

Board of Directors Packet

Manhattan Area Technical College

May 28, 2024

Zoom/Live Stream 5:30 pm



AttaBoard of Directors:

- | | | |
|--|------------------------|--------------------------|
| __Ballou, Brett Chair (Riley) | __Urban, David (Riley) | __Armbrust, John (Riley) |
| __Flanary, Tim Vice-Chair (Pottawatomie) | __Allen, Will (Geary) | __Noah, Julie (Clay) |
| __Peterson, Heather (Pottawatomie) | | |

Administration/Staff:

- | | | |
|----------------------------------|--------------------------------------|-----------------------------|
| __Genandt, James (President/CEO) | __Williams, Chanel (Int Board Clerk) | __Baker, Suzy (Board Clerk) |
| __Davis, Kimberly | __Gfeller, Josh | __Ross, Neil |
| __Bellamy, Kerri | __Boxberger, Chris | __Watts, Harry |
| __Prichard, Cara | __Faculty Senate | |

Agenda

1. Call to Order

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

- Approval of APRIL 2024 meeting minutes (Attachment 1) *
- Approval of APRIL 2024 check register w/threshold expenditures (Attachment 2) *
- Organizational update (Attachment 3)

3. General Agenda (Items possibly requiring BOD action)

- BHE project schedule & expenses update (Attachment 4)
- Building drainage issue & proposals (Attachment 5)
- Fort Riley welding update (Attachment 6)
- Fort Riley update & MOU (Attachment 7)*
- USD 475 MOU/Articulation Agreement (Attachment 8)*
- Title IX 2024 new regulation update (Attachment 9)
- HLC Criterion 4 summary (Attachment 10)
- HLC visiting team
- KSBN – PN site visit report (Attachment 11)
- New policy: Nursing Drug Screening 5.1.9 (Attachment 12) *
- NAACLS Board of Directors' Accreditation Award (Attachment 13)
- Alliance for Innovation & Transformation (Attachment 14)
- Childcare Acceleration update
- President's Evaluation (Attachment 15)
- Wamego board meeting – planning on October meeting

* Requires BOD Action

- Fall 2024 board retreat - September
- Board member terms/updates

4. President's Report

- i. Update (Attachment 16)

Meetings and Upcoming Events

Next board meeting: June 25, 5:30p

Wamego campus ribbon cutting: August 15, 8:00a (time to be confirmed)

Main campus ribbon cutting: August 29, 4:00p



Board of Directors Minutes

Manhattan Area Technical College

1. The Board of Directors of the Manhattan Area Technical College met on April 30th, 2024, at 5:30p.m. with live streaming for employees.
2. Members Present: Brett Ballou, Tim Flanary, John Armbrust, David Urban, Heather Peterson, Will Allen, (Julie Noah, via zoom)
Administration Present: James Genandt, Cara Prichard, Josh Gfeller, Chris Boxberger, Kerri Bellamy, Andrew Caponera, Kimberly Davis, Jason York, Brian Koch, Jeff Pishny, Peter Vopata, Kim Withroder (via zoom), Chanel Williams (Interim Board Clerk), Suzy Baker (Board Clerk)
3. **Call to Order:**
 - Brett Ballou called the meeting to order at 5:31pm.
4. **Consent Agenda**
 - Motion was made to approve the previous Board of Directors meeting minutes, March Board Meeting Packet with addition of Academic Reorganization added, then approve the consent agenda. John Armbrust moves to approve. Will Allen seconded. 6 yeas 0 nays. Motion carries.
5. **General Agenda**
 - Faculty Senate Update
 - Jeff reported Open House was very successful, Chris reported two GED students will be entering.
 - Signing Day & Open House Update
 - Kerri reported on the 5th annual Signing Day, April 18. 99 students rsvp'd for the event, 67 attended. 21 business partners rsvp'd, 19 attended. 160 total participants with 80 people viewing on our livestream.
 - Kerri reported on Open House, April 25. Hands on activities were featured, tours, prizes, giveaways & application fee waiver was offered. Local radio station 97.5 doing a live broadcast. 289 total visitors for the day.
 - Curriculum Committee Policy
 - Kerri reported minor corrections and clarification, no action required.
 - Remote Employment Policy
 - Peter shared the proposed new policy, which expands on the previous policy to address what was not covered.
 - John Armbrust motioned to approve the new policy as replacement. Will Allen seconded. 6 yeas 0 nays. Motion carries.
 - Automotive Technology Accreditation Update

- Jeff briefly discussed the approval process. MATC passed with flying colors. Accreditation will be good for 5 years. Future initiatives: Additional equipment & training will be needed. Current space will be looked at to expand Autotech space. Autotech is also being looked at to add to Wamego & possibly Ft Riley locations.
- Academic Reorganization
 - Jim announced as a growth plan, we would like to work with current faculty members to appoint division chairs. Chris discussed the proposed divisions. Brian mentioned the goal of appoint would be May/June. Kerri explained these positions would be a liaison to improve communication and support, budget management discussions and assist with routine duties between faculty and deans. Hopes with the new plan that new faculty will be given additional support.
 - Appointment of Division Chairs was presented, no objection from the board to move forward.
- HLC Criterion 3 Summary
 - Kim presented ways MATC meets criterion 3.
 - Criterion 3 Teaching and Learning: Quality, Resources, and Support – The institution provides quality education, wherever and however its offerings are delivered.
- HLC Conference Update
 - Reports from attendees: All agreed the conference was a valuable experience. Sessions of interest were mentioned: Budgets & student & employee retention, AI sessions, credentials and accreditation.
- PN Accreditation Update
 - Kim reported we had our 5 year evaluation from the State Board of Nursing for accreditation renewal. MATC passed with no recommendations with mentions of strong faculty, connection to community, forward thinking president.
 - Kim is currently awaiting official approval report.
- BHE Project & Expenses Update
 - Josh reported current expenses, he does not foresee any issues with completing the project with the allotted funds. Josh offered tours to the board and announced ribbon cutting ceremony on August 29, 2024 for the new facility.
- KS BCBS Renewal Update
 - Peter reported there is a proposed 14.7% increase in employee health insurance, 10% increase in vision, 3.9% increase in dental.
 - Will investigate other companies, but BCBS will most likely be selected for renewal.
- Preliminary Summary FY25 State Funding for MATC
 - Jim reported FY25 funding was approved in April, \$100,000 for 10 years deferred maintenance.
- MATC Board Member Terms/Updates
 - Brett Ballou, Will Allen & David Urban are up for renewal. Decisions will be made by May 2024 meeting. A replacement will be needed for Mike Matson. Suzy will assist with interviews.

6. President's Report

- In addition to President's Report, Jim mentioned he would send a chapter from a book of interest to the board: Strategic, by Rich Horwath, 2024, John Wiley & Sons: Hoboken, NJ, as well as a document that discusses HLC Trends.

7. Executive Session (Personnel)

- David Urban moved to go into Executive Session at 7:31pm for 15 minutes to discuss a personnel matter. Will Allen seconded. 6 yeas 0 nays. Motion carried.
- David Urban moved to go into Open Session at 7:43pm. Heather Peterson seconded. 6 yeas, 0 nays. Motion carried.

8. Executive Session

- The Board voted unanimously to non-renew Mr. Matt Olthoff beyond his current contract (2023-2024).

Meetings and Upcoming Events

Meeting adjourned at 7:46 pm

Nurses' Pinning: May 10, 2024

Commencement: May 11, 2024

Next Board Meeting: May 28, 2024, at 5:30 pm



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

May 28, 2024

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 416,826.40	57.88%
Facilities (510)	\$ 17,643.61	2.45%
Student Payments (110)	\$ 33,932.34	4.71%
Program Expenditures	\$ 87,414.82	12.14%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 2,493.37	0.35%
Wamego (excluding salary/benefits)	\$ 3,024.36	0.42%
Other Operating costs	\$ 158,808.35	22.05%
Total April Expenditures	\$ 720,143.25	100%

***Expenditures occurring outside state appropriated funding, tuition/fees income, etc. as allocated for operations are noted

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
IRS	PR 4.15.24 Payroll deductions	\$ 38,163.00	Institutional	
IRS	PR 4.30.24 Payroll deductions	\$ 40,897.09	Institutional	
KS Dept of Revenue	PR 4.15.24 Payroll deductions	\$ 8,055.25	Institutional	
KS Dept of Revenue	PR 4.30.24 Payroll deductions	\$ 8,525.49	Institutional	
BCBS	Health Insurance Premium	\$ 50,875.74	Institutional	
KPERS	PR 4.15.24 Payroll deductions	\$ 9,162.23	Institutional	
KPERS	PR 4.30.24 Payroll deductions	\$ 9,255.34	Institutional	
Evergy	Evergy- April 2024	\$ 5,526.40	Institutional	
KS State Bank	Roof Lease Payment	\$ 108,893.60	Institutional	
Middle LLC	60th Anniversary Video Production	\$ 18,000.00	Institutional	
KS Dept of Revenue	Q1 2024 Sales Tax	\$ 6,197.40	Academics	
CB Announcements/Balfour	Cap/Gown Order Spring Commencement	\$ 5,067.75	Institutional	
Pocket Nurse	Consumable Supply Order	\$ 8,964.12	Academics	Nursing Grant
Matheson	Lincoln Power Wave	\$ 13,053.80	Academics	Perkins
Matheson	Miller Bobcat Welder	\$ 6,750.00	Academics	Perkins
Sanity Solutions	Ruckus Wireless	\$ 9,093.72	Academics	Cyber Security Grant
Total April Expenditures Exceeding Threshold		\$ 346,480.93		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: May 28, 2024
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Benita Fernandez	Custodial Specialist	6/10/2024	Facilities & Maintenance	Operating	New Hire
Charlotte Channel-Smith	Custodial Specialist	6/24/2024	Facilities & Maintenance	Operating	New Hire
Lisa Isaacson	Direct of Early Childhood Education	7/1/2024	BCG Division	Operating/GMCF Funds	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
Matthew Olthoff	EMS Coordinator	5/14/2024	EMT Faculty	Operating	Non-Renewal
Marilea Williams	Behavioral & Social Services Coordinator	7/29/2024	Gen. Ed Faculty	Operating	Resignation
New/Advised Positions					
Position Title			Department	Funding Source	Status
Adjunct Instructional Opportunities for Hire			All Programs	Operating	Open
ADN Adjunct Clinical Instructor			Adjunct Faculty	Operating	Open
Practical Nursing Adjunct Clinical Instructor			Adjunct Faculty	Operating	Open
Full-Time Allied Health Instructor			Continuing Education	Operating	Open
Outreach Coordinator for Human Environmental Sciences			Academic Partnership & Outreach	Operating/NSF Engine's Grant	Open
Full-Time Associate Degree Nursing Instructor			Nursing Faculty	Operating	Open
Full-Time Practical Nursing Instructor			Nursing Faculty	Operating	Open



To: MATC Board of Directors
 From: Administration
 Re: April BHE 2024 Expenditures

Estimated Proj. Amount	\$	16,300,000.00
Appraisal	\$	15,900,000.00
Total Project Budget	\$	15,540,085.00
Loan Amount	\$	11,630,000.00
Closing Costs	\$	111,704.00

Category	Funds	Expended	Remaining
BHE Loan (70% of Appraisal)	\$ 11,630,000.00	\$8,474,539.99	\$ 3,155,460.01
ARPA Capital Outlay	\$ 1,843,594.00	\$1,843,594.00	\$ -

Total Amount of Contingency Approved	\$	773,453.00
Total Amount of Contingency Remaining	\$	398,596.00
Total Amount of Owner Contingency		\$163,000.00
Total Amount of Allowances Approved	\$	741,318.00
Total Amount of Allowances Remaining	\$	358,366.69

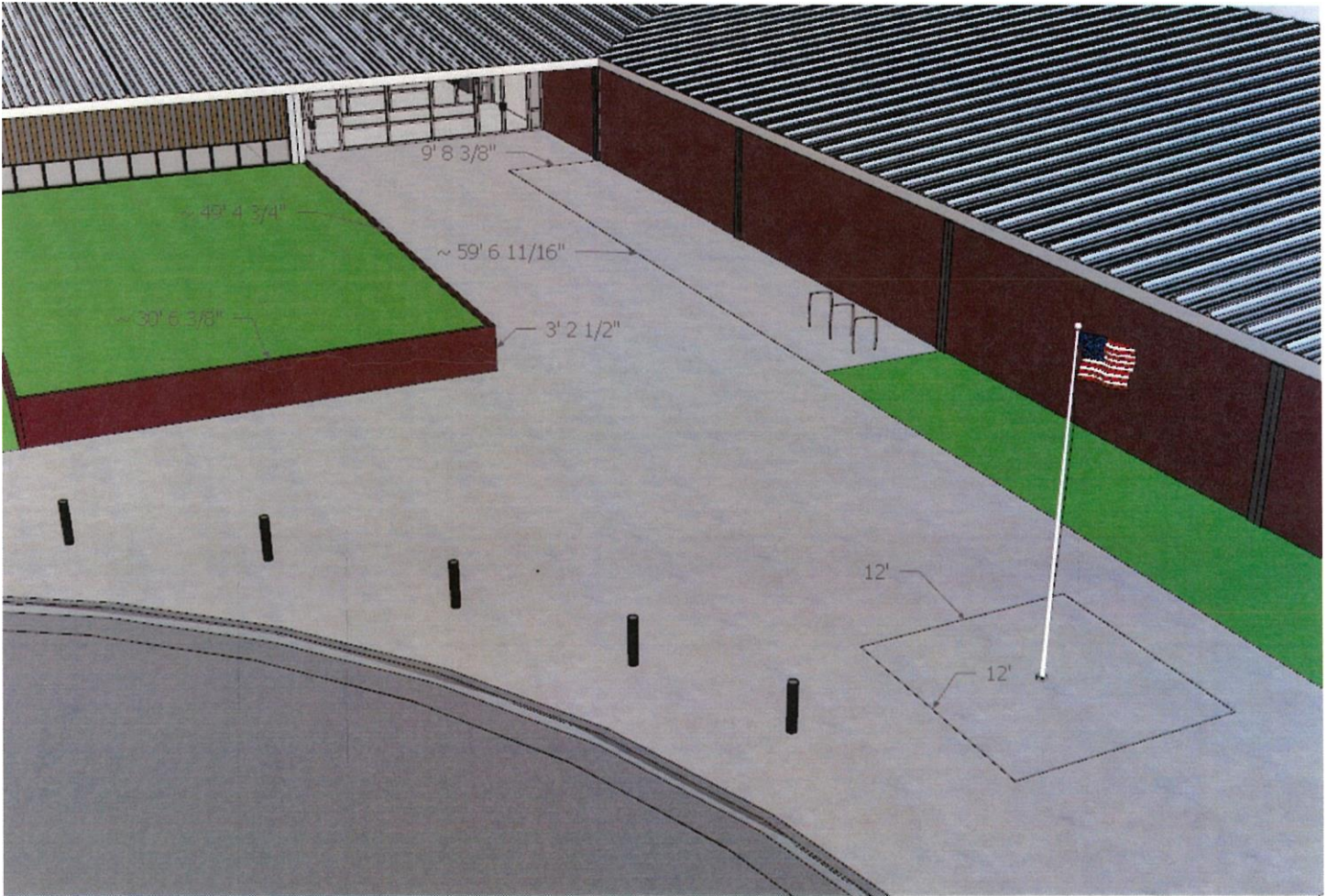
Total Project	\$	15,540,085.00
Remaining	\$	5,105,202.50

Expenditures					
Total as of March 31, 2024				\$	10,107,362.02
Vendor	Invoice	Invoice Date	Pay Amount	Funding	
BHS Construction	Pay Application #17	4/4/2024	\$ 534,911.39	BHE Loan	
Kansas State Bank	April BHE Interest Pmt	4/15/2024	\$ 53,040.93		
Total April Expenditures			\$ 587,952.32		
TOTAL EXPENDITURES AS OF APRIL 30, 2024			\$ 10,695,314.34		

Attachment 5

Base Budget (BLUE AREA) - \$142,236 = this is storm and immediate concrete replacement (Boone planned on going to existing control joints in lieu of just trenching to the inlet)

Alt 1 (BLUE AND YELLOW AREAS) - \$142,236 + \$156,756 = \$298,992 — this is all the storm and flatwork from the base budget plus the earthwork and concrete walls/signage. The "money is no object" rendering is the base budget + Alt 1, it's not one or the other. At this point with the BSL unknowns, I don't think we can take this out of the ATC project.





Thanks,



JOSH MICHAL | PROJECT MANAGER
BHS CONSTRUCTION
PO Box 1328 | MANHATTAN, KS 66505
O: 785.537.2068 | C: 785-477-4245



May 20th 2024

MEMORADUM

TO: FROM:

**MATC Board of Directors
James Genandt, President/CEO
Josh Gfeller, VPO/CISO
Chris Boxberger, DAP&O**

SUBJECT: Fort Riley/Manhattan Tech Welding Equipment Expansion

Background Information

MATC is expanding on to Fort Riley to offer welding classes in Fall of 2024. MATC will set up welding booths and welders to support 8 students to start.. Two competitive bids were gathered under the direction of policy 6.2.1 all expenditure projects over 25,000 need board approval. Both vendors and manufacturers were compared from a longevity, warranty, and feature set standpoint.

Recommendation

The Administration respectfully requests the Board accepts the bid to move forward with Fume Dog for the hoods and curtains, and Matheson quote # 38001775153 for the 8 Miller Welders.

Fume Dog: Welding Booth Quote Without Extraction



FD-WB-55
FD-WB-55

2,770.00
 x 8
 20% discount
 17,728.00

5' Wide by 5' Deep Welding Booth

NOTE: Layout is 1 row of 4 booths, all in a row, sharing side walls x 2
 Totaling 8 booths

- Ships From Georgia
- **Made in the USA**
- Heavy Duty, 12-gauge, powder coat construction
- Heavy duty means you can beat it with sledgehammers! - Video: https://youtu.be/lo_g4esvpXA

Assembly Video: https://www.youtube.com/watch?v=JalshsX2Z_E&t=6s

Welding Booth Options Available (not included):

- Light Kit
- Table
- Tool Tray
- Welding Curtain and Rod
- Fume Arm
- Bulldog Weld Fume Extractor

Note: Fume Arm shown in picture is not included in price



- 5ft Bolted Booth Assy
- Bolted Booth Manual Rev2
- Fumedog Single Booth_compressed (1)

FD-WB-ROD5
FD-WB-ROD5

375.00
 x 8
 10% discount
 2,700.00

Welding Curtain and Rod for 5 x 5 welding booth.



FROM

Jessie Calvert
Fume Dog
 4564 County Road 75
 Cedar Bluff, AL35959
www.fumedog.com

PHONE

1-800-980-3481

FOR

Jacob Boley

QUOTE NUMBER



2502

DATE

May 1, 2024

EXPIRY DATE

May 31, 2024 at 2:00 PM

<input checked="" type="checkbox"/> FD-TABLE FD-TABLE FD-TABLE <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;">  41368-5 Bolted Booth, Table, 5' </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;">  42970 Bolted Booth Assy, 5x5 Project 2 </div>	525.00 x 8 10% discount 3,780.00
Freight Charge Freight/ Shipping charges	2,338.00 x 1 2,338.00

Options selected	2 of 2
Subtotal, includes discount of 5,152.00	26,546.00
Total	\$26,546.00

Lead Time

1-week, plus transit.

Terms

Credit Card or NET 30 (with credit approval)

Terms and Conditions can be found here: <https://fumedog.com/pages/terms-and-conditions>

 Fume Dog Credit App

 Fume Dog LLC W9 2024



MATHESON
The Gas Professionals

QUOTATION

38001775153

QUOTE

FOR CHEMICAL EMERGENCY
SPILL, LEAK, FIRE, EXPOSURE, OR ACCIDENT
CALL CHEMTREC - DAY OR NIGHT
800-424-9300

For calls originating outside the Continental U.S.:
202-483-7616 - Washington, DC, Collect
ALL CALLS ARE RECORDED

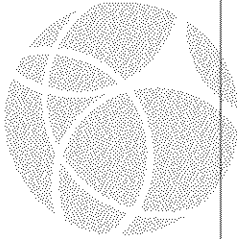
CAUTION: Use no oil or lubricant of any kind on oxygen cylinders, valves, gauges, regulators, or other fittings as such is dangerous and may cause explosions.

S MATC WELDING
H WELDING PROGRAM
I 3136 DICKENS AVENUE
P MANHATTAN KS 66503
T
O

S MATHESON TRI-GAS INC
O 511 EAST POYNTZ AVENUE
L MANHATTAN KS 66502
D 785-537-0395
B
Y

QTE	15-MAY-24 05:04PM mwomochil	785-320-4530	Ship Date: 05/02/24	B98	MW
ORDER 0030889623-00	DATE 05/02/24	TERR 160003	SALES 000B11	SHIP VIA OUR TRUCK	
CUST T0930	NAME MATC WELDING	BRN160003	HDGD P/O FORT RILEY QUOTE	UPS 0	PAGE 001 OF 001
				OTHZN 00	COL PPD X

QTY SHIPPED	UOM	H M	DESCRIPTION HAZARD CLASS & I.D. NUMBER	LINE NO.	ITEM NUMBER	QTY ORDERED	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
We reserve the right, in our sole and exclusive discretion, to refuse to sell our products to anyone for any reason.											
***** QUOTE ***** Quote Expiration Date: 06/01/24 ** Location: 160003 **											
8	EA		MILLER MULTIMATIC 255 WITH EZ LATCH DUAL RUNNING GEAR AND TIG MFG PART #:951768 *** Serial Numbers Required ***	1	MIL 951768	8	0			5327.5200	42620.16N
										Subtotal	42620.16
										Tax	0% .00
										Total Sale	42620.16



MATHESON
The Gas Professionals

NOTE	<input type="checkbox"/> CARRIERS VEHICLE PLACARDED ACCORDING TO EXISTING REGULATIONS	CASH RECEIVED \$
	TOTAL EMPTY CYLINDERS RETURNED SUBJECT TO INSPECTION AT SELLER PLANT	
RECEIVED - FOR SELLER	ACCEPTED - FOR ABOVE VENDEE	

ORDER #

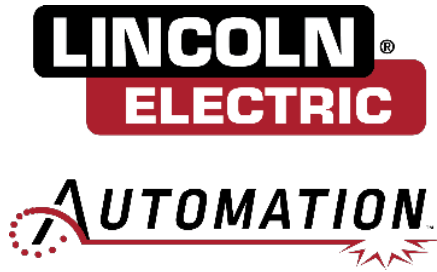
CUSTOMER #

This is to certify that the herein-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.

PLACARDS OFFERED FOR CARRIER VEHICLES ACCORDING TO EXISTING REGULATIONS

ALL SALES ARE SUBJECT TO MATHESON TERMS AND CONDITIONS, POSTED AT www.mathesongas.com. NO TERMS AND CONDITIONS CAN BE MODIFIED EXCEPT BY A WRITING SIGNED BY AN AUTHORIZED OFFICER OF SELLER AND BUYER. UNLESS OTHERWISE NOTED, QUOTATION IS VALID FOR 30 DAYS.

ORIGINAL COPY



MAKING FUME EXTRACTION EASY

The Lincoln Electric Company
22221 Saint Clair Ave.
Cleveland, OH 44117
+1 216-383-2667
WWW.LINCOLNELECTRIC.COM

May 15, 2024

Lincoln Electric Proposal # 32405153-0

Manhattan Area Technical College

SUBJECT: Weld Booth Systems



Lincoln Electric is pleased to submit this proposal for weld booth systems. We look forward to working with you to create the optimal welding environment for you and your facility.

We hope that our proposal and the enclosed literature will answer any questions or concerns you may have. If you have any further questions after reviewing this information, please do not hesitate to contact us.

We look forward to assisting you on this project in any way we can.

Sincerely,

Brian Vincent Sullivan | Environmental Systems Engineer
The Lincoln Electric Company
St. Louis, Missouri
C: 216.650.3572 | E: bvsullivan@lincolnelectric.com

CONFIDENTIAL: DO NOT DISTRIBUTE

This document may only be reproduced as required for internal use by recipient in evaluation of this proposal.

REVISION LOG

Quote No.	Description	Date
0	Initial Release	5/15/2024

Project Summary: Weld Booth Systems

XCUSTOM 5ft x 5ft Weld Booths (Qty. 10 Weld Booths):

INCLUDES BOOTHS WITH PARTITIONS, CURTAINS, AND HARDWARE. FINISHED INTERIOR BOOTH SIZE WILL BE 5FT X 5FT X 7.5FT (WXDXH). QUOTE BASED ON LAYOUT PROVIDED WITH ONE ROW OF FOUR AND ONE ROW OF SIX WELD BOOTHS.

WALLS WILL BE PAINTED BLACK. END PANELS WILL BE PAINTED BLACK WITH A LINCOLN ELECTRIC LOGO. ALL PANELS/POSTS ARE MADE FROM STEEL WITH 2" X 2" SUPPORTS.

Weld Booth Accessories:

Description	Qty
LAMP KIT, 4 & 5 FT BOOTHS	10
PIPE WELD TABLE	10

Prism Wall Mount Dual Arm One Paks (Qty. 5)

EACH ONE PAK INCLUDES:

PRISM WALL MOUNT BASE UNIT WITH MERV 14 FILTER
4-6FT PRISM WALL MOUNT EXTRACTION ARM (x2 FOR DUAL ARM PACKAGES)
STARTER OVERLOAD SWITCH (x2 FOR DUAL ARM PACKAGES)
PRISM 2400 FAN (x2 FOR DUAL ARM PACKAGES)

INCLUDES SHIPPING CHARGES, ASSEMBLY REQUIRED.

Total Equipment Price: \$71,289

Equipment Lead Time: 4-8 Weeks

Note: Price does not include mechanical/electrical assembly.

Recommended Options (not included in total price above):

AD1321-4 ROUGH ORDER OF MAGNITUDE INSTALLATION \$30,000

Note: This is for budgetary purposes only. Firm quote required for installation may take two weeks, please inquire for firm price.
Installation can be processed as a separate purchase order if needed.

S23385-276 FILTER UNIT BOOTH MOUNT BRACKET \$608 per bracket

Lincoln Electric Weld Fume Control Solutions

Weld fume control products manufactured by The Lincoln Electric Company are designed to be utilized as an engineering safety control to aid in achieving adequate ventilation while conducting welding or its allied processes. The operation of welding fume control equipment is affected by various factors including proper use and positioning of the equipment, and the specific welding procedure and application involved. When the equipment is used as designed - and when properly installed, operated and maintained - it can be a valuable and effective tool to help employers maintain adequate ventilation in the workplace. Lincoln Electric defines adequate ventilation as that which is required to maintain occupational exposure levels below the applicable exposure limits when sound work practices are utilized. Worker exposure levels should be checked upon installation and periodically thereafter to be certain it is within applicable OSHA PEL and ACGIH TLV limits.

Delivery

Estimated shipping date is 8-12 weeks. Actual shipping timeline may vary, and is to be determined based on production schedule at the time an order is received, accepted and confirmed. The confirmed ship date may qualify for expedited delivery based on equipment and production availability. Any partial or expedited delivery before confirmed shipment date will result in an additional fee.

Delivery date to be confirmed upon receipt of purchase order.

Terms and Conditions

This quote is valid for 60 days, and is governed by Seller's Terms and Conditions of Sale located at <https://www.lincolnelectric.com/en/Terms-and-Conditions>. Any reference to Buyer's request for quote incorporates only the technical information described therein. ALL TERMS AND CONDITIONS IN BUYER'S REQUEST FOR PROPOSAL/QUOTE ARE DEEMED MATERIAL ALTERATIONS AND ARE HEREBY EXPRESSLY REJECTED.

All prices are F.O.B. Cleveland, Ohio. Shipping and handling will be prepaid and allowed by Lincoln Electric, provided shipment is arranged through Lincoln Electric's preferred carrier and shipment occurs within the 48 contiguous states of the United States. For all other shipments, contact Lincoln Electric. Special shipping and/or handling requirements due to unloading capabilities of the destination may result in an additional fee.

The terms of payment are Net 30 days after shipment with pre-approved credit in place, no cash discounts allowed. The Lincoln Electric Company may change this method of payment in its sole discretion.

Prices do NOT include, unless explicitly stated:

1. Assembly, electrical or mechanical installation
2. Electrical wiring
3. State and local taxes
4. Ducting
5. Air-compressor (for systems with filtration) and related accessories

Warranty

All Lincoln Electric central weld fume systems are warrantied for 3 years.

For details, please see Lincoln Electric "Industrial Limited Warranty" at <https://www.lincolnelectric.com/en/Legal-Information/Warranty-Statements>.

Order Cancellation Charges

If an order is cancelled after work has been started on the order, cancellation charges will be assessed based on the percent completion of the order.

Engineering Change Orders

Changes to the technical specifications, design, or delivery requested by the customer may modify the price, technical description, and delivery of the equipment quoted. The customer is to notify Lincoln Electric in writing of any change requests, provide new drawings indicating the changes, and a written description of the changes. Lincoln Electric will then estimate the costs for changes, including the cost plus reasonable markup for any work provided by Lincoln Electric, and also any purchase parts that will no longer be used due to the changes. The customer must authorize or reject the changes in cost within ten days of Lincoln Electric sending them confirmation of the changes.

Central Filter/Fan Location

The central filter bank and fan must be installed on a flat and level surface that is able to support the weight of these system components and their accessory items. Recommended surface material is concrete; asphalt is not a suitable surface. A climate controlled shelter may be recommended if area temperatures fluctuate between hot and cold and/or high levels of humidity exist.

Ducting Specifications

The fume extraction system will need a duct system based on the facility layout and positioning of the central fan, filter bank (if included) and extraction devices (arms, hoods, downdraft tables). The duct system is not included in the total system price unless previously identified in the quotation. Lincoln Electric can aid in duct system design and provide an estimate for material and installation costs of which is the final responsibility of the customer.

The recommended duct design utilizes round, galvanized steel spiral pipe. The ductwork should be gauged and installed per the "Round Industrial Duct Construction Standards - Third Edition" published by the Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). Gauge information is shown in Table 11.3.2, "Minimum Required Gage for Class 1 Carbon and Coated Steel Spiral Pipe". If applicable, removable caps are recommended at all terminal ends, and the last branch connection should not be more than six inches from the capped end.

An acceptable alternative to round spiral duct is clamp-together ducting.

Non-Filtration Systems

Non-filtration systems are welding fume extraction systems that draw the welding fume into the system and exhaust it to the outdoors without filtering the particulate. A fan exhaust shutter must be installed on the exhaust port of the central fan to prevent backflow or reverse air flow back into the facility when the fan is not running. Please review section Welding Fume

Exhaust to the Outdoors and USEPA Regulations for additional information regarding exhausting of welding particulate into the outside environment.

Suspended Ambient Systems

Installation of ambient systems intended to be hung from roof structures or wall mounted must have a building structure adequate to support the live weight of the equipment.

Installation of these units (including but not limited to the building structure, brackets, hardware and any other structural supports) shall be approved by a structural engineer licensed in the governing jurisdiction. Should the customer decline the Lincoln Electric optional quoted structural analysis, it is the customer's responsibility to obtain approval which meets the codes of the local jurisdiction.

Pre- and Post- Installation

A pre-installation procedure is provided by Lincoln Electric which includes an overview of the system configuration and components with mechanical and electrical contractor(s). Pre-installation shall occur through teleconference.

A post installation inspection is provided by Lincoln Electric which includes system start-up, fume extraction system adjustments, airflow balancing for optimal performance and training of operation and routine service and maintenance. Routine service and maintenance of the fume extraction system is recommended and not included in the quoted price.

Pre- and Post- Industrial Hygiene Air Monitoring

The purpose of pre- and post-installation industrial hygiene air monitoring is to document and confirm that the ventilation system is sufficient for its intended use from both an equipment and work practice perspective. OSHA defines adequate ventilation as that which is required to maintain occupational exposure levels below the applicable Permissible Exposure Limits.

Lincoln does not provide pre- and post-installation industrial hygiene air monitoring services. Contact a certified Industrial Hygienist to conduct air monitoring.

Welding Fume Exhaust to the Outdoors and US EPA Regulations

The United States Environmental Protection Agency through state and local authorities sets limits on a facility's aggregate emissions of regulated chemicals (i.e. metals). The addition of a new stationary exhaust source such as a central welding fume extraction system with an outside exhaust may trigger the requirement for an air permit. If it does, then you will need a permit to install prior to getting a permit to operate.

If you do not know if you need an air permit to install a ventilation system with an outside exhaust, then you should contact your air permitting authority and determine what your requirements are. Failure to comply with air authority requirements in your region can result in significant fines. For more information, see <http://www.epa.gov/nsr>

Recirculation of Filtered Welding Fume

It is not the responsibility of Lincoln Electric to research, test and comply with local codes and regulations if filtered air is recirculated (exhausted inside the facility) or unfiltered air is exhausted outside of the facility. If exhausted outside the facility, Lincoln Electric is not responsible for any type of damage or environmental compliance caused by any exhausted particulates and/or substances within the exhausted air.

It is strongly recommended that an indoor/outdoor exhaust duct valve (aka summer/winter switch) be installed if the intention is to recirculate filtered air inside the facility. The duct valve will allow filtered air to be either diverted back into the facility or sent to the outdoors. If recirculation is used, it is recommended to apply a fresh air exchange rate of 30% (minimum).

Service and Maintenance

Routine service and maintenance of the fume extraction system is required. Lincoln Electric does provide service and maintenance contracts, but it is not included in the fume extraction system quoted price. A contract can be supplied on request.

To sustain an optimal system performance level, routine service and maintenance of the fume extraction system is required. Based on the level of annual consumable usage, welding process(es), condition of base metal and overall type of usage and air quality extracted through system, it is recommended that the particulate drums be emptied as needed.

Because the particulate matter collected in the filter bank may be hazardous, take necessary precautions so that you and your fellow workers do not breathe dust and particulate. Wear a suitable respirator when disposing of the particulate. Follow local environmental regulations for disposal of filters and particulate matter.

NOTE: Lincoln Electric Environmental Systems are designed specifically for welding fume particulate extraction.

Due to weld fume compositions and resultant build-up over time, it is recommended that the duct and overall system be routinely inspected and cleaned. Periodic inspection and cleaning of the duct will preserve effectiveness and life of weld fume extraction system, and help prevent any potential fire hazards.

NOTE: When using weld fume extraction or Local Exhaust Ventilation (LEV) equipment, sparks from welding, cutting or grinding processes can cause fire within the equipment. To minimize potential fire, operation, service and maintenance guidelines for fume extraction or LEV equipment should be followed.

Improper maintenance of filter unit such as operating with fully saturated main filter over extended period of time may reduce equipment life, filter efficiency, and increase chance of overheating blower motor(s) and potential fire hazard.

The filter media is designed for dry air filtration. If the air and fume extracted contains any type of oils, anti-spatter, tip-dip and/or moisture, this can affect filter and system performance and life expectancy. It is recommended that routine system maintenance be performed at one month intervals for robotic welding applications and three month intervals for semi-automatic manual welding applications. For robotic welding application(s) with hood canopy fume extraction system(s) design, this includes monthly inspection and cleaning of inner hood canopy, deflector plate and hood outlet, extraction duct, pre-separator, filter, fan housing, fan blade condition and filter surface condition, recirculation duct and/or exhaust stack (if applicable). For semi-automatic welding application(s) with multiple arm fume extraction system(s), this includes inspection and cleaning every three months of extraction arm(s), extraction duct, pre-separator, filter, fan housing, fan blade condition, filter surface condition, recirculation duct and/or exhaust stack (if applicable). Based on the cleanliness or condition of the system components (i.e. hood, arm, duct, filter, fan), the maintenance schedule may have to be adjusted for shorter or longer intervals.

NOTE: If routine service and maintenance are not performed, applications and processes with oils, anti-spatter, tip-dip and/or moisture may cause damage to system equipment and may void the equipment and filter warranty. If the environmental system is not properly and routinely maintained, the airflow (CFM) level may also be affected. Proper personal protection equipment (PPE) (i.e. respirators, eyewear, clothing and gloves) should be used when servicing and maintaining the system, along with disposal of filter (s). Proper disposal of filter (s) should adhere to federal, state and/or local guidelines and regulations.

Users and employers have the sole responsibility for and control over workplace conditions, including the manner in which work is performed and the safety measures taken. Always read and follow applicable OSHA regulations as well as all information on product labeling and safety data sheets (SDS available at <http://www.lincolnelectric.com/msds>) when using Lincoln Electric products. Further information regarding their safe use may be found here: <http://www.lincolnelectric.com/safety>.

The operation of welding fume control equipment is affected by various factors including proper use and positioning of such equipment, maintenance of the equipment and the specific welding procedure and application involved. Users and employers should have an industrial hygienist check worker exposure levels to be certain that they are within applicable OSHA PEL and ACGIH TLV limits.

Customer Assistance Policy

The business of the Company is manufacturing and selling high quality welding equipment, consumables, and cutting equipment. Our challenge is to meet the needs of our customers and to exceed their expectations. On occasion, purchasers may ask the Company for information or advice about their use of our products. Our employees respond to inquiries to the best of their ability based on information provided to them by the customers and the knowledge they may have concerning the application. Our employees, however, are not in a position to verify the information provided or to evaluate the engineering requirements for the particular weldment. Accordingly, the Company does not warrant or guarantee or assume any liability with respect to such information or advice. Moreover, the provision of such information or advice does not create, expand, or alter any warranty on our products. Any express or implied warranty that might arise from the information or advice, including any implied warranty of merchantability or any warranty of fitness for any customers' particular purpose is specifically disclaimed.

The Company is a responsive manufacturer, but the selection and use of specific products sold by the Company is solely within the control of, and remains the sole responsibility of the customer. Many variables beyond the control of the Company affect the results obtained in applying these types of fabrication methods and service requirements.

Subject to Change - This information is accurate to the best of our knowledge on the date provided. Please refer to <http://www.lincolnelectric.com/assistpolicy> for any updated information.

Welding Booth – 5 ft. x 5 ft.

The Lincoln Electric welding booth is ideal for use in production welding applications, vocational centers, and training facilities.

Features:

- Rugged all-steel construction
- 16 gauge sheet metal and 11 gauge angle frame panel construction; 2 in. x 2 in. steel posts
- Adjacent booths share side and back panels
- Powder-coated anti-reflective black finish paint
- Open space of 18 inches at bottom of booth walls for air circulation and safety [Exceeds AWS EG2.0:2006 recommendation of 12 inches]
- Simple installation

Accessories (ordered separately):

- Welding Table
- Welding Curtain
- Lockable Storage Cabinet
- Mounting Bracket for installing an extraction arm to the booth wall when a nearby vertical surface of solid construction is not available. Connection of extraction arm to a low-vacuum weld fume control system is required.



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Lincoln Electric Customer Assistance Policy: www.lincolnelectric.com/assistpolicy

DIMENSIONS – ASSEMBLED BOOTHS

Inside (W x D x H)	60 in. x 60 in. x 90 in.	
Outside, Single Row (W x D x H)	(62n + 4) in. x 71 in. x 90 in.	See Note 1
Outside, Back-to-Back Rows (W x D x H)	(62n + 4) in. x 133 in. x 90 in.	See Note 1

Notes:

(1) n = number of booths in the row.

Subject to Change – This information is accurate to the best of our knowledge at the time of printing.

The operation of welding fume control equipment is affected by various factors including proper use and positioning of the equipment, maintenance of the equipment and the specific welding procedure and application involved. Worker exposure level should be checked upon installation and periodically thereafter to be certain it is within applicable OSHA PEL and ACGIH TLV limits.

Booth Curtain Kit – 62 in. W x 66 in. H

The welding curtain helps to protect other students and workers from arc flash and sparks. Comprised of overlapping individual strips, the curtain covers the entire width of the entrance to the Lincoln Electric welding booth.

When installed at the top of the welding booth, the curtain strips hang to approximately 24 inches above the floor.

The assembly includes curtain strips with pre-drilled holes for hanging, mounting bracket, cover angle, wing nuts and washers.



TECHNICAL SPECIFICATIONS

Product Number	K5249-2
Size (W x H) – Overall	62 in. x 66 in. (1575 mm x 1676 mm)
Strip Width / Overlap / Thickness	8 in. (203 mm) / 50% / 0.08 in. (2 mm)
Strip Color	Weld Screen Red
Strip UV Resistance	Yes

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The operation of welding fume control equipment is affected by various factors including proper use and positioning of the equipment, maintenance of the equipment and the specific welding procedure and application involved. Worker exposure level should be checked upon installation and periodically thereafter to be certain it is within applicable OSHA PEL and ACGIH TLV limits.

Pipe Weld Table

Floor mounted stand, height adjustable rectangular table (13 in. x 21 in. x 3/8 in.) with underneath storage, two height adjustable hubs, and 20 in. long pipe clamp fixture.



TECHNICAL SPECIFICATIONS

Product Number	L15788-175
Height	78 in. (1981 mm)
Mounting Pad (H x W x D)	0.5 in. x 14 in. x 10 in. (12.7 mm x 356 mm x 254 mm)
Mounting Holes	4 x 0.56 in. (14 mm)
Finish	jet black semi-gloss enamel
Approx. Weight	155 lbs. (70 kg)

Subject to change – This information is accurate to the best of our knowledge at the time of printing.

The operation of welding fume control equipment is affected by various factors including proper use and positioning of the equipment, maintenance of the equipment and the specific welding procedure and application involved. Worker exposure level should be checked upon installation and periodically thereafter to be certain it is within applicable OSHA PEL and ACGIH TLV limits.

LED Light Kit – Booths

LED Light Kit for booths with back panels up to 5 ft. wide.

Kit includes:

- LED Light Bar, 120VAC, qty. 2
- Mounting hardware
- Interconnecting cable – 6 ft., qty. 1
- Power cord, qty. 1
- On/Off Switch, qty. 1

Assembly required.



TECHNICAL SPECIFICATIONS

Product Number	AD1389-20
Input Power	120V/1ph/60Hz
Input Current (Typical)	0.225 amps
Light Bar Dimensions (H x W x D)	1.81 in. x 33.94 in. x 1.26 in. (46 mm x 862 mm x 32 mm)
Lighted Length / Light Bar	33.46 in. (850 mm)
Lumens / Light Bar	2250
Color Temperature (CCT)	5000K (±300K)
Environmental Rating	IP50
Certifications	cULus Recognized, CE

Subject to Change – This information is accurate to the best of our knowledge at the time of printing.

The operation of welding fume control equipment is affected by various factors including proper use and positioning of the equipment, maintenance of the equipment and the specific welding procedure and application involved. Worker exposure level should be checked upon installation and periodically thereafter to be certain it is within applicable OSHA PEL and ACGIH TLV limits.

FUME DOESN'T STAND A CHANCE

Prism® Wall Mount Extraction Units



Shown: Prism Wall Mount with Mechanized Cleaning dual arm, Prism Wall Mount 5-8 foot Telescopic Counter-Weight Extraction Arms and Prism 2400 Fans (also available: Prism Wall Mount Single and Dual Arms)

Prism Wall Mount Welding Fume Extractor

The Prism Wall Mount and Prism Wall Mount with Mechanized Cleaning units are stationary, wall-mounted extraction systems intended for light to medium duty, and heavy duty extraction and filtration. These fume extractors are designed for facilities with fixed work stations and limited floor space.

Prism Wall Mount:

- ▶ Generously Sized Disposable Filter
- ▶ Single and Dual Arm Capability with Optional Extended Reach up to 27 ft.
- ▶ Generous Airflow: 735 CFM with Prism Flexible 10 ft. or 13 ft. Extraction Arms and Prism 2400 Fan; 1,200 CFM with two Prism 2400 Fans in a Dual Arm Configuration
- ▶ Integrated Spark Arrestor

Prism Wall Mount with Mechanized Cleaning:

- ▶ Automatic Filter Cleaning Cuts Down on Filter Replacement Costs and System Maintenance
- ▶ Single and Dual Arm Capability with Optional Extended Reach up to 27 ft.
- ▶ Generous Airflow: 735 CFM with Prism Wall Mount Flexible 10 ft. or 13 ft. Extraction Arms and Prism 2400 Fan; 1,200 CFM with two Prism 2400 Fans in a Dual Arm Configuration
- ▶ Front Loading Filters Along with Integrated Spark Arrestor

Processes »

Stick (Prism Wall Mount for Light Duty Only), TIG, MIG, Flux-Cored (Prism Wall Mount for Light Duty Only)

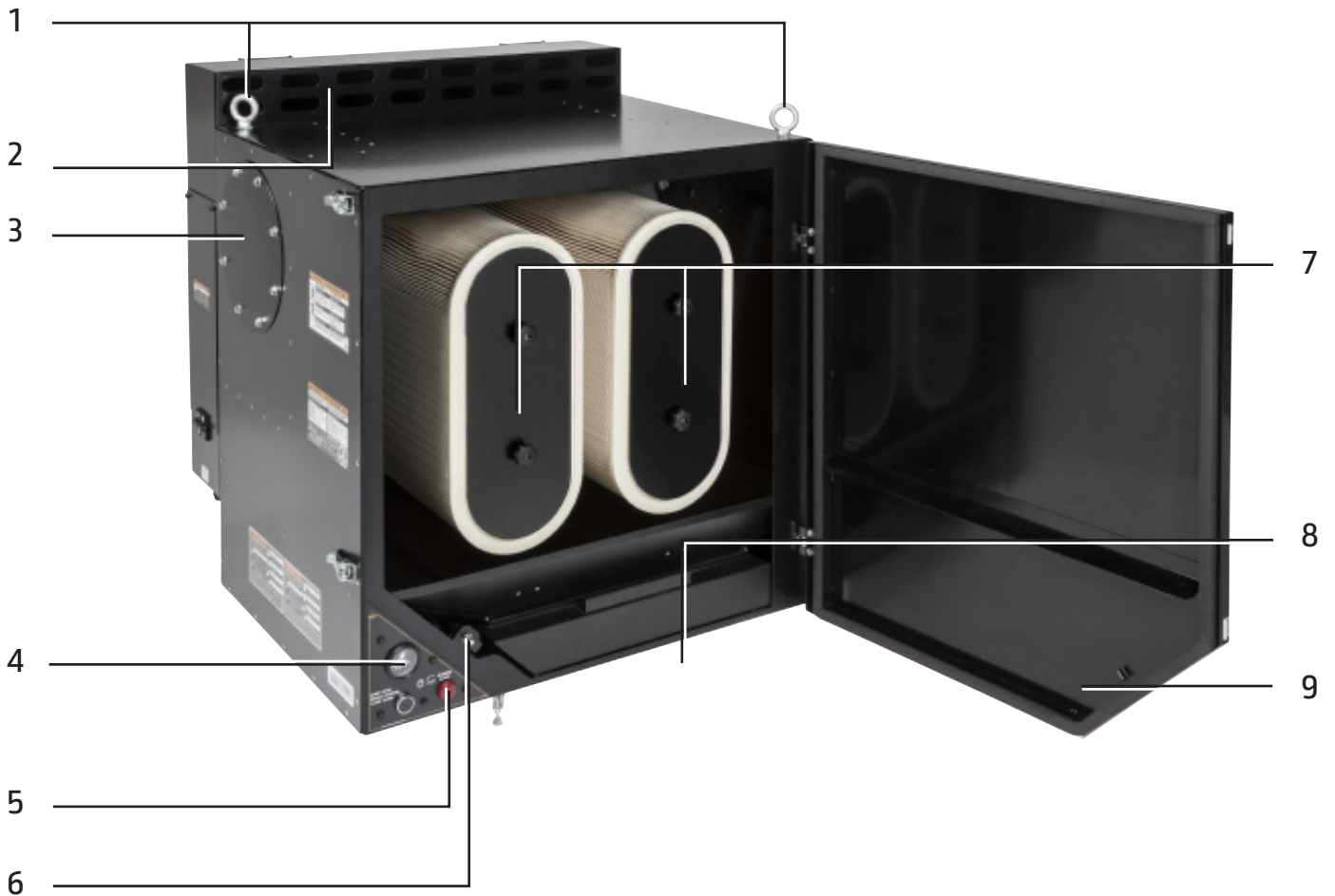
Product Number »

K1654-4 Prism Wall Mount w/ MERV 14 Filter Single Arm Base Unit
K1654-5 Prism Wall Mount w/ MERV 14 Filter Dual Arm Base Unit
K1654-6 Prism Wall Mount w/ MERV 16 Filter Single Arm Base Unit
K1654-9 Prism Wall Mount w/ MERV 16 Filter Dual Arm Base Unit
K3681-1 Prism Wall Mount with Mechanized Cleaning w/ MERV 16 Filter Single Arm Base Unit
K3681-2 Prism Wall Mount with Mechanized Cleaning w/ MERV 16 Filter Dual Arm Base Unit



PRISM WALL MOUNT WITH MECHANIZED CLEANING MODEL

1. Lifting Lugs
2. Built-in Exhaust Silencer
3. Integrated Pre-Filter Spark Arrestor
4. Differential Pressure Gauge — Alerts user when filter(s) need cleaned/replaced
5. Cleaning Cycle Indicator
6. Door Safety Switch — Disables cleaning cycle when door is opened
7. MERV 16 Self-cleaning, Front-loading Filters
8. Easily Removable Dust Tray
9. Tool-less / Key-less Filter Access Door



FILTER SELECTION

Filters are an integral part of a welding fume control system. The purpose of the filter is to capture and remove airborne particulates from the workplace environment. Welding fumes are comprised of complex metallic oxides, often along with silicates and fluoride compounds, forming particles that are typically less than 5 microns (μm) in diameter. Whether it is a single extraction unit like the X-Tractor® Mini, a large multi-arm central system, or a plant-wide general filtration system, filters play an important role.

Here are some key facts to remember:

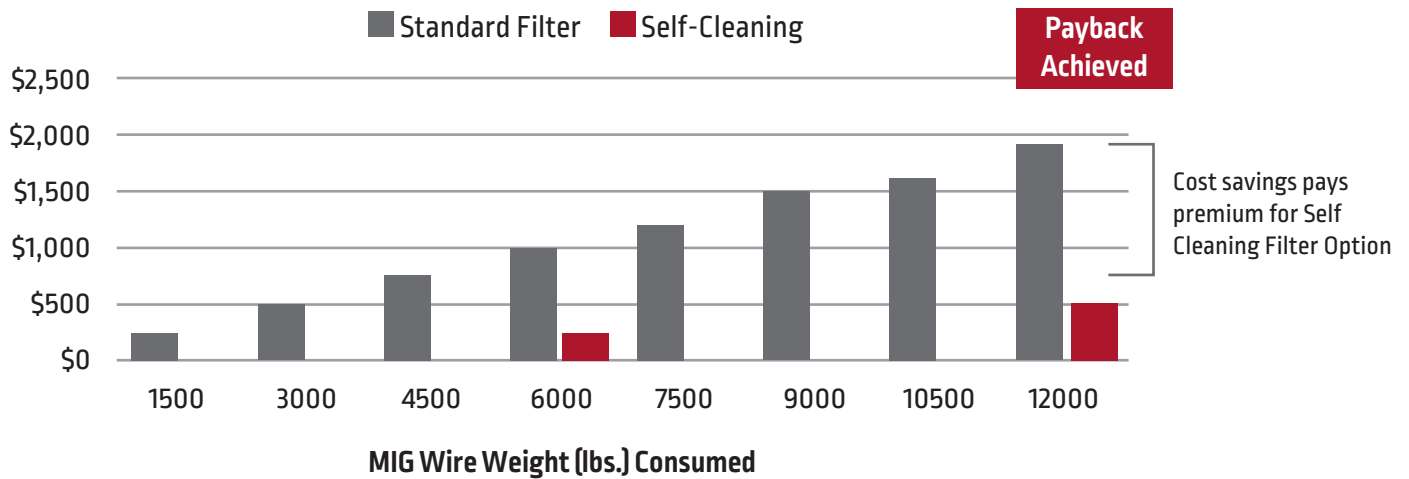
- The ability of a filter to remove particulate from the extracted welding or plasma cutting fume is expressed as its Minimum Efficiency Report Value or MERV.
- The MERV scale is 1 to 16.
- MERV is determined by testing the filter using ANSI/ASHRAE Standard 52.2-2017 "Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size."
- Each MERV specifies an efficiency level for three particle size ranges.
- Filters with a HEPA designation (High Efficiency Particulate Air) have efficiency levels above MERV 16.
- Example MERV parameters (Composite Average Particle Size Efficiency, % in Size Range):

MERV	Range 1 (0.3 - 1.0 μm)	Range 2 (1.0 - 3.0 μm)	Range 3 (3.0 - 10.0 μm)
14	75 ≤ E1	90 ≤ E2	95 ≤ E3
15	85 ≤ E1	90 ≤ E2	95 ≤ E3
16	95 ≤ E1	90 ≤ E2	95 ≤ E3

When the fume extraction system indicates it's time to replace the filter(s), do so in a timely manner to avoid degradation in extraction capacity. Make note of the spent filters' MERV when ordering replacements and use Lincoln Electric genuine filters for optimal system performance.

Filter Life & Cost Comparison

Standard Filter VS. Self-Cleaning



Based on MERV-14 Rating and prices effective July 2023

HOW TO BUILD YOUR COMPLETE PRISM WALL MOUNT SYSTEM

To order your customized Prism Wall Mount or Prism Wall Mount with Mechanized Cleaning unit, select at least one item from each of the **5 steps** below, or choose one of our One-Pak® packages [see pages 7-9] that include everything you need to get up and running.

STEP 1:

CHOOSE THE DESIRED BASE UNIT

Choose the desired base unit product number based on three of the features listed below. The base unit comes standard with a complete filter unit, connection hose(s), hose clamps, and mounting bracket.

FEATURES AVAILABLE:

- 1) Disposable or Mechanized Cleaning
- 2) Single or Dual Arms
- 3) Filter MERV Rating - 14 or 16



Prism Wall Mount Base Unit - Disposable Filter
[available in single arm and dual arm configurations]

Prism Wall Mount Base Unit - Mechanized Cleaning
[available in single arm and dual arm configurations]

STEP 2:

CHOOSE THE DESIRED EXTRACTION ARM(S)

Choose the desired extraction arm(s) product number based on the arm types listed below. One (Qty. 1) arm is required for a single arm base unit. Two (Qty. 2) arms are required for dual arm base unit - Arms can be mixed and matched if desired.

AVAILABLE ARM TYPES:

TELESCOPIC ARM – Has the ability to move in and out of the normal position

FLEXIBLE ARM – The arm is set at a set length

See Figure 1 and Figure 2 below for arm reach distances



	Telescopic 4-6 ft Counter-Weight Extraction Arm	Telescopic 5-8 ft Counter-Weight Extraction Arm	Flexible 10 ft Extraction Arm	Flexible 13 ft Extraction Arm
Length ft (m)	4.1 - 6 (1.25 - 1.8)	5.0-8.2 (1.5-2.5)	10 (3.0)	13 (4.0)
Net Wt. lb (kg)	57 (25.8)	59.2 (27)	33 (15)	37.5 (17)

FIG 1. Wall Mount Telescopic Arm Reach

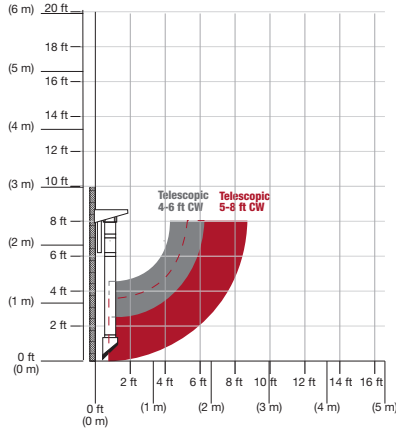
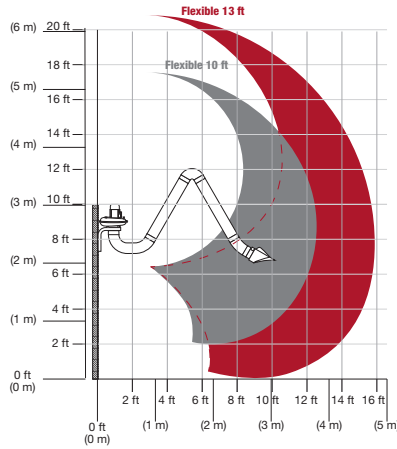


FIG 2. Wall Mount Flexible Arm Reach



STEP 3:

CHOOSE AN EXTRACTION ARM EXTENSION CRANE (IF EXTRA REACH IS REQUIRED.)

If a flexible arm is desired, an optional extension crane is available, which can add an additional 7 ft. or 14 ft to the flexible arm length. One (Qty. 1) extension crane is require for each arm.

EXTENSION CRANE (for large work areas that require an extended reach of 7 ft. or 14 ft.) »

Once you select an Extension Crane, you will automatically need to select the Prism 4200 Fan [K1656-4].



	Extension Crane Length: ft (m)	
	7.0 (2.0)	14.0 (4.0)
Extension Crane Product Number	K1671-1	K1671-2

STEP 4:

CHOOSE THE APPROPRIATE FAN

Choose the appropriate fan product number based on the input voltage, or if you choose an extension crane is step 3 (which requires a Prism 2400 fan)



Prism 2400 Stationary Fan

1HP, fan has self-cleaning concave blades and provides an unrestricted air flow of 1200 CFM.



Prism 4200 Stationary Fan

2HP, fan has self-cleaning concave blades and provides an unrestricted air flow of 1750 CFM

Dual arm Prism 4200 Application for Prism Wall Mount with Mechanized Cleaning only

**Required when adding an Extension Crane*

STEP 5:

CHOOSE THE CORRECT STARTING CONTROL(S)*

Choose the Arc Sensor / Lamp Kit Controls if you would like Arc Sensing, if not chose the Starter/Overload Switch. One (Qty. 1) control option required for single arm base unit. Two (Qty. 2) control options required for dual arm base unit.

**Starting Control Options: Select Arc Sensor/Lamp Kit - OR - Starter/Overload Switch.*

ARC SENSOR/LAMP KIT »

Turns the fan on when the arc flash is sensed. Hood mounted lamp/fan switch allows for easy manual light/fan operation.

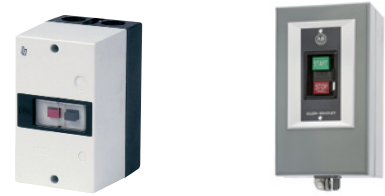


Arc Sensor/Lamp Kit		
Volts	Prism 2400 Fan (1 HP)	Prism 4200 Fan (2 HP)

OR

STARTER/OVERLOAD SWITCH »

Provides simple on/off operation when an Arc Sensor/Lamp Kit is NOT used.



Starter/Overload Switch		
Volts	Prism 2400 Fan (1 HP)	Prism 4200 Fan (2 HP)


* K1669-10 is 3-phase only.

** K1494-3 for Prism 2400 Stationary Fan 230V, 50Hz

PRODUCT SPECIFICATIONS

Product Name	Product Number	Filter Type	Filter Size ft ² (m ²)	Base Unit H x W x D, in (mm)	Base Unit Net Wt., lb (kg)
Prism Wall Mount (MERV 14 Filter) Single Arm					
Base Unit Single Arm	K1654-4	MERV 14 Cellulose	538 (50)	36 x 32 x 28 (900 x 810 x 730)	90 (41)
w/ Flexible, 10 ft Single Arm One-Pak	K4261-2				—
w/ Flexible, 10 ft Single Arm and Arc Sensor/Lamp Kit One-Pak	K4261-6				—
w/ Flexible, 13 ft Single Arm One-Pak	K4261-3				—
w/ Flexible, 13 ft Single Arm and Arc Sensor/Lamp Kit One-Pak	K4261-14				—
w/ Telescopic 4-6 ft Counter-Weight Single Arm One-Pak	K4261-15				—
w/ Telescopic 4-6 ft Counter-Weight Single Arm and Arc Sensor/Lamp Kit One-Pak	K4261-16				—
w/ Telescopic 5-8 ft Counter-Weight Single Arm One-Pak	K4261-5				—
w/ Telescopic 5-8 ft Counter-Weight Single Arm and Arc Sensor/Lamp Kit One-Pak	K4261-17				—
Prism Wall Mount (MERV 14 Filter) Dual Arm					
Base Unit Dual Arm	K1654-5	MERV 14 Cellulose	538 (50)	36 x 32 x 28 (900 x 810 x 730)	102 (46)
w/ Flexible, 10 ft Dual Arm One-Pak	K4261-8				—
w/ Flexible, 10 ft Dual Arm and Arc Sensor/Lamp Kit One-Pak	K4261-12				—
w/ Flexible, 13 ft Dual Arm One-Pak	K4261-9				—
w/ Flexible, 13 ft Dual Arm and Arc Sensor/Lamp Kit One-Pak	K4261-18				—
w/ Telescopic 4-6 ft Counter-Weight Dual Arm One-Pak	K4261-19				—
w/ Telescopic 4-6 ft Counter-Weight Dual Arm and Arc Sensor/Lamp Kit One-Pak	K4261-20				—
w/ Telescopic 5-8 ft Counter-Weight Dual Arm One-Pak	K4261-11				—
w/ Telescopic 5-8 ft Counter-Weight Single Arm and Arc Sensor/Lamp Kit One-Pak	K4261-21				—
Prism Wall Mount (MERV 16 Filter) Single Arm					
Base Unit Single Arm	K1654-6	MERV 16 NANO Coated Cellulose	538 (50)	36 x 32 x 28 (900 x 810 x 730)	90 (41)
Prism Wall Mount with Mechanized Cleaning (MERV 16 Filter) Single Arm					
Base Unit Single Arm	K3681-1	MERV 16 NANO Coated Cellulose	568 (52)	38 x 34 x 36 (970 x 860 x 910)	270 (122)
w/ Flexible, 10 ft Single Arm & Prism 2400 Fan One-Pak	K4468-1				—
w/ Flexible, 10 ft Single Arm w/ 7 ft. Ext Crane & Prism 4200 Fan One-Pak	K4468-2				—
w/ Flexible, 10 ft Single Arm w/ 14 ft. Ext Crane & Prism 4200 Fan One-Pak	K4468-3				—
w/ Flexible, 10 ft Single Arm w/ Arc Sensor & Prism 2400 Fan One-Pak	K4468-5				—
w/ Flexible, 10 ft Single Arm w/ Arc Sensor, 7 ft Ext Crane & Prism 4200 Fan One-Pak	K4468-6				—
w/ Flexible, 13 ft Single Arm & SF2400 Fan One-Pak	K4468-8				—
w/ Flexible, 13 ft Single Arm w/ 7 ft Ext Crane & Prism 4200 Fan One-Pak	K4468-9				—
w/ Flexible, 13 ft Single Arm w/ 14 ft Ext Crane & Prism 4200 Fan One-Pak	K4468-10				—
w/ Telescopic 5-8 ft Counter-Weight Single Arm & Prism 2400 Fan One-Pak	K4468-13				—
w/ Telescopic 5-8 ft Counter-Weight Single Arm w/Arc Sensor & Prism 2400 Fan One-Pak	K4468-15	—			
Prism Wall Mount with Mechanized Cleaning (MERV 16 Filter) Dual Arm					
Base Unit Dual Arm	K3681-2	MERV 16 NANO Coated Cellulose	568 (52)	38 x 34 x 36 (970 x 860 x 910)	290 (131)
w/ Flexible, 10 ft Dual Arm w Arc Sensor & Prism 2400 Fan One-Pak	K4468-7				—
w/ Flexible, 10 ft Dual Arm One-Pak	K4468-17				—
w/ Flexible, 13 ft Dual Arm & Prism 2400 Fan One-Pak	K4468-11				—
w/ Telescopic 5-8 ft Counter-Weight Dual Arm & Prism 2400 Fan One-Pak	K4468-14				—
w/ Telescopic 5-8 ft Counter-Weight Dual Arm w/Arc Sensor & Prism 2400 Fan One-Pak	K4468-16				—
w/ Flexible, 10 ft Dual Arm w/ 7 ft Ext Crane & Prism 4200 Fan One-Pak	K4468-4				—
w/ Flexible, 13 ft Dual Arm w/ 14 ft Ext Crane & Prism 4200 Fan One-Pak	K4468-12				—



Description	Product #	Qty	Price	Total
 <p data-bbox="50 882 803 1018"><u>Miller Electric Multimatic 255 Multiprocess Welder, TIG Kit & Dual Cyl Rack 951768</u></p>	MIL951768	Each	5,925.00	47,400.00

Prod# MIL951768

QTY 8

Price \$5,925.00

Total \$47,400.00



May 20th 2024

MEMORADUM

TO: FROM:

**MATC Board of Directors
James Genandt, President/CEO
Chris Boxberger, DAP&O**

SUBJECT: Fort Riley/Manhattan Tech Partnership

Background Information

MATC has been in conversations to expand services to soldiers and their families located on the physical property known as the Fort Riley military installation in Geary County. A Memorandum of Understanding (MOU) has been drafted and reviewed by both Executive Administration and the necessary parties at Fort Riley, and is currently with Fort Riley's legal department for review and signatures. Having a physical presence on Fort Riley supports the college's mission and vision while also working towards the President's goal of increasing enrollment and training opportunities in the area. Along with the educational opportunities, Manhattan Tech will be working with the transitional services representative to include programs, such as welding, to Fort Riley's Transition Assistance Program (TAP). Having courses and pathways in both Education and TAP will greatly assist with meeting the regional workforce needs.

Recommendation

The Administration respectfully requests the Board vote to support the continuation of forming this new partnership with the Fort Riley military installation and approve of the attached MOU.

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
UNITED STATES ARMY GARRISON (USAG), FORT RILEY, KANSAS
AND
MANHATTAN AREA TECHNICAL COLLEGE
FOR
EDUCATIONAL SERVICES
IM-W805R0-I 8006-MOU

This is a memorandum of understanding (MOU) between the United States Army Garrison (USAG) Fort Riley and Manhattan Area Technical College (MATC), 3136 Dickens Ave, Manhattan, KS 66503. When referred to collectively, the United States Army Garrison (USAG) Fort Riley and Manhattan Area Technical College are referred to as the "Parties."

1. BACKGROUND: This MOU provides guidelines and procedures for the delivery of educational services to Service Members, DoD Civilian Employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution.

2. PURPOSE: The purpose of this MOU is to recognize the affiliation between Manhattan Area Technical College and the United States Army Garrison, Fort Riley in providing education services.

3. UNDERSTANDING OF THE PARTIES:

3.1. USAG Fort Riley Education Services Officer (ESO) will:

3.1.1. Maintain a continuing liaison with a designated Fort Riley Education Services representative and be responsible for inspections and the acceptance of the Manhattan Area Technical College services.

3.1.2. Provide military and Army culture orientation to the Manhattan Area Technical College representative.

3.1.3. Publicize and promote Manhattan Area Technical College using installation media outlets.

3.1.4. Schedule regular meetings with the Manhattan Area Technical College on-post coordinator to discuss problems, pertinent issues and concerns relating to program operation.

3.1.5. Keep Manhattan Area Technical College apprised of installation policies,

guidelines, and situational conditions.

3.1.6. Provide facilities, adequate classroom space and office space to allow for private conversations to take place between school representative(s) and students.\

3.2. Manhattan Area Technical College will:

3.2.1. Appoint and designate an Institution representative to maintain a continuing liaison with the USAG Fort Riley ESO. Ensure the main campus president, or appointed school liaison participates in an annual meeting with ESO to discuss updates and any policy changes.

3.2.2. Adopt the ArmyIgnitED processes: ArmyIgnitED is the Army Continuing Education System (ACES) centralized and streamlined management system for the Army's postsecondary voluntary education programs. Existing DoD MOU or Tri-Services contracts or other contracts that Institutions may have with military installations and ACES remain in place and should be supplemented with DoD Instruction 1322.25 and AR 625-1.

3.2.3. Comply with the ArmyIgnitED processes for enrollment and invoicing: Vantage Point or ArmyIgnitED Academic Institutions portal (<https://aiportal.army.mil>) is the Army Credentialing and Continuing Education Services for Soldiers (ACCESS) centralized and streamlined management system for the Army's postsecondary voluntary education programs for grades, reports, library references, etc.

3.2.4. Abide by the installation's policies regarding installation and facility access.

3.2.5. Meet installation security requirements for IT access and use.

3.2.6. Abide by installation physical security policies, procedures, and requirements.

3.2.7. Provide only the degree and certificates approved in Attachment A.

3.2.8. Provide no gifts to Army Tuition Assistance recipients (free or reduced educational expenses, access to free or discounted exams and free or discounted training materials and supplies) without the recipient having received a legal review from the Office of the Staff Judge Advocate.

3.2.9. Participate in the planning, resourcing and execution of the Annual

Fort Riley Combined Graduation Ceremony and pay allotted share of all associated costs.

3.2.10. Participate as an active member in the Fort Riley Consortium of colleges by providing a counselor on-site at the education services campus to provide enrollment support to eligible students. All employees will attend scheduled consortium meetings with the ESO.

4. PERSONNEL: Each Party is responsible for all costs of its personnel including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel.

5. GENERAL PROVISIONS:

5.1. POINTS OF CONTACT: The following points of contact (POC) will be used by the Parties to communicate in the implementation of this MOU. Each Party may change its point of contact upon reasonable notice to the other Party.

5.1.1. For the USAG Fort Riley:

5.1.1.1. Catherine S. Vollertsen. Installation Agreement Manager, Catherine.s.voletsen.civ@army.mil, (785) 239-4889.

5.1.1.2. Jimmy L. Neal II, Management Analyst, jimmy.l.neal.civ@army.mil, (785) 239-8672

5.1.1.3. Robert E. Hart, Education Services Officer, Robert.e.hart30.civ@army.mil, (785) 239-3098

5.1.2. For Manhattan Area Technical College:

5.1.2.1. Chris Boxberger, Dean Academic Partnerships & Outreach, Chrisboxberger@manhattantech.edu, (785) 320-4583

5.1.2.2. To Be Determined, Coordinator, TBD@tbd.com (785) 587-2800

5.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOU will be addressed, if to the USAG Fort Riley, to:

5.2.1. Education Services Office, 211 Custer Ave, Fort Riley, Kansas

66442 and, if to Manhattan Area Technical College, to:

3136 Dickens Ave., Manhattan, KS 66503

5.3. FUNDS AND MANPOWER: This MOU does not document nor provide for the exchange of funds or manpower between the Parties, nor does it make any commitment of funds or resources.

5.4. MODIFICATION OF MOU: This MOU may only be modified by the written agreement of the Parties, duly signed by their authorized representative. This MOU will be reviewed annually on or around the anniversary of its effective date, and triennially in its entirety.

5.5. DISPUTES: Any disputes relating to this MOU will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties in accordance with DoDI 4000.19.

5.6. TERMINATION OF UNDERSTANDING: This MOU may be cancelled at any time by either party giving 30 days written notice to the other party. If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, Manhattan Area Technical College may terminate this agreement at the end of its current fiscal year. Manhattan Area Technical College agrees to give written notice of termination to the U.S. Army at least 30 days prior to the end of the Manhattan Area Technical College current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. The U.S. Army shall have the right, at the end of such fiscal year, to take possession of any equipment provided the institution under the MOU. The termination of the MOU pursuant to this paragraph shall not cause any penalty to be charged to any party. Additionally, Institutions currently participating with ArmyIgnitED as a Letter of Instruction (LOI) school may continue to do so at the discretion of Headquarters, ACES.

5.7. TRANSFERABILITY: This MOU is not transferable except with the written consent of the Parties.

5.8. ENTIRE UNDERSTANDING: It is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter.

5.9. EFFECTIVE DATE: This MOU takes effect beginning on the day after the last Party signs.

5.10. EXPIRATION DATE: This MOU expires on 30 June 2029.

APPROVED:

For Manhattan Area Technical College:

For U.S. Army Garrison:

James Genandt, Ph.D
President/CEO
Manhattan Area Technical College

MICHAEL J. FOOTE
COL/ SF
Commanding

(Date)

ATTACHMENT A PROGRAM OFFERINGS

The below listed Manhattan Area Technical College Programs are curriculum approved as on-post programs primarily for the Total Army Family. The following programs are offered either hybrid, face to face, and/or online as needed or requested:

Pre-College Services:

- High School Diploma through GED completion (State of Kansas Diploma)
- English Language Learner for Non-Native English Speakers

College Short-Term Certificate (5-9 Month Completion):

- Allied Health:
 - Certified Nurse Assistant
 - Certified Medication Aide
 - Emergency Medical Technician
 - Phlebotomy
- Business Accounting (Cert. B)
- Business Administrative Assistant (Cert. B)
- Construction Technology (Cert. A &/or Cert. B)
- Critical Environment Technologies (Cert. B)
- Electric Power and Distribution (Cert. C)
- Industrial Engineering Technology (Cert. B)
- Practical Nursing
- Welding Technology (Cert. A &/or Cert. B)

Associate in Applied Sciences (A.A.S.) Degree:

- Applied Science
- Air Conditioning and Refrigeration
- Automotive Technology
- Biomanufacturing
- Business Accounting
- Business Administrative Assistant
- Construction Technology
- Critical Environment Technologies
- Electric Power and Distribution
- Industrial Engineering Technology
- Medical Laboratory Technology
- Nursing
- Welding Technologies

May 20th 2024

MEMORADUM

TO: FROM:

**MATC Board of Directors
James Genandt, President/CEO
Chris Boxberger, DAP&O**

SUBJECT: Geary County/Manhattan Tech Partnership

Background Information

Over the 2023-24 academic year, MATC has been in conversations to expand services to high school students at Geary County Unified School District 475 (USD 475). A Memorandum of Understanding (MOU) and an articulation agreement have been drafted and reviewed by both Executive Administration and the necessary parties at USD 475, and is currently slated to be presented and approved with the district's board of education on June 3rd. The MOU contains both Excel in CTE funded and non-Excel in CTE funded courses; primarily in business and OSHA safety training. The articulation agreement is a new approach authorized by President Genandt to provide quality curriculum to existing high school welding, construction, and automotive technology courses and offer tuition-free credit if the USD 475 student decides to come to Manhattan Tech after their high school graduation in one of the three previously mentioned programs. While the articulation may not provide immediate financial revenue, this will be a new tool in the college's outreach resources to promote increased program enrollment after high school. Working with USD 475 supports the college's mission and vision while also working towards the President's goal of increasing enrollment and training opportunities in the area.

Recommendation

The Administration respectfully requests the Board vote to support the continuation of forming this new partnership with the USD 475 and approve of the attached MOU and articulation agreement.

**MEMORANDUM OF UNDERSTANDING
Concurrent Enrollment Partnership
2024-2025**

In order to provide additional academic opportunities within secondary schools, qualified Geary County Unified School District 475 (USD 475) students may enroll and participate in Concurrent Enrollment Partnership (CEP) Course through Manhattan Area Technical College (MATC). These classes will be made available at the school facility, during the school day, and taught by either USD 475 or MATC instructors as approved by MATC. To ensure academic quality and integrity in the awarding of college credit, this Memorandum of Understanding establishes the procedures for offering college-level learning provided by MATC at secondary school locations. MATC can provide both general education (GE) and career technical education (CTE) courses as part of the CEP program. MATC and USD 475 will use this agreement to provide collaborative career and technical education opportunities towards student achievement.

General Provisions

- MATC and USD 475 will maintain a cooperative agreement to allow such enrollment.
- Academic credit will be granted by the college for course work successfully completed by students and will qualify also as high school credit.
- MATC CEP course work will qualify as credit applicable toward the MATC Associate of Applied Science degree.
- College course offerings will be determined utilizing the course listing of Kansas Board of Regents (KBOR) approved classes. Additional classes will be considered for implementation in response to requests from the school district.
- All mass communications regarding MATC courses sent from the school district to students and/or parents must be approved by the Dean of Academic Partnerships & Outreach prior to circulation.
- MATC GE CEP classes may include students enrolled for secondary and/or post-secondary credit. A class may include students enrolled for secondary credit only, provided those students meet the College placement/prerequisite requirements and do not comprise a majority of the class.
- Revenue from CTE CEP courses funded through Excel in CTE will be distributed between MATC and USD 475 as follows:
 - 75% to USD 475, 25% to MATC for all Excel in CTE approved courses offered on site at USD 475 provided by approved USD 475 instructors. USD 475 will provide necessary documentation, if requested, that funds are used in support of career and technical education programs, with an emphasis on programs connected to MATC through Excel in CTE and/or other means.
 - 25% to USD 475, 75% to MATC for all Excel in CTE approved courses offered on site at USD 475 provided by approved MATC instructors.
- Revenue from concurrent/dual credit courses will be distributed between MATC and USD 475 as follows:
 - The College will pay the instructional fee at the current adjunct faculty rate (\$550/credit hour) to the school district for GE and/or Business (BUS) CEP classes taught by instructor employed by the school district.
- MATC and USD 475 agree to review possible changes on the revenue distribution on a per-program basis if uses/opportunities arise related to program improvements to meet industry standards to strengthen student learning and career readiness.
- Payment is dependent on approved state funding. If this change in funding occurs, the college will notify USD 475 immediately.
- GE CEP courses must have a minimum number of six (6) students enrolled for college credit for the class to run. If a class does not meet this minimum, the school district will have the option of running the class at a renegotiated rate of instructor pay. CTE CEP courses will have no minimum enrollment.
- Students or the school district will be responsible for the purchase of CEP course textbooks.
- Students or the school district will be responsible for applicable course fees associated with CEP courses.
- Students or the school district will pay MATC directly for tuition and fees for their courses. Tuition and fee rates vary by course and program; students are to be directed to the college's website for the most current rates.
- Both parties will advise students of their responsibilities in the learning experience provided by CEP classes and how courses may be transferred in the Regents system. MATC will update the High School Handbook each year and make it available on the MATC website.
- The high school and the College will keep each other informed of changes in CEP students' status.

- All Concurrent Courses at USD 475 are considered Manhattan Tech College courses and will follow college policies and procedures as appropriate, including Accommodation Request.
- Any, and all, student accommodation requests must follow MATC's Accommodation/Support Services procedures as outlined in college catalog. IEPs and 504 Plans in place at the high school level do not automatically grant accommodations.

Curriculum/Content

- Courses offered at CEP high schools have been approved through the MATC curriculum approval process, approved by the Kansas Board of Regents, and apply toward a MATC degree program.
- The course must be taught with the requirements and rigor expected in a college level course. The learning objectives/outcomes identified on the MATC course outline must be followed, and an approved college textbook for the course must be utilized.
- Pre- and post-tests and final exams will be the same as those used on campus. Changes to exams will be approved by the College, but in all cases, the exams must assess the outcomes of the course.
- The appropriate instructional leader and/or designated college faculty member in the discipline will review the class syllabus and may request copies of teaching materials, including handouts, examinations, and written assignments from the high school instructor to assure CEP courses meet or exceed grading standards, course management, instructional delivery, and content of regular on-campus sections. MATC's Dean of Academic Partnerships & Outreach, Dean of Academics, or department lead faculty may be consulted on academic matters.

MATC CEP Faculty

- High school instructors participating in the CEP program must first be recommended by the district. Potential instructors will be provided orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
- MATC administration and/or instructional directors will interview and approve the instructor for concurrent college courses based on MATC's required criteria. All faculty teaching college-level courses shall attain instructional eligibility by meeting the standards established by the Higher Learning Commission through the approval of the college's Chief Academic Officer.
- Instructor evaluations will be administered according to MATC policy and will include, but not be limited to, administrative, student, and self-evaluations. College personnel will notify the high school principal when the administrative evaluation will be conducted and provide, at the principal's request, copies of the college evaluation policy and the instrument that will be used. The college reserves the right to not renew the instructor if evaluation of the instructor is not satisfactory to college standards.
- CEP Instructors will utilize MATC's Canvas Learning Management System (LMS) as the basis for instruction for CEP students, unless otherwise is approved and documented.
- Instructors will develop a class syllabus on MATC's Canvas LMS based on the course learning objectives/outcomes and competencies, utilizing the college syllabus template. A copy of the syllabus must be electronically submitted to the Faculty Resource module on Canvas for approval prior to the first day of class; instructors will review the syllabus with the students the first day of class and will either provide a paper copy of the syllabus or inform the students where they can access the syllabus via Canvas.
- Instructors will provide the following components on their MATC Canvas Page:
 - Welcome & Bio
 - Upload a current syllabus
 - Maintain course grades into the gradebook, unless maintained in MHS Canvas page
- Final grades must be submitted the following Monday of the last day of the course through EXi.matc.net.
- MATC acknowledges that high school faculty are required to use their own system for maintaining attendance and inputting grades.
- Instructors will follow FERPA guidelines regarding the release of any student information. In compliance with FERPA regulations, both entities have legitimate educational interest where the district can disclose student records as requested by the college.
- Instructors will be required to attend the adjunct professional development prior to the beginning of each year they teach, communicate as needed with MATC instructional leaders, and are encouraged to participate in professional development opportunities provided by the College.

**Tentative - Approved Concurrent/Dual Credit Courses at District
Academic Year 2024-25**

Fall 2024

Course Name/Number	Cr. Hrs.	Start Date	End Date	Instructor/Facilitator
ACC 100 Business Accounting*	3	8/2024	12/2024	TBD
ALH 100 Certified Nurse Assistant*	5	8/2024	12/2024	TBD^
ALH xxxx OSHA 10 Healthcare**	1	8/2024	12/2024	Nancy Dettmer
BTR 102 OSHA 10 Construction**	1	8/2024	12/2024	Nancy Dettmer
BUS 111 Personal Finance	3	8/2024	12/2024	TBD
BUS 125 Business Communication	3	8/2024	12/2024	TBD
BUS 159 Principles of Marketing*	3	8/2024	12/2024	TBD
BUS 255 Principles of Management*	3	8/2024	12/2024	TBD
CIS 150 Web Page Applications*	3	8/2024	12/2024	TBD
WLD 1010 Welding OSHA 10 **	1	8/2024	12/2024	Nancy Dettmer

Spring 2025

Course Name/Number	Cr. Hrs.	Start Date	End Date	Instructor/Facilitator
ACC 125 Computerized Accounting*	3	1/2025	5/2025	TBD
ALH 100 Certified Nurse Assistant*	5	8/2024	12/2024	TBD^
ALH xxxx OSHA 10 Healthcare**	1	8/2024	12/2024	Nancy Dettmer
BTR 102 OSHA 10 Construction**	1	1/2025	5/2025	Nancy Dettmer
BUS 111 Personal Finance	3	1/2025	5/2025	TBD
BUS 126 Introduction to Business*	3	1/2025	5/2025	TBD
BUS 159 Principles of Marketing*	3	1/2025	5/2025	TBD
CIS 100 Software Applications	3	1/2025	5/2025	TBD
CIS 150 Web Page Applications*	3	1/2025	5/2025	TBD
WLD 1010 OSHA 10 **	1	1/2025	5/2025	Nancy Dettmer

**Excel in CTE Sponsored Course,*

***Courses delivered through MATC CareerSafe, funding stays with the college, ^ MATC instructor*

Students enrolled in any post-secondary credit bearing courses on college properties are approved for dual-credit consideration per high school approval.

GEARY COUNTY USD 475

Kate Stewart, Director of Secondary Education Date

MANHATTAN AREA TECHNICAL COLLEGE

Chris Boxberger, Dean AP&O Date

Kerri Bellamy, Chief Academic Officer Date



**Manhattan Area Technical College
Articulation Agreement
2024-2025**

THIS AGREEMENT, by and between Geary County USD 475 (USD 475) and Manhattan Area Technical College, Manhattan, Kansas, is made to provide students enrolling in one of the fifteen programs of study the option to earn an Associate of Applied Science degree from Manhattan Area Technical College. It is the intent of the parties that this cooperative effort will enhance the employment opportunities of the students.

NOW, THEREFORE, it is agreed by and between the parties as follows:

The Certificate or A.A.S. Degree may be granted by Manhattan Area Technical College. The awarding is contingent upon the joint operation of the specific program by the two institutions.

Geary County USD 475 will provide the courses, competencies, and objectives as approved by the MATC Board of Directors under the authority of the college's accrediting agency, with no exchanged of reimbursements between or among the institutions.

Manhattan Area Technical College will provide the courses, competencies, and objectives as approved by the MATC Board of Directors under the authority of the college's accrediting agency, with no exchanged of reimbursements between or among the institutions.

Both parties may advertise the programs and will jointly advise the students that this option is available to them.

Courses which have been articulated with Manhattan Area Technical College are designated with an asterisk (*) on Addendum 1. If a student completes these courses offered by USD 475 with a grade of C or better, then he/she will receive articulated college credit for the stated course(s). Students must follow regular admission procedures for admission to MATC and work on a Certificate or A.A.S. Degree.

Students who have completed the secondary component of the program more than two years prior to entering the postsecondary component of the program must have their occupational competency validated with Manhattan Area Technical College. Manhattan Area Technical College will collect the normal graduation fees from the students who earn this degree.

This agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.

Both parties agree to evaluate this program on an annual basis and in the context of student benefits, program efficiency, and effectiveness. This agreement is subject to change following this annual evaluation. The terms of this agreement shall otherwise be effective for on the academic year listed on the accompanying addendum.



The respective parties shall retain ownership in any physical facilities used to provide technical education under this agreement.

This agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5, of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT.

ATTEST:
MANHATTAN AREA TECHNICAL COLLEGE

Dean of Academic Partnerships & Outreach
Manhattan Area Technical College

Date

Chief Academic Officer
Manhattan Area Technical College

Date

ATTEST:
GEARY COUNTY UNIFIED SCHOOL DISTRICT 475

Director of Secondary Education
Unified School District 475

Date

High School Principal
Unified School District 320

Date



Articulation Agreement
Manhattan Area Technical College
Addendum 1
2024-2025

Articulation Agreement		
Geary County USD 475		
High School Courses	Manhattan Area Technical College	Cr. Hr.
Carpentry 1	BTR 106 - Introductory Craft Skills (NCCER CORE)	3
Welding Process 1 & 2	WLD 1001 – Welding Safety	1
	WLD 110 – Welding Metallurgy	1
	WLD 118 – Discontinuities and Defects	1
General Service 1 & 2	AMT 109 – Introduction to Automotive Technology	2

5/28/24

Brief Overview of Key Provisions of the Department of Education’s 2024 Title IX Final Rule*

Provision	2024 Final Rule
<i>Definitions</i> <i>(§ 106.2)</i>	Adds and revises definitions, including complaint, complainant, respondent, and party; confidential employee; disciplinary sanctions; pregnancy or related conditions; relevant; remedies; retaliation and peer retaliation; sex-based harassment; and supportive measures.
<i>Effect of other requirements</i> <i>(§ 106.6)</i>	Clarifies that a recipient must comply with Title IX and the final regulations in the event of a conflict with State law or FERPA, and that Title IX and the final regulations do not override any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person.
<i>Administrative requirements</i> <i>(§ 106.8)</i>	Clarifies requirements for designating a Title IX Coordinator, adopting and publishing nondiscrimination policies and grievance procedures, and providing a notice of nondiscrimination. (§ 106.8(a)–(c)). Clarifies which individuals a recipient must train on Title IX and provides requirements for such training, which vary based on an individual’s role. (§ 106.8(d)). Requires a recipient to protect the rights of parties who are students with disabilities. (§ 106.8(e)). Clarifies which records a recipient must maintain for at least seven years. (§ 106.8(f)).
<i>Scope of sex discrimination</i> <i>(§§ 106.2, 106.10)</i>	Clarifies that sex discrimination includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. (§ 106.10). Also clarifies that sex-based harassment includes harassment on these bases and further clarifies when sex-based harassment creates a hostile environment. (§ 106.2).
<i>Application of Title IX</i> <i>(§ 106.11)</i>	Clarifies that Title IX applies to all sex discrimination occurring under a recipient’s education program or activity in the United States and provides additional detail about what conduct is covered. Also clarifies that a recipient has an obligation to address a sex-based hostile environment under its education program or activity even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient’s education program or activity or outside the United States.
<i>Sex separation and different treatment</i> <i>(§ 106.31(a)(2))</i>	Clarifies that a recipient must not separate or treat any person differently based on sex in a manner that subjects them to more than de minimis harm, except in the limited specified circumstances permitted by Title IX. Recognizes that preventing a person from participating in a recipient’s education program or activity consistent with their gender identity subjects that person to more than de minimis harm.
<i>Parental, family, or marital status; pregnancy or related conditions</i> <i>(§§ 106.21(c), 106.40, 106.57)</i>	Prohibits a recipient from treating students, employees, or applicants differently based on sex in connection with parental, family, or marital status. (§§ 106.21(c), 106.40, 106.57). Prohibits discrimination against students, employees, or applicants, based on pregnancy or related conditions, and requires recipients to take actions to prevent sex discrimination and ensure equal access to the recipient’s education program or activity, such as by providing reasonable modifications for students, reasonable break time for lactation for employees, and lactation space for students and employees. (§§ 106.40(b)(3) and 106.57(e)). Prohibits schools from requiring documentation from students to obtain reasonable modifications or other actions unless such documentation is necessary and reasonable.

* The final regulations make amendments to 34 C.F.R. 106.1 et seq. For a more complete explanation of the final regulations, please see the Department’s 2024 Notice of Final Rule on Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, which is available [here](#).

	(§ 106.40(b)(3)(vi)). Clarifies a recipient’s obligations to inform students of rights related to pregnancy or related conditions. (§ 106.40(b)(2) and (b)(3)(i)).
(§ 106.44)	Sets out the steps a recipient must require its Title IX Coordinator to take when the recipient has knowledge of conduct that reasonably may constitute sex discrimination, including offering and coordinating supportive measures, when to initiate a complaint, and taking prompt and effective action to end sex discrimination and prevent its recurrence. This provision also permits a recipient to offer an informal resolution process except where a complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or if such a process would conflict with Federal, State, or local law. In addition, this provision prohibits a recipient from disclosing personally identifiable information obtained while complying with this part, except in limited circumstances.
<i>Grievance procedures for all sex discrimination complaints</i> (§ 106.45)	Requires grievance procedures for all sex discrimination complaints that include the following requirements: <ul style="list-style-type: none"> • Equitable treatment of complainants and respondents. (§ 106.45(b)(1)). • Conflict-of-interest and bias-free Title IX Coordinators, investigators, and decisionmakers. (§ 106.45(b)(2)). • Presumption that the respondent is not responsible until a determination is made. (§ 106.45(b)(3)). • Reasonably prompt timeframes for all major stages. (§ 106.45(b)(4)). • Reasonable steps to protect privacy of parties and witnesses during the grievance procedures. (§ 106.45(b)(5)). • Objective evaluation of relevant evidence and the exclusion of impermissible evidence. (§ 106.45(b)(6)–(7)). • If a recipient adopts procedures that apply to the resolution of only some complaints, articulate principles for how the recipient will determine which procedures apply. (§ 106.45(b)(8)). • Notice of allegations to the parties. (§ 106.45(c)). • Permitted dismissals in certain circumstances so long as the recipient offers an appeal and, as appropriate, supportive measures, and takes other steps to ensure sex discrimination does not continue or recur. (§ 106.45(d)). • Permitted consolidation of complaints in certain circumstances. (§ 106.45(e)). • Burden on the recipient to gather evidence and decide what is relevant or impermissible. (§ 106.45(f)(1), (3)). • Equal opportunity for the parties to present fact witnesses and other evidence. (§ 106.45(f)(2)). • Equal opportunity for the parties to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence (and if the recipient provides access to a description, it must provide access to the underlying evidence upon the request of any party); a reasonable opportunity to respond; and a requirement that the recipient take reasonable steps to prevent and address unauthorized disclosures. (§ 106.45(f)(4)). • A process for assessing credibility when credibility is in dispute and relevant. (§ 106.45(g)). • Use of a preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the clear and convincing evidence standard is used in all other comparable proceedings, in which case that standard may be used. (§ 106.45(h)). • If it is determined that sex discrimination occurred, remedies for the complainant or others; disciplinary sanctions for those found responsible; and other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur. (§ 106.45(h)(3)).

	<ul style="list-style-type: none"> • An appeal process that is at least the same as that offered in comparable proceedings. (§ 106.45(i)). • Equal application of any additional provisions to the parties. (§ 106.45(j)). • The option for parties to participate in informal resolution processes, if available. (§ 106.45(k)).
<p><i>Additional requirements for grievance procedures for sex-based harassment complaints involving a postsecondary student (§ 106.46)</i></p>	<p>Requires a postsecondary institution’s grievance procedures to include the § 106.45 requirements, as well as additional requirements for sex-based harassment complaints involving a student party that include the following:</p> <ul style="list-style-type: none"> • Written notice to the parties of allegations, dismissal, delays, meetings, and proceedings. (§ 106.46(c)–(e)). • Equal opportunity for each party to have an advisor of the party’s choice. (§ 106.46(e)(2)). • Equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative written report (and if the institution provides access to an investigative report, it must provide access to the underlying evidence upon the request of any party); a reasonable opportunity to respond; and a requirement that the recipient take reasonable steps to prevent and address unauthorized disclosures. (§ 106.46(e)(6)). • A process for assessing credibility when credibility is in dispute and relevant, including questioning a party or witness during individual meetings or in a live hearing. (§ 106.46(f)). • Where a recipient opts to provide a live hearing, procedures for such a hearing. (§ 106.46(g)). • Written determination provided simultaneously to the parties. (§ 106.46(h)). • An opportunity to appeal a determination. (§ 106.46(i)).
<p><i>Retaliation (§ 106.71)</i></p>	<p>Clarifies that a recipient must prohibit retaliation, including peer retaliation, and must respond to conduct that reasonably may constitute retaliation using the same procedures it uses for other forms of sex discrimination. (§ 106.71).</p>

Summary of Key Provisions of the Department of Education’s 2024 Title IX Final Rule*

This chart summarizes the major provisions of the 2024 amendments and also summarizes how these provisions differ from the 2020 amendments. The 2020 amendments remain operative and binding until the new regulations go into effect on August 1, 2024.

Issue	2024 Final Rule
<i>Clarifying Scope of Sex Discrimination</i> <i>(§ 106.10)</i>	The final regulations clarify that sex discrimination includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
<i>Defining Sex-Based Harassment</i> <i>(§ 106.2)</i>	<p>Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the bases described in § 106.10, when it takes the form of:</p> <ul style="list-style-type: none"> • quid pro quo harassment (e.g., when an employee conditions a benefit on a person’s participation in unwelcome sexual conduct); • specific offenses (e.g., sexual assault, dating violence, domestic violence, and stalking); and/or • hostile environment harassment. <p>The final regulations define hostile environment harassment as unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the recipient’s[†] education program or activity.</p> <p><i>The 2020 amendments,[‡] at § 106.30(a), cover sexual harassment, but do not address other forms of sex-based harassment and prohibit unwelcome sex-based conduct only if it is “so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity.”</i></p>
<i>Addressing All Sex Discrimination Occurring Under the Recipient’s Program or Activity in the United States</i> <i>(§ 106.11)</i>	<p>Title IX requires a recipient to address all sex discrimination occurring under its education program or activity in the United States. Under the final regulations, conduct that occurs under a recipient’s education program or activity includes, but is not limited to:</p> <ul style="list-style-type: none"> • Conduct that occurs in any building owned or controlled by a student organization that is officially recognized by a postsecondary institution; and • Conduct that is subject to the recipient’s disciplinary authority.

* The final regulations make amendments to 34 C.F.R. 106.1 et seq. For a more complete explanation of the final regulations, please see the Department’s 2024 Notice of Final Rule on Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, which is available [here](#).

[†] A recipient is an elementary school, secondary school, postsecondary institution, or other entity that operates an education program or activity and receives Federal funds from the Department.

[‡] “2020 amendments” refers to provisions in the Title IX regulations that were amended in 2020.

	<p>Under the final regulations, a recipient is required to address a sex-based hostile environment in its education program or activity in the United States, even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient’s education program or activity or outside the United States.</p> <p><i>The 2020 amendments, at § 106.44(a) do not address a recipient’s obligation to address a sex-based hostile environment in its education program or activity in the United States, even where some conduct contributing to the hostile environment may have occurred outside of the recipient’s education program or activity, or outside of the United States.</i></p>
<p>Responding to Sex Discrimination (§ 106.44(a))</p>	<p>A recipient with knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity must respond promptly and effectively. (§ 106.44(a)(1)).</p> <p>A recipient must also take the actions outlined in § 106.44(b)–(k) to address sex discrimination in its education program or activity. (§ 106.44(a)(2)).</p> <p><i>The 2020 amendments, at §§ 106.30(a) and 106.44(a), require a recipient to respond only when it has “actual knowledge” of allegations of “sexual harassment,” and only in a manner that is not deliberately indifferent. The 2020 amendments provide that postsecondary institutions have “actual knowledge” when the Title IX Coordinator and employees with authority to institute corrective measures have notice of allegations of sexual harassment, while elementary schools and secondary schools have “actual knowledge” when any employee has notice of such allegations.</i></p>
<p>Ensuring Recipients Learn of Possible Sex Discrimination (§ 106.44(c))</p>	<p>The final regulations obligate a recipient to require certain employees to notify the Title IX Coordinator when the employees have information about conduct that reasonably may constitute sex discrimination. This ensures that a recipient learns of possible sex discrimination so it can operate its education program or activity free from prohibited sex discrimination as Title IX requires.</p> <ul style="list-style-type: none"> • Any non-confidential employee at an elementary school or secondary school is obligated to notify the Title IX Coordinator. (§ 106.44(c)(1)). (Please note that elementary school and secondary school employees may have additional obligations under Federal, State, or local law to report sex-based misconduct.) • Any non-confidential employee at a postsecondary institution or other recipient who either has authority to take corrective action on behalf of the recipient or has responsibility for administrative leadership, teaching, or advising in the recipient’s education program or activity is obligated to notify the Title IX Coordinator. (§ 106.44(c)(2)(i)). • All other non-confidential employees at a postsecondary institution or other recipient are obligated to either notify the Title IX Coordinator or provide the contact information of the Title IX Coordinator and

	<p>information about how to make a complaint of sex discrimination to any person who provides the employee with information about conduct that reasonably may constitute sex discrimination. (§ 106.44(c)(2)(ii)).</p> <p>Under the final regulations, a recipient must also require its Title IX Coordinator to monitor the recipient’s education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination and take steps reasonably calculated to address such barriers. (§ 106.44(b)).</p> <p><i>The 2020 amendments, at §§ 106.30(a) and 106.44(a), require a recipient to respond only when it has “actual knowledge” of allegations of “sexual harassment,” and only in a manner that is not deliberately indifferent. The 2020 amendments provide that postsecondary institutions have “actual knowledge” when the Title IX Coordinator and employees with authority to institute corrective measures have notice of allegations of sexual harassment, while elementary schools and secondary schools have “actual knowledge” when any employee has notice of such allegations.</i></p>
<p><i>Respecting Complainant Autonomy (§§ 106.2, 106.8(d), 106.44(c), (d), (f), 106.45(a)(2))</i></p>	<p>To ensure that a recipient’s education program or activity is free from sex discrimination while also respecting complainant autonomy, the final regulations require a recipient to provide clear information and training (§ 106.8(d)) on when their employees must notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination (§ 106.44(c)) and how students can seek confidential assistance (§ 106.44(d)) or make a complaint of sex discrimination requiring the recipient to initiate its grievance procedures. (§ 106.45(a)(2)).</p> <p>The final regulations identify three categories of confidential employees who are not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination. Instead, these employees must provide information to anyone who informs the confidential employee of conduct that reasonably may constitute sex discrimination about their status as confidential for purposes of Title IX, how to contact the Title IX Coordinator, how to make a complaint, and how the Title IX Coordinator can help. (§§ 106.2 and 106.44(d)).</p> <p>A complainant is also protected in their right to make a complaint about sex discrimination they experienced even if they have chosen to leave the recipient’s education program or activity as a result of that discrimination or for other reasons. (§§ 106.2 and 106.45(a)(2)).</p> <p>In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX Coordinator may initiate a complaint only if the conduct presents an imminent and serious threat to someone’s health or safety or prevents the recipient from ensuring equal access based on sex to its education program or activity. (§ 106.44(f)(1)(v)–(vi)).</p> <p>Together, these requirements in the final regulations ensure that:</p>

	<ul style="list-style-type: none"> • Employees and students have information about the role of a recipient’s confidential employees and how to contact them. • Employees and students at elementary schools and secondary schools know that all non-confidential employees must notify the Title IX Coordinator of conduct that reasonably may constitute sex discrimination. • Employees and students at postsecondary institutions know that certain non-confidential employees have a duty to notify the Title IX Coordinator of conduct that reasonably may constitute sex discrimination and other employees, including confidential employees and certain non-confidential employees, must, at a minimum, explain to anyone who reports conduct that may reasonably constitute sex discrimination how to contact the recipient’s Title IX Coordinator and make a complaint. • Students (and parents, guardians, and other authorized legal representatives of elementary and secondary school students) know how to make a complaint to initiate a recipient’s grievance procedures, and also how to seek information about supportive measures and other resources without making a complaint. • A recipient knows to honor a complainant’s request not to proceed with a complaint investigation unless the Title IX Coordinator makes a fact-specific determination that the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the recipient from ensuring equal access based on sex to its education program or activity. <p><i>The 2020 amendments, at § 106.30(a), provide that the decision to file a complaint of sexual harassment is for the complainant or Title IX Coordinator to make, depending on the circumstances. The 2020 amendments do not permit former students or employees who are not participating or attempting to participate in the recipient’s education program or activity to file complaints of sexual harassment. The 2020 amendments do not address confidential employees.</i></p>
<p><i>Title IX Coordinator Response to Sex Discrimination (§ 106.44(f)–(g))</i></p>	<p>Under the final regulations, a recipient with knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity must respond promptly and effectively. The final regulations provide that a recipient must require its Title IX Coordinator (or a designee) to take the following actions upon being notified of conduct that reasonably may constitute sex discrimination:</p> <ul style="list-style-type: none"> • Treat the complainant and respondent equitably. (§ 106.44(f)(1)(i)). • Offer and coordinate supportive measures, as appropriate, for the complainant. If the recipient has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures as appropriate, for the respondent. (§ 106.44(f)(1)(ii)). • Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(A)). • If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(B)).

	<ul style="list-style-type: none"> • In response to a complaint, initiate the recipient’s grievance procedures or informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iv)). • In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, eight listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the recipient from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint. (§ 106.44(f)(1)(v)). • If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant’s safety or the safety of others. (§ 106.44(f)(1)(vi)) • Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the recipient’s education program or activity, in addition to providing remedies to an individual complainant. (§ 106.44(f)(1)(vii)). <p>The final regulations require a recipient to offer and coordinate supportive measures for the parties as appropriate to restore or preserve each person’s access to the recipient’s education program or activity or provide support during the recipient’s grievance procedures or during the informal resolution process. Supportive measures cannot be unreasonably burdensome to a party and cannot be imposed for punitive or disciplinary reasons. Supportive measures may include, for example, counseling, extension of deadlines, restrictions on contact applied to one or more parties, and changes in class, work, or housing. (§ 106.44(g)).</p> <p><i>The 2020 amendments, at § 106.44(a), require a recipient to treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process that complies with § 106.45 before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.</i></p> <p><i>The 2020 amendments, at §§ 106.30(a) and 106.44(a), only require the Title IX Coordinator to contact the complainant regarding supportive measures.</i></p> <p><i>The 2020 amendments, at § 106.30(a), permit the Title IX Coordinator to file a formal complaint.</i></p> <p><i>The 2020 amendments, at § 106.45(b)(9), permit an informal resolution process only if a formal complaint alleging sexual harassment has been filed.</i></p>
<p><i>Informal Resolution</i> <i>(§ 106.44(k))</i></p>	<p>The final regulations permit a recipient to offer an informal resolution process if appropriate whenever it receives a complaint of sex discrimination or has information about conduct that reasonably may constitute sex discrimination.</p> <ul style="list-style-type: none"> • Participation in informal resolution must be voluntary.

	<ul style="list-style-type: none"> • Informal resolution is not permitted in situations in which an employee allegedly engaged in sex-based harassment of an elementary school or secondary school student or if such a process would conflict with Federal, State, or local law. <p><i>The 2020 amendments, at § 106.45(b)(9), permit informal resolution only if a formal complaint alleging sexual harassment has been filed.</i></p>
<p><i>Grievance Procedures for All Sex Discrimination Complaints under Title IX (§ 106.45)</i></p>	<p>Since 1975, the Title IX regulations have required a recipient to adopt and publish grievance procedures that provide for the prompt and equitable resolution of sex discrimination complaints. The final regulations modify requirements for grievance procedures for complaints of sexual harassment set out in the 2020 amendments and apply them to all complaints of sex discrimination with specific changes that take into account the age, maturity, and level of independence of students in various educational settings, the particular contexts of employees and persons other than students or employees, and the need to ensure that a recipient’s grievance procedures include basic and essential requirements for fairness and reliability for all parties.</p> <p>Under the final regulations, all recipients are required to adopt grievance procedures in writing (§ 106.45(a)(1)) that incorporate the requirements of § 106.45, including the following:</p> <ul style="list-style-type: none"> • General requirements: <ul style="list-style-type: none"> ○ Equitable treatment of complainants and respondents. (§ 106.45(b)(1)). ○ Title IX Coordinator, investigators, and decisionmakers must not have conflicts of interest or bias. As long as a recipient ensures there is no conflict of interest or bias, a decisionmaker may be the same person as the Title IX Coordinator or investigator. (§ 106.45(b)(2)). ○ Presumption that the respondent is not responsible for the alleged conduct until a determination whether sex discrimination occurred is made at the conclusion of the recipient’s grievance procedures. (§ 106.45(b)(3)). ○ Reasonably prompt timeframes for all major stages. (§ 106.45(b)(4)). ○ Reasonable steps to protect privacy of parties and witnesses. (§ 106.45(b)(5)). ○ Objective evaluation of all relevant and not otherwise impermissible evidence. (§ 106.45(b)(6)). ○ Exclusion of three types of evidence as impermissible. (§ 106.45(b)(7)). ○ If a recipient adopts grievance procedures that apply to the resolution of some, but not all complaints, articulate consistent principles for how the recipient will determine which procedures apply. (§ 106.45(b)(8)). • Notice of allegations to the parties. (§ 106.45(c)). • Dismissals permitted in certain circumstances, but not required, as long as the recipient offers an appeal and, as appropriate, supportive measures and takes other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur. (§ 106.45(d)). • Consolidation permitted for complaints arising out of the same facts or circumstances. (§ 106.45(e)).

- Investigation requirements: (§ 106.45(f)).
 - Burden is on the recipient to gather sufficient evidence. (§ 106.45(f)(1)).
 - Equal opportunity for all parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. (§ 106.45(f)(2)).
 - Determination of what evidence is relevant and what evidence is impermissible. (§ 106.45(f)(3)).
 - Equal opportunity for parties to access relevant and not otherwise impermissible evidence or an accurate description of this evidence—and if the recipient provides a description, the parties may request and then must receive access to the relevant and not otherwise impermissible evidence. (§ 106.45(f)(4)).
 - Reasonable opportunity for the parties to respond to the evidence.
 - Reasonable steps to prevent and address the parties’ unauthorized disclosure of information and evidence obtained solely through the grievance procedures.
- A process that enables the decisionmaker to question parties and witnesses to adequately assess a party’s or witness’s credibility when credibility is in dispute and relevant. (§ 106.45(g)).
- Clear processes for the determination of whether sex discrimination occurred, including:
 - Determining whether sex discrimination occurred using the preponderance of the evidence standard of proof, unless the clear and convincing evidence standard is used in all other comparable proceedings, including other discrimination complaints, in which case that standard may be used in determining whether sex discrimination occurred. (§ 106.45(h)(1)).
 - Notifying parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable. (§ 106.45(h)(2)).
 - When there is a determination that sex discrimination occurred, requiring the Title IX Coordinator to coordinate the provision and implementation of remedies for the complainant or others whose access to the recipient’s education program or activity has been limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, and requiring the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the recipient’s education program or activity. (§ 106.45(h)(3)).
 - Not imposing any disciplinary sanctions against a respondent until the grievance procedures are completed. (§ 106.45(h)(4)).
 - Not disciplining a party, witness, or other participant for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred. (§ 106.45(h)(5)).
- An appeal process that, at a minimum, is the same as the recipient offers in all other comparable proceedings, if any, including proceedings relating to other discrimination complaints. (§ 106.45(i))
- Parties are permitted to choose to participate in an informal resolution process if one is provided by the recipient. (§ 106.45(k)).

	<ul style="list-style-type: none"> • For sex-based harassment complaints, the grievance procedures must describe the range of possible supportive measures and list, or describe the range of, possible disciplinary sanctions and remedies. (§ 106.45(1)). <p>A recipient may adopt additional provisions in its grievance procedures as long as the provisions apply equally to the parties. (§ 106.45(j)).</p> <p><i>The 2020 amendments, at § 106.45, include specific requirements for grievance procedures for complaints of sexual harassment that apply to all recipients (except that live hearings and cross-examination by a party’s advisor are required only for postsecondary institutions).</i></p>
<p><i>Additional Requirements for Grievance Procedures for Sex-Based Harassment Complaints Involving a Postsecondary Student (§ 106.46)</i></p>	<p>A postsecondary institution’s written grievance procedures for prompt and equitable resolution of complaints of sex-based harassment involving a student party must incorporate all of the requirements of § 106.45 and the following additional requirements set forth in § 106.46:</p> <ul style="list-style-type: none"> • Written notice informing the parties of allegations, dismissals, delays, meetings, and proceedings. (§ 106.46(c), (d), (e)(1), and (e)(5)). • Equal opportunity to have an advisor of the party’s choice at any meeting or proceeding. (§ 106.46(e)(2)). • Same opportunities, if any, to have persons other than the advisor present at any meeting or proceeding. (§ 106.46(e)(3)). • Permitting, but not requiring, an institution to allow expert witnesses, as long as the determination applies equally to the parties. (§ 106.46(e)(4)). • Reasonable extension of timeframes on a case-by-case basis for good cause with written notice to the parties, including the reason for the delay. (§ 106.46(e)(5)). • Equal opportunity to access relevant and not otherwise impermissible evidence or a written report summarizing the evidence—and if the institution provides access to an investigative report, the parties may request and then must receive access to the relevant and not otherwise impermissible evidence. (§ 106.46(e)(6)). <ul style="list-style-type: none"> ○ Reasonable opportunity for the parties to respond to the evidence. ○ Reasonable steps to prevent and address the parties’ and their advisors’ unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures. • A process enabling the decisionmaker to question parties and witnesses to adequately assess a party’s or witness’s credibility when credibility is in dispute and relevant: <ul style="list-style-type: none"> ○ When a postsecondary institution chooses not to conduct a live hearing that includes: (1) allowing the investigator or decisionmaker to ask relevant and not otherwise impermissible questions during individual meetings with a party or witness; (2) allowing each party to propose relevant and not otherwise impermissible questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker or investigator during individual meetings, including follow-

	<p>up meetings; and (3) providing each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions. (§ 106.46(f)(1)(i)).</p> <ul style="list-style-type: none"> ○ When a postsecondary institution chooses to conduct a live hearing, that includes: (1) allowing the decisionmaker to ask relevant and not otherwise impermissible questions during the live hearing, and (2) allowing each party to propose relevant and not otherwise impermissible questions that the party wants asked of any party or witness and have those questions asked during the live hearing by the decisionmaker or allowing an advisor for each party to ask relevant and not otherwise impermissible questions of other parties and any witnesses during the live hearing. (§ 106.46(f)(1)(ii)). ● Permitting, but not requiring, a live hearing. When a live hearing is provided, a recipient must allow the parties, on request, to participate from separate locations using technology and create an audio or audiovisual recording, or transcript of any live hearing and make it available to the parties for inspection and review. (§ 106.46(g)). ● Prohibiting questions that are unclear or harassing of the party being questioned. (§ 106.46(f)(3)). ● Permitting a decisionmaker to weigh the credibility of a party or witness, including when a party or witness refuses to respond to relevant and permissible questions. Not permitting a decisionmaker to draw an inference about whether sex-based harassment occurred based solely on a party’s or witness’s refusal to respond to relevant and permissible questions. (§ 106.46(f)(4)). ● Simultaneously providing written notice to the parties of the determination that includes a description of the allegations, information about the policies and procedures used to evaluate the allegations, the decisionmaker’s evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred, disciplinary sanctions and remedies if relevant, and information about appeal procedures. (§ 106.46(h)). ● An opportunity to appeal a dismissal or determination based on procedural irregularity that would change the outcome, new evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made, and conflict of interest or bias, as well as any other bases offered equally to the parties by the recipient. (§ 106.46(i)). <p><i>The 2020 amendments, at § 106.45, include many of these requirements for all recipients, but only for complaints of sexual harassment. Under the 2020 amendments, live hearings are optional for non-postsecondary institution recipients, and postsecondary institutions are required to use a live hearing with cross-examination by a party’s advisor for all sexual harassment complaints.</i></p>
<p>Retaliation (§§ 106.2, 106.71)</p>	<p>The final regulations require a recipient to prohibit retaliation, including peer retaliation, and respond to information and complaints involving conduct that reasonably may constitute retaliation using the same procedures it uses for other forms of sex discrimination. (§ 106.71).</p>

	<ul style="list-style-type: none"> • Retaliation is defined as intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient’s education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or the regulations, or because the person has reported possible sex discrimination, made a sex-discrimination complaint, or participated or refused to participate in any way in a recipient’s Title IX process. (§ 106.2). • Peer retaliation, which is defined as retaliation by one student against another student, is also prohibited. (§ 106.2). • The final regulations clarify that nothing in the regulations precludes a recipient from requiring an employee or other person authorized by a recipient to provide aid, benefit, or service under the recipient’s education program or activity to participate as a witness in, or otherwise assist with, a Title IX investigation, proceeding, or hearing. (§ 106.2). <p><i>The 2020 amendments, at § 106.71, prohibit retaliation; they do not include definitions of either “retaliation” or “peer retaliation.”</i></p>
<p><i>Discrimination Based on Pregnancy or Related Conditions</i> <i>(§§ 106.2, 106.21(c), 106.40, 106.51(b)(6), 106.57)</i></p>	<p>Since 1975, the Title IX regulations have required that recipients not discriminate based on pregnancy or related conditions, including childbirth, termination of pregnancy, and recovery. The final regulations update these existing protections and clarify that a recipient must protect students, employees, and applicants from discrimination based on pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or recovery (§ 106.2), including by providing reasonable modifications for students, (§ 106.40(b)(3)(ii)), reasonable break time for employees for lactation (§ 106.57(e)(1)), and a clean, private lactation space for both students and employees (§§ 106.40(b)(3)(v) and 106.57(e)(2)).</p> <p>The final regulations also update and clarify Title IX’s longstanding prohibition on treating parents differently on the basis of sex, including by defining “parental status” to include, <i>e.g.</i>, adoptive parents or stepparents, or legal guardians. (§ 106.2).</p> <p>Under the final regulations, a recipient is required to ensure that when a student (or a student’s parent or other legal representative) informs a recipient’s employee of the student’s pregnancy or related conditions, the employee provides that person with the Title IX Coordinator’s contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student’s equal access to the education program or activity. (§ 106.40(b)(2)).</p> <p>Once a student or the student’s representative notifies the Title IX Coordinator, the recipient must:</p>

	<ul style="list-style-type: none"> • Inform the student of the recipient’s obligations to students who are pregnant or experiencing pregnancy-related conditions and restrictions on recipient disclosure of personal information, as well as provide the recipient’s notice of nondiscrimination. (§ 106.40(b)(3)(i)). • Provide the student with the option of individualized, reasonable modifications as needed to prevent discrimination and ensure equal access to the recipient’s education program or activity. (§ 106.40(b)(3)(ii)). • Allow the student a voluntary leave of absence for, at minimum, the medically necessary time period and reinstatement upon return. (§ 106.40(b)(3)(iv)). • Ensure the student’s access to a clean, private space for lactation. (§ 106.40(b)(3)(v)). <p>A recipient must not require supporting documentation from a student unless doing so is necessary and reasonable. For example, a recipient must not require documentation when it has already been provided or relates to lactation needs; the need is obvious or one of various routine and simple modifications set forth in § 106.40(b)(3)(vi); or when modifications, leave, or other steps under § 106.40(b)(3)(ii)–(vi) are available to students for non-pregnancy related reasons without submitting supporting documentation. (§ 106.40(b)(3)(vi)).</p> <p>A recipient is required to provide its employees with reasonable break time for lactation and ensure they can access a clean and private lactation space. (§ 106.57(e)(1)–(2)).</p> <p><i>The regulations promulgated in 1975, at §§ 106.21(c)(2), 106.40(b), and 106.57(b), prohibit discrimination against students, employees, and applicants based on pregnancy, childbirth, termination of pregnancy, and recovery. The 1975 regulations, at §§ 106.21(c)(1), 106.40(a), and 106.57(a), also prohibit a recipient from adopting rules that treat parents differently on the basis of sex.</i></p>
<p><i>General Prohibition on More than De Minimis Harm; Application to Policies and Practices that Prevent Participation Consistent with Gender Identity</i> <i>(§ 106.31(a)(2))</i></p>	<p>The final regulations prohibit a recipient from separating or treating any person differently based on sex in a manner that subjects that person to more than de minimis harm, except in the limited circumstances where the statute allows otherwise, such as in the context of sex-separate living facilities and sex-separate athletic teams.</p> <p>The final regulations clarify that policies and practices that prevent a student from participating in a recipient’s education program or activity consistent with their gender identity impose more than de minimis harm on that student on the basis of sex, and therefore generally violate Title IX’s nondiscrimination mandate.</p> <p>The Department intends to issue a separate final rule to address Title IX’s application to sex-separate athletic teams.</p>

Prohibition on Disclosure of Personally Identifiable Information (§ 106.44(j))

The final regulations prohibit a recipient from disclosing personally identifiable information obtained in the course of complying with Title IX, with limited exceptions, such as when the recipient has prior written consent or when the information is disclosed to the parent of a minor.

The 2020 amendments, at § 106.71(a), included a narrower provision that prohibited a recipient from disclosing only the identity of certain individuals participating in a Title IX grievance procedure, with limited exceptions.



Institution Event Summary

Manhattan Area Technical College – 2145

Contact Information

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Chief Executive Officer:

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Accreditation Liaison Officer:

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Review Information

Review Type: Mid-Cycle Review

Is Reaffirmation: No

Materials Due: 09/16/2024

Pathway and Year: Standard Pathway Year 3

Review Dates: 10/14/2024 - 10/15/2024

Review Description:

Additional Review Components:

Team Information

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Ethnicity: White

Gender: Female

Preferred Pronoun: She/Her/Hers

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
Ph.D. - Doctor of Philosophy	New Mexico State University	2012	English	Rhetoric and Professional Communication
M.A. - Master of Arts	University of Utah	1990	Modern Languages	Linguistics/TESOL
B.A. - Bachelor of Arts	University of Utah	1988	Modern Languages	Russian

Higher Education Employment

Institution	Title	Start Date	End Date
Eastern Arizona College	Vice President for Academic and Student Affairs	07/16/2020	

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
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Reviewer: Matthew R. Gotschall

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Ethnicity: White

Gender: Male

Preferred Pronoun: He/Him/His

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
Ph.D. - Doctor of Philosophy	University of Nebraska-Lincoln	2003	Higher Education	Education Leadership & Administration
M.S. - Master of Science	University of Nebraska-Lincoln	1990	Education - Secondary	Agriculture Education
B.S. - Bachelor of Science	University of Nebraska-Lincoln	1989	Agriculture; Education - Secondary	Agriculture Education

Higher Education Employment

Institution	Title	Start Date	End Date
Central Community College	College President	01/01/2018	
Central Community College	Platte Campus President	01/01/2000	12/31/2017
Barton County Community College	Agriculture Faculty & Administrator	01/01/1991	01/01/1999

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
Barton County Community College	Agriculture, General		

Reviewer: Emily Ramage

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Email: cramage@lakelandcollege.edu

Ethnicity: White

Gender: Female

Preferred Pronoun: She/Her/Hers

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
M.A. - Master of Arts	Eastern Illinois University	2007	English; Literature	
B.A. - Bachelor of Arts	Southern Illinois University Carbondale	1996	Education; Education - Curriculum and Instruction; Education - Elementary	
A.A. - Associate of Arts	Kaskaskia College	1993	Liberal Arts	

Higher Education Employment

Institution	Title	Start Date	End Date
Strayer University	Adjunct Instructor	01/04/2010	03/31/2014
Lake Land College	Dean of Academic Operations	01/21/2008	
Lake Land College	Adjunct Instructor	01/14/2008	
Eastern Illinois University	Presidential Graduate Assistant	08/01/2006	05/18/2007

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
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Reviewer: Albert S. Rubenstein

Professor of Biology (retired)
Ivy Tech Community College of Indiana
Indianapolis, Indiana

Email: arubenstein41@gmail.com

Ethnicity: White

Gender: Male

Preferred Pronoun: He/Him/His

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
Ph.D. - Doctor of Philosophy	The University of Tennessee - Knoxville	1973	Allied Health; Biology; Chemistry; Human Development; Medicine; Natural Science	Microbiology/Pathology
M.S. - Master of Science	University of Memphis	1969	Biology	

Higher Education Employment

Institution	Title	Start Date	End Date
Ivy Tech Community College of Indiana	Professor of Biology (retired)	08/17/2021	
Ivy Tech Community College of Indiana	Professor of Biology	08/09/2004	08/20/2021

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
Ivy Tech Community College of Indiana	Biology/Biological Sciences, General		

Reviewer: Karen Schmitt

Vice President of Academic Affairs
Blackhawk Technical College
Janesville, Wisconsin

Email: kschmitt3@blackhawk.edu

Ethnicity: White

Gender: Female

Preferred Pronoun: She/Her/Hers

Educational Experience

Degree	Institution	Year	General Subject Area	Specific Subject Area/Major
Ph.D. - Doctor of Philosophy	Columbia University in the City of New York	1991	Geology	Geological Sciences
M.S. - Master of Science	University of Otago	1985	Geology	Geology
B.S. - Bachelor of Science	University of Wisconsin-Madison	1983	Geology	Geology & Geophysics

Higher Education Employment

Institution	Title	Start Date	End Date
Blackhawk Technical College	Vice President of Academic Affairs	07/06/2020	
University of Wisconsin Colleges	Provost and Vice Chancellor of Academic Affairs	08/01/2017	06/30/2020
University of Alaska Southeast	Dean, School of Arts & Sciences, and Vice Provost for Research & Sponsored Programs	08/01/2014	07/31/2017
University of Alaska Anchorage	Dean, Community & Technical College	09/01/2009	07/31/2014

University of Alaska Southeast	Dean, Schools of Management & Career Education	11/12/2001	08/31/2009
University of Washington	Assistant Dean, College of Ocean & Fishery Sciences	09/01/1997	10/31/2001
University of Washington	Program Manager, Continuing Education	06/01/1994	08/29/1997
University of Washington	Science Coordinator, Joint Oceanographic Institutions for Deep Earth Sampling	08/03/1992	07/29/1994

Teaching Experience (last 20 years)

Institution	Program Title	Start Date	End Date
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**Documentation for Re-Approval of Practical Nursing Programs in
Kansas
60-2-102 through 60-2-107**

Program: Manhattan Area Technical College PN Program **Date(s):** April 9 & 10, 2024

Last KSBN Visit: April 16-17, 2019 **Accrediting Agency & Date of Last Visit:** KSBN approved only – est. 1966

Visitors: Rebecca Sander, MSN, RN - KSBN Board Member; Janelle Martin, MHSA, RN - KSBN Nursing Education Compliance Officer

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Home Institution & Nursing Program 60-2-102					
Description of legal body responsible for policy and support of the program and/or home institution	Address of the institution	Self-Study	X		Self-Study (SS), Pg 6 3136 Dickens Ave., Manhattan, KS 66503
	Names of primary administrative officials	Self-Study	X		Self-Study, Pg 6 President /CEO – Dr. James Genandt Chief Academic Officer/Dean of Adv Technology – Kerri Bellamy
	Organizational chart for the institution	Self-Study	X		Self-Study, Pg 9 - reviewed
	Current contact information	Self-Study	X		Self-Study, Pg 6 785-587-2800 MATC 785-320-4500 President’s office 785-320-4543 Dean of Nursing ED
	An audited fiscal report covering the previous two years, including a statement of income and expenditures	On Site		X	Also provided electronically. Reviewed
	Copy of school’s current catalog	Self-Study USB drive		X	Submitted - reviewed
	Description of nursing program	Organizational chart for nursing program	Self-Study	X	

	Number of faculty	Self-Study	X		SS, Pg 11 Currently have 3 FT & 2 Adjunct faculty Faculty to student ratio is 1:10-13 in class and 1:6-8 in clinical
	Number of non-teaching staff	Self-Study	X		SS, Pg 11 - 1 FT Administrative Asst. for nursing department (new Feb. 2024)
	Number of students admitted per year	Self-Study	X		SS, Pg 11 Approved for 45 students annually – admitted 40 this year. *KSBN shows approved for 60 PN students
Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Nursing Program Administrator, Faculty & Preceptors 60-2-102 & 60-2-103					
Nursing Program Administrator	Name and credentials	Self-Study	X		SS, Pg 12 Kimberly Davis MSN, RN
	Qualifications	Self-Study	X		SS, Pg 12 ADN program faculty for 11 years prior to this position. 30+ years bedside nursing with supervisory roles and education of new hires
	Responsibilities	Self-Study	X		SS, pg. 12, Appendix A (job description) Is also LTP Coordinator for MATC – oversees IV therapy stand-alone course
Faculty selection and input into program	Faculty organizational by-laws	On-site	X		SS, pg. 13, Appendix B, pg. 104 By-laws revised in 2022
	Faculty job description	Self-Study	X		SS pg. 13, Appendix C, pg. 101-102 Job descriptions have appropriate regulatory requirements
	Faculty selection process	Self-Study	X		SS, Pg 16-17 – governed by the college. Faculty, HR administrator and Dean all involved in process
	Faculty orientation plan	Self-Study	X		SS, Pg 14-15 – also see Appendix D; orientation plan and checklist in Nrsng Faculty Handbook
	Faculty handbook	On-site USB	X		Reviewed
	General faculty meeting minutes for last 3 years	On-site	X		Faculty minutes reflect student representation at faculty meetings and regular faculty meetings with review of curriculum, program and outcomes.

Faculty qualifications (Enclose a table that displays the following information):	Name of faculty	Self-Study	X		SS, Pg 15	
	FTor PT(use FTE)	Self-Study	X			
	Academic Credentials	Self-Study	X			
	Institution granting degree	Self-Study	X			
	Area of clinical expertise	Self-Study	X			
	Area(s) of assignment	Self-Study	X			
	Licensure	Self-Study	X		↓	
	Indicate degree plan and progress towards degree if applicable	Self-Study	n/a			No one on a degree plan
	List all faculty hire exceptions including course hired to teach	Self-Study	n/a			none
Faculty file review	On-site	X			Complete, no issues	
Preceptor qualifications and information (for current semester)	Preceptor criteria & selection	Self-Study	NA		No preceptors in PN Program	
	Preceptor job description	Self-Study				
	Identified roles of preceptors, faculty, and students	Self-Study				
	Preceptor orientation materials	Self-Study				
	Preceptor signatures showing date orientation completed	Self-Study/On-site				
	Name of preceptor and course with Prefix& number (NURS 1011)	Self-Study				
	Preceptor State of license & License number	Self-Study				
	Methods of contact between faculty & preceptor	Self-Study	NA			No preceptors in PN program
Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments	
Students 60-2-102 & 60-2-107						
Student policies: Provide written evidence of the following	Admission of generic, transfer, and articulation students	Self-Study Website	X		SS pg. 17; MATC Catalog, pg. 10-11, 77-79 https://manhattantech.edu/admissions	
	Degree plan for each degree being granted	Self-Study	X		Pg 66-67 MATC Course catalog https://manhattantech.edu/program/practical-nursing PN handbook, pg. 8-10	
	Oral and written English proficiency	Self-Study	X		SS pg. 17; Pg 12 Nursing student handbook	
	Readmission	Self-Study	X		Pg 24-26 Student Handbook	
	Progression	Self-Study	X		Pg 20-21 - Student Handbook	

	Counseling & guidance	Self-Study	X		Pg 11, Nrsg Student handbook; MATC catalog, pg.15-16; pg. 21 SS MATC has agreement with a community mental health provider for student referrals. As of 1/2020, colleg hired a Behavioral Science Coordinator and Counselor. Also added WellConnect Student Assistance Program in June 2020.
	Student role versus employee role	Self-Study	X		SS, pg. 15, 19; Pg 14 Nursing Student Handbook
	Representation on faculty governance	Self-Study	X		Pg 15 in Nrsg Student Handbook
	Graduation	Self-Study	X		Pg 20-21 in Student Handbook; pg. 14, MATC catalog; on website
	Refund policies governing all fees and tuition paid by students	Self-Study	X		Pg 15-16 in Student Handbook; Pg. 35 MATC catalog https://manhattantech.edu/paying-for-manhattantech/financial-aid/policies
	Ethical practices including recruitment, admission, and advertising	Self-Study	X		Pg 15-16 MATC catalog; pg. 31 in Nursing Admission packet
	Information to any student who may be subject to licensure denial under K.S.A. 65-1120. (Must be provided prior to program admission)	Self-Study	X		Pg 11 in Nursing Student Handbook
	Student Handbook	On-site USB	X		Reviewed by KSBN; NSHB reviewed by faculty every fall prior to start of new class
Student support services	Description of student safety measures	Self-Study	X		SS, Pg 20-22 RAVE Alert system – students opt in/out SafeDefend system implemented in 2018 -for active shooter situation Crisis Management Plan
	Description of student health services (available on-site or students have knowledge of available health services)	Self-Study	X		SS, Pg 22 No student health on campus – list of resources given – on nursing home page in Canvas
Student records	Review student files	On-site	X		Advising keeps initial file w/ transcripts. Nursing has checklist for program. Nursing advisor has clinical work and success plans if applicable. All locations have locked Most files have online as well as paper component. Moving to all electronic with authorization access.

Student documentation submitted to meet course objectives	Samples of completed student work for both theory and clinical courses (include observational and preceptor experiences)	On-Site	X		Viewed both hard copy and electronic student work. Viewed poster presentation by PN students.
Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Curriculum 60-2-102, 60-2-104, & 60-2-105					
Curriculum Requirements: Copy of current curriculum with date of last revision. Include:	Required non-nursing courses	Self-Study	X		SS, Pg 24 A&P – 5 credit hrs Nutrition – 3 credit hrs Human G&D – 3 credit hrs Int or College Algebra – 3 credit hrs Total = 14 credit hrs - prereq
	Required Nursing courses that includes course description, objectives, content outline and method of evaluation (include list of clinical facilities if applicable)	Self-Study	X		SS, pg. 25-84 PN Core Curriculum w/ IVT beginning fall 2022. Students do course evaluations for all semester courses at the end of each semester period.
	Credit hours for each non-nursing course	Self-Study	X		SS, pg. 24 Total 14 credit hrs for prereqs
	Credit and clock hours for each nursing course (must equal or exceed 30 credit hours for RN programs and 15 credit hours for PN Programs)	Self-Study	X		SS, Pg 26-27 (32 total nursing credit hours/ 750 clock hours)
	Identify clinical hours for combined nursing didactic and clinical courses	Self-Study	NA		NA
	List all clinical observation hours for each relevant course (cannot exceed 15% of total clinical hours/course) and objectives for clinical observation experiences (reflect observation rather than participation in nursing activities)	Self-Study	X		SS, pg. 24 NUR 138 -12 Obs hours (8% of clinical course hrs); NUR171 - 6 obs hours (13% of clinical class hrs)
	List all clinical simulation hours for each relevant course (cannot exceed 50% of total clinical hours/course)	Self-study Clinical schedules	X		NUR 108 – 4 hrs = 3% NUR 118 – 24 hrs = 17% NUR 138 – 24 hrs = 17% NUR 171 – 12 hrs = 27%
	List all preceptor hours for each relevant course. (cannot exceed 20% excluding capstone of total clinical hours/nursing program – does not apply to capstone course)	Self-Study	NA		No precepted hours
	Testing process with test analysis and the written test procedure	Self-Study	X		SS, Pg 84 – moved to electronic testing through LMS in 2018. Use ExamSoft for testing and test analysis. See Appendix E.

	Number of students per class	Self-Study	X		SS, Pg 85 Classes are team taught – 3 FT faculty for 40 students
	Clinical rotation schedules with responsible faculty listed – (evidence of 1:10 clinical faculty/student ratio – includes observational sites)	On-site	X		SS, pg. 85 Clinical rotation schedules are in Canvas (LMS) for students. Posted 2-3 weeks prior to clinical start. Faculty/student ratio is 1:8 or less
Curriculum includes the following:	Content in biological, physical, social, and behavioral sciences that provides a foundation for safe and effective nursing practice	Self-Study	X		SS, Pg 26-27; 86
	Art and science of nursing	Self-Study	X		SS, Pg 67
	Didactic content and clinical experiences to meet the objectives in curriculum table that follows	Self-Study	X		SS, Pg. 67-68
Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Curriculum Table: Identify the nursing and non-nursing courses that contribute to the students' learning for these outcomes: For Practical Nurse Program	Aspects of a safe, effective care environment, including coordination of care, safety, and infection control	Self-Study	X		SS, Pgs 87-89 NUR 107 Foundations of Nursing NUR 108 Foundations Clinical NUR 1112 Fund. of Pharm & Safe Medication Administration NUR 1175 Nursing Care of Adults I NUR 118 Nsg Care of Adults I Clin NUR 133 Leadership Roles & Issues NUR 134 Mental Health Nursing NUR 136 Care of Aging Adults NUR 1375 Nursing Care of Adults II NUR 138 Nrsg Care of Adults II Clinical NUR 170 Maternal Child Nursing NUR 171 Mat-Child Nursing Clinical
	Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease	Self-Study	X		NUR 107 Foundations of Nursing NUR 108 Foundations Clinical NUR 1175 Nursing Care of Adults I NUR 118 Nursing Care of Adults I Clinical NUR 134 Mental Health Nursing NUR 136 Care of Aging Adults NUR 1375 Nursing Care of Adults II NUR 138 Nursing Care of Adults II Clinical

					NUR 170 Maternal Child Nursing NUR 171 Maternal Child Nursing Clinical Prereq – Human Growth & Development Prereq - Nutrition
	Psychosocial integrity, including coping, adaptation and psychosocial adaptation	Self-Study	X		NUR 107 Foundations of Nursing NUR 108 Foundations of Nursing Clinical NUR 1175 Nursing Care of Adults I NUR 118 Nursing Care of Adults I Clinical NUR 134 Mental Health Nursing NUR 136 Care of Aging Adults NUR 1375 Nursing Care of Adults II NUR 138 Nursing Care of Adults II Clinical NUR 170 Maternal Child Nursing NUR 171 Maternal Child Nursing Clinical Prereq – Human Growth & Development
	Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction of risk potential, physiological adaptation	Self-Study	X		NUR 107 Foundations of Nursing NUR 108 Foundations of Nursing Clinical NUR 1112 Fundamental of Pharmacology & Safe Medication Administration NUR 1175 Nursing Care of Adults I NUR 118 Nursing Care of Adults I Clinical NUR 133 Leadership Roles & Issues NUR 134 Mental Health Nursing NUR 136 Care of Aging Adults NUR 1375 Nursing Care of Adults II NUR 138 Nursing Care of Adults II Clinical NUR 170 Maternal Child Nursing NUR 171 Maternal Child Nursing Clinical Prereq – college algebra Nutrition
Curriculum changes	List current changes not requiring board approval that have occurred since last annual report submitted	Self-Study	X		SS, Pg 89 Changed textbooks for Mat/Child
Educational Facilities 60-2-106					
Description of facilities and tour	Classrooms, laboratories and conference rooms adequate in size, number, and type to accomplish student learning.	Self-Study & On-Site	X		SS, Pg 87-92 PN class has a dedicated classroom that had insulation added in 2017 after complaints of noise from other classroom. Room is wired for network access and carpeting has also helped reduce noise factor. 2 simulation rooms, 3-4 students per room; 2 nd sim room added since last site visit with high fidelity mannikins 4 lab areas

					Nursing Admin Asst coordinates schedule for lab and sim time for PN and ADN
	Faculty offices are adequate in size, number, and type to provide the facility with privacy in counseling students	Self-Study & On-Site	X		SS, Pg 93 Faculty have one private office and a shared office for the 3 PN faculty members. All offices can be secured with locks.
	Secure space for student records	Self-Study & On-Site	X		SS, Pg 94 Locked filing cabinets in central nursing area and also in some of the nursing offices. Secure electronic records by password
	Technological resources are of sufficient quality and quantity to meet student learning needs and there is support available to student when accessing	Self-Study & On-Site	X		SS, Pg 75-77 MATC has a LMS with testing software (ExamSoft). Nursing program was the pilot for CANVAS. Also have Smartboard technology with Zoom capability. Hi-fidelity simulator purchased for program – room has a 2-way window with video and audio support. Debriefing area also included.
	Satellite program facilities		NA		NA
	Other points of interest		NA		
Library resources and tour	Library materials are of sufficient quality and quantity to meet student learning needs	Self-Study & On-Site	X		SS, Pg 96-97 Student handbook, pg 30 MATC has a large virtual library with a Testing & Learning Center available for students to use the virtual materials but also have assistance when needed.
Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Clinical Resources 60-2-105					
Written contractual agreements between the nursing education program and affiliating agencies	View current contracts with affiliating agencies for signatures. Ensure they are current and kept in nursing education program office	On-site	X		All contracts are auto-renew and in good standing. Available in Nursing Dept. files.

Clinical learning experiences and site are adequate	The number of affiliation agencies and types of patients are adequate to meeting curriculum objectives	Self-Study & On-site	X		SS Pg 97; Table. 10 1)AVC Hospital - Manhattan Activation date: 2/26/2022; 2) Meadowlark Hills Retirement Activation date: 9/16/2021; 3) Ascension Via Christi Village Activation date: 9/2/2021; 4) Pediatric Associates of Manhattan P.A. Activation date: 4/1/2019; 5) Women's Health Group Activation date: 4/1/2019; 6) USD 383 School District Activation date: 4/4/2019; 7) USD 375 School District Activation date: 4/1/2019; and 8) Riley County Health Department Activation date: 4/1/2019
	If more than one nursing program uses the same affiliating agency, the nursing program documents availability of appropriate learning experiences for all students	Self-Study & On-Site	X		SS, Pg 98; most contracts in place for several years and usually get first choice for clinicals
	Each affiliating agency used for clinical instruction shall be staffed independently of student assignments	Self-study & On-Site	X		SS, Pg 97 Contracts have appropriate language
	Tour selected clinical agencies to determine adequacy of facility to meet expected program and course objectives	On-Site	X		Via Christi Village - Manhattan
Administrative Policies & Procedures 60-2-102, 60-2-103, &60-2-104					
Program NCLEX pass rates	NCLEX RN or PN Pass rates for the last 5 years (first time candidates)	Self-Study	X		2023: 96.15% 2022: 88% 2021: 92.59% 2020: 86.21% 2019: 100%
Advisory Committee	Review Advisory Committee minutes	On-site	X		SS pg. 99 Evidence of meetings twice a year with good community involvement. 21 members from 5 counties
Financial support for nursing program	Audited nursing program fiscal report for the previous two (2) years including income and expenditures	USB Onsite	X		Included / Reviewed – no issues

	Budget procedures	Self-Study	X		Pg. 100 – 101 A simple budget is presented at all faculty meetings (minus salaries) to keep faculty informed. Director of Nursing program has oversight of nursing budget with final approvals from the CFO and college President. Both are strong supporters of the nursing program.
Meet with the following members of the educational institution to determine adequate support for nursing program	Administration	On-Site	X		7 interviewed, including CEO (separate interview due to availability) Low default rate on student loans: current is 11% (down from 12.4%)
	General education and required support course faculty	On-Site	X		2 Gen Ed faculty – very supportive of nursing and nursing faculty
	Support services	On-Site	X		9 available for interview
	Students	On-Site	X		Met w/ 31 PN students (1 missing)
Meet with the following members of selected affiliating clinical agencies to determine adequacy of facility to meet expected program outcomes	Chief Nursing Officer	On-Site	X		VC Village – DON out of the facility but did meet with ADON and HR person
	Staff RN's	On-Site	X		Via Christi
	Preceptors	On-Site	NA		
	Individuals conducting observational experiences	On-Site	NA		Not in current course
Program Evaluation	Program Evaluation Plan developed with faculty along with evidence of data (collected, aggregated, trended and analyzed) and actions taken	Self-study/ On-site	X		SS pg. 102-103 Table with Improvements that have been made based on program data and review of data.
	Use of program evaluation data for ongoing program improvement	Self-study/ On-site	X		Fall 2019 - All textbook resources purchased directly from the publisher along with additional electronic resources (including Lippincott Advisor) to enhance student learning and improve retention and program completion rate; Fall 2020 - Mapping exams to program outcomes; Fall 2020 - Tanner's Clinical Judgment incorporated into clinical assignment;

					<p>Spring 2022 - Revised the late assignment policy to promote on-time submission;</p> <p>Spring 2022 - Added PN Pass Point with built in retention model. Creating additional PrepU assignments for struggling students;</p> <p>Fall 2022 - In Pharmacology course passing grade with 90% to maintain student standard for medication math;</p> <p>Fall 2022 - Implemented NextGen NCLEX style case studies in class to prepare students for the addition in program exams and NCLEX;</p> <p>Spring 2023 - Decision to change textbooks for Foundations and Maternal Child in the fall utilizing a textbook written specifically at the PN level; and</p> <p>Spring 2023 - Expanded measurements for program outcomes to included clinical evaluation rubric, PN PassPoint results, Mental Health paper, and class assignment to provide more data on student performance.</p>
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Interviews conducted on-site:

Administration:

- Dr. Jim Genandt, CEO and President MATC
- Kerri Bellamy, Dean of Advanced Technologies / Chief Academic Officer
- Cara Prichard, Chief Financial Officer
- Josh Gfeller, VP of Operations / Chief Information Officer
- Neil Ross, Dean of Student Services

Student (Support) Services:

- Laura Weiss-Cook, Director of Financial Aid
- Michelle Mackeprang, Admissions Coordinator
- Steve Davis, Registrar
- Steffan Ryan, Academic Advisor
- Pamela Imperator, Instruction Technology Coordinator
- Darren Ortega, Coordinator of Teaching & Learning Center

PN Students:

- 17 students – very interactive with site visitors; students overall very complimentary of program and faculty

General Education Faculty:

- Brian Koch: Mathematics
- Matt Schacht: Biology, Microbiology, Anatomy & Physiology

Clinical Facilities:

- Ascension Via Christi- Manhattan – two groups of students – one on medical floor (instructors – Monique and Jennifer); one group on surgical floor – instructor – Cindy)
 - CNO position is currently open
 - Annette Conrow, BSN, RN – Medical / Surgical Unit Director
 - Mike, staff RN, Surgical Unit
 - Angie, staff RN, Medical Unit

Advisory Committee:

- Kashaya Zukowske, RN – ADON Meadowlark Hills Retirement
- Taylor Wheelock, Asst. Administrator for Meadowlark Hills
- Michael Fuchs - Nursing Home Administrator, VC Village
- Tori Cook, RN – Director of Nursing, Via Christi Village
- Kristin Srna, MSN, RN - Director of Birth & Women’s Center – AVC Manhattan
- Sara Glover RN – Supervisor, Med/Surg, AVC
- Andrew Kvasnica, RN – former OR Supervisor, AVC
- Julie Noah, MSN, RN, MBA – OCMC, Director of IP Services

PN Faculty:

- Monique McCollough, BSN, RN
- Cindy Sias, BSN, RN
- Jennifer Cupery, BSN, RN

Classroom Observation: NUR 138 Nursing Care of Adults II Clinical – sat in on clinical post-conference with instructor Cindy Sias

Strengths identified:

1. Strong administrative support for nursing program; very forward-thinking President
2. Strong leadership from Dean of Nursing Education (Kim)
3. Faculty dedication to student learning and success
4. Good coordination among student services – all leaders very knowledgeable
5. Students support this program and would recommend to others
6. Math and science faculty very supportive of nursing program and work with program to revise how they are working with nursing students
7. Strong NCLEX pass rates
8. Clinical sites are very supportive of the students and hire program graduates
9. Strong connection to the community
10. Have a Community Mental Health Center that will do referrals for students with access to counseling onsite if needed

Opportunities for improvement:

1. Clinical grading expectations – grading rubric is the same for all student groups but students state the each clinical instructor “interprets” them differently and it makes it difficult for students to know what actual expectations are
2. Professional Development dollars are available – could be used for faculty development for simulation and item-writing for tests
3. Tests – questions not leveled and highly knowledge-based
 - a. Avoid taking questions directly from book test banks
 - b. Work on test plan to level tests and move up Blooms scale
4. Explore other assessment of student knowledge besides testing in each class

Recommendations:

1. Recommend re-approval of MATC PN program for five years.

Manhattan Area Technical College
Institutional Policy and Procedure Manual
Division of Nursing Policy and Procedure

Policy No: 5.1.9

Title: Nursing Program Drug Screening	
Originated by: Dean of Nursing Education & Health Programs	Originated Date: 4/28/24
Approved by: James Genandt, President/CEO	Approval Date: May 7, 2024
Revised by:	Revised Date:
Reviewed on:	

Policy Statement:

The purpose of this policy is to notify nursing students at Manhattan Area Technical College about the mandatory requirement for all students enrolled in a nursing program clinical course(s) to submit to a drug screen as outlined in this policy and test negative before the start of the nursing program.

Rationale:

Safety in the delivery of care to patient/client populations is the basis for drug testing. Clinical sites have the right to refuse any student for clinical placement based on concerns about that student's ability to deliver safe care. Verification of a negative drug screen is required by the college's clinical partners for the student to participate in the clinical portion of the nursing programs.

It is the policy of the college to comply with federal and state laws and regulations dealing with the usage and detection of drugs. This policy is subject to change at the sole discretion of the college and is meant to supplement other relevant college policies, including but not limited to policy 5.9.4 Suspected Drug or Alcohol Misuse by Students.

Procedure:

1. All students entering the Associate Degree and/or Practical Nursing Degree programs will submit to drug screening.
2. A negative drug screen is required post-acceptance into the nursing program with the appropriate designated company within **six weeks** prior to the start date of the nursing program.
3. Information regarding the designated company is provided to the student at the college-wide Program Orientation (prior to start of classes).
4. The student is responsible for the cost and scheduling of the drug screen.
5. Students will sign a waiver for the results of the screen to be provided to the Dean of Nursing Education or their designee.
6. The Nursing Department and the College will take reasonable measures to ensure individual privacy under this policy including, without limitation, keeping all drug test results confidential to the extent possible. Drug test results will be released in accordance with this policy and applicable federal and state laws and regulations.
7. If a student has a positive drug screen or refuses to comply with the drug screening, their acceptance into the nursing program will be revoked and their seat deposit and any other out of pocket expenses will not be refunded.
8. Any complaints related to the application or enforcement of this policy can be handled through applicable grievance policies and procedures.

NAACLS Board of Directors' Accreditation Award

The Year Five Interim Report from the Medical Laboratory Technician Program of **Manhattan Area Technical College** in **Manhattan, KS** is accepted as satisfactory.

Next Submissions for Program Review	End Accreditation Date
Self-Study: October 1 st , 2028	October 31 st , 2029



Robert Cottrell, MHS, PA(ASCP)^{CM}
President, NAACLS Board of Directors



Marisa K. James, MA, MLS(ASCP)^{CM}
Chief Executive Officer, NAACLS

April 19th, 2024

[Back to Events](#)

2024 Summer Institute



 **Wednesday, July 31, 2024** to Saturday, August 3, 2024

 Renaissance Phoenix Glendale
9495 West Coyote Boulevard
Glendale, AZ 85305
United States

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MATC President/CEO



MATC President Performance Evaluation

Review Information

James Genandt

Date: June 2024

Review Period: 05-31-2023 to 06-20-2023

Guidelines

Complete this review, using the following scale:

- NA = Not Applicable
- 1 = Does not meet expectations
- 2 = Meets some expectations
- 3 = Meets expectations
- 4 = Exceeds expectation
- 5 = Exceptional

Thank you for taking the time to complete and return your candid responses for this evaluation. All response information will remain anonymous and the confidential final report is for board use only.

Institutional Performance	AVG
Provides effective leadership in establishing and maintaining excellent student services.	
Provides effective leadership for maintenance and upgrade of the Institution.	
Develops and executes sound personnel policies and procedures.	
Programs are relevant, and accountability measures are present to ensure excellence and quality.	
Technology continues to be monitored and upgraded as appropriate.	

COMMENTS:

Institutional Leadership	AVG
The Board is informed about developments in education, and particularly Technical/Community Colleges.	
Provides leadership for the professional development for employees and maintains own professional development.	
Possesses a vision, assists the board in establishing goals, and provides leadership for others to progress toward vision and goals.	
Produces a collaborative, well-thought out strategic plan for the Institution.	

COMMENTS:

External Relations	AVG
Works to develop appropriate and constructive relationships while acting as a leader in the community.	
Encourages involvement from all, respects all constituencies and gives their issues fair consideration.	
Represents needs of the College to appropriate Federal and State level, Legislators, and Agencies.	
Is visible at and takes part in campus and community activities and functions.	

COMMENTS:

Budgetary/Fiscal Management	AVG
Provides sound fiscal management, including the ability to address budgetary matters in a way that achieves more efficient and effective use of resources.	
Develops and supports appropriate strategies of attracting funds to the institution.	
Assures that budgeting shall not deviate materially from the Ends statements, strategic initiatives, and Board priorities, or risk the College's financial stability.	

COMMENTS:

Relations with Governing Board	AVG
Offers professional advice to the Board based on thorough study, analysis and sound educational principles on items requiring board action.	
Communicates with board members to inform and resolve issues of interest.	
Keeps the Board informed of all actual and anticipated litigation, specific community concerns, adverse media coverage, trends, and internal or external changes.	

COMMENTS:

Accreditation/Continuous Improvement	AVG
Is knowledgeable of requirements for Institution and program accreditation.	
Has effectively planned and implemented the self-assessment process.	
Involves the Board in the accreditation process and keeps the board well informed.	

COMMENTS:

Specific Performance HLC Compliance requirement related needs/goals (To be completed by the President)

President's Report: May 2024

Institutional Performance

MATC has become a member of the Alliance for Innovation and Transformation (AFIT) in higher education. This organization is limited to about 60 colleges and universities and involves quarterly CEO meetings on innovation and a summer institute centered around institutional team with guidance from non-higher educational business and industry leaders to assist in helping higher education change. We will take a team to the Summer Institution in Phoenix July 30-August 3. I met with the AFIT staff and other higher education CEOs by Zoom in May (2 & 16).

Negotiations meetings have been held to discuss items not related to compensation and benefits. After the Kansas Board of Regents approves appropriations distribution at their June meeting we will work to complete negotiations as well as final FY 25 budget development.

The best example of our performance was on May 10 and 11 with Nurses' Pinning and Commencement, and College Commencement. Thank you to Neil Ross as our speaker, and to Tim and Julie for representing the Board of Directors.

Institutional Leadership

Meetings and events I have participated in (or led) related to our mission and/or state policy and funding connections include:

- MHK Chamber and BioKansas (May 1)
- Childcare/Community Accelerator Project (which has also included Josh, Chris, and Kerri at times) (May 3 & 7)
- Kansas Technical Colleges Phase Two Base Funding Development (May 13, 14, 22)
- Zoom meeting with new Liaison Officer of the Higher Learning Commission (with Kim Withroder) (May 13)
- May meetings of Kansas Board of Regents (May 15)
- TEA budget subcommittee and TEA Curriculum and Program subcommittee (May 16)
- Met with Joel Anderson to work on ideas for pursuing government grants related to IT and biodefense (May 20)
- MHK Chamber Economic Development Committee meeting (May 22), and Workforce Committee (May 28)

There are two issues we are monitoring for institutional compliance with both federal and state regulations. Title IX regulation revisions have been approved by executive action (federal). However, several states have had attorneys general file suit against the regulations and have indicated they do not expect organizations in their states to comply with the federal changes. Kansas is one of the states that has filed suit. We are monitoring the dispute and waiting for some legal guidance from the attorney for the Kansas Board of Regents. Stay tuned.

The other item relates to the changes on overtime and the revisions approved by executive action (federal). These are mandates that affect the entire nation. One wage threshold is increased as of July 1, 2024 and other threshold increase takes effect January 1, 2025. We are working on an analysis of the impact of these changes with our employees (the overtime regulations do not affect faculty per their current structure as employees). We will provide an update on this to you at the June meeting.

External Relations

We have been engaged in numerous meetings with area business/industry as well as staff from the Chamber of Commerce and/or Pottawatomie County Economic Development Corporation. These meetings in May usually included a tour of either our Manhattan campus and ATC or the Wamego Center. Discussions concern workforce development to meet the needs of existing companies examining expansion or new companies being courted to locate in our area. MATC folks involved usually include me, Harry, and Chris, with other staff involved from time to time, and faculty related to program interest. A summary of these interactions in May include:

- BioKansas CEO and staff (May 1), MS BioTec/Axiota-Wamego (May 8), Hydrograph (May 9), Intrust Bank (May 14).
- Individuals who have had ATC tours include: Wayne Sloan (May 7), K-State Foundation staff (May 8), Kent Glasscock (May 21).
- Continued work on curriculum development and engagement with NSF Engines project (K-State) and BioKansas Tech Hub project (May 1, 24, 28).

Budgetary/Fiscal Management (see financial information in this agenda and attachments)

We secured a 5-year \$125,000 pledge and donation from Intrust Bank for the ATC, and SPS and Jack Goldstein Trust are completing their pledge with a final donation of \$200,000 for the project.

The Governor approved the higher education budget items affecting the technical colleges. We are waiting for the state process approval through the TEA (May 30) and KBOR (June 19). Disbursements to institutions will happen prior to the end of July 2024.

Relations with the Board

Several items will be discussed during our board meeting in May!

Accreditation/Continuous Improvement

Kim Withroder and I have had a Zoom meeting with our new liaison officer through the Higher Learning Commission, and an email exchange with the team leader for our October visit. The team information is in the board packet.