



BOARD OF DIRECTORS MEETING

February 26, 2019
Manhattan Area Technical College
Room 104a at 5:30 p.m.

2019
Randall Anderes – Chair (Riley)

Board of Directors

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

Administration/Staff

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



**Board of Directors Meeting Agenda
Manhattan Area Technical College
Tuesday, February 26, 2019
Board meeting at 5:30 p.m.**

Board of Directors:

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

Administration/Staff:

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

___ Call to Order

- Introductions

___ Incidental Information

- BOD Member Community Report

___ Program Highlights

- Skills USA – Frank Avila and Students

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of January 2019 Meeting Minutes (Attachment 1)*
- Approval of January Check Register w/Threshold Expenditures (Attachment 2)*
- Organizational Update (Attachment 3)*
- President's Report (Attachment 4)*

___ General Agenda (Items possibly requiring BOD Action)

- Title III update and recommendation – Kelly Cook (Attachment 5)
- Recommendation - Information Network Technology Certificate C – Sarah (Attachment 6)
- Recommendation – Assessment Policy – Sarah (Attachment 7)

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

- Announcement of Administration Negotiation Team – Jim Genandt
- Strategic Plan – Jim Genandt (Attachment 8)

- Ventilation RFP Update - Carmela

___ Evaluation of Board Process

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

- Foundation/Resource Development Update (Jim and Tracy)

EXECUTIVE SESSION:

- Confidential Matters
- Personnel Matters – President's evaluation

Meetings and Upcoming Events:

- Next board meeting is March 26, at 5:30 p.m. in room 104a
- MATC CTE signing day for students is March 29, 10:30 a.m. – 1:00 p.m.
- Open House is April 12, 9:00 a.m. – 1:00 p.m.

* Requires BOD Action

Manhattan Area Technical College
Board of Directors Meeting
January 28, 2018 Room 104a at 5:30 p.m.

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

Members present: Randall Anderes, Therese Adams, John Pagen, Wendy King-Luttman, David Fritchen, LJ Baker and Timothy Flanary

Members absent: Irma O'Dell

Also present Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/Human Resources;

- a. Faculty/Staff/SGO/Visitors: Chris Boxberger, Frank Avila, Linn Schroll and Linda Brungardt

2. CALL TO ORDER

Randall Anderes called the meeting to order at 5:31 p.m.

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3. INCIDENTAL INFORMATION

- None

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

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

5. GENERAL AGENDA (items possibly requiring BOD action)

- Eric Kientz with Varney and Associates presented the audit report (handouts were given).
 - L.J. Baker moved to approve the audit report as presented. Therese Adams seconded. Motion carried 7 yeas, 0 nays.

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

- Sarah Phillips presented the Academic Calendar.
- Sarah Phillips explained the MATC/ATA Bus Partnership that has been established.
- Carmela Jacobs gave an update on the Ventilation RFP.
- Jim Genandt gave an overview of the In-Service that was held earlier this month.

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

- Jim and Tracy gave update on Foundation and Resource Development

EXECUTIVE SESSION: CONFIDENTIAL MATTERS

Randall Anderes moved to go into executive session to confidential project partnerships to protect the interest of the business to be discussed at 6:29 p.m. and return to open session at 6:39 p.m. LJ Baker seconded. Motion carried 7 yeas, 0 nays. At 6:39 p.m. Randall Anderes moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS

Therese Adams moved to go into executive session to discuss confidential matters related to real property to protect the interest of the business to be discussed at 6:39 p.m. and return to open session at 6:55 p.m. Timothy Flanary seconded. Motion carried 7 yeas, 0 nays. At 6:55 p.m. Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: PERSONNEL MATTERS

Therese Adams moved to go into executive session to discuss non-elected personnel positions to protect the interest of the business to be discussed at 6:55 p.m. and return to open session at 7:00 p.m. Timothy Flanary seconded. Motion carried 7 yeas, 0 nays. At 7:00 p.m., Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: PERSONNEL MATTERS

Therese Adams moved to go into executive session to discuss non-elected personnel and the President’s evaluation to protect the interest of the business to be discussed at 7:05 p.m. and return to open session at 7:35 p.m. David Fritchen seconded. Motion carried 7 yeas, 0 nays. At 7:05 p.m., Therese Adams moved to return to open session. Timothy Flanary seconded. Motion carried 7 yeas, 0 nays. No action was taken.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 7:35 p



February 26, 2019

Attachment 2

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

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 369,004.90	67.96%
Facilities	\$ 22,555.81	4.15%
Student Payments	\$ -	0.00%
Program Expenditures	\$ 19,382.09	3.57%
ALC Operating Costs (excluding salary/benefits)	\$ 760.37	0.14%
Other Operating costs	\$ 131,302.74	24.18%
Total January Expenditures	\$ 543,005.91	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All Star Custodial Services	Custodial Services	\$ 6,100.00	All School	general fund
Westar	Utilities	\$ 8,578.06	All School	general fund
Jenzabar, Inc	Annual Software Expense	\$ 72,057.00	All School	general fund
Everfi	Title IX Software	\$ 10,000.00	All School	general fund
Enterasource	Dell PowerEdge R620 (server)	\$ 12,600.00	All School	Title III
KPERS	Remit PR 12.31.18 Deductions	\$ 10,330.64	All School	payroll deductions
KPERS	Remit PR 1.15.19 Deductions	\$ 8,965.32	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 12.31.18	\$ 6,465.36	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 1.15.19	\$ 5,373.26	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 12.31.18 Deductions	\$ 44,204.15	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 1.15.19 Deductions	\$ 36,178.36	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 42,354.11	All School	pr ded/general fund
Total January Expenditures Exceeding Threshold		\$ 263,206.26		



To: MATC Board of Directors
From: Jim Genandt, President
 Human Resources
Date: February 26, 2019
Re: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
n/a					
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
n/a					
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
n/a					
Advertised Positions					
Position Title			Department	Funding Source	Status
CMA Instructor			Continuing Education	Operating	Open
ADN Adjunct Clinical Instructor			Nursing	Operating	Open
Adjunct Instructor Consideration Opportunity			Various	Operating	Open
Student Retention Specialist			Title III	Operating	Open
Student Services Specialist			Student Services	Operating	Open

President's Report: February 2019

Owner Expectations:

- Sarah and I attended the American Association of Workforce Development Conference in San Diego (Jan. 30-February 2). The AACC leadership asked me to be on a panel discussing workforce issues in smaller communities and rural areas. One of my co-presenters represented Sundt Construction Company & General Contractor (located in Tempe, AZ). We also received new updates on the AACC and U.S. Department of Labor initiatives on apprenticeships, and on additional efforts related to entrepreneurship, regional workforce planning, and credentialing.
- Randall, David, Fred Willich, and several administrators visited the Blue Stem REC site in Wamego on Feb. 4.
- I met with Linn Schroll on Feb. 8 concerning any questions, etc., from Faculty Senate.
- I testified on Feb. 11 to the State Budget Committee.
- I attended the Manhattan City Commission Working Session on Feb. 12 concerning the City's Economic Development Report (the ROI on the city's economic development funds), and those funds are where the College received the forgivable loans for the modular expansions. We have met the city's criteria for the latest reporting year, and there are no concerns from the city about their investment with us.
- On Feb. 13 Sue Peterson (KSU) and I discussed several issues concerning potential collaboration and communication between the University and MATC. Sarah and I will be meeting with the new Provost next week as part of our efforts to make more senior administrators at the University more aware of our mission, value, and results.
- I attended the Greater Manhattan Economic Partnership meeting on 2/14, and the Annual Meeting of the Manhattan Chamber of Commerce on 2/15. At the latter event I had the chance to visit one-on-one with Senator Moran for about 10 minutes.
- I attended the Kansas Technical Colleges' Legislative Dinner in Topeka the evening of 2/19. Representatives Carlin and Concannon and I had a long discussion on technical education. I also was able to visit more with Dennis Mullin and Blake Flanders at that event.
- Randall Anderes and I attended the KBOR Dinner for Two-Year Colleges on 2/20. Again, we were able to network with several regents as well as other college presidents and board chairpersons.
- Sarah, Carmela, and I attended the Kansas Technical Colleges Retreat at Washburn Tech on 2/22.

Employer Needs & Response:

- Beginning Feb. 5, we are having weekly conference calls with Brian Lovell. He will be building our building automation systems lab for the CET program, and will be on-site off and on for several weeks.

Resource Development:

- Tracy and I met with Fred Willich on Feb. 4 to update him on the preparation for the campaign contacts.
- Tracy and I have had a few meetings with Harry Watts discussing resource development opportunities.
- Tracy conferred with a representative of CASE (Council for the Advancement and Support of Education) related to our resource development efforts. Tracy submitted a proposal presentation for the CASE training conference that will be held in October, 2019.
- Tracy and I met with John Pope of Peoples State Bank, and a member of his staff, concerning our impact economically on the region and our concept to advance the institution's return on investment in the region. He is providing us with an opportunity to have a conversation about MATC with the owners of the bank in the very near future.



February 26, 2019

To: Manhattan Tech's Board of Directors
From: Kelly Cook, Title III Project Director
Re: Purchase of Student Retention Software

Background Information

Per the Title III Project narrative, in year three (3) of the grant, Manhattan Tech must develop comprehensive student services for on-campus and online delivery as part of its access to key academic curricula. The service includes tutoring, proactive advising, online degree audit and online early academic alert/referral capability. In order to meet this objective, Manhattan Tech needs to purchase student retention software. While the grant originally named Jenzabar EX software as its student retention software choice, it was later determined that the Jenzabar EX Student Retention software was not compatible with the Canvas, our current Learning Management System.

After extensive research into various retention software, Starfish Enterprise Success Platform – Connect & Engage Software ultimately won out due to the compatibility with Canvas, features that the software offered as prescribed in the grant, and that it has the capability to communicate between Canvas and Jenzabar EX.

Fiscal Implications

The three-year contract with the Starfish Enterprise Success – Connect & Engage Software has a purchase price of \$157,624 and will be paid from Title III grant funds. College funds will not be used for the initial purchase.

At the conclusion of the grant the product data will be analyzed as to its impact on student retention. Continuation of the license and product will only be agreed to by the College after that assessment. The College is in no way obligated financially beyond the time span of the Title III grant and its resources.

Recommendation

The Administration respectfully requests the Board of Directors, accept as presented, the purchase of the Starfish Enterprise Success Platform – Connect & Engage (Student Retention) Software. As this is being purchased as a condition of the Title III grant, and with funds provided by the grant, the President has waived the usual request for proposals and review process for this particular item.



TO: MATC Board of Directors

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

DATE: February 19, 2019

RE: Academic Program Proposals

Background Information

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

Through this assessment, the Curriculum Committee, on February 15, 2019, approved program addition of a Certificate C in Information Network Technology.

Program Proposals

- 1. Certificate C in Information Network Technology addition** – the addition of a certificate option was approved by the INT Business and Industry Leadership Team to allow an additional completion option for students. Since a majority of the students are non-traditional in age, this allows flexibility for students working towards an associate’s degree who may counter a barrier still become a completer in obtaining a certificate.

Recommendation

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



TO: MATC Board of Directors

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

DATE: February 19, 2019

RE: Assessment Committee Policy 3.2.8

Background Information

The Assessment Committee is one of the college's governance committees organized by faculty senate per HLC compliance, with the inclusion of staff and administration, to assist the college with meeting HLC requirements in various facets of the college. This includes student's success, instruction, college climate, student organizations, etc. Over the past year and half the assessment committee has reviewed and implemented a process to improve assessment procedures within the institution. The attached policy reflects changes within the process, and reflects correct job positions/titles.

Recommendation

The Administration respectfully requests that the Board of Directors approve the updated policy.

**Manhattan Area Technical College
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

Policy Statement:

The Assessment Committee is a representative group of MATC 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 development of new and/or revision of current procedures to enhance the effectiveness of the organization.

Rationale:

The faculty and staff of Manhattan Area Technical College are responsible for the assessment of all activities related to the institution. This committee brings diverse perspectives and additional 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 evaluation 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 to these findings
 - d. Provide input to appropriate committee as related to assessment
2. Ensure proper communication among all segments of the faculty and staff regarding assessment

Composition of Membership:

2-8-2016

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

Policy No. 3.2.8

- The Vice President Student Success/CAO/CSSO and Director of Title III/Dean of Instruction will be permanent ex-officio (non-voting) members
- Faculty will have no less than five voting representatives and the committee composition will ensure faculty have the majority for voting
- Membership and rotation of faculty will be determined by Faculty Senate
- Non-instructional components of the college will be represented on the committee
- The Chair or the Director of Title III/Dean of Instruction 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 Vice President Student Success/CAO/CSSO, and will serve a one-year term with the option of serving additional terms.

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 reelection.

Duties:

- Fulfill the duties of the Chairperson in the case of his/her 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 reelection.

Duties:

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

Officer Resignation:

2-8-2016

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

Policy No. 3.2.8

An officer may resign from his/her position by submitting a letter of resignation to the Chairperson or the Faculty Senate in the case of the Chairperson. 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 preceding the next regularly scheduled meeting.

Draft: Manhattan Area Technical College Strategic Plan Proposal: 2020-2025

Mission: *Manhattan Area Technical College provides high quality technical, general, and adult education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.*

Vision: *As a leader in technical education, Manhattan Area Technical College will enhance student-centered learning and service to business, industry, and community members. (HLC Criterion 1)*

Values:

Integrity: Ethical and Responsible Conduct/Being Accountable for our Actions (HLC Criterion 2)

Teaching & Learning: Quality, Resources, & Support/Addressing the Needs of our Students (HLC Criterion 3)

Teaching & Learning: Evaluation & Improvement/Applying Industry Recommendations (HLC Criterion 4)

Resources, Planning & Institutional Effectiveness/Striving for Excellence (HLC Criterion 5)

Our focus is always on improving our capacity for compliance (accountability), effectiveness (performance), and innovation (value-added elements). The proposed strategic goals will drive our mission, vision, and values as well as our evidence meeting the accreditation criteria.

There are many concerns and opportunities to be addressed over the next several months and years. Public sector funding for the institution continues to lag with no indication of significant positive change within the near future. At the same time, the cost to students cannot increase to meet the gap caused from the public sector. Deferred maintenance, compensation and benefits, as well as any facility/college expansion of service and/or programs are limited by the scarcity of resources.

There is no quick easy solution. The proposed goals focus on optimal student recruitment, enrollment, retention, and completion/placement; resource development, allocation or investment, and assessment of results (resources include monetary, personnel, and facility elements); institutional and program effectiveness (emphasizing accreditation status/industry linkage); and improved marketing of the College and its value. *These goals offer a challenging but achievable way forward to meeting our mission, gaining additional resources, and enhancing our value to our region and the state of Kansas.* However, the primary service area of the College is projected to have steady population increases and the regional economy is strong and has a definite stake in the success of our institution. We should be proud of what we have accomplished, of our current efforts, and support the ideas provided by everyone to shape our future.

Proposed Goals

1. The College will develop an action plan, accomplished by December 31, 2023, to acquire investors and resources to support expansion of the institution's capacity and regional access/"ownership," including a projected return on investment of increased skilled and credentialed workforce for the service area and state of Kansas. The plan will target obtaining investment resources of no less than \$1.5 million and access expansion into

Junction City and Wamego, and of a minimum \$1.5 million targeting student scholarships, technology and program-specific equipment, and capital projects.

2. The College will develop and implement a comprehensive marketing plan, primarily based on social media. The plan, implemented in phases, will use data analytics to evaluate external contact and engagement with the marketing components. Objectives will include, but not be limited to:
 - 1-attracting students,
 - 2-sharing information targeting parents, teachers, and counselors,
 - 3-engaging employers,
 - 4-increased identification and connection to former students,
 - 5-student success achievements,
 - 6-professional development engagement of faculty and staff,
 - 7-recognition of alumni, donors and advocates of MATC, and
 - 8-value of the College mission and performance based on institutional effectiveness.

3. The College will prepare for accreditation/audit reviews and visits with the objective of meeting and/or exceeding requirements; implementing necessary changes to remedy any identified concern by the external agency; and, reviewing all recommendations by the external agency to determine those items needing further exploration and possible recommendation for action. The initial college-wide focus is on assessment of student learning, followed by preparation for the next comprehensive accreditation review by the Higher Learning Commission. Programs and the institution as a whole will be ready to provide evidence of meeting/exceeding accreditation standards. An annual report will be disseminated related to external agency reviews, findings, recommendations, and program/institutional responses.

4. The College will review and revise the institution's student retention plan. Data will indicate if student retention improved by at least 5% and student completion by no less than 5% by July 1, 2023. The revised plan will include but not be limited to the following components:
 - 1-gathering data related to student use of academic, advising, financial, and other services with ongoing analysis of student performance (academic, persistence, progress toward completion, completion, job placement, satisfaction follow-up with the student and employer (6-month, 1 year, 2 year),
 - 2-a comparison to students not using available services and,
 - 3- monitor information as to student issues that often lead to failure to succeed academically and/or not complete their program of study.

5. The College will implement by January 2020 a comprehensive professional development process emphasizing how participants provide feedback of using their experiences to:
 - 1-pilot new ideas related to their area of responsibility,
 - 2-enhance their job performance related to their area of responsibility, 3-identify components of existing program and/or institutional performance worthy of recognition (and perhaps consideration of professional presentations),

4-provide a reflection on the benefit gained from the professional development engagement.

6. The College will create and implement by January 2020 comprehensive action plans focusing on potential student markets including, but not limited to Kansas State University, Ft. Riley soldiers and families and military veterans in the region, Flint Hills Job Corps, enhanced integration with the Adult Learning Center, regional USDs, NBAF/Animal Health Corridor, and regional employers. The plans will include, where applicable:

- 1-concurrent/dual credit enrollment,
- 2-stackable options of certificates-to-degrees/industry credentials,
- 3-apprenticeship options,
- 4-prior learning assessment,
- 5-general education,
- 6-customized learning opportunities for business/industry,
- 7-retraining/up-skilling current workers,
- 8-promotion of skills/awareness related to entrepreneurship and innovation.

The plan will also identify optional revenue models beyond the traditional academic/credit hour/tuition-fee approach. Options may include but not be limited to subscription pricing, discount pricing based on student performance/progress toward completion, and competency-based pricing.