



## **BOARD OF DIRECTORS MEETING**

**Date: May 4, 2016**

**(rescheduled from April 26 due to weather)**

**Place: Manhattan Area Technical College**

**Room 104a at 5:30 p.m.**

2016

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)  
Judy Crymble (Clay)

### **Administration/Staff**

Jim Genandt (President/CEO)  
Tracy Geisler (Exec. Assistant/Board Clerk)  
Keith Zachariasen (VPAS)  
Dr. Richard Fogg (AVPIA)  
Sarah Phillips (VPSS)  
Marilyn Mahan (VPAA)  
Carmela Jacobs (CFO)



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
May 4, 2016  
(rescheduled from April 26 due to weather)  
Board meeting at 5:30 p.m.  
Room 104a**

**Board of Directors:**

\_\_\_ Adams, Therese Chair (Riley)      \_\_\_ Crymble, Judy (Clay)      \_\_\_ O'Dell, Irma (Geary)  
\_\_\_ Anderes, Randall Vice Chair (Riley)      \_\_\_ Pagen, John (Riley)      \_\_\_ Umscheid, Megan (Pottawatomie)  
\_\_\_ Brandon, Marla (Pottawatomie)      \_\_\_ King-Luttman, Wendy (Clay)      \_\_\_ Vacant (Geary)

**Administration/Staff:**

\_\_\_ Genandt, Jim (President/CEO)      \_\_\_ Geisler, Tracy (Board Clerk)      \_\_\_ Mahan, Marilyn (VPAA)  
\_\_\_ Zachariasen, Keith (VPAS)      \_\_\_ Dr. Fogg, Richard (AVPIA)      \_\_\_ Phillips, Sarah (VPSS)  
\_\_\_ Jacobs, Carmela (CFO)      \_\_\_ Krause, Dawn (Professional Staff)      \_\_\_ Schroll, Linn (Faculty Senate)  
\_\_\_ Heise, Scott (Student Senate)

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

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

- Additions/Changes to Agenda
- BOD Member Community Reports

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

- Approval of March Meeting Minutes (Attachment 1) \*
- March Check Register (Attachment 2) \*
- March Threshold Expenditures (Attachment 3) \*
- Organizational update (Attachment 4) \*

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

- Monitoring Report: Asset Protection (Insert) \* (Jim)
- Tuition and Fees Recommendation (Attachment 5) \* (Keith and Carmela)

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

- SGO Presentation/Introductions to new SGO members (PowerPoint) (Scott Heise)
- Open House Results/Update (PowerPoint) (Neil Ross)

- Dental Hygiene Update
- HLC Visit Update

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

- President's Report/College Progress (Attachment 6) (Jim)

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

- Board Retreat - May 24 directly after board meeting

**Executive Session**

- Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships;
- Matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
- Negotiated Agreement
- Personnel Matters of Nonelected Personnel;

**Meetings and Upcoming Events**

- MATC Commencement/Pinning Ceremonies – Saturday, May 14 at Hilton Garden Inn Nursing  
Pinning begins at 9:00 a.m., Commencement begins at 11:00 a.m.
- MATC Dental Hygiene – Friday, May 13 at 2:00 p.m. at the Holiday Inn at the Campus (across from K-State).
- May Board Meeting/Retreat - Tuesday, May 24 at MATC in room 104a. Board meeting begins at 4:00 p.m. Dinner and Retreat immediately following.

\* 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  
March 22, Room 104a at 5:30

1. The Board of Directors of the Manhattan Area Technical College met March 22, 2016, at 5:30 p.m. in room 104a.

Members present: Marla Brandon, Irma O'Dell, Therese Adams, Wendy King-Luttman, Judy Crymble, Randall Anderes, John Pagen and Megan Umscheid

Members absent:

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Marilyn Mahan; Vice President for Academic Affairs; Keith Zachariasen, Vice President for Administrative Services; Sarah Phillips, Vice President for Student Services; Carmela Jacobs, Chief Financial Officer; Dr. Richard Fogg, Associate Vice President for Institutional Advancement

Faculty/Staff/SGO/Visitors: Linn Schroll, Scott Heise, Lana Lind, Susan Harvey, Shania Dekat, and Donna Hobbs

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:33 p.m.

3. INCIDENTAL INFORMATION

- a. Marla Brandon was recognized and given a wooden gavel for going above and beyond as the board chair during the College/transition to a new President.
- b. Introductions were made of the new staff Student Services:
  - a. Shania Dekat, Assistant Director for Financial Aid
  - b. Susan Harvey, Student Services Clerk
  - c. Lana Lind, Director of Academic Advising (formerly Academic Advisor)
  - d. Donna Hobbs gave a report on the results of the Job Fair.
  - e. Sarah Phillips invited and updated the Board about the upcoming Open House at MATC.

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

- a. Marla Brandon moved to approve the Consent Agenda (Attachments 1, 2, 3, and 4). Randall Anderes seconded. Motion carried 8 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Jim Genandt presented the KBS proposal (attachment 5). Judy Crymble moved to approve the KBS proposal recommendation. Irma O'Dell seconded. After discussion, motion carried 8 yeas, 0 nays.
- b. Dr. Rich Fogg and Jim Genandt explained the Performance Agreement (attachment 6).

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

- a. Jim Genandt and Dr. Rich Fogg discussed the Aspen Institute Submission (Handout).
- b. Keith Zacharisen, Carmela Jacobs and Jim Genandt discussed the Tuition and Fees with the board. A formal recommendation will be presented at the April board meeting.
- c. Jim Genandt and Tracy Geisler updated the board on the Foundation and Scholarship reception. They thanked the members that were present for the reception.

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

- a. Jim Genandt presented his President Report/College Progress (Attachment 7).

8. EVALUATION OF BOARD PROCESS

- a. Members discussed the board retreat, possibly having the board meeting begin at 4:00 p.m. in May, with the board retreat following. Information will be sent out by Tracy later this month.

**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 7:32p.m. to discuss personnel matters of non-elected personnel, and return to open session at 7:48 p.m. Marla Brandon seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to go back into open session at 7:48 p.m. Wendy King-Luttman seconded. Motion carried 8 yeas, 0 nays.

**EXECUTIVE SESSION: INTEREST BASED BARGAINING**

- Randall Anderes moved to go into executive session at 7:48 p.m. to discuss Interest Based Bargaining to protect the public interest in negotiating and to discuss confidential business to protect the interest of the business to be discussed and return to open session at 7:53 p.m. Marla Brandon seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to go back into open session at 7:53 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

**EXECUTIVE SESSION: PERSONNEL MATTERS**

- Randall Anderes moved to go into executive session at 7:55p.m. to discuss personnel matters of non-elected personnel, and return to open session at 8:15 p.m. Wendy King-Luttman seconded. Motion carried 8 yeas 0 nays. Randall moved to go back into open session at 8:15 p.m. Windy King-Luttman seconded. Motion carried 8 yeas, 0 nays.
- Randall Anderes moved to go back into executive session to continue discussion at 8:15 p.m. and return to open session at 8:25 p.m. Wendy King-Luttman seconded. Motion

carried 8 yeas, 0 nays.

- Randall Anderes moved to go back into executive session to continue discussion at 8:25 p.m. and return to open session at 8:30 p.m. Megan Umscheid seconded. Motion carried 8 yeas, 0 nays. Randall Anderes moved to go back into open session at 8:30 p.m. Megan Umscheid seconded. Motion carried 8 yeas, 0 nays.

ADJOURMENT: Therese Adams, Board Chair, adjourned the meeting at 8:30 p.m.

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MATC Board Clerk

Date

Approved:  
Chair

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Date

April 26, 2016

Attachment 2

To: MATC Board of Directors  
 From: Keith Zachariasen, Vice President of Administrative Services  
 Carmela Jacobs, Chief Financial Officer  
 Re: March 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34629	Desktop Technician	cell phone stipend - Feb 2016	\$ 50.00
34631	EPD Faculty	cell phone stipend - Feb 2016	\$ 50.00
34682	Academy for Academic Leadership	Teaching Foundations Online Courses DH	\$ 700.00
		AAL Registration for 2 Instructors	\$ 525.00
34683	AE Tools and Computers	PicoScope 4000	\$ 3,464.18
34684	Air Filter Plus	Air filters	\$ 105.78
34685	Equipment Service Company	A/C machine repair	\$ 90.00
34686	Altec Industries Inc	Freight	\$ 177.77
		truck repairs: Auger 22 inch altec	\$ 2,295.83
		Altec part	\$ 658.23
34687	Auto Tech Faculty	Mileage to and from Overland Park	\$ 136.08
		Per Diem Meals	\$ 129.00
		Misc Costs	\$ 5.50
		Lodging in Overland Park	\$ 385.38
34688	AT& T- internet	Monthly service - PO 65952	\$ 1,444.20
34689	AT& T- service	site Phone services	\$ 49.56
34690	ATI - Assessment Technologies Inst LLC	PN testing	\$ 100.00
34691	HVAC Faculty	Airfare to Irvine, CA	\$ 583.20
		Luggage Fees	\$ 50.00
		Lodging in Irvine	\$ 988.02
		Per Diem Meals	\$ 288.00
34692	Best Pest Control Company	Pest Control - Facility Operations	\$ 130.00
34693	Burnett Automotive Inc	Tires	\$ 172.00
34694	Capital City Oil Inc	Fuel for EPD trucks	\$ 118.83
34695	Carolina Biological Supply	Science supplies	\$ 19.00
34696	Cat Cans Portable Services of Manhattan LLC	portable toilet rental	\$ 100.00
34697	Century Business Systems Inc	Annual Block Agreement 4 copiers	\$ 2,896.64
34698	Cintas Corp #451	Shirt rental	\$ 176.61
34699	Cintas FAS 0479	AED machine lease	\$ 79.00
34700	Cox Communications	phone/internet service: facility fee	\$ 3,455.78
34701	Dept of Veterans Affairs- Debt Mgt Center	VA SP16 Refund	\$ 1,060.00
34702	DI Associates, Inc	Midwest Nurse Update Registration	\$ 2,443.00
34703	Edelman-Lyon Company	Handicap door operator board part only	\$ 276.00
34704	Educational Publishers	Open House Poster and Handbills	\$ 203.78
34705	Fire One Inc	Semi Annual Test & Inspection	\$ 520.00
34706	Five Star Vending	employee breakroom coffee supplies	\$ 66.00
		employee coffee break room	\$ 62.25
34707	Frankfort Porta Potty Inc	Porta Potty rental	\$ 65.00
34708	G4S Secure Solutions Inc	Security Officer	\$ 241.28
		Security Officer	\$ 241.28
34709	Garage Door Place Inc	Garage Door	\$ 1,667.49
34710	GTM Sportwear	Open House T-Shirts	\$ 1,959.02
34711	Hardy Diagnostics	Haemophilus Quad Plate	\$ 75.96
		Thiogelatin Medium	\$ 69.10
34712	Henry Schein Inc	Freight	\$ 2.74
		Lubricat	\$ 40.44
		Denture Cup w/Lid	\$ 17.65
		Acclean Fluoride Varnish Raspberry	\$ 186.17
		Biohazard Tape	\$ 20.00
		Acclean Fluoride Varnish Bubble Gum	\$ 186.17
		Denture bags	\$ 8.69
34713	Howie's Enterprises Inc	Facilities Trash Service	\$ 409.50

April 26, 2016

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 Carmela Jacobs, Chief Financial Officer  
 Re: March 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34714	ISS Facility Services - Topeka	Janitorial Services	\$ 6,074.00
34715	Junction City Chamber Commerce	Junction City Chamber annual dinner	\$ 400.00
34716	Kansas NEA	KNEA dues	\$ 2,536.50
34717	Kansas State Surplus Property	Refrigeration equipment	\$ 50.00
34718	Karsmizki Locksmith	rekey office lock	\$ 15.00
34719	KASFAA- Registration	KASFAA 2016 Institutional Membership	\$ 150.00
34720	Kistner's Flowers	flowers for employees' last day	\$ 59.00
34721	Kriz-Davis Company	AL ACSR-2-7	\$ 1,118.81
		Kriz davis poles spring	\$ 8,205.55
		HPS E1020035 Anchor	\$ 413.41
		HPS E1021630 Anchor	\$ 628.31
		Kris davis wire and such	\$ 191.14
		HPS GL4042A	\$ 329.49
		HPS E1021630 Anchor	\$ 26.18
		Freight	\$ 22.37
34722	Kryterion Inc	Testing	\$ 54.00
34723	Laser Tech Services	05A	\$ 54.00
34724	Lincoln Electric Company	Metalshield® MC-6® 1/6 33#	\$ 604.59
34725	Manhattan Area Chamber Commerce	Annual Meeting 2016	\$ 825.00
		Manhattan Area Chamber of Commerce	\$ 20.00
34726	Manhattan Broadcasting Co Inc	Advertising	\$ 1,495.42
34727	Manhattan Mercury	advertising - accounting positions	\$ 57.60
34728	MCM- Midwest Concrete Materials	BTR house Materials	\$ 794.07
34729	Medi-Waste Disposal	Waste removal	\$ 45.00
34730	NASCO	shipping	\$ 13.72
		Sheep Organ - Brain; with Cranial Nerve	\$ 195.00
34731	Patterson Dental Supply Inc	Bags Scatter Best Sellers	\$ 16.95
		Bag Scatter purple/green	\$ 16.95
		Bags scatter Who's flossing?	\$ 33.90
34732	Pizza Hut	pizza for Jim's lunch meeting 02-24-16	\$ 22.47
34733	Premier Personnel Services, Inc.	Temp 2-21 - 2-27-16 25 hrs	\$ 405.00
		Temp 2-14 - 2-20-16 25 hrs	\$ 405.00
34734	Riley County Rural Water	water service Keats	\$ 25.13
34735	Seaton, Seaton & Dierks, LLP	Legal services	\$ 147.00
34736	Sigma-Aldrich Inc	shipping	\$ 12.32
		Sterility Indicator	\$ 43.20
34737	Underground Vaults & Storage	Document storage	\$ 15.00
		Shred service	\$ 70.00
34738	Washer Specialty Company	Copper Elbows 1/2"	\$ 14.75
		Condensate Pump	\$ 69.34
		R-410a	\$ 158.00
		R-134a	\$ 182.00
		Control Board for Cooling Units	\$ 153.94
		shipping	\$ 13.27
		Braze Rod	\$ 29.88
		Foam Tape	\$ 35.70
		Copper Elbows 5/8"	\$ 19.25
		Copper Elbows 3/4"	\$ 40.50
		shipping	\$ 39.73
34739	Western Extralite Company	ballasts, 2 lamp, 3 lamp, 4 lamp	\$ 344.47
34740	Amazon.com	"The Nurse Educator's Guide to Assessing"	\$ 52.18
		library reference books	\$ 672.62



April 26, 2016

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 From: Keith Zachariasen, Vice President of Administrative Services  
 Carmela Jacobs, Chief Financial Officer  
 Re: March 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34741	American Pest Management Inc	Pretreatment for termites 1025 Wreath	\$ 756.00
34742	American Welding Society- AWS	American Welding Society Renewal	\$ 261.00
34744	Brooks Yamaha	Chains for chainsaw brooks	\$ 35.14
34745	Burnett Automotive Inc	fleet vehicle routine service:	\$ 318.28
34746	Carquest of Westloop	Degreaser & WD 40	\$ 22.95
		Supplies Course Fee - Auto Coll	\$ 30.08
		Auto Tech Supplies	\$ 95.04
		Course Items PO 66876	\$ 83.62
		Auto Tech consumables PO 66074	\$ 132.36
		Undercoating	\$ 10.90
		Steel Wool	\$ 5.50
		Wiper Blades	\$ 11.29
34747	City of Manhattan- Utilities	water/sewer utility service - March	\$ 319.47
34748	Continuum Energy LLC	gas utility service- March	\$ 1,117.78
34749	Depco Inc	P400-SR Support Material Cartridge	\$ 1,000.00
		P400ABS Cartridge - Steel Gray	\$ 520.00
		P400ABS Cartridge - Black	\$ 520.00
34750	DH Methods of Education Inc	Shipping	\$ 20.00
		Sharpening Horse Kit	\$ 793.00
34751	Digital Pix Group Composite Photos	ADN Class 2015-16 Composite Fee	\$ 693.00
		Shipping	\$ 25.00
		PN Class 2015-16 Group Photo Fee	\$ 615.00
34752	G4S Secure Solutions Inc	campus security 3/7-3/13/16	\$ 241.28
		campus security 2/29 - 3/6/2016	\$ 241.28
34753	Home Depot	electrical items capstone rm 302	\$ 65.50
		maintenance misc items	\$ 64.19
34754	HyVee Inc	Box Lunches-on Campus Evaluations	\$ 228.00
		Misc Snacks and Drinks-On Campus Evals	\$ 140.03
		Delivery Charge	\$ 15.00
		Box Lunches-On Campus Evaluation	\$ 234.00
		Delivery	\$ 15.00
		Napkins/utensils	\$ 12.00
		Misc supplies - Job Fair	\$ 58.88
		Cooking class for DHT 115	\$ 210.00
34755	Kansas Gas Service	Monthly MATC gas bill	\$ 839.97
34756	Keystone Automotive Industries Inc	auto collision Lab fee materials	\$ 1,359.19
		Wax/Grease Remover	\$ 93.18
34758	Kriz-Davis Company	Supplies EPD - PO 66339	\$ 35.95
34759	Kryterion Inc	Test deliveries ALH	\$ 144.00
34760	Lampton Welding Supply Co Inc	gas cylinder Auto Coll	\$ 84.85
		HVAC gas cylinders	\$ 75.87
34761	Matheson Tri-Gas Inc	Acetylene	\$ 48.52
		delivery charge	\$ 10.00
		tillman cable cover 581C-25	\$ 78.59
		delivery charge	\$ 10.00
		earplugs MAX-LITE w cord	\$ 36.10
		Propane forklift	\$ 45.68
		Acetylene SM	\$ 119.08
		200 oxygen	\$ 13.44
		ER70s 3/32x36	\$ 30.15
		3/32 E3 10 pack tungsten	\$ 107.93
		Alumina nozzle !/2	\$ 18.80

April 26, 2016

Attachment 2

To: MATC Board of Directors  
 From: Keith Zachariasen, Vice President of Administrative Services  
 Carmela Jacobs, Chief Financial Officer  
 Re: March 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
		300 Argon	\$ 218.30
		HYP drag shield 220816	\$ 67.80
		HYP drag shield	\$ 30.34
		HYP Electrode 220842	\$ 90.20
		HYP Nozzle 220819	\$ 67.80
		plasma torch 228788	\$ 453.75
		cylinder rental February	\$ 227.87
		ER70s 1/16x36	\$ 30.22
		150 Argon	\$ 132.30
		CGW cup knot CGW 49646	\$ 71.70
		miller drive roll kit 151055 1/16	\$ 198.66
		DH Nitrous PO 66552	\$ 47.85
		lincoln drive roll kit kp1505 1/16c	\$ 388.25
		delivery charge	\$ 10.00
		Norton wheel grinding 66252842019	\$ 292.50
		norton disc 7/8 60 neon flap 66623399005	\$ 28.10
		Norton Wheel cutoff 66252823602	\$ 76.50
34762	MCM- Midwest Concrete Materials	BT House Materials	\$ 675.20
34763	Mead Lumber	BT House Materials	\$ 12,866.50
34764	Pitney Bowes	postage meter rental	\$ 374.67
34765	Premier Personnel Services, Inc.	Temp week ending 3-12-16 25 hrs	\$ 405.00
		Temp week ending 3/5/16	\$ 324.00
34766	Rubicon Communications	Shipping	\$ 18.52
		One Year Gold Membership	\$ 99.00
		10GTek 10G SFP+ Direct-Attached Copper	\$ 122.00
		Dual 120GB Micron M510DC 2.5" SSD-Mirror	\$ 95.00
		XG-2758 1U pfSense Security Gateway	\$ 2,294.00
34767	Schurle's Water Conditioning Inc	water dental hygiene	\$ 112.50
34768	Registrar	correction to reimbursement	\$ 61.73
34769	Stanion Wholesale Electric Inc	stanion drill bits	\$ 129.26
34770	Stickle's Cleaners	Cleaning DH PO 65886	\$ 840.10
		PO 66410 (used by nursing)	\$ 69.43
34771	SupplyWorks- Interline Brands Inc	janitorial supplies	\$ 738.19
34772	UMB Visa Card Services	KDADS HOC CNA application fee	\$ 192.33
		American Airlines Flight- Jam Conference	\$ 1,166.34
		Standard SSL Cert- ADFS	\$ 167.97
		F flights to Chicago for HLC- April 2016	\$ 1,352.80
		JAM Conference Registration	\$ 1,200.00
		reimbursement of overcharged amounts	\$ (675.00)
		food for board meeting	\$ 169.54
		1 year manhattan mercury on line	\$ 173.39
		PO 66769	\$ 264.28
		Fleet fuel	\$ 232.67
34773	Universal Advertising Associates, Inc.	Universal Advertising Associates, Inc.	\$ 208.00
34774	Digital Pix Group Composite Photos	ADN Class Pictures	\$ 693.00
EP1838	Head of Maintenance	cell phone stipend - Feb 2016	\$ 50.00
EP1839	EPD Faculty	cell phone stipend - Feb 2016	\$ 50.00
EP1840	Director of IT	cell phone stipend - Feb 2016	\$ 50.00
EP1841	BT Assistant	cell phone stipend - Feb 2016	\$ 50.00
EP1843	BT Faculty	cell phone stipend - Feb 2016	\$ 50.00
EP1844	Director of Bio	cell phone stipend - Feb 2016	\$ 50.00
EP1845 - EP1876	Students	disburse Title IV funds	\$ 12,387.00

April 26, 2016

Attachment 2

To: MATC Board of Directors  
From: Keith Zachariasen, Vice President of Administrative Services  
Carmela Jacobs, Chief Financial Officer  
Re: March 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
EP1877	Coordinator of Library Services	mileage to and from Wichita	\$ 140.40
EP1878	Instructional Project Coordinator	iTrac Conference registration/mileage reim	\$ 174.72
EP1879	Instructional Outreach Specialist	mileage to/from Hutch/Lodging Wichita	\$ 304.41
EP1880	BT Assistant	Paint sprayer repair reimbursement	\$ 49.12
EP1881	Auto Tech Faculty	reimburse trip to car show	\$ 152.08
ACH	Commerce Bank- St. Louis	principal loan pmt: municipal lease	\$ 2,154.29
		interest loan pmt: municipal lease	\$ 138.00
ACH	Commerce Bank- St. Louis	principal loan pmt: municipal lease	\$ 3,313.12
		interest loan pmt: municipal lease	\$ 195.82
ACH	Bay Bridge Admin LLC	Remit 403(b)/Roth contributions	\$ 11,549.16
ACH	Blue Cross & Blue Shield	April Health Insurance	\$ 30,898.55
ACH	Westar Energy	Electric Services - Utilities	\$ 7,047.30

**TOTAL MARCH DISBURSEMENTS:**

**\$ 164,330.22**

April 26, 2016

Attachment 3

To: MATC Board of Directors  
From: Keith Zachariasen, Vice President of Administrative Services  
Carmela Jacobs, Chief Financial Officer  
Re: March 2016 Threshold Expenditures > \$5,000

Vendor Name	Item(s) Purchased	Department	Cost	Funding	Ck. No
ISS Facility Services	Janitorial service	All School	6,074.00	general fund	34714
Kriz-Davis Company	EPD Tools/Supplies	EPD	10,935.26	general fund	34721
Mead Lumber	BT Supplies	BT	12,866.50	general fund	34763
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match	All School	11,549.16	general fund	Epay
Blue Cross & Blue Shield of Kansas	April health insurance	All School	30,898.55	general fund	Epay
Westar Energy	Utilities	All School	7,047.30	general fund	Epay

TOTAL MARCH DISBURSEMENTS EXCEEDING THRESHOLD:

\$ 79,370.77



*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: April 20, 2016

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Consent Agenda:

Organizational Update

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

- a. None at this time

**2. Personnel changes**

- a. Resignation of Rachel Ohmes, Instructional Project Coordinator
- b. Resignation of Adam Wiebe, INT Instructor
- c. Resignation of Michelle Thompson, Instructional Outreach Specialist
- d. Appointment of John Massey, full-time Welding Instructor
- e. Appointment of Nick Warren, part-time Desktop Technician (January)

**April 29, 2016**

**To: Manhattan Area Technical College Board of Directors**  
**From: Keith Zachariasen, Vice President of Administrative Services**  
**Re: Fiscal Year 2016-2017 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. The amount of support provided to Manhattan Area Technical College through the Kansas Board of Regents has not changed during the most recent 5 years. As a result, tuition and fees have annually increased to offset rising 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	2015-2016 Tuition Rates	Proposed 2016-2017 Tuition Rates	Tuition \$\$ Increase (Decrease)	Tuition % Increase (Decrease)
Allied Health Stand Alone Programs	\$100	\$100	\$0	0.0%
General Education	\$100	\$100	\$0	0.0%
Business Administration	\$100	\$100	\$0	0.0%
Air Conditioning & Refrigeration	\$125	\$140	\$15	12.0%
Auto Technology	\$125	\$140	\$15	12.0%
Auto Collision Repair	\$125	\$140	\$15	12.0%
Building Trades	\$125	\$140	\$15	12.0%
Welding Technology	\$125	\$140	\$15	12.0%
Computer Aided Drafting Technology	\$125	\$140	\$15	12.0%
Clinical Medical Laboratory Technology	\$125	\$140	\$15	12.0%
Biotechnology	\$125	\$140	\$15	12.0%
Information & Network Technology	\$150	\$170	\$20	13.3%
Electric Power & Distribution	\$150	\$170	\$20	13.3%
Nursing - Practical	\$150	\$140	(\$10)	(6.7%)
Nursing - Associates	\$150	\$170	\$20	13.3%
Dental Hygiene	\$350	\$400	\$50	14.3%

Administration is proposing the tuition rate be increased according to the chart above. This represents an average tuition rate of \$155 per credit hour and a 10.7% overall average increase in current tuition.

For fiscal year 2016-17, Administration is also recommending a \$15 increase in the institutional fees from \$30 per credit hour to the new rate of \$45 per credit hour to support student-focused initiatives with priority on improving campus security in preparation for the July 1, 2017, concealed carry exemption sunset, compliance with U.S. Department of Education requirements on student records, and to meet anticipated changes of the Fair Labor Standards Act.

April 29, 2016

**To: Manhattan Area Technical College Board of Directors**  
**From: Keith Zachariasen, Vice President of Administrative Services**  
**Re: Fiscal Year 2016-2017 Tuition and Fees**

**Financial Implications**

The revenue generated from increased tuition and fees will create a pro-active growth strategy in lieu of unpredictable and dismal fiscal forecast for the State of Kansas. Administration is developing the fiscal year 2016-2017 budget with an assumption of a 5 percent reduction in State funding (\$116,000) and a 5 percent reduction in credit hours (\$120,000).

Increasing the tuition and fees will result in additional net revenue of approximately \$228,000. The increased funds potentially available would be used to replenish depleted reserves, contribute toward increases to personnel compensation, provide funding for increases in annual operational costs such as facility maintenance, utilities and risk management, and cover expenditures required by the upcoming accreditation visit from the Higher Learning Commission.

**Recommendation**

Administration respectfully requests that tuition and fee rates for fiscal year 2016-2017 be adopted as proposed.

It's April which means the spring semester to almost over! Here are some key items of information since the last board meeting:

**Owner Expectations:**

1. I completed Leadership Manhattan (even had the privilege of being the class speaker at graduation). This activity is very good and I want MATC to help support it in the future. The combination of information and background about the area and the networking with folks to advance how MATC can connect more with the area is a critical part of our mission and purposes.
2. I have been participating in meetings concerning the reduction of military and civilian personnel at Ft. Riley. I have also begun having meetings with folks in the Junction City area to help determine training needs for their workforce and economic development needs, and what role MATC may have to provide assistance.
3. I attended the annual meeting of the American Association of Community Colleges (AACC). Their theme was about this is "Camelot" for community colleges (a bit dated theme and it did not end well if you ask me). Emphasis, as is usual, was on collaborations and partnerships to leverage the capacity to get results. There was consensus that government funding for education will continue to constrict, so institutions need to work on approaches to corporate and non-profit foundations for assistance, as well as more inter-institutional collaboration. Depending on the national economy and the results of the national election in November, there may be more or fewer funding options through the federal government. The only element that seems to have some constant presence is federal financial aid.
4. We had a large delegation attend the annual conference of the Higher Learning Commission a few days ago. Keith, Sarah, Rich, Andrea, Laurie, Tracy and I attended to get the latest information to help us prepare for our reaffirmation visit next year. I attended the presidents' session which was about 9 hours of back to back presentations. Here is the gist of all of it from my perspective: identify where you can improve and how you will try to improve, show what you are good at and document it, use good data, be concise and direct, and ask for help when you need to. And we will do and are doing those things. We will be developing our assurance argument to the accreditation core components and the evidence of our ability to meet those components. Another key element will be our documentation of meeting the compliance requirements for HLC and the U.S. Department of Education.
5. We had a FANTASTIC OPEN HOUSE, with more than 300 persons coming to campus that day, (the majority being area middle and secondary students). Almost all of our faculty provided incredible experiences and information for our visitors, and staff from across the college helped make sure everyone had a quality visit. Big thanks to all involved, especially Neil! And thanks to several of our board members for visiting the event, and to our chairperson for agreeing to take a ride in the EPD bucket and go high into the air!
6. We are obtaining specific information on costs and details to acquire modular units from Ft. Riley (each unit is approximately 3600 square feet) to bring to campus. These units will enable us to reorganize programs and services of the college, with the anticipated result of serving our students and residents in a more inviting and instructional manner.
7. We have been informed that our current health insurance plan will increase about 10% for FY 17, and based on the adjustment to the revenue estimates for the state budget it appears we may have a 3% reduction in our state allocation from KBOR. With the stable-to-growing regional economy we also believe we will continue to see a decrease in full-time students, but with some growth in part-time students. Credit hour production is what drives our revenue, and it is difficult to predict what will happen. Our current analysis is flat credit hour production to perhaps a slight decrease (2-5%).

**Employer Needs and Response:**

1. We continue to discuss our needs for a facility to improve our capacity to provide training in science, with an emphasis on the bioscience technology areas of biotechnology, lab safety, and lab facility operations and maintenance. These are with KBS, P1 Group, USEngineering, Ball/Knott, and also input from



VBRC, a lab company expanding in our community due to both NBAF and the KSU food and pet science programs. Members of this group will be visiting labs connected to these industries over the next few weeks, between here, the Kansas City area, and around Lincoln, Nebraska (home lab for VBRC).

2. The Technical Education Authority, at their March meeting, made special mention of our Workforce AID grant project with Security Benefit of Topeka. As noted in the grant report, we also received funding under the Perkins Reserve Funds of KBOR to enhance our nursing education.
3. We are working with Trent Armbrust, Jeffrey Koenig, and Daryn Soldan to develop and pilot a series of sessions to help area residents develop quality business plans to meet the expectations of area lenders and investors.
4. Dawn has provided a local employer with a specific training request for effective communications skills, and Jason is working with Dawn to provide supervisor training for area businesses and organizations.

**Resource Development:**

1. The spring foundation scholarship reception was very successful. We had over 40 applicants (the most applications we have received in a long time), and about two dozen recipients. Many of our donors were present to meet and visit with our recipients, and we also had a great turnout of faculty and staff for the event. We are adjusting the scholarship application deadline so that we can “front-load” the scholarships with a student’s financial aid award.
2. We sponsored a table at the Greater Manhattan Community Foundation Awards event, and made good networking connections with many folks and area businesses. We are also involved with the Flint Hills Area Homebuilders organization and their spring golf tourney which raises scholarship funds for students at MATC and KSU. Tracy and I attended the CASA breakfast with Coach Snyder, again a good chance to build networks with a variety of folks (and I am interested in being on the CASA board, CASA was instrumental in helping our special needs daughter Kimberley).