



BOARD OF DIRECTORS MEETING

February 23, 2021
Manhattan Area Technical College

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

2021

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
Tuesday, February 23, 2021
Board Meeting at 5:30 p.m.**

Board of Directors:

<input type="checkbox"/> Baker, L.J. Chair (Geary)	<input type="checkbox"/> Urban, David (Riley)
<input type="checkbox"/> King-Luttman, Wendy Vice Chair (Clay)	<input type="checkbox"/> Ballou, Brett (Riley)
<input type="checkbox"/> Fritchman, David (Riley)	<input type="checkbox"/> Allen, Will (Geary)
<input type="checkbox"/> Flanary, Tim (Pottawatomie)	

Administration/Staff:

<input type="checkbox"/> Genandt, James (President/CEO)	<input type="checkbox"/> Bell, Mary (Board Clerk)	<input type="checkbox"/> Phillips, Sarah
<input type="checkbox"/> Jacobs, Carmela	<input type="checkbox"/> Gfeller, Josh	<input type="checkbox"/> Ross, Neil
<input type="checkbox"/> Roberts, Nathan	<input type="checkbox"/> Boxberger, Chris	<input type="checkbox"/> Watts, Harry
<input type="checkbox"/> Faculty Senate	<input type="checkbox"/> Weiss-Cook, Laura	<input type="checkbox"/> Lansbury, Sicilee
<input type="checkbox"/> Zerbe, Allison	<input type="checkbox"/> Ortega, Darren	

Call to Order

Incidental Information

- BOD Member Community Report
- Presentation: Regional Testing Center (Attachment 1) (Darren and Cindy)
- Presentation: Update on Student Loan Default Rate (Laura and Sicilee)

Consent Agenda (Routine items requiring BOD action) *

- Approval of January 2021 Meeting Minutes (Attachment 2) *
- Approval of January 2021 Check Register w/Threshold Expenditures (Attachment 3)*(Carmela)
- Organizational Update (Attachment 4)*(Carmela)
- President's Report (Attachment 5)*(Jim)

General Agenda (Items possibly requiring BOD Action)

- HLC Criterion One and Two Update (Jim)
- Policy #3.2.4: Faculty Senate Policy Update (Attachment 6) (Sarah)

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

- Achievement of Ends: February 2021 (Attachment 7) (Jim)
- President Updates (USD 383, Covid-19, etc.) (Jim)
- Title III Update (Chris)
- Facility/Update (Carmela)
- Covid Updates (Neil)
- Faculty Senate Update (Brian and Jeff)

___Evaluation of Board Process

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

- Foundation/Resource Development Update (Jim and Harry)

___Executive Session: Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trust and individual proprietorships.

Meetings and Upcoming Events

- Next Board Meeting: Tuesday, March 30, 2021 @ 5:30 p.m. room 406a

* Requires BOD Action



2015 - 2018: End of time under USD 383:

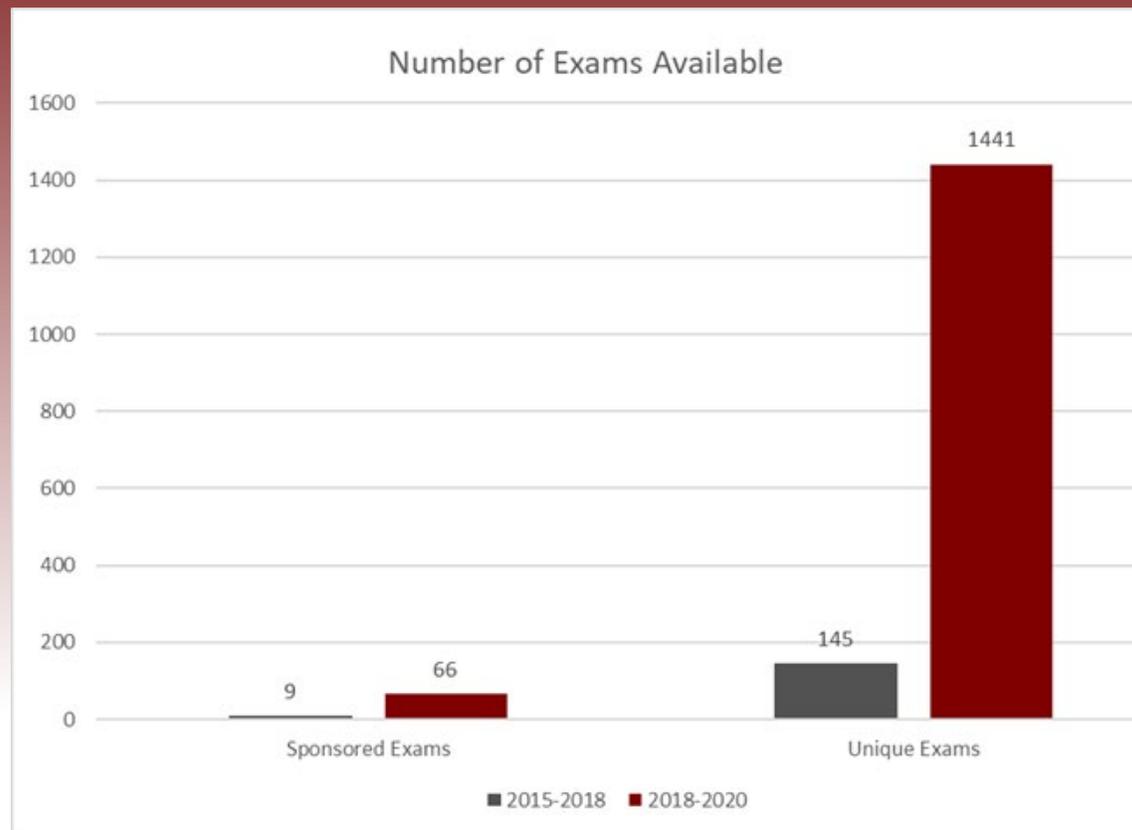
- 9 Pearson or ETS sponsors of exams
- 145 unique exams offered by Pearson or ETS

2018 - 2020: 2 years into Manhattan Tech:

- 66 sponsor of exams from Pearson, ETS, PSI, Prometric, CLEP, DANTES, and more
- 1441 unique exams from these sponsors

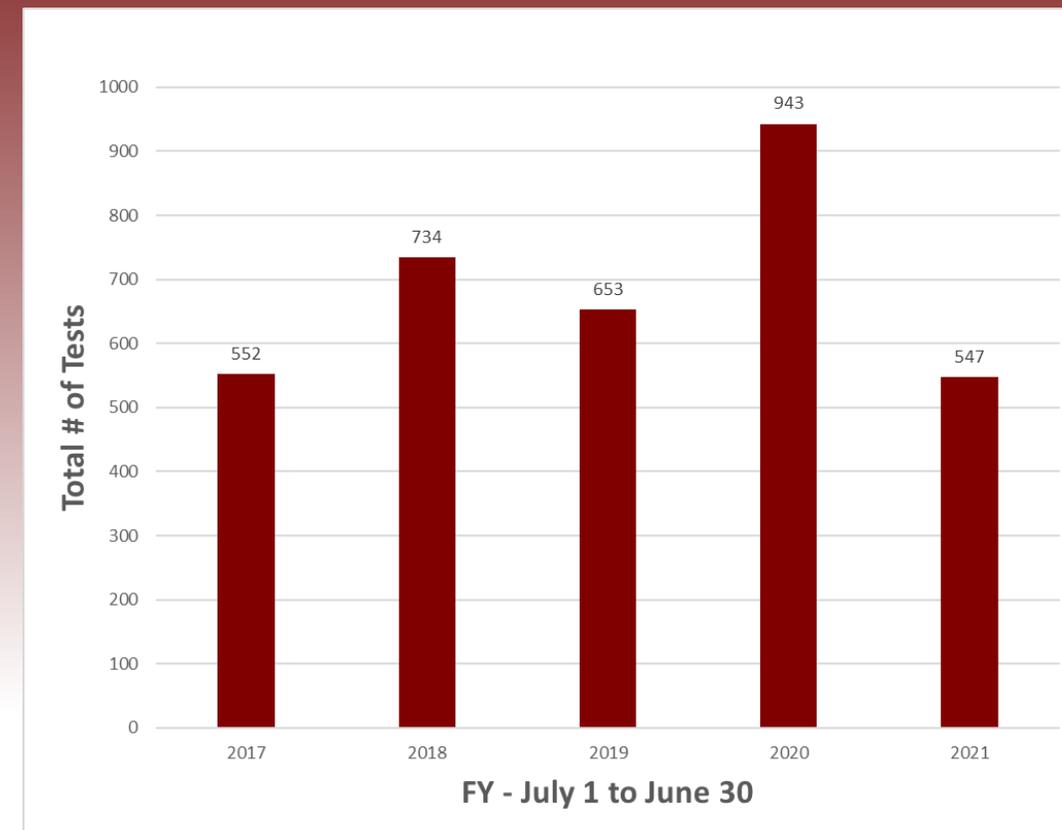
Between 2018 and 2020:

- TLC administered over 3800 individual exams.
- This includes the period between March - July 2020 when all exams were administered remotely.
- Currently seeing increased need for on-campus testing again.



Sponsored Exams Available: 633.3% increase

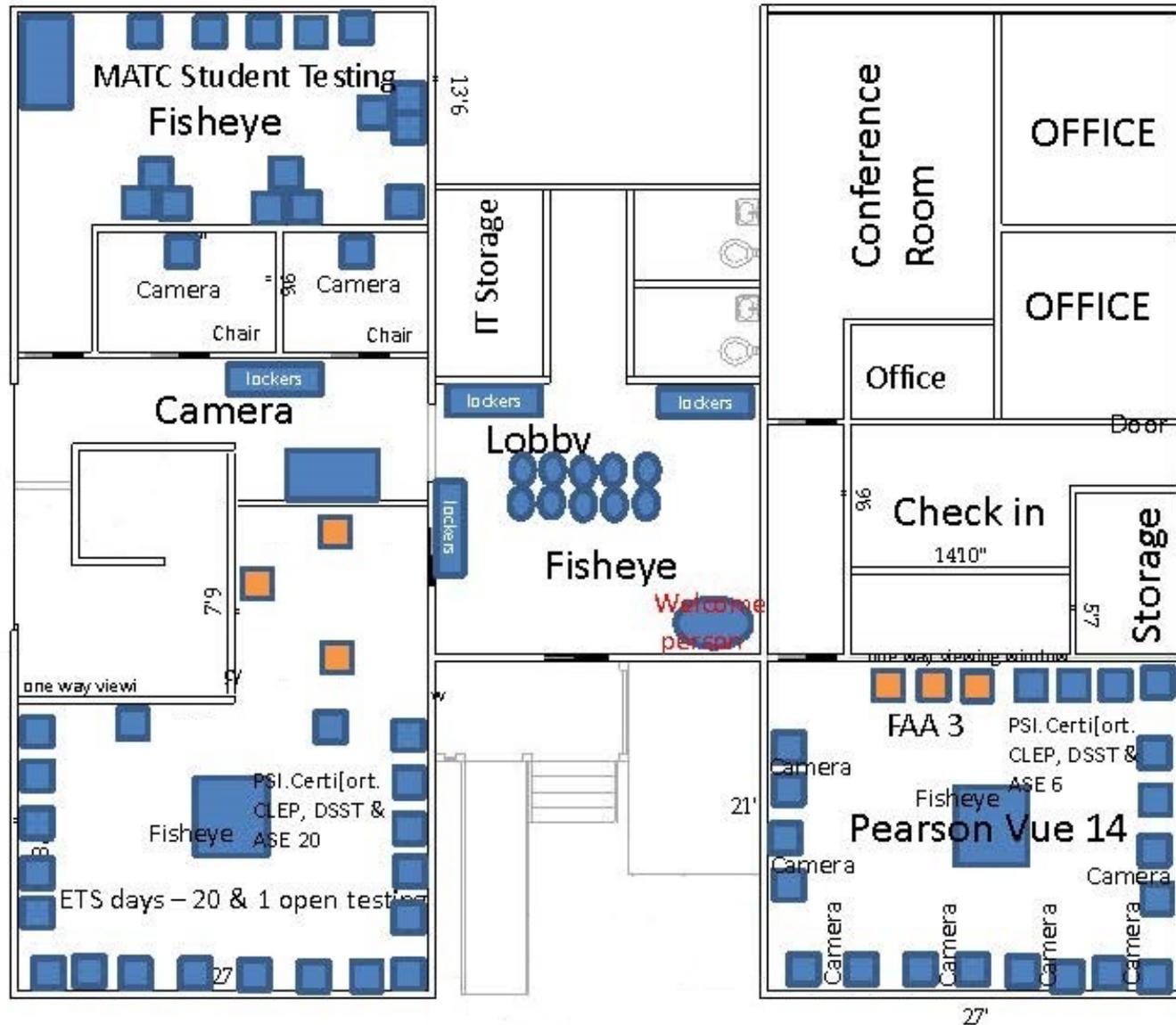
Unique Exams Available: 893.8% increase



2017 - Final full year with USD 383, 552 tests administered.

2019 - First full year with MATC, administered 653 tests.

2020 - 943 tests administered, while being closed 60 days for COVID.



- Combining professional and student testing services to a single location makes it easier and more efficient to continue to expand our offerings.
- Increases testing seat numbers to allow for more testers to be serviced safely and spaced effectively.
- Addition of private rooms for accommodated testing.
- Larger lobby and storage areas for added safety and security.
- Sanitization of work spaces and testing rooms occurs regularly already. This will continue. The larger testing rooms allow us to space more effectively while increasing the number of testers possible.
- Multiple testing rooms allows us to be more responsive to our community. We can be more flexible than other centers.
- Setting up specialized trainings or testing will not interfere with necessary or scheduled reoccurring test sessions.
- Increased benefit to both Manhattan Tech and our county service area.

Manhattan Area Technical
College Board of Directors
January 26, 2021 Room 406
Zoom/Live Stream Meeting
At 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met January 26, 2021 at 5:30 p.m. in room 406 using social distancing with zoom and live streaming for employees.

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

Members absent: Will Allen and David Urban

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, HR Partners/Attorney

Other Visitors: Harry Watts

Meeting was livestreamed

2. CALL TO ORDER:

- L.J. Baker called the meeting to order at 5:30 p.m.

EXECUTIVE SESSION: Consultation with College Attorney to protect the interest of the business to be discussed. Wendy King-Luttman moved to go into executive session at 5:31 p.m. and return to open session at 5:46 p.m. David Fritchen seconded. Motion carried 5 yeas and 0 nays. At 5:46 p.m., Wendy King-Luttman moved to return to open session. David Fritchen seconded. Motion carried 5 yeas and 0 nays. No action was taken.

3. INCIDENTAL INFORMATION:

- BOD Member Community Report

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

- Brett Ballou moved to approve the Consent Agenda (attachment 1), Tim Flanary seconded. Motion carried 5 yeas, 0 nays.
- Tim Flanary moved to approve the Consent Agenda (attachment 2-5), Wendy King-Luttman seconded. Motion carried 5 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)
 - Sarah Phillips presented the Academic Calendar (attachment 6). Tim Flanary moved to approve as presented. Brett Ballou seconded. Motion carried 5 yeas, 0 nays.
 - Jim Genandt presented the HLC Criterion One (attachment 7). No action taken.
 - Nathan Roberts presented an update on the Advanced Manufacturing Mechatronics Lab. No action taken.

6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - Jim Genandt updated board on USD 383 partnership, Covid-19, etc.
 - Jim Genandt gave an annual presentation of the Strategic Plan.
 - The following updates were given by administration:
 - Title III Update – Chris Boxberger
 - Facility/Update – Carmela Jacobs
 - Covid-19 Update – Neil Ross
 - Faculty Senate Update – Brian Koch

7. EVALUATION OF BOARD PROCESSES

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

ADJOURNMENT: L.J. Baker, Board Chair adjourned the meeting at 7:02 p.m.



February 23, 2021

To: MATC Board of Directors

From: Carmela Jacobs, VP Operations/CFO

Re: January 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 361,151.76	60.16%
Facilities	\$ 29,770.34	4.96%
Student Payments	\$ -	0.00%
Program Expenditures	\$ 105,235.84	17.53%
ALC Operating Costs (excluding salary/benefits)	\$ 103.46	0.02%
Wamego	\$ 10,937.17	1.82%
Other Operating costs	\$ 93,160.32	15.52%
Total January Expenditures	\$ 600,358.89	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Everygy	Dec Energy Bill	\$ 8,605.94	All School	general fund
Parsons Communication, Inc.	Wire 2nd Building in Wamego	\$ 8,427.22	Wamego	general fund
ATI - Assessments Inst.	ATI Live Review - ADN NUR 230	\$ 9,135.00	Nursing	course fees
ATI - Assessments Inst.	ATI Live Review - ADN NUR230	\$ 7,395.00	Nursing	course fees
ATI - Assessments Inst.	ATI Live Review -- PN (May 2021)	\$ 13,920.00	Nursing	course fees
CDW (UMB)	Distance Learning Equipment	\$ 32,801.45	All School	CARES Grant
Innovative Education Systems	Festo Lab Equipment	\$ 56,284.25	All School	Dept of Commerce Grant
BCBS	Health Insurance	\$ 37,373.93	All School	general fund
IRS	PR 01.15.2021 Payroll deductions	\$ 33,492.29	All School	payroll ded/gen fund
IRS	PR 01.29.2021 Payroll deductions	\$ 37,295.97	All School	payroll ded/gen fund
KS Dept of Revenue	PR 01.29.2021 Payroll deductions	\$ 7,459.17	All School	payroll ded/gen fund
KPERS	PR 01.15.2021 Payroll deductions	\$ 8,741.35	All School	payroll deduction
KPERS	PR 01.29.2021 Payroll deductions	\$ 8,199.15	All School	payroll deduction
Nationwide Trust Company	PR 01.15.2021 Payroll deductions	\$ 5,230.31	All School	payroll deduction
Nationwide Trust Company	PR 01.29.2021 Payroll deductions	\$ 5,687.50	All School	payroll deduction
Total January Expenditures Exceeding Threshold		\$ 280,048.53		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: February 23, 2021
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
William Gilligan	Information and Network Technology Instructor	6/30/2021	Academics	Operating	Resigning at the end of contract year
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
Director of Nursing			Nursing	Operating	Open
Accountant I			Financial Services	Operating	Open
Academic Advisor			Student Services	Operating	Open
Full-time Information & Network Technology Instructor			Academics	Operating	Open

President's Report: February 2021

Owner Expectations:

- 1/27: Jim participated in a Zoom meeting with KBOR staff and representatives of the community colleges to review Excel in CTE funding proposals to the legislature.
- 1/28: Jim participated in the Technical Education Authority (TEA) meeting by Zoom, representing the technical colleges, and further discussion on Excel in CTE funding.
- 1/29: Jim participated in a meeting of the Governor's Education Council by Zoom.
- 2/5: Jim and Sarah had a Zoom meeting with the team leader for our HLC accreditation visit in May, Dr. Joan Kuzma Costello.
- 2/8: Jim testified to the State Senate Ways and Means Subcommittee for Higher Education concerning funding for the technical colleges for FY 22 and supplemental FY 21 for Excel in CTE.
- 2/9: Jim testified to the State House Higher Education Budget Committee concerning funding for the technical colleges for FY 22 and supplemental FY 21 for Excel in CTE.
- 2/10: Jim participated in KMAN's In Focus program.
- 2/11: Jim participated in three TEA committee meetings: Budget and Finance, Advocacy and Marketing, and Program and Curriculum.
- 2/12: Jim participated in the board meeting for Leadership Manhattan.
- 2/12: Jim participated in a KBOR meeting for developmental education.
- 2/16: Jim participated in a Zoom meeting with representatives of Lumina Foundation, Pew Charitable Trusts, New America, and Third Way on the impact of the pandemic on higher education.
- 2/16: Jim participated in the Manhattan Chamber of Commerce board meeting.
- 2/17: Jim attended the KBOR System Council of Presidents meeting.
- 2/17: Jim participated in the monthly KBOR meeting for the technical colleges.
- 2/18: Jim led a meeting of the Kansas Technical College presidents for legislative and KBOR issues.
- 2/8: Jim and Sarah meet with Tim Winter, Superintendent of Wamego Public Schools and his assistant superintendent for a tour of the MATC Center in Wamego.

Employer Needs & Response:

- 1/27: Jim participated in a Zoom session sponsored by KBOR on micro-internships. This project is being expanded to potential use across the state.
- 2/23: Jim participated in a Zoom meeting of the Governor's Education Council on HIREPathways led by Kristin Brighton.
- 2/10: Jim and Sarah met with LJ to review efforts with Junction City and USD 475.

Resource Development:

- 1/28: Jim met with state representatives of the SPARK funds concerning our Advanced Manufacturing Grant for the mechatronics lab, to report on the status of the grant.
- 2/2: Jim met with Carmela, Sarah, and Chris to plan this year's Title III Endowment Challenge/Grow Green campaign.
- 2/11: Jim and Harry met with Lyle Butler on updates about MATC.
- 2/18: Jim participated in a zoom meeting with the Kresge Foundation.
- 2/19: Jim and Sarah attended the Manhattan Chamber of Commerce Annual Meeting event.

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.4

Title: Faculty Senate	
Originated by: Faculty Senate	
Originated Approver: President/Board of Directors	Originated Date: 8/1/2001
Revised by: Faculty Senate/Executive Administration	Revised Date: 2/23/2021
Reviewed on: 8/2001; 11/2008; 10/2013; 1/2021	

I. Policy Statement

The Faculty Senate is a fundamental committee within the shared governance structure of the College. The essential principles of the shared governance include participation, collaboration, respect, inclusion, cooperation, and trust. Through the electoral process, the Faculty Senate ensures faculty ownership of college governance committees that directly impact overall assessment processes; curriculum development, implementation and evaluation; the college's professional development; and participation with college-wide strategic planning. Faculty Senate structure provides an organized liaison between the faculty and the President of the College, other administrative officers, and the College Community.

II. Rationale

Faculty Senate is the advising body on behalf of full-time faculty in relation to shared governance with the College's President, Administration, and Board of Directors.

III. Purpose

The purpose of this Senate shall be to facilitate effective communication among the faculty of Manhattan Area Technical College and between those faculty members and the administration of the college to efficiently achieve the primary objective of the College: effective instruction.

In order to achieve these purposes, the Senate shall:

- A. Present the views and recommendations of the college faculty to the administration and to the Board of Directors of Manhattan Area Technical College as they relate to policies of academic and professional matters.
- B. Be an integral part of the instructional programs, policy making, and growth plans of the College.
- C. Foster programs and activities that shall develop the pride and responsibility, leadership, character, and community involvement of the faculty of the College.

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Institutional Policy Manual**

Policy No. 3.2.4

- D. Develop cooperation and fellowship among the faculty and between the instructional programs of the College.

The Faculty Senate shall be the voice of the faculty to the President of the College, to other administrative officers as appropriate, and to other faculties and groups.

IV. Goals

The goals of the Faculty Senate shall be to:

- A. Provide a mechanism for Faculty to fulfill its obligation to participate in the College's shared governance system through ownership and representation on Curriculum Committee, Assessment Committee, and Professional Development Committee.
- B. Provide a forum for communication and a mechanism for consultation between the President and Administration of the College and the Faculty.
- C. Provide an opportunity to exchange ideas of mutual interest and concern among members of the Faculty.
- D. Provide an opportunity to exchange ideas of mutual interest and concern to the College Community.
- E. Study problems and policies of the College.
- F. Take appropriate action to maintain an atmosphere of academic freedom, intellectual integrity, and cooperation in the pursuit of learning.
- G. Participate in the process of goal setting and planning of the college, and to have representation on the Strategic Planning Committee.

V. Responsibilities

The responsibilities of the Faculty Senate shall include but are not limited to:

- A. Review and/or act on faculty issues and/or concerns presented.
- B. Communicate among various departments, staff, and/or Administration.
- C. Organize and disseminate information to and from administration and committees
- D. Assist in the identification of priorities.
- E. Review work of standing Faculty Senate committees (Assessment, Curriculum, and Professional Development).
- F. Make recommendations to the Administration.
- G. Represent faculty at the Board of Directors meeting.
- H. Work with Administration on the academic calendar.
 - a. An ad hoc committee of three (3) will be elected by the senate and each member will serve for two (2) years.
 - b. The ad hoc committee will assist with developing, organizing, and making any changes to the academic calendar.

- I. Represent the faculty in the budget process and provide faculty input on priorities for future expenditures. Topics for discussion could include but are not limited to technology and instructional tools, scholarships, and faculty size, recruitment, and retention.

VI. Membership

Membership of the Faculty Senate shall be determined and elected by full-time faculty. (See elections) The duties and responsibilities of Faculty Senate members shall include but are not limited to:

- A. Attend all meetings of the Faculty Senate.
- B. Determine the opinion of their constituents before meetings of the Faculty Senate.
- C. Present the concerns of their constituencies at meetings of the Faculty Senate.
- D. Represent their constituencies at meetings of the Faculty Senate.
- E. Report fully and regularly to their constituencies on the activities of the Faculty Senate.
- F. Attend all general Faculty meetings.

VII. Officers of Faculty Senate

Officers shall perform duties described under this policy and by parliamentary authority contained in the current edition of Robert's Rules of Order, Newly Revised.

- A. Officers of Faculty Senate are the Chair, Vice Chair, and Recorder.
 1. Chair and Vice-Chair shall be elected as a result of nomination and closed (written) balloting. A tie vote shall be decided by "flip of a coin."
 2. Officers will serve two-year terms that correlate to the school calendar.
 3. Officer terms will be staggered for the purpose of maintaining stability.
 4. The Chair will be elected on odd years while the Vice Chair is elected in even years.
 5. The Recorder will be elected every year.
 6. Elections will be held in May with duties starting August 1.
 7. The Chairperson of the Faculty Senate may not also serve as the leader of negotiations for the Faculty Association; however, they may be a member of the negotiations team.
- B. Chair—Duties include but are not limited to:
 1. Call all regular and special meetings of the MATC Faculty Senate.
 2. Prepare and distribute the agenda a minimum of 24 hours prior to meetings of the Faculty Senate.
 3. Preside over all Faculty Senate meetings.
 4. Perform all duties designated by the MATC Faculty Senate.

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.4

5. Assist with the development/maintenance of all Faculty Senate Committees, including membership.
 6. Appoint an ad hoc committee to prepare ballots for candidates in the month of April of the election year.
 7. Serve as an ad hoc member of each Faculty Senate committee, if there is a need to do so
 8. Represent Faculty Senate at the MATC Board of Director Meetings.
 9. During the academic year the chair will meet with the Administrative team monthly or as the Chair deems appropriate to maintain communication between the Board of Directors, Administration, and faculty.
- C. Vice Chair—Duties include but are not limited to:
1. Perform the duties of the Chair in his/her absence.
 2. Perform all duties designated by the MATC Faculty Senate.
 3. Succeed to the office of chair for the unexpired term of the chair in the event of a vacancy.
 4. Record and distribute minutes in the absence of the Recorder.
 5. During the academic year, will meet with the Administrative team monthly or as the Chair deems appropriate to maintain communication between the Board of Directors, Administration, and faculty.
- D. Recorder—Duties include but are not limited to:
1. Record and distribute the minutes of all meetings of the Faculty Senate
 2. Record a list of absent and present members at each meeting of the Faculty Senate
 3. Post minutes to website
 4. Maintain a list of Faculty Senate member's term status

VIII. Elections:

- A. Term of Office:
- a. The term of a Faculty Senate member will be 3 years.
 - b. Elections will be held in May with duties starting August 1.
- B. Method of Election:
- a. The ballot will specify that each full-time faculty member vote for a Faculty Senate representative from his/her academic area, unless an individual withdraws his/her name from the ballot.
 - b. There will be a minimum of two faculty members from the following academic areas and at least one for every three full-time faculty:
 - i. **General Education:** Communications, Mathematics, Science, and Social Science
 - ii. **Business Technologies:** Business Administration, and Information and

**Manhattan Area Technical College
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Policy No. 3.2.4

Network Technology

- iii. **Health Occupations:** Practical Nursing and Associate Degree Nursing, Medical Laboratory Technology
- iv. **Trades and Industry:** Air Conditioning and Refrigeration, Automotive Technology, Construction Technology, Electric Power and Distribution, and Welding Technology
- c. The person(s) receiving the highest number of votes from each of the four academic areas will serve a three-year term. In case of a tie, the tie will be broken by the "Flip of a coin."
- d. There is no limit for how many terms a member may be elected.
- e. A majority vote of no confidence from all eligible voters in an academic area can remove a member from office.

IX. Meetings:

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair 48 hours preceding the next regularly scheduled meeting.

- A. All members of the Faculty Senate constitute the voting body. For any official business to take place, a quorum, consisting of two thirds of the membership, shall be present at the meeting. A majority of the quorum shall constitute a deciding vote.
- B. All conduct of business within the Faculty Senate not otherwise provided for in the Policies and Procedures shall be in accordance with Robert's Rules of Order, Newly Revised.
- C. The following actions are to be recorded by vote:
 - 1. All motions introduced and discussed at regular or special meetings.
 - 2. Additions or changes to the MATC Faculty Senate Policies and Procedures.
 - 3. Filling of a vacancy occurring within the Faculty Senate and/or any Faculty Senate Standing Committee.
 - 4. Recommend Faculty Senate Standing Committee chairs with recommendations to be made at the regularly scheduled May meeting or as needed.
 - 5. Faculty Senate business shall always be handled by open ballot. The Chair shall reserve the casting of his/her vote until the announcement of votes, at which time he/she shall vote in order to break a tie.

X. Faculty Senate Responsibilities to Standing and Ad Hoc Committees:

The Faculty Senate responsibilities to the standing and ad hoc committees shall be to:

- A. Identify the needs of the College and determine which committee is best suited to solve the problem based on its stated responsibilities.

- B. Form ad hoc committees as needed.
- C. Submit to the Faculty Senate all recommendations made by the Committees, both standing and ad hoc.
- D. Receive regular updates and/or review minutes from each standing committee.

XI. Standing Committees:

Each standing committee is listed below:

A. Assessment Committee

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.

B. Curriculum Committee

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.

C. Professional Development Committee

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.

Achievement of Ends: February 2021

As President/CEO of Manhattan Area Technical College, I submit to the Board of Directors that the institution is meeting the appropriate achievement of ends in the following areas:

1. Vision & Mission

The institution's expansion with the center in Wamego, and the continuous discussions and development for the career academy with the Manhattan-Ogden school district, and with potential partnership with the Geary County school district provide evidence of this component. The annual audit report demonstrated appropriate accountability of resources. The WalletHUB 2020 ranking again placed MATC first in the state of Kansas (we have been #1 or #2 for the past five years), and MATC was again identified as one of the top two-year colleges in the nation making us qualified for the Aspen Institute competition.

2. Essential Skills

Essential skills comprise several elements, including how our students do as evaluated with assessment of student learning. The redesign of our assessment process gives our faculty more rapid and direct feedback on student quality in writing, computation and more. The redesign also enhances how our instructors can make modifications with an assignment, skill demonstration, and/or test. Future assessment analyses will strengthen our ability to measure essential skills. With the addition of the Adult Learning Center we have added as an essential skill the capacity to assist persons to earn their high school diploma. Our number of completers surpassed 65 in the first 30 months of moving the program under MATC (USD 383 had 62 in the last 48 months they administered the program).

3. Work Preparedness

Student licensure pass rates and achieving industry-recognized credentials continue to improve and grow, demonstrating this end. The addition and expansion of our testing center has significantly advanced our ability to help our students and our community with credentialing. In addition, our job placement rate remains over 90% even during the pandemic economy.

4. Workforce Development

The clearest demonstration of this end is that our programs are essential occupations, and our student success rate for retention and graduation (as measured by the KBOR Student Success Index) has improved by 9% over the past 7 years. As noted earlier, our job placement rate remains over 90%. We have also seen an improvement with employer engagement in our technical programs of study.

5. Leadership

This end is met in several ways. Our PTK chapter was recently recognized for their membership development and attained the REACH Reward status. SkillsUSA has had several students with successful competition accomplishments. The expansion of the automotive technology program with USD 383 demonstrates both student, instructor, and administrative leadership. The development of the Wamego Center is also a tangible example of leadership of the College.

Submitted February 23, 2021

James D. Genandt, President/CEO