

Board of Directors Packet

Manhattan Area Technical College

November 30, 2021

Zoom/Live Stream 5:30 pm



Board of Directors:

__Baker, L.J. - Chair (Geary)	__Urban, David (Riley)
__King-Luttman, Wendy – Vice Chair (Clay)	__Ballou, Brett (Riley)
__Fritchen, David (Riley)	__Allen, Will (Geary)
__Flanary, Tim (Pottawatomie)	

Administration/Staff:

__Genandt, James (President/CEO)	__Miller, Hannah (Board Clerk)	__Phillips, Sarah
__Davis, Kimberly	__Gfeller, Josh	__Ross, Neil
__Roberts, Nathan	__Boxberger, Chris	__Watts, Harry
__Faculty Senate	__Bourbina, Malissa	

Agenda

- 1. Call to Order**
- 2. Executive Session**
 - Discuss personnel matters
- 3. Consent Agenda** (Routine items requiring BOD action) *
 - Approval of October 2021 Meeting Minutes (Attachment 1) *
 - Approval of October 2021 Check Register w/Threshold Expenditures (Attachment 2) *
 - Organizational Update (Attachment 3) *
 - President's Report (Attachment 4) *
- 4. General Agenda** (Items possibly requiring BOD Action)
 - Cybersecurity Insurance Coverage **Josh Gfeller, Brooke Steiner**
 - Program Update
 - i. Information and Network Technology **Rodney Stanfield, Chris Weaver**
 - Recommendation for new members to the Board of Directors *
 - Annual Report Review **Jim**
- 5. Discussion of Ends** (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - Facilities/Projects Updates **Josh, Sarah**
 - Faculty Senate Update **Faculty Senate**
- 6. Evaluation of Board Process**
 -

Meetings and Upcoming Events

Next Board Meeting: Discuss December meeting and proposed spring dates. January meeting scheduled for January 25, 2022 at this time.

Campus Closed: December 22, 2021-January 3, 2022

* Requires BOD Action

Board of Directors Minutes

Manhattan Area Technical College

October 26, 2021 5:30pm



1. The Board of Directors of the Manhattan Area Technical College met October 26, 2021 at 5:30 p.m. using zoom and live streaming for employees.
 - Members present: L.J. Baker, David Urban, Wendy King-Luttman, Brett Ballou, David Fritchen, Tim Flanary
 - Members absent: Will, Allen
 - Administration Present: Jim Genandt, President/CEO; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/HR; Josh Gfeller, Chief Information Security Officer; Chris Boxberger, Dean of Academic Partnerships and Outreach; Nathan Roberts, Dean of Academic Affairs; Neil Ross, Dean of Student Services; Hannah Miller, Executive Assistant/Board Clerk.
 - Faculty/Staff/SGO Visitors: Brian Koch, Jeff Pishny, Malissa Bourbina, Harry Watts, Allison Zerbe
 - Meeting was live streamed.
2. **Call to Order**
 - L.J. Baker called the meeting to order at 5:30 p.m.
3. **Executive Session:** Consultation with college attorney: personnel matters.
 - Wendy King-Luttman motioned to go into executive session at 5:30pm and return to open session at 5:40pm. Tim Flanary seconded. Motion carried 5 yeas and 0 nays. At 5:40pm, Wendy King-Luttman moved to return to open session. David Urban seconded. Motion carried 5 yeas and 0 nays. No action taken.
4. **Executive Session:** Consultation with college attorney: confidential matters.
 - Wendy King-Luttman motioned to go into executive session at 5:41pm and return to open session at 5:51pm. Tim Flanary seconded. Motion carried 5 yeas and 0 nays. At 5:51pm, Wendy King-Luttman moved to return to open session. Tim Flanary seconded. Motion carried 5 yeas and 0 nays. Tim Flanary motioned to accept the recommendation from legal counsel and administration's recommendation to agree to the settlement and release, and pay the settlement amount to Symmetry related to the disputed utility bill from last winter's arctic temperatures. Wendy King-Luttman seconded. Motion carried 5 yeas and 0 nays. Motion approved.
5. **Consent Agenda:** (Routine items requiring BOD action)*

- Brett Ballou moved to approve the Consent Agenda (attachments 1-4). Tim Flanary seconded. Motion carried 5 yeas and 0 nays.
6. **General Agenda:** (Items possible requiring BOD action)
- President Jim Genandt gave an update about the Wamego Match Day event. Manhattan Area Technical College raised \$9,685 with 25 total donors.
 - Sarah Phillips informed the board of the proposed policy, Policy 5.1.6 Nursing Transfer Credit (attachment 5). Wendy King-Luttman motioned to approve the Policy 5.1.6. Tim Flanary seconded. Motion carried 5 yeas and 0 nays. Motion approved. Sarah discussed Policy 4.1.1 New Course Preparations (attachment 6) with the board.
7. **Discussion of Ends:** (Demonstration, Testimonial, or Report of Results related to Board Mission)
- Josh Gfeller gave an update on the Wamego facilities and that progress is on schedule for building two and three. The SIM man equipment has been ordered and the room construction has been approved.
 - Brian Koch informed the board about the Alzheimer's Walk that a fellow faculty member had put together a team to donate and walk. Brian stated the success of a business student that received a part time job with Farm Bureau while continuing education at MATC.
 - Carmela Jacobs presented to the board the Monitoring Reports of Budgeting, Financial Planning, and Forecasting; Asset Protection; and Compensation and Benefits (attachments 7-9). Carmela states that all of the reports show compliance. Jim Genandt discussed the Achievement of Ends report (attachment 10).
 - Chris Boxberger gave the final update on the Title III grant. Chris stated the grant was successful and gave the timeline of when MATC could apply for the grant again and new ideas for the possible next grant opportunities.
8. **Adjournment:** L.J. Baker, Board Chair adjourned the meeting at 7:08 p.m.



December 1, 2021

To: MATC Board of Directors

From: Carmela Jacobs

Re: October 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 395,697.76	55.06%
Facilities	\$ 22,504.32	3.13%
Student Payments	\$ 155,643.65	21.66%
Program Expenditures	\$ 48,855.53	6.80%
ALC Operating Costs (excluding salary/benefits)	\$ 566.07	0.08%
Wamego (excluding salary/benefits)	\$ 1,691.19	0.24%
Other Operating costs	\$ 93,747.99	13.04%
Total October Expenditures	\$ 718,706.51	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
CDW Government	Lenovo ThinkCentre Computers	\$ 26,952.51	all school	Title III
Marta's & Sons, Inc.	Custodial Services	\$ 5,520.00	all school	general fund
Ebsco Subscription Service	CINAHL Plus Annual Renewal	\$ 10,014.00	all school	student fees
Laerdal Medical Corp	Sim Equipment for Sim Room II	\$ 38,931.18	Nursing/AH	capital outlay
Mead Lumber	Student Tool Kits	\$ 8,413.80	Construction Tech	student financial aid
Laerdal Medical Corp	Sim Equipment for Sim Room II	\$ 7,526.62	Nursing/AH	capital outlay
Evergy	Sept Energy Bill	\$ 8,164.26	All School	general fund
BCBS (Oct 2021)	Health Insurance Premiums	\$ 54,047.20	All School	payroll ded/gen fund
IRS	PR 10.15.2021 Payroll deductions	\$ 35,490.23	All School	payroll ded/gen fund
IRS	PR 10.29.2021 Payroll deductions	\$ 36,026.62	All School	payroll ded/gen fund
KS Dept of Revenue	PR 10.15.2021 Payroll deductions	\$ 6,790.65	All School	payroll deduction
KS Dept of Revenue	PR 10.29.2021 Payroll deductions	\$ 7,275.52	All School	payroll deduction
KPERS	PR 10.15.2021 Payroll deductions	\$ 8,984.17	All School	payroll deduction
KPERS	PR 10.29.2021 Payroll deductions	\$ 9,145.55	All School	payroll deduction
Nationwide Trust Company	PR 10.15.2021 Payroll deductions	\$ 6,164.58	All School	payroll ded/gen fund
Nationwide Trust Company	PR 10.29.2021 Payroll deductions	\$ 9,447.46	All School	payroll ded/gen fund
Total October Expenditures Exceeding Threshold		\$ 278,894.35		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: November 30, 2021
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Kenneth Sisley	ADN Faculty	11/26/2021	Faculty	Operating	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Part-Time Allied Health Instructor			Continuing Education	Operating	Open
Human Resources Assistant			Business Office	Operating	Open
Academic Advisor			Student Services	Operating	Open
Academic Advisor - Adult Education			ALC	Grant	Open
Construction Technology/HVAC CTE Program & Facilities Assistant			CT/HVAC/Facilities	Grant/Operating	Open
Accounting Specialist - Payables			Business Office	Operating	Open
Chief Financial Officer			Administration	Operating	Open
Full-Time Business Administration Instructor			Faculty	Operating	Open

President's Report: November 2021

Owner Expectations:

- I hosted meetings of the Kansas Technical College Presidents by Zoom on October 27 and November 10. We specifically addressed funding and the gap in funding due to the hold harmless proviso and lack of full funding per the state formula, capital outlay needs, and proposals to go the state's SPARK committee related to advanced manufacturing and IT. A core group of us continued to draft language for these projects on Nov. 19.
- I represented the technical colleges and presented to the Kansas Technical Education Authority (TEA) on October 28, and attended TEA committee meetings on Nov. 18.
- Kim Withroder, Sarah Phillips, and I participated in the KBOR BAASC meeting on our performance agreement and funding, and our results were approved for full funding on November 2.
- I participated in a meeting with a former colleague at NEO A&M College with our instructional staff to share ideas on advising, mentoring, and Title III ideas on November 4.
- I participated in the Manhattan High School Site Council Meeting on November 8.
- I participated in interviews with 6 Wamego HS seniors during their annual Interview Day on November 9.
- I participated in the statewide work-based learning meeting with KSDE on November 10.
- I participated in the Leadership Manhattan board meeting on November 12.
- I met with our architect on plans for the continued Wamego Center renovation on November 12.
- I co-chaired the System Council of Presidents meeting of KBOR on Nov. 17, as well as attending the state regents board meeting later that day.

Employer Needs & Response:

- I participated on the Flint Hills Regional Council's Economic Development District Steering Committee meeting on October 29, and on Nov. 19 and 30.
- I participated in the Talent Ready Kansas working group meeting and the Opportunity Kansas working group meeting on Nov. 16.
- Keven Ward from TRANE, and his associates, provided us with updates for the College and possible workforce options for HVAC and data analytics on Nov. 16.
- I provided updates to the Manufacturer Roundtable of the Manhattan Chamber of Commerce on Nov. 16.

Resource Development:

- Harry and I have had several meetings with area citizens to give updates on MATC. These meetings include: Tom Phillips (Nov. 15), Ron Highland (with Sarah in attendance as well at the Wamego Center-Nov. 15), Vern Henricks (Nov. 15)
- Harry and I attended the Advantage Manhattan update with the Chamber of Commerce on Nov. 16.
- Harry worked with Jack Alston on November 10.