



## **BOARD OF DIRECTORS MEETING**

**Date: March 28, 2017**

**Place: Manhattan Area Technical College  
Room 104a at 6:00 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)



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
March 28, 2017  
Board meeting at 6:00 p.m.  
Room 104a**

**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**

- Job Fair Update/Results (Donna)
- League for Innovation Conference (Brian and Matt)

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

- Additions/Changes to Agenda
- BOD Member Community Reports

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

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

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

- Tuition and Fees Recommendation (action needed from Revenue Increases handout at last month's board meeting) (Attachment 4) \* (Carmela and Jim)

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

- HLC (Jim and Rich)

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

- President's Report (Attachment 5)
- Opportunity Funding Update (Jim and Tracy)

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

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**Executive Session**

- Student Matter
- Confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorship (economic development)

**Meetings and Upcoming Events**

**MATC Open House:** Thursday, April 20, 9: a.m. -1:00 p.m.

**Next Board Meeting:** Tuesday, April 25, at 5:30 p.m. in room 104a

**MATC Commencement Exercises:** Saturday, May 13 @ 11:00 a.m.

**Nursing Pinning @ 9:30 a.m.**

**Dental Hygiene Pinning @ 1:30 p.m.**

All events will take place at the K-State Union Grand Ballroom

918 N 17<sup>th</sup> Street

Manhattan Kansas

\* 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  
February 28, 2017 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met February 28, 2017 at 5:30 p.m. in room 104a.

Members present: Irma O'Dell, Therese Adams, John Pagen, Marla Brandon, Randall Anderes, David Fritchen, LJ Baker

Members absent: Wendy King-Luttman, 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: Linn Schroll, Faculty Senate, Donna Hobbs, Frank Avila, Sara Fisher

2. CALL TO ORDER

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

3. INCIDENTAL INFORMATION

- a. Frank Avila and Linn Schroll shared the Skills USA and program activities that have taken place and community involvement.
- b. Sarah Phillips presented an update on the Student Services area including improvements and an enrollment update.

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

- a. Marla Brandon moved to approve the Consent Agenda (Attachments 1, 2, and 3). Randall Anderes seconded. Motion carried 7 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Marla Brandon moved to approve the Financial Condition Monitoring Report (Attachment 4). LJ seconded. Motion carried 7 yeas, 0 nays.
- b. Marla Brandon moved to approve the Achievement of Ends Monitoring Report (Attachment 5). David Fritchen seconded. Motion carried 7 yeas, 0 nays.

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

- a. The following policies were presented to the board as information sharing:
  - i. Diversity Policy 3.7.1. (Sarah Phillips and Sara Fisher updated the board on the

changes), (Attachment 6).

- ii. Guidelines for Establishing Faculty Qualifications 7.3.3 (Attachment 7).
- iii. Credit Hour Calculation by Course 02 – 4.2.4 (Attachment 8).

- b. Keith Zachariasen and Jim Genandt presented the 1<sup>st</sup> discussion on Revenue Increases (handout).
- c. Dr. Rich Fogg and Jim Genandt discussed the HLC process.
- d. Jim Genandt presented an update of the Critical Environments Technology Training Center.
- e. Keith Zachariasen updated the board on the Facilities Renovations.

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

- a. Dr. Rich Fogg presented the Program Outcome Metrics (handout).
- b. Jim Genandt and Tracy Geisler shared the update on Opportunity Funding and Feasibility Study.

8. EVALUATION OF BOARD PROCESS

- a. Board Retreat will be Wednesday, February 8 at 5:00 p.m. in room 104a.

EXECUTIVE SESSION: CONFIDENTIAL DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS, TRUSTS AND INDIVIDUAL PROPRIETORSHIPS.

- Randall Anderes moved to go into executive session at 7:35 p.m. and return to open session at 7:55 p.m. Marla Brandon seconded. Motion carried 7 yeas 0 nays. Randall Anderes moved to return to open session at 7:55 p.m. Marla seconded. Motion carried 7 yeas, 0 nays.
  - In Open session David Fritchen moved to approve the recommendation. LJ Baker seconded. Motion carried 7 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL

- Randall Anderes moved to go into executive session at 7:57 p.m. and return to open session at 8:01 p.m. Marla Brandon seconded. Motion carried 7 yeas 0 nays. Randall Anderes moved to return to open session at 8:01 p.m. Marla Brandon seconded. Motion carried 7 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair, adjourned the meeting at 8:02 p.m.

\_\_\_\_\_  
MATC Board Clerk

\_\_\_\_\_  
Date

Approved:  
Chair

\_\_\_\_\_  
Date



March 28, 2017

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

Category	Costs
Payroll Withholdings and Benefits	\$ 154,314.44
Facilities	\$ 11,550.89
Student Payments	\$ 708,974.41
Program Expenditures	\$ 7,460.47
Other Operating costs	\$ 149,236.90
<b>Total February Expenditures</b>	<b>\$ 1,031,537.11</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
USD 383 - Manhattan Ogden	SB155 MOU	All School	\$ 11,550.00	general fund
A Book Company	Student Textbooks	All School	\$ 17,527.18	student financial aid
Kriz Davis	Student Belts/Tools	EPD	\$ 51,826.50	student financial aid
CDW Government	IT Tech Support	All School	\$ 5,240.83	general fund
Westar	Utilities	All School	\$ 7,114.25	general fund
Sallie Mae	Student Loan Return	All School	\$ 14,610.00	student financial aid
ATI - Assesment	CARP RN	Nursing	\$ 12,568.00	course fees
BayBridge	Remit PR Deductions	All School	\$ 9,618.65	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 34,192.60	general fund
KPERS	Remit PR Deductions	All School	\$ 8,584.97	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 34,712.54	general fund
KPERS	Remit PR Deductions	All School	\$ 8,763.09	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,714.07	general fund
<b>Total February Expenditures Exceeding Threshold</b>			<b>\$ 250,022.68</b>	



*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: March 28, 2017

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Consent Agenda:

Organizational Update

**1. Revisions to organizational structure/positions:**

- None

**2. Personnel changes**

- Dan Kirkpatrick, Title III Student Retention Specialist

**3. Advertised positions**

- a. Title III Activity Coordinator / Distance Education Specialist
- b. Academic Advisor
- c. Nursing Instructor – Associate Degree Nursing
- d. Coordinator Allied Health Continuing Education



**March 17, 2017**

**To: Manhattan Area Technical College Board of Directors**

**From: Carmela Jacobs, Chief Financial Officer**

**Re: Fiscal Year 2017-2018 Tuition and Fees**

**Background Information**

In 2002, the Kansas Legislature authorized each technical school or college governing board to set tuition and fee rates (K.S.A. 72-4430 et seq.). Legislation requires each technical school or college to submit tuition and fee rates to the Kansas Board of Regents annually. While the amount of support provided to Manhattan Area Technical College through the Kansas Board of Regents hadn't changed in the previous 5 years, the support has begun to decrease beginning with fiscal year 2016-2017. As a result, tuition and fees were previously increased in an effort to offset the rising cost of operations but this fiscal year will be different. The increase will aid in sustaining the current cost of operations.

**Current Rates and Proposed New Rates**

MATC utilizes a multi-tier tuition rate schedule. Both cost of program operations and potential earnings of the graduates were considered when determining the proposed tuition rates.

Program	2016-2017 Tuition Rates	Proposed 2017-2018 Tuition Rates	Tuition \$\$ Increase/(Decrease)	Tuition % Increase/(Decrease)
Allied Health Stand Alone Programs	\$100	\$125	\$25	25%
General Education	\$100	\$125	\$25	25%
Business Administration	\$100	\$125	\$25	25%
Air Conditioning & Refrigeration	\$140	\$150	\$10	7%
Auto Technology	\$140	\$150	\$10	7%
Auto Collision Repair	\$140	\$150	\$10	7%
Building Trades	\$140	\$150	\$10	7%
Welding Technology	\$140	\$150	\$10	7%
Digital Drafting and Design Technologies	\$140	\$150	\$10	7%
Clinical Medical Laboratory Technology	\$140	\$150	\$10	7%
Biotechnology	\$140	\$150	\$10	7%
Information & Network Technology	\$170	\$170	\$0	--
Electric Power & Distribution	\$170	\$170	\$0	--
Nursing – Practical	\$140	\$150	\$10	7%
Nursing – Associates	\$170	\$170	\$0	--
Dental Hygiene	\$400	\$400	\$0	--

Administration is proposing the tuition rate be increased according to the chart above. This represents an average tuition rate of \$162 per credit hour and a 9.66% overall average increase in current tuition.

For fiscal year 2017-2018, Administration is also recommending a \$5 increase in the institutional fees from \$45 per credit hour to the new rate of \$50 per credit hour to support student-focused initiatives with priority on improving security measures in preparation for the July 1, 2018, concealed carry exemption sunset.

**Financial Implications**

Administration anticipates the revenue generated by the increased tuition and fees to help replace the decreases that have been made in state allocations to the institution. If the state funding formula was appropriated to meet the formula, MATC would be in line to receive an estimated additional \$500,000. As state funds will stay steady or continue to decrease over the next 1-2 fiscal years, the College has to take action to both generate revenue replacement and control expenditures.

**Recommendation**

Administration respectfully requests that tuition and fee rates for the fiscal year 2017-2018 be adopted as proposed.

## President's Report: March 2017

Here is a summary of items since our last board meeting.

## Owner Expectations:

- Lauren Rust and Tracy Geisler helped MATC co-host the Kansas Deans & Directors of Continuing Education spring conference (one day at KSU, one day at MATC). The ladies and MATC received kudos from the attendees for the planning, sessions, food, and more. I provided a few comments, but we were able to showcase several of our programs to the group.
- Renovation plans for the inside of the new units on campus have been finalized, and the units should be ready for use by the college for fall courses. Renovation design is being finalized for the Title III project for the library/learning resource center project, with the work to be done during the last half of May and in June. Renovation plans are being developed for the dental hygiene unit to meet their accreditation guidelines.
- I met with faculty on March 3 and addressed questions and concerns, and also shared about our work on resources, state budget issues, and other topics.
- Ken Sisley, Tracy, and I will attend the annual conference of the Higher Learning Commission in Chicago, March 31-April 4. I will attend the spring conference of the American Association of Community Colleges April 20-24, as well as attend the meeting of the Commission of Economic and Workforce Development at that conference (as I am a commissioner!).
- I have been asked to serve on a task force for KBOR examining how to increase enrollment of first generation college students.

## Employer Needs &amp; Response:

- The US Department of Homeland Security, Science and Technology Directorate, is working with Barb Wenger to feature information about MATC and our biosafety training (through the NBAF Innovation Prize) on the federal website. We will share that link with you when it is activated by DHS.
- Tracy and I met with representatives of the local emergency medical services and fire department and their presentation of the need for MATC to consider bringing back the EMT program, as well as paramedic and fire science programs. We will investigate the information during the summer.
- USD 383 superintendent Marvin Wade and I are working with the Chamber on education and workforce issues. I have also worked with the counselors and administration at the Manhattan High School about future enrollment goals, and we are working toward 383 busing students to MATC for programs in the fall of 2018, so that they will add students into HVAC and INT at minimum. We continue to reach out to other area schools for similar efforts to grow enrollment and interest in technical education.
- I attended the Manhattan Chamber Business After Hours on March 8 and networked with many folks. I also attended the Military Appreciation Breakfast in Junction City.
- I attended program advisory committee meetings with dental hygiene, digital drafting & design, and auto collision since the last board meeting. With auto collision, MATC has signed an agreement with I-CAR that will benefit our students, our program, and employers in the region with more professional, certified training.
- Chris Nichols will attend the Future of Welding Summit sponsored by Lincoln Electric in Cleveland in April. Barb Wenger will present on biosafety at the annual conference of the National Evaluating Balancing Bureau (NEBB) later this week.

## Resource Development:

- Tracy and I will attend the Greater Manhattan Community Foundation annual awards on March 27.
- I met with representatives of the Flint Hills Veterans on March 23 to develop a scholarship agreement, as that group will provide assistance to one or more of our students who have served in the armed forces.
- The fundraising project with Opportunity Funding continues with success in obtaining resources for the overall campaign.