

Board of Directors Packet

Manhattan Area Technical College

October 26, 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 |
| __Gfeller, Josh | __Ross, Neil | __Roberts, Nathan |
| __Boxberger, Chris | __Davis, Kimberly | __Watts, Harry |
| __Faculty Senate | __Jacobs, Carmela | __Bourbina, Malissa |
| __Dietrich, John | | |

Agenda

1. Call to Order

2. Executive Session

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

3. Executive Session

- Consultation with college attorney: Confidential Matters

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

- Approval of September 2021 Meeting Minutes (Attachment 1)*
- Approval of September 2021 Check Register w/Threshold Expenditures (Attachment 2)*
- Organizational Update (Attachment 3)*
- President's Report (Attachment 4)*

5. General Agenda (Items possibly requiring BOD Action)

- Wamego Match Day Results
- Policy Updates **Sarah**
 - i. Policy 5.1.6 Nursing Transfer Credit (Attachment 5)*
 - ii. Policy 4.1.1 New Course Preparations (Attachment 6)

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

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

- i. Budgeting/Financial Planning/Forecasting **Carmela** (Attachment 7)
- ii. Asset Protection **Carmela** (Attachment 8)
- iii. Compensation/Benefits **Carmela** (Attachment 9)
- iv. Achievement of Ends **Jim** (Attachment 10)
- Title III Update **Chris** (Attachment 11)

Meetings and Upcoming Events

Campus Closed: November 22-26

Next Board Meeting: November 30, 2021 (will discuss December meeting)

* Requires BOD Action

Board of Directors Minutes

Manhattan Area Technical College

September 28, 2021 5:30pm



1. The Board of Directors of the Manhattan Area Technical College met September 28, 2021 at 5:30 p.m. using zoom and live streaming for employees.
 - Members present: L.J. Baker, Will Allen, David Fritchen, and Brett Ballou, Wendy King-Luttman
 - Members absent: David Urban and Tim Flanary
 - 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, Director of Adult Education; Nathan Roberts, Dean of Academic Affairs; Neil Ross, Dean of Student Services; Hannah Miller, Executive Assistant/Board Clerk.
 - Faculty/Staff/SGO Visitors: Brian Koch; Rodney; Jeff Pishny; Jaren Nittler; Alex Anderson.
 - Meeting was live streamed.
2. **Call to Order**
 - L.J. Baker called the meeting to order at 5:37 p.m.
3. **Consent Agenda** (Routine items requiring BOD action)*
 - Wendy King-Luttman moved to approve the Consent Agenda (attachments 1-7), LJ King seconded. Motion carried 5 yeas, 0 nays.
4. **Discussion of Ends** (Demonstration, testimonial, or report of results related to Board Mission)
 - Jeff Pishny, Jaren Nittler, and Alex Anderson presented on the success of the Automotive Technology program.
 - Neil Ross updated the board on the enrollment trend for Fall of 2021 (attachment 8). No action was taken.
 - Chris Boxberger discussed the closeout of Title 3 and enrollment in the Adult Education program. Title 3 was a success. There are 18 people who have applied to the English as a Second Language and 12 in the GED program. Chis is involved in the committee Afghan Refugee Placement to assist with the adults and English language program for them.
 - Jim Genandt informed the board about state funding and his meetings with General Meyers and the Provost of Kansas State University. Jim updated the board on his meetings with Harry Watts and the Riley County and Manhattan City Commissioners.

5. General Agenda

- Sarah Phillips informed the board of the proposed policy, Policy 5.1.5 Nursing Program CNA Waiver Policy (Attachment 9). Brett Ballou moved to approve the policy. Will Allen seconded. Motion carried with 5 yeas and 0 nays. Motion approved.
 - Josh Gfeller gave an update on facilities, the schools cybersecurity insurance renewal, and the progress on changing out new AED machines.
 - Sarah Phillips informed the board of the Wamego Match Day and After-Hours events on October 7th.
 - Carmela Jacobs reviews the monitoring reports (attachments 10-12) and states that the financial conditions are satisfactory. David Fritchen moved to approve the monitoring reports. Will Allen seconded. Motion carried 5 yeas 0 nays. Motion approved.
 - Sarah Philips, Josh Gfeller, and Carmela Jacobs informed the board of the proposal to building a second simulation room and purchase SIM equipment (attachment 13). Brett Ballou moved to approve the proposal. Will Allen seconded. Motion carried 5 yeas and 0 nays. Motion approved.
6. **Executive Session:** Personnel Matters- Relating to personnel matters of non-elected personnel and to protect the interest of the business to be discussed. LJ Baker moved to go into executive session at 6:49 p.m. and return to open session at 7:02 p.m. Will Allen seconded. Motion carried 5 yeas and 0 nays. At 7:02 p.m., Wendy King-Luttman moved to return to open session. Will Allen seconded. Motion carried 5 yeas and 0 nays. No action taken.
7. **Executive Session:** Personnel Matters- Relating to personnel matters of non-elected personnel and to protect the interest of the business to be discussed. Wendy King-Luttman moved to go into executive session at 7:02 p.m. and return to open session at 7:07 p.m. LJ Baker seconded. Motion carried 5 yeas and 0 nays. At 7:02 p.m., LJ Baker moved to return to open session. Will Allen seconded. Motion carried 5 yeas and 0 nays. No action taken.
8. **Executive Session:** Student Matters- Wendy King-Luttman moved to go into executive session at 7:07 p.m. and return to open session at 7:17 p.m. Will Allen seconded. Motion carried 5 yeas and 0 nays. At 7:12 p.m., Wendy moved to return to open session. Will Allen seconded. Motion carried 5 yeas and 0 nays. No action taken.
9. **Adjournment:** L.J. Baker, Board Chair adjourned the meeting at 5:17 p.m.



October 26, 2021
 To: MATC Board of Directors
 From: Carmela Jacobs
 Re: September 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 389,480.58	44.95%
Facilities	\$ 69,798.54	8.06%
Student Payments	\$ 220,857.68	25.49%
Program Expenditures	\$ 65,123.31	7.52%
ALC Operating Costs (excluding salary/benefits)	\$ 346.51	0.04%
Wamego (excluding salary/benefits)	\$ 7,840.95	0.90%
Other Operating costs	\$ 113,021.94	13.04%
Total September Expenditures	\$ 866,469.51	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Amazon	Student Tool Kits	\$ 7,187.63	INT	student fees
Marta's & Sons, Inc.	Custodial Services	\$ 5,520.00	all school	general fund
Matheson Tri Gas	Student Tool Kits	\$ 9,182.78	Welding	student fees
Matheson Tri Gas	Student Tool Kits	\$ 8,602.31	Welding	student fees
BBN Architects	Wamego Phase 3 (62%)	\$ 24,536.50	all school	general fund
Kenton Brothers	Wamego Access System	\$ 5,735.04	all school	capital outlay
TechSource Tools	HVAC Student Tools	\$ 27,209.70	HVAC	student fees
Greater Manhattan Community Foundation	Title III Endowment Match	\$ 21,847.00	all school	Title III grant funds
Cintas Corp	Cleaning Services	\$ 5,240.12	all school	general fund
BBN Architects	Wamego Phase 3 (70%)	\$ 19,320.00	all school	general fund
Pinnacle Evaluation Services	Year 5 Title III Evaluation	\$ 10,000.00	Title III	Title III grant funds
Syllabus Management	Syllabus Management System	\$ 9,900.00	all school	Title III grant funds
Anixter Inc	Materials for EPD	\$ 7,635.01	EPD	student fees
Evergy	Aug Energy Bill	\$ 7,925.00	All School	general fund
BCBS (Oct 2021)	Health Insurance Premiums	\$ 53,478.36	All School	payroll ded/gen fund
IRS	PR 09.15.2021 Payroll deductions	\$ 37,387.13	All School	payroll ded/gen fund
IRS	PR 09.30.2021 Payroll deductions	\$ 35,817.05	All School	payroll ded/gen fund
KS Dept of Revenue	PR 09.15.2021 Payroll deductions	\$ 7,341.21	All School	payroll deduction
KS Dept of Revenue	PR 09.30.2021 Payroll deductions	\$ 7,341.21	All School	payroll deduction
KPERS	PR 09.15.2021 Payroll deductions	\$ 9,764.17	All School	payroll deduction
KPERS	PR 09.30.2021 Payroll deductions	\$ 9,422.22	All School	payroll deduction
Nationwide Trust Company	PR 09.15.2021 Payroll deductions	\$ 6,453.93	All School	payroll ded/gen fund
Nationwide Trust Company	PR 09.30.2021 Payroll deductions	\$ 10,100.48	All School	payroll ded/gen fund
Total September Expenditures Exceeding Threshold		\$ 346,946.85		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: October 26, 2021
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Harry Watts	Executive Director of the MATC Foundation/Public Relations	10/1/2021	Foundation	Operating	New Hire
Randal Geringer	Institutional Reporting Coordinator	11/1/2021	IT	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Chris Boxberger		10/1/2021	Academics/ALC	Operating	Promotion
Kim Davis		10/1/2021	Nursing/Academics	Operating	Promotion
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Jennifer Talbert	Academic Advisor	10/13/2021	Student Services	Operating	Separation
Carmela Jacobs	VP Operations/CFO/CHRO	10/13/2021	Administration	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
Institutional Reporting Coordinator			IT	Operating	Offer Pending
Chief Financial Officer			Administration	Operating	Open
Full-Time Business Administration Instructor			Academics	Operating	Open

President's Report: October 2021

Owner Expectations:

September 29: Sarah and I met with President Myers and Provost Taber at KSU. We will be developing a proposal for their consideration targeting some programs of study related to similar programs at the University and regional workforce priorities. We will also be exploring other potential areas of collaboration, emphasizing our programs related to bioscience and related facilities technologies.

September 30: I attended the KBOR Technical Education Authority meeting in Topeka and presented on issues and news from the state's technical colleges.

October 3-6: Sarah and I attended the National Association for Community College Entrepreneurship conference in Minneapolis, and presented to participants on our approach to HIRE education, 3D planning and budgeting, and how we managed the pandemic.

October 8: I met with Dan Crouch of BBN to review plans for the renovation of the 3rd building at Wamego, and civil engineering plans for that area.

October 11: I participated in a meeting sponsored by the City of Manhattan concerning collecting information for a feasibility study of an indoor pool/aquatic center.

October 11: I attended the first meeting of the MHK Housing Authority Steering Committee, of which I was asked to be a member.

October 11: I participated in the MHS Site Council meeting.

October 12: Harry and I attended the Manhattan Chamber of Commerce Power Lunch meeting.

October 12: I worked with staff to collect information to share with the American Association of Community College lobbyists concerning barriers we face with federal financial aid and VA aid related to flexibility in the scheduling, delivery, and provision of instruction of courses.

October 13: I presented updated on MATC on KMAN In Focus.

October 14: I participated in the Tech Ed Authority's Budget and Finance Conference Call.

October 14: I attended the meeting of the Governor's Education Council.

October 15: I attended a meeting of the Flint Hills Regional Council Development District Steering Committee.

October 19: I worked with the technical colleges' lobbyist on outlining action steps the group will take with the upcoming legislative session.

October 19: I attended the Manhattan Chamber meeting.

October 19: I participated in a meeting with counterparts from the community colleges to discuss funding proposals to address the GAP in funding for our sector.

Employer Needs & Response:

September 29: We hosted a meeting with USD 383 staff to begin work on developing a draft interlocal agreement advancing the career academy project.

September 30: We hosted a meeting of the Executive Business Industry Team (E-BILT) for the career academy project. We were tasked with developing space needs for the programs of the five centers identified so far for the project: 1-Information Technologies, 2-Healthcare & Bioscience/Technologies, 3-Advanced Manufacturing, Construction, and Engineering Technologies, 4-Transportation, Warehousing, and Logistics Technologies, 5-Food and Agriculture Technologies.

October 1 & 15: I participated in the Opportunity KS committee meetings, emphasizing business attraction and retention. Discussion points include working with K-12 schools to help more students go into career pathways related to high demand/sustainable wage/high skills and/or critical need occupations in their respective regions, and on work-based learning and enhancing student internship and apprenticeship options.

October 7: I participated in the Leadership Manhattan Board meeting.

October 8: Sarah, Chris, Suzanne and I met with the superintendent, high school principal, assistant principal, counselors and staff at Wamego High School to review how we can help them and their students to be involved with early college with us.

October 11 & 18: I participated in the JumpStart KS committee emphasizing K-12 engagement to drive workforce education and economic development for the state.

October 12: I met with Brad Hartenstine of the Flint Hills Builders Association concerning our programs and support for regional workforce.

October 15 & 19: I participated in a conference call for the Talent Ready KS committee.

October 13: I met with an associate VP of KSU to discuss areas of possible collaboration related to IT, engineering technology, and related areas.

October 14: I met with representatives of CAT to give them updates on the renovation process at Wamego.

October 22: I attended the BioKansas coffee reception at KSU, and shared about our programs of study with the BioKansas leadership. They will be spending more effort to promote Manhattan for related business development over the next two years, and will help us highlight our programs and skills to existing and potential businesses.

October 22: Sarah and I met with leadership of the Faculty Senate.

Resource Development:

October 7: MATC hosted Business After Hours for the Wamego Chamber of Commerce at our Center, and we also participated in Match Day with the Wamego Community Foundation and received over \$6,000 in donations for that day (plus the match to come).

October 20: I presented for MATC and our Foundation to the Greater Manhattan Community Foundation Trustees Reception and Meeting.

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

Policy No. 5.1.6

Title: Nursing Transfer of Credit	
Originated by: Division of Nursing & Allied Health	Originated Date: 3/7/1999
All Faculty Approval Date: 10/08/21	
President/Board of Directors Approval Date: 10/26/2021	
Revised by: Dean of Nursing & Health Programs/CAO	Revised Date: 9/2021
Reviewed on: 8/2008; 2/2010; 5/2013; 4/2016; 9/2021	

Policy Statement:

Applicants who have credits from other advanced/accredited programs may receive transfer of credit into the Nursing Programs. This transfer requires the applicant to meet the conditions outlined in Undergraduate Course Credit Transfer Policy 5.1.2. The advanced standing student will complete the remaining courses in the program and all other requirements for graduation. Any credit over two years will be not be accepted and will require repeat of all content.

Rationale:

Applicants who have received nursing credits in the last two years may be able to receive partial credit towards the program. If students have received credits from a KSBN approved PN program utilizing the core curriculum, then full credit may be granted.

Procedure:

The applicant who requests transfer of credit must follow Policy 5.1.2. In addition, the following process also occurs:

1. Applicant will supply written course descriptions or syllabi for courses requesting transfer.
2. Applicant will provide a letter of recommendation from the Director of the previously attended nursing program.
3. The Chief Academic Officer and the Dean of Nursing and Health Programs will evaluate course descriptions and syllabi to determine if the course matches the student learning outcomes/content area.
4. Approved courses will receive the grade of "TR" (transfer) as outlined in Policy 5.1.2

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.1.1

Title: New Course Development	
Originated by: Vice President of Instructional Services	Originated Date: 8/2009
President/Board of Directors Approval Date: 10/26/2021	
Revised by: Vice President Student Success/CAO	Revised Date: 10/2021
Reviewed on: 7/2011;10/2020; 10/2021	

Policy Statement: New programs and/or courses are developed when a need is identified in one or more of the following ways: 1) requests from individuals, businesses, industries, academic divisions, or staff members; 2) surveys which indicate interest in participation or potential employment in the proposed programs; and 3) requests from transfer institutions to satisfy the college articulation commitment and/or continuing education commitment.

Rationale: Development of new curriculum takes time to properly research and develop to assure the relevance, rigor, and the highest level of integrity is encompassed.

Procedure:

1. Development of a new course means that the course doesn't currently exist in the college catalog or has not been taught by any current faculty member in the last five years.
2. Once a course development need has been identified, faculty will complete the *Stipend Agreement for MATC New Course Development* form and obtain the appropriate signatures.
3. Faculty will be reimbursed at a rate of \$300 per credit hour after completion of course development requirements as outlined in the *Stipend Agreement for MATC New Course Development* form.
4. After completion of course development, the faculty member will review course materials with the appropriate dean that all components required of the course are accurate. Both the faculty member and dean will sign the form and provide it to the CAO for final approval.
5. Upon CAO approval the faculty member will complete the curriculum approval process as outlined in Policy 3.2.7 Curriculum Committee.
6. This stipend payment is a one-time separate contract per course developed.

Stipend Agreement for MATC New Course Development

When the following conditions have been met and approved by the Chief Academic Officer, Manhattan Area Technical College agrees to pay _____ (instructor) a course development stipend, in accordance with Policy 4.1.1 in the amount of \$_____ upon the completion of course development of _____ (prefix/course number) _____(course name) to be taught beginning _____ (semester).

(Instructor) (date)

(Dean) (date)

(CAO) (date)

UPON COMPLETION:

- _____ All components of the entire course are complete and uploaded into Canvas.
(This includes, but is not limited to, weekly assignments, quizzes, gradebook, activities, and assessments)
- _____ The course syllabus is created in correct format, uploaded to Canvas, and been submitted to Academics.
- _____ All materials meet the appropriate standard of quality (including correct spelling, grammar, etc.), and accreditation/state standards if applicable.
- _____ Course developer has presented and demonstrated the course to department and Dean/CAO.

Verification requirements met:

(Instructor initials) / (Dean initials)

Approval:

(CAO) (date)

FOR OFFICE USE ONLY		
Amount Paid \$ _____	Business Office _____	Date Paid _____



INTERNAL MONITORING REPORT
BUDGETING/FINANCIAL PLANNING/FORECASTING
OCTOBER 2021

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 2022, 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.

In addition, the College was awarded an additional amount for Capital Outlay, known as the Capital Outlay Maintenance of Effort funds, in the amount of \$619,285.71. The use of

these funds are restricted to equipment and are also determined by the program and College needs as identified by Administration.

4. Does provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development, Board and committee meetings, and Board professional fees.

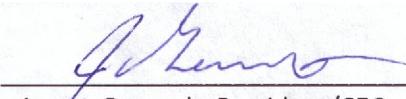
The MATC BOD projected total budget for 2021-2022 is

- 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. therefore report compliance.

Signed 
James Genandt, President/CEO

Date 10-04-21



MANHATTAN AREA TECHNICAL COLLEGE

INTERNAL MONITORING REPORT

ASSET PROTECTION

OCTOBER 2021

I hereby present my monitoring report on your Executive Limitations policy "Asset Protection" according to the annual schedule of reports. I certify that the information contained in this report, as reviewed by Carmela Jacobs, Vice President of Operations/CFO and Josh Gfeller, CISO, is true.

BROADEST POLICY PROVISION:

Assets shall not be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, the President shall not:

Policy Provision #1:

Fail to insure against property and casualty losses or against liability losses to Board members, staff, or the College itself in an amount prudent and advisable under Kansas law.

CEO's INTERPRETATION:

Property assets at Manhattan Area Technical College ("The College") are insured when their value is in excess of the \$10,000 deductible. The high premium cost at lesser amounts does not justify any change to this policy. The College also carries insurance in the amounts of \$1 million for general liability per occurrence (\$3 million general aggregate), and \$500,000 for bodily injury for both the Manhattan and Wamego properties. In addition, the College carries Educator's Professional Liability insurance to protect against errors and omissions that includes Directors and Officers liability coverage and Cyber Security insurance to protect against malicious cyber-attacks. Lastly, all vehicle assets are covered under the Commercial Auto policy.

I report compliance.

Policy Provision #2

Allow unbonded personnel access to significant amounts of funds.

CEO's INTERPRETATION:

"Unbonded personnel" is interpreted to mean employees who are refused inclusion in the organization's insurance against employee wrongdoing. Our insurance company periodically requests a list of personnel, and to date, has never excluded any of our personnel. Furthermore, since the amount of cash on hand varies according to semester activities, the cash assets are protected through the following means:

(1) The cash register is secured in the (locked) front office under camera surveillance at all times, is locked at all times with only select personnel possessing keys, and has \$40 maintained inside each evening. Daily receipts are locked in the College safe until those funds are taken to the bank for deposit; deposits are made on a weekly basis.

(2) When increased activity also increases the amount of cash handled on a day-to-day basis, such as during registration, deposits are made no less than twice a week or at the discretion of the Vice President of Operations/CFO. All transactions are accounted for by receipt, and appropriate internal controls are in place to ensure protection of assets. Tests of controls were performed as part of the unqualified audit report issued by independent external auditors dated December 4, 2020.

I report compliance.

Policy Provision #3

Allow improper wear and tear or inadequate maintenance of the plant and equipment.

CEO's INTERPRETATION:

The IT Department, Head of Maintenance, and various contracted service providers, maintains campus equipment and facilities. Equipment within the program areas are maintained, as much as possible, by the faculty within their department. Students do not use the College's program equipment until sufficient training has been conducted in the areas of operation, safety, and preventive maintenance. Campus-wide maintenance items of substantial cost, such as roofing and parking/sidewalk, are consistently being assessed for potential repair or replacement.

I report compliance.

Policy Provision #4:

Unnecessarily expose the College, its Board, or staff to claims of liability.

CEO's INTERPRETATION:

The College has regular inspections, both announced and unannounced, by different compliance agencies, such as the Fire Marshall, Environmental Protection Agency, and OSHA. Upon discovery of any deficiencies, the College moves to gain compliance as quickly as possible.

I report compliance.

Policy Provision #5:

Make any single asset purchase over \$2,500 without having obtained comparative prices and without due consideration of cost, quality and service;

CEO's INTERPRETATION:

The College seeks comparison prices on all purchases in excess of \$2,500, unless sole source purchasing is justified per policy 6.2.5. The College initiates these comparisons within the six main service area counties first when seeking goods and services within the stated limits.

I report compliance.

Policy Provision #6

Make any purchase, or initiate construction, remodeling, or alterations of real property over \$25,000 without Board approval. Such purchases shall require a sealed competitive bidding process;

CEO's INTERPRETATION:

The College requires at least three bids on all items purchased over \$25,000, unless the item is acquired as a "sole source item" due to its unique nature.

I report compliance.

Policy Provision #7

Receive, process, or disburse funds under controls that are insufficient to meet the financial auditor's standards.

CEO's INTERPRETATION:

All funds are handled according to accepted practices as supported by the College's unqualified audit report dated December 4, 2020.

I report compliance.

Policy Provision #8

Dispose of real property without Board approval.

CEO's INTERPRETATION:

No real property has been acquired, encumbered, or disposed of without Board approval.

I report compliance.

Policy Provision #9:

Enter into any lease agreement for real property in excess of \$20,000 annually without Board approval;

CEO's INTERPRETATION:

The College has not initiated any other lease-financed construction, remodeling, or alterations in excess of \$20,000 without Board Approval since the approval of the leased-financed agreement with Governmental Capital for the purchase and renovation of the property in Wamego.

I report compliance.

Policy Provision #10:

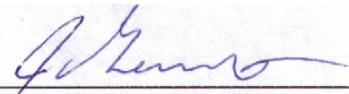
Fail to protect intellectual property, information, and files from loss, damage, or improper access.

CEO's INTERPRETATION:

Financial and student records are backed up twice daily at noon and 10:00PM, respectively. The records are then replicated off-site, via the College's remote backup grid, located at the Wamego Center. A nightly offline backup is also

taken and kept on rotated offline disks to keep a backup inaccessible to hackers *off* the wire. Additionally, monthly and yearly backups are maintained at the offsite Wamego Center. Firewalls and IT measures and policies are in place to protect against unauthorized or malicious access to the College's computer systems. The IT department also monitors the systems for unusual network usage and acts on any possible threats to the internal security. Intrusion Prevention Systems and Multi-Factor Authentication are utilized to protect sensitive data. Hard copy or paper files are kept in locked cabinets behind locked doors with limited access to sensitive materials, such as student and personnel records. The College fully complies with Federal Educational Rights and Privacy Act (FERPA) when dealing with student records, Health Insurance Portability and Accountability Act (HIPAA) when dealing with patient records in Nursing, and Freedom of Information Act (FOIA) regulations when dealing with other requests for information, both externally and internally, when appropriate.

I report compliance.

Signed 
James Genandt, President/CEO

Date 10-14-21



INTERNAL MONITORING REPORT
 COMPENSATION/BENEFITS
 PRESIDENT'S EVALUATION/PERFORMANCE REPORT
 OCTOBER 26, 2021

I hereby present my monitoring report on your Executive Limitations policy "Compensation/ Benefits" according to the annual schedule of reports. I certify that the information contained in this report is true.

BROADEST POLICY PROVISION:

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the president shall not cause or allow fiscal integrity or public image to be jeopardized. Accordingly, the President shall not:

Policy Provision #1:

Change his/her compensation and benefits.

CEO's INTERPRETATION:

I have not changed my own compensation or benefits. I report compliance.

Policy Provision #2:

Promise of imply permanent or guaranteed employment.

CEO's INTERPRETATION:

I have not promised or implied any permanent employment to any individual. I report compliance.

Policy Provision #3:

Establish compensation and benefits which:

a. Deviate significantly from the geographic area or market for the skills employed.

CEO's INTERPRETATION:

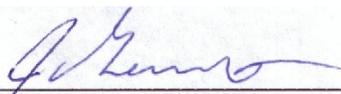
Examination of IPEDs data for faculty salaries and market analyses through BalancedComp, LLC in 2011 indicate that MATC employee's compensation and benefits are currently either at, or above, the average, or align with market demand, but do not deviate significantly in any category. I report compliance.

b. Create obligations over a longer term than the revenues can be safely projected, in no event longer than one year, and in all events subject to losses of revenue.

CEO's INTERPRETATION:

I have not created obligations which cannot be sustained by our existing revenue streams. Contracts and wage notices are issued annually **and are subject to availability** of funds. I report compliance.

Signed



 James Genandt, President/CEO

Date

10-04-21

MANHATTAN AREA TECHNICAL COLLEGE
BOARD MONITORING REPORT: For October 2021 Board Meeting
ACHIEVEMENT OF ENDS: 2020-2021
Submitted by: James D. Genandt, President/CEO

Note: You will see repeated evidence in the report to address the policy titles for this monitoring report. Each evidence component used addresses the policy title as data often has more than one meaning.

Policy Type: Ends

Policy Title: Vision and Mission

The Vision and Mission of the Manhattan Area Technical College Board of Directors is to ensure that MATC strives to be a leader in postsecondary technical education in Kansas to prepare people for productive and enriched lives.

Evidence:

Rankings from independent organizations and agencies provide evidence that MATC is a leader in postsecondary technical education for the state, and the nation:

- The Chronicle of Higher Education rated MATC #25 in the nation among two-year colleges for 3-year graduation rates;
- WalletHub ranked MATC #1 in Kansas and in the top 20% in the nation among two-year colleges for the 3rd year in a row;
- PracticalNursing.org ranked the PN program at MATC as #3 in the state;
- NursingProcess.org ranked the ADN program at MATC as #1 in the state;
- MATC has two national champions in SkillsUSA in 2021;
- The Phi Theta Kappa student organization was recognized with the group's REACH Reward for membership development;
- Intelligent.com identified MATC as one of the best community colleges in Kansas, with the top ranking for short-term medical training; and
- MATC received reaffirmation of accreditation from The Higher Learning Commission!

Policy Title: Essential Skills

1. Students will possess essential technical skills.
2. Students will demonstrate reading, math, and interpersonal skills, including speaking, listening and writing, appropriate for their chosen fields of endeavor.

Evidence:

1. Where data is captured on student attainment of industry-recognized credentials and/or required licensures, MATC performs at a high level.

- a. Nursing completion and licensure pass rates:

	<u>2020</u>	<u>2019</u>	<u>2018</u>
RN licensure pass rates:	93.3%	90.2%	100%
Class Completion rate-May:	91.7%	100%	87.5%
Class Completion rate-December:	72.2%	78.3%	87.5%

PN licensure pass rates:	85.7%	100%	100%
Completion rate:	82.8%	81.6%	89.7%

- b. Industry-Recognized Credentials Earned (NOCTI)
Programs: EPD, INT:

# of Students	316	321	227
# of Industry-Recognized Credentials	964	928	607

Annual Board Monitoring Report: Achievement of Ends AY 21

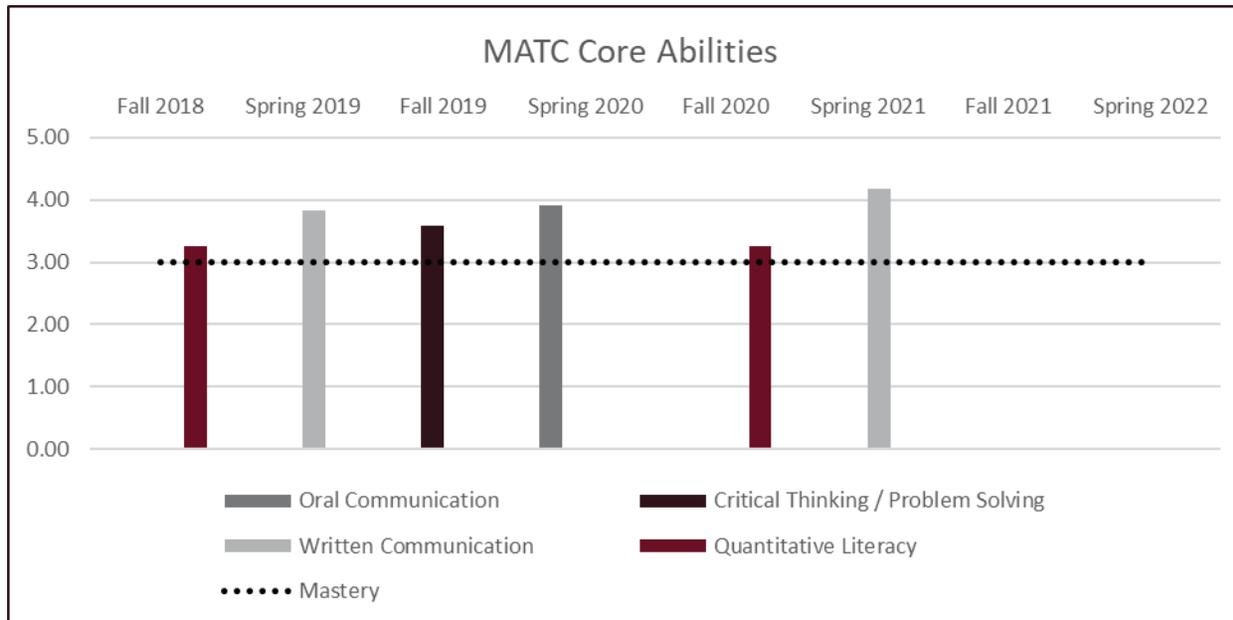
c. Industry-Recognized Credentials (ASE)
 Program: Automotive Technology:

	AY 2018 ¹			AY 2019			AY 2020		
	Number Tested	MATC Average	National Average	Number Tested	MATC Average	National Average	Number Tested	MATC Average	National Average
Automotive Technology – Fall									
Suspension & Steering	12	58%	51%	11	67%	49%	14	60%	48%
Brakes	12	59%	53%	11	75%	50%	14	64%	51%
Automatic Transmission & Transaxle	12	63%	57%	11	75%	55%	14	69%	55%
Manual Drive Train & Axles	12	58%	55%	11	75%	53%	14	61%	52%

	AY 2018			AY 2019			AY 2020		
	Number Tested	MATC Average	National Average	Number Tested	MATC Average	National Average	Number Tested	MATC Average	National Average
Automotive Technology – Spring									
Electrical & Electronic Systems	11	67%	54%	11	74%	54%	12	70%	53%
Heating & Air Conditioning	11	69%	55%	11	69%	53%	12	68%	53%
Engine Performance	11	61%	59%	11	72%	52%	12	64%	53%
Engine Repair	11	70%	54%	11	76%	56%	12	80%	57%

In addition, almost all students in healthcare programs receive First Aid and CPR training and associated credentials. In many of the other technical programs of study, students earn OSHA credentials. We are working on enhancing our ability to gather and track the wide variety of credentials that students can earn. In addition, we are building in tracking to report to you on the number of credentials and licenses people may be earning through the Regional Testing Center.

2. Evidence of basic skills comes from assessment data as part of the institution’s accreditation requirements:

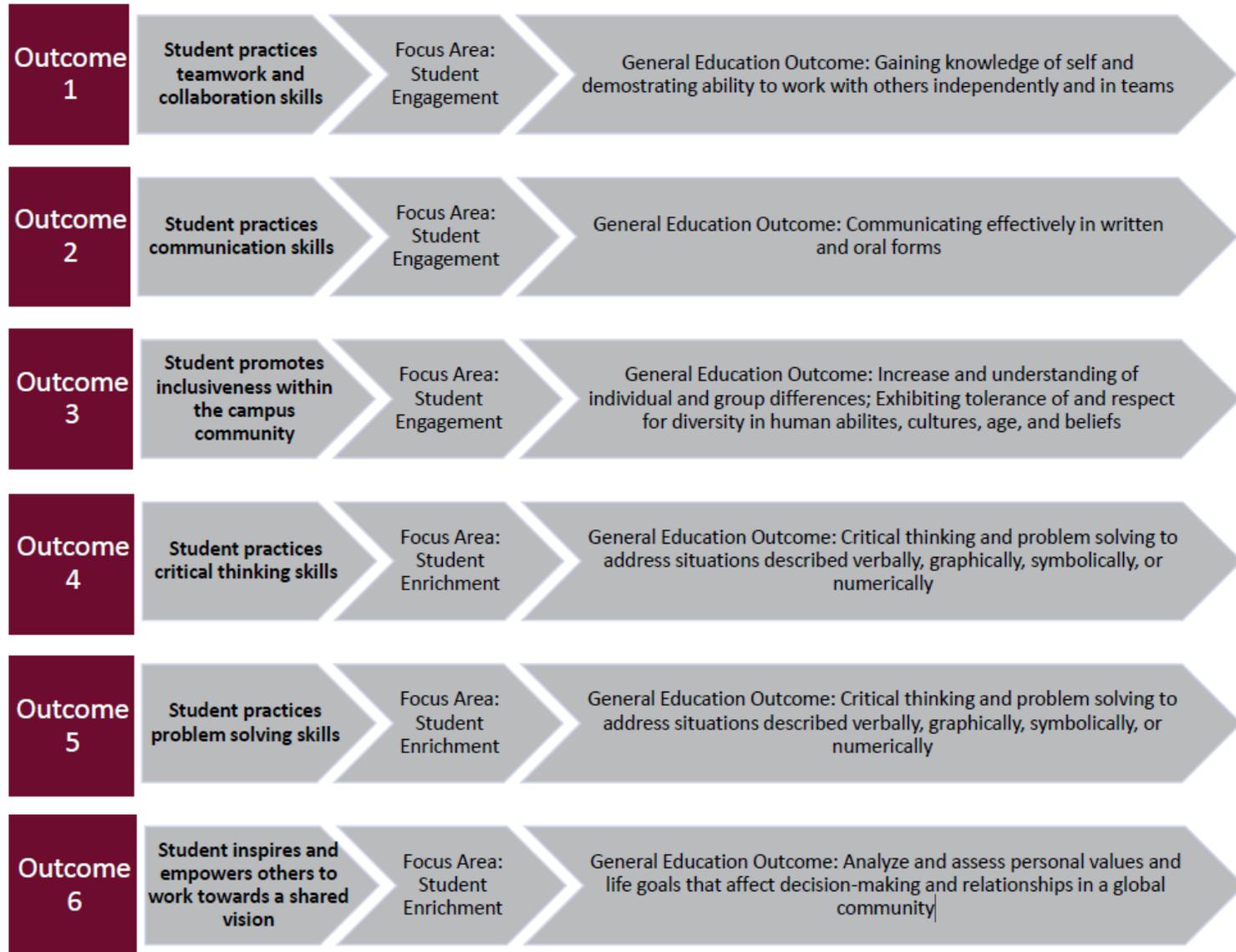


Respondents came from 11 of the programs as well as students in general education courses.

More evidence for this item comes from the success of the Adult Learning Center. Over twice as many participants (71) in the ALC GED program passed that exam in the first three years of the Center being operated by MATC than the previous three years (34) under USD 383.

Additional evidence in the future will come from the co-curricular assessment, also a part of the assessment of student learning process mandated by The Higher Learning Commission. While still in its infancy in implementation, and impacted by the pandemic, outcomes data will relate to core skills progress by our students. The learning outcomes for this assessment component are:

Co-Curricular Learning Outcomes



Policy Title: Work Preparedness

Students will be prepared for success in the workplace, with coordination and collaboration with the Kansas Board of Regents and its Technical Education Authority, and MATC engagements with K-12 education, and other organizations relevant to technical education to guide students to an appropriate career pathway or other postsecondary options.

1. Students will demonstrate the skills and knowledge required for successful entry into the workforce.
2. Students will demonstrate the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will demonstrate the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

Evidence:

Evidence to meet each of the items listed above is in the other evidence provided in the report. Both academic grades and earned certificates and/or credentials provide proof of meeting work preparedness. The student attainment of industry credentials and licensures is a second component of evidence that also validates the academic success (as well as the quality of the teaching and learning environment our faculty and staff provide for our students!).

The second item has evidence from the assessment of core skills: computational skills, communication skills, critical thinking skills, as well as leadership from the co-curricular assessment. All of the evidence presented links to the third item. Our overall graduation rate, capacity of earning external credentials and licenses, job placement rate, and the fact that over 75% of our graduates are employed in this region on an annual basis serve to provide evidence that work preparedness is being met at a high standard.

Annual Board Monitoring Report: Achievement of Ends AY 21

Policy Title: Workforce Development

Workforce development will be responsive to community economic development and local employer needs (including customized skills training).

Evidence:

Primary evidence for this section comes from KBOR data on MATC:

MATC Data: KBOR Degree Stats & Kansas Higher Education Statistics

<u>Degree</u>	<u>% of Graduates Employed in Region</u>	<u>Median Earnings of Program Graduates at Entry</u>
AAS Applied Studies	83%	\$31,137
AAS Administrative Assistant	71%	\$30,398
AAS Air Conditioning & Refrigeration	88%	\$32,395
ADN Registered Nurse	88%	\$50,866
AAS Automotive Technology	83%	\$34,465
AAS Construction Technology	80%	\$34,770
AAS Electric Power & Distribution	64%	\$62,307
AAS Information Networking Technology	75%	\$39,573
AAS Medical Lab Technology	87%	\$41,807
AAS Welding Technology	67%	\$45,760

Award Type 2021: Short-Term Credentials: 35% Certificates: 42% Associate Degrees: 23%

Healthcare: 54%, Manufacturing: 18%, Construction: 15%, Mechanics: 7%, IT: 3%

KBOR data indicates over 75% of our students are employed in our region!

In addition to this data, the addition of the Adult Learning Center has resulted in almost a 100% increase in the number of adult education students entering the workforce in the region: 134 from 2016-18 vs. 234 from 2019-2021. The addition and expansion of the Regional Testing Center at MATC has also strengthened and increased the College's capacity to document and assist students for validation of technical skills, work preparedness, and entry into the regional workforce.

Policy Title: Leadership

Opportunities are provided for the development of leadership skills.

Evidence:

One component of evidence is in the co-curricular assessment survey with students. One survey statement asks the students to rate how their involvement in student organization(s) helped them build leadership skills. Annual response ratings are as follows (please note impact of the pandemic in 19 and 20 as student organizations were almost completely inactive and the rebound last spring):

<u>Semester</u>	<u>Strongly Agree</u>	<u>Agree</u>	<u>Neutral</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
Spring 21	71%	29%			
Spring 20	17%	50%	25%		8%
Spring 19	17%	50%	33%		

**Year 5 Evaluation Report – Title III Grant Project
Manhattan Area Technical College
PR Award #: P031A160195
September 8, 2021**

On-site evaluation conducted by Carolyn Brown of Pinnacle Evaluation Services.

Introduction

MATC's Title III, Part A proposal was a 2015 submission and subsequently funded with a start date of October 1, 2016. The total five-year grant budget is \$2,249,893. The MATC Title III project is called **Project AIMS: Accessible Instructional Modalities and Services** and has two primary components.

Component A: Expanding access to certificate, degree and transfer options. Activities include purchase of a new learning management system (LMS) and creating a faculty studio for professional development in course design and conversion/revision of 47 general education and technical courses for online/hybrid delivery.

Component B: Developing comprehensive, interactive and accessible student services for both on-campus and online users. Activities include creation of a Teaching and Learning Center (TLC) and the purchase of support services software. Employees and students will be trained to utilize the new tutoring, degree audit, advising, early alert and financial aid programs.

All project activities have strengthened MATC and have been embedded into core college operations. No personnel, software, employee training, technology, equipment or services have been considered an add-on or temporary in nature. As a result, there has been no reduction in force, enrollment has increased, despite the COVID 19 pandemic, student retention is up to 77% over the Fall 2014 rate of 64%, operations are more efficient, revenue has increased and MATC has become better equipped to increase its involvement in the community benefit arena. The reputation, increased fiscal stability and strong infrastructure gained through Project AIMS have garnered additional local, state and federal funding as well as collaborative opportunities. Just a few of those opportunities are listed below.

- MATC was awarded a National Science Foundation grant to build the Critical Environment Technologies (CET) lab on Campus. The lab will be utilized to train students for jobs in HVAC, and construction trades and in particular training for the workforce of NBAF and area supplier companies. Kansas State University's BioSecurity Research Institute (BRI) provided

	Manhattan Area Technical College Title III, Year 5 Project Evaluation	
	Page 1	

consulting services in designing the CET lab in the interest of building associate and bachelor degree pathways for students.

- MATC is the recipient of \$400,000 from the Kansas Department of Commerce for the implementation of a new lab and program for industrial engineering technology.
- MATC is adding industry-recognized credential, through the National Certification Coalition in welding and industrial technology, with future plans to include electrician credentials.
- Over the life of Project AIMS, MATC has secured two low-interest workforce development loans from the City of Manhattan. Those loans were satisfied by the College reaching agreed upon goals. One of the loans helped the College finance a new roof for the main campus building.
- The local Adult Basic Education program, funded by the State, was relocated to MATC in Year 2 from the local school district.
- MATC has partnered with the Wamego, Kansas school district in creating the Wamego Center to be operated by the College. MATC has used institutional funds to begin renovations and has hired the Center coordinator. Plans are to begin courses with the Spring 2022 semester.
- The Greater Manhattan Community Foundation has awarded MATC two challenge grants for development of the Wamego Center and the College has met the requirements to receive the entire amount of each grant.
- The College is partnering with Manhattan and nearby school districts to create a Career Academy at the high school in Manhattan.
- In addition to being the recipient of several rounds of Cares Act Recovery Funds, the College also received some pass through Cares Act funds from Pottawatomie County, Kansas to assist with development of the Wamego Center.

Since Project AIMS activities and projected outcomes were purposefully designed to align with a number of MATC five-year strategic goals, it is no surprise that significant progress has been possible in growing institutional capacity. At the end of this evaluation is a list of institutional goals and a summary of Project AIMS outcomes.

External Evaluation Process

Annual evaluations are conducted to check for compliance with applicable U.S. Department of Education and OMB rules and regulations and to assess progress toward meeting annual project objectives. Due to the COVID-19 pandemic, a virtual Year 5 evaluation was performed via Zoom meetings on September 8, 2021 and project documents were posted on a Google share drive. The purpose of the evaluation was to achieve the following:

- Assess the progress of the College toward completion of stated objectives.
- Verify compliance with applicable federal regulations.
- Assist the College in the grant closeout process.

The following MATC employees were interviewed during the virtual evaluation with attendance noted for each of the formal meetings.

Title	Name	Staff	Assessment	Budget	IMC/Exit
Title III Project Director	Chris Boxberger	x	x	x	x
Title III Activity Coordinator/ Distance Learning Specialist	Pamela Imperato	x	x		x
Director of Academic Resources and Testing	Darren Ortega	x	x		
Director of Wamego Center	Suzanne Duncan		x		
Academic Advisor	Lauren Rust		x		
<i>Administration</i>					
President	James Genandt				x
VP of Operations, CFO	Carmela Jacobs			x	x
Dean of Student Services	Neill Ross		x		x
Dean of Career & Technical Education	Nathan Roberts				x
Chief Information Security Officer/ Director of Facilities	Josh Gfeller				x
Director of Institutional Reporting & Instructional Technology	Kim Withroder	x	x		x

The following documents were reviewed to verify progress and compliance.

- Title III Grant Proposal
- Grant Award Notice – Year 5
- Annual Performance Report – Year 4
- USDE program officer correspondence: prior approval, etc.
- Personnel: employment contracts, resumes, job descriptions
- Time and Effort/Monthly Progress Reports
- Title III Compliance Manual
- Notes to the file
- Canvas, Starfish and Brainfuse analytic reports
- Vendor Contracts
- Purchase requisitions
- General Ledger: Budget Summary and Detail
- G5 drawdown records
- Inventory records
- Policies (institutional)

- Measurement of objectives records: grade reports, enrollment data, online course syllabi, and professional development training materials

Evaluation Plan and Progress in Attainment of Annual Objectives

The MATC Assessment Committee meets monthly. Membership consists of faculty, staff, administrators, the Title III Project Director, and President Jim Genandt. Project AIMS is a standing agenda item with considerable discussion of project activities, evaluation methodology and outcomes. The Committee uses Starfish analytic data and Canvas reports as well as enrollment and grade reports, and surveys to measure program outcomes and the impact of Title III on the institution.

Discussions with the Project Director, Title III staff, President Jim Genandt, and administration together with review of the documentation listed above verify progress toward Year 5 annual activity objectives.

10. By September 30, 2021, at least 75% of students in online/hybrid course pilots succeed with grades of “C” or better (2014 baseline: average of 72% success in targeted courses). And performance measure 11b. By September 30, 2021, increase online/hybrid enrollment by at least 75 through fall pilots of new online/hybrid courses (Biotechnology) (baseline Fall 2014 online enrollment of 205).

Excluding Biotechnology, enrollment in the Project’s revised, piloted and institutionalized courses in Years 2-4 was 1,539 (duplicate) with a 78.5% success rate (grade “C” or above). Biotechnology courses were to be revised and piloted during Year 5. However, due to a delay in opening the biocontainment facility under construction in Manhattan, Kansas, coordination of course content with plant personnel and local industry suppliers was rescheduled and took place during the Spring 2021 semester. While five Biotechnology courses were revised and converted in Year 5, they will be piloted during the 2021-2022 academic year. Although piloted post-grant, MATC will evaluate the new courses and modify them as needed to address best practices for online/hybrid instruction and incorporation of distance learning tools.

MATC is a key education partner with the U.S. Department of Homeland Security and U.S. Department of Agriculture as they construct and operate the National Bio and Agro-Defense Facility (NBAF) in Manhattan, Kansas to replace the New York Plum Island Animal Disease Center. The NBAF will be a state-of-the-art biocontainment laboratory for the study of diseases that threaten both America’s animal agricultural industry and public health. While biocontainment will

be a Critical Environment Technologies (CET) program emphasis area, a certificate can also be earned in one semester for persons who already hold a bachelor’s degree in biology, chemistry, or engineering. Under a National Science Foundation grant, and in coordination with the U.S. Department of Agriculture, MATC constructed and equipped a bio safety lab in Year 5 for students in the CET program.

10a. By December 1, 2020, following at least 20 hours of training, target faculty convert/revise at least eight courses (Biotechnology) to address best practices and strategies for online delivery.

A program modification was requested with subsequent U.S.D.E. Program Officer approval on January 5, 2021 to consolidate the eight originally proposed Biotechnology courses into five courses. This decision was made after consultation with NBAF personnel and area industry partners to ensure students receive the appropriate training and credentialing needed to gain employment in a hazardous/dangerous environment in a timely and efficient manner.

MATC’s Director of the CET program and the fulltime CET instructor who will teach the Biotechnology courses converted the five courses listed in the following table. Four courses are hybrid with lab training held in the CET bio safety lab.

Y5 Revised/Converted Courses	
BIO 255: Biotechnology Techniques	Conversion/Hybrid
BIO 265: Molecular and Cellular Techniques	Conversion/Hybrid
BIO 285: Protein Techniques	Conversion/Hybrid
BIO 292: Biotechnology Employability	Conversion/Hybrid
EMP 1901: Global Employability Standards	Conversion/Hybrid

The instructor participated in over 30 hours of structured training, work sessions and one-on-one coaching sessions. The training included:

- Kung Fu Canvas training for building an online course (15 hours)
- Ten sessions of general Canvas assistance with a new topic every week and open work sessions conducted by the Title III Distance Learning Specialist (10 hours)
- Numerous one-on-one coaching sessions by the Title III Distance Learning Specialist and/or peer mentor to review and incorporate standards from the *Quality Matters Higher Education Rubric, Sixth Edition* (6 hours)

10b. By January 31, 2021, August 31, 2021, at least 100 Early Alerts have been issued using new online Early Alert/Referral System.

The Canvas student retention module was piloted in Project Year 5 and generated flags for 914 unique students. The module raised 6,605 flags with another 251 flags, kudos and referrals raised manually by MATC employees. The average number of flags per student was 7.41 as they moved through the intervention process. Prior to implementation, advisors, including faculty, and the TLC Director underwent both online and campus-based training in using the retention module and procedures for executing effective intervention practices.

10c. By September 30, 2021, tutoring system using both face-to-face and online delivery is 100% institutionalized.

The Brainfuse online tutoring service continues to be heavily utilized. The majority of MATC’s Brainfuse students spent considerable time visiting the Brainfuse Writing Lab. The other most common modules are Statistics, Pre-Algebra and College Algebra. Brainfuse is also available to all high school dual enrollment students. The TLC Director is diligent in monitoring usage to assess value of each module, to ensure sufficient student access, and to identify students that may need an intervention. The table below delineates usage of Brainfuse since it went live on May 6, 2017.

Brainfuse Online Tutoring Usage				
Time Period	Live Sessions Excluding Writing Lab	Live Session Minutes Excluding Writing Lab	# Writing Lab Sessions	Writing Lab minutes
2017 – 2018	180	6,243	32	2,870
2018 – 2019	209	4,853	143	23,855
2019 – 2020	158	5,575	506	17,710
2020 – 2021	184	6,443	276	9,660
Totals	731	12,114	957	54,095

While face-to-face tutoring has declined somewhat due to the pandemic starting in March 2020, students are still able to receive tutoring services through Zoom sessions with peer tutors. Post-grant, MATC will be funding two regular peer tutors to work in the TLC plus additional tutors on an as needed basis.

11. By September 30, 2021, institutional headcount has increased by at least 20% over Fall 2014 baseline of 766.

The table below compares enrollment history during the five-year grant period to the Fall 2014 baseline of 766 students. Prior to the pandemic, MATC’s headcount was trending upwards beginning Fall 2019 by 16%, dropped in 2020 and has rebounded for Fall 2021. The multiple points

of student support added through Project AIMS have also dramatically increased the retention rate for first-time, full-time degree-seeking students by 13% over Fall 2014.

Enrollment History: Fall 2017 – Fall 2021 (20th day of instruction)			
	Headcount	% headcount increase over 2014 baseline (766)	% retention rate 2014 baseline (64)
Fall 2017	926	17	52
Fall 2018	779	2	53
Fall 2019	906	16	68
Fall 2020	797	4	77
Fall 2021	869	12	Not available

Since March 2020, the COVID pandemic has negatively impacted enrollment by as much as 35% at community colleges nationwide. Administration believes that MATC enrollment would have dropped further had it not been for the institutional capacity funded and developed through Project AIMS. Likewise, enrollment would not have rebounded so quickly post-COVID. When COVID hit in Spring 2020, MATC closed down for two weeks to convert courses into online or hybrid format. Continuing through the Summer, more courses were converted. Together with the 44 Project AIMS course revisions/conversions, there are now 176 unique online and/or hybrid courses.

11a. By September 30, 2021, technology infrastructure capacity to support online/hybrid instruction and services will have increased to approximately 42TB of storage and 80GHZ of processing from the current 24TB of storage and approximately 40GHZ of processing.

The MATC Chief Information Security Officer led efforts to expand the infrastructure necessary to support increased enrollment, additional personnel, enhanced internal controls, management of the new learning management system, and implementation of new academic and student support software and processes. The current technology infrastructure capacities include 105TB of storage and 90GHZ of processing on a 10GB Internet Small Computer Systems Interface network and fully solid state drive storage area networks.

Senior Administration Team (Internal Monitoring Team [(IMT)])

The full MATC Administration Team serves in a monitoring capacity for Project AIMS. The Project Director attends the meetings and leads project discussions. The Project Director prepares monthly reports for the President and Vice Presidents that cover all aspects of grant activities. The

MATC President and Project Director also provide updates at the monthly Board of Directors meetings.

During weekly IMT meetings, members report on activities and assignments, review alignment of activities to project objectives and institutional goals, discuss problems/weaknesses, and identify corrective actions. Beginning in Year 4, a standing item was added to the meeting agenda—“Life After Title III” which concentrates primarily on institutionalizing aspects of Title III activities and identifying appropriate funds. Again, Starfish and Canvas LMS analytics has provided invaluable data used to analyze the effectiveness of each element of Title III.

Title III Compliance Manual

The *Title III Compliance Manual* was created in project Year 1 and has been updated annually. The *Manual* contains the grant proposal as well as operational documents such as travel forms; time and effort/monthly report templates; Title III position descriptions; and policies applicable to Title III. All Title III employees and members of the Senior Administrative Team have current copies of the *Manual*.

Compliance with Applicable Federal Regulations

Does the Title III Project Director have copies of employment contracts or letters of employment on file, specifying the position is Title III, the percent of Title III time and the amount of wages funded by Title III? Are all approved positions filled and have any changes in qualifications, job description and time commitment been approved by the program officer?

Project records include personnel files that contain employment contracts, resumes and job descriptions for all past and current Title III employees. These documents specify the Title III title, time commitment and wages.

U.S.D.E. Program Officer approval was given on January 5, 2021 for division of duties for the Title III Student Services Specialist position. The position became vacant in Year 4 with duties absorbed by four other employees: Title III Activity Director/Distance Education Specialist, TLC Director and two academic advisors. The Title III Activity Coordinator/Distance Learning Specialist has become an essential employee in training faculty on course revisions and other duties required for the operation of the Canvas LMS. This position will be retained post-grant as the MATC Instructional Designer/Distance Education Specialist effective October 1, 2021. Staffing details are provided in the Title III Project Staff table below.

	Manhattan Area Technical College Title III, Year 5 Project Evaluation	
	Page 8	

Title III Personnel – Year 4					
	Position	Name	% Title III T&E	% Title III Funds	% MATC Funds
1	Project Director	Chris Boxberger (9/30/2020-current)	75	100	0
2	Activity Coordinator/ Distance Learning Specialist	Pamela Imperato 7/16/2021-current)	100	45	55
2	Activity Coordinator/ Distance Learning Specialist	Jennifer Brunenn 9/18/2017-4/20/2021)	100	45	55
3	SSS Reassigned Duties (MATC Academic Advisor)	Lauren Rust (4/16/2021-current)	16	100	0
3	SSS Reassigned Duties (MATC Academic Advisor)	Tyler Stoldt (7/1/2020- 02/2021)	16	100	0
3	SSS Reassigned Duties (MATC TLC Coordinator)	Darren Ortega (7/1/2020-current)	13	100	0
3	SSS Reassigned Duties (MATC Academic Advisor)	Suzanne Duncan (7/1/2020-9/1/2021)	16	100	0
4	Faculty Stipends: training and course development	Various	Stipend	100	0
5	Student Tutors	Various	Hourly	100	0

Title III staff and other positions committing time to the project must have time and effort reports and monthly progress reports on file.

A combined Time and Effort/Monthly Progress report is being completed by the three regular Title III staff positions listed in the personnel table. The reports are compliant in format with employee name, title, and reporting dates. They list annual objectives, describe development work with supporting documentation attached, and explain plans for unmet objectives.

Travel requests and reports must document how travel relates to Title III objectives for the year and only grant-funded personnel may use federal funds to travel.

Due to the COVID-19 pandemic, there was no Title III travel outside the MATC service area during Year 5.

Equipment purchased with Title III funds must be inventoried and tagged in accordance with federal and institutional policy.

The capitalization threshold is \$2,500 with equipment to be inventoried when purchased and tagged. Institutional policy calls for annual physical inventories. In addition, the Information Technology Department inventories all technology. The new asset management system is compliant with *CFR 200 Section 200.313(d) (1) Equipment*. Under Project AIMS, all non-consumable products are being placed in the MATC asset management system and two separate inventory tags are used. The MATC tag is magnetic, silver in color, and contains the institutional asset number. A separate, colored magnetic sticker with the Title III PR award number is also affixed.

Budget drawdown and budget monitoring.

A budget meeting was held with the Project Director, Vice President of Operations/ CFO and the Title III Activity Director/Distance Education Specialist. The Project Director can access detailed budget reports through the MATC Jenzabar One finance system and he reconciles the budget utilizing Jenzabar reports and queries, Excel spreadsheets, procurement documents and payroll records. The Vice President of Operations/CFO is consulted as needed.

A review was completed of the *Financial Statements with Independent Auditor's Report: June 30, 2020 and 2019*. The report did not identify any material weaknesses or significant deficiencies in internal control for fiscal year 2020. The Financial Statement for June 2021 and 2019 will not be available for review until November or December, 2021. It was reported that Title III was not specifically audited. Project costs are reimbursed to the institution via G5 drawdowns. Based on monthly expenditures, the CFO prepares drawdown requests and submits them to the Project Director for verification before submission. The grant budget for Year 5 was \$449,982 with seven drawdowns for a total of \$483,368. The Project Director and CFO have created the final spending plan and expect to drawdown the balance of the five-year budget.

All procurement is processed by the MATC purchasing department with policies and procedures meeting local, state and federal regulations. Through document imaging, all purchasing records including purchase orders, bids, requests for bids and bid responses, invoices and vendor contracts are maintained in the Jenzabar One accounting module and available to the Project Director through online access.

Endowment Fund

The endowment option is being exercised with \$103,225 to be raised in Years 3-5 (Y3-\$10,050; Y4-\$23,750; Y5-\$69,425). The required matching funds were raised in Years 3-4 and in Year 5 \$54,000 toward the Year 5 commitment was raised. At the time of this evaluation, the funds raised by MATC and the Title III endowment match totaled \$177,000.

The College has designated the Manhattan Area Technical College Foundation (MATCF) as the agency responsible for raising the local match and establishing a Title III Endowment Fund. In turn, the MATCF Foundation has contracted with the Greater Manhattan Community Foundation to fundraise and manage the Title III Endowment Fund. The Project Director will submit the Year 5 endowment financial reporting via the Higher Education Programs: Institutional Services web portal.

Closing

Because Project AIMS has provided a solid base of student centered operations, short and long-term goals have been met. As the five-year AIMS grant comes to an end, MATC is institutionalizing all initiatives and are situated for continued future growth. Revenue has increased through tuition revenue and operational efficiencies to cover the ongoing personnel, licensing and maintenance of the new initiatives.

Project objectives and activities were aligned with eight institutional goals. Following is a description of the Project AIMS objectives, activities and outcomes relative to those eight MATC institutional goals.

TITLE III EMPHASIS	INSTITUTIONAL STRATEGIC GOALS
Academic Program Improvement	1. Advise students appropriately.
	2. Develop additional alternative learning opportunities.*
	3. Enhance instructionally effective technology use.*
Institutional Management Improvement	4. Enhance support of employees.
	5. Develop college master plan for existing and new facilities.
	6. Ensure the institution keeps pace with appropriate technology in all areas.*
Fiscal Stability Improvement	7. Increase postsecondary education opportunities.*
	8. Increase fiscal resources.
*Goals align directly with the Kansas Board of Regent’s Foresight 2020 goals	

- Project AIMS Measurable Objective:* Increase institutional headcount by at least 20% over Fall 2014 baseline of 766 and increase online/hybrid course offerings at least threefold (2013-2014 baseline of 11 courses).

 - *Activity/Outcome:* MATC’s headcount was trending upwards beginning Fall 2019 by 16% over the baseline, dropped by 12% in 2020 due to the pandemic and has rebounded for Fall 2021 at 869, 12% over the 2014 baseline. Enrollment in the project’s 44 revised, piloted and institutionalized courses in Years 2-5 was 1,539 (duplicate) with a 78.5% success rate (grade “C” or above).
 - *Activity/Outcome:* The goal was to provide professional development in online/hybrid instruction to at least 20 additional FT/PT faculty. Kung Fu Canvas training was customized for MATC and 54 faculty members engaged in the 30-hour Canvas training to address best practices and strategies for online and hybrid delivery. This established instructional training has been institutionalized and is now required for all faculty revising courses. Faculty have also initiated a peer mentoring program whereby seasoned faculty coach new trainees in Kung Fu Canvas and course building. Pre Project AIMS, no more than 14% of faculty were knowledgeable in online/hybrid course design and delivery. Post Project AIMS, 70% of faculty can be considered to have mastery knowledge in online/hybrid course design and delivery.
 - *Activity/Outcome:* The goal was to revise/convert Project AIMS courses to distance offerings incorporating best practices for online/hybrid delivery. There were 44 general and technical education courses revised/converted over the five-year grant period. In Spring 2020 (COVID onset) all faculty revised an additional 132 courses to include online/hybrid components. Together with the 44 Project AIMS courses there are now 176 unique online and/or hybrid courses. There are 41 online only courses while 118 courses are hybrid—making up 85% of all MATC courses. For the Fall 2020, Spring 2021 and Summer 2021 semesters, 396 sections of online and/or hybrid courses were held.

- *Activity/Outcome:* During grant year 1, 2,760 sq. ft. was renovated to establish the TLC that houses the faculty studio and tutoring services. The faculty studio supports development and delivery of interactive, engaging online/hybrid instruction, including technology tools and a sound booth to produce online content.
 - *Activity/Outcome:* The Brainfuse online tutoring program can be accessed 24/7 from any device with internet access. Within the TLC, students can use the computers to access Brainfuse online tutoring. To date, there have been nearly 13,000 student sessions in Brainfuse. Face-to-face tutoring is held in the TLC as well as instructor led recitation sessions.
2. *Project AIMS Measurable Objective:* Increase number of on-ground/online student services at least twofold (2013-2014 baseline: 3 campus-based services).
- *Activity/Outcome:* Developed accessible strategies and programs and now offer the five students services available for both on-campus and online users: tutoring, advising, degree audit, early alert, and financial aid programs.
3. *Project AIMS Measurable Objective:* Develop a robust technology infrastructure.
- *Activity/Outcome:* To provide an infrastructure that would support online business operations and access to online/hybrid instruction and support services, technology improvements include increased storage and processing capacity to 105TB of storage and 90GHZ of processing on a 10GB Internet Small Computer Systems Interface network and fully solid state drive storage area networks. Further, 48 wireless access points were installed on campus.
4. *Project AIMS Measurable Objective:* To establish a 20-year Endowment Fund by raising \$103,225 and claiming the same amount in matching Title III funds.
- *Activity/Outcome:* MATC, through a contract with the Greater Manhattan Community Foundation, raised \$88,500 and claimed matching funds for a total of \$177,000.