



BOARD OF DIRECTORS MEETING

Date: May 23, 2017

Place: Manhattan Area Technical College

Room 104a at 5:30 p.m.

(Tour of Bio Safety Lab at 5:00 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
May 23, 2017
Board meeting at 5:30 p.m.
(Tour of Bio Safety Lab at 5:00 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

- Commencement Update (Student Services)
- Introductions:
 - Kelly Wright, Accounting Specialist
 - Suzanne Duncan, Academic Advisor
 - Erica McMillon, Title III Activity Coordinator/Distance Education Specialist

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Reports

___ Consent Agenda (Routine items requiring BOD action) *

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

___ General Agenda (Items possibly requiring BOD Action)

- Monitoring Report: Financial Condition (Attachment 4) * (Jim)

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

- Gainful Employment (Laura Weiss-Cook, Neil Ross)
- Instruction Services – Assessment (Jim)
- Strategic Plan – (Jim)

___ **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**

- Update from Tracy

Executive Session

- Personnel

Meetings and Upcoming Events

Next Board Meeting: Tuesday, June 27, at 5:30 p.m. in room 104a

* 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
April 25, 2017 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met April 25, 2017 at 5:30 p.m. in room 104a.

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

Members absent: LJ 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; and Dr. Rich Fogg, Associate Vice President of Institutional Advancement.

- a. Faculty/Staff/SGO/Visitors: Terry Dickenson, Willie Copeland, and Susan Harvey

2. CALL TO ORDER

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

- There will be an additional executive session tonight on confidential matters.
- Susan Harvey and Terry Dickenson presented the newly structured Veterans Student Organization.
- Linn Schroll provided information on the welding competition results and the car show that will be held on September 23, 2017.

3. INCIDENTAL INFORMATION

- a. Board members stated their experience and enjoyment at the MATC open house.

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 8 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Marla Brandon moved to approve the Monitoring Report: Asset Protection (Attachment 4). Randall Anderes seconded. Motion carried 8 yeas, 0 nays.

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

- a. Dr. Rich Fogg and Jim Genandt educated the board members on the upcoming HLC visit.

- 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. Board member terms were discussed; two member’s terms are ending. Megan Umscheid (Pottawatomie) and John Pagen (Riley). Megan expressed that she will end her term, however has enjoyed her time while serving on the board. John Pagen will re-apply for his position.

EXECUTIVE SESSION: INTEREST BASED BARGAINING

- Randall Anderes moved to go into executive session at 7:18 p.m. and return to open session at 7:28 p.m. Marla Brandon seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:28 p.m. Marla seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL MATTERS

- Randall Anderes moved to go into executive session at 7:28 p.m. and return to open session at 7:35 p.m. Marla Brandon seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:35 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS

- Randall Anderes moved to go into executive session at 7:35 p.m. and return to open session at 7:45 p.m. Wendy King Luttmann seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:45 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair, adjourned the meeting at 7:45 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date



May 23, 2017

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

Category	Costs
Payroll Withholdings and Benefits	\$ 99,800.57
Facilities	\$ 42,516.73
Student Payments	\$ 55,735.67
Program Expenditures	\$ 41,234.13
Other Operating costs	\$ 87,229.51
Total April Expenditures	\$ 326,516.61

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Services	Custodial	All School	\$ 6,100.00	general fund
CDW	Veeam Backup	All School	\$ 7,825.92	credit hour fee
Eagle Software	Dell Networking	All School	\$ 8,278.80	Title III
Munsell & Associates	Consultant - Title III	All School	\$ 10,000.00	general fund
Westar	Utilities	All School	\$ 7,169.78	general fund
ATI	Assessment	All School	\$ 6,600.00	course fees - Nursing
KBS Constructors	Bio-Science Training MODS	All School	\$ 24,783.00	general fund
BayBridge	Remit PR Deductions/ER Match	All School	\$ 10,118.65	general fund
KPERS	Remit PR Deductions	All School	\$ 8,723.00	general fund
KPERS	Remit PR Deductions	All School	\$ 8,424.63	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 33,763.13	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,366.07	general fund
Total April Expenditures Exceeding Threshold			\$ 165,152.98	



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: May 23, 2017

Consent Agenda:

Organizational Update

1. Revisions to organizational structure/positions:

- None

2. Personnel changes

- Kelly Wright, Accounting Specialist
- Erica McMillon, Title III Activity Coordinator / Distance Education Specialist
- Suzanne Duncan, Academic Advisor

3. Advertised positions

- Coordinator Allied Health Continuing Education
- Admissions Coordinator
- Student Account Coordinator
- Student Services Clerk

4. Non-Renewal (end of contract date is June 30, 2017)

- Angela Iseli, Laboratory Manager
- Thomas Whistler, Digital Drafting Design Instructor



Attachment 4

INTERNAL MONITORING REPORT
FINANCIAL CONDITION
May, 2017
(Period ending March 31, 2017)

I hereby present my monitoring report on your Executive Limitations policy "Financial Condition" according to the annual schedule of reports. I certify that the information contained in this report, as prepared by Carmela Jacobs, Chief Financial Officer, is true.

BROADEST POLICY PROVISION:

With respect to the actual, ongoing condition of the college's financial health, the President shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from Board priorities established in the ENDS policies:

Policy Provision #1:

Exceed the budget for the fiscal year (July 1 - June 30).

President's INTERPRETATION:

The attached Statements of Net Position and Statements of Revenues, Expenses and Changes in Net Position provide the College financial condition as of March 31, 2017. The full fiscal-year budget and year-to-date budget is presented on the Statements of Revenues, Expenses and Changes in Net Position with comparison to actual results. The Statement reflects a net position of \$1,051,574 for the three months ended March 31, 2017.

I report compliance.

Policy Provision #2:

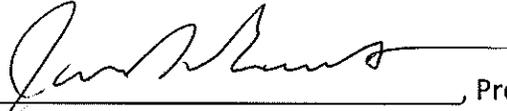
Fail to maintain an appropriate cash reserve.

President's INTERPRETATION:

The current cash position is reported on the attached Statements of Net Position. Total cash balance as of March 31, 2017, would support operations of the College for approximately 60

days without any additional income. Sources and uses of funds are constantly being monitored and will be adjusted as needed.

I report compliance.

Signed  _____, President Date May 18, 2017
Jim Genandt

Manhattan Area Technical College
Statement of Revenues, Expenses, and Changes in Net Assets
For Period Ending:
Prepared By: Carmela Jacobs, Chief Financial Officer

	Actual	Budget		Actual
	3/31/2017	3/31/2017	6/30/2017	6/30/2016
OPERATING REVENUES				
Student tuition and fees	\$ 2,787,066	\$ 2,536,532	\$ 3,382,043	\$ 2,486,092
Federal grants and contracts	215,111	\$ 161,183	\$ 214,911	\$ 626,198
State and local grants and contracts	225,346	\$ -	\$ -	\$ 678,962
Sales and services of educational departments	498,611	\$ 197,025	\$ 262,700	\$ 31,029
Other	21,225	\$ 95,222	\$ 126,963	\$ 231,609
Total operating revenues	<u>3,747,359</u>	<u>\$ 2,989,963</u>	<u>\$ 3,986,617</u>	<u>\$ 4,053,890</u>
OPERATING EXPENSES				
Salaries:	2,779,883	\$ 2,863,828	\$ 3,818,437	\$ 3,667,190
Benefits	498,111	\$ 445,425	\$ 593,900	\$ 671,439
Contractual Services	378,449	\$ 185,279	\$ 247,038	\$ 495,833
Supplies and other operating expenses	1,117,547	\$ 983,402	\$ 1,311,202	\$ 942,943
Utilities	72,716	\$ 80,625	\$ 107,500	\$ 86,876
Repairs and Maintenance	31,405	\$ 34,410	\$ 45,880	\$ 47,120
Scholarships and financial aid	7,504	\$ -	\$ -	\$ 121,770
Depreciation and amortization	187,500	\$ 187,500	\$ 250,000	\$ 236,550
Total operating expenses	<u>\$ 5,073,115</u>	<u>\$ 4,780,468</u>	<u>\$ 6,373,957</u>	<u>\$ 6,269,721</u>
OPERATING INCOME (LOSS)	<u>(1,325,756)</u>	<u>(1,790,505)</u>	<u>(2,387,340)</u>	<u>(2,215,831)</u>
NON-OPERATING REVENUES (EXPENSES)				
State appropriations	2,386,899	\$ 2,386,899	\$ 2,386,899	\$ 2,337,634
Interest Income	5,983	\$ 3,000	\$ 4,000	\$ 5,714
Interest expense	(9,734)	\$ (9,000)	\$ (12,000)	\$ (11,500)
Federal Grants	-	\$ -	\$ -	\$ 113,119
Total Non-Operating Revenues (Expense)	<u>2,383,148</u>	<u>\$ 2,380,899</u>	<u>\$ 2,378,899</u>	<u>\$ 2,444,967</u>
CHANGE IN NET POSITION	1,051,674	\$ 590,394	\$ (8,441)	\$ 229,136
Net position - beginning of year	<u>3,031,944</u>	<u>\$ 3,031,944</u>	<u>\$ 3,031,944</u>	<u>\$ 2,802,808</u>
Net position - end of year	<u>\$ 4,083,618</u>	<u>\$ 3,622,338</u>	<u>\$ 3,023,503</u>	<u>\$ 3,031,944</u>

Manhattan Area Technical College
Statement of Net Position
For Period Ending:
Prepared By: Carmela Jacobs, Chief Financial Officer

	3/31/2017	12/31/2016	9/30/2016	6/30/2016	6/30/2015
ASSETS					
Current Assets:					
Cash and cash equivalents	\$ 1,759,020	\$ 415,701	\$ 1,191,646	\$ 657,956	\$ 695,173
Accounts receivable, net	\$ 266,492	\$ 236,100	\$ 308,656	\$ 181,304	\$ 169,256
Prepaid Expenses/Other Assets	\$ 20,032	\$ 316,191	\$ 41,880	\$ 176,483	\$ 67,099
Due to/from - Activity Accounts	\$ 22,554	\$ 18,716	\$ -	\$ 3,606	\$ 643
Total Current Assets	\$ 2,068,098	\$ 986,708	\$ 1,542,182	\$ 1,019,349	\$ 932,171
Noncurrent Assets:					
Property, Plant and Equipment	\$ 5,806,420	\$ 5,806,420	\$ 5,806,420	\$ 5,635,552	\$ 5,213,942
Less: Accumulated depreciation	\$ (2,885,800)	\$ (2,823,300)	\$ (2,760,800)	\$ (2,698,300)	\$ (2,461,750)
Total Noncurrent Assets	\$ 2,920,620	\$ 2,983,120	\$ 3,045,620	\$ 2,937,252	\$ 2,752,192
TOTAL ASSETS	\$ 4,988,719	\$ 3,969,828	\$ 4,587,802	\$ 3,956,601	\$ 3,684,363
LIABILITIES AND NET POSITION					
Current Liabilities					
Accounts payable and accrued liabilities	\$ 123,036	\$ 261,340	\$ 64,410	\$ 367,074	\$ 299,625
Deposits	\$ 34,215	\$ 33,415	\$ 12,000	\$ 40,115	\$ 18,800
Funds held for others - activity funds	\$ 18,898	\$ 9,791	\$ 9,337	\$ 13,070	\$ 9,243
Deferred revenue	\$ 8,415		\$ 1,046,159	\$ -	
Notes Payable-current portion	\$ 140,515	\$ 140,515	\$ 140,515	\$ 140,615	\$ 148,846
Total Current Liabilities	\$ 325,079	\$ 445,061	\$ 1,272,421	\$ 560,874	\$ 476,514
Non-Current Liabilities					
Notes Payable - non current portion	\$ 580,022	\$ 610,062	\$ 283,438	\$ 363,783	\$ 405,041
Total Non-Current Liabilities	\$ 580,022	\$ 610,062	\$ 283,438	\$ 363,783	\$ 405,041
Total Liabilities	\$ 905,101	\$ 1,055,123	\$ 1,555,858	\$ 924,657	\$ 881,555
Net Position					
Invested in capital assets, net of related debt	\$ 2,200,084	\$ 2,232,543	\$ 2,431,940	\$ 2,432,854	\$ 2,198,305
Unrestricted	\$ 1,883,535	\$ 682,162	\$ 600,004	\$ 599,090	\$ 604,503
Total Net Position	\$ 4,083,618	\$ 2,914,705	\$ 3,031,944	\$ 3,031,944	\$ 2,802,808
TOTAL LIABILITIES AND NET POSITION	\$ 4,988,719	\$ 3,969,828	\$ 4,587,802	\$ 3,956,601	\$ 3,684,363

President's Report: May 2017

Here is a summary of items in the past month:

Owner Expectations:

- We performed and survived the HLC team visit...all of us...YEAH!!!!!!!!!!!! We also had a Cinco De Mayo celebration with employees to thank them for their participation with the HLC process.
- We successfully kicked off our Student Veterans Association with a BBQ and canned food drive.
- I am a member of, and presented at the Manhattan High School site council concerning our partnership with USD 383 and the current Chamber task force project.
- We had an induction ceremony for new members of our PTK organization and had more than a dozen new members.
- We had a FANTASTIC day of pinnings and commencement!
- I attended a partnership meeting at Ft. Riley to see how we can enhance and engage more with that community.

Employer Needs & Response:

- I met Bob Morando, economic development director for Abilene/Dickinson County. We will be having more visits to define what role we may play with their workforce needs.
- I visited with Keven Ward, Public Sector Consultant for TRANE, concerning both TRANE and NC3 opportunities we are investigating related to strengthening workforce training, credentials, and business partner engagement related to resources.
- I attended the EPD PAC meeting, and discussed program needs, student performance, planning, and the impact of the Westar project with the members.
- We hosted the second session of the Chamber Education and Workforce Task Force, including a campus tour and more information about what we do and what we can do with more support.
- I have prepared materials and plans to share with 3-4 area companies about diesel technology, and also met with city/county rescue and fire personnel about EMT, paramedic, and fire science.

Resource Development:

- Related to our fundraising project, I met with Jim Meinhardt-KanEquip, Craig Poe-MCM, Matt Crocker-Steel & Pipe, Brian Thomason-Networks Plus, and Keith Westervelt-Blueville Nursery.
- We had a very successful scholarship reception, good networking!

DID I MENTION WE HAVE A GREAT DRAFT REPORT FROM THE HLC TEAM!!!!!!!!!!!!!!!!!!!!!!