



BOARD OF DIRECTORS MEETING

Date July 24, 2018
Place: Manhattan Area Technical College
Room 104a at 5:30 p.m.

2018
Therese Adams – Chair (Riley)

Board of Directors

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

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Sarah Phillips (VPSS/CAO/CSAO)
Carmela Jacobs (VP Operations/CFO/HR)
Josh Gfeller (Chief Info Security Officer)
Cris Fanning (Dean of effective Learning)
Faculty Senate



**Board of Directors Meeting Agenda
Manhattan Area Technical College
July 24, 2018
Board meeting at 5:30 p.m.**

Board of Directors:

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

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Phillips, Sarah
___ Jacobs, Carmela ___ Gfeller, Josh ___ Fanning, Cris
___ Faculty Senate ___ Student Senate

___ Call to Order

- New Staff Introductions

___ Program/Department Highlights

- New MATC Website Presentation – Neil Ross
- Safe Defend Demonstration – Josh Gfeller
- Adult Learning Center Presentation – Chris Boxberger, Janae Haskell

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Report

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of June 2018 Meeting Minutes (Attachment 1)*
- Approval of June Check Register w/Threshold Expenditures (Attachment 2)*
- Organizational Update (Attachment 3)*
- President's Report (Attachment 4)*

___ General Agenda (Items possibly requiring BOD Action)

- None

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

- Facilities Update (Sarah)
- In-Service Days for Faculty and Staff

___ Evaluation of Board Process

- Policy Governance Manual*
- Board Member officers

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

- Business Showcase - (Tracy)

EXECUTIVE SESSION:

- Negotiations
- Nonelected Personnel Matters

Meetings and Upcoming Events:

Next Board Meeting: Tuesday, August 28, 2018 at 5:30 p.m. in room 104a.

* Requires BOD Action

Manhattan Area Technical College
Board of Directors Meeting
June 26, 2018 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met June 26, 2018 at 5:30 p.m. in room 104a.

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

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/Human Resources; Josh Gfeller, Chief Information Security Officer; Cris Fanning, Dean of effective Learning & Innovation

- a. Faculty/Staff/SGO/Visitors: Frank Avila, Laurie Johnson, Neil Ross, Linda Brungardt, and Tom Brungardt

2. CALL TO ORDER

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

3. PROGRAM/DEPARTMENT HIGHLIGHTS

- Neil Ross Presentation for Student Services

4. INCIDENTAL INFORMATION

- Marla Brandon did not apply to renew her term and was appreciated and recognized for her 13 years of service with the MATC Board of Directors representing Pottawatomie County.

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

- LJ Baker moved to approve the Consent Agenda (attachments 1-6) Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

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

- Carmela Jacobs and Sarah Phillips presented the board with an update on facilities and renovations.
- Cris Fanning and Sarah Phillips presented the board with an update on the Adult Learning Center.
- Josh Gfeller presented the board with an update on the Technology and Security.

7. GENERAL AGENDA (items possibly requiring BOD action)

- Recommendation: Academic Program Proposals - INT (Attachment 7) (Sarah). Marla Brandon move to approve the recommendation as presented. Randall Anderes seconded. Motion carried 8 yeas, 0 nays.

8. EVALUATION OF BOARD PROCESS

- Policy Governance Manual as discussed at Board Retreat will be updated and sent out for review.
- Board applications are being accepted for the open position in Pottawatomie County.

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

- Jim Genandt and Tracy Geisler shared the update on the Opportunity Funding progress.

EXECUTIVE SESSION: NEGOTIATIONS

- Randall Andres moved to go into executive session at 6:19 p.m. and return to open session at 6:25 p.m. L J Baker seconded. Motion carried 8 yeas, 0 nays. At 6:25 p.m., Randall Anderes moved to return to open session. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: CONFIDENTIAL BUSINESS MATTERS

- Marla Brandon moved to go into executive session at 6:26 p.m. and return to open session at 6:31 p.m. L J Baker seconded. Motion carried 8 yeas, 0 nays. At 6:31 p.m., Marla Brandon moved to return to open session. L J Baker seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL

- Randall Anderes moved to go into executive session at 6:33 p.m. and return to open session at 6:50 p.m. Irma O’Dell seconded. Motion carried 8 yeas, 0 nays. At 6:50 p.m., Randall Anderes moved to return to open session. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL

- Randall Anderes moved to go into executive session at 6:50 p.m. and return to open session at 7:15 p.m. Wendy King-Luttman seconded. Motion carried 8 yeas, 0 nays. At 7:15 p.m., Randall Anderes moved to return to open session and go back into executive session and return at 7:25 p.m., LJ Baker seconded. Motion carried 8 yeas, 0 nays. Randall Anderes moved to return to open session at 7:25 p.m. Wendy King-Luttman seconded. Motion carried 8 yeas, 0 nays.
- Marla Brandon moved to accept subject discussed in executive session with submitted amendment. Randall Anderes seconded. Motion carried 8 yeas, 0 nays.

Meeting adjourned by Therese Adams at 7:27 p.m.

ADJOURNMENT: Therese Adams, Board Chair adjourned the meeting at 7:04 p.m.

MATC Board Clerk Date

Approved: _____
Chair Date



July 24, 2018

Attachment 2

To: MATC Board of Directors
From: Carmela Jacobs, Vice President of Operations
Re: June 2018 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 343,706.82	44%
Facilities	\$ 42,981.62	5%
Student Payments	\$ 42,053.95	5%
Program Expenditures	\$ 86,278.79	11%
Other Operating costs	\$ 271,197.06	34%
Total June Expenditures	\$ 786,218.24	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All Star Custodial Services	Custodial Services	\$ 6,100.00	All School	general fund
AT&T	Internet Service	\$ 9,383.21	All School	general fund
Central Mechancial	10 ton RTU Unit for HVAC	\$ 7,930.24	HVAC	capital outlay
Riley County High School	Per MOU - Gen Ed. Reimbursement	\$ 5,534.37	High School	general fund
Manhattan High School	Per MOU - Gen Ed. Reimbursement	\$ 23,100.00	High School	general fund
Wamego High School	Excel in CTE Reimbursement	\$ 26,661.83	High School	state funds
Manhattan High School	Excel in CTE Reimbursement	\$ 134,653.36	High School	state funds
Riley County High School	Excel in CTE Reimbursement	\$ 6,845.28	High School	state funds
Parsons Communications	Fiber Installation - Increase Bandwidth	\$ 7,651.45	All School	Title III
Instructure	Canvas	\$ 19,857.76	All School	Title III
Westar	Utilities	\$ 9,872.64	All School	general fund
ATI	ATI Comprehensive Live NCLEX Review	\$ 7,665.00	Nursing	student fees
Patterson Dental Supply	Dental Cabinets	\$ 39,482.76	Dental Hygiene	capital outlay
Economy Electric	DH Renovation - Electrical	\$ 6,410.00	Dental Hygiene	capital outlay
KPERS	Remit PR 6.15.18 Deductions	\$ 8,402.26	All School	payroll deductions
KPERS	Remit PR 6.30.18 Deductions	\$ 8,360.22	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 6.15.18 Deductions	\$ 34,316.58	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 6.30.18 Deductions	\$ 34,053.83	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 31,120.80	All School	pr ded/general fund
Total June Expenditures Exceeding Threshold		\$ 427,401.59		



To: MATC Board of Directors
From: Jim Genandt, President
Date: July 24, 2018
Re: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Mudd, Thomas	Welding Program Assistant	7/16/2018	Welding	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
None					
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Anderson, Alex	Automotive Instructor	8/1/2018	Faculty	Operating	Resignation
Kirkpatrick, Dan	Student Retention Specialist	8/4/2018	Title III	Grant	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
CNA Instructor			Continuing Education	Operating	Open
CMA Instructor			Continuing Education	Operating	Open
ADN Adjunct Clinical Instructor			Nursing	Operating	Open
PN Adjunct Clinical Instructor			Nursing	Operating	Open
Adjunct Instructor Consideration Opportunity			Various	Operating	Open
Dental Hygiene Adjunct Clinical Instructor			Dental Hygiene	Operating	Open
Front Desk Attendant			Student Services	Operating	Open
Financial Aid Counselor			Business & Financial Services	Operating	Open
ALC Administrative Assistant			ALC	Grant	Open
Helpdesk Technician			IT	Operating	Open
Information & Network Technology Instructor			Faculty	Operating	Open
Student Retention Specialist			Title III	Grant	Open
Director of Biosciences and Critical Environments Technologies			Science	Grant	Open

President's Report: July 2018

Owner Expectations:

- July 6: I attended the working group for the Region Reimagined project related to Talent. Bob Copple (Via Christi) and I will co-chair the group as we work through items related to current activities in the area as well as examination of possible new efforts.
- July 11-12: I attended the Kansas Technical Colleges' Presidents' Retreat at Salina Tech. We will attempt a cooperative project (at my urging) related to a workforce education initiative for mechanical engineering technology. We received updates from KBOR staff as well. There is still discussion within certain parties about affiliation agreements of technical colleges and universities.
- July 13: I participated in a focus group meeting with the consultants assisting the Law Board in the selection of the next director of the RCPD.
- July 17: I attended an open forum led by Nick Jordan related to Kansas Skilled Workforce issues, this was at the Manhattan Chamber of Commerce.
- July 17: I attended the monthly board meeting of the Manhattan Chamber of Commerce.
- July 19: Tracy and I attended Good Morning Manhattan.

Employer Needs & Response:

- July 5: Trent Armbrust brought Beth Lautner and Steve Kappes (USDA-Ames, Iowa lab) to campus to see the biosafety lab. These folks represent the two USDA departments overseeing the NBAF project.
- July 9: Don Landoll and three other persons connected to his business met at MATC and reviewed our welding program and facilities, as well as a discussion of what we can offer to help with in Marysville through the school district. I will provide a proposed schedule of activities and desired results to this group (which includes the County Clerk who is also on the school board) within the next 30 days.
- July 13: Tracy and I met with Mike Mattson of Kansas Farm Bureau and provided an overview of our value and return on investment, issues and needs.
- July 13: Several of us met with staff from Flint Hills Job Corps, and are developing a MOU with them related to welding training, with options for additional program access and shared advocacy for apprenticeship options.
- July 18: Tracy and I met with Trent (Manhattan Chamber) and Michelle Gangel from CRB (Kansas City) to review developments in our programs, emphasizing critical environments and building automation systems, with a discussion of needs along I-70 into the Kansas City area.

Resource Development:

- June 28: Tracy and I met with members of the Valuation Committee related to our prospect list. Final edits to that list and the case statement will be complete by August 5.