



BOARD OF DIRECTORS MEETING

Date: January 24, 2017

Place: Manhattan Area Technical College
Room 104a at 5:30 p.m.

2017

Therese Adams – Chair (Riley)

Board of Directors

Wendy King-Luttman (Clay)
Marla Brandon (Pottawatomie)
Randall Anderes (Riley)
John Pagen (Riley)
Irma O'Dell (Geary)
Megan Umscheid (Pottawatomie)
LJ Baker (Geary)
David Fritchen (Riley)

Administration/Staff

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



**Board of Directors Meeting Agenda
Manhattan Area Technical College
January 24, 2017
Board meeting at 5:30 p.m.
Room 104a**

Board of Directors:

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

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Mahan, Marilyn (VPAA)
___ Zachariasen, Keith (VPAS) ___ Dr. Fogg, Richard (AVPIA) ___ Phillips, Sarah (VPSS)
___ Jacobs, Carmela (CFO) ___ Gfeller, Josh (CIO) ___ Schroll, Linn (Faculty Senate)
___ Student Senate

___ **Call to Order**

___ **Incidental Information**

- Welding tour
- Additions/Changes to Agenda
- Introductions
 - Cris Fanning: Title III Grant Project Director
 - Kim Withroder: Learning Management Specialist
- BOD Member Community Reports

___ **Consent Agenda** (Routine items requiring BOD action) *

- Approval of December 2016 Meeting Minutes (Attachment 1) *
- November Check Register w/ Threshold Expenditures (Attachment 2) *
- December Check Register w/ Threshold Expenditures (Attachment 3) *
- Organizational update (Attachment 4) *

___ **General Agenda** (Items possibly requiring BOD Action)

- Monitoring Report: Financial Condition (Attachment 5) (Carmela and Jim)
- Monitoring Report: General Executive Constraint (Attachment 6) (Carmela and Jim)

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

- Identify Board's IBB Team (Jim)
- Critical Environments Technology Training Center Update (Jim)
- Westar Project Update (Jim)
- Facilities Renovations Update (Keith)

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

- President's Report/College Progress (Attachment 7)

_____ **Evaluation of Board Process**

- Board Retreat: Wednesday, February 8 at 5:00 p.m. – 8:00 p.m.
 - HLC
 - Feasibility Study

Executive Session

- Confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorship (economic development)
- Matters affecting a student
- Personnel matters of non-elected personnel

Meetings and Upcoming Events

Board Retreat: Wednesday, February 8 at 5:00 – 8:00p.m. at MATC, 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 6, 2016 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met December 6, 2016, at 5:30 p.m. in room 104a.

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

Members absent: Megan Umscheid

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; Carmela Jacobs, Chief Financial Officer; Sarah Phillips, Vice President for Student Services.

- a. Faculty/Staff/SGO/Visitors: Linn Schroll, Faculty Senate, Donna Hobbs, Frank Avila, Sarah Fisher, Darren Ortega. SGO, Skills USA, and PTK Officers were present. Guests included: Foundation member, Ron Dickey, and Opportunity Funding representatives Doug Kinsinger, and Mickey Fornaro-Dean.

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:32 p.m.

3. INCIDENTAL INFORMATION

- a. Introductions were made: SGO Officers, Skills USA Officers, PTK Officers, Foundation member and Opportunity Funding representatives.

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

- a. John Pagen moved to approve the Consent Agenda (Attachments 1, 2, and 3). Randall Anderes seconded. After discussion, Motion carried 8 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Keith and Carmela presented the Financial Trend Presentation (Attachment 4).

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

- a. Manhattan Area Technical College Foundation Feasibility Study: Doug Kinsinger and Mickey Fornaro-Dean presented the results and details of the feasibility study.
- b. Jim Genandt explained the upcoming HLC visit and training that will occur in 2017.
- c. Jim Genandt presented updates on Title III and renovations.

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 5).

8. EVALUATION OF BOARD PROCESS

- a. None

EXECUTIVE SESSION: PERSONNEL

- Randall Anderes moved to go into executive session at 7:02 p.m. and return to open session at 7:12 p.m. L J Baker seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:12 p.m. seconded. Motion carried 8 yeas, 0 nays.

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

- Randall Anderes moved to go into executive session at 7:12 p.m. and return to open session at 7:22 p.m. L J seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:22 p.m. seconded. Motion carried 8 yeas, 0 nays.
 - Randall Anderes moved to approve subject matter discussed. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

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

- Randall Anderes moved to go into executive session at 7:27 p.m. and return to open session at 7:37 p.m. L J seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:37 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair, adjourned the meeting at 7:37 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date



January, 24 2017

To: MATC Board of Directors
 From: Carmela Jacobs, Chief Financial Officer
 Re: November 2016 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 162,738.38
Facilities	\$ 10,128.37
Student Payments	\$ 75,891.01
Program Expenditures	\$ 41,525.72
Other Operating costs	\$ 31,738.63
Total November Expenditures	\$ 322,022.11

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
Alexander Open Systems	Microsoft Renewal	All School	\$ 8,692.00	general fund
Instructure, Inc	LMS Service - Canvas	All School	\$ 10,000.00	Title III Funds
Triangle Engineering, Inc	Back Strap Removal Tool	Welding	\$ 6,237.50	Perkins Funds
KPERS	Remit PR Deductions	All School	\$ 8,897.50	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 36,668.18	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 41,153.41	general fund
KPERS	Remit PR Deductions	All School	\$ 8,898.48	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 36,036.54	general fund
Westar	Utilities	All School	\$ 5,504.48	general fund
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match - November	All School	\$ 12,378.00	general fund
JNT Company	Marketing Retainer - Critical Environment	All School	\$ 10,000.00	general fund
Total November Expenditures Exceeding Threshold			\$ 184,466.09	



January, 24 2017

To: MATC Board of Directors
 From: Carmela Jacobs, Chief Financial Officer
 Re: December 2016 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 132,291.28
Facilities	\$ 75,288.22
Student Payments	\$ 56,517.62
Program Expenditures	\$ 72,870.72
Other Operating costs	\$ 150,010.89
Total December Expenditures	\$ 486,978.73

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All-Star Services	November Custodial Services	All School	\$ 6,100.00	general fund
All-Star Services	December Custodial Services	All School	\$ 6,100.00	general fund
Instructure, Inc	LMS Service - Canvas - Implementation/Support	All School	\$ 27,531.00	Title III Funds
Parsons Communications	Extend Network on Campus	All School	\$ 5,945.85	Title III Funds
KBS Constructors	Renovation of 307/New Buildings	All School	\$ 11,284.00	general fund
KBS Constructors	Renovation of 307/New Buildings	All School	\$ 36,379.00	general fund
Westar	Utilities	All School	\$ 6,559.08	general fund
Jenzabar	Annual Maintenance Renewal	All School	\$ 60,278.00	general fund
Ebsco Subscription	DOSS database subscription	All School	\$ 12,114.00	general fund
Rave Wireless	Panic Button	All School	\$ 5,000.00	general fund
Hu-Friedy Mfg Company LLC	DH Instruments	DH	\$ 31,560.33	general fund
Altec Industries Inc	Milwaukee M18 Crimper and Die	Welding	\$ 5,413.75	Perkins Fund
KPERS	Remit PR Deductions	All School	\$ 8,646.90	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 36,050.57	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 40,034.36	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 34,311.70	general fund
Total December Expenditures Exceeding Threshold			\$ 333,308.54	



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 24, 2017

Consent Agenda:

Organizational Update

1. Revisions to organizational structure/positions:

- None at this time

2. Personnel changes

- Hiring of Kim Withroder, Learning Management System Administrator
- Hiring of Andrew Caponera, Client Support Specialist (IT) – part time
- Termination of Diane Fowler, Accounting Specialist

3. Advertised positions

- a. Risk Reduction Training Instructor
- b. Title III Distance Learning / Instructional Design Specialist
- c. Nursing Instructor – Associate Degree Nursing
- d. Coordinator Allied Health Continuing Education and Simulation Lab
- e. Accounting Specialist



INTERNAL MONITORING REPORT
FINANCIAL CONDITION
OCTOBER 2016

I hereby present my monitoring report on your Executive Limitations policy “Financial Condition” according to the annual schedule of reports. I certify that the information contained in this report, as prepared by Carmela Jacobs, Chief Financial Officer, is true.

BROADEST POLICY PROVISION:

With respect to the actual, ongoing condition of the college's financial health, the President shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from Board priorities established in the ENDS policies:

Policy Provision #1:

Exceed the budget for the fiscal year (July 1 - June 30).

President’s INTERPRETATION:

The attached Statements of Net Position and Statements of Revenues, Expenses and Changes in Net Position provide the College financial condition as of September 30, 2016. The full fiscal-year budget and year-to-date budget is presented on the Statements of Revenues, Expenses and Changes in Net Position with comparison to actual results. The Statements reflect a deficit to the budget of (\$199,097) for the three months ended September 30, 2016. This deficit is derived from a combination of pre-semester purchases and the excess of funds in scholarship/financial aid holding account that is due to students.

I report compliance.

Policy Provision #2:

Fail to maintain an appropriate cash reserve.

President’s INTERPRETATION:

The current cash position is reported on the attached Statements of Net Position. Total cash balance as of September 30, 2016, would support operations of the College for approximately 45 days without any additional income. Administration is acutely aware that this reserve level is not sufficient to support the College long-term. Sources and uses of funds are being modified to address this issue.

I report compliance.

Signed _____, President Date January 23, 2017
Jim Genandt

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

	Actual	Budget		Actual
	9/30/2016	9/30/2016	6/30/2017	6/30/2016
OPERATING REVENUES				
Student tuition and fees	\$ 673,982	\$ 845,511	\$ 3,382,043	\$ 2,486,092
Federal grants and contracts	76,270	53,728	214,911	626,198
State and local grants and contracts	-	-	-	678,962
Sales and services of educational departments	247,106	65,675	262,700	31,029
Other	14,869	31,741	126,963	231,609
Total Operating Revenues	<u>\$ 1,012,227</u>	<u>\$ 996,654</u>	<u>\$ 3,986,617</u>	<u>\$ 4,053,890</u>
OPERATING EXPENSES				
Salaries	\$ 902,955	\$ 954,609	\$ 3,818,437	\$ 3,667,190
Benefits	155,540	148,475	593,900	671,439
Contractual services	43,903	61,760	247,038	495,833
Supplies and other operating expenses	466,618	327,800	1,311,202	942,943
Utilities	23,450	26,875	107,500	86,876
Repairs and maintenance	7,998	9,360	37,440	47,120
Scholarship and financial aid	168,508	-	-	121,770
Depreciation and amortization	62,500	62,500	250,000	236,550
Total Operating Expenses	<u>\$ 1,831,472</u>	<u>\$ 1,591,379</u>	<u>\$ 6,365,517</u>	<u>\$ 6,269,721</u>
OPERATING INCOME (LOSS)	<u>\$ (819,245)</u>	<u>\$ (594,725)</u>	<u>\$ (2,378,899)</u>	<u>\$ (2,215,831)</u>
NON-OPERATING REVENUES (EXPENSES)				
State appropriations	\$ 596,725	\$ 596,725	\$ 2,386,899	\$ 2,337,634
Interest income	2,000	1,000	4,000	5,714
Federal grants	22,264	-	-	113,119
Interest expense	(841)	(3,000)	(12,000)	(11,500)
Total Non-Operating Revenues (Expenses)	<u>\$ 620,148</u>	<u>\$ 594,725</u>	<u>\$ 2,378,899</u>	<u>\$ 2,444,967</u>
CHANGE IN NET POSITION	\$ (199,097)	\$ (0)	\$ (0)	\$ 229,136
NET POSITION - BEGINNING OF PERIOD	<u>3,031,944</u>	<u>3,031,944</u>	<u>3,031,944</u>	<u>2,802,808</u>
NET POSITION - END OF PERIOD	<u>\$ 2,832,847</u>	<u>\$ 3,031,944</u>	<u>\$ 3,031,944</u>	<u>\$ 3,031,944</u>

MANHATTAN AREA TECHNICAL COLLEGE
 Manhattan, Kansas
STATEMENTS OF NET POSITION

	<u>9/30/2016</u>	<u>6/30/2016</u>	<u>6/30/2015</u>
ASSETS			
Current Assets			
Cash and cash equivalents	\$ 1,191,646	\$ 657,956	\$ 695,173
Student receivable - Net of allowance of \$87,212 and \$79,430 at June 30, 2016 and 2015, respectively	282,385	180,587	139,163
Other receivables	112	717	30,093
Due from (to) activity funds	-	3,606	643
Prepaid expenses and other assets	41,881	176,483	67,099
Total Current Assets	<u>\$ 1,516,024</u>	<u>\$ 1,019,349</u>	<u>\$ 932,171</u>
Non-Current Assets			
Property, plant, and equipment	\$ 5,672,681	\$ 5,635,552	\$ 5,213,942
Less: Accumulated depreciation	<u>(2,409,361)</u>	<u>(2,698,300)</u>	<u>(2,461,750)</u>
Total Non-Current Assets	<u>\$ 3,263,320</u>	<u>\$ 2,937,252</u>	<u>\$ 2,752,192</u>
 TOTAL ASSETS	 <u><u>\$ 4,779,344</u></u>	 <u><u>\$ 3,956,601</u></u>	 <u><u>\$ 3,684,363</u></u>
LIABILITIES AND NET POSITION			
Current Liabilities			
Accounts payable	\$ 1,204	\$ 92,402	\$ 3,410
Payroll and other related liabilities	63,206	254,727	277,596
Deposits	12,000	40,115	18,800
Deferred revenue	1,397,598		0
Funds held for others - activity funds	9,337	13,070	9,243
Notes payable - current portion	140,515	140,615	148,846
Other liabilities	0	19,945	18,619
Total Current Liabilities	<u>\$ 1,623,860</u>	<u>\$ 560,874</u>	<u>\$ 476,514</u>
Non-Current Liabilities			
Notes payable - noncurrent portion	<u>\$ 283,438</u>	<u>\$ 363,783</u>	<u>\$ 405,041</u>
Total Liabilities	<u>\$ 1,907,298</u>	<u>\$ 924,657</u>	<u>\$ 881,555</u>
Net Position			
Invested in capital assets - Net of related debt	\$ 2,839,368	\$ 2,432,854	\$ 2,125,798
Unrestricted	192,576	599,090	636,314
Total Net Position	<u>\$ 3,031,944</u>	<u>\$ 3,031,944</u>	<u>\$ 2,762,112</u>
 TOTAL LIABILITIES AND NET POSITION	 <u><u>\$ 4,939,242</u></u>	 <u><u>\$ 3,956,601</u></u>	 <u><u>\$ 3,643,667</u></u>

INTERNAL MONITORING REPORT
GENERAL EXECUTIVE CONSTRAINT
JANUARY 2017

I hereby present my monitoring report on your Executive Limitations policy “General Executive Constraint” according to the annual schedule of reports. I certify that the information contained in this report is true.

POLICY PROVISIONS:

The President shall not cause or allow any practice, activity, decision of organizational circumstance which is illegal, imprudent, or unethical.

1. *Dealings with students, staff, volunteers, and the community shall not be inhumane, unfair, or undignified.*
 - a. Compliance was reported in the **July 2016** monitoring report.
2. *An open climate in the decision-making process shall not be discouraged.*
 - a. Through the use of various internal and external committees the college receives feedback and advice on a frequent basis. Internally, all areas of the college are represented at the College Council and the flow of information in both directions keeps all employees actively involved in providing input for decisions. Communication delivered through various sources has been on-going and constant during the past year. I have maintained an open door approach, while working with all personnel to follow appropriate procedures and chains of command. I have also instituted supervisor training to enhance their skills and engagement with their staff/faculty members, and that training includes enhancing decision-making processes. I therefore report compliance.
3. *Budgeting shall not deviate significantly from Boards ENDS priorities or risk fiscal jeopardy.*
 - a. At this point in the year we do not anticipate a deficit balance in June. However, if a rescission were to be enacted during the legislative session, we would have to re-evaluate our position. I therefore presently report compliance.
4. *The overall financial condition of the college shall not be maintained in a manner that either incurs fiscal jeopardy or compromises Board ENDS priorities.*
 - a. Compliance was reported in the **October 2016** monitoring report.
5. *Information and advice to the Board will have no significant gaps in timeliness, completeness, or accuracy.*
 - a. While this area can be somewhat subjective, I try to make it a point to communicate with the Board on the whole in both casual and formal manners throughout the year on what I would consider a regular, as needed

basis. While formally we bring information to the Board each month through our meetings there are also occasions when important information is forwarded to the board either directly or through the Board Chair as appropriate. This unilateral information sharing acts as a heads-up and is always expounded upon at subsequent Board meetings. On a casual basis, I make it a habit to forward information of possible interest through e-mails that I receive and share, through our various media sources such as Facebook, and through the weekly email update. Board members are also involved with the advisory committees and on-campus events which provide opportunities to receive and provide information. The frequency of information sharing varies according to the level of activity at the college or within the higher education community. I have also worked to include members of the board with various college events, and their participation has been very positive and beneficial to the college community, and is greatly appreciated. I report compliance.

6. *Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.*
 - a. Compliance was reported in the **May 2016** Asset Protection Monitoring Report.
7. *Compensation and benefits for staff shall not deviate significantly from the market.*
 - a. Compliance was reported in the **August 2016** monitoring report.
8. *No fewer than two administrators will be informed of President and Board issues and processes.*
 - a. Information is shared on a constant basis with the Vice Presidents of Administrative Services, Academic Affairs, and Student Services through formal Senior Administration meetings, committee meetings, informational conversations, and on a one-on-one basis as is appropriate. I report compliance.
9. *There will be no conflict of interest when making purchases and/or awarding contracts.*
 - a. Having no external business interests germane to higher education, nor other than professional relationships with businesses and industry that serve the College, there have been no conflicts of interest in any form or fashion. I report compliance.
10. *Purchases shall not be made and contracts shall not be awarded without first giving consideration to businesses in the college's primary service area.*
 - a. As a practice, the college gives consideration to businesses within our service area's six counties whenever products or services are available. I therefore report compliance.

CEO's INTERPRETATION: As attested above through reflection and monthly exhibits, I report full compliance.

Signed



President/CEO

Date: January 24, 2017

James Genandt

President's Report: January 2017

Welcome to the 2017 spring semester, and here is an update on some key items:

Owner Expectations:

- The technical college presidents met with the Kansas Commissioner of Education, Randy Watson, in his office in Topeka December 7. He is very supportive of technical education, and is working with us on ideas to provide more awareness about the technical colleges to K-12 in the state. I also attended the meeting of the KBOR Technical Education Authority (both December and January), as well as a portion of the Kansas Workforce Conference (in conjunction with the January TEA meeting) in Topeka.
- We had a very successful winter commencement ceremony at the KSU Union. Special thanks to all the staff who organized the event, all employees who attended, and all of our students and their families and friends. Therese braved the nasty weather to help congratulate the students!
- I attended the breakfast sponsored by the Manhattan Chamber to visit with Congressman Marshall. I spoke with him briefly, he has been on campus and in my office several times, and I look forward to working with his staff on ideas and funding options.
- We had a good week of in-service sessions, with a great presenter to kick things off: Dr. David Katz of Mohawk Valley CC (NY), who shared with us on how our attitude shapes how we nurture students, each other, and provide a positive learning environment to advance what people can achieve.
- Manhattan Chamber Leadership Retreat: It was great to have 5 board members at the retreat and the chairperson of our Foundation! I made several contacts with personnel connected to Ft. Riley and Junction City wanting to discuss how we can help with training and technical education. The contacts included: Crystal Bryant-Kearns (USO), BG Frank and his staff, Joe Stratton (Geary Community Hospital); and from other areas: Chris Johnson (LiveWatch), Anthony Meals (Blue Valley Ag). I also had good discussions with Tom Orazem, Marvin Wade, David Alexander, Kent Glasscock and Rebecca Robinson, Ralph Richardson, and many others.
- Higher Education Day at the Capital was on January 19. Our admissions team of Neil Ross and Monica Heasty set up our booth and I was there for parts of the day. I did see Rep. Phillips and Sen. Hawk. On Jan. 17 I attended the Chamber's legislative reception in Topeka (which combined the Chambers of Manhattan, Topeka, Lawrence, and Emporia) and in addition to legislators I had an in-depth conversation with Hugh Carter of the Lawrence Chamber on possible opportunities for MATC in that area. The day before I attended the Technical Education Authority meeting in Topeka, as well as the KATC President's meeting, and stopped by the Kansas Workforce Summit.

Employer Needs & Response:

- Keven Ward of TRANE had me get in contact with representatives of NC3: National Coalition of Certification Centers (www.nc3.net). We are investigating being members of this group (Wichita Tech and Washburn Tech are members and have seen positive results with their engagement with the group with certifications, resource development, and more).
- I met with Lonnie Baker of Meadowlark Hills to discuss workforce needs, training facilities, and possible areas of more collaboration to meet joint needs.
- I participated in the Workforce TAG meeting at the Manhattan Chamber on Dec. 20. This was a good session with several entities, and we will work closely with USD 383 to support appropriate Work Keys testing to advance the regional workforce plan and WorkReady goals for the three county area. We will have follow up meetings here and in Junction City within the next few days to develop some specific action plans with both school districts and with Ft. Riley.

- Barb and I met with Dr. Higgs, Director of the BRI, and several of his safety and operations staff on January 5. We will develop a MOU at their request related to engaging some of the staff to help us launch training for biosafety, and for critical environment operations and maintenance. This is very positive! In addition, we are moving forward with the MOU with the National Environmental Balancing Bureau (NEBB) on training and certification in specific components of critical environment technology.

Resource Development:

- Tracy and I attended the Manhattan Chamber's Business After Hours at Briggs Automotive on December 14 and did a great deal of networking, as well as a good fast meeting with Russ Briggs.
- Tracy and I attended a meeting called by the Junction City Chamber of Commerce on January 4. We met with folks from the Junction City USD and from Cloud County Community College to begin conversations on ideas for a tech ed center in that community tied to a possible school bond project. We will meet again in late January.
- We hosted a meeting January 13 at the request of KBS. Among the attendee organizations were: KBS, CRB (Kansas City), US Engineering, P1 Group, Johnson Controls, Manhattan Chamber of Commerce, KSU Commercialization Institute, Bell Knot Architects, Dr. Fritchen, MATC staff, and 2 representatives of BioRealty, Inc.: Stan Wendzel (Managing Director and Founder) and Donald Nevins (Managing Director). They presented to us about their experience with critical environment facilities and we discussed ideas and needs for our project. Our next step is to implement a stronger market analysis.
- Westar project will close in early April. More details to come. We are working with city officials and Westar on signage ideas.