

Board of Directors Packet

Manhattan Area Technical College

June 28, 2022

Zoom/Live Stream 5:30 pm



Board of Directors:

__Baker, L.J. - Chair (Geary)	__Urban, David (Riley)
__King-Luttman, Wendy – Vice Chair (Clay)	__Ballou, Brett (Riley)
__Flanary, Tim (Pottawatomie)	__Allen, Will (Geary)
__Peterson, Heather (Pottawatomie)	__Matson, Mike (Riley)

Administration/Staff:

__Genandt, James (President/CEO)	__Miller, Hannah (Board Clerk)	__Phillips, Sarah
__Davis, Kimberly	__Gfeller, Josh	__Ross, Neil
__Roberts, Nathan	__Boxberger, Chris	__Watts, Harry
__Faculty Senate		

Agenda

- 1. Call to Order**
- 2. Consent Agenda** (Routine items requiring BOD action) *
 - Approval of May 2022 Meeting Minutes (Attachment 1) *
 - Approval of May 2022 Check Register (Attachment 2) *
 - Organizational Update (Attachment 3) *
 - President's Report (Attachment 4)*
- 3. General Agenda** (Items possibly requiring BOD Action)
 - Recognition of Board Members
- 4. Discussion of Ends** (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - Facilities/Projects Updates **Josh, Sarah**
 - Faculty Senate Update **Faculty Senate**
 - Monitoring Report
 - i. Treatment of People (Attachment 5) **Jim**
- 5. Executive Session:** Negotiations
- 6. Executive Session:** Real Property
- 7. Executive Session:** President's Evaluation
- 8. Executive Session:** Board Positions

Meetings and Upcoming Events

Board Retreat in August

* Requires BOD Action

Board of Directors Minutes

Manhattan Area Technical College

May 31, 2022 5:30pm



1. The Board of Directors of the Manhattan Area Technical College met May 31, 2022 at 5:30 p.m. in person and using zoom, with live streaming for employees.
 - Members present: Wendy King-Luttman, David Urban, Mike Matson, Will Allen, Brett Ballou.
 - Members absent: LJ Baker, Heather Peterson, Tim Flanary, Harry Watts.
 - Administration Present: Jim Genandt, President/CEO; Nathan Roberts, Dean of Academic Affairs; Kim Davis, Dean of Nursing & Health Programs; Kerri Bellamy, Chief Financial Officer; Hannah Miller, Executive Assistant/Board Clerk.
 - Meeting was live streamed.
2. **Call to Order**
 - Wendy King-Luttman called the meeting to order at 5:30p.m.
3. **Consent Agenda:** (Routine items requiring BOD action) *
 - David Urban motioned to approve the Consent Agenda. Mike Matson seconded. Motion carried 5 yeas and 0 nays. Motion passed to accept the Consent Agenda.
4. **General Agenda:** (Items possible requiring BOD action)
 - Kerri Bellamy, the new Chief Financial Officer, introduced herself to the Board of Directors.
 - Michelle Mackeprang, Assistant Director of Admissions, introduced herself and what all she does for MATC. She processes admission applications, has 10-12 campus visits per week, and goes to recruiting events at high schools across the state.
 - President Genandt went over the facilities and workers compensation insurance renewal proposals. The proposals were from C&W and Comrade. Brett Ballou motioned to approve the C&W insurance proposal. Mike Matson seconded. Motion carried 5 yeas and 0 nays. Motion passed to approve the proposal.
 - President Genandt proposed the Succession Policy to the Board of Directors. There were no changes from the draft from last months board meeting. Will Allen motioned to pass the policy. David Urban seconded. Motion carried 5 yeas and 0 nays. Motion passed to approve the Succession Policy.
 - President Genandt informed the Board that president evaluation forms will

be sent out later this week.

5. **Discussion of Ends:** (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - President Genandt showed the board the 2022 ROI on US Higher Education. The list is of Kansas public colleges and universities by order for best net present value at 40 years. Manhattan Area Technical College is ranked number two. University of Kansas is ranked number one and Kansas State University is ranked number three.
 - Due to faculty being off campus due to their summer break, the Faculty Senate was not available to give an update.
 - President Genandt informed the Board of Directors about the Blue Cross and Blue Shield Insurance renewals. There is a slight increase for health insurance rates but there was not a change for Delta Dental.
 - Manhattan Tech will be advertising the available positions on the board. Kim Davis gave a few ideas of those that would be good fit for our board. The Board of Directors can have a total of 9 members but it can be voted on to expand if necessary. There will not be a meeting in July and a retreat in August.
6. **Executive Session:** Negotiations
 - David Urban motioned to go into executive session at 6:12pm. Will seconded. Motion carried 5 yeas and 0 nays. Mike Matson motioned to move to open session at 6:15pm. Will Allen seconded. Motion carried 5 yeas and 0 nays. No action was taken.
7. **Executive Session:** Personnel Matters
 - David Urban motioned to go into executive session at 6:17pm. Brett Ballou seconded. Motion carried 5 yeas and 0 nays. Mike Matson motioned to move to open session at 6:22pm. Brett Ballou seconded. Motion carried 5 yeas and 0 nays. No action was taken.
8. **Executive Session:** Confidential Matters
 - David Urban motioned to go into executive session at 6:22pm. Will Allen seconded. Motioned carried 5 yeas and 0 nays. Will Allen motioned to move to open session at 6:42pm. Motion carried 5 yeas and 0 nays. David Urban motioned to go into executive session at 6:42pm. Mike Matson seconded. Motion carried 5 yeas and 0 nays. Mike Matson motioned to move to open session at 7:00pm. Will Allen seconded. Motion carried 5 yeas and 0 nays. No action was taken.
9. **Adjournment:** Wendy King-Luttman adjourned the meeting at 7:01pm.



To: MATC Board of Directors
 From: Administration
 Re: May 2022 Expenditures

June 28, 2022

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 186,817.37	24.03%
Facilities (510)	\$ 84,530.66	10.87%
Student Payments (110)	\$ 2,403.00	0.31%
Program Expenditures	\$ 30,448.09	3.92%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 4,743.01	0.61%
Wamego (excluding salary/benefits)	\$ 2,951.84	0.38%
Other Operating costs	\$ 465,461.51	59.88%
Total April Expenditures	\$ 777,355.48	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
USD 383 Manhattan Ogden	Excel In CTE Funding 75% MHS	294824	All School	Excel in CTE State Funds
USD 320- Wamego High School	Outside Partnership - HS	\$ 84,373.00	All School	Excel in CTE State Funds
Blue Cross & Blue Shield of Kansas	Health insurance payable	\$ 47,018.13	All School	payroll ded/gen fund
CDW Government Inc	Capital Outlay	\$ 27,027.50	Program	Course Fees
USD 383 Manhattan Ogden	Outside Partnership - HS	\$ 25,196.88	All School	Excel in CTE State Funds
Icon Structures, Inc.	Capital Outlay	\$ 18,876.15	Wamego	HEERF Funding
USD 383 Manhattan Ogden	Outside Partnership - HS	\$ 17,758.00	All School	Excel in CTE State Funds
Internal Revenue Service	Federal Withholding	\$ 16,409.83	All School	payroll ded/gen fund
Internal Revenue Service	Federal Withholding	\$ 15,367.13	All School	payroll ded/gen fund
Internal Revenue Service	FICA & Medicare Withholding	\$ 13,295.77	All School	payroll ded/gen fund
Internal Revenue Service	FICA & Medicare Withholding	\$ 13,295.77	All School	payroll ded/gen fund
Internal Revenue Service	FICA & Medicare Withholding	\$ 12,038.83	All School	payroll ded/gen fund
Internal Revenue Service	FICA & Medicare Withholding	\$ 12,038.83	All School	payroll ded/gen fund
KS Dept of Revenue	State Tax Withholding	\$ 9,403.14	All School	payroll deduction
KS Dept of Revenue	State Tax Withholding	\$ 8,893.06	All School	payroll deduction
KPERS	PR 04.29.2022 Payroll deductions	\$ 8,493.77	All School	payroll deduction
KPERS	PR 04.15.2022 Payroll deductions	\$ 8,313.77	All School	payroll deduction
USD 384 Blue Valley Randolph	Outside Partnership - HS	\$ 8,005.00	All School	General Fund
Everygy	Utility/Electric	\$ 7,731.53	All School	General Fund

Total April Expenditures Exceeding Threshold	\$ 648,360.09	
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MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: June 28, 2022
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Easlyn Koch	ADN Instructor	6/1/2022	Nursing Faculty	Operating	New Hire
Allen Sangwin	HVAC Instructor	6/1/2022	HVAC Faculty	Operating	New Hire
Mark Miller	CET/IET Instructor	6/3/2022	CET/IET Faculty	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Richard Berndt	Construction Technology Instructor	6/1/2022	Building Trades Faculty	Operating	Resignation
Mary Beth Fund	ADN Instructor	6/22/2022	Nursing Faculty	Operating	Resignation
Morgen Stoecklein	Registrar	10/3/2022	Student Services	Operating	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Construction Technology Instructor			Faculty	Operating	Open
Associate Degree Nursing Adjunct Clinical Instructor			Faculty	Operating	Open
Part-Time Allied Health Instructor			Continuing Education	Operating	Open
Electric Power & Distribution/Welding CTE Assistant			EPD/Welding	Operating	Open
Full-Time Business Administration Instructor			Faculty	Operating	Open

President's Report: June 2022

Owner Expectations:

- June 3: Kevin Nalette, Interim Chief of Staff to the President at KSU, came to MATC for a conversation with me and a tour of areas connected to the Scorpion effort. He is working with President Linton and me to help coordinate communication and efforts for collaboration between the institutions.
- June 10: I participated in the Governor's Education Council meeting in Topeka. MATC will host a meeting of that group in November 2022.
- June 14: Harry and I attended the Chamber Power Lunch at the KSU Alumni Center to hear from President Linton. Dr. Linton and I had a chance to visit on the side as well.
- June 15: I attended meetings with the state regents in Topeka.
- June 21: I met with the lobbyist for the technical colleges to discuss topics and issues to bring to the group of presidents, KBOR, and legislators for the next budget and legislative year.
- June 21: Sarah, Kerri, and I met with our auditors to begin preparation for the 21-22 audit.

Employer Needs & Response:

- June 13: I participated in a district-wide site council meeting on curriculum and learning at USD 383.
- June 14: Sarah, Chris, and I hosted a zoom meeting with staff from USD 383 and a school board member on past and future course offerings for early college credit and the College and Career Center project.
- June 20: Chris and I met with Chris Gergeni, new executive director of the Midwest Dream Car Collection.
- June 21: I participated in the Manhattan Chamber of Commerce board meeting.
- June 22: Sarah, Kim Davis, and I met with representatives of Stormont Vail discussing health care workforce and MATC.
- June 23: I attended the Landmark Bank Business Challenge meeting.
- June 28: Sarah and I worked with representatives of KSU and the Chamber with leaders from Scorpion.

Resource Development:

- June 2: I participated in a Zoom meeting with representatives of KSU on a possible Department of Defense grant project related to advanced manufacturing/biomanufacturing connected to Scorpion.
- June 10: I met with Trent Armbrust, Kansas Department of Commerce, in Topeka about the Building HIRE Education project with an emphasis on the Scorpion project.
- June 14: Harry, David Urban and I met with City Manager Ron Fehr at City Hall to provide an overview of the Building HIRE Education project and seek his ideas on moving the process forward.
- June 17: Harry, David Urban and I met with Rich Vargo to review the Building HIRE Education project and get his insights on possible ways the county could consider providing support.
- June 17: Harry, David Urban and I met with Vern from the Greater Manhattan Community Foundation to review our presentation to that board for the Building HIRE Education project.
- June 20: I visited with state representative Dodson about the Building HIRE Education project and state support for Phase I.
- June 22: I recorded a podcast for the Chamber of Commerce with Jason Smith and Daryn Soldan.
- June 22: Harry, David Urban, Sarah, and I met with representatives of the GMCF Board to share the Building HIRE Education project, with a request for support for Phase I specifically.
- June 27: Harry, David Urban, Sarah, and I met with the Intergovernmental committee to share about the Building HIRE Education project and options for support from the public sector.

- June 27: We hosted Carl Ice for a campus visit and tour.

INTERNAL MONITORING REPORT: TREATMENT OF PEOPLE

JUNE 2022

I hereby present my monitoring report on your Executive Limitations policy “Treatment of People,” as scheduled. In consultation with personnel assigned to the 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 website and internal institutional portal. The College Catalog and related official materials also provides information for students guiding them on relevant policies, procedures, codes of conduct, and grievance processes. These are also accessible via the College website and internal portal. The access via the College website ensures all appropriate public access. All related policies and procedures are reviewed on a regular basis, and changes in applicable state and federal regulations are incorporated into the College system as they are identified.
2. Discriminate against anyone for expressing ethical dissent;
 - a. There have been no cases of discrimination for any reason in the past year.
3. Withhold a due process procedure from students or staff;
 - a. Due process procedures are followed when dealing with any complaint and when dealing with any other matter regarding such proceedings.
4. Prevent students and staff from grieving to the board when internal grievance procedures have been exhausted;
 - a. There has been no instance of any such prevention during the past year.
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 several official College documents, including but not limited to: Personnel Handbook, College Catalog, course syllabi, Faculty Negotiated Agreement, MATC policies and procedures, and any other appropriate communication.

CEO’s INTERPRETATION:

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

Signed:

A handwritten signature in black ink, appearing to read "J. Amato", is written above a horizontal line.

President/CEO

June 17, 2021