



## **BOARD OF DIRECTORS MEETING**

**Date June 26, 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)  
Marla Brandon (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)  
Carmela Jacobs  
Sarah Phillips  
Josh Gfeller  
Cris Fanning  
Alex Anderson (Faculty Senate)



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
June 26, 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)  
\_\_\_ Brandon, Marla (Pottawatomie)      \_\_\_ King-Luttman, Wendy (Clay)

**Administration/Staff:**

\_\_\_ Genandt, Jim (President/CEO)      \_\_\_ Geisler, Tracy (Board Clerk)      \_\_\_ Phillips, Sarah  
\_\_\_ Jacobs, Carmela      \_\_\_ Gfeller, Josh      \_\_\_ Fanning, Cris  
\_\_\_ Anderson, Alex      \_\_\_ Student Senate

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

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

- Student Services Highlights (Neil & Michelle)

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

- Additions/Changes to Agenda
- BOD Member Community Report
- Board Member Recognition

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

- Approval of March 2018 Meeting Minutes (no meeting in April or May) (Attachment 1)\*
- Approval of March Check Register w/Threshold Expenditures (Attachment 2)\*
- Approval of April Check Register w/Threshold Expenditures (Attachment 3)\*
- Approval of May Check Register W/Threshold Expenditures (Attachment 4)\*
- Organizational Update (Attachment 5)\*
- President's Report (Attachment 6)\*

\_\_\_ **General Agenda** (Items possibly requiring BOD Action)

- Recommendation: Academic Program Proposals - INT (Sarah) (Attachment 7)\*

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

- Facilities Update (Carmela and Sarah)
- Adult Learning Center Update (Sarah and Cris)
- Technology and Security Update (Josh)

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

- Policy Governance Manual
- Board Member update

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

- Campaign Update (Jim and Tracy)

**EXECUTIVE SESSION:**

- Negotiations
- Confidential Business Matters
- Nonelected Personnel Matters
- Nonelected Personnel Matters

**Meetings and Upcoming Events:**

Next Board Meeting: Tuesday, July 24, at 5:30 p.m. in room 104a.

\* Requires BOD Action

Manhattan Area Technical College  
Board of Directors Meeting  
March 27, 2018 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met March 27, 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 and David Fritchen.

Members absent: L J Baker

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

- a. Faculty/Staff/SGO/Visitors: Frank Avila, Darren Ortega, Brian Koch, Matt Schacht, Kylie Austin, Linn Schroll, Sarah Fisher

2. CALL TO ORDER

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

- Additions to the agenda: Recycle rides by Linn Schroll and the announcement of the bargaining unit team under the general agenda.

3. PROGRAM/DEPARTMENT HIGHLIGHTS

- Welding Program (Chris Nichols/Blaise Wilson)
- League for Innovation Presentation (Brian Koch)
- Dental Hygiene Program update (Kylie Austin)
- Recycle Rides Presentation (Linn Schroll)

4. INCIDENTAL INFORMATION

- None

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

- Marla Brandon moved to approve the Consent Agenda (Handout 1, attachments 2 and 3). Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

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

- None

7. GENERAL AGENDA (items possibly requiring BOD action)

- Recommendation: Adult Learning Center (Attachment 4) (Cris, Sarah and Jim). Randall Anderes move to approve the MOU and transition/operational plan for the Manhattan Area Technical College to become the host of the Regional Adult Learning Center and that we extend our appreciation and pledge of continued collaboration with USD 383 with this and future projects. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.
- Recommendation: Associate Degree Nursing Program (Handout) (Sarah). Marla Brandon move to approve the Alternate Prerequisite presented. Randall Anderes seconded. Motion carried 7 yeas, 0 nays.
- Marla Brandon move that we approve the bargaining team (Sarah Phillips, Jim Genandt, Carmela Jacobs and Tracy Geisler, reporter) as presented by President Jim. Randall Anderes seconded. Motion carried 7 yeas, 0 nays.

8. EVALUATION OF BOARD PROCESS

- Board Retreat will be April 14<sup>th</sup> at the Leadership Studies Building. This will be a board training presented by the President and board clerk.

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.
- Jim Genandt discussed his President’s report (Attachment 5).

EXECUTIVE SESSION: CONFIDENTIAL MATTERS

- Randall Andres moved to go into executive session at 4:10 p.m. and return to open session at 4:25 p.m. L J Baker seconded. Motion carried 7 yeas, 0 nays. At 4:25 p.m., Randall Anderes moved to return to open session. L J Baker seconded. Motion carried 7 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL

- Randall Anderes moved to go into executive session at 4:28 p.m. and return to open session at 4:45 p.m. David Fritchen seconded. Motion carried 7 yeas, 0 nays. At 4:45 p.m., Randall Anderes moved to return to open session. LJ seconded. Motion carried 7 yeas, 0 nays.

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

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MATC Board Clerk

Date

Approved:  
Chair

Date

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May 29, 2018

Attachment 2

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

Category	Costs
Payroll, Withholdings and Benefits	\$ 359,763.08
Facilities	\$ 30,896.47
Student Payments	\$ 90,938.94
Program Expenditures	\$ 53,681.03
Other Operating costs	\$ 49,616.41
<b>Total March Expenditures</b>	<b>\$ 584,895.93</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Custodial Services	Custodial Services	All School	\$ 6,100.00	general fund
CDW Government	Dell CTO Switch	All School	\$ 5,513.36	Credit Hour Fee
Parsons Communication, Inc	Cabling for SafeDefend	All School	\$ 6,372.14	Credit Hour Fee
DBI	TLC Student Furniture	TLC	\$ 7,449.07	Title III Grant
Dell OptiPlex 3050	INT Capstone Computers	INT	\$ 5,989.20	INT Course Fees
ATI	CARP RN	ADN	\$ 12,535.00	ADN Course Fees
Westar	Utilities	All School	\$ 9,378.81	general fund
KPERS	Remit PR 3.15.18 Deductions	All School	\$ 8,409.12	payroll deductions
KPERS	Remit PR 3.31.18 Deductions	All School	\$ 8,965.78	payroll deductions
IRS	Federal Tax Payment/Remit PR 3.15.18 Deductions	All School	\$ 32,605.04	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 3.31.18 Deductions	All School	\$ 37,550.40	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,000.44	pr ded/general fund
<b>Total March Expenditures Exceeding Threshold</b>			<b>\$ 173,868.36</b>	



May 29, 2018

Attachment 3

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

Category	Costs
Payroll, Withholdings and Benefits	\$ 345,337.88
Facilities	\$ 18,596.81
Student Payments	\$ 33,410.27
Program Expenditures	\$ 58,012.43
Other Operating costs	\$ 63,878.72
<b>Total April Expenditures</b>	<b>\$ 519,236.11</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Custodial Services	Custodial Services	All School	\$ 6,100.00	general fund
Manhattan Carpet and Interiors	Install Carpet - 103B	Nursing	\$ 7,549.40	Nursing Club Fund
S&S Truck Service	EPD Truck Repair	EPD	\$ 8,037.40	general fund
Anixter Inc	EPD Course Supplies	EPD	\$ 6,009.78	EPD Course Fees
Anixter Inc	EPD Course Supplies	EPD	\$ 6,860.07	EPD Course Fees
K&M Tire	In-ground lift/Installation	AT	\$ 13,441.67	Perkins Grant
Westar	Utilities	All School	\$ 9,378.81	general fund
KPERS	Remit PR 4.15.18 Deductions	All School	\$ 8,709.08	payroll deductions
IRS	Federal Tax Payment/Remit PR 4.15.18 Deductions	All School	\$ 34,051.84	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 4.30.18 Deductions	All School	\$ 36,648.59	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,903.10	pr ded/general fund
<b>Total April Expenditures Exceeding Threshold</b>			<b>\$ 170,689.74</b>	



June 26, 2018

Attachment 4

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

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 397,943.77	69%
Facilities	\$ 60,056.00	10%
Student Payments	\$ 12,318.58	2%
Program Expenditures	\$ 32,595.40	6%
Other Operating costs	\$ 73,488.93	13%
<b>Total May Expenditures</b>	<b>\$ 576,402.68</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
Mueller Electric	Electric for Ventilation System	\$ 17,320.00	Welding	capital outlay
Manhattan Carpet & Interiors	VCT Rubber Tile Flooring (303)	\$ 8,749.95	INT	capital outlay
John Dietrick, LLC	Legal Fees	\$ 10,406.25	All School	general fund
Parsons Communications	Data Cabling (307A)	\$ 18,585.12	All School	credit hour fee
CDW Government	Lenovo ThinkCentre/Monitor	\$ 7,140.60	All School	credit hour fee
Westar	Utilities	\$ 9,982.28	All School	general fund
State of Kansas	State Tax Payment	\$ 5,807.68	All School	payroll deductions
State of Kansas	State Tax Payment	\$ 5,602.73	All School	payroll deductions
KPERS	Remit PR 4.30.18 Deductions	\$ 8,854.42	All School	payroll deductions
KPERS	Remit PR 05.31.18	\$ 9,242.96	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 5.15.18 Deductions	\$ 40,446.47	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 5.31.18 Deductions	\$ 39,802.21	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 33,000.44	All School	pr ded/general fund
<b>Total May Expenditures Exceeding Threshold</b>		<b>\$ 221,041.11</b>		



**To: MATC Board of Directors**  
**From: Jim Genandt, President**  
**Date: June 26, 2018**  
**Re: Consent Agenda: Organizational Update**

<b>New Hire/Rehires/New Positions</b>					
<b>Employee Name</b>	<b>Position Title</b>	<b>DOH</b>	<b>Department</b>	<b>Funding Source</b>	<b>Status</b>
Pitts, Morgen	Registrar's Office Coordinator	6/25/2018	Registrar's Office	Operating	Hire
Weese, Chelsea	Chemistry/Physics Instructor	7/1/2018	Faculty	Operating	Hire
Dekat, Shania	Human Resources Coordinator	7/1/2018	Business Office	Operating	New Position**
Caponera, Andrew	Systems Admin/Facilities Project Coordinator	7/1/2018	IT/Facilities	Operating	New Position**
Boxberger, Chris	Interim Director/Technology Facilitator	7/1/2018	ALC	Grant	Hire
Haskell, Janae	Instructional/Career Facilitator	7/1/2018	ALC	Grant	Hire
<b>Promotions/Title Changes</b>					
<b>Employee Name</b>	<b>Position Title</b>	<b>DOC</b>	<b>Department</b>	<b>Funding Source</b>	<b>Status</b>
Withroder, Kim	Director of Institutional Reporting and Instructional Technology	7/1/2018	IT	Operating	Promotion
<b>Separations/Retirements</b>					
<b>Employee Name</b>	<b>Position Title</b>	<b>DOS</b>	<b>Department</b>	<b>Funding Source</b>	<b>Status</b>
Nichols, Christopher	Welding Instructor	4/26/2018	Faculty	Operating	Termination
Zachariasen, Keith	VP of Institutional Effectiveness	5/15/2018	Administration	Operating	Elimination of Position
Riegler, Alissa	Asst. Registrar	5/31/2018	Registrar's Office	Operating	Resignation
Strathman, Pat	TLC Assistant	5/31/2018	TLC	Operating	Elimination of Position
Anderson, Jeffrey	INT Instructor	6/30/2018	Faculty	Operating	Non-renewal
Fisher, Sara	Behavioral Science Instructor	6/30/2018	Faculty	Operating	Non-renewal
Wangsgaard, Dr. Mike	Dentist	6/30/2018	Faculty	Operating	Retirement
Pryor, Gary	Building Trades Instructor	6/30/2018	Faculty	Operating	Retirement

\*\*Dekat, Shania - previously held position of Assistant Director of Financial Aid

\*\*Caponera, Andrew - previously held position of Client Support Specialist



Advertised Positions				
Position Title		Department	Funding Source	Status
CNA Instructor		Continuing Education	Operating	Open
CMA Instructor		Continuing Education	Operating	Open
Nurse Clinical (PN) Instructor		Nursing	Operating	Open
Adjunct Instructor Consideration Opportunity		Various	Operating	Open
Dental Hygiene - Radiography Adjunct Instructor		Dental Hygiene	Operating	Open
Front Desk Attendant		Student Services	Operating	Open
ALC Administrative Assistant		ALC	Grant	Open
Information & Network Technology Instructor		Faculty	Operating	Open
Welding Program Assistant		Welding	Operating	Open
Helpdesk Technician		IT	Operating	Open
Director of Biosciences and Critical Environments Technologies		Science	Grant	Open

**To: Board of Directors**

**From: President Jim Genandt**

**Re: Consent Agenda: President's Report, April/May/June 2018**

Many things have happened since the last update in March! Owner

Expectations:

- ✓ On March 28, the Manhattan-Ogden USD 383 board approved the transition of the Adult Learning Center program to MATC effective July 1, 2018. Staffing will be completed by early June, with the relocation of equipment, etc., during June.
- ✓ I have had several presentation/speaking events:
  - April 5-Manhattan Rotary
  - April 13-Konza Rotary (they met on campus and also provided scholarships to 2 MATC students!)
  - April 17-Manhattan Chamber of Commerce Workforce Development Committee
  - April 18-KMAN
  - April 18-HVAC Advisory Committee
  - May 3-Westar
  - May 3-Building Trades Advisory Committee
  - May 14-Manhattan Evening Lions Club
  - May 15-Biotechnology Advisory Committee
  - May 15-Manhattan Chamber of Commerce Ft. Riley Welcome & Resources Event
  - May 16-Flint Hills Leadership Conference Panel on Workforce Education
  - May 17-Good Morning Manhattan/Chamber of Commerce
  - May 23-Manhattan Chamber B2B
  - June 5-Manhattan Chamber of Commerce Business Advisory Committee
- ✓ April 6-10-Sarah Phillips, Cris Fanning, Kim Withroder, and I attended the annual conference of the Higher Learning Commission. We received updates on HLC policies, assessment, financial ratio evaluation, and many other topics, as well as met with our Liaison Officer. I attended the President's Session all day on Saturday with more focused updates. Overall, we are in good condition, but we are aware of several areas we can improve on related to compliance and to documentation for our accreditation status.
- ✓ April 11 Tracy and I attended the Legislative Breakfast sponsored by the Manhattan Chamber of Commerce.
- ✓ April 12 we had a fantastic MATC Open House!!! Hundreds of visitors, especially middle- and high-school age young people. Our faculty and staff did an incredible job of demonstrations, sharing information, and helping folks have a good time!
- ✓ Tracy and I hosted visits/tours with Riley County Commissioner Marvin Rodriguez and his wife, Vickie on April 23, Barb Wenger and I worked with Dr. Joel Anderson of KSU on May 11.
- ✓ I attended the spring conference of the American Association of Community Colleges April 26-May 1 in Dallas, and within that event, also participated in my role on the Commission on Economic & Workforce Development for the AACC and MATC.
- ✓ An orientation to our SafeDefend security system was provided to many staff and faculty on May 14.
- ✓ I attended the Manhattan Chamber of Commerce Board meeting on May 15, the KBOR TEA meeting on May 24, and participated in a potential business client meeting with the Manhattan Chamber of Commerce/KBED/KSU on May 22.

- ✓ A group of MATC and KBS staff met with Ryan (City of Manhattan Code Enforcement and Fire Marshal compliance) to ensure we understand procedures related to renovations, and other projects. Further renovations to the main campus building are likely not to be pursued due to several significant topics that would drive costs up.

#### Employer Needs & Response:

- ✓ Barb Wenger and I attended the KSU Pet Food Forum on April 11, and were able to engage with several regional employers as well as KSU faculty and administrators. Many of the employers reinforced their interest in MATC's role in providing technically skilled workers.
- ✓ April 11 I also attended the Chamber After Hours at Manhattan Christian College. I have had follow-up meetings with Kevin Ingram, President of MCC, and we are working on formal agreements to create more access for their students to MATC general education courses and to technical programs, particularly in certificate areas.
- ✓ April 13 I attended my first meeting of the Greater Manhattan Economic Partnership (GMEP), as I have been added as an ex officio member of that board.
- ✓ April 19-Barb Wenger and I visited KSU-Olathe and met with Dr. Ralph Richardson and his staff, and then we met with Dennis Ridenour of BioKansas. The discussions are helping us move our education and training in biotechnology, biosafety, building automation systems, and critical environment technology farther along.
- ✓ I attended capstone presentations in our Information Networking Technology program on April 20, and in Digital Design & Drafting on May 4.
- ✓ May 23 I met with Dan Foltz of KBS, discussing possible partnership options related to our critical environment technology component as a business enterprise, as well as an update on our NSF grant project.
- ✓ I participated in the town hall event held by the Kansas State Chamber of Commerce at the Manhattan Chamber of Commerce offices on May 10.
- ✓ I met with administrators of USD 383 and representatives of TRANE on May 14 and we developed a plan for MATC to operate the Energy & Engineering Pathway for the school district (pilot project in spring 2019).
- ✓ Laurie Stegeman, Director of Nursing, and Mark Ballinger, Coordinator for Allied Health, and I met with Lonnie Baker and staff of Meadowlark to discuss staffing needs they have (as well as many other health care providers in the region) and how we can collaborate to develop ideas to increase capacity in educating and placing workers.
- ✓ I worked with Dennis Ridenour of BioKansas in Topeka on May 31 to develop strategies about training we can offer through his organization beginning in 2019, and our continued work to assist skilled technical workers for the Animal Health Corridor.
- ✓ I worked with Michael Dorst, Assistant Principle for USD 383 High School (June 5), on the Energy Engineering Pathway we will develop for them with TRANE.
- ✓ Barb and I attended the BEST Conference meeting in Omaha at Metropolitan Community College (Ft. Dodge campus) on June 7. This group is comprised of folks from around the US related to Building Automation Systems and sustainability/energy efficiency. They are interested in our projects and hope we can host their conference in an upcoming year.
- ✓ I presented to the Chamber's Economic Development Committee on June 20

#### Resource Development:

- ✓ Tracy and I have had follow-up meetings with Theresa Bramlage and others regarding our entry into Junction City High School/Junction City (April 13 & 24).
- ✓ At the Flint Hills Homebuilders Association Golf Scramble on May 18, Brad Hartenstine advocated for MATC during his overview of the association to the participants (and I did

participate in that, the Wamego Chamber scramble-May4, and the Rotary scramble on May 21 (good mental therapy events!).

- ✓ Tracy and I met with the campaign Operations Committee on June 11. A copy of the revised case statement will be provided to you at the board meeting. We also reviewed the current prospect list with that committee and the valuations committee will meet soon (June 27) so we can begin setting up meetings with potential donors.
- ✓ Tracy attended the Manhattan Chamber Investors Breakfast on June 14 to continue networking for us.

AND WE HAD A FANTASTIC COMMENCEMENT AND PINNING CEREMONIES ON SATURDAY, MAY 12!!!!!!!!!!



TO: MATC Board of Directors

FROM: Sarah Phillips, Vice President of Student Success/CAO/CSAO

DATE: June 26, 2018

RE: Academic Program Proposals

### **Background Information**

In an effort to provide the best degree options that support both the needs of our students and industry, the institution is constantly assessing the programs and certificates the institution provides.

Through this assessment, the Curriculum Committee, on April 6, 2018, approved program changes to Associate Applied Science in Information Network Technology degree program.

### **Program Proposals**

*Information Network Technology changes in course requirements – in partnership with the Program Advisory Committee it has been determined that the industry focus on detailed PC Hardware knowledge is in decline while knowledge in scripting and automation is rising. To accommodate these shifts the INT program proposed combining PC Hardware and Software, 2 separate courses, into a single focus course and expand the course on PowerShell to give more focus to the scripting/automation material. In addition, student skills in communication have been degrading because the past requirement for public speaking was dropped from the program and students have been choosing easier electives to fulfill their credit hour requirement. INT instructors proposed bringing back a requirement for presentation/communication skills into the program. The PAC approved and students will now be given a choice of bolstering either their presentation skills through Public Speaking or interpersonal relationship skills with Interpersonal Communications. The program credit hours will remain at 63 credit hours.*

### **Recommendation**

The Administration respectfully requests that the Board of Directors approve the recommended program actions.