



## **BOARD OF DIRECTORS MEETING**

**October 27, 2020**  
**Manhattan Area Technical College**

**Zoom/live stream at 5:30 p.m.**

2020

L.J. Baker – Chair (Geary)

### **Board of Directors**

Wendy King-Luttman (Clay)  
David Fritchen (Riley)  
Tim Flanary (Pottawatomie)  
David Urban (Riley)  
Brett Ballou (Riley)  
Will Allen (Geary)

### **Administration/Staff**

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



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
October 27, 2020  
Zoom Board/live stream meeting  
At 5:30 p.m.**

**Board of Directors:**

- |  |  |
|--|--|
| <input type="checkbox"/> Baker, L.J. Chair (Geary)             | <input type="checkbox"/> Urban, David (Riley)  |
| <input type="checkbox"/> King-Luttman, Wendy Vice Chair (Clay) | <input type="checkbox"/> Ballou, Brett (Riley) |
| <input type="checkbox"/> Fritchen, David (Riley)               | <input type="checkbox"/> Allen, Will (Geary)   |
| <input type="checkbox"/> Flanary, Tim (Pottawatomie)           |  |

**Administration/Staff:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Genandt, Jim (President/CEO) | <input type="checkbox"/> Bell, Mary (Board Clerk) | <input type="checkbox"/> Phillips, Sarah |
| <input type="checkbox"/> Jacobs, Carmela              | <input type="checkbox"/> Gfeller, Josh            | <input type="checkbox"/> Ross, Neil      |
| <input type="checkbox"/> Roberts, Nathan              | <input type="checkbox"/> Boxberger, Chris         | <input type="checkbox"/> Dietrick, John  |
| <input type="checkbox"/> Faculty Senate               |   |  |

**Call to Order**

**Executive Session:**

To discuss employee/employer negotiations and consultation with Attorney to protect the matters being discussed with the exception for negotiations under KOMA. (Action may be required upon completion of Executive Session).

**Executive Session:**

Consultation with College Attorney: Personnel Matters-Relating to personnel matters of non-elected personnel to protect the interest of the business to be discussed.

## \_\_\_ **Incidental Information**

- BOD Member Community Report

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

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

## \_\_\_ **General Agenda** (Items possibly requiring BOD Action)

- Advanced Manufacturing Grant Approval (Attachment 5)\* (Jim and Carmela)
- Forecasting Monitoring Reports (Attachment 6)\* (Carmela)
- Updated Policy Review: #4.2.3 Class Session Cancellation (Sarah)
- Updated Policy Review: #7.3.3 Faculty Credential Levels and Minimum Qualifications (Sarah)

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

- CARES Grant Update (Jim and Carmela)
- President Updates (USD 383, Covid-19, etc.) (Jim)
- HjhY' == UbX' 5Xi 'h'9X'I dXUHY' f7\ fJg
- 7cj jX'I dXUHY' fBY]L
- : UW' hmGYbUHY'I dXUHY' f6fJub' UbX' >YZL
- HfUlogjhjcb' hc' 6cUfX' F cca' UbX' HUW'Yhg' fA UfmUbX' >cg\L

## **SEvaluation of Board Process**

### \_\_\_ **Ownership Linkage** (Related to Owner Expectations, "Gaps," Meeting Expectations, Identifying New Needs of Employers, etc.)

- Foundation/Resource Development Update (Jim)

### \_\_\_ **Meetings and Upcoming Events**

- Next Board Meeting: December 8, 2020 @ 5:30 p.m. (Room 104a)

\* Requires BOD Action

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

Manhattan Area Technical  
College Board of Directors  
September 29, 2020 Room 104a  
Zoom/Live Stream Meeting  
at 7:00 p.m.

1. The Board of Directors of the Manhattan Area Technical College met September 29, 2020 at 7:00 p.m. in room 104a using social distancing with zoom and live streaming for employees.

Members present: L.J. Baker, Wendy King-Luttman, David Urban, and Brett Ballou

Members absent: Will Allen, Timothy Flanary, and David Fritchen

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

Faculty/Staff/SGO/Visitors: John Dietrick and Allison Zerbe, HR Partners/Attorney

Meeting was live streamed

2. CALL TO ORDER
  - L.J. Baker called the meeting to order at 6:59 p.m.
3. INTRODUCTION:
  - Welcome new Executive Assistant/Board Clerk Mary Bell
4. DECLARATION OF APPRECIATION:
  - Presented in memory of Marlene Sedillos

EXECUTIVE SESSION: Wendy King-Luttman moved to go into executive session to discuss matters at 7:05 p.m. and return to open session at 7:15 p.m. Brett Ballou seconded. Motion carried 4 yeas, 0 nays. At 7:15 p.m., L.J. Baker moved to return to open session. David Urban seconded. Motion carried 4 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: NEGOTIATIONS: Relating to employer-employee negotiations and consultation with Attorney to protect the matters being discussed with the exception for negotiations under KOMA. L.J. Baker moved to go into executive session at 7:15 p.m. and return to open session at 7:35 p.m. David Urban seconded. At 7:35, L.J. Baker moved to return to open session. David urban seconded. Motion carried 4 yeas, 0 nays. No action was taken.

5. INCIDENTAL INFORMATION:
  - BOD Member Community Report
  
6. CONSENT AGENDA: (Routine items requiring BOD action) \*
  - Wendy King-Luttman moved to approve the Consent Agenda (attachments 1-4), David Urban seconded. Motion carried 4 yeas, 0 nays.
  
7. GENERAL AGENDA (items possibly requiring BOD action)
  - Carmela Jacobs presented the Interim Financial Statement for fiscal year 2020 (attachments 5A & 5B). David Urban moved to approve as presented. Wendy seconded. Motion carried 4 yeas, 0 nays.
  - Jim Genandt and Tracy Geisler presented the final report to Caroline Peine Foundation Grant (attachment 6). Brett Ballou moved to approve as presented. Wendy King-Luttman seconded. Motion carried 4 yeas, 0 nays.
  - Neil Ross presented the Title IX New Regulations Board Memo (attachment 7). David Urban moved to approve as presented. Brett Ballou seconded. Motion carried 4 yeas, 0 nays.
  - Neil Ross presented updated policy #5.1.2, Undergraduate Course Credit Transfer (attachment 8).
  - Neil Ross presented updated policy #7.9.1, Animals on Campus (attachment 9).
  - Neil Ross presented recommendation for policy #3.7.5, Student and Community Complaint Procedure (attachment 10). Wendy Luttman moved to approve as presented. David Urban seconded. Motion carried 4 yeas, 0 nays.
  
8. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission).
  - Jim Genandt and Carmela Jacobs updated the board on the CARES Grant (attachment 11).
  - Jim Genandt and Carmela Jacobs updated the board on unemployment fraud.
  - Jim Genandt updated the board on USD 383 partnerships, Covid-19, etc.
  - The following updates were given by administration:
    - Title III and Adult Ed – Chris Boxberger
    - Covid-19 Update – Neil Ross
    - Wamego Update – Carmela Jacobs, Josh Gfeller, and Sarah Phillips
    - Faculty Senate Update – Brian Koch and Jeff Pishney
  
9. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).
  - Jim Genandt and Tracy Geisler discussed the updates with resource development and the foundation.

ADJOURNMENT: L.J. Baker, Board Chair adjourned the meeting at 8:48 p.m.



October 27, 2020

To: MATC Board of Directors

From: Carmela Jacobs, VP Operations/CFO

Re: September 2020 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 403,146.96	40.76%
Facilities	\$ 32,007.84	3.24%
Student Payments	\$ 193,868.54	19.60%
Program Expenditures	\$ 155,823.44	15.76%
ALC Operating Costs (excluding salary/benefits)	\$ 725.09	0.07%
Wamego	\$ 57,461.00	5.81%
Other Operating costs	\$ 145,940.56	14.76%
<b>Total September Expenditures</b>	<b>\$ 988,973.43</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
ATI	ATI Live Review	\$ 9,570.00	Nursing	nursing course fees
CINTAS	PPE Supplies (face masks, rags, shields, etc.)	\$ 9,588.80	All School	KBOR SPARK grant
Charlson and Wilson Insurance Agency	FY21 Premium	\$ 54,258.00	All School	general fund
Hobsons	Starfish Annual Contract w/Support	\$ 52,540.96	All School	Title III grant
Kansas Association of Technical Colleges	Membership (FY21)	\$ 10,000.00	All School	general fund
BBN Architect	Architect Services for Wamego (75%)	\$ 11,453.40	Wamego	general fund
CINTAS	Campus Santization Services (2weeks)/Custodial Supplies	\$ 7,322.84	All School	CARES/general fund
HON Company	Student Desks	\$ 19,321.80	Wamego	Title III grant
Kansas Association of School Boards	Membership (FY21)	\$ 5,300.00	All School	general fund
Ebsco Subscription Service	Dental and Oral Sciences Database Renewal	\$ 14,724.00	DH	credit hour fees
Office Plus of Kansas	Student Furniture	\$ 9,985.68	Wamego	Title III grant
Wolters Kluwer	PN Bundle books	\$ 35,389.74	Nursing	nursing course fees
BBN Architect	Architect Services for Wamego (65%)	\$ 15,530.10	Wamego	general fund
Evergy	Energy Bill	\$ 7,057.80	All School	general fund
BCBS	Health Insurance	\$ 42,999.83	All School	general fund
IRS	PR 9.15.2020 Payroll deductions	\$ 33,065.27	All School	payroll ded/gen fund
IRS	PR 9.30.2020 Payroll deductions	\$ 35,272.17	All School	payroll ded/gen fund
KS Dept of Revenue	PR 9.30.2020 Payroll deductions	\$ 5,120.66	All School	payroll ded/gen fund
KPERS	PR 9.15.2020 Payroll deductions	\$ 8,666.80	All School	payroll deduction
KPERS	PR 9.30.2020 Payroll deductions	\$ 9,099.87	All School	payroll deduction
Nationwide Trust Company	PR 9.15.2020 Payroll deductions	\$ 5,195.11	All School	payroll deduction
Nationwide Trust Company	PR 9.30.2020 Payroll deductions	\$ 8,741.22	All School	payroll deduction
<b>Total September Expenditures Exceeding Threshold</b>		<b>\$ 410,204.05</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** October 27, 2020  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Shannon Baker	Financial Operations Specialist	10/6/2020	Operations	general fund	rehire
Vincent Fontanini	Welding Program Assistant	10/20/2020	Welding	general fund	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
Tracy Geisler	MATC Foundation Director	10/14/2020	Foundation	Operating	Separation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Part-Time Allied Health Instructor			Allied Health	Operating	Open
Electric Power and Distribution Program Assistant (Part-time)			EPD	Operating	Open

## President's Report: October 2020

This is a summary of some key meetings and opportunities since my last report:

### Owner Expectations:

- Sarah, Carmela, and I met with the officers of the Faculty Senate on Oct. 2 to review concerns, updates, and other college information.
- Sarah, Carmela, Nathan, Neil, and I met on October 6 to begin working on the transition plans for when the federal funding for the Title III grant ends (September 30, 2021).
- I participated in a Leadership Manhattan event by Zoom on October 7 as I am on their board of directors, and also with their board meeting on October 9.
- I represented MATC and the Kansas Technical Colleges in three Technical Education Authority committee meetings on Oct. 8 (Budget & Finance, Advocacy & Marketing, Program & Curriculum).
- I met with the HLC strategic team on October 12 to get updates. Drafts of our assurance arguments for all 5 criteria are in the latter stages of development. Next steps are review and gathering our strongest items of evidence.
- I presented to the Wamego School District's Board of Education about the Wamego Center project on October 12.
- I was interviewed on KMAN for 30 minutes on October 14 to give updates about MATC.
- I represented the Kansas Technical Colleges during the KBOR meeting on October 14. The Critical Environment Technology program was approved at this meeting. Ray Frederick, Chairperson of the Technical Education Authority (TEA) cited that program to the Regents as an example of innovation among the two-year colleges.
- I participated in the Regions Team Meeting of the work-based learning schools with the Kansas State Department of Education on October 15.
- I represented the Kansas Technical Colleges during the Coordinating Council Meeting of KBOR and KSDE on October 16 concerning calendar coordination for spring breaks starting in 2022.

### Employer Needs & Response:

- I participated in meetings on Oct 1, 7, and 8 to finalize a consortium grant proposal to the U.S. Dept. of Labor for a workforce training grant. The consortium consists of MATC, NWKTC, NCKTC, and SATC.
- I met with Keven Ward of TRANE on October 6 to share updates about MATC and the Kansas Technical Colleges, and to get updates about TRANE's workforce training options, including a new data analytics component. Keven will be arranging a webinar for us on that option soon.
- I participated in a Zoom meeting of the NBAF Community Liaison Group on October 8. On their update on their workforce, they reported that 18% of their employees have technical certificates, and 15% have associate degrees.
- I met with Steve Spade of KBS for updates on October 9.
- I participated in a meeting with KBOR and several other colleges and universities concerning a new military project through a Lumina-funded grant and the Kansas Board of Regents.
- I participated in the Manhattan Chamber of Commerce board meeting on October 20.
- Sarah and I met with Jeff and Alex for Automotive Technology planning on October 22.
- Sarah, Carmela, Nathan, Josh, and I have worked with representatives of FESTO and NC3 in relation to accepting a grant from the Kansas Department of Commerce for \$366,000+ to implement a mechatronics program and lab with a very fast timeline.

### Resource Development:

- Tracy, Sarah, LJ, and I met with representatives of the Bramlage Foundation by Zoom on October 6 to discuss needs in the Junction City region and the role MATC can play. I had a follow up with the Bramlages on October 23.

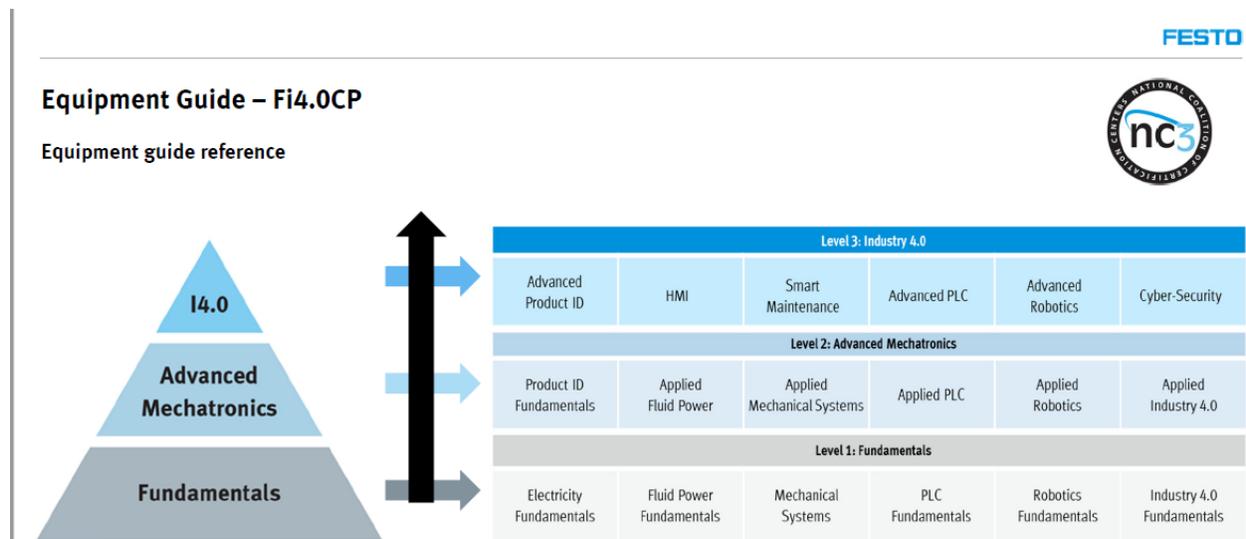
- We participated the MATC Foundation with the Wamego Match Day event on October 8. We exceeded our goal (\$10,000) by a significant amount raising over \$14,000. We appreciate all the folks and organizations who supported us with that event.

The Kansas Department of Commerce requested grant proposals from the private and public sector in early September for advanced manufacturing. Funding comes from federal stimulus allocations to Kansas to support economic recovery from COVID-19.

MATC submitted a proposal, and after significant delays from with the state system, grants were award about ten days ago. Four technical colleges received awards, including MATC. We are being funded for \$366,200 (\$100,000 less than our proposal request, the department was deluged with proposals!).

After conferring with Commerce officials, we reached out to NC3, the National Coalition of Certificate Centers ([www.nce.net](http://www.nce.net)), and the vendor representing FESTO. FESTO (<https://www.festo.com/group/en/cms/10054.htm>) is a German multinational industry for automation and industrial controls, and is a corporate member of NC3.

We are requesting approval by the Board to purchase the equipment from IES, the sole vendor for FESTO equipment. With this equipment we will install a mechatronics lab and implement the FESTO/NC3 designed curriculum. This curriculum will provide value-added skills to students in programs such as critical environment technology, HVAC, construction trades, automotive technology, and information networking technology. From the NC3 material, the lab we are installing will allow us to do the lower and middle levels of technology training as noted below:



We ask the board to approve the equipment purchase through the sole vendor process.



Manhattan Area Technical College  
Dr. James D. Genandt, PhD  
Manhattan, KS 66503

Subject: Sole Source

Dear Dr. Genandt  
Thank you for your inquiry!

Date:  
October 21, 2020

Festo Didactic, Inc. is the sole supplier in the US for Festo Didactic and Lab-Volt series Learning Systems. All Festo Didactic associated products and services are only available through authorized dealers and sales representatives.

We are pleased to provide you confirmation that Innovative Educations Systems (IES) is the only dealer authorized by Festo Didactic, Inc. to sell Festo Didactic and Lab-Volt series Learning Systems to secondary schools and community/technical colleges located in the state of Kansas. Specifically, the below training system which includes detailed curriculum and is proprietary to Festo Didactic:

Festo Ficp/Nc3 certification programs

On behalf of IES and Chris Reuter, it would be our pleasure to work with you to support your educational needs. Chris Reuter, your IES consultant can be reached at: (816) 816-625-6912 or [Chris@iestoday.com](mailto:Chris@iestoday.com)

Best regards,

A handwritten signature in blue ink, appearing to read "Darrell D. Dayton".

Darrell D. Dayton  
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[www.festo-didactic.com](http://www.festo-didactic.com)  
Attachment 5



INTERNAL MONITORING REPORT  
BUDGETING/FINANCIAL PLANNING/FORECASTING  
OCTOBER 2020

I hereby present my monitoring report on your Executive Limitations policy “Budgeting/Financial Planning/Forecasting” according to the annual schedule of reports. I certify that the information contained in this report is true.

**BROADEST POLICY PROVISION:**

Budgeting shall not deviate significantly from Board ends priorities, or risk financial jeopardy.

Accordingly, the President shall not cause or allow budgeting which:

1. Contains too little information to enable accurate financial planning projections;

The Board receives quarterly financial updates and monthly expenditure reports detailing institutional bills and has access to all financial data used by the College.

2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period;

The MATC operating budget is compiled by adding Tiered and Non-tiered State Post-secondary aid, Perkins funds, and Capital Outlay funds identified by the Kansas Board of Regents. In addition, the institution applies for and receives various private, state, and federal grants annually. The remainder of the budget comes from projection of revenue obtained through student tuition and fees based on the prior year’s enrollment. These sources of revenue, combined with several other estimated sources, provide the basis for the annual budget. In order to provide for the welfare of the institution, the budget is developed by estimating revenues slightly lower than expected and expenses slightly higher than expected.

3. Does not provide a prioritized menu of Capital Outlay Funds;

The use of the Capital Outlay funds is determined by several factors. First, the amount of funds received by the College must be matched 2:1 from other institutional funds. During fiscal year 2021, MATC will receive \$132,745 in Capital Outlay funds to use toward various capital outlay projects and requests. The College is required to match a minimum of

\$66,372.50. Secondly, the use of the funds is determined by the program and College needs as identified through internal self-study of the programs, the facilities, and the mission. MATC will continue to pursue funds from contributors to enhance programs on campus and to create additional instructional space for future growth.

4. Does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development, Board and committee meetings, and Board professional fees.

The MATC BOD projected total budget for 2020-2021 is

- Financial statement audit - \$11,500
- Legal fees - \$35,000
- Board development - \$500

The operating budget includes appropriations for the annual financial statement audit, legal and professional fees and miscellaneous Board related expenditures.

CEO's INTERPRETATION:

I report that none of the limitations listed above have been compromised or deviated from during my tenure. I therefore report compliance.

Signed *James D. Genandt* President/CEO  
James Genandt

Date October 27, 2020