



BOARD OF DIRECTORS MEETING

January 28, 2020
Manhattan Area Technical College
Room 104a at 5:30 p.m.

2020
Randall Anderes – Chair (Riley)

Board of Directors

Therese Adams (Riley)
Wendy King-Luttman (Clay)
Tim Flanary (Pottawatomie)
LJ Baker (Geary)
David Fritchen (Riley) John

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant, board Clerk, RDC)
Sarah Phillips (VPSS/CAO/CSAO)
Carmela Jacobs (VP Operations/CFO/HR)
Josh Gfeller (Chief Info Security Officer)
Neil Ross (Dean of Student Services)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
Tuesday, January 28, 2020
Board meeting at 5:30 p.m.**

Board of Directors:

___ Anderes, Randall Chair (Riley)	___ Fritchen, David (Riley)	___ Vacant
___ Adams, Therese Vice Chair (Riley)	___ Baker, LJ (Geary)	___ Vacant
___ Flanary, Timothy (Pottawatomie)	___ King-Luttman, Wendy (Clay)	

Administration/Staff:

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

___ Call to Order

___ Introductions

- New Employees

___ Incidental Information

- BOD Member Community Report

___ Consent Agenda (Routine items requiring BOD action) *

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

___ General Agenda (Items possibly requiring BOD Action)

- New Policy Recommendation: Recruitment Policy 5.1.4. - Neil (Attachment 5) *
- Recommendation: Student Assistance Program – Carmela (Attachment 6) *

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

- Policy Update: Military Leave of Absence (MLOA) Policy 5.2.4. – Neil (Attachment 7)
- Security Update - Josh
- Title III Update – Jim and Chris
- Facility/Roof Update – Carmela

_____ Evaluation of Board Process

- Board Members – Jim and Tracy

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

- Foundation/Resource Development Update - Jim and Tracy

EXECUTIVE SESSION:

- Confidential Matters: Financial: Relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

EXECUTIVE SESSION:

- Confidential Matters: Program and Financial Review: Relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

EXECUTIVE SESSION:

- Student Matters: Relating to student matters to protect the interest of the business to be discussed.

EXECUTIVE SESSION:

- Personnel Matters: Relating personnel matters of non-elected personnel to protect the interest of the business to be discussed.

Meetings and Upcoming Events

- SkillsUSA Pancake Feed: Saturday, February 15, 2020 @ 7:00 a.m. – 11:30 a.m.
- Next Board Meeting: Tuesday, February 25, 2020 @ 5:30 p.m. room 104a

* Requires BOD Action

Manhattan Area Technical
College Board of Directors
Meeting
December 17, 2019 Room 104a

1. The Board of Directors of the Manhattan Area Technical College met December 17, 2019 at 5:30 p.m. in room 104a.

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

Members absent: None

Also present Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/HR; Josh Gfeller, Chief Information Security Officer

- a. Faculty/Staff/SGO/Visitors: Chris Boxberger, Brian Koch, and John Schwartz

2. CALL TO ORDER

- Randall Anderes called the meeting to order at 5:30 p.m.
- Board Clerk Tracy Geisler stated that an executive session relating to negotiations would be added to the agenda.

3. INTRODUCTIONS:

- Casey Field/Administrative Assistant to VPSS was introduced to the board.

4. RECOGNITION:

- The Board and Administration recognized Trent Armbrust for his commitment and support to MATC while working for the Manhattan Chamber of Commerce. Trent is now working at the Kansas Department of Commerce.

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

- David Fritchen moved to approve the Consent Agenda (attachments 1-5), Tim Flanary seconded. Motion carried 7 yeas, 0 nays.

6. GENERAL AGENDA (items possibly requiring BOD action)

- Jim Genandt discussed the Georgetown University ROI
- Carmela Jacobs presented an update on the roofing project and timelines.

7. EVALUATION OF BOARD PROCESS

- John Pagen announced that he would be leaving his job with the Manhattan Chamber of Commerce, and resign from the MATC board. The board and administration thanked John for his dedication and support as a board member.

8. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related

to Board Mission).

- Jim Genandt and Sarah Phillips updated the board on the HLC Assessment.
 - Jim Genandt and Chris Boxberger presented the board with a Title III update.
9. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).
- Jim Genandt and Tracy Geisler discussed the updates with resource development and the foundation.

EXECUTIVE SESSION: NEGOTIATION MATTERS – Employer – Employee negotiations

Therese Adams moved to go into executive session to discuss negotiation matters, employer/employee negotiations to protect the interest of the business to be discussed at 6:48 p.m. and return to open session at 6:58 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 6:04 p.m. Therese Adams moved to return to open session. Tim Flanary seconded. Motion carried 7 yeas, 0 nays.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS – Wamego. Relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships. Therese Adams moved to go into executive session at 6:58 p.m. and return to open session at 7:18 p.m. Tim Flanary seconded. Motion carried 7 yeas, 0 nays. At 7:18 p.m. Therese Adams moved to return to open session. David Fritchen seconded. Motion carried 7 yeas, 0 nays.

IN OPEN SESSION:

In Open Session, Therese Adams moved to approved the proposed real estate purchase agreement with Bluestem Electric Cooperative, and direct the President to carry out the transaction based on the renovated appraisal and lender’s approval of that appraisal of at least \$1.5 million per the timeline in the agreement. L.J. Baker seconded. Motion carried 7 yeas, 0 nays.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS – Program financial analysis. Relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships. Therese Adams moved to go into executive session at 7:19 p.m. and return to open session at 7:49 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:49 p.m. Therese Adams moved to return to open session. Tim Flanary seconded. Motion carried 7 yeas, 0 nays. At 7:49 p.m. Therese Adams moved to return to executive session and return to open session at 8:00 p.m. L.J. Baker seconded. Motion carried 7 yeas, 0 nays. At 8:00 p.m. Therese Adams moved to return to open session. L.J. Baker seconded. Motion carried 7 yeas, 0 nays.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting.



January 28, 2020

Attachment 2

To: The Board of Directors
 From: Carmela Jacobs, Vice President of Operations/CFO
 Re: December 2019 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 342,612.41	68.60%
Facilities	\$ 23,248.23	4.65%
Student Payments	\$ -	0.00%
Program Expenditures	\$ 18,529.69	3.71%
ALC Operating Costs (excluding salary/benefits)	\$ 3,403.20	0.68%
Other Operating costs	\$ 111,658.69	22.36%
Total December Expenditures	\$ 499,452.22	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
CR Services	Janitorial Services	\$ 5,998.00	All School	general fund
CDW Government Inc	Computers for Tech Rotation and ALC	\$ 20,025.79	All School/ALC	capital outlay
Eagle Technologies	Dell N2048 Switch and Datacenter Servers Warranty	\$ 7,733.49	All School	credit hour fee
Watermark Insights	Evaluation Kit Renewal	\$ 5,000.00	All School	credit hour fee
Varney and Associates	2018-2019 Audit Services	\$ 11,000.00	All School	general fund
Westar Energy	December Utility Payment	\$ 10,000.72	All School	general fund
Landmark National Bank	HVAC Capital Lease Payment	\$ 41,475.42	All School	general fund
KS Dept of Revenue	Remit KS State Taxes - PR 12.13.19	\$ 5,034.72	All School	payroll deductions
BCBS	Health Insurance Premiums	\$ 37,941.14	All School	pr ded/general fund
KPERS	KPERS payments - PR 12.13.19	\$ 9,224.75	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 12.13.19 Deductions	\$ 33,957.51	All School	pr ded/general fund
Total December Expenditures Exceeding Threshold		\$ 187,391.54		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: January 28, 2020
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Marilea Williams	Social/Behavioral Sciences Coordinator	1/6/2020	Faculty	Operating	new hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Janae Haskell	ALC Program Coordinator	1/1/2020	ALC	Grant (ALC)	Promotion
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Associate Degree Nursing Adjunct Clinical Instructor			Nursing	Operating	Open
Temporary Chemistry Adjunct Instructor			Chemistry	Operating	Open
Allied Health Part-Time Instructor			Allied Health	Operating	Open
Dean of Career Technical Education			Student Success	Operating	Open
Part-Time Welding Program Assistant			Welding	Operating	Pending

President's Report: January 2020

Owner Expectations:

- I attended and presented at monthly KBOR meetings December 18 and January 15.
- I attended meetings at KBOR on the Excel in CTE program and funding on December 19, and on the KBOR Cost Model for two-year colleges on January 13.
- Tracy, Harry, and I attended the Regional Leaders Retreat in Olathe (January 16-18)

Employer Needs & Response:

- Sarah and I attended the AACC Workforce Development Institute (January 20-25).

Resource Development:

- Tracy and I met with the city manager of Wamego on December 20 and are preparing a request to the Wamego City Commission requesting a waiver of city fees for the anticipated renovation of the property in Wamego.
- Tracy and Harry attended the CASE conference (January 7-11).
- Tracy presented at the Pottawatomie County Economic Development Board meeting on January 23 with BBN and Tim Winter.
- Tracy will attend the Wamego Annual meeting January 24, sponsoring a decorated table by the MATC Foundation.

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

Policy No. 5.1.4

Title: Recruitment Policy	
Originated by: Dean of Student Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: Manhattan Area Technical College is bound by a code of ethics, as related to the recruitment of all students, including Service members and their dependents.

Rationale: To ensure compliance with program integrity requirements consistent with the regulations issued by ED (34 C.F.R 668.71-668.75 and 668.14) related to restrictions on misrepresentation, recruitment, and payment of incentive compensation.

Recruitment Policy

Student recruitment promotes enrollment by presenting the learning options available at Manhattan Area Technical College. The recruitment team develops and implements activities consistent with the mission of the College. Activities include providing prospective students, parents, and other members of the community the current and accurate information regarding admission and registration, testing requirements, and program offerings, as well as other resources and related opportunities available at the College.

Manhattan Area Technical College refrains from unfair, deceptive, and abusive marketing tactics in the recruitment of all students. In addition, the College will refrain from using third party lead generators or marketing firms aimed at service members (veterans/military students).

As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members Manhattan Area Technical College will:

- Ban incentives, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents, including third party lead generators or marketing firms, other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to TA funds. Educational institution sponsored scholarships or grants, and tuition reductions available to military students are permissible.
- Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.
- Refrain from high-pressure recruitment tactics, such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

References

34 CFR § 668.71 - 668.75

Department of Defense Instruction 1322.25



January 28, 2020

To: Manhattan Tech's Board of Directors
From: Carmela Jacobs, Vice President of Operations
Re: Student Assistance Program

Background Information

Since 1991, WellConnect has provided confidential, voluntary counseling and resource referral services to students and their household members. The program is designed to assist students in managing and improving their mental health as they work to achieve their academic and professional goals. WellConnect offers colleges and universities comprehensive services to support student wellness, which aids in improving retention, mitigates risks, and helps colleges comply with accreditation standards. WellConnect has conducted studies over the past decade, and those studies have shown that the programs offered have helped retain students, improved graduation rates (up to 11%) through counseling and coaching, and assisted approximately 83% of at-risk students persist to the next term.

Please review attachment 6b for a comprehensive list of services.

Fiscal Implications

The monthly rate is based upon actual headcount (excluding high school students). MATC has averaged 580 students per semester over the past couple of years. 580 students x \$2.85 equates to approximately \$1,653 monthly (\$19,836 annually). A portion of the student credit hour fee will be used to pay for these services.

Recommendation

The Administration believes that this service will complement the Starfish Retention Software previously purchased through the Title III grant, and respectfully requests the Board of Directors, accept as presented, to enter into an agreement with WellConnect for Student Support Services.



WellConnect Student Support Program for Manhattan Area Technical College

Company Profile

Since 1991, WellConnect has provided coaching and counseling services to colleges and universities wishing to retain more students, reduce legal and liability risks, support accreditation, and provide students with the support they need to be successful. The WellConnect Program is specifically designed to help students progress toward their ultimate goal of graduation, as well as to contribute directly to the persistence, retention and graduation goals of the institution.

WellConnect completed studies over the last ten years that have shown our programs:

- Assist the students that we help to persist in school a semester longer
- Improve student graduation rates up to 11% through counseling and coaching

Other specific studies have shown:

- 83% of at-risk students who were formally referred to WellConnect persisted to the next term
- A 2.6% increase in retention in a single term compared to the control group

WellConnect currently services over 325,000 student nationwide and are contracted with approximately 175 institutions, both online and brick and mortar campuses.

Notable Higher Education Partnerships:

- Western Governors University
- ECPI University
- Florida A & M University
- Holyoke Community College
- Corning Community College
- Alabama College of Osteopathic Medicine
- Davenport University

WellConnect is here for you.

Anthony Lyons, Vice President of Student Services
alyons@ndbh.com | (972) 810-3255



Many of our clients have some level of in-house support, but in many cases these resources are limited. We act as a support to those in-house resources and augment any gaps in coverage and services they may have. Additionally we provide specific consultation support to faculty and staff members through our dedicated consultation line

FAST – Line

F – Faculty

A - Administration

S – Support

T – Team

This line is serviced by our most senior level clinician. Focused on consulting and supporting faculty and staff members when they are faced with sensitive or complex, student related issues.

Website Support

WellConnect understands that today's student's face complex challenges. Wellconnectforyou.com offers students a roadmap for careful planning and success. Students will find hundreds of articles, assessments, calculators, videos and more. Our student portal includes a wide range of topics, including, paying for college, time and stress management, and student life.

The WellConnect website includes anonymous screenings that promotes the prevention, early detection and treatment of prevalent, mental health disorders, as well as alcohol problems through online screening. Examples of some of our self-screening tools, include depression, bipolar disorder, PTSD, generalized anxiety disorder, eating disorders, and alcohol use disorders.

Wellconnectforyou.com was originally created by NASPA and is updated regularly with new content, and frequently revised to reflect trending and pertinent topics. MATC will also have the opportunity to submit, and/or suggest articles and topics.

New Student and Faculty Orientation Videos

We are very excited to have recently launched our Student and Faculty specific orientation video. The videos highlight WellConnect's overall capabilities and detail, how our program can support the institution's retention efforts. The videos are available to MATC as a link and housed on our wellconnectbysrs.com website, as well.

Faculty Link: <https://vimeo.com/344623650> (Approximately 5 minutes)

Student Link: <https://vimeo.com/344623471> (Approximately 4.5 minutes)

Scope of Service Options

WellConnect is here for you.

Anthony Lyons, Vice President of Student Services
alyons@ndbh.com | (972) 810-3255



WellConnect is proposing the following services for MATC students **and all household members**.

Face to face counseling/StudentLife Support Service/Provider Network Coverage

- 24/7/365 Service Toll free line for in-the-moment support or referrals
- **1-5 sessions of face to face counseling**
 - **Structured telephonic**
 - **Text message based clinical support**
 - **Video counseling (based on clinicians availability)**
- Financial/Budget and Debt Consultations
- Free 30 minute legal consultation and referral
- Provide Student/Work/Life Resources and Referrals
- Access to Wellconnectforyou.com website and mental health screens
- Faculty Consultations- unlimited
- Formal Referral Program
- Quarterly Utilization Reports
- **Translation in over 180 languages**
- **Pairing to counselors based on cultural, age, language and gender preferences (as available)**

Clinical coverage and Specialties

Provider Network coverage:

- Access to more than 300 clinicians statewide
- Over 16,000 clinicians nationwide

Specialties:

ADHD;ALC_DRUGS;GAMB_OTH;ANGER;AUT_ASP;CAREER;COUPLES;DV;EAT;FAITH;FAMILY;GLBT;MENTAL;MO OD;OCD;PTSD;PSY_TEST;SEX_VICT;MOD_CBT;MOD_DBT;MOD_EMP;MOD_HYP

Populations Served:

PRESCHOOL;CHILD;ADOL;ADULT;GER

Pricing

Itemized service model pricing, per your request

- **Face to face or telephonic counseling/StudentLife Support Services**
 - **580 students X \$2.85 PSPM (per student per month) = \$19,836 (annually)**

Note: Billing will be based on monthly census which ensure you are only being billed on real-time enrollment numbers.

WellConnect is here for you.

Anthony Lyons, Vice President of Student Services
alyons@ndbh.com | (972) 810-3255



Student Testimonials

Time Management Testimonial

A student called feeling very overwhelmed with her course load and the fast pace of the classes. She expressed her fear of failing and wanted to drop out of school. The WellConnect counselor spoke with her at length, working with her on coping skills and time management. She was referred to a counselor for face to face therapy.

When the WellConnect counselor called to follow up, the student told her that she was “so happy” to hear from WellConnect. She implemented many of the time management suggestions and decided to stay in school.

Legal Consultation Testimonial

A student originally called WellConnect for legal consultation. Later the student was formally referred by her program director because she was working through multiple family stressors, including teenage sons who were acting out, as well as her own history of substance abuse. The student was already receiving mandatory treatment for substance abuse through the court system. However, student’s program director formally referred her to WellConnect because he thought she could benefit from having another support in her life. The program director set expectations with the Student Life Consultant that he would like us to check in with the student a couple of times a month to make sure the student had everything she needed while at school.

The student was very receptive to the referral and working with WellConnect. The Student Life Consultant followed up with the student for 7 months providing, support, suggestions, and encouragement in dealing with the multiple stressors she was balancing while in school. During this time, the student became privy to another legal issue. The student reached out to WellConnect once again and received additional legal consultation to better understand her situation. WellConnect was not only able to provide legal support but also provided support and counseling services to help with her teenage sons.

Military Testimonial

The student called WellConnect distressed, saying that “everything was falling apart”. The student reported that her husband was currently unemployed and they were losing their home to foreclosure. The situation was also impacting their three children and the student was concerned and anxious about their needs. The student shared that they had to move out and were staying with friends; unfortunately their friends lived over 50 miles from the campus. The student was looking for any type of support that could help their situation and was extremely stressed about what to do. She was hoping to find low income housing, clothing, and school supplies. In addition, the student needed assistance with finding childcare for her youngest child. During the first phone call, the student shared that her only income was food stamps and a check from Veteran’s Administration to go to school.

WellConnect was able to provide the student with information on low income housing, food pantries, and other agencies that could help with clothing. The WellConnect counselor also set the student up with telephonic counseling sessions for additional support as she worked through this difficult and transitional time for her family. WellConnect also connected the student with information for the job search process for the student and her husband. The student was successful in finding a part-time job and her husband also got a job. This gave the student and her family the opportunity to move into a place that was closer to school and

WellConnect is here for you.

Anthony Lyons, Vice President of Student Services
alyons@ndbh.com | (972) 810-3255



work. The student expressed gratitude for the help provided from WellConnect and that she was feeling a sense of relief as things began to stabilize for her family, which allowed her to focus again on school.

Resources Testimonial

A student called because he was having a hard time paying his bills, including rent and utilities because he had recently lost his full time job. The student lived with his girlfriend and also received some financial support from his mother, but did not want to rely on help to pay his half of the rent and other bills, as it put a strain on his loved ones. In talking with the WellConnect counselor, the student was provided with several different resources that could help him in his job search and with assistance for rent and utilities. The student was engaged in reviewing all options and was receptive to the suggestions the counselor provided.

Upon follow up WellConnect sent a list of agencies for rent and utility assistance, as well as employment agencies. The student was able to register with two temp agencies and was hired on temporary assignment. The student is very happy because he was working and it's a well-paying job. He said that even though it's short term, this will help him get his foot in the door, so maybe he can get a permanent position or the temp agency may use him again. The student is now able to pay some of his bills with the money he will be earning. The student expressed his appreciation for the help WellConnect provided to helping him get back on track.

WellConnect is here for you.

Anthony Lyons, Vice President of Student Services
alyons@ndbh.com | (972) 810-3255

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

Policy No. 5.2.4

Title: Military Leave and Re-Admissions Policy	
Originated by: Dean of Student Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on: 1/13/2019

Policy Statement: Any student whose absence from Manhattan Area Technical College is necessitated by reason of service in the US Armed Forces, National Guard, or other military reserve component shall be entitled to a Military Leave of Absence (MLOA), and/or readmission to the College upon meeting any eligibility and readmission requirements listed herein.

Rationale: The purpose of this policy is to comply with a Military Leave of Absence and readmission requirements for service members set forth in the Higher Education Opportunity Act (HEOA) section 487, and its implementing regulations (34 CFR § 668.18). This applies to service in the U.S. Armed Forces, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve.

Military Leave and Re-Admission Policies

Manhattan Area Technical College recognizes that students who serve in the U.S. armed forces may encounter situations in which military obligations force them to withdraw from a program of study, and that this can sometimes happen with little notice. This policy applies to all College programs, and is intended to recognize, and make appropriate allowances for, students who find themselves in such situations.

Military Leave and Refund Procedures

Description

For purposes of this policy, a “military service leave” is a College approved withdrawal from all in-progress College courses that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

Student Responsibilities

A student who is called to active duty or active service in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) and wishes to take a military service leave must:

Provide the College with advance notice of such service and the intention to take a leave of

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

Policy No. 5.2.4

absence. As soon as feasibly possible, after receiving military orders that require withdrawal from a program of study, a student must contact the College Registrar to request a formal leave of absence, and attach a copy of the military orders or other appropriate documentation to the request. This advanced notice may be made by the student, or by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense. The notice does not need to include a statement of an intention to return to the College. If military necessity renders it impossible to provide advance notice to the Registrar, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached.

College Procedures

Upon receiving notice of a student's request to withdraw from the College, the campus Registrar will review the request and initiate the military service leave of absence by notifying the Financial Aid Office and the Business Office. The Financial Aid Office will review the student's eligibility for financial aid funds received before the time of withdrawal, and inform the student about the status of his or her financial aid, as well as actions required to defer loan repayments based on military obligations. Students who are granted a military service leave will receive a 100% refund of tuition and fees charged for the semester or academic term in which they withdraw for courses not yet commenced. However, students will be charged for College expenses already incurred for courses completed, or substantially completed. Substantial completion will be determined on a case by case basis. If the College determines that it is appropriate to award academic credit for work completed in the semester or academic term in which a student takes military service leave, the student shall not receive a refund for the portion of the course of study for which academic credit is awarded. No refund will be provided until the College receives a copy of the military orders necessitating the withdrawal. Students who are granted a military service leave may be on leave for up to five academic years, after which an extension may be granted with the Dean of Student Services approval. To apply for an extension, students must contact the Student Services Office. Students who do not request an extension will be withdrawn from the College and at a later date may choose to seek readmission. To seek readmission at a later date, students must contact the Student Services Office.

Military Re-Enrollment Procedures

Description

For purposes of this policy, a "military re-enrollment" is a College approved re-enrollment after a military service leave.

Students Responsibilities

A student who has taken military service leave from the College or has had studies interrupted because of active duty or active service in a branch of the United States Armed Forces and wishes to re-enroll must:

Notify the College of the intent to return, to resume a course of study upon conclusion of duty or service, and present appropriate documentation prior to the semester in which the student is requesting re-enrollment. To qualify for military re-enrollment, a student must provide notice to the College of the intention to re-enroll within three years of the time he or she is discharged from military service, or is placed on inactive duty. Notice should be provided in writing to the

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

Policy No. 5.2.4

Registrar and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to verify the student's withdrawal was related to service in the uniformed services, and that the student is able to resume studies.¹ Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal, without incurring a re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge, or has been sentenced in a court-martial.² Any student who, because of military necessity, did not give written or oral notice of service to the College Registrar prior to withdrawal, may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student's absence from the College.

College Procedures

A student who meets the notice requirements set forth herein will be granted military re-enrollment in the semester following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year. Upon returning to the College, the student will resume his or her course of study without repeating completed coursework, and will have the same enrollment status and academic standing as held prior to the military leave. If the student is readmitted to the same program, during the first academic year in which the student returns, the student will be assessed the same tuition and fee charges that the student was or would have been assessed during the academic year in which the student left the institution. However, for the first academic year in which the student returns, the College may assess an amount up to the amount of tuition and fee charges that other students in the program are currently assessed for that academic year if the student's veterans' education benefits³, or other service member education benefits will pay the amount in excess of the tuition and fee charges assessed for the academic year in which the student left the institution.

If, in the judgment of the College, a student is not academically prepared to resume a course of study in which he or she was previously enrolled, or is unprepared to complete a program, the College will determine whether reasonable means are available to help the student become prepared. The College may deny the student re-enrollment if it determines that reasonable efforts are not available, or that such efforts have failed to prepare the student to resume the course of study or complete the program. A student who has been away from the College on military service for more than five years (including all previous absences for military service obligations after initial enrollment, but including only time the student spends actually performing service in the uniformed services) will not be guaranteed military re-enrollment, but may petition the Registrar for consideration of military re-enrollment.⁴ A student who chooses, at the conclusion of military service, to enroll in a different course of study than enrolled in at the time of military withdrawal, must complete the regular admission and enrollment process for that program of study.

¹ The College shall determine the adequacy of documentation with reference to 34. C.F.R. Sec. 668.18(g).

² As defined in 34. C.F.R. Sec. 668.18(h).

³ As defined in section 480(c) of the HEA.

⁴ This cumulative leave of absence restriction shall be interpreted and applied with reference to 34 C.F.R. Sec. 668.18(c) and (e), which set forth rules for calculating cumulative absence due to military service.

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

Policy No. 5.2.4

Additional Financial Considerations

All applicable financial aid awards will be refunded to the appropriate agencies, and returns of federal student aid will be calculated in accordance with federal guidelines. Refer to Policy 6.3.2 for information on return of unearned Tuition Assistance (TA) funds.