



BOARD OF DIRECTORS MEETING

May 28, 2020
Manhattan Area Technical College
at 5:30 p.m.

Zoom Meeting

2020

Randall Anderes – Chair (Riley)

Board of Directors

Therese Adams (Riley)
Wendy King-Luttman (Clay)
Tim Flanary (Pottawatomie)
LJ Baker (Geary)
David Fritchen (Riley)

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant, board Clerk, RDC)
Sarah Phillips (VPSS/CAO/CSAO)
Carmela Jacobs (VP Operations/CFO/HR)
Josh Gfeller (Chief Info Security Officer)
Nathan Roberts (Dean Career/Tech Ed)
Neil Ross (Dean of Student Services)
Chris Boxberger (Director Title III/Adult Ed)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
Thursday, May 28, 2020
Zoom Board meeting at 5:30 p.m.**

Board of Directors:

Anderes, Randall Chair (Riley) Fritchen, David (Riley) Vacant
 Adams, Therese Vice Chair (Riley) Baker, LJ (Geary) Vacant
 Flanary, Timothy (Pottawatomie) King-Luttman, Wendy (Clay)

Administration/Staff:

Genandt, Jim (President/CEO) Geisler, Tracy (Board Clerk) Phillips, Sarah
 Jacobs, Carmela Gfeller, Josh Ross, Neil
 Roberts, Nathan Boxberger, Chris Dietrick, John
 Faculty Senate

Call to Order

Zoom Meeting reminders (Tracy)

Incidental Information

- BOD Member Community Report

Consent Agenda (Routine items requiring BOD action) *

- April 2020 Meeting Minutes (Attachment 1)*
- Approval of April Check Register w/Threshold Expenditures (Attachment 2) *
- Organizational Update (Attachment 3) *
- President's Report (Attachment 4) *

General Agenda (Items possibly requiring BOD Action)

- Academic Program Proposal: Certificate A in Business Management (Attachment 5)
 - Certificate A in Business Management proposal was approved by the board 6 yeas, 0 nays via email vote on May 11, 2020.

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

- President Updates (USD 383, Covid-19, etc.) - Jim
- Title III and Adult Ed Update - Chris
- Update on Instruction – Sarah and Nathan
- Facility Update – Carmela
- HR Update – Carmela
- Security/Remote Update – Josh
- Student Services Update – Neil
- Faculty Senate Update – Brian

___ **Evaluation of Board Process**

- Board Members
 - Interview Committee
 - Chair/Vice Chair

___ **Ownership Linkage** (Related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.)

- Foundation/Resource Development Update - Jim and Tracy
 - Wamego donation - Tracy

EXECUTIVE SESSION: Personnel Matters of non-elected Personnel

EXECUTIVE SESSION: Personnel Matters of non-elected Personnel (President’s evaluation)

Meetings and Upcoming Events

- Next Board Meeting: June 30, 2020 @ 5:30 p.m. room 104a

* Requires BOD Action

Note: As allowed under the Kansas Open Meetings Act, there will be no public comment periods held during Manhattan Area Technical College Board Meetings.

Manhattan Area Technical
College Board of Directors Zoom
and live stream Meeting
April 28, 2020 Room 104a

1. The Board of Directors of the Manhattan Area Technical College met via zoom on April 28, 2020 at 5:30p.m.

Members present (via zoom): Randall Anderes, Therese Adams, Wendy King-Luttman, David Fritchen, L.J. Baker and Timothy Flanary

Members absent: None

Administration present (via zoom) Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/ Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/HR; Josh Gfeller, Chief Information Security Officer; Neil Ross, Dean of Student Services; Chris Boxberger, Director of Adult Education; Nathan Roberts, Dean of Career and Technical Education.

Meeting was livestreamed

2. CALL TO ORDER

- Randall Anderes called the meeting to order at 5:40 p.m.
- Board Clerk Tracy Geisler shared zoom meeting reminders.

3. INTRODUCTIONS:

- Nathan Roberts, Dean of Career and Technical Education was introduced to the board.

4. EMPLOYEE RECOGNITION:

- Jeff Pishny (Auto Technology Instructor) has been named a finalist for the B'laster Instructor of the Year. A link was given in the board packet with more information. Congratulations Jeff!

5. INCIDENTAL INFORMATION:

- L.J. Baker (Geary County), announced his new position at Geary Community Hospital as the Director of Human Resources and External Relations.

6. CONSENT AGENDA (Routine items requiring BOD action) *

- David Fritchen moved to approve the Consent Agenda (attachments 1-5), Tim Flanary seconded. Roll call vote taken by Tracy Geisler. Motion carried 6 yeas, 0 nays.

7. GENERAL AGENDA (items possibly requiring BOD action)

- Jim Genandt and Carmela Jacobs presented the Tuition and Fees proposal for Fiscal Year 2020-21 (attachment 6). Therese Adams moved to approve attachment 6 as presented. Tim Flanary seconded. Roll call vote taken by Tracy Geisler. Motion carried 6 yeas, 0 nays.
- Jim Genandt and Carmela Jacobs presented the Monitoring Report: Asset Protection (attachment 7). Tim Flanary moved to approve attachment 7 as presented. Therese Adams seconded. Roll call vote taken by Tracy Geisler. Motion carried 6 yeas, 0 nays.
- Jim Genandt and Carmela Jacobs presented the Monitoring Report: Financial (attachments 8a & b). L.J. Baker moved to approve attachments 8a & b as presented. Therese Adams seconded. Roll call vote taken by Tracy Geisler. Motion carried 6 yeas, 0 nays.

8. EVALUATION OF BOARD PROCESS

- Jim Genandt and Tracy Geisler discussed the current board member openings.

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

- Sarah Phillips updated the board on the E Campus Agreement (Attachment 9).
- Chris Boxberger presented the board with a Title III update and Adult Learning Center/USD 383 (attachment 10).
- Updates were given by administration related to Covid-19.
 - Jim Genandt on the Institution plan, Governors orders, working with Riley County Health Department.
 - Sarah Phillips on Instruction/Programs.
 - Carmela Jacobs on Human Resources and Facilities.
 - Josh Gfeller on Security and working remotely.
 - Neil Ross on Student Services.

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

- Jim Genandt and Tracy Geisler discussed the updates with resource development and the foundation.
 - Grow Green was successful; MATC foundation raised \$19, 895.00 with a match of \$6,137.50 from Phil Howe. These funds were raised for the Title III endowment challenge and will receive a 100% match from Title III. Thank you to all that donated.
 - Tracy shared that 28 Foundation scholarships were given to students this semester.

EXECUTIVE SESSION: NEGOTIATIONS: Relating to employer-employee negotiations.

Therese Adams moved to go into executive session to discuss matters at 6:50 p.m. and return to open session at 7:05 p.m. Wendy King-Luttman seconded. Roll call vote taken by Tracy Geisler. Motion carried 6 yeas, 0 nays. At 7:05 p.m. Therese Adams moved to return to open session. L.J. Baker seconded. Roll call vote taken by Tracy Geisler. No action was taken.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 7:05 p.m.



May 28, 2020

Attachment 2

To: The Board of Directors
From: Carmela Jacobs, Vice President of Operations/CFO
Re: April 2020 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 322,733.86	52.94%
Facilities	\$ 22,305.14	3.66%
Student Payments	\$ 94,717.15	15.54%
Program Expenditures	\$ 25,401.85	4.17%
ALC Operating Costs (excluding salary/benefits)	\$ -	0.00%
Other Operating costs	\$ 144,515.27	23.70%
Total April Expenditures	\$ 609,673.27	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Evergy	April Electric	\$ 6,181.58	All School	general fund
KS State Bank	Capital Lease Payment - Roof	\$ 108,893.60	All School	general fund
Pinnacle Evaluation Service	Year 3 Title III Project Evaluation	\$ 10,000.00	Title III	title III
Terex Utilities, Inc	Terex Boom Replacement	\$ 12,709.77	EPD	general fund
Anixter, Inc	EPD Student Tool Kits	\$ 45,667.40	EPD	student financial aid
Nationwide	Remit Payroll Deductions	\$ 9,253.95	All School	payroll deductions
Nationwide	Remit Payroll Deductions	\$ 5,671.28	All School	payroll deductions
KS Dept of Revenue	Remit KS State Taxes - PR 03.31.20	\$ 6,106.54	All School	payroll deductions
KS Dept of Revenue	Remit KS State Taxes - PR 04.15.20	\$ 6,077.02	All School	payroll deductions
KPERS	KPERS payments - PR 4.15.2020	\$ 8,662.20	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 4.15.20 Deductions	\$ 40,464.09	All School	pr ded/general fund
Total April Expenditures Exceeding Threshold		\$ 259,687.43		



MEMORADUM TO: The Board of Directors
 FROM: Jim Genandt, President
 Human Resources
 DATE: May 28, 2020
 SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Darren Ortega	Director of Academic Resources and Testing	7/1/2020	TLC/Academics	Operating	New Position
Jasmyn Griffin	HR Generalist	6/1/2020	Business Operations	Operating	Interview & Hired
Morgen Stoecklien	Registrar	5/18/2020	Student Services	Operating	Interview & Hired
Chelsea Weese	Faculty (duties added: Coordination/PI of NSF Grant)	5/18/2020	Academics	Operating	Additional Coordination Duties
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Kelly Wright	Asst. Director of Financial Operations	5/13/2020	Financial Operations	Operating	Resignation
Gina Becket	Director of CET	5/18/2020	Academics	Operating/NSF Grant	Resignation
Taylor Smith	EPD Program Assistant	5/31/2020	EPD/Academics	Operating/Perkins	Resignation
Callie Poland	Instructor - Dental Hygiene	6/30/2020	DH/Academics	Operating	Non-Renewal
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open

President's Report: May 2020

Owner Expectations:

- April 29, May 6, 13, 20: I participated in Zoom meetings with the Kansas Department of Education, USD 383, and other organizations for sessions about Work-Based Learning (we are the partner for this effort with USD 383)
- April 30: I participated in a Zoom meeting with representatives of USD 383 on Work-Based Learning.
- May 1: I participated in a Zoom meeting with Faculty Senate leadership for a college update.
- May 1: I participated in a Zoom meeting with 4 other 2-year college presidents in KS (tech and community colleges) to discuss collaboration on messaging concerning the 2-year sector institutions and summer/fall sessions.
- May 1: Tracy and I had a Zoom meeting with Dan (BBN) and Korey (Trinium) to get an update on the Wamego Center renovation plans.
- May 7, 14, and 21 I have Zoom meetings with the other Kansas Technical College Presidents and our lobbyist, Steve Kearney and his staff. We are discussing ways to collaborate on potential workforce grants, our response to state legislative/KBOR requests, and more.
- May 11: The HLC Core Team met by Zoom with updates. Drafts of Criteria 1 & 2 are in place, and we are working on the other 3 criterion drafts.
- May 20: I participated by Zoom with the monthly KBOR meeting, and System Council of Presidents meeting on behalf of the technical colleges.
- May 22: We held Zoom Staff and Zoom Faculty meetings so I could provide updates to all employees.

Employer Needs & Response:

- April 30: Sarah, Carmela and I participated in a Zoom meeting with representatives of NE Oklahoma Tech Center and electric power companies of northeast Oklahoma concerning the EPD program.
- May 4: I participated in a Zoom meeting/livestream town hall session through JC Post. A segment of my section was also carried by KSNT news that evening and the next day. I stressed that we were continuing classes online, had permission to get skills labs back on campus, and that we were making appropriate plans to have summer and fall courses/programs available. I was also able to emphasize our return on investment, and our willingness to do more for Junction City/Geary County if they would partner with us. The other educators on that town hall program were the president of Cloud County Community College (since let go by that institution) and the Superintendent of USD 475. The superintendent followed up with me by email a few days later wanting to arrange for a tour of MATC.
- May 11: We had Zoom meetings with Tracy, Harry, me and Lyle Butler, Stacy Kohlmeier and Marvin Wade to review the career academy idea and planning grant.
- May 11: I participated in the Site Council meeting of Manhattan HS.
- May 14: I was interviewed by staff of the Kansas State Chamber of Commerce concerning workforce education for a project the Chamber is implementing.
- May 19: I participated in the Manhattan Chamber of Commerce monthly board meeting.

Resource Development:

- May 12: Tracy and I had a Zoom meeting with Mike and Jason of Bluestem Electric Company to begin collaboration on the scholarship process that was a component of the transaction for the Wamego Center.