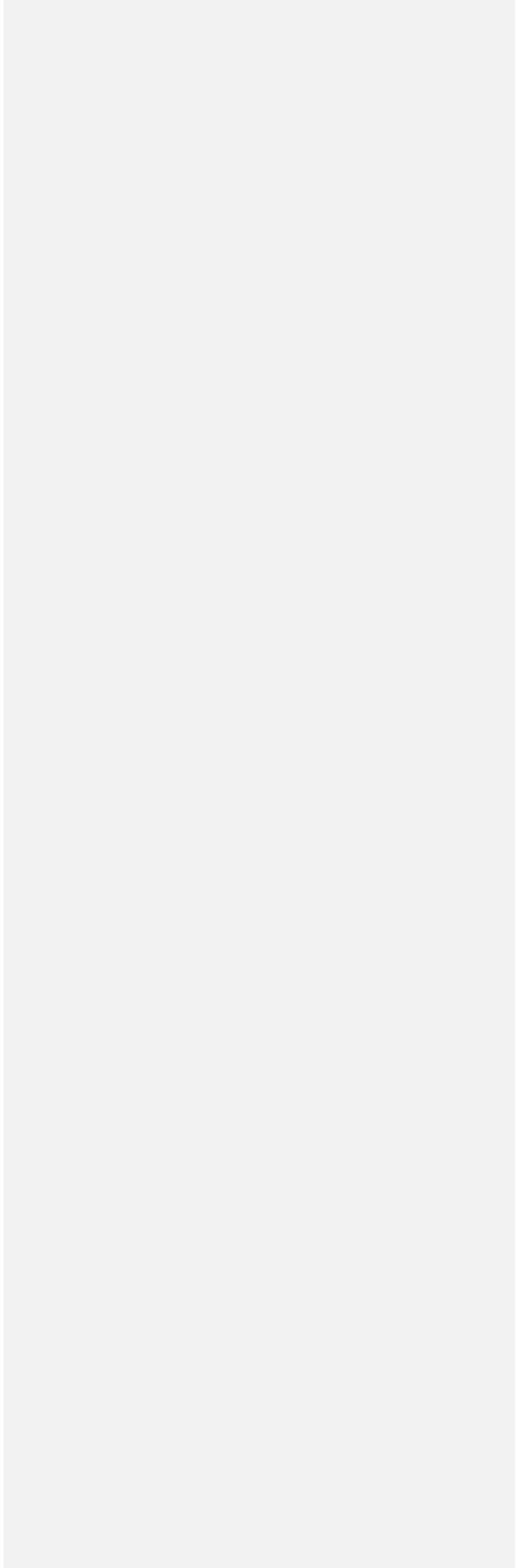
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1. Students will demonstrate the skills and knowledge required for successful entry into the
2. Students will demonstrate the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will demonstrate the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

POLICY TYPE: ENDS



POLICY TYPE: ENDS

POLICY TITLE: WORKFORCE DEVELOPMENT

Workforce development will be responsive to community economic development and local employer needs (customized skills training).

POLICY TYPE: ENDS POLICY TITLE: LEADERSHIP

Provide opportunities for the development of leadership skills.



Proposed 2020-2021 Operational Budget

Note: The following presentation excludes grants Title IV funds

	6/30/2021	6/30/2020	% change
OPERATING REVENUES			
Student tuition and fees	\$ 3,942,008	\$ 3,931,085	0.28%
Federal grants and contracts	** \$ 967,000	\$ 732,303	32.05%
State/ local grants and contracts	** \$ 597,028	\$ 570,710	4.61%
Sales and services of educational departments	\$ 30,000	\$ 30,000	0.00%
Other	\$ -	\$ -	
Total operating revenues	<u>\$ 5,536,036</u>	<u>\$ 5,264,098</u>	5.17%
OPERATING EXPENSES			
Salaries	\$ 3,721,963	\$ 3,721,963	0.00%
Benefits	\$ 923,834	\$ 850,000	8.69%
Contractual Services	\$ 609,102	\$ 795,000	-23.38%
Supplies/ other operating exp.	** \$ 2,296,994	\$ 1,925,267	19.31%
Utilities	\$ 140,000	\$ 140,000	0.00%
Repairs and Maintenance	\$ 78,000	\$ 77,169	1.08%
Depreciation and amortization	\$ 290,000	\$ 290,000	0.00%
Total operating expenses	<u>\$ 8,059,893</u>	<u>\$ 7,799,399</u>	3.34%
OPERATING INCOME (LOSS)	<u>(2,523,857)</u>	<u>(2,535,301)</u>	-0.45%
NON-OPERATING REVENUES (EXPENSES)			
State appropriations	\$ 2,522,671	\$ 2,522,666	0.00%
Interest Income	\$ 27,000	\$ 19,000	42.11%
Interest expense	\$ (25,000)	\$ (6,000)	316.67%
Total Non-Operating Revenues (Expense)	<u>\$ 2,524,671</u>	<u>\$ 2,535,666</u>	-0.43%
	<u>\$ 814</u>	<u>\$ 365</u>	

** totals are inflated due to federal grants awarded to MATC in FY 21 due to COVID-19.

December 8, 2020

To: MATC Board of Directors
From: Carmela Jacobs, Vice President of Operations/CFO
Re: Recommendation for FY 2020-2021 Budget

Background Information

The Vice President of Operations/CFO annually prepares and presents a budget for adoption by the Board of Directors. Once adopted by the Board of Directors, the budget is submitted to the Kansas Board of Regents. The FY21 budget has been formulated based on state aid awarded in August 2020. State Aid, both tiered and non-tiered remained flat, from the previous year while Capital Outlay was increased by \$14.00.

Current and Future Considerations

Manhattan Area Technical College's revenue budget is prepared based on projected revenues generated by student tuition and fees, federal, state and local funds awarded. The tuition and fee budget is based upon an estimated 11,300 credit hours. The influx of federal grant funds due to COVID-19 is the reason the federal grants revenue budget is higher than the previous year.

The expenditure budget is prepared based on prior year actual expenditures along with planned spending in targeted areas to meet specific needs; however, because the state appropriations remained flat this fiscal year, the majority of the expenditure budget will also remain flat. The areas that did increase in the expenditure budget, increased because of the influx in COVID-19 federal grants funds. ***Those funds are restricted to specific expenditures related to mitigating COVID-19 within the institution.***

Fiscal Implications

The budget proposal is viable and fiscally responsible given the current level of postsecondary funding and projected student revenue. Revenues in excess of expenditures are projected to be approximately \$814 for the fiscal year.

Recommendation

Administration respectfully requests the Board adopt the FY2020-2021 budget as proposed.

**Year 4 Evaluation Report – Title III Grant Project
Manhattan Area Technical College
PR Award #: P031A160195
September 18 & October 9, 2020**

On-site evaluation conducted by Carolyn Brown of Pinnacle Evaluation Services

Introduction

MATC's Title III, Part A proposal was a 2015 submission and subsequently funded with a start date of October 1, 2016. The total five-year grant budget is \$2,249,893. The MATC Title III project is called **Project AIMS: Accessible Instructional Modalities and Services** and has two primary components.

Component A: Expanding access to certificate, degree and transfer options. Activities include purchase of a new learning management system (LMS) and creating a faculty studio for professional development in course design and conversion/revision of 47 general education and technical courses for online/hybrid delivery.

Component B: Developing comprehensive, interactive and accessible student services for both on-campus and online users. Activities include creation of a Teaching and Learning Center (TLC) and the purchase of support services software. Employees and students will be trained to utilize the new tutoring, degree audit, advising, early alert and financial aid programs.

Title III initiatives are having a major impact on student success through course revisions, increased access to coursework, and an array of new academic and student support services. Enrollment in online/hybrid courses is steadily rising, retention and graduation rates have improved, and a strong infrastructure is posturing MATC for continued growth. Project AIMS is supported by the entire College community. Faculty have embraced the opportunity to improve accessibility and course content through technology and effective teaching strategies. Academic and student support personnel are eager to train and implement new programs such as degree audit and self-service financial aid. Students appreciate the easy navigation of the Canvas LMS for coursework and the integration of technology into their classes. But not for Title III, the storm of COVID-19 would not have been weathered well. The MATC Board of Directors, administration and staff are systematically assessing the impact of Title III activities and the progress toward meeting institutional goals.

	Manhattan Area Technical College Title III, Year 4 Project Evaluation	
	Page 1	

External Evaluation Process

Annual evaluations are conducted to check for compliance with applicable U.S. Department of Education and OMB rules and regulations and to assess progress toward meeting annual project objectives. Due to the COVID-19 pandemic, a virtual Year 4 evaluation was performed via Zoom meetings on September 18 and October 9, 2020 and project documents were posted on a Google share drive. The purpose of the evaluation was to achieve the following:

- Assess the progress of the College toward completion of stated objectives.
- Verify compliance with applicable federal regulations.
- Provide advice and recommendations for continuous improvement.
- To assist the College in ensuring its readiness for Year 5 of the grant.

The following MATC employees were interviewed during the virtual evaluation visits with attendance noted for each of the formal meetings.

Title	Name	Staff	Budget	Exit
Title III Project Director	Chris Boxberger	x	x	x
Title III Activity Coordinator/ Distance Learning Specialist	Jennifer Brunenn	x	x	x
<i>Administration</i>				
President	James Genandt			x
VP of Operations, Chief Financial Officer, Chief Human Resources Officer	Carmela Jacobs		x	x
VP of Student Success, Chief Academic Officer, Chief Student Services Officer	Sarah Phillips			x

The following documents were reviewed to verify progress and compliance.

- Title III Grant Proposal
- Grant Award Notice – Year 4
- USDE program officer correspondence: prior approval, etc.
- Personnel: employment contracts, resumes, job descriptions
- Time and Effort/Monthly Progress Reports
- Title III Compliance Manual
- Notes to the file
- Canvas and Starfish analytic reports
- Vendor Contracts
- Travel Requests
- Purchase requisitions
- General Ledger: Budget Summary and Detail
- G5 drawdown records

- Inventory records
- Policies (institutional)
- Measurement of objectives records: satisfaction surveys, grade reports, enrollment data, online courses, and professional development training materials, surveys, and rosters

Evaluation Plan and Progress in Attainment of Annual Objectives

The MATC Assessment Committee meets monthly. Membership consists of faculty, staff, administrators, the Title III Project Director and President Jim Genandt. Project AIMS is a standing agenda item with considerable discussion of project activities, evaluation methodology and outcomes. The Committee uses Starfish analytic data and Canvas reports as tools to measure program outcomes and the impact of Title III on the institution.

Even prior to the COVID-19 pandemic, faculty and adjunct faculty strongly supported course revisions/conversions with 52 faculty and staff (14 Title III faculty) having gone through Kung Fu Canvas training for course development. MATC was closed for only two weeks in March-April 2020 due to the pandemic. While employees returned to work, Nursing and Automotive students returned to campus. The During the down time, faculty rushed to create online elements of almost every course and lab time was staggered to allow for social distancing. All courses were revised and taught with resources made available by Project AIMS.

Students completed their courses and those scheduled to graduate received their certifications and degrees. MATC administration believes if it were not for the infrastructure and all other support provided through the Title III grant—in particular Canvas, Zoom and increased bandwidth capacity, they would not have been successful in restarting the semester with a full complement of online/hybrid courses.

A particularly relevant matter for MATC Administration/Internal Monitoring Team and the Assessment committee has been the Biotechnology Program. Courses were to be revised in Year 4 and pilots delivered in Year 5. However, in 2017, the program was suspended when the fulltime instructor retired. Subsequently, MATC has decided to offer a Biotechnology certificate within the Critical Environment Technologies (CET) program approved by the MATC Board of Directors at its February 2020 meeting. The CET program will prepare students to work on building systems in high-containment laboratories, clean rooms, hospitals, data centers, production facilities,

clean-rooms, and other facilities that require special skills and knowledge to maintain critical environments.

Grant proposal objective 8 called for conversion/revision of Biotechnology courses in Project Year 4 and pilots in Year 5; and objective 10 called for revision and pilot of Technical Program Electives in Year 5. On April 14, 2020 the Program Officer approved switching the project years for objectives 8 and 10. Verbal approval was given in November 2019 and the formal modification request was submitted in December 2019. The Program Officer recognized that the matter had fallen off of her radar and thanked the Project Director for prompting her review in April 2020.

Discussions with the Project Director, Title III staff, President Jim Genandt, and administration together with review of enrollment data, surveys, professional development rosters, online courses and vendor contracts verify progress toward Year 4 annual activity objectives, as follows:

8) By September 30, 2020, increase online/hybrid enrollment by at least 75 through fall pilots of new online/hybrid courses (Technical Program Electives) (baseline Fall 2014 online enrollment of 205).

Six Technical Program Electives were revised in Year 4. One course, BUS 255 Principles of Management is being piloted in Fall 2020 and has an enrollment of 15. In accordance with MATC’s enrollment sequence, the remaining five courses are scheduled for the Spring 2021 semester.

As a reminder, MATC is using “0” rather than the “baseline Fall 2014 online enrollment of 205” to assess increased online/hybrid enrollment. The next paragraph was included in the Year 2 External Evaluation Report and describes the circumstances.

During grant proposal development, there were errors related to objectives 1, 4 and 8 which all relate to enrollment in revised courses. First, on page five of the proposal it states “...online/hybrid course enrollment grew by 30% (from 158 in 2011-2012 to 205 in 2013-2014)”. The 205 enrollment number was not correct. The calculation included all courses built in the LMS as online/hybrid; however, until 2016, it was common to build phantom courses solely for the purpose of depositing course materials (syllabi, handouts, etc.) for ease of student access. These courses were face-to-face, with no online/hybrid component. Lastly, the Annual Activity Objectives and Performance Indicators on proposal pages 25-26, the related objectives (1, 4 & 8) erroneously refer to the Fall 2014 semester rather than the entire

2013-2014 academic year. Data can no longer be retrieved to establish actual AY 2013-2014 enrollment in online/hybrid courses. Therefore, MATC is using "0" as the baseline enrollment.

8a. By August 1, 2020, following at least 20 hours of training, target faculty convert at least 6 courses (Technical Program Electives) to address best practices and strategies for online/hybrid delivery.

The Title III instructor who will teach the Technical Program Elective courses has converted/revised the courses listed in the following table.

Y4 Revised/Converted Courses	
CIS 150: Web Page Applications	Conversion/Online
CIS 116: Spreadsheet Management	Revise/Online
CIS 126: Database Management	Revise/Online
NTR 105: Nutrition	Revise/Online
BUS 130: Records Management	Conversion/Online
BUS 225: Principles of Management	Conversion/Online
<ul style="list-style-type: none"> ● Conversion - course that has been taught in a face-to-face format is redesigned for delivery as a hybrid or online course. ● Revision - course that has been offered as a hybrid or online course in a previous semester is significantly altered to meet the needs of the students. 	

The instructor participated in over 30 hours of structured training, work sessions and one-on-one coaching sessions since grant inception and is a mentor for grant and non-grant faculty while they undergo training and course revision/conversion. Instructor training included:

- Kung Fu Canvas training for building an online course. The six units are designed to help instructors learn how to use Canvas effectively in classroom and online learning environments. (15 hours)
- Ten sessions of general Canvas assistance with a new topic every week and open work sessions. As courses were converted, the LMS Administrator and Title III Activity Director/Distance Learning Specialist referred to the specific review standards from the *Quality Matters Higher Education Rubric, Sixth Edition* as they held numerous one-on-one coaching sessions with each instructor. (10 hours)
- Flipped Classroom training emphasizes the roles of learning management systems in delivering materials to students. The conventional mode of classroom-based learning is inverted, so that students are introduced to the learning material before class, with classroom time then being used to deepen understanding through discussion with peers and problem-solving activities facilitated by faculty. (6 hours)

The Activity Director/Distance Learning Specialist has guided 52 faculty and staff (14 are Project AIMS faculty) through the Kung Fu Canvas training. The Specialist also holds one-on-one

coaching during the course revision/conversion process and ensures all factors are complete for course delivery. Faculty have also started a peer mentoring program whereby seasoned faculty coach new trainees in Kung Fu Canvas and course building.

8b. By September 30, 2020, at least 85% of all students enrolled in online/hybrid course offerings report satisfaction with online/hybrid instruction and course materials.

All MATC courses undergo peer and student evaluations each Spring. Enrollment in Spring 2020 pilot courses was 99, with 80 students completing course evaluation questionnaires. Of those 80 students, 80% rated satisfaction at 4.5 on a 5-point Likert scale with particular strength given to learning to analyze and critically evaluate ideas, arguments, and points of view. Further, 91% reported substantial to exceptional progress in learning how to find and use resources for answering questions or solving problems. The students also noted that instructors used a variety of methods, including the use of technology and collaborative work, to teach and evaluate student progress of course objectives.

9) By September 30, 2020, at least 75% of students in online/hybrid course pilots succeed with grades of “C” or better (2014 baseline: average of 72% success in targeted courses).

There were 115 students enrolled in the Information & Network Technology courses revised in Year 3 and piloted Fall 2019 and Spring 2020. The success rate was 81%. To date, the duplicated headcount for all Project AIMS new online/hybrid courses is 1,066 with a 77% success rate (grade of C or better).

9a. By August 31, 2020, at least 100 students have piloted the new online Degree Audit.

One of the Academic Advisors lead the build out of the Jenzabar One Student Advising module for Degree Audit/Degree mapping and personnel went through online training. The program went live in Fall 2019 for Spring 2020 enrollment. To date, degree audits have been run for 395 students (unduplicated). The module allows students to view curriculum trees, course requirements, and prerequisites to enhance the academic planning process in choosing a degree path. During in-person meetings, academic advisors work with the students to map degree options. Once a certificate/degree is selected, advisors run the audit and provide a copy to the student. The audit is then posted to the student’s account. Although self-service is not yet available, at any time a student can make a new advisor appointment to review their options.

9b. By September 31, 2020, at least 85% of students and faculty using the Teaching/Learning Center (TLC) rate the space and its resources at least a “4” on a 5-point Likert scale.

The Faculty TLC Satisfaction Survey was distributed to 24 faculty with 6 responding resulting in a satisfaction rate of 5 on a 5-point Likert scale. There was a response rate of 37.5% (370/985) to the Spring Student Satisfaction Survey. The student satisfaction rate is 4.3 on a 5-point Likert scale for the space and resources in the TLC. The following list presents the TLC Student Satisfaction Survey questions.

- TLC staff are helpful and approachable
- TLC resources are adequate
- Academic support services adequately meet my needs
- Computer access is adequate and accessible
- The TLC and its spaces are conducive to my learning and relaxation (leisure) needs
- Tutoring services are readily available
- Tutoring services are helpful

The TLC is a hub for activity with students accessing coursework and Brainfuse online tutoring at the work stations. Instructors also meet one-on-one with students and regularly visit the Center with their classes. The TLC Director proctors placement and course tests and mentor tutors provide services either online or in-person. With the increased campus wide Wi-Fi capacity, the collaboration space is rarely vacant with study groups and students spending time in the lounge area.

The Brainfuse online tutoring service continues to be heavily utilized. The majority of MATC’s Brainfuse students spent considerable time visiting the Brainfuse Writing Lab. The other most common modules are Statistics, Pre-Algebra and College Algebra. The TLC Director is diligent in monitoring usage to assess value of each module, to ensure sufficient student access, and to identify students that may need an intervention. The table below delineates usage of Brainfuse since it went live on May 6, 2017.

Brainfuse Online Tutoring Usage				
Time Period	Live Sessions Excluding Writing Lab	Live Session Minutes Excluding Writing Lab	# Writing Lab Sessions	Writing Lab minutes
2017 – 2018	180	6,243	32	2,870
2018 – 2019	209	4,853	143	23,855
2019 – 2020	158	5,575	506	17,710
Totals	547	16,671	681	44,435

MATC faculty rate their satisfaction of the TLC as 5 on a 5-point Likert scale with all respondents either strongly agreeing or agreeing that they are satisfied with equipment, software and personnel resources. The faculty express the value of available academic support to increase student success and have high praise for the Canvas training and equipment as they develop and teach online/hybrid courses.

Senior Administration Team (Internal Monitoring Team [IMT])

The full MATC Administration Team serves in a monitoring capacity for Project AIMS. The Project Director attends the meetings and leads project discussions. The Project Director prepares monthly reports for the President and Vice Presidents that cover all aspects of grant activities. The MATC President and Project Director also provide updates at the monthly Board of Directors meetings.

During IMT meetings, members report on the previous quarter’s activities and assignments, review alignment of activities to project objectives and institutional goals, discuss problems/weaknesses, and identify corrective actions. Beginning in Year 4, a standing item was added to the meeting agenda—“Life After Title III” which concentrates primarily on institutionalizing most aspects of Title III activities and identifying appropriate funds. Again, Starfish and Canvas LMS analytics has provided invaluable data used to analyze the effectiveness of each element of Title III.

Title III Compliance Manual

The *Title III Compliance Manual* was created in project Year 1 and has been updated annually. The *Manual* contains the grant proposal as well as operational documents such as travel forms; time and effort/monthly report templates; Title III position descriptions; and policies applicable to Title III. All Title III employees and members of the Senior Administrative Team have current copies of the *Manual*.

Compliance with Applicable Federal Regulations

Does the Title III Project Director have copies of employment contracts or letters of employment on file, specifying the position is Title III, the percent of Title III time and the amount of wages funded by Title III? Are all approved positions filled and have any changes in qualifications, job description and time commitment been approved by the program officer?

Project records include personnel files that contain employment contracts, resumes and job descriptions for all past and current Title III employees. These documents specify the Title III title, time commitment and wages.

The Student Support Services Specialist left her position and MATC during Year 4. Rather than hire a full-time replacement, the duties were reassigned to four employees. Due to new systems and efficiencies created through Title III initiatives, a number of MATC position descriptions are being revised to reflect current responsibilities. For example, the recently implemented early alert and degree mapping programs have streamlined duties for Academic Advisors.

Oversight for selection and implementation of student support systems and related employee training has been assigned to the Title III Activity Director/Distance Education Specialist. Two Academic Advisors are assisting with design of the systems and helping to provide training and support to faculty and staff. The TLC Director is now responsible for hiring, training and supervision of peer tutors. Staffing details are provided in the Title III Project Staff table below.

Title III Personnel – Year 4					
	Position	Name	% Title III T&E	% Title III Funds	% MATC Funds
1	Project Director	Chris Boxberger (10/1/2020-current)	75	100	0
1	Interim Project Director	Chris Boxberger (10/18/2019-9/30/2020)	75	100	0
2*	Activity Coordinator/ Distance Learning Specialist	Jennifer Brunenn 9/18/2017-current)	100	60	40
3	Student Services Specialist (SSS)	Erica McMillon (09/2019-2/26/2020)	100	100	0
4*	SSS Reassigned Duties (MATC Academic Advisor)	Suzanne Duncan (7/1/2020-current)	15	100	0
4*	SSS Reassigned Duties (MATC Academic Advisor)	Tyler Stoldt (7/1/2020-current)	15	100	0
4*	SSS Reassigned Duties (MATC TLC Director)	Darren Ortega (7/1/2020-current)	10	100	0
5	Faculty Stipends: training and course development	Various	Stipend	100	0
6	Student Tutors	Various	Hourly	100	0
*	During Year 4 duties of the Student Services Specialist were reassigned to 4 current MATC employees.				

Title III staff and other positions committing time to the project must have time and effort reports and monthly progress reports on file.

A combined Time and Effort/Monthly Progress report is being completed by the five Title III staff positions listed in the personnel table. The reports are compliant in format with employee name, title, and reporting dates. They list annual objectives, describe development work with supporting documentation attached, explain plans for unmet objectives, and describe objectives planned during the subsequent month.

Travel requests and reports must document how travel relates to Title III objectives for the year and only grant-funded personnel may use federal funds to travel.

The Board of Directors has approved revision to the travel procedures which tighten internal controls. Travel procedures are compliant with federal regulations. Title III employees now provide information dissemination memorandums with their travel request paperwork and later provide a written description of how and to whom information was conveyed.

Due to the COVID-19 pandemic, planned travel was cancelled. Registration fees were refunded, airfare was credited for future travel, but hotel deposits were nonrefundable. Travel funds will be carried over to the Year 5 travel budget. Based on Request to Travel forms, hotel and conference registrations, and airfare invoices, the following trips were planned.

- Travel by the Project Director and Activity Coordinator/Distance Learning Specialist to attend the InstructureCon 2020 Annual Canvas Conference in Nashville, TN on July 29-30, 2020.
- Travel by the Project Director to attend the 2020 SID Project Directors' Workshop in Washington, D.C. on April 21-22, 2020

Equipment purchased with Title III funds must be inventoried and tagged in accordance with federal and institutional policy.

The capitalization threshold is \$2,500 with equipment to be inventoried when purchased and tagged. Institutional policy calls for annual physical inventories. In addition, the Information Technology Department inventories all technology. The new asset management system is compliant with *CFR 200 Section 200.313(d) (1) Equipment*. Under Project AIMS, all non-consumable products are being placed in the MATC asset management system. Two separate inventory tags are used. The institution tag is magnetic, silver in color, and contains the

institutional asset number. A separate, colored magnetic sticker with the Title III PR award number is also affixed.

Budget drawdown and budget monitoring.

A budget meeting was held with the Project Director, Vice President of Operations/ Chief Financial Officer and the Title III Activity Director/Distance Education Specialist. The Project Director can access detailed budget reports through the MATC Jenzabar One finance system and he reconciles the budget utilizing Jenzabar reports and queries, Excel spreadsheets, procurement documents and payroll records. The Vice President of Operations/Chief Financial Officer is consulted as needed.

In October 2019, some September 2019 travel costs for the Student Services Specialist were expensed to the grant budget. A review of Year 4 budget records reflect a correction whereby the costs have been moved to the MATC general fund.

A two person team from the U.S. Department of Education conducted a site visit on November 18-19, 2019. The MATC Title III Program Officer sent the summary report with findings, recommendations and required actions to the Project Director on October 2, 2020. It is strongly advised that MATC work with their grant consultant to address the findings within the imposed deadlines.

The MATC A-133 single audit will not be available for review until November or December, 2020. It was reported that Title III was not specifically reviewed and no material weaknesses or significant deficiencies were identified in internal controls for fiscal year 2019-2020. Project costs are reimbursed to the institution via G5 drawdowns. Based on monthly expenditures, the Vice President of Operations/Chief Financial Officer prepares drawdown requests and submits them to the Project Director for verification before submission. The grant budget for Year 4 was \$449,979 with seven drawdowns for a total of \$409,172.14. MATC has expended \$1,729,639 (77%) of the total project award of \$2,249,893. Carryover into Year 5 will be approximately \$70,000.

All procurement is processed by the MATC purchasing department with policies and procedures meeting local, state and federal regulations. MATC is now utilizing the Jenzabar One accounting module. Through document imaging, all purchasing records including purchase orders,

bids, requests for bids and bid responses, invoices and vendor contracts are maintained in the Jenzabar One accounting module and available to the Project Director through online access.

Endowment Fund

The endowment option is being exercised with \$103,225 to be raised in Years 3-5 (Y3-\$10,050; Y4-\$23,750; Y5-\$69,425). The required matching funds were raised in Years 3-4. As of October 15, 2020, the fund balance was \$84,454.55.

The College has designated the Manhattan Area Technical College Foundation (MATCF) as the agency responsible for raising the local match and establishing a Title III Endowment Fund. In turn, the MATCF Foundation has selected the Greater Manhattan Community Foundation to fundraise and manage the Title III Endowment Fund. To ensure investment of funds and disbursements are in compliance with federal regulations it is strongly advised that President Genandt, the Vice President of Operations/Chief Financial Officer, and the Project Director review *CFR Title 34, Subtitle B, Chapter VI, Part 628* which sets out federal regulations that apply to the Endowment Challenge Grant Program.

The web-based endowment financial reporting system has been inaccessible for almost a year while a new system was being developed. The new Higher Education Programs: Institutional Services web portal became available on or about October 1, 2020. The Project Director plans to submit Years 3 and 4 reports in the coming weeks.

Closing

The dedication to student success is evident throughout MATC and is the driving force behind effective implementation of Project AIMS. A solid foundation has been set for meeting Year 5 objectives and sustaining Title III programs. Title III systems are not addendums to business operations but are central to operations and allow the College to nourish a culture of student success. "Life after Title III" looks promising. During the evaluation process, the list was long for statements that began with "But not for Title III"...

- 52 faculty (14 Project AIMS) and staff would not have gone through Kung Fu Canvas training for creating courses in the Canvas LMS.
- MATC would not have the Starfish retention module which is compatible with Canvas and allows a cadre of employees to recognize and timely address the needs of at-risk students.
- MATC would not have Brainfuse online tutoring which students can access 24/7 from any device with internet capability.

- MATC may not have seen enrollment growth without Canvas to support increased online courses and services.
- MATC would not have the technology infrastructure to support increased bandwidth, Canvas LMS, and online access to support services.
- it would not be possible to establish an education center in nearby Wamego, Kansas (20 miles). Plans are to begin offering courses and services in Spring 2021.
- MATC could not have added 48 Wi-Fi hot spots on campus.
- MATC would not have NetPartner/PowerFAIDS software which allows students to self-complete and submit financial aid applications and view real time data on where they are in the process. This service helps the student plan their enrollment process and schedule payments through the tuition payment plan. The software also serves as a one-stop-shop with links to all other student services including the ability to schedule appointments with most College departments.
- MATC would not have had a quick response to the COVID-19 pandemic—faculty were able to make all or portions of all courses available online within two weeks.

Manhattan Tech Adult Learning Center FY21 Quarter 1 Report to KBOR – Data Validation Checklist

Three-Year Comparisons									
SR-A3	Reports Participants' Status and Category Enrollment	Information Only		FY 2019		FY 2020		FY 2021	
			Employed	31	70.45%	71	75.53%	38	76.00%
			Employed, but Received Notice of Termination of Employment or Military Separation is pending	0	0.00%	0	0.00%	0	0.00%
			Unemployed & Available	9	20.45%	12	12.77%	6	12.00%
			Unemployed & Unavailable	4	9.09%	11	11.70%	6	12.00%
			Total	44		94		50	

Three-Year Comparisons									
				FY 2019		FY 2020		FY 2021	
V-G12	Total Learners	Total number of learners from V-G12 should match the total from LR-A1		75		136		83	
V-G12	Total Participants	Information Only Report		44		109		50	
			Ratio of Participants to Learners	58.67%		80.15%		60.24%	
V-G12	Mean Participant Hours	Information Only Report		46.2785		45.607273		118.0002	
LR-A1	List of Learners with Data	Total number of learners from LR-A1 should match the total from V-G12		75		136		83	

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.7

Title: Curriculum Committee, Mission, Structure & Procedures	
Originated by: Vice President of Instructional Services	
Originated Approver: Faculty Senate/President/BOD	Originated Date: 8.31.2011
Revised by: Curriculum Committee/Vice President Student Success	Revised Date:
Reviewed on: 7/2011; 2/2016; 10/2020	

Policy Statement:

The Curriculum Committee is a representative faculty governance group of Manhattan Area Technical College consisting of faculty and administrative staff that advises the Chief Academic Officer (CAO) in matters concerning the planning, implementation, and evaluation of activities related to curriculum and instruction. The committee serves the College's mission and goals by ensuring the curriculum of programs and courses are academically sound, comprehensive, and meet the changing needs of the MATC community.

Rationale:

The faculty of MATC is responsible for all instruction including content, methodology, and ongoing assessment. It is therefore essential that the faculty oversee curriculum development and implementation by way of a representative body.

Procedure:

The functions and responsibilities of the curriculum committee are as follows:

1. Review proposals and make recommendations to the administration concerning new and existing instructional programs
2. Review and recommend course and program additions, revisions, and eliminations related to the academic offerings
3. Accept, reject, or suggest modifications of curriculum proposals
4. Recommend graduation requirements and general education requirements for AAS degree and certificates
5. Monitor Course Outlines, which are the formal curriculum document submitted to the CAO for each course regarding format, content, and rigor
6. Assess general education requirements for each program and assure institution-wide standards are met
7. Support faculty by offering recommendations and assistance in curriculum changes
8. Serve as a forum for communication between instructional programs and administration

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Curriculum changes **requiring** Curriculum Committee review and approval are as follows:

• Course prefix and number	• Course name
• Credit hours	• Course descriptions
• Pre-requisite requirements	• Learning outcomes
• Course competencies	New course addition(s)
• Course elimination	• Program additions(s)
• Program elimination	

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Curriculum changes **not** requiring Curriculum Committee review and approval, but must be submitted to the CAO are as follows:

- Required Materials (i.e. Textbooks / Other academic materials)
- Course delivery method (i.e. online, blended)

Submitting requests to Curriculum Committee:

1. Complete appropriate form, i.e. “Proposal for Course Change,” “New Course Proposal” ([MATCOnline/Resources/Committees/Curriculum/Documents](#)).
2. Complete revised/new Course Outline ([MATCOnline/Resources/Committees/Curriculum/Documents](#));
3. Submit “Proposal for Course Change” or “New Course Proposal” and Course Outline with proposal electronically to the CAO to be forwarded to the Curriculum Committee chairperson.
4. Attend the Curriculum Committee meeting when proposal(s) will be reviewed.

The CAO will do an initial review of all t proposals for completeness and accuracy. Upon CAO signature of approval, documents are forwarded to the Chair, or their designee for additional review of completeness and accuracy. If the proposal requires correction, it will be returned to the submitting representative for revisions and CAO pre-approval. Upon approval of review by the Chair, the proposal will then be forwarded to the committee. The Chair, upon receipt of a complete proposal, will place it on the next monthly agenda for action.

Curriculum Committee acts on the proposal by selecting one of the following actions:

- Approval as submitted
- Approval pending modifications
- Table for future discussion
- Rejection

Any action by the committee will require a quorum (50% plus one) of members. Actions taken will be reflected in the meeting minutes and will be available to faculty and staff for review. A notice of Curriculum Committee action will be forwarded to the representatives whose proposals are acted upon. If approved pending modifications, the modifications required will be clearly explained in writing and returned to the proposal originator. After modifications or concerns have been addressed, the proposal may be resubmitted for committee approval.

Upon committee approval, proposals are submitted to Kansas Board of Regents,

2-8-2016

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Higher Learning Commission, and accreditation agencies if applicable.

If rejected, the proposal with comments and explanation of rejection rationale will be returned to the proposal originator.

Archives of agendas and meeting minutes are filed on MATC Online.

Composition of Membership:

- The Chief Academic Officer will be permanent ex-officio (non-voting) member
- Faculty will have no less than five voting representatives
- Administrative Services, Student Services, and professional staff will have representation as determined by the respective Vice Presidents
- Membership and rotation of faculty will be determined by Faculty Senate
- The Chair or the CAO may request additional individuals to participate in the committee

Offices of the Curriculum Committee

Chairperson:

The Chair will be a faculty member appointed by the Faculty Senate in consultation with the CAO, and will serve a one-year term with the option of serving additional terms.

Duties:

- Prepare and distribute, in advance, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed
- Communicate progress to Faculty Senate

Vice-Chairperson:

The Vice-Chair will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chair must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chair in the case of absence
- Organize and serve as an ex-officio member on any subcommittees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in the fall by a majority vote of the committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

2-8-2016

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- Record minutes of all meetings, distribute to committee members, and post on MATC Online
- Maintain a file of Curriculum Committee minutes, correspondence, and all other pertinent documents

Officer Resignation:

An officer may resign from their position by submitting a letter of resignation to the Chair and the Faculty Senate. In the case of Chair resignation, a letter of resignation is to be submitted to the CAO. The committee will elect the replacement for the vacancy, except for the Chair, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.

Definitions

Course Outline. The course outline is a common curricular tool for all faculty teaching a course. It contains the official course information approved by the Curriculum Committee. Information in the course outline is required for every course syllabus. The course outlines are centrally stored and available to all faculty on MATC Online. The course outline incorporates the information required by the college and the Kansas Board of Regents (if applicable) for course approval.

Course Description. The course description should be in outcomes language reflecting the learning outcomes listed below. It should describe what the instructor expects the student to be able to do with what he/she will learn in this course. As an example, the course description could start with the statement, “This course will enable the student to . . . “

Prerequisite(s). Prerequisites are the requirements potentially including courses and/or instructor approval that must have been completed at a particular level for the student to enroll in this course.

Purpose of Course. This statement should explain the *compelling* real-world reason(s) for this learning experience. State the need and purpose of the course. Indicate how the course relates to the primary goals of the program/school/degree/certificate.

Required Materials. Required materials are academic resources that must be obtained by the student to assist in successful completion of the course. Examples can include textbooks, articles, materials, equipment, etc.

Learning Outcomes. Outcomes should explain what the course seeks to achieve in terms of knowledge and cognitive skills. These are inclusive statements and utilize action verbs at

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the beginning of the outcome. These are the intentions for what the student will be able **to do** with what the student will learn in this course. Each outcome should begin with an action verb. A good rule of thumb is a minimum of one to three outcomes for every credit hour the course delivers. **The committee assesses each learning outcome.** As an example, this section could begin with the following statement, “The intention is for the student to be able to...”

Course Competencies. Competencies are defined as actions that tell what learners should be able to do when they complete a segment of instruction. It is recommended to utilize the verb wheel based on Bloom’s Taxonomy. If external standards (accrediting, state, national, professional) are used for competencies and/or learning units, provide a reference for the standards, i.e. KSBN. As an example, this section could begin with the following statement, “Actions that are essential to achieve the learning outcomes...”

Learning Units. This section reflects the specific areas that will be covered in the course.

Method of Delivery/Instruction. Mark how the course will be delivered, i.e. face-to-face, blended, online. Instructors will provide clarification of modality in the course syllabus.

Method of Grading/Evaluation. The general statement on the Course Outline Template must be included in the course outline. This section will be expanded upon in the course syllabus. **Important Note: Attendance may not be used as a grade determinant.** While keeping track of a student’s attendance is critical, the activities completed and assessed within the classroom/lab should reflect the learning that occurred in the class on a particular day and could reflect what the student missed in content or experiences by not being in attendance (i.e. grading for participation).

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Originated by: Vice President of Instructional Services	
Originated Approver: Faculty Senate/President/BOD	Originated Date: 8.31.2011
Revised by: Curriculum Committee/Vice President Student Success	Revised Date: 12.8.2020
Reviewed on: 7/2011; 2/2016; 10/2020	

Policy Statement:

The Curriculum Committee is a representative faculty governance group of Manhattan Area Technical College consisting of faculty and administrative staff that advises the Chief Academic Officer (CAO) in matters concerning the planning, implementation, and evaluation of activities related to curriculum and instruction. The committee serves the College's mission and goals by ensuring the curriculum of programs and courses are academically sound, comprehensive, and meet the changing needs of the MATC community.

Rationale:

The faculty of MATC is responsible for all instruction including content, methodology, and ongoing assessment. It is therefore essential that the faculty oversee curriculum development and implementation by way of a representative body.

Procedure:

The functions and responsibilities of the curriculum committee are as follows:

1. Review proposals and make recommendations to the administration concerning new and existing instructional programs
2. Review and recommend course and program additions, revisions, and eliminations related to the academic offerings
3. Accept, reject, or suggest modifications of curriculum proposals
4. Recommend graduation requirements and general education requirements for AAS degree and certificates
5. Monitor Course Outlines, which are the formal curriculum document submitted to the CAO for each course regarding format, content, and rigor
6. Assess general education requirements for each program and assure institution-wide standards are met
7. Support faculty by offering recommendations and assistance in curriculum changes
8. Serve as a forum for communication between instructional programs and administration

**Manhattan Area Technical College
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Policy No. 3.2.7

Curriculum changes **requiring** Curriculum Committee review and approval are as follows:

• Course prefix and number	• Course name
• Credit hours	• Course descriptions
• Pre-requisite requirements	• Learning outcomes
• Course competencies	New course addition(s)
• Course elimination	• Program additions(s)
• Program elimination	

Curriculum changes **not** requiring Curriculum Committee review and approval, but must be submitted to the CAO are as follows:

- Required Materials (i.e. Textbooks / Other academic materials)
- Course delivery method (i.e. online, blended)

Submitting requests to Curriculum Committee:

1. Complete appropriate form, i.e. “Proposal for Course Change,” “New Course Proposal” ([MATCOnline/Resources/Committees/Curriculum/Documents](#)).
2. Complete revised/new Course Outline ([MATCOnline/Resources/Committees/Curriculum/Documents](#));
3. Submit “Proposal for Course Change” or “New Course Proposal” and Course Outline with proposal electronically to the CAO to be forwarded to the Curriculum Committee chairperson.
4. Attend the Curriculum Committee meeting when proposal(s) will be reviewed.

The CAO will do an initial review of all t proposals for completeness and accuracy. Upon CAO signature of approval, documents are forwarded to the Chair, or their designee for additional review of completeness and accuracy. If the proposal requires correction, it will be returned to the submitting representative for revisions and CAO pre-approval. Upon approval of review by the Chair, the proposal will then be forwarded to the committee. The Chair, upon receipt of a complete proposal, will place it on the next monthly agenda for action.

Curriculum Committee acts on the proposal by selecting one of the following actions:

- Approval as submitted
- Approval pending modifications
- Table for future discussion
- Rejection

Any action by the committee will require a quorum (50% plus one) of members. Actions taken will be reflected in the meeting minutes and will be available to faculty and staff for review. A notice of Curriculum Committee action will be forwarded to the representatives whose proposals are acted upon. If approved pending modifications, the modifications required will be clearly explained in writing and returned to the proposal originator. After modifications or concerns have been addressed, the proposal may be resubmitted for

committee approval.

Upon committee approval, proposals are submitted to Kansas Board of Regents, Higher Learning Commission, and accreditation agencies if applicable.

If rejected, the proposal with comments and explanation of rejection rationale will be returned to the proposal originator.

Archives of agendas and meeting minutes are filed on MATC Online.

Composition of Membership:

- The Chief Academic Officer will be permanent ex-officio (non-voting) member
- Faculty will have no less than five voting representatives
- Administrative Services, Student Services, and professional staff will have representation as determined by the respective Vice Presidents
- Membership and rotation of faculty will be determined by Faculty Senate
- The Chair or the CAO may request additional individuals to participate in the committee

Offices of the Curriculum Committee

Chairperson:

The Chair will be a faculty member appointed by the Faculty Senate in consultation with the CAO, and will serve a one-year term with the option of serving additional terms.

Duties:

- Prepare and distribute, in advance, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed
- Communicate progress to Faculty Senate

Vice-Chairperson:

The Vice-Chair will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chair must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chair in the case of absence
- Organize and serve as an ex-officio member on any subcommittees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in the fall by a majority vote of the

committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

- Record minutes of all meetings, distribute to committee members, and post on MATC Online
- Maintain a file of Curriculum Committee minutes, correspondence, and all other pertinent documents

Officer Resignation:

An officer may resign from their position by submitting a letter of resignation to the Chair and the Faculty Senate. In the case of Chair resignation, a letter of resignation is to be submitted to the CAO. The committee will elect the replacement for the vacancy, except for the Chair, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.

Definitions

Course Outline. The course outline is a common curricular tool for all faculty teaching a course. It contains the official course information approved by the Curriculum Committee. Information in the course outline is required for every course syllabus. The course outlines are centrally stored and available to all faculty on MATC Online. The course outline incorporates the information required by the college and the Kansas Board of Regents (if applicable) for course approval.

Course Description. The course description should be in outcomes language reflecting the learning outcomes listed below. It should describe what the instructor expects the student to be able **to do** with what he/she will learn in this course. As an example, the course description could start with the statement, “This course will enable the student to . . . “

Prerequisite(s). Prerequisites are the requirements potentially including courses and/or instructor approval that must have been completed at a particular level for the student to enroll in this course.

Purpose of Course. This statement should explain the *compelling* real-world reason(s) for this learning experience. State the need and purpose of the course. Indicate how the course relates to the primary goals of the program/school/degree/certificate.

Required Materials. Required materials are academic resources that must be obtained by the student to assist in successful completion of the course. Examples can include textbooks, articles, materials, equipment, etc.

Learning Outcomes. Outcomes should explain what the course seeks to achieve in terms of knowledge and cognitive skills. These are inclusive statements and utilize action verbs at the beginning of the outcome. These are the intentions for what the student will be able **to do** with what the student will learn in this course. Each outcome should begin with an action verb. A good rule of thumb is a minimum of one to three outcomes for every credit hour the course delivers. **The committee assesses each learning outcome.** As an example, this section could begin with the following statement, “The intention is for the student to be able to...”

Course Competencies. Competencies are defined as actions that tell what learners should be able to do when they complete a segment of instruction. It is recommended to utilize the verb wheel based on Bloom’s Taxonomy. If external standards (accrediting, state, national, professional) are used for competencies and/or learning units, provide a reference for the standards, i.e. KSBN. As an example, this section could begin with the following statement, “Actions that are essential to achieve the learning outcomes...”

Learning Units. This section reflects the specific areas that will be covered in the course.

Method of Delivery/Instruction. Mark how the course will be delivered, i.e. face-to-face, blended, online. Instructors will provide clarification of modality in the course syllabus.

Method of Grading/Evaluation. The general statement on the Course Outline Template must be included in the course outline. This section will be expanded upon in the course syllabus. **Important Note: Attendance may not be used as a grade determinant.** While keeping track of a student’s attendance is critical, the activities completed and assessed within the classroom/lab should reflect the learning that occurred in the class on a particular day and could reflect what the student missed in content or experiences by not being in attendance (i.e. grading for participation).

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Institutional Policy and Procedure Manual**

Policy No. 3.2.8

Title: Assessment Committee	
Originated by: Assessment Committee/VPSS	
Signature	Date
Approved by: Assessment Committee/Faculty Senate/VPSS	
Signature	Date
Reviewed on: 10/27/08	Revised on: 03/2011, 02/2016, 02/2019

<u>Title: Assessment Committee</u>	
<u>Originated by: President</u>	
<u>Originated Approver: Board of Directors</u>	<u>Originated Date: 11/17/2008</u>
<u>Revised by: Assessment Committee/Vice President Student Success</u>	<u>Revised Date:</u>
<u>Reviewed on: 10/2008; 7/2011; 2/2016; 2/2019; 11/2020</u>	

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Policy Statement:

The Assessment Committee is a representative group of Manhattan Area Technical College faculty and staff that advises the administration in matters concerning the planning, implementation, and evaluation of activities related to College-wide assessment, including the mission and objectives, ~~and recommends~~recommending development of new, and/or revision of current, procedures to enhance the effectiveness of the ~~organization~~institution.

Rationale:

The faculty and staff of MATC are responsible for the assessment of all activities related to the ~~institution~~College. ~~The~~is committee brings diverse perspectives and ~~additional~~original ideas to the assessment of the institution's overall effectiveness.

Procedure:

The functions and responsibilities of the ~~a~~Assessment ~~e~~Committee are as follows:

- 2.1. Provide oversight and make recommendations regarding the College's assessment
- 2-8-2016

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program

- a. Conduct ongoing evaluations of College-wide assessment processes, as necessary
 - b. Assist in the evaluation of individual program, departmental, and institutional assessment plans
 - c. Review assessment findings and performance improvement activities undertaken ~~to respond~~ in response to these findings
 - d. Provide input to appropriate committees as related to assessment
- ~~d-c.~~ Ensure consistency of assessment tools utilized
- ~~3-2.~~ Ensure proper communication among all segments of ~~the~~ faculty and staff regarding assessment
-

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Policy No. 3.2.8

Composition of Membership;

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- The Vice President of Student Success/CAO/CSSO and Director of Title III/Dean of Career & Technical Education-Instruction will be permanent ex-officio (non-voting) members
- Faculty will have no less than five voting representatives, and the with committee composition will ensure faculty have the majority for voting vote
- Membership and rotation of faculty will be determined by Faculty Senate
- Non instructional components of the college will be represented on the committee. The committee will have non-instructional representation
- The Chair or the Director of Title III/Dean of Instruction-CAO may request additional individuals participate in the committee

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Offices of the Assessment Committee

Chairperson:

The Chairperson will be a faculty member appointed by the Faculty Senate, in consultation with the Vice President Student Success/VPSS/CAO/CSSO, and will serve a one-year term with the option of serving additional terms/reappointment.

Duties:

- Prepare and distribute, in advance of meetings, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed

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Vice-Chairperson:

The Vice-Chairperson will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chairperson must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chairperson in the case of his/her/their absence
- Organize and serve as an ex-officio member on any ad hoc committees
- Take minutes in the absence of the Recorder

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Recorder:

The Recorder will be elected at the first meeting in the fall by a majority vote of the committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

- Record minutes of all meetings, distribute them to committee members, and make them available on the shared drive/MATC Online
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

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Policy No. 3.2.8

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Policy No. 3.2.8

Officer Resignation:

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Institutional Policy and Procedure Manual**

Policy No. 3.2.8

An officer may resign from ~~his/her~~their position by submitting a letter of resignation to the Chairperson, or the Faculty Senate in the case of ~~the~~ Chairperson resignation. The committee will elect the replacement for the vacancy, except for the Chairperson, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings:

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair ~~by the last Friday of the month,~~
one week prior preceding to the next regularly scheduled meeting.

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Policy No. 3.2.8

Title: Assessment Committee	
Originated by: President	
Originated Approver: Board of Directors	Originated Date: 11/17/2008
Revised by: Assessment Committee/Vice President Student Success	Revised Date: 12/8/2020
Reviewed on: 10/2008; 7/2011; 2/2016; 2/2019; 11/2020	

Policy Statement:

The Assessment Committee is a representative group of Manhattan Area Technical College faculty and staff that advises the administration in matters concerning the planning, implementation, and evaluation of activities related to College-wide assessment, including the mission and objectives, recommending development of new, and/or revision of current, procedures to enhance the effectiveness of the institution.

Rationale:

The faculty and staff of MATC are responsible for the assessment of all activities related to the College. The committee brings diverse perspectives and original ideas to the assessment of the institution's overall effectiveness.

Procedure:

The functions and responsibilities of the Assessment Committee are as follows:

1. Provide oversight and make recommendations regarding the College's assessment program
 - a. Conduct ongoing evaluations of College-wide assessment processes, as necessary
 - b. Assist in the evaluation of individual program, departmental, and institutional assessment plans
 - c. Review assessment findings and performance improvement activities undertaken in response to these findings
 - d. Provide input to appropriate committees as related to assessment
 - e. Ensure consistency of assessment tools utilized
2. Ensure proper communication among all segments of faculty and staff regarding assessment

**Manhattan Area Technical College
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Policy No. 3.2.8

Composition of Membership:

- The Vice President of Student Success/CAO/CSSO and Dean of Career & Technical Education will be permanent ex-officio (non-voting) members
- Faculty will have no less than five voting representatives, with committee composition ensuring faculty have the majority vote
- Membership and rotation of faculty will be determined by Faculty Senate
- The committee will have non-instructional representation
- The Chair or the CAO may request additional individuals participate in the committee

Offices of the Assessment Committee

Chairperson:

The Chairperson will be a faculty member appointed by the Faculty Senate, in consultation with the VPSS/CAO/CSSO, and will serve a one-year term with the option of reappointment.

Duties:

- Prepare and distribute, in advance of meetings, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed

Vice-Chairperson:

The Vice-Chairperson will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chairperson must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chairperson in their absence
- Organize and serve as an ex-officio member on any ad hoc committees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in the fall by a majority vote of the committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

- Record minutes of all meetings, distribute to committee members, and make available on MATC Online
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

**Manhattan Area Technical College
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Officer Resignation:

An officer may resign from their position by submitting a letter of resignation to the Chairperson, or the Faculty Senate in the case of Chairperson resignation. The committee will elect the replacement for the vacancy, except for the Chairperson, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings:

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.

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

Policy No. 3.2.9

Title: Professional Development Committee	
Originated by: <u>Dr. Robert Edleston</u>	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: <u>10/27/14</u>	Revised on: <u>08/11/16</u>
<u>Title: Professional Development Committee</u>	
Originated by: <u>President</u>	
Originated Approver: <u>Board of Directors</u>	Originated Date: <u>10/27/2014</u>
Revised by: <u>PD Committee/Vice President Student Success</u>	Revised Date: <u>12/8/2020</u>
Reviewed on: <u>10/2014; 8/2016;11/2020</u>	

Policy Statement: The Professional Development Committee (PDC) is a representative group of MATC personnel that advises the Vice-President of ~~Institutional-Student~~ Services in matters related to the staff development process. The Professional Development Committee plans, develops, and implements institutional in-service activities and professional growth group activities within the academic year. Group activities are planned and organized by the PDC for in- service days scheduled within the academic year. ~~The Professional Development Committee plans, develops, and implements institutional in-service activities. Group activities are planned and organized by the PDC for in-service days scheduled within the academic year.~~

Rationale: The faculty and staff of Manhattan Area Technical guide all in-service activities related to Professional Development. This committee oversees the scheduling of groups activities that are required by law or that are of interest to large groups, if not all, MATC personnel. The composition of the committee will bring diverse perspectives and additional ideas to the development of in-service activities; thus, enhancing the institution's overall effectiveness.

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Procedure:

The mission of the Professional Development Committee is to develop appropriate goals and in-service activities for the faculty professional development program.

To do this, the Professional Development Committee will:

- ~~1. Conduct a college needs assessment for in-service activities~~
- ~~2. Plan in-service activities for each academic year~~
- ~~3. Evaluate in-service activities~~
1. Conduct a college needs assessment for in-service and professional growth activities
2. Plan in-service and professional growth activities for each academic year
3. Evaluate in-service and professional growth activities

Development of PDC agenda and notification of meetings:

1. Meetings will be scheduled by the Chairperson as needed.
2. Agenda items must be submitted in writing to the Chairperson at least one week prior to the scheduled meeting.
3. Notification of the meeting time and place, as well as an agenda, will be distributed to PDC members prior to the scheduled meeting.

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Composition:

A. Membership: Representatives comprising the working committee include:

1. **Instructional Staff**
 - a. **Allied Health—2 members**
 - b. **Business/Technology (BCT, CAD, INT)—1 member**
 - c. **Trades/Industry (AB, AT, ACR, BT, EPD, WE)—2 members**
2. **Non-instructional Staff (LRC, Library, Workforce Dev., Counselor)—1 member**
3. **Vice President of Instructional Services as an ex officio member**

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B. Selection Procedure

1. **Instructional and non-instructional staff will be appointed by the VPIS to serve three-year terms. Terms will be staggered.**
2. **Vice President of Instructional Services (VPIS) will serve as a permanent member with an indefinite term.**
3. **Vacancies which arise will be filled by Faculty Senate appointment.**

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C. Resignations and Replacements

1. **The PDC is empowered to request the resignation of a member.**
2. **A member may resign his/her membership at any time. A letter of resignation will be written and submitted to the PDC Chairperson and to the Faculty Senate. The vacancy will be filled according to the selection procedure.**

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D. Offices of the Professional Development Committee

1. **Officers: The officers of the Professional Development Committee will consist of Chairperson, Vice Chairperson, Recorder.**
2. **Selection of officers: The committee will select the Officers from the instructional and non-instructional representatives.**
3. **Terms of Office: All Officers will serve for the academic year. Officers may serve multiple terms.**
4. **Resignation: An officer may resign from office by submitting a letter of resignation to the committee and to the Faculty Senate.**
5. **Vacancies: The Faculty Senate will fill vacancies in officer positions.**

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E. Duties of the Chairperson and the Vice Chairperson

Chairperson

1. **Preside at all regular meetings.**
2. **Prepare and distribute the agenda in advance for all meetings.**
3. **Call and preside at all special meetings.**
4. **Interpret guidelines between meetings.**
5. **Prepare and present reports on the actions of the Professional Development Committee as requested by Faculty Senate and MATC administrators.**
6. **Receive all resignations from the Professional Development Committee.**

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Vice Chairperson

1. **Preside at meetings in absence of the Chairperson.**
2. **Serve as ex officio member of any subcommittee.**
3. **Record minutes of all PDC meetings in the absence of the Recorder.**

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Recorder

1. Record minutes of all PDC meetings.
2. Prepare and distribute minutes of all meetings.
3. Handle all PDC correspondence.
4. Assist the Chairperson in preparing reports.
5. Maintain a file of PDC minutes, correspondence, and other pertinent documents.

F. Duties of PDC Members

1. Attend meetings and provide input for committee decisions.
2. Assist officers with in-service activities.

Maintaining records:

1. Copies of records of meetings and materials submitted to the Professional Development Committee will be forwarded to the Chairperson.
2. The Recorder will keep minutes of all PDC meetings. Minutes are posted on MATC Online.
Minutes of meetings will be distributed to PDC members for approval at the next meeting and to other interested personnel.

Offices of the Professional Development Committee

Chairperson:

The Chairperson will be a faculty member appointed by the Faculty Senate, in consultation with the VPSS/CAO/CSSO, and will serve a one-year term with the option of reappointment. When a new chairperson is appointed, they will assume official duties at the beginning of the Spring semester.

Duties:

- Prepare and distribute, in advance of meetings, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed

Vice-Chairperson:

The Vice-Chairperson will be elected at the first meeting in the Spring by a majority vote of the committee. The Vice-Chairperson must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chairperson in their absence
- Organize and serve as an ex-officio member on any ad hoc committees
- Take minutes in the absence of the Recorder

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Recorder:

The Recorder will be elected at the first meeting in Spring by a majority vote of the committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

- Record minutes of all meetings, distribute to committee members, and make available on the MATC Online
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

PDC Members

Duties:

- Attend meetings and provide input for committee decisions.
- Assist officers with in-service activities, and professional growth activities.

Officer Resignation:

An officer may resign from their position by submitting a letter of resignation to the Chairperson, or the Faculty Senate in the case of Chairperson resignation. The committee will elect the replacement for the vacancy, except for the Chairperson, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings:

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.

3.

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**Manhattan Area Technical College
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Policy No. 3.2.9

Title: Professional Development Committee	
Originated by: President	
Originated Approver: Board of Directors	Originated Date: 10/27/2014
Revised by: PD Committee/Vice President Student Success	Revised Date: 12/8/2020
Reviewed on: 10/2014; 8/2016;11/2020	

Policy Statement:

The Professional Development Committee (PDC) is a representative group of MATC personnel that advises the Vice- President of Institutional Services Administration in matters related to the staff professional development process. The Professional Development Committee plans, develops, and implements institutional in-service activities and professional growth group activities within the academic year. Group activities are planned and organized by the PDC for in- service days scheduled within the academic year.

Rationale:

The faculty and staff of Manhattan Area Technical guide all in-service activities related to Professional Development. This committee oversees the scheduling of groups activities that are required by law or that are of interest to large groups, if not all, MATC personnel. The composition of the committee will bring diverse perspectives and additional ideas to the development of in-service activities; thus, enhancing the institution's overall effectiveness.

Procedure:

The mission of the Professional Development Committee is to develop appropriate goals and in-service activities for all college employees the faculty professional development program. To do this, the Professional Development Committee will:

- Conduct a college needs assessment for in-service and professional growth activities
- Plan in-service and professional growth activities for each academic year
- Evaluate in-service and professional growth activities

Development of PDC agenda and notification of meetings:

1. Meetings will be scheduled by the Chairperson.
2. Agenda items must be submitted in writing to the Chairperson at least one week prior to the scheduled meeting.
3. Notification of the meeting time and place, as well as an agenda, will be distributed to PDC members prior to the scheduled meeting

**Manhattan Area Technical College
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Policy No. 3.2.9

Offices of the Professional Development Committee

Chairperson:

The Chairperson will be a faculty member appointed by the Faculty Senate, in consultation with the VPSS/CAO/CSSO, and will serve a one-year term with the option of reappointment. When a new chairperson is appointed, they will assume official duties at the beginning of the Spring semester.

Duties:

- Prepare and distribute, in advance of meetings, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed

Vice-Chairperson:

The Vice-Chairperson will be elected at the first meeting in the Spring by a majority vote of the committee. The Vice-Chairperson must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chairperson in their absence and/or in the event of Chairperson resignation.
- Organize and serve as an ex-officio member on any ad hoc committees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in Spring by a majority vote of the committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

- Record minutes of all meetings, distribute to committee members, and make available on the MATC Online
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

PDC Members

Duties:

- Attend meetings and provide input for committee decisions.
- Assist officers with in-service activities, and professional growth activities.

Officer Resignation:

An officer may resign from their position by submitting a letter of resignation to the Chairperson, or the Faculty Senate in the case of Chairperson resignation. The committee will elect the replacement for the vacancy, except for the Chairperson, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings:

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

Policy No. 3.2.9

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.