



## **BOARD OF DIRECTORS MEETING**

**Date: January 26, 2016**

**Place: Manhattan Area Technical College**

**Room 104a at 5:30 p.m.**

2016

Marla Brandon, Chair (Pottawatomie)

### **Board of Directors**

Wendy King-Luttman (Clay)  
Therese Adams (Riley)  
Randall Anderes (Riley)  
John Pagen (Riley)  
Irma O'Dell (Geary)  
Megan Umscheid (Pottawatomie)  
Judy Crymble (Clay)

### **Administration/Staff**

Jim Genandt (President/CEO)  
Tracy Geisler (Board Clerk)  
Keith Zachariasen (VPAS)  
Dr. Richard Fogg (AVPIA)  
Sarah Phillips (VPSS)  
Marilyn Mahan (VPAA)  
Carmela Jacobs (CFO)  
Ben Jackson (HR Director)



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
January 26, 2016  
Board meeting at 5:30 p.m.  
Room 104a**

**Board of Directors:**

\_\_\_ Brandon, Marla Chair (Pottawatomie) \_\_\_ Crymble, Judy (Clay) \_\_\_ O'Dell, Irma (Geary)  
\_\_\_ Adams, Therese (Riley) \_\_\_ Pagen, John (Riley) \_\_\_ Umscheid, Megan (Pottawatomie)  
\_\_\_ Anderes, Randall Vice Chair (Riley) \_\_\_ King-Luttman, Wendy (Clay) \_\_\_ Vacant (Geary)

**Administration/Staff:**

\_\_\_ Genandt, Jim (President/CEO) \_\_\_ Geisler, Tracy (Board Clerk) \_\_\_ Mahan, Marilyn (VPAA)  
\_\_\_ Zachariasen, Keith (VPAS) \_\_\_ Dr. Fogg, Richard (AVPIA) \_\_\_ Phillips, Sarah (VPSS)  
\_\_\_ Jackson, Ben (HR Director) \_\_\_ Jacobs, Carmela (CFO) \_\_\_ Krause, Dawn (Professional Staff)  
\_\_\_ Schroll, Linn (Faculty Senate) \_\_\_ Heise, Scott (Student Senate)

**\_\_\_ Call to Order**

**\_\_\_ Incidental Information**

- Additions/Changes to Agenda
- BOD Member Community Reports
- Public Comments#
- Introductions:
  - Ben Jackson, Human Resources Director
  - Carmela Jacobs, Chief Financial Officer
  - Jason York, Business Administration Instructor
  - Sara Fisher, Behavioral Science Instructor

**\_\_\_ Consent Agenda** (Routine items requiring BOD action)\*

- Approval of December Meeting Minutes (Attachment 1)\*
- December Check Register (Attachment 2)\*
- December Threshold Expenditures (Attachment 3)\*
- Organizational update (Attachment 4)\*

## **\_\_\_General Agenda** (Items possibly requiring BOD Action)

- eCampus Virtual Bookstore recommendation (Attachment 5)\*
- ATT Update (Attachment 6) (Keith)
- Foundation
- HLC (Jim)

## **\_\_\_Discussion of Ends** (Demonstration, Testimonial, or Report of Results related to Board Mission)

- Spring Student Orientation (Neil)
- In-Service Overview (Marilyn)
- Grant Report (Attachment 7) (Dawn)
- MATC Objectives from Assessment Committee (final reading) (Jim) (Attachment 8)
- Policy 7.3.3: Guidelines for Establishing Credential Fields and Minimum Qualifications (1<sup>st</sup> reading) (Marilyn) (Attachment 9)
- Enrollment Updates (Attachment 10) (Rich & Jim)
- In-Service Overview (Marilyn)

## **\_\_\_Ownership Linkage** (Related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.)

- President's Report/College Progress (Attachment 11) (Jim)

## **\_\_\_Evaluation of Board Process**

### **Executive Session**

- Personnel Matters of Nonelected Personnel;
- Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships;
- Personnel Matters of Nonelected Personnel;

### **Meetings and Upcoming Events**

- Next board meeting is Tuesday, February 23 at 5:30 p.m. in room 104a.

\* Requires BOD Action

# Submitted to Board Chair in writing prior to meeting; three minute limit. Contact Board Clerk for details

Manhattan Area Technical College  
Board of Directors Meeting  
December 14, 2015, Room 104a at 5:30

1. The Board of Directors of the Manhattan Area Technical College met December 14, 2015, at 5:30 p.m. in room 104a.

Members present: Marla Brandon, Irma O'Dell, Therese Adams, Wendy King-Luttman (arrived at 5:45), Judy Crymble, and Megan Umscheid

Members absent: Randall Anderes, and John Pagen

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Marilyn Mahan; Vice President for Academic Affairs; Keith Zachariasen, Vice President for Administrative Services; Sarah Phillips, Vice President for Student Services and Dr. Rich Fogg, AVP of Institutional Advancement

Faculty/Staff/SGO/Visitors: Linn Schroll, Scott Heise, Frank Avila, Darren Ortega, Donna Hobbs, and Norm Delay

2. CALL TO ORDER

- a. Marla Brandon called the meeting to order at 5:30p.m.

3. CONSENT AGENDA (Routine items requiring BOD action)\*

- a. Therese Adams moved to approve the Consent Agenda (Attachments 1, 2, 3, and 4). Megan Umscheid seconded. Motion carried 5 yeas, 0 nays.

4. INCIDENTAL INFORMATION

- a. None

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Judy Crymble moved to approve the Monitoring Report: General Executive Constraint (Attachment 5). Wendy King-Luttman seconded. After discussion, motion carried 6 yeas, 0 nays.
  - b. Neil Ross, Director of Admissions presented the Student Services Report and updates (handout was given).
  - c. Jim Genandt presented the final reading of the revised Grievance Policy (Attachment 6). This policy has been sent to Lawyer Steve Kearney for review/approval, the first reading was presented at the October board meeting. Wendy King-Luttman moved to approve attachment 6. Judy Crymble seconded. Motion carried 6 yeas, 0 nays. The Grievance Policy will be displayed on the website.
6. DISCUSSION OF ENDS (Demonstration, Testimonial or Report of Results related to Board mission).
- a. Jim Genandt presented the Update on Ends (attachment 7). This included the Vision &

Mission, Essential Skills, Work Preparedness, Dental Hygiene, Personal Enrichment and Leadership.

- b. Marilyn Mahan provided an update on working with the High School's and the progress that has been made.
  - c. Jim Genandt announced the IBB Team as: Marilyn Mahan, Keith Zachariasen, Jim Genandt and Ben Jackson (Reporter).
  - d. Jim Genandt explained the 1<sup>st</sup> reading of the MATC Objectives from the Assessment Committee. Final reading will be presented at the January board meeting.
  - e. Sarah Phillips presented a power point to the board reviewing her processes and mission that she has put in place her Student Services team.
7. OWNERSHIP LINKAGE (related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.).
- a. Jim Genandt presented his President Report/College Progress (Attachment 8).

## 8. EVALUATION OF BOARD PROCESS

- a. Tracy Geisler informed the board members that they will be signed up for the Governance Coach newsletter, this will come directly to their email.

### EXECUTIVE SESSION: PERSONNEL MATTERS

- a. Therese Adams moved to go into executive session at 6:40 p.m. to discuss personnel matters of non-elected personnel, and return to open session at 6:50 p.m. Megan Umscheid seconded. Motion carried 6 yeas 0 nays. Therese moved to go back into open session at 6:50 p.m. Judy Crymble seconded. Motion carried 6 yeas, 0 nays.

### EXECUTIVE SESSION: CONFIDENTIAL DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS, TRUSTS AND INDIVIDUAL PROPRIETORSHIPS

- b. Therese Adams moved to go into executive session at 6:51 p.m. to discuss confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships. , and return to open session at 7:05 p.m. Megan Umscheid seconded. Motion carried 6 yeas 0 nays. Therese moved to go back into open session at 7:05 p.m. Wendy King-Luttman seconded. Motion carried 6 yeas, 0 nays.

### EXECUTIVE SESSION: PERSONNEL MATTERS

- c. Therese Adams moved to go into executive session at 7:05 p.m. to discuss personnel matters of non-elected personnel, and return to open session at 7:15 p.m. Judy Crymble seconded. Motion carried 6 yeas 0 nays. Therese moved to go back into open session at 7:15 p.m. Judy Crymble seconded. Motion carried 6 yeas, 0 nays.

ADJOURNMENT: Marla Brandon, Board Chair, adjourned the meeting at 7:16 p.m.

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MATC Board Clerk Date

Approved:

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Chair Date

January 26, 2016

Attachment 2

To: MATC Board of Directors  
 From: Keith Zachariasen, Vice President of Administrative Services  
 Re: December 2015 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
33967	Armstrong Medical Industries Inc	Simpad System	2,921.25
33968	AT& T- internet	internet service: credit hour cost	1,444.20
33969	Best Pest Control Company	pest control service	130.00
33970	Boettcher Supply Inc	Cutter Seat Valve Set	217.16
33971	Carolina Biological Supply	NeuLog Wifi Connection Bundle	214.00
		Sensor Shipping	44.95
		Neulog Physical Science Bundle	622.00
		Neulog Environmental Sensor Bundle	611.00
		Neulog Biology Sensor Bundle	693.00
33972	CDW Government Inc	Tripp Lite 110 or 66M Punch Down Impact	44.50
		Duracell Alkaline Batteries 9V 12 Pack	14.46
		Duracell Electronics DL2032B2 battery x2	11.52
		Belkin CAT5E KEYSTONE JACK; 25-PACK	52.06
		Belkin Blue 1000' CAT5e Solid PVC - Bulk	338.43
		CDW 1' CAT5e or CAT5 RJ45 Patch Cable	129.75
		Samsung 850 EVO MZ-75E250	104.49
		Leviton Velcro Bulk Roll cable strap	16.48
		Trendnet Professional Cable Tester	101.26
		Fluke Pro 3000 Analog Tone and Probe	88.13
		Maxell LR6 - battery AA alkaline x 48	11.57
		HP v125w - USB flash drive - 8 GB	57.60
		StarTech Gigabit Ethernet Network Adapter	121.80
		Memorex DVD-R x 100 - storage media	29.36
		Belkin RJ45 Plug, 100 pack	72.88
		C2G USB to DB9 Serial Adapter	46.86
33973	Cintas Corp #451	Auto Coll shop coats	7.74
		Auto Tech shop coats/rags	51.13
		Auto Tech shop coats/rags	51.13
		Auto Coll shop coats	7.74
33974	Cintas FAS 0479	AED machine lease	79.00
		AED machine lease	79.00
33975	City of Manhattan- Utilities	water/sewer utility service	315.83
33976	Commerce Bank- St. Louis	principal loan pmt: municipal lease	2,146.20
		interest loan pmt: municipal lease	146.09
33977	Dell Computer Systems Inc	Inspiron 11 3000- 4 SMI113NW10H1204	898.00
33978	Depco Inc	Service Call 3D Printer	400.00
33979	Dept of Veterans Affairs- Debt Mgt Center	David McLeod VA FA15 Refund	3,585.00
		Richard Halliwell VA FA15 Refund	305.00
33980	Designed Business Interiors of Topeka Inc	renovation/ furniture- front office	5,980.61
33981	Duane Dunn	Commencement Speaker Fee	200.00
33982	Education To Go	online courses: tuition/fee pmt	585.00
		online courses: tuition/fee pmt	20.25
33983	Educational Publishers	Design of Viewbooks	181.12
33984	Edvotek	EdvoCycler	1,799.00
		BactoBeads JM109	29.00
		InstaStain EtBr 40 gels	55.00
		Lyphocells for DNA Extraction	29.00
		EdvoCycler Shipping	149.00
		shipping	11.30
33985	Express Services Inc	temp.recept Nursing dept- 30hrs	507.30
		temp receipt Nursing dept- 24 hrs	405.84
33986	Famous Dave's Barbeque	PAC meeting meal	171.87

January 26, 2016

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
		PAC Meeting Catering	253.81
		catered food: EPD year end test	483.59
33987	Ferro Tech Industries	Wide Format Color Scanner	4,830.00
33988	Five Star Vending	coffee/supplies: staff lounge	83.00
33989	G4S Secure Solutions Inc	campus security service	482.56
33990	Hardy Diagnostics	Tryptic Soy Agar 500g	56.85
		shipping	14.00
33991	Henry Schein Inc	Bayer's breeze 2 Autodisc 50/Pk	53.92
		Acclean Fluoride Varnish Cherry	182.69
		shipping	2.74
		Acclean Fluoride Varnish Bubble Gum	182.69
33992	Henton Plumbing & Air Conditioning Inc	Plumbing	3,304.15
33993	HyVee Inc	HyVee Breakfast-Faculty Calibration (10)	51.00
		Delivery Charge	15.00
		catered dinner BOD retreat 09-22-15	93.99
33994	Kansas Gas Service	gas utility service	129.78
33995	Kansas State Surplus Property	capital outlay - welding equipment	52.79
33996	Kistner's Flowers	flowers for Deanna Defoor last day	64.00
		flowers for former student funeral	58.00
33997	Klai-co Identification Products Mfg Co Inc	Key Card Laminating Pouches KC-10	43.95
		shipping	8.27
33998	Kriz-Davis Company	Kris Davis screw type Anchors	384.73
33999	Kryterion Inc	test deliveries 10/23/15 Client ID KANDE	180.00
34000	KSU- Diagnostic & Analytical Services	Small Animal Handling Session	230.00
34001	Lincoln Electric Company	L-56 60lb spool .052	1,604.88
		TIG Utility Carts	703.87
34002	Matheson Tri-Gas Inc	Nitrous Oxide, Compressed	82.86
		cutting torch repair	52.94
		Gas Oxygen	33.60
		Max lite ear plugs 100ct	37.60
		cylinder rental: nitrous/oxygen- DH dept	46.80
		HYP 220854	31.10
		delivery charge	10.00
		delivery charge	10.00
		miller wire feeder- S74 S-MPA	2,300.00
		HYP 220842 electrode	87.10
		delivery charge	16.50
		HYP 220819	65.60
		Oxygen, Compressed Tank	83.72
		Gas Argon/Co2 92/8	255.70
		HYP 220816	32.80
		HYP 220992	15.76
		Acetylene	148.85
		welding gas cylinder lease	196.11
		Cycl Reseal Size "E" Medical Aluminum	279.53
34003	McAlister Deli- Bothwell/Saxton Group	CAD Advisory Committee Lunch	242.22
34004	MCM- Midwest Concrete Materials	concrete,sand,fill misc,digging/labor	167.89
		concrete,sand,fill misc,digging/labor	655.85
		concrete,sand,fill misc,digging/labor	540.00
		concrete,sand,fill misc,digging/labor	1,092.94
34005	Midway Wholesale	window well cover grate	231.66
		Window wells	762.46



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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34006	Nation Job	job posting service - NationJob	1,000.00
34007	Patterson Dental Supply Inc	Labstone Buff	87.90
		CAESY Patient Software	472.00
		maintenance support: Eaglesoft	82.00
		maintenance support: Eaglesoft	20.00
		Syringe A/W Cover	10.90
		Bitewing tabs	11.70
		Cavicide 2/2.5 GAL	119.95
		Crosstex Barrier Film	62.25
		Alasta Glove Small	695.00
		Alasta Glove Medium	208.50
		Lidocaine Anes 50	82.50
		Mask Earloop Blue	397.50
		Mepivacaine	37.95
		Proxabrush Snap ons Tapered	15.25
		Sterilization Pouch	54.75
		Cavicide wipes	21.90
		Good vibrations ultrasonic cleaner	22.25
		Beaker 600ML	16.65
		Needle Plastic Hub 27GA Short	9.50
		Proxabrush Snap Ons Cylindrical	14.25
		Chair cover	68.85
34008	Pizza Hut	Pizza- for student services	222.00
34009	Quill Corporation	Partition Folders	319.95
34010	Riley County Treasurer	2015 real estate tax- 1025 S. Wreath Ave	1,753.77
34011	Salina Steel Supply Inc	2" x 1/4 bar 20'	115.84
		3 sch40 pipe 21'	75.46
		1/2 round bar x20'	30.10
		8"x3/8 x20' bar A36	385.68
		2x2x3/16 x 20' angle	83.06
		2 1/2 sch40 pipe 20'	60.09
		5'x10'x3/16 sheet	260.52
		1"x1/8 tube x 20'	11.00
		3x3x3/16 x 20' square tubing	182.70
34012	Schurle's Water Conditioning Inc	distilled water: delivery/ DH dept	40.50
34013	Rachel E Sherley	meals per diem	127.00
		misc cost: shuttle/taxi	35.04
34014	Staples Business Advantage	Sanford Sharpie Pen Stylo Fine Set	11.89
34015	Stickle's Cleaners	Laundry Service-Dental Dept	234.60
34016	SupplyWorks- Interline Brands Inc	Janitorial Products	882.19
34017	Topeka Community Foundation	Kendall Fox FA15 Scholarship Refund	500.00
34018	U Inc - S/P2	SP/2 safety training	249.00
34019	Waters True Value Hardware Inc	repair materials: EPD dept	7.95
34020	Westar Energy	electric service: Bld Trades house	24.23
34021	Western Extralite Company	Electrical Supplies	85.52
34022	Willie's Car Wash	fleet vehicle car washers	8.55
34023	AFLAC	remit payroll deductions	59.72
34024	Bay Bridge Admin LLC	Group Life Ins - Flex Benefits	741.40
34025	Bay Bridge Admin LLC - TSA	403(b)/Roth Employer Match	10,577.00
34026	Kansas Payment Center	remit payroll deductions	74.00
34027	Konza United Way, Inc.	remit payroll deductions	26.00
34028	MATC Foundation	remit payroll deductions	304.00

January 26, 2016

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34029	REACH Sports Marketing Group Inc	Buzztime Network Digital Ad	998.00
34030	Security Benefit Life Insurance Company	remit payroll deductions	3,065.00
34031-34069	students	disburse Title IV funds & A/R funds	25,168.00
34070	4 Imprint Inc	Shipping (4imprint)	14.41
		Closed-Back Table Throw & Table Runner	338.00
34071	Air Filter Plus	air filter service: facility	123.62
34072	Alexander Open Systems	EES ECH ENT CAL L/SA 1 year	437.60
		Microsoft Desktop Education	4,352.00
		MS Lync Server ENT CAL	768.00
		MS Win Server Std All Lng LIC	1,424.10
		EES EXCHG SVR STD	63.60
		Microsoft SQL Server Std Core Edition	650.78
		Lync Server Std CAL 1 YR	224.00
		MS Lync Server -Lic and SA	655.20
34073	Alex L Anderson	Registration for Vision Conference	620.00
34074	AT& T- service	phone service: EPD site	49.47
34075	Burnett Automotive Inc	7.00x15 trailer tire	98.50
34076	Carquest of Westloop	Auto Collisions materials- students	54.56
		truck supplies: oil, filters, etc	915.66
		A/c belts	23.08
		auto tech materials- (consumables)	40.35
34077	Cat Cans Portable Services of Manhattan LLC	portable toilet rental- monthly	100.00
34078	CDW Government Inc	Surface Mount Outlet Box	78.00
		DYMO 1/2" Polyester D1 Tape	16.10
		DYMO 1/2" Permanent Adhesive D1 Tape	15.15
34079	Century Business Systems Inc	(4) units copier service agreement	1,420.31
34080	Cintas Corp #451	Auto Tech shop coats/rags	7.74
		Auto Coll shop coats	7.74
		Auto Tech shop coats/rags	51.13
		Auto Coll shop coats	7.74
34081	Cintas FAS 0479	AED machine lease	79.00
34082	Cox Communications	phone/internet service: facility fee	1,429.81
		phone/internet service: credit hr fee	2,000.00
34083	Economy Electric Inc	Electrical Service repair Bld. A	1,340.00
34084	Five Star Vending	coffee/supplies: staff lounge	83.00
34085	Frankfort Porta Potty Inc	rental portable toilets	105.00
34086	G4S Secure Solutions Inc	campus security service	241.28
34087	HD Supply Power Solutions LTD	H D supply under ground	1,015.65
34088	Henry Schein Inc	Biohazard tape	19.12
34089	Henton Plumbing & Air Conditioning Inc	Plumbing	3,304.15
34090	Howie's Enterprises Inc	trash service	390.00
34091	ISS Facility Services - Topeka	contracted janitorial service- daily	6,074.00
34092	Jenzabar Inc	Izenda Subscription	246.00
34093	Josh Connet Excavation	Foundation Digging	300.00
34094	Kansas State Surplus Property	welding cap outlay - grinding machines	26.85
34095	Karsmizki Locksmith	rekey rooms 401 402 404 406	75.00
34096	Kolde Concrete Services	Concrete Pumping	740.68
34097	Labsco- Lab Supply Company	Shipping	36.56
		GAUZE 2X2IN 8-PLY N/S	20.07
		SYRINGE MEDICAL LL 1/5ML 10ML	13.37
		SALINE BLOODBANK ISOTONIC 0.85 PCT W/V	27.55
		Chem Strip 10MD	58.50

January 26, 2016

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
		MultiStix 10SG Reagent Sticks	156.82
34098	Manhattan Broadcasting Co Inc	KMAN sports pkg sponsor ads	1,343.75
34099	MCM- Midwest Concrete Materials	concrete,sand,fill misc,digging/labor	3,184.74
34100	Medi-Waste Disposal	Biohazard removal- monthly service	45.00
34101	Montgomery Communications Inc.	job posting - welding - Smoke Signal	12.60
34102	Panera Bread	Breakfast for Mock Boards Examiners (12)	21.27
34103	Patterson Dental Supply Inc	Keyboard Cover	27.90
34104	Pawnee Mental Health Services	Mental Health First Aid	440.00
34105	Remco Builders Inc	3 indoor quality reports	445.00
34106	Riley County Rural Water	water service: EPD Keats site	25.59
34107	Safety-Kleen Systems Inc	Armakleen 4-in-1 cleaner(ultrasonic)	158.50
34108	Schurle's Water Conditioning Inc	distilled water: delivery/ DH dept	18.00
34109	Seaton, Seaton & Dierks, LLP	legal services: as needed	232.75
34110	Underground Vaults & Storage	document storage rental & shredding	85.00
34111	UPS- United Parcel Service	shipping return package	10.22
34112	Wamego Chamber of Commerce	legislative Panel at Wamego Chamber	10.00
34113-34115	students	disburse Title IV funds & A/R funds	2,251.00
34116	Katie Ball	stipend - MHS counselor	2,000.00
34117	USD 378- RILEY COUNTY HIGH SCHOOL	instructor fee - concurrent courses	4,675.00
34118	USD 383- Manhattan High School	instructor fee - concurrent courses	9,900.00
34119	Altec Industries Inc	chuck altec	281.47
34120	Amazon.com	Oster Pure Blend 300 Blender with Glass	92.30
34121	AT& T- internet	internet service: credit hour cost	1,444.20
34122	ATI - Assessment Technologies Inst LLC	entrance testing: ADN/PN	50.00
34123	Biddle Consulting Group Inc	OPAC Certificates	150.00
34124	Blueville Nursery	Landscape repair - 736 Loma Ridge Dr	3,671.85
34125	CDW Government Inc	Logitech Speakers	17.61
		Epson PowerLite 1761W MultiMedia Project	595.45
		Transcend Flash Memory Card- 16GB	10.64
		IOGEAR Universal Memory Bank GFR281	11.53
		Tripp Lite 6ft Heavy Duty Power Cord	31.24
		VGA Splitter	41.64
		Acad Vmware VSPH 6 STD 1 yr	242.50
		Acad Vmware VSPH 6 STD	991.02
34126	Educational Publishers	2015 December Commencement Programs	301.83
		Announcements/Invitations & Blank Envelo	17.63
34127	Express Services Inc	Temp - Brandi Ewert (Nursing Dept)	811.68
34128	Five Star Vending	coffee/supplies: staff lounge	66.00
34129	G4S Secure Solutions Inc	campus security service	422.24
34130	Hawley Printing Sir Speedy	nurse pinning programs - Dec 2015	98.02
34131	IDEA Center Inc	IDEA Raw Data File	30.00
		Batch Charge	15.00
		Student Email Notifications	58.08
		Processing Charge for Online Classes	100.75
		Processing Charge for Paper Surveys	465.00
34132	Jenzabar Inc	EX-SYS391: SQL training	765.00
		EX-SYS390: SQL training	1,147.50
34133	JNT Company LLC	website support: unlimited requests	2,308.50
34134	Kansas Gas Service	gas utility service	393.82
34135	Kistner's Flowers	Floral Order for Fall Commencement 2015	252.00
		flowers for Bill G and Connie Poston	129.13
34136	Kryterion Inc	Test Deliveries 11/2015 Client ID KANDE	288.00

January 26, 2016

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To: MATC Board of Directors  
 From: Keith Zachariasen, Vice President of Administrative Services  
 Re: December 2015 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34137	Lampton Welding Supply Co Inc	gas cylinder lease: welding	2,504.08
		gas cylinder lease: dental hygiene	279.52
		gas cylinder lease- auto tech	17.45
		gas cylinder lease: auto coll	168.87
		gas cylinder lease: air cond	75.56
34138	Lincoln Electric Company	Square Wave TIG 200	4,531.18
34139	Manhattan Mercury	help wanted - CFO and A/P Specialist	79.21
34140	MCM- Midwest Concrete Materials	foundation materials - BT house	439.34
34141	Justin M Meuli	cell phone reimbursement- monthly	50.00
34142	Moore Medical	lab supplies - Nursing	362.45
34143	N & D Enterprises, Inc.	cost savings on utilities - sharing	1,650.52
34144	National Screening Bureau LLC	background screening fees	200.00
34145	National Technical Honor Society	NTHS	280.00
34146	Pizza Hut	PTK induction celebration	77.94
34147	PROQUEST INFORMATION & LEARNING	library reference subscription	2,965.00
34148	Quill Corporation	5 3/8" Deluxe Sorter Square Bookend	30.58
		Manhattan London Top Loading Briefcase	11.69
		Deflect-O Literature Holder w/ Bus. Card	19.38
		Crayola Colored Pencils	3.41
		Post-it Flat Notes, 3" x 3"	23.39
		Sharpie Accent Permanent Markers	4.04
		Deep Multipocket Desk Drawer Organizer	10.79
		Quill Brand Easy Close White Envelopes	49.99
		Quill Brand 1-1/2" Round Ring Binder	16.17
		Quill Brand Standard Series Ruled Pad	10.99
		Dab 'N Seal Envelope Moistener	13.04
		Quill Printable File Folder Labels	15.49
		Quill Brand Address Labels (White)	23.99
		Quill Brand Grey Paper - Letter Size	18.88
		Brother M Series label maker tape	10.79
		Glad Cling Wrap	2.09
		Clorox disinfecting wipes; 3 canisters	7.99
		Quill brand anchor pen w/ chain	4.04
		Chinet Paper Plates 125/pk	33.98
		Scotch heavy duty shipping tape	3.32
		Quill brand standard business envelopes	15.79
		quill brand pocket black folders 25/box	21.58
		quill brand medium plastic forks 300/bx	8.99
		receipt books 3-to-a-page, triplicate	84.55
		replacement lexar flashdrives-students	16.17
		office supplies - Bus Admin program	233.29
34149	Schurle's Water Conditioning Inc	distilled water: delivery/ DH dept	22.50
34150	Schwab-Eaton, P.A.	engineering services - BT house	605.00
34151	Stanion Wholesale Electric Inc	supplies - maintenance	17.64
34152	Stickle's Cleaners	Laundry Service-Dental Dept	297.80
34153	UMB Visa Card Services	Supplies course fee- EPD/Keats	282.28
		Supplies- St. Services	202.10
		Employment advertising- Central Services	119.95
		Prof. Development- Administrators	459.70
		Shipping for Backdrop	77.39
		Graphic Design Fee	13.00
		Quick Fabric Display Backdrop	850.00

January 26, 2016

Attachment 2

To: MATC Board of Directors  
 From: Keith Zachariasen, Vice President of Administrative Services  
 Re: December 2015 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34154	Waters True Value Hardware Inc	Commencement Rental Items from Waters	203.50
34155	Willie's Car Wash	fleet vehicle car washers	18.05
34156	AFLAC	remit payroll deductions	59.72
34157	Bay Bridge Admin LLC	Group Life Ins - Flex Benefits	741.40
34158	Bay Bridge Admin LLC - TSA	403(b)/Roth Employer Match	6,150.00
34159	Kansas Payment Center	remit payroll deductions	74.00
34160	Konza United Way, Inc.	remit payroll deductions	26.00
34161	MATC Foundation	remit payroll deductions	304.00
34162	Security Benefit Life Insurance Company	remit payroll deductions	2,995.00
34163	Best Pest Control Company	pest control service	130.00
34164	Cash Lumber	Foundation Materials	2,447.85
34165	Cintas Corp #451	Auto Coll shop coats/rags	58.87
34166	City of Manhattan- Utilities	water/sewer utility service	282.75
34167	Express Services Inc	temp receipt nursing dept - 57 hours	963.88
34168	Frankfort Porta Potty Inc	rental portable toilets - EPD site	59.50
34169	Home Depot	Maintenance Supplies	540.98
		7 gal trash can	266.79
		Edsal Extra-Wide 16-gauge Boltless	173.93
		Dial Hand soap	56.49
34170	Keystone Automotive Industries Inc	auto coll- Lab Fee Materials	379.40
34171	LearnSmart	Learnsmart Combo Bundle	215.00
		Learnsmart Business Bundle	1,260.00
34172	Matheson Tri-Gas Inc	662528-42019 Norton Wheels 25 ct	89.03
34173	Mead Lumber	House Materials	1,588.12
		House Materials	20.86
		House Materials	50.30
		House Materials	2.92
		12" x 5/8" SDS hammer drill bits	30.84
		12"x 1/2" SDS hammer drill bit	22.16
		Table Saw Blades	109.98
		Dewalt 5 piece tool set	434.99
		Skil Saw	196.00
		Bostich Framing Nailer	224.99
		House Materials	297.50
		Dewalt roto zip	69.99
		Bostich Brad Nailer	149.99
		Bostich Finish Nailer	285.00
		4.5' drywall T-square	107.93
34174	Patterson Dental Supply Inc	maintenance support: Eaglesoft	102.00
34175	Premier Personnel Services, Inc.	Cecily Cecil - 15.5 hours end 12.12.15	251.10
34176	Staples Business Advantage	Staples Hyken Technical Mesh Task Chair	149.99
		Office Chair	69.99
EP1727	Marilyn J Mahan	travel reimbursement	116.28
EP1728	Monica R McFadden	travel reimbursement	115.14
EP1729	Kathryn McNeal	travel reimbursement	59.28
EP1730-40	students	disburse Title IV funds & A/R funds	18,700.00
EP1741	Greg Cranford	cell phone reimbursement- Dec	50.00
EP1742	Rex O Fair	cell phone reimbursement- Dec	50.00
EP1743	Josh Gfeller	cell phone reimbursement- Dec	50.00
EP1744	Laci Nicole Heller	cell phone reimbursement- Dec	50.00
EP1745	Gary Pryor	cell phone reimbursement- Dec	50.00
EP1746	Barbara Wenger	cell phone reimbursement- Dec	50.00

January 26, 2016

Attachment 2

To: MATC Board of Directors  
From: Keith Zachariasen, Vice President of Administrative Services  
Re: December 2015 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
EP	Blue Cross & Blue Shield of Kansas	January health insurance	32,094.03
EP	Westar Energy	electric utility service	25.44
		electric utility service	5,172.72
		electric utility service	1,107.17
		electric utility service	391.62
EP	Commerce Bank- St. Louis	principal loan pmt: municipal lease	3,295.86
		interest loan pmt: municipal lease	213.08
EP	Samantha Kriley	stipend - RCHS counselor	1,850.00

**TOTAL NOVEMBER DISBURSEMENTS:**

**270,547.52**

January 26, 2016

Attachment 3

To: MATC Board of Directors  
From: Keith Zachariasen, Vice President of Administrative Services  
Re: December 2015 Threshold Expenditures > \$5,000

Vendor Name	Item(s) Purchased	Department	Cost	Funding	Ck. No
Designed Business Interiors of Topeka Inc	remodel of Student Services department	Student Services	5,980.61	capital outlay	33980
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match	All School	10,577.00	general fund	34025
Alexander Open Systems	software and support services	All School	8,575.28	credit hour fee	34072
ISS Facility Services	janitorial service	All School	6,074.00	general fund	34091
USD 383 - Manhattan High School	instruction fee for concurrent courses - FA15	All School	9,900.00	general fund	34118
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match	All School	6,150.00	general fund	34025
Westar Energy	utilities	All School	5,172.72	general fund	Epay
Blue Cross & Blue Shield of Kansas	December health insurance	All School	32,094.03	general fund	Epay

TOTAL NOVEMBER DISBURSEMENTS EXCEEDING THRESHOLD:

\$ 84,523.64



*Jim Genandt*  
*President*

3136 Dickens Ave., Manhattan, KS 66503-2499

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

**MEMORANDUM**

TO: MATC Board of Directors  
RE: Organizational Update

DATE: January 26, 2016

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Consent Agenda:

Organizational Update

**1. Revisions to organizational structure/positions:**

- a. Chief Financial Officer duties are currently in transition and are being completed by Keith Zachariasen and Carmela Jacobs and reporting directly to the President.
- b. Assistant Director of Financial Aid position is in interview process.

**2. Personnel changes**

- a. Appointment of Carmela Jacobs to Chief Financial Officer



January 26, 2016

**To: MATC Board of Directors**  
**From: Jim Genandt, President**  
**Re: eCampus Virtual Bookstore Recommendation**

**Background Information**

Textbooks are a required component for most courses at Manhattan Area Technical College. Students acquire these resources with either personal financing or as a component of the College's financial aid process. Students receiving financial aid without means to acquire the materials prior to start of course can obtain a voucher to use at Varney's Bookstore.

**Current and Future Conditions**

The College has continuously referred students to Varney's Bookstore for the purchase of required textbooks for College courses. As the market for textbooks has developed over the years, a significant portion of students are acquiring books from an online resource. Accordingly, the volume of transactions by College students with Varney's has decreased.

Administration is proposing implementation of a virtual bookstore option for students. The vendor preferred for this operational process is the eCampus Virtual Bookstore Program. The Bookstore will be open to anyone with a College user account and accessible from the College website. Users will have standard options for payment of purchases and a financial aid voucher process will be provided by eCampus. See Attachment 5 for additional details.

**Financial Implications**

The College will receive a commission from eCampus for each item transacted on the College's virtual account. The commission percentage ranges from five percent to ten percent dependent upon the transaction type. Administration does not have current volume data of transactions in order to determine an estimate of the expected commission. The eCampus agreement does not require any financial obligation from the College to establish this process.

**Recommendation**

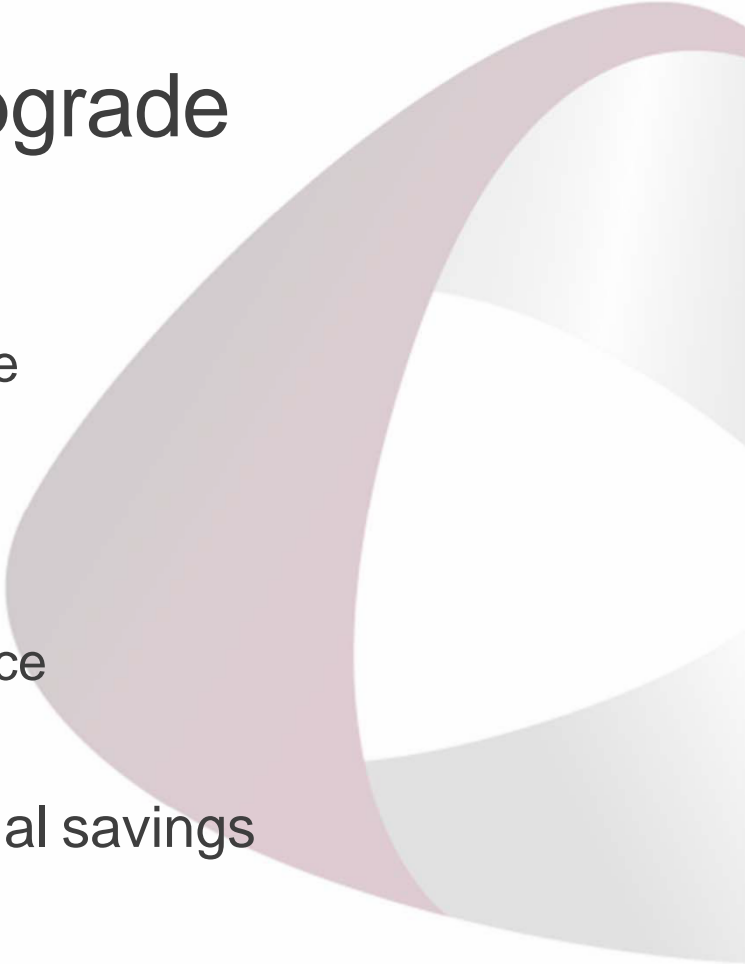
Administration respectfully requests Board approval to enter into a contractual agreement for the implementation of the eCampus Virtual Bookstore Program.

eCampus Partnership Offerings to Manhattan Area Technical College	
Products Offered	New Textbooks, Used Textbooks, eTextbooks, Book Rental, Marketplace, General Reading Books, Apparel, Custom Bundles, Custom Publishing, Required Course Materials and Coursepacks
Commission Structure:	
Textbooks (All Formats)	6% Commission
General Reading Books	6% Commission
Apparel	10% Commission
Book Buybacks	10% Commission
Marketplace Orders	5% Commission
Internet Textbook Pricing	eCampus will provide Manhattan Area Technical College with internet textbook pricing on all textbooks. Internet pricing is based on the daily supply & demand of textbooks on the internet. eCampus' internal tools scrape every major textbook suppliers website to determine the most competitive daily textbook pricing each day for Manhattan Area Technical College students textbooks.
Free Shipping	eCampus will offer Manhattan Area Technical College a year-round shipping promotion. The current shipping promotion is FREE shipping on all orders over \$59.00 (excluding marketplace).
Customer Service	Manhattan Area Technical College is assigned a dedicated virtual bookstore management team which includes a virtual bookstore manager, a textbook manager, an assistant and a customer service team. Students may contact customer service for assistance via email or by dialing a toll-free number.
Payment Methods	Credit Card, Debit Card, Check, Money Order, Financial Aid, Paypal or Paypal Credit
Financial Aid	eCampus offers a customized financial aid module which allows Manhattan Area Technical College to load, modify and track student financial aid vouchers. Financial Aid information can be submitted to eCampus via excel templates sent by email, through API integration with your institution's SIS system or may be entered into our Faculty Administration Support Tool by your financial aid department.
Ordering Methods	Students can order 24/7 on the Internet. Students can also order by phone or email.
On-site Book Buybacks	eCampus will set up in high traffic locations on Manhattan Area Technical College 's campus to pay cash to students at on-site book buybacks. eCampus will pay premium buyback pricing on any textbooks being readopted for the next semester. eCampus will pay used book national guide pricing on any other textbook being sold back.
Online Book Buybacks	eCampus will conduct online book buybacks year round. We will pay premium pricing toward the end of each semester for textbooks being readopted for the following semester. eCampus will pay students with a check, direct deposit or in-store credit that includes a 20% additional premium. eCampus pays the shipping for textbooks sold back online.

Bookstore Liquidation	eCampus will provide a quote to purchase Manhattan Area Technical College 's current textbook inventory. We will pay premium pricing on readopted textbooks being used the next term and national guide value on any textbook that is not readopted and has a guide value.
Website Customization	Design and structure of the virtual bookstore may be customized to Manhattan Area Technical College 's specific needs.
Website Availability	The virtual bookstore website is a responsive design with ease of use across all types of devices.
Custom Apparel	eCampus can create selected apparel with Manhattan Area Technical College 's logos to sell on the virtual bookstore. All designs will be approved by Manhattan Area Technical College .
Marketing	eCampus will work with Manhattan Area Technical College to create a full marketing campaign for the virtual bookstore. eCampus will create all of the artwork on flyers, posters and emails for Manhattan Area Technical College to disperse among students.
Adoption List Support	eCampus will assist Manhattan Area Technical College faculty in choosing textbooks for their courses by providing them with the most up-to-date information from publishers. Faculty and Administration will also have access to use our Adoption Search Tool that provides pertinent information on all of the available textbooks to adopt from publishers. Once complete, eCampus will cleanse the adoption list and provide accurate information on title availability. We will provide alternative suggestions for any textbook that is not available to meet the student enrollment for the course. eCampus will require Manhattan Area Technical College 's approval on all changes made to the adoption list before inventory is ordered.
Textbook Acquisition	Once the adopted booklist is finalized, it will be sent to the eCampus Procurement Department where eCampus' Procurement Manager will establish maximum quantities on hand for ordering based on expected enrollment and sales.
Faculty Editions	eCampus will assist Manhattan Area Technical College faculty in acquiring faculty editions and ancillary materials for their course textbooks. eCampus will submit the request for materials to the appropriate publisher who will then determine if Manhattan Area Technical College meets eligibility requirements for free copies.
Faculty Administration Support Tool	eCampus will provide access and train administration and faculty on how to use our internal tools within our Faculty Administration Support Tool, know as F.A.S.T. Faculty/Administration will have the ability to add their course adoptions, approve course adoptions, utilize our adoption tool, design the virtual bookstore, manage financial aid, add course notes and syllabi on the virtual bookstore, download custom reports, run real-time sales reports and more.
Reports	eCampus provides any custom reports specific to Manhattan Area Technical College 's needs. Reports may be downloaded or sent via email at any frequency requested. Manhattan Area Technical College may also run real-time sales reports for any given time period within F.A.S.T.
Return Policy	Students may return textbooks, shipped from eCampus, 30 days from the first day of a semester class as long as it is returned in its original condition.
Sponsorships	eCampus is willing to sponsor Manhattan Area Technical College events, golf tournaments, gala's, fundraisers, etc.

Registration Integration	eCampus can integrate with Manhattan Area Technical College 's online student registration system and allow students the ability to immediately purchase their required textbooks for their courses following registration. After scheduling for courses, students will instantly be able to access their course schedule's required and recommended textbooks for immediate or delayed purchase.
Kiosk	eCampus will provide a FREE iPad kiosk to be placed in a high-traffic area on the Manhattan Area Technical College campus.
Textbook Scholarships	eCampus will offer \$1,000 in textbook scholarships per main semester to be awarded at the discretion of Manhattan Area Technical College .

# Internet and Phone Service Upgrade

- Current:
    - Cox (20MB w phone) and ATT (50MB)
    - 20 phone lines with 2,500 minutes long distance
    - \$4,444 monthly cost
  - Future:
    - ATT (100MB) for Internet and phone
    - 46 phone lines with 13,800 minutes long distance
    - \$2,320 monthly cost
  - No change to phone numbers - \$25,500 annual savings
- 

## MATC Grant Status Report 2015-2016

### Pending Grants – Lead Role

Grant Title	Description	Amount	Players	Deadline	Proposal Elements
<p><b>Title III Part A Programs: Strengthening Institutions (Dept. of Ed)</b></p> <p><b>Project AIMS: Accessible Instructional Modalities and Services</b></p>	<p><b>PROGRAM DESCRIPTION:</b> The program helps eligible IHEs to become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions.</p>	\$2M/ 5 years	Administration Student Affairs LRC/Library BA Instructional Tech INT Biotechnology	<p><b>Submitted:</b> May 2015</p> <p><b>Notification of Award:</b> End of September 2015</p>	<p>Proactive Advising Plan implementation</p> <p>Development of key online courses for BA, INT and BIO</p> <p>Jenzabar upgrade</p> <p>New Learning Management System (Canvas)</p> <p>Renovation of the LRC/Library to include a Tutoring Center and a Faculty Online Course Development Studio</p> <p>IT infrastructure</p>
<p><a href="http://www2.ed.gov/programs/iduestitle3a/index.html">http://www2.ed.gov/programs/iduestitle3a/index.html</a></p>					
<p><b>Delta Dental Community Benefit Grant</b></p>	<p>Community Dental Health Grants will be provided for new initiatives, new components of existing programs, start-up funding or one-time events that will include one or more of the following grant criteria:</p>	<p>\$150,000</p> <p>Phased approach over several years</p>	DH Local partners - dentists	<p><b>Deadline:</b> <b>August 31, 2015</b></p>	<p>Add on another portable structure of similar size to increase patient and student capacity.</p>

## MATC Grant Status Report 2015-2016

	<ul style="list-style-type: none"> <li>• Prevention and education</li> <li>• Significant and/or large impact</li> <li>• Sustainable, innovative solutions</li> </ul>				
<a href="http://www.deltadentalks.com/CommunityBenefit/DentalHealthGrants/">http://www.deltadentalks.com/CommunityBenefit/DentalHealthGrants/</a>					
<b>Caterpillar Foundation Global Grants</b>  <b>Invitation only</b>	50% match required from partners/community	\$10-15k	Welding Local partners	<b>N/A</b>	Request for new welders due to aging equipment and constant repair issues.
<a href="http://www.caterpillar.com/en/company/caterpillar-foundation.html">http://www.caterpillar.com/en/company/caterpillar-foundation.html</a>					

### Not funded from FY2015

	Description	Amount	Lead Org/ Players	Deadlines	
<b>TAACCCT</b>  Partnered on a grant to fund programs at the Peaslee Center in Lawrence for Biotechnology course delivery.	This DOL federal grant provides eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, and are suited for workers who are eligible for training under the Trade Adjustment Assistance (TAA) for Workers Program, as well as other adults.	Several million, up to \$25M for consortia	Neosho CC, several other KS colleges  MATC was a partner	July 2014  <b>Not funded</b>	
<a href="http://www.doleta.gov/taaccct/">http://www.doleta.gov/taaccct/</a>					

## MATC Grant Status Report 2015-2016

### Active Grants

Grant Title	Agency	Amount	Dates	Status
<b>Perkins Improvement Grant (FY15-16)</b>	Federal/KBOR	\$144,000	July 2015- June 2016	AWARDED July 2015 Support for CTE programs; primarily equipment and professional development.
<b>Perkins Reserve Fund Grant</b>	Federal/KBOR	\$22,100	August- September 2015	Minivan for Dental Hygiene program outreach
<b>Perkins Nursing Initiative Grant</b>	Federal/KBOR	Waiting on budget  \$40k range	July 2015- June 2016	This fund is used as a dollar for dollar match in support of nursing staff salaries
<b>Workforce AID – Caterpillar Work Tools, Inc. Welding Program</b>	Department of Commerce & Caterpillar Work Tools, Inc.	\$39,000	June-July 2015	Awarded, 8 students participating in Caterpillar’s internal training program. Six of the 8 have passed their qualification in the 3G positions and will get jobs with Cat. Two students are still pending testing this week.
<b>Department of Defense Education Activity (DoDEA) Educational Partnership</b>	Lead: USD 383  Description: Promoting Student Achievement at Schools Impacted by Military Force Structure Changes. Students in grades 7-9 are targeted.		Summer 2014 - 2017	Summer STEM camp  Grant covers faculty off-contract pay and supplies.



## MATC Grant Status Report 2015-2016

### Completed

<b>Workforce AID – Machine Technology Job Skills Training Program</b>	Department of Commerce	\$37,537	Fall 2014	<p><b>Report submitted.</b></p> <p>Provision of a short-term machine operator training program leading to a NIMS Level 1 credential in conjunction with Washburn Tech (hands-on training on machines) and 5 area employers (Manko, Florence, Abbott Workholding Products, Farrar Corporation and EMI)</p> <p><b>Outcomes:</b> 8 of the 16 students that started the program completed and obtained their Level 1 Materials, Measurement and Safety credential. Job placement varied at the sponsoring companies.</p>
<b>Partners in Adult Education Success</b>	Manhattan Community Foundation	\$7,000	July 2014- July 2015	<p><b>Report submitted.</b></p> <p>Working with Manhattan Adult Learning Center on developmental education initiatives with their GED students and ways to transition them into MATC programs. Also exploring their individualized counseling model for use at MATC with at-risk students.</p> <p><b>Outcomes:</b> This grant will greatly inform our working relationship with MALC in implementation of the A-OK initiative to get students into GED programs and to move onwards with their education by obtaining a post-secondary credential (CNA is a good example). More info here: <a href="http://www.kansasregents.org/workforce_development/accelerating_opportunity_kansas">http://www.kansasregents.org/workforce_development/accelerating_opportunity_kansas</a></p>
<b>Delta Dental of Kansas Foundation</b>		\$18,909	FY14-15	<p>Report submitted.</p> <p>Purchased a Nomad portable x-ray unit, Schick Digital x-ray system, laptop designated for the Schick system and Nomad, and a Caries Detector</p> <p>Toothbrush kits donated worth \$2298.24</p>

## Objectives

*MATC fulfills its mission by:*

- Offering associate of applied science degrees and technical certificates upon completion of programs and courses in technical fields to meet student, employer, and community needs.
- Complementing technical instruction with general education courses emphasizing critical thinking, problem solving, ~~and~~ communication skills, appreciation of diversity, and awareness of a global economic and social environment.
- Creating opportunities for secondary students in technical education through articulation agreements, concurrent credit, reverse transfer, and clear transitions to employment and/or advanced degree opportunities.
- Providing student services to include counseling, financial aid, skill enhancement and assessment, employability preparation, prior learning assessment, and student-directed activities.
- Assessing student performance and outcomes to enhance learning.
- Allocating resources to ensure a safe, accessible, and student-friendly learning environment.
- Monitoring integrity through interaction with program advisory councils, a general advisory council, and evaluation by approving agencies.
- Serving as a valued community leader and partner in the educational, economic, and workforce development of our service area.

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

**Policy No. 7.3.3**

<b>Title: Guidelines for Establishing Credential Fields and Minimum Qualifications</b>	
<b>Originated By:</b> Marilyn Mahan	
Signature	Date
<b>Reviewed:</b>	
Signature	Date
<b>Approved:</b>	<b>Revised:</b>

**Policy Statement:** According to the Guidelines of the Higher Learning Commission of the North Central Association of Colleges and Schools for determining qualified faculty, qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered. Instructors must possess an academic degree relevant to what they are teaching, and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established.

**Rational:** Institutions must ensure that faculty members who deliver college content are appropriately qualified to do so, following the guidelines established by the HLC and published October 2015. The guidelines apply to full-time faculty, adjunct faculty, and dual credit/concurrent credit courses.

**Procedure:**

1. Using *Credentials* as a Basis for Determining Minimally Qualified Faculty (First Level Approval)
  - a. Faculty should have completed a program of study in the discipline or subfield in which he/she teaches with coursework at least one level above that of the courses being taught or developed.
  - b. Faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which he/she is teaching. Faculty teaching general education courses should hold a master's degree or higher in the discipline or subfield. If the master's degree is in a field or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
  - c. Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training, and tested experience.
2. Using *Tested Experience* as a Basis for Determining Minimally Qualified Faculty
  - a. Second Level Approval
    - i. Bachelor's degree in the discipline
    - ii. Master's degree in any area (i.e. education, technology, administration, curriculum and instruction)

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

**Policy No. 7.3.3**

- iii. Three years of successful high school or college teaching experience in the subject area
  - b. Third Level Approval
    - i. Bachelor's degree
    - ii. Currently teaching in high school or college
    - iii. Minimum of 24 credit hours in the subject area
    - iv. Three years of successful high school or college teaching experience in the subject area
    - v. Recommendation from building principal or college administrator
    - vi. Annual student and administrative evaluations
    - vii. Peer mentored by an instructor with first or second level approval
  - c. Fourth Level Approval
    - i. Valid/current industry-recognized credential for career technical field
    - ii. Industry experience with a minimum of 4000 hours (two years) in the career technical field
- 3. Faculty hired at the second level, in particular those faculty teaching general education courses, must have a professional development plan on file to obtain 18 graduate hours in the field or subfield he/she is teaching. Faculty hired at this level must be actively working towards attaining the 18 credit hours.
- 4. Faculty hired at the third level, in particular those faculty teaching general education courses, must have a professional development plan on file to obtain 18 graduate hours in the field or subfield he/she is teaching and be actively pursuing a master's degree.
- 5. Faculty hired at the fourth level approval must have a professional development plan on file to attain a degree at least one level above that of the program in which he/she is teaching.

Any instructor hired with less than the first level approval qualifications is employed with the understanding that the institution may elect to continue searching for a first-level qualified candidate for consideration of the position beyond the contractual term of the less qualified individual. Also, instructors hired as an adjunct are not guaranteed continued employment beyond the term of their active contract.

## Twentieth Day Spring Enrollment Counts

### 2013 and 2014 w/ Change Statistics

	Spring 2013	Spring 2014	Difference: 2013 to 2014	
<b>20th Day Enrollment Count</b>	807	715	-92	-11%
<b>Total Credit Hours (SCH)</b>	8567	8318	-249	-3%
<b>FTE Students <sup>1</sup></b>	571	555	-16	-3%
<b>Full-Time <sup>2</sup></b>	420	439	19	5%
<b>Part-Time</b>	387	276	-111	-29%

### 2014 and 2015 w/ Change Statistics

	Spring 2014	Spring 2015	Difference: 2014 to 2015	
<b>20th Day Enrollment Count</b>	715	760	45	6%
<b>Total Credit Hours (SCH)</b>	8318	8046	-272	-3%
<b>FTE Students <sup>1</sup></b>	555	536	-19	-3%
<b>Full-Time <sup>2</sup></b>	439	394	-45	-10%
<b>Part-Time</b>	276	366	90	33%

### 2015 and 2016 w/ Change Statistics

	Spring 2015	Spring 2016 <sup>3</sup>	Difference: 2015 to 2016	
<b>20th Day Enrollment Count <sup>3</sup></b>	760	867	107	14%
<b>Total Credit Hours (SCH)</b>	8046	8154.5	108.5	1%
<b>FTE Students <sup>1</sup></b>	536	544	8	1%
<b>Full-Time <sup>2</sup></b>	394	360	-34	-9%
<b>Part-Time</b>	366	507	141	39%

<sup>1</sup> One FTE (Full-Time Equivalent) Student = 15 SCH

<sup>2</sup> FT =  $\geq$  12 SCH; PT =  $<$  12 SCH

<sup>3</sup> Spring 2016 counts were made on 01/22/16 and will change by the 20<sup>th</sup> day (02/15/16)

## High School Student Enrollment for Academic Years 2014-2015 &amp; 2015-2016

High School Classes F14			High School Classes S15			High School Classes F15			High School Classes S16		
Type	Course Code	Enrollment	Type	Course Code	Enrollment	Type	Course Code	Enrollment	Type	Course Code	Enrollment
GE	ALH 101 11504	1	GE	CIS 100 12553	1	GE	BSC 110 1H02A	15	GE	ACC 100 1H202	29
GE	BSC 125 11914	2	GE	COM 115 12907	1	GE	COM 105 1H102	17	GE	ACC 120 1H203	29
GE	CHM 110 11938	1	GE	COM 115 12935	1	GE	COM 105 1H112	22	GE	BSC 110B 1H02B	15
GE	CIS 100 15107	2	GE	MAT13512953	30	GE	COM 105 1H113	24	GE	COM 106 1H200	14
GE	CIS 100 15108	2	GE	MAT13512955	13	GE	COM 105 1H114	20	GE	COM 106 1H212	25
GE	COM 100 11940	1	GE	PSY 100 15217	1	GE	COM 115 1H109	20	GE	COM 106 1H213	20
GE	COM 105 11901	1		<b>GE Total:</b>	<b>47</b>	GE	MAT 135 1H103	8	GE	COM 106 1H214	26
GE	MAT 135 11930	26	SB155	ALH 100 1B202	37	GE	MAT 135 1H111	15	GE	COM 115 1H215	17
GE	NTR 105 11923	1	SB155	CRT 100 12567	1	GE	SOC 100 1H115	12	GE	MAT 135 1H216	15
GE	PSY 125 11922	1	SB155	CRT 115 12563	1		<b>GE Total:</b>	<b>153</b>	GE	MAT 135 1H217	19
	<b>GE Total:</b>	<b>38</b>	SB155	CRT 118 12554	1	SB155	ALH 100 1B104	1	GE	PSY 100 1H222	17
SB155	ALH 100 1B104	1	SB155	CRT 120 12564	1	SB155	ALH 100 1B105	1		<b>GE Total:</b>	<b>226</b>
SB155	WLO 100 11624	1	SB155	CRT 125 12565	1	SB155	ALH 100 1B300	4	SB155	ALH 100 1B207	17
SB155	WLO 110 11628	1	SB155	CRT 170 12570	1	SB155	BUS 126 15120	1	SB155	ALH 100 1B210	17
SB155	WLO 115 11630	1	SB155	WLO 140 12632	20	SB155	BUS 126 1H104	16	SB155	AMT 109 1H223	12
SB155	WLO 120 11632	1	SB155	WLO 150 12618	20	SB155	CIS 150 1H110	20	SB155	BUS 126 1H204	13
SB155	WLO 130 11634	1		<b>S8155 Total:</b>	<b>83</b>	SB155	OFT 103 1H107	18	SB155	CIS 150 1H218	15
SB155	WLO 140 11635	1		<b>Grand Total:</b>	<b>130</b>	SB155	WLO 100 1H105	39	SB155	OFT 103 1H210	7
SB155	WLO 145 11636	1				SB155	WLO 1303 1H106	39	SB155	WLO 100 1H205	13
	<b>S8155 Total:</b>	<b>8</b>					<b>S8155 Total:</b>	<b>139</b>	SB155	WLO 110 1H207	24
	<b>Grand Total:</b>	<b>46</b>					<b>Grand Total:</b>	<b>292</b>	SB155	WLO 1303 1H206	15
									SB155	WLO 140 1H208	22
									SB155	WLO 140 1H219	23
									SB155	WLO 150 1H209	18
									SB155	WLO 150 1H220	23
										<b>S8155 Total:</b>	<b>219</b>
										<b>Grand Total:</b>	<b>445</b>

Good evening, board members. The spring semester is underway, and I think we are running pretty fast already on several fronts to advance the mission and values of the college. Here is a summary:

**Owner Expectations:**

- Employees were provided with an overview of the ALICE intruder response training. This has, in turn, raised safety awareness from faculty and staff and many questions/concerns. We are working on their issues as we review and develop appropriate policies, procedures, and plans to be in compliance with safety requirements and to provide as safe a learning/working environment as is within our resource capacity. This also includes compliance with the Kansas statute allowing weapons on college campuses no later than July 2017 (unless entrances meet specific monitoring/security requirements of the statute). We will continue to strive to meet safety issues and training needs as identified, and as resources are available.
- Accreditation preparation—All employees were reminded of the value of our upcoming accreditation review by the Higher Learning Commission (the visit is scheduled for May 2017). The Monday of in-service all employees participated in a “scavenger hunt” for evidence per the accreditation criteria/core component requirements. We are reviewing what we were able to find, and looking for evidence gaps. I am taking a large contingent of employees to the annual conference of the Higher Learning Commission this year so that we have a broader distribution of understanding of compliance examples and information (that conference is in April). I have provided a brief review of how our mission and values currently align well with the HLC criteria. This is important as it should be our primary information/data source as we design our institutional effectiveness measures and annual planning processes. Syncing our goals with the HLC requirements keeps our focus on the essentials and avoids us chasing issues and concerns that use up resources for areas that are not critical. The HLC information also allows us to integrate necessary KBOR planning and requirements to reinforce the alignment of key information and evaluation requirements.
- The senior leadership team is preparing to submit revisions to policies/procedures during the spring term. These will be shared with College Cabinet and Faculty Senate for input. This is part of our accreditation and compliance preparation.
- The IPEDS data and Kansas Technical College Data Book (KBOR) information will be reviewed and used for appropriate analysis and accreditation evidence throughout the spring semester. The IPEDS data and Data Book gives us some indications of areas for review as compared to our peer institutions in the state.
- We are developing our process to craft the college budget for FY 17. This will begin with budget directors having access to at least three years of data in their area of responsibility, and in developing their non-personnel budget based on level funding and prioritized options that would allow us to meet -5 and -10% reductions pending possible reductions by the state legislature and/or anticipated enrollment projections.
- So far the Governor and State Legislature have not touched technical college resources, with the exception of an indirect reduction to us through SB155 and the incentive funds for secondary schools to support students using the program to earn a qualifying technical certificate. We continue to try and hold back funds to meet up to a 5% allotment of our state allocation in case state tax revenues continue to not meet anticipated amounts through the last half of FY 16.
- The State Regents have adopted and forwarded to the State House and State Senate recommendations on tiered technical funding and re-centering those resources. The options include targeting any new funds to those institutions who have been underfunded (as the formula has never been fully funded), and if no new funds are provided to begin re-allocating funds over a four-year period from those “overpaid” to the underfunded institutions. Based on the most recent data from KBOR if the current gap in funding was fully funded we would receive over \$400,000 in additional state funds. It should be noted the data and gap will fluctuate annually.

**Employer Needs & Response:**

- We are advancing on our dental hygiene grant project and enhancement of our capacity with that program in terms of on-campus lab space.
- We are working with KBS Constructors, Inc. (Topeka) on plans for facility capacity we will need related to high containment/high performance lab projects (i.e., NBAF, food science, etc.) with an emphasis on our role with basic safety training, biotechnology technician training, and facilities maintenance/operations training. They are providing initial work as an in-kind contribution that we are using for some grant projects requiring business engagement.
- We are meeting with Diamond Roofing to discuss options using their apprenticeship program for workforce development.
- We have met with area businesses to discuss needs in diesel mechanics, and will continue to have meetings to see if there is sufficient demand to generate needed enrollment/employment, and involvement of area private business related to needed facilities, equipment, instructors, etc.
- We will soon be hosting a meeting to continue advancing the building trades program and its commercial applications for area general contractors.
- I participated in the Manhattan Chamber's Leaders Retreat in Overland Park (January 21-22) and was able to meet and network with dozens of folks as well as share with all participants about MATC. I also attended a couple of sessions of the Workforce Summit in Topeka that week (sponsored through the TEA).

**Resource Development:**

- We have received notification of a federal grant related to the NBAF project with public release of information scheduled for around Feb. 1. We have also received a Workforce AID grant from the Department of Commerce for computer-related training.
- We are completing an additional proposal to KBOR for biotechnology/facilities maintenance support, and will begin preparation for a comprehensive National Science Foundation Advanced Technology Education Center project also related to that topic area.
- We have received the \$5,000 donation from the Kansas Electric Cooperatives/CoBank (special thanks to Ron Dickey for arranging us to meet the right folks to support that program).
- We are developing estimates to see what resources we would need to allocate to have MATC at the Riley, Geary, and Pottawatomie County fairs as well as to have a booth at the State Fair. The purposes of being at these events would include recruitment/public relations as well as alumni identification/engagement.