



BOARD OF DIRECTORS MEETING

Date: June 27, 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)
Carmela Jacobs (CFO)
Dr. Richard Fogg (AVPIA)
Sarah Phillips (VPSS)
Keith Zachariasen (VPAS)
Cris Fanning (GPD)
Josh Gfeller (CIO)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
June 27, 2017
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) ___ Umscheid, Megan (Pottawatomie)
___ Brandon, Marla (Pottawatomie) ___ King-Luttman, Wendy (Clay) ___ Baker L J (Geary)

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Fanning, Cris (GPD)
___ 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

- Introductions:
 - David Wood Jr., Admission Coordinator
 - Malissa Bourbina, Student Account Coordinator
 - Erica McMillon, Title III Activity Coordinator/Distance Education Specialist
- Professional Development (Donna)

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Reports

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of May 2017 Meeting Minutes (Attachment 1) *
- May Check Register w/ Threshold Expenditures (Attachment 2) *
- Organizational update (Attachment 3) *

___ General Agenda (Items possibly requiring BOD Action)

- Monitoring Report: Treatment of People (Attachment 4) * (Jim)

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

- Grant Reports (Keith 5)
- Title III Report (Cris 6)

___ Ownership Linkage (Related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.)
Agenda for June, 2017

- Implementing the MATC Advisory Council (Jim)
- Opportunity Funding Update (Jim and Tracy)
- President's Report (Attachment 7)

___ Evaluation of Board Process

- Update from Tracy

Executive Session

- Negotiations
- Personnel

Meetings and Upcoming Events

Next Board Meeting: TBA

* 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
May 23, 2017 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met May 23, 2017 at 5:30 p.m. in room 104a.

Members present: Wendy King-Luttman, Therese Adams, John Pagen, Irma O'Dell, Randall Anderes, David Fritchen, and LJ Baker (arrived at 5:38 p.m.).

Members absent: Marla Brandon, Megan Umscheid

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Keith Zachariasen, Vice President for Administrative Services; Carmela Jacobs, Sarah Phillips, Vice President for Student Services; Dr. Rich Fogg, Associate Vice President of Institutional Advancement, and Cris Fanning, Title III Grant Project Director.

- a. Faculty/Staff/SGO/Visitors: Rachel Sherley, Laura Weiss-Cook, Neil Ross, Suzanne Duncan and Kelly Wright

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:31 p.m.

- Chamber Survey Report will be added under Ownership Linkage.

3. INCIDENTAL INFORMATION

- a. Introductions were made: Kelly Wright, Accounting Specialist; Suzanne Duncan, Academic Advisor.
- b. Neil Ross and Laura Weiss-Cook shared our compliance with Gainful Employment.
- c. Rachel Sherley presented a slide show and information on the MATC pinning and commencement ceremonies.

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

- a. Wendy King-Luttman moved to approve the Consent Agenda (Attachments 1, 2, and 3). L J Baker seconded. Motion carried 7 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Randall Anderes moved to approve the Monitoring Report: Financial Condition (Attachment 4). Irma O'dell seconded. Motion carried 7 yeas, 0 nays.

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

- a. Jim Genandt discussed Instruction Services – Assessment.

b. Jim Genandt updated the board on the Strategic Plan.

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

a. Jim Genandt presented his President’s report (Attachment 5).

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

8. EVALUATION OF BOARD PROCESS

a. Tracy discussed the board term years; advertisement will be put in the newspaper.

EXECUTIVE SESSION: PERSONNEL

- Randall Anderes moved to go into executive session at 6:45 p.m. and return to open session at 6:55 p.m. John Pagen seconded. Motion carried 7 yeas 0 nays. Randall Anderes moved to return to open session at 6:55 p.m. L J Baker seconded. Motion carried 7 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair, adjourned the meeting at 6:55 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date



June 27, 2017

To: MATC Board of Directors
 From: Carmela Jacobs, Chief Financial Officer
 Re: May 2017 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 210,610.66
Facilities	\$ 86,989.84
Student Payments	\$ 55,735.67
Program Expenditures	\$ 41,897.50
Other Operating costs	\$ 52,162.31
Total May Expenditures	\$ 447,395.98

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Services	Custodial	All School	\$ 6,100.00	general fund
KBS Constructors	Renovation of the new units	All School	\$ 64,061.00	general fund
Westar	Utilities	All School	\$ 6,082.30	general fund
Eagle Software	Title III Items (Aerohive/subscription/portal access, etc)	All School	\$ 16,619.94	Title III
BayBridge	Remit PR Deductions/ER Match	All School	\$ 12,296.65	general fund
KPERS	Remit PR 5.15.17 Deductions	All School	\$ 8,611.36	general fund
KPERS	Remit PR 5.31.17 Deductions	All School	\$ 8,792.45	general fund
IRS	Federal Tax Payment/Remit PR 4.30.17 Deductions	All School	\$ 38,263.61	general fund
IRS	Federal Tax Payment/Remit PR 5.15.17 Deductions	All School	\$ 33,494.37	general fund
IRS	Federal Tax Payment/Remit PR 5.31.17 Deductions	All School	\$ 38,394.80	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,797.28	general fund
Total May Expenditures Exceeding Threshold			\$ 266,513.76	



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: June 27, 2017

Consent Agenda:

Organizational Update

1. Revisions to organizational structure/positions:

- None

2. Personnel changes

- David Wood, Jr. – Admissions Coordinator
- Malissa Bourbina – Student Account Coordinator
- Sara Bohlken – Student Services Clerk

3. Advertised positions

- Dental Hygiene Instructor
- Dental Hygiene Clinic Receptionist
- Coordinator Allied Health Continuing Education



INTERNAL MONITORING REPORT
TREATMENT OF PEOPLE
JUNE, 2017

I hereby present my monitoring report on your Executive Limitations policy "Treatment of People, as scheduled. In consultation with personnel assigned to duties of Human Resources, I certify that the information contained in this report is true.

BROADEST POLICY PROVISION:

With respect to the treatment of students, staff, volunteers, and the community dealings shall not be inhumane, unfair, or undignified.

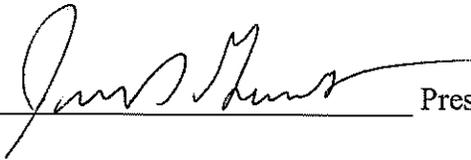
Accordingly, the president shall not:

1. Operate without written procedures that clarify student and staff rules, provide for effective handling of grievances, protect against wrongful or unsafe conditions, and preferential treatment for personal reasons;
 - a. MATC has developed written policies and procedures for all operations of the college including those listed above. All employees have access to policies, procedures, and statutes through the College's internal computer system and through the College's website. One master hard copy of policies and procedures is kept on campus which contains the original signed policies. The College Catalog also provides information for students guiding them on relevant college policies and procedures. The Catalog and other appropriate college materials are on the website or MATC portal for employee, student, and public access.
2. Discriminate against anyone for expressing ethical dissent;
 - a. There have been no cases of discrimination for any reason during the past year.
3. Withhold a due process procedure from students and staff;
 - a. Due process procedures are followed when dealing with student staff and faculty complaints and when dealing with other matters regarding such proceedings.

4. Prevent students and staff from grieving to the board when internal grievance procedures have been exhausted.
5. Fail to acquaint students and staff with their rights and responsibilities.
 - a. Students and staff are made aware of their rights and responsibilities through the use of the Personnel Handbook, the College Catalog, course syllabi, the Faculty Negotiated Agreement, MATC policies and procedures, and verbal communications.

CEO's INTERPRETATION:

With reference to general operations and through my interpretation of the constraints listed above, I report compliance.

Signed  President

Date 6-22-17

Pending Grants

Grant Title	Description	Amount	Players	Deadline	Proposal Elements
Delta Dental Community Benefit Grant	Community Dental Health Grants will be provided for new initiatives, new components of existing programs, start-up funding or one-time events.	\$150,000	Dental Hygiene and Industry partners	Deadline: April 15, 2017	Ask for Phase 2 construction funds

Active Grants

Grant Title	Agency	Amount	Dates	Status
NBAF Innovation Award	DHS & Innocentive	\$53,106	Feb 2016-2017	Major initiatives: Biosafety training curriculum and pilot, funds will go largely to curriculum development, but there is also \$10k in marketing funds.
Perkins Improvement Grant (FY17-18)	Federal/KBOR	\$131,015	July 2017 - June 2018	Support for CTE programs; primarily equipment and professional development.
Perkins Nursing Initiative Grant	Federal/KBOR	\$68,000	July 2017 - June 2018	Funds are used in support of nursing program costs
Department of Defense Education Activity (DoDEA) Educational Partnership	Lead: USD 383	Paid faculty stipends, \$500/week	Summer 2014 - 2017	Summer STEM camp will occur second and third weeks in June 2016

	<p>Description: Promoting Student Achievement at Schools Impacted by Military Force Structure Changes. Students in grades 7-9 are targeted.</p>			<p>Grant covers faculty off-contract pay and supplies</p> <p>USD383 is looking at ways to sustain this program beyond this grant</p>	
<p>Title III Part A Programs: Strengthening Institutions (Dept. of Ed)</p> <p>Project AIMS: Accessible Instructional Modalities and Services</p>	<p>PROGRAM DESCRIPTION: The program helps eligible IHEs to become self-sufficient and expand their capacity to serve low-income students by providing funds to</p>	<p>\$2M/ 5 years</p>	<p>Administration Student Affairs LRC/Library BA Instructional Tech INT Biotechnology</p>	<p>Notification of Award: End of September 2016</p>	<ul style="list-style-type: none"> • Development of key online courses for BA, INT and BIO • Jenzabar upgrade • New Learning Management System (Canvas) • Renovation of the LRC/Library to include a Tutoring Center and a Faculty Online Course Development Studio • IT infrastructure • Proactive Advising Plan implementation

Not funded - FY2016-17

	Description	Amount	Lead Org/ Players	Deadlines	Proposal Elements
National Science Foundation ATE Grant	With an emphasis on two-year colleges, the Advanced Technological Education (ATE) program focuses on the education of technicians for the high-technology fields that drive our nation's economy.	\$200k	HVAC/BIO and Industry partners	Deadline: October 6, 2016	High Performance High Containment Facilities Maintenance

Completed

Workforce AID –Caterpillar Work Tools, Inc. Welding Program	Department of Commerce & Caterpillar Work Tools, Inc.	\$44,650	June 2016 - May 2017	Students participating in Caterpillar’s internal training program provided by MATC instructors at MATC welding facility.
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To: Board of Directors

From: Cris Fanning, Title III Grant Project Director

P031A160195 Project AIMS Manhattan Area Technical College April 2017 Interim Budget Overview

Line Item	Approved	Expended through March 31, 2017	To be Expended through Sept. 30, 2017
Personnel	\$102,980.04	\$21,449.80	\$81,530.24
Fringe	\$25,778.78	\$5,396.18	\$20,382.60
Travel	\$4,615	\$0	\$4,615
Equipment	\$14,392	\$14,392	\$0
Supplies	\$92,338	\$82,434.81	\$9,903.19
Contractual	\$65,467	\$65,467	\$0
Construction (Renovation)	\$143,066.03	\$0	\$143,066.03
Other	\$1,349	\$275	\$1,074
Total	\$449,986	\$189,415	\$260,571

President's Report: June 2017

Owner Expectations:

- USD 383 Adult Education—discussions are underway concerning transitioning the Adult Learning Center to MATC
- KATC—Our annual dues will be going up to \$10k per year, with the extra \$2k from each of the technical colleges to be used for a KATC marketing effort. During the KATC retreat in Goodland (June 19-20) the presidents met with two members of the state legislature, including State Senator Billinger. The primary discussion points were support for SB155 affecting high school enrollment into technical education programs, and the return on investment by the tech colleges in the state for workforce, taxpayers, etc.
- TEA/KBOR (1st generation)—KBOR and the TEA released financial data indicating that our overall SB155 reimbursement for FY 17 would be prorated at approximately 81 cents on the dollar, our state allocation is scheduled to remain level funding for FY 18 (still without the 4% cut from FY 17), and our capital outlay allocation was reduced about \$3,000. The first-generation task force that I serve on is working on specific activities to raise awareness about first-generation students, who they are, and how we are equipped to help them navigate and succeed in higher education. Finally, KBOR is forming a new task force to examine how we work with apprenticeships for credit, and I will be on that task force along with the President of Wichita Area Technical College.
- USA KS Superintendents Conference-Wichita June 1—Marvin Wade (USD 383 Superintendent), Keven Ward (TRANE) and I presented at this conference on the need and benefits of CTE education into secondary education. This was the 4th presentation we have made during 2016-17 on the topic, thanks to Kent Stewart, (retired professor from KSU).
- BG Consultants-South Wing—We have BG Consultants examining the infrastructure and current load and wall configurations in in the south wing related to relocating science labs to that area. No timetable for the transition is established pending the findings from BG and cost calculations.
- KMAN June 21—I did my bimonthly interview and summarized successes of 2016-17. We did have a caller thanking us for helping his son discover options in technical education that helped him get training and a job.

Employer Needs & Response:

- BTBC/Manhattan Chamber—I was part of the bus ride of the Manhattan Chamber to the BTBC incubator project involving KU, the Lawrence Chamber of Commerce, and the KU Foundation. They have good facilities and a decent record of success.
- Jinyu—I attended the announcement at the KSU Foundation concerning Jinyu, the Chinese animal health company that will establish a presence here in 2018. A key item from the remarks of various people that day was that the Animal Health Corridor (Manhattan, KS to Columbia, MO) generates 56% of the GLOBAL revenue in animal health. That led to Trent Armbrust helping me get invited to attend...wait for it...
- Animal Health Corridor Subcommittee on Workforce in KC—this group has focused on working with KC area secondary ag teachers and FFA sponsors to promote animal health career awareness. I educated them about the support positions the businesses and government labs have that need workforce development related to biotechnology, biosafety/risk reduction, and are pending critical environment technology training. They had not considered those issues. I am meeting with their staff in July and they will be coming to Manhattan for a tour of our biosafety training facility and to get more information from us.
- Ft. Riley Engagement, MAC, LJ!—I have participated in a series of meetings with personnel from Ft. Riley, Barton CC, and other entities on education, workforce training and other items as part of their effort for broader engagement with area communities. We are working on a proposal

to the military related to their training programs and where it is appropriate for us to consider prior learning assessment, access to more education, and opportunities to earn industry credentials, with an emphasis on regional workforce needs.

- Lonnie Baker, Meadowlark Hills—Lonnie and I meet quarterly to discuss needs in his area for workforce. We are discussion options to assist in recruiting in nursing and other health care occupations.
- Chamber task force—The Manhattan Chamber of Commerce task force on education and workforce and the subcommittee on workforce have developed a plan for MATC to host a meet and greet reception on August 16, 3-5pm for the USD 383 teachers and staff to get more information about our programs, visit with some employers, register for door prizes, and have some good refreshments (that part courtesy of the Manhattan Chamber)...great opportunity for us!
- Chamber after hours—Tracy and I attended the Chamber Business After Hours at the Four Points and did some good networking!

Resource Development:

- Opportunity Funding project—included earlier (donor update, meeting with KS AT&T, etc.)
- Mike Solida, Westar—Mike has agreed to become a trustee with our Foundation!