



## **BOARD OF DIRECTORS MEETING**

**July 30, 2019**  
**Manhattan Area Technical College**  
**Room 104a at 5:30 p.m.**

2019  
Randall Anderes – Chair (Riley)

### **Board of Directors**

Therese Adams (Riley)  
Wendy King-Luttman (Clay)  
Tim Flanary (Pottawatomie)  
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)  
Neil Ross (Dean of Student Services)  
Kelly Cook (Title III Project Director)  
Faculty Senate



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
Tuesday, July 30, 2019  
Board meeting at 5:30 p.m.**

**Board of Directors:**

\_\_\_ Anderes, Randall Chair (Riley)    \_\_\_ Fritchen, David (Riley)    \_\_\_ Vacant  
\_\_\_ Adams, Therese Vice Chair (Riley)    \_\_\_ Pagen, John (Riley)    \_\_\_ Baker L J (Geary)  
\_\_\_ Flanary, Timothy (Pottawatomie)    \_\_\_ King-Luttman, Wendy (Clay)

**Administration/Staff:**

\_\_\_ Genandt, Jim (President/CEO)    \_\_\_ Geisler, Tracy (Board Clerk)    \_\_\_ Phillips, Sarah  
\_\_\_ Jacobs, Carmela    \_\_\_ Gfeller, Josh    \_\_\_ Cook, Kelly  
\_\_\_ Ross, Neil    \_\_\_ Faculty Senate

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

**\_\_\_ Introductions**

- New Employee's

**\_\_\_ Tour of Building Automated Systems Lab**

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

- BOD Member Community Report

**\_\_\_ Program/Department Highlights**

- Security Update – Josh and Jay
- Fall Enrollment Update - Neil

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

- Approval of June 2019 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)

- Facilities Update - Carmela

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

- Board Member Positions - Tracy

**\_\_\_ Evaluation of Board Process**

- Board Retreat – August 6, 2019

**\_\_\_ 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: Relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships
- Confidential Matters: Financial Matters
- Negotiation Matters: Employer – Employee negotiations
- Personnel Matters: Non-elected personnel

**Meetings and Upcoming Events:**

- Board Member and Admin Retreat – August 6, 2019 5:00 p.m. – 8-00 p.m. Little Apple Brewery
- August Board Meeting – August 27, 2019 5:30 p.m. room 104a

\* Requires BOD Action

Manhattan Area Technical College  
Board of Directors Meeting  
June 25, 2019 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met June at 25 5:30p.m. in room 104a.

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

Members absent: Irma O'Dell

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; Neil Ross, Dean of Student Services; Kelly Cook, Title III Director

- a. Faculty/Staff/SGO/Visitors: Thomas Mudd, Chris Boxberger, Blaise Wilson, Kat Ventura, Kylie Austin

2. CALL TO ORDER

- Randall Anderes called the meeting to order at 5:30 p.m.
- Blaise Wilson and Thomas Mudd, Welding Instructors gave a tour of the upgraded welding ventilation system.

3. INTRODUCTIONS

- Chris Boxberger introduced new employee Kat Ventura to the board. Kat works in the Adult Learning Center.

4. PROGRAM/DEPARTMENT HIGHLIGHTS

- Neil Ross talked about the outstanding attendance at the commencement and pinning ceremonies. Thank you to all board members for attending.
- Kylie Austin, Director of Dental Hygiene discussed the successful Dental Hygiene accreditation visit that was May 14 -15, 2019.

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

- Therese Adams moved to approve the Consent Agenda (attachments 1-4), Timothy Flanary seconded. Motion carried 7 yeas, 0 nays.

6. GENERAL AGENDA (items possibly requiring BOD action)

- Carmela Jacobs updated the board on the college facilities.
- Kelly Cook gave an update on Title III (Starfish).

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

- Jim Genandt discussed his updated strategic plan (attachment 5) with the board.

- Board member terms were discussed.
  - Therese Adams requested her term to be extended for an additional year. Timothy Flanary moved to approve the additional year. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

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

- Jim Genandt, Tracy Geisler and Harry Watts updated the board on the foundation/resource development progress.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS – Relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

Therese Adams moved to go into executive session to discuss confidential matters relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships to protect the interest of the business to be discussed at 7:11p.m. and return to open session at 7:21 p.m. L.J. Baker seconded. Motion carried 7 yeas, 0 nays. At 7:21 p.m. Therese Adams moved to return to open session. L.J. Baker seconded. Motion carried 7 yeas, 0 nays. No action was taken.

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 7:21 p.m. and return to open session at 7:36 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:36 p.m., Therese Adams moved to return to open session. Timothy Flanary seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: PERSONNEL MATTERS – Non-elected personnel

Therese Adams moved to go into executive session to discuss non-elected personnel to protect the interest of the business to be discussed at 7:36 p.m. and return to open session at 7:51 p.m. John Pagen seconded. Motion carried 7 yeas, 0 nays. At 7:51 p.m., Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: PERSONNEL MATTERS – Non-elected personnel/President’s evaluation

Therese Adams moved to go into executive session to discuss non-elected personnel to protect the interest of the business to be discussed at 7:51 p.m. and return to open session at 8:11 p.m. L.J. Baker seconded. Motion carried 7 yeas, 0 nays. At 8:11 p.m., Therese Adams moved to return to open session. Wendy King Luttman seconded. Motion carried 7 yeas, 0 nays. At 8:11 p.m. Therese Adams moved to go back into executive session and return to open session at 8:22 p.m. Timothy Flanary seconded. Motion carried 7 yeas, 0 nays. At 8:22 p.m. Therese Adams moved to return to open session. Timothy Flanary seconded. Motion carried 7 yeas, 0 nays. At 8:22 p.m. Therese Adams moved to go back into executive session and return to open session at 8:38 p.m. Timothy Flanary seconded. Motion carried 7 yeas, 0 nays. At 8:38 p.m. Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

IN OPEN SESSION:

- Therese moved to approve the President’s compensation as discussed in executive session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 8:10 p.m.



July 30, 2019

Attachment 2

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

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 344,409.57	44.94%
Facilities	\$ 19,131.93	2.50%
Student Payments	\$ 186.98	0.02%
Program Expenditures	\$ 150,824.23	19.68%
ALC Operating Costs (excluding salary/benefits)	\$ 3,266.28	0.43%
Other Operating costs	\$ 248,509.13	32.43%
<b>Total June Expenditures</b>	<b>\$ 766,328.12</b>	<b>100%</b>

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
Westar	Utilities	\$ 6,613.82	All School	general fund
Trinium Contractors	Concrete Pad for Welding Ventilation System	\$ 5,182.00	Welding	Capital Outlay
Bay Bridge	Faculty Member Early Retirement Benefit	\$ 15,616.74	All School	general fund
USD 383	Gen. Ed Reimbursement	\$ 22,721.88	All School	general fund
USD 383	Excel in CTE - spring 2019	\$ 81,555.91	All School	general fund
Base Endeavors, LLC	Plexiglass Control Training Units	\$ 19,565.78	CTE	NSF Grant
ATI	Spring RN/PN ATI Live Review - Testing	\$ 21,400.00	Nursing	Course Fees
Matheson Tri-Gas	Welding Ventilation	\$ 75,431.06	Welding	Capital Outlay
Kansas Dept of Revenue	State tax payments - PR 6.15.19	\$ 5,189.99	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 6.28.19	\$ 5,478.18	All School	payroll deductions
KPERS	KPERS payments - PR 6.15.19	\$ 9,103.88	All School	payroll deductions
KPERS	KPERS payments - PR 6.28.19	\$ 9,347.01	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 6.15.19 Deductions	\$ 36,009.75	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 6.28.19 Deductions	\$ 39,328.25	All School	pr ded/general fund
<b>Total June Expenditures Exceeding Threshold</b>		<b>\$ 358,644.25</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** July 30, 2019  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Angel Brown	Custodian	6/24/2019	Facilities	Operating	New Hire
Alex Anderson	Automotive Technology Instructor	7/1/2019	Auto Tech/Academics	Operating	Rehire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Lana Lind	Student Services Support Specialist	7/12/2019	SS	Operating	change from FT to PT
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Linda Rowland	HR Coordinator	7/3/2019	Human Resources	Operating	Separation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Instructor Consideration Opportunity			Various	Operating	Open
Helpdesk Technician			IT	Operating	Open
Student Services Specialist			Title III	Title III Grant	Open
Welding Instructor			Academia	Operating	Offer pending
Psychology Adjunct Instructor			Academia	Operating	Open
Business Adjunct Instructor			Academia	Operating	Open
Part-Time Adult Education Instructor			ALC		Open
ADN Adjunct Clinical Instructor			Nursing	Operating	Open
PN Adjunct Clinical Instructor			Nursing	Operating	Open
Critical Environment Technologies Program Assistant			CTE	NSF Grant	Open
Building Automations and Controls Adjunct Instructor			CTE	NSF Grant	Open

## President's Report: July 2019

## Owner Expectations:

- 6/26: Tracy and I attended the Tech Ed Meeting of the Junction City Chamber of Commerce. This group is advocating for more tech ed programs to be offered in the Junction City school district, and the participants include MATC, Cloud County Community College, USD 475, and several business persons.
- 7/1: Tracy and I met with City Commission Linda Morse with updates about the College.
- 7/2: Tracy and I met with Trent Armbrust to provide some updates on our efforts supporting economic development efforts in the area.
- 7/3: Tracy, Harry and I met with City Commission Usha Reddi with updates about the College.
- 7/8: I participated in the Region Reimagined Talent Attraction and Retention committee meeting at the KSU Foundation.
- 7/9: I participated in a conference call with the Technical Education Authority's Excel in CTE task force with KBOR staff.
- 7/9: I visited by phone with Dr. Cynthia Lane, Chairperson of the Governor's Education Council.
- 7/9: We had a negotiations session with the Bargaining Unit representatives.
- 7/10-11: We hosted the summer retreat of the Kansas Technical Colleges. Sessions included updates from KBOR, the Kansas Department of Commerce on apprenticeships, HIREPaths, and strategic planning for the group. Guests at the dinner on Wednesday evening included Randall Anderes, State Representatives Tom Phillips and Ken Rahjes, and Manhattan Chamber of Commerce CEO Jason Smith.
- 7/12: Tracy, Harry, Trent, and I met with Mayor Mike Dodson with updates about the College.
- 7/18: I participated in a conference call with the TEA's Sub-Committee of the Curriculum Committee to discuss program review policies and procedures, and updates on KBOR data.
- 7/25: I attended the Governor's Education Council meeting at WSU.

## Employer Needs &amp; Response:

- 6/26: I had a conference call with Dana Shrum of the Grand River Dam Authority in northeast Oklahoma (Dana and I worked together years ago at Northeastern Oklahoma A&M College). Dana works with several utility companies in northeast Kansas and they have inquired about our electric power and distribution program as a possible option to meet their needs. Sarah and I will have a video conference call with Dana and her colleagues in the next few weeks to discuss this.
- 7/1: Tracy and I had a phone conversation with Theresa Bramlage to follow up from the Tech Ed meeting related to potential health care opportunities in Junction City.
- 7/2: Neil, Chris, Sarah, Carmela, Tracy, and I met with Jo Brunner of KansasWorks and updated ways in which we can collaborate and services the state agency can access from MATC, including our Testing Center, and our engagement with the agency's spring job fair.
- 7/16: Brian Lovell returned to MATC to continue construction of our CET lab.
- 7/16: I attended the Manhattan Chamber of Commerce Board of Directors meeting.

## Resource Development:

- 7/12: Harry, Tracy, and I met with Jeff Zwick and Gary Aufdemberge of WTC to discuss our efforts for a Wamego presence and the partnership of the College with WTC.
- 7/2, 7/12: Tracy, Carmela, and I have had meetings with officers of Central National Bank and one of their clients related to a center in Wamego.
- 7/16: Harry, Tracy and I met with Brent Bowman, Dan Crouch, and Nancy Burton of BBN Architects to review campus facility needs and plans.
- 7/16: Tracy and I met with Russell Shipley of Sink, Gordon to prepare for an audit of the Foundation.