

# Board of Directors Packet

Manhattan Area Technical College

May 30, 2023

Zoom/Live Stream 5:30 pm



## Board of Directors:

Ballou, Brett (Riley) Chair

Urban, David (Riley)

Armbrust, John (Riley)

Flanary, Tim (Pottawatomie) Vice-Chair

Allen, Will (Geary)

Noah, Julie (Clay)

Peterson, Heather (Pottawatomie)

Matson, Mike (Riley)

## Administration/Staff:

Genandt, James (President/CEO)

Biesenthal, Hannah (Board Clerk)

Phillips, Sarah

Davis, Kimberly

Gfeller, Josh

Ross, Neil

Roberts, Nathan

Boxberger, Chris

Watts, Harry

Bellamy, Kerri

Faculty Senate

## Agenda

### 1. Call to Order

### 2. Consent Agenda (Routine items requiring BOD action) \*

- Approval of April 2023 Meeting Minutes (Attachment 1) \*
- Approval of May 2023 Special Board Meeting Minutes (Attachment 2) \*
- Approval of April 2023 Check Register w/Threshold Expenditures (Attachment 3 and 3a) \*
- Organizational Update (Attachment 4) \*
- President's Report (Attachment 5) \*

### 3. General Agenda (Items possibly requiring BOD Action)

- Approval Campus Closing Date \* **Sarah**
- Monitoring Report **Jim**
  - i. Financial Condition (Attachment 6a and 6b) \*
- President Evaluation **Jim/ Hannah**
- Board Candidates and/or Governance \* **Jim/ Hannah**

### 4. Discussion of Ends (Demonstration, Testimonial, or Report of Results related to Board Mission)

- Program Highlight **Kim**
  - i. Nursing
  - ii. MLT
- ADN Program Reaccreditation (Attachment 7) **Kim**
- AEFLA Estimated Award FY2024 (Attachment 8)
- Event Recap **Nathan**
  - i. Student Recognition Banquet
  - ii. Nursing Pinning and Commencement

\* Requires BOD Action

- Facilities/Projects Updates **Josh, Sarah**
- Faculty Senate Update **Faculty Senate**

**5. Executive Session:** Student Issue

**6. Executive Session:** Finances

## **Meetings and Upcoming Events**

Next Board Meeting: June 27, 2023

Board Retreat: June 27, 2023 after normal scheduled board meeting

Summer Classes State: June 5<sup>th</sup>

# Board of Directors Minutes

Manhattan Area Technical College

April 25, 2023 5:30pm



1. The Board of Directors of the Manhattan Area Technical College met April 25, 2023 at 5:30 p.m., with live streaming for employees.
  - Members present: Brett Ballou, Tim Flanary, David Urban, John Armbrust, Julie Noah.
  - Administration Present: Jim Genandt, President/CEO; Sarah Phillips, Vice-President, Josh Gfeller, Chief Information Security Officer/ Director of Facilities; Nathan Roberts, Dean of Academic Affairs; Neil Ross, Dean of Student Services; Chris Boxberger, Dean of Academic Partnerships and Outreach; Hannah Biesenthal, Executive Assistant/Board Clerk.
  - Zoom: Mike Matson, Harry Watts.
  - Guests: Brian Koch, Rodney Stanfield.
  - Meeting was live streamed.
2. **Call to Order**
  - Brett Ballou called the meeting to order at 5:31p.m.
3. **Executive Session: Personal Property**
  - Tim Flanary moved to go into executive session at 5:31pm. John Armbrust seconded. Motion carried 7 yeas and 0 nays. Motion passed. Tim Flanary moved to go back into open session at 5:37pm. John Armbrust seconded. Motion carried 7 yeas and 0 nays. Will Allen motioned to approve the Bank Resolutions document with the removal of “officer of the college” and changed to “President of the College”. Julie Noah seconded. Motion carried 7 yeas and 0 nays. Motion passed.
4. **Executive Session: Real Property**
  - Tim Flanary moved to go into executive session at 5:57pm. Will Allen seconded. Motion carried 7 yeas and 0 nays. Tim Flanary moved to go into open session at 6:13pm. Will Allen seconded. Motion carried 7 yeas and 0 nays. No action was taken.
5. **Consent Agenda**
  - David Urban motioned to approve consent agenda with spelling corrections. Will Allen seconded. Motion carried 7 yeas and 0 nays.
6. **General Agenda**
  - Neil Ross the results from the Veterans Affairs compliance visit. There were three findings of dual credits that were missed but otherwise it was a clean

audit.

- President Genandt reviewed the board terms to keep everyone aware of who is nearing the end of their terms.
- President Genandt presented the ATC Financing Proposal. The board took a roll call vote to approve the ATC Financing Proposal. David Urban abstained from voting. John Armbrust moved to approve the certified copy of resolutions and modified reversion proposal, on a provisional basis pending USD 383 approval of the reversion clause, and successful lien releases through BHS, and that the President is authorized by the Board to sign the financing documents and approve project expenditures via the financing structure. Will Allen seconded. Motion passed.
  - i. Julie Noah – yea
  - ii. John Armbrust – yea
  - iii. Brett Ballou – yea
  - iv. Tim Flanary – yea
  - v. Will Allen – yea
  - vi. Mike Matson – yea
- Sarah Phillips informed the board of Policy 6.2.4 Travel Expense and Reimbursement. The policy is from reimbursement of travel and/or mileage from Manhattan Tech Campus and the Wamego Center.

## **7. Discussion of Ends**

- Josh Gfeller informed the board of the Wamego Center project. The punch list for building three has all been addressed. The final pay application has been received. Construction is 100% complete and now outfitting the building begins.
- Brian Koch and Rodney Stanfield presented for the Faculty Senate. They discussed a MATC nursing student that received a scholarship in March from the Board of Nursing and their essay will be published.
- President Genandt discussed the upcoming meeting with Manhattan City Commission. There are visits being scheduled with Commissioners during the summer months.
- Neil Ross presented a recap of National Signing Day at Manhattan Tech. There were 73 students that signed their letter of intent that day. We also had 23 business and industry partners and special guests attend.
- Hannah Biesenthal gave a recap of Manhattan Grow Green Match Day. We received \$9,874.78 in donations from 46 gifts. We had eight donations that were \$500 dollars or more.
- We will be working on planning a summer board retreat in June or August,

possibly at the Wamego Center.

8. **Adjournment:** Brett Ballou adjourned the meeting at 7:03pm.

# Board of Directors Quorum Minutes



Manhattan Area Technical College

May 10, 2023 at 4:00pm

1. The Board of Directors of the Manhattan Area Technical College met May 10, 2023 at 4:00 p.m., using zoom.

- Members present: Brett Ballou, Mike Matson, David Urban, Tim Flanary, Will Allen, Heather Peterson, Julie Noah, John Armbrust.
- Members absent: None.
- Administration Present: Jim Genandt, President/CEO; Sarah Phillips, Vice-President; Josh Gfeller, Chief Information Security Officer/ Director of Facilities; Hannah Miller, Executive Assistant/Board Clerk.

2. **Call to Order**

- Brett Ballou called the meeting to order at 4:01p.m.

3. **Executive Session: Finances**

- Tim Flanary motioned to go into executive session at 4:02pm to discuss finances related to the institution. John Armbrust seconded. Motion carried 7 yeas and 0 nays. Tim Flanary motioned to go back into open session. John Armbrust seconded. Motion carried 7 yeas and 0 nays. Tim Flanary motioned to go into executive session at 4:19pm. John Armbrust seconded. Motion carried 7 yeas and 0 nays. Tim Flanary motioned to go back into open session. Will Allen seconded. Motion carried 7 yeas and 0 nays. Tim Flanary motioned to approve the Agreement Regarding Reverter Interest and Pre-Emptive Purchase Right, the Escrow and Security Agreement, the Certified Copy of Resolutions, and that we approve increasing the amount of the lease-purchase financing from \$11,130,00 to \$11,630,00. Will Allen seconded. Role call vote was taken.

- i. Brett Ballou – yes
- ii. Tim Flanary – yes
- iii. John Armbrust – yes
- iv. Julie Noah – yes
- v. David Urban – abstained
- vi. Tim Flanary – yes
- vii. Will Allen – yes
- viii. Heather Peterson – yes

Motion approved.

#### 4. **Adjournment**

- Brett Ballou, Board Chair adjourned the meeting at 4:35pm.

To: MATC Board of Directors  
 From: Administration  
 Re: April 2023 Expenditures



Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 396,603.86	25.39%
Facilities (510)	\$ 142,043.06	9.09%
Student Payments (110)	\$ 27,663.86	1.77%
Program Expenditures	\$ 49,236.28	3.15%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 3,740.01	0.24%
Wamego (excluding salary/benefits)	\$ 6,408.09	0.41%
Building HIRE Ed	\$ 260,000.00	16.64%
Other Operating costs	\$ 676,487.15	43.30%
<b>Total April Expenditures</b>	<b>\$ 1,562,182.31</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
ConvergeOne, Inc	Microsoft Security	\$ 5,311.20	All School	credit hour fees
Evergy Kansas Central, Inc	2023 April	\$ 5,720.10	All School	general fund
BHS Construction	East Building Pay App 4 payment 1 of 2	\$ 260,000.00	BHE	state/commerce
BCBS (April 2023)	Health Insurance Premium	\$ 44,865.70	All School	payroll ded/gen fund
Kientz & Penick, CPAs, LLC	FY22 Audit	\$ 17,500.00	All School	general fund
KS State Bank	Roof- payment 4 of 10	\$ 108,893.60	Facilities	general fund
Parsons Communication, Inc	Wamego Camera Installation	\$ 7,682.00	All School	credit hour fees
USD 320- Wamego High School	Excel in CTE	\$ 80,949.75	Excel in CTE	general fund
USD 384- Blue Valley Randolph	Exel in CTE	\$ 35,812.50	Excel in CTE	general fund
USD 383- Manhattan Ogden	USD 383 Spring 23 Gen Ed Reimburse & Excel in CTE	\$ 471,001.50	Excel in CTE	general fund
IRS	PR 4.14.2023 Payroll deductions	\$ 37,119.25	All School	payroll ded/gen fund
IRS	PR 4.28.2023 Payroll deductions	\$ 37,437.58	All School	payroll ded/gen fund
KS Dept of Revenue	PR 4.14.2023 Payroll deductions	\$ 7,734.85	All School	payroll deduction
KS Dept of Revenue	PR 4.28.2023 Payroll deductions	\$ 7,741.99	All School	payroll deduction
KPERS	PR 4.14.2023 Payroll deductions	\$ 10,144.60	All School	payroll deduction
KPERS	PR 4.28.2023 Payroll deductions	\$ 9,545.88	All School	payroll deduction
<b>Total April Expenditures Exceeding Threshold</b>		<b>\$ 1,147,460.50</b>		



To: MATC Board of Directors  
 From: Administration  
 Re: May BHE 2023 Expenditures



\*\*\* Note: a portion of pay app #4 was already processed in April.

Expenditures				
Vendor Name	Invoice	Invoice Date	Pay Amount	Funding
BHS Construction	Pay App #4 Pymt 2 of 2	3/2/2023	\$ 314,165.18	BHE Loan
BBN Architects	Professional Services Oct. 2022	11/21/2022	\$ 157,441.59	BHE Loan
BBN Architects	Professional Services Nov.-Dec. 2022	1/25/2023	\$ 209,145.12	BHE Loan
BBN Architects	Professional Services Jan. 2023	2/20/2023	\$ 87,906.32	BHE Loan
BBN Architects	Professional Services Feb. 2023	3/22/2023	\$ 53,850.28	BHE Loan
Olsson Engineering	Phase 400, 500, 600	3/23/2023	\$ 2,520.00	BHE Loan
BHS Construction	Pay App #5	4/29/2023	\$ 17,621.73	BHE Loan
BHS Construction	Pay App #6	5/28/2023	\$ 16,607.78	BHE Loan
BBN Architects	Professional Services Mar. 2023	4/21/2023	\$ 31,044.98	BHE Loan
BBN Architects	Professional Services Apr. 2023	5/19/2023	\$ 26,143.14	BHE Loan
Olsson Engineering	Phase 300, 400	4/20/2023	\$ 3,685.00	BHE Loan
<b>Total April Expenditures</b>			<b>\$ 920,131.12</b>	



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** May 30, 2023  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Gavin Rothenberger	Helpdesk Technician	5/16/2023	IT	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
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Associate Degree Nursing Adjunct Clinical Instructor			Faculty	Operating	Open
Full-Time Welding Technology Instructor			Faculty	Operating	Paused
Part-Time Allied Health Instructor			Continuing Education	Operating	Open
Emergency Medical Sciences Coordinator			Faculty	Operating	Open
Part-Time INT Program Assistant			Academics/INT	Perkins Grant	Open
Part-Time Adult Ed ESL Instructor			Adult Education	AEFLA Grant	Open
Full-Time Practical Nursing Instructor			Faculty	Operating	Paused

## President's Report: May 2023

## Owner Expectations:

- April 27: I participated in the monthly Technical Education Authority meeting for the technical colleges by Zoom.
- April 27: I participated in a meeting on the cost model at the Kansas Board of Regents offices with representatives of the two-year colleges and Regents' staff.
- May 2: I participated in the Agriculture meeting at KSU.
- May 4: I attended the Networking Tech capstone project.
- May 4, 18: I led a meeting of the technical college presidents.
- May 11: I participated in the TEA Budget and Finance Committee meeting.
- May 12: I attended the Leadership Manhattan Board meeting.
- May 16: I attended the Manhattan Chamber of Commerce Board meeting.
- May 17: I participated in committee meetings at the Kansas Board of Regents event.
- May 18: Harry and I participated in the Good Morning Manhattan meeting.
- May 25: I participated in the monthly TEA meeting in Topeka.

## Employer Needs &amp; Response:

- April 28: I participated in a Zoom meeting on the Tech Hub project with the State Department of Commerce.
- May 16: I met with Ron Highland at the Wamego Center to provide an update on the welding expansion there.
- May 22: I participated in the workforce committee meeting of BioKansas.
- May 24: I attended the NBAF ribbon cutting event.
- May 30: I hosted the director of BioKansas for a tour of MATC.
- May 30: I attended a meeting of the NSF Engines Grant with KSU.

## Resource Development:

- May 9: I presented to the Advantage Manhattan Investors of the Chamber of Commerce.
- May 9: I attended the special board meeting of USD 383.
- May 11: I participated in the announcement of the NSF Engines Grant to KSU.
- May 16: I presented to the Manhattan City Commission about our project and request for support.
- May 18: I met with Jerry Lonergan, Flint Hills Regional Council, about an EDA grant we can pursue.
- May 23: I attended the reception hosted by Senator Moran for NBAF.

INTERNAL MONITORING REPORT  
FINANCIAL CONDITION  
May 2023  
(Period ending March 31, 2023)

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 Kerri Bellamy, Director of Finance 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 Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position provide the College financial condition as of March 31, 2023. The full fiscal-year budget and year-to-date budget is presented on the Statement of Revenues, Expenses and Changes in Net Position with comparison to actual results. The statement reflects a net position of \$1,610,267 for the three months ended March 31, 2023.

I report compliance.

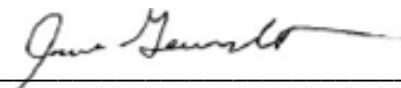
**Policy Provision #2:**

*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, 2023 would support operations of the College for approximately 90 days without any additional income. Administration is acutely aware that this reserve level is not sufficient to support the College long-term. Sources and uses of funds are constantly being monitored and will be adjusted as needed.

I report compliance.

Signed  \_\_\_\_\_, President Date May 26, 2023  
Jim Genandt



May 26, 2023

TO: MATC Board of Directors

RE: 3Q Statement of Revenues, Expenses, and Changes in Net Assets (July 1, 2022 - Mar 31, 2023)

Prepared By: Kerri Bellamy, Director of Finance

	Actual	Budget	% of budget	Actual
	3/31/2023	6/30/2023		6/30/2022
<b>OPERATING REVENUES</b>				
Student tuition and fees	\$ 3,984,943	\$ 4,037,543	99%	\$ 3,675,137
Federal grants and contracts	\$ 551,937	\$ 976,741	57%	\$ 1,284,286
State and local grants and contracts	\$ 1,166,349	\$ 1,721,519	68%	\$ 873,673
Sales and services of educational departments	\$ 13,329	\$ -	-	\$ 13,637
Other	\$ 91,834	\$ -	-	\$ 48,444
Total operating revenues	\$ 5,808,392	\$ 6,735,803		\$ 5,895,177
<b>OPERATING EXPENSES</b>				
Salaries:	2,750,771	\$ 4,205,667	65%	\$ 3,861,158
Benefits	624,022	\$ 1,083,222	58%	\$ 853,383
Contractual Services	305,575	\$ 787,300	39%	\$ 849,310
Supplies and other operating expenses	2,820,116	\$ 1,791,841	157%	\$ 2,551,924
Utilities	114,000	\$ 144,000	79%	\$ 138,857
Repairs and Maintenance	26,227	\$ 87,150	30%	\$ 49,906
Scholarships and financial aid	-			
Depreciation and amortization	-	\$ 370,000	0%	\$ 323,190
Total operating expenses	6,640,711	\$ 8,469,180		\$ 8,627,728
<b>OPERATING INCOME (LOSS)</b>	\$ (832,319)	(1,733,377)		(2,732,551)
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
State appropriations	3,069,954	\$ 2,666,503		\$ 3,077,207
Interest Income	51,370	\$ 6,000		\$ 5,722
Federal Grants	(626,068)	\$ -		\$ 30,353
Gain on disposal of property, plant and equipment	-	\$ -		\$ -
Transfer (to)/from Foundation	-	\$ -		\$ -
Interest expense	(52,670)	\$ (60,000)		\$ (50,205)
Total Non-Operating Revenues (Expense)	2,442,586	2,612,503		3,063,077
<b>CHANGE IN NET POSITION</b>	1,610,267	\$ 879,126		\$ 330,526
Net position - beginning of year	\$ 5,254,326	\$ 5,254,326		\$ 5,254,326
Net position - end of year	\$ 6,864,593	\$ 6,133,452		\$ 5,584,852



## BOARD OF COMMISSIONERS

NURSING EDUCATION  
REPRESENTATIVES

KRISTEN BARBEE, PhD, RN, CNE  
Program Director & Associate Professor  
Wingate University  
Wingate, North Carolina

NANCY PHOENIX BITTNER, PhD, CNS, RN  
Vice President for Education/Professor of Nursing  
Lawrence Memorial/Regis College  
Medford, Massachusetts

JOY COLE, PhD, RN, SFHEA  
Associate Professor of Nursing  
Utah Valley University  
Orem, Utah

CLAUDIA ESTRADA-HICKMAN, MSN, RN, CNE  
Nursing Faculty  
Pueblo Community College  
Pueblo, Colorado

DIANE EVANS-PRIOR, DNP, RN  
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Central New Mexico Community College  
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West Kentucky Community & Technical College  
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Curriculum Coordinator, Covenant School of Nursing  
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Spokane Community College  
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Associate Dean, School of Nursing  
Suffolk County Community College  
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Cumberland Hall Hospital  
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Consultant  
Roswell, Georgia

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Hancock, New York

DELIVERED VIA EMAIL ONLY

May 5, 2023

James Genandt, PhD  
President  
Manhattan Area Technical College

Kimberly Kay Davis, MSN, RN  
Dean of Nursing Education and Health Programs  
Manhattan Area Technical College  
3136 Dickens Avenue  
Manhattan, KS 66503

Dear Dr. Genandt and Ms. Davis:

This letter is formal notification of the action taken by the Accreditation Commission for Education in Nursing (ACEN) at its meeting in April 2023. The Board of Commissioners granted continuing accreditation to the associate program and scheduled the next evaluation visit for Fall 2030. Please see ACEN Policy #9 Disclosure of Information About an Accredited Program for the required disclosure statement regarding this decision, which must be made to all current and prospective students within seven business days of this letter.

Deliberations centered on the materials available to the Board from this accreditation review process and the recommendation for accreditation proposed by the peer evaluators on the site visit team (if applicable) and the Evaluation Review Panel. Final decisions were made based on the 2023 Standards and Criteria.

The Board identified the following:

**Areas of Strength**  
**Standard 6 Outcomes, Criterion 6.2**

- The nursing program's licensure examination pass rate has been excellent over the last three years.

**Areas Needing Development**  
**Standard 6 Outcomes, Criterion 6.3**

- Continue to identify and implement strategies/actions to improve the program completion rate when the expected level of achievement is not met for the December cohort.

Congratulations on this outstanding achievement! We look forward to continued successes for your nursing program. On behalf of the Board of Commissioners, we thank you and your colleagues for your commitment to quality nursing education. If you have questions about this action or about ACEN policies and procedures, please contact me.

Sincerely,



Nell Ard, PhD, RN, CNE, ANEF  
Interim CEO, Director



## KANSAS BOARD OF REGENTS

May 5, 2023

Dr. Jim Genandt  
 Manhattan Area Technical College  
 3136 Dickens Ave  
 Manhattan, KS 66503

Dear President Genandt,

Manhattan Area Technical College has been tentatively awarded the following funds for Adult Education and Family Literacy Act (AEFLA) activities under the Workforce Innovation and Opportunity Act (WIOA) for fiscal year 2024.

<b>Funding Type</b>	<b>Amount</b>
<b>Federal</b>	\$103,555
<b>State</b>	\$55,092
<b>IELCE</b>	\$0
<b>Professional Development</b>	\$2,589
<b>Total</b>	\$161,236

All federal funds, including Integrated English Language and Civics Education (IELCE), are based on the notice of award received from the U.S. Department of Education, Office of Career Technical and Adult Education. Should the Kansas federal allocation change, all AEFLA programs' federal awards shall be adjusted proportionately.


Ninety (90) percent of state funds will be distributed in late summer and the remaining ten (10) percent will be distributed in the fourth quarter of fiscal year 2024. Federal funds will be available July 1, 2023, and must be reimbursed based on actual expenditures.

IELCE funds are awarded separately from federal and state AEFLA funds and must be expended for allowable IELCE activities under WIOA section 243. IELCE funds are available for reimbursement beginning July 1, 2023.

Professional Development (PD) funds are federal funds awarded specifically for use in professional development activities. PD funds are available for reimbursement beginning July 1, 2023. Additional federal, state, and local match funds may be used for PD expenditures beyond the specific PD allocation.

Thank you for supporting Kansas adult education and our students!

Sincerely,

  
 Hector Martinez, Director  
 Adult Education

*Please be advised that the determinations regarding the distribution of AEFLA funds are an agency action by the Kansas Board of Regents, an agency of the State of Kansas. In accordance with K.S.A. 77-601 et seq., The Kansas Board of Regents is hereby providing final notice that, with respect to the distribution of these funds, the board has taken final agency action. The distribution amount approved by the Board is set forth in this award notice. General Counsel John Yearly is the agency officer who shall receive service on behalf of this office of any subsequent petition for judicial review of this action. Any such petition for judicial review must be filed within 30 days of the date of this letter.*