



BOARD OF DIRECTORS MEETING

Date: September 20, 2016

**Place: Manhattan Area Technical College
Room 104a at 5:30 p.m.**

2016

Therese Adams – Chair (Riley)

Board of Directors

Wendy King-Luttman (Clay)
Marla Brandon (Pottawatomie)
Randall Anderes (Riley)
John Pagen (Riley)
Irma O'Dell (Geary)
Megan Umscheid (Pottawatomie)
LJ Baker (Geary)
David Fritchen (Riley)

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Keith Zachariasen (VPAS)
Dr. Richard Fogg (AVPIA)
Sarah Phillips (VPSS)
Marilyn Mahan (VPAA)
Carmela Jacobs (CFO)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
September 20, 2016
Board meeting at 5:30 p.m.
Room 104a**

Board of Directors:

___ Adams, Therese Chair (Riley) ___ David Fritchen (Riley) ___ O'Dell, Irma (Geary)
___ Anderes, Randall Vice Chair (Riley) ___ Pagen, John (Riley) ___ Umscheid, Megan (Pottawatomie)
___ Brandon, Marla (Pottawatomie) ___ King-Luttman, Wendy (Clay) ___ LJ Baker (Geary)

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Mahan, Marilyn (VPAA)
___ Zachariasen, Keith (VPAS) ___ Dr. Fogg, Richard (AVPIA) ___ Phillips, Sarah (VPSS)
___ Jacobs, Carmela (CFO) ___ Gfeller, Josh (CIO) ___ Schroll, Linn (Faculty Senate)
___ Krause, Dawn (Professional Staff) ___ Student Senate

___ **Call to Order**

___ **Incidental Information**

- Additions/Changes to Agenda
- BOD Member Community Reports
- Faculty Senate Update: Linn Schroll

___ **Consent Agenda** (Routine items requiring BOD action) *

- Approval of August 23, 2016 Meeting Minutes (Attachment 1) *
- August Check Register (Attachment 2) *
- August Threshold Expenditures (Attachment 3) *
- August Organizational update (Attachment 4) *

___ **General Agenda** (Items possibly requiring BOD Action)

- Westar Project Recommendation (Attachment 5) * (Jim and Westar Representatives)
- Human Resources Consulting Recommendation (Attachment 6) *

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

- Mid-year revenue adjustment options (Jim)

- Student Services Update (handout) (Sarah)
- Modular & South Wing update (Jim & KBS Staff)
- Observations from Inter Region Visit (Tracy, Randall, John and LJ)

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

- President's Report/College Progress (Attachment 7)

___ **Evaluation of Board Process**

-

Executive Session

- Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorship.

Meetings and Upcoming Events

- **After hours event (Manhattan Chamber), October 12 at MATC will be hosting with KBS details TBA**
- **Scholarship reception Thursday, October 20 in Commons at MATC**
- **Next board meeting, Tuesday, October 25 in room 104a at 5:30 p.m.**

* Requires BOD Action

Submitted to Board Chair in writing prior to meeting; three-minute limit. Contact Board Clerk for details

Manhattan Area Technical College
Board of Directors Meeting
August 23, 2016 Room 104a at 5:30 p.m.
Board Retreat following board meeting

1. The Board of Directors of the Manhattan Area Technical College met August 23, 2016, at 5:30 p.m. in room 104a.

Members present: Irma O'Dell, Therese Adams, Randall Anderes, John Pagen, Marla Brandon, Wendy King-Luttman, LJ Baker, and David Fritchen

Members absent: Megan Umscheid

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Marilyn Mahan; Vice President for Academic Affairs; Keith Zachariasen, Vice President for Administrative Services; Carmela Jacobs, Chief Financial Officer

- a. Faculty/Staff/SGO/Visitors: Lana Lind, and Donna Hobbs

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:30 p.m.

- An executive session involving a student will be added to the end of the agenda

3. INCIDENTAL INFORMATION

- a. Introduction was made of the following new employees:

- Sarah Hamilton: Instructional Project Coordinator
- Amanda Rager: Learning Management System Administrator
- Brian Koch: Math Instructor
- Jeffrey Anderson: INT Instructor/MATC System Administrator
- Ben O'Leary: Welding Instructor
- Alissa Riegler: Student Services Clerk

- b. Introduction and Installation of new board members

- David Fritchen (Riley County)
- LJ Baker (Geary County)

4. CONSENT AGENDA (Routine items requiring BOD action) *

- a. Irma O'Dell moved to approve the Consent Agenda (Attachments 1, 2, 3, and 4). Randall Anderes seconded. Motion carried 8 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Marla Brandon moved to approve the Monitoring Report: Compensation/Benefits (Attachment 5). L J Baker seconded. Motion carried 8 yeas, 0 nays.
- b. Marla Brandon moved to approve the Annual Budget 2016-2017 (attachment 6). After discussion, LJ Baker seconded. Motion carried 8 yeas, 0 nays.

6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - a. Marilyn Mahan presented the Academic Affairs Update (Gen Ed & Cont. Ed) (handout).
 - b. Jim Genandt and Keith Zachariasen updated the board on the Building Trades House.
7. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).
 - a. Jim Genandt presented his President Report/College Progress (Attachment 7).
8. EVALUATION OF BOARD PROCESS
 - a. None

EXECUTIVE SESSION: MATTERS AFFECTING A STUDENT

- Randall Anderes moved to go into executive session at 6:18 p.m. and return to open session at 6:25 p.m. Marla Brandon seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 6:25 p.m. LJ Baker seconded. Motion carried 7 yeas, 0 nays

EXECUTIVE SESSION: CONFIDENTIAL DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS, TRUSTS AND INDIVIDUAL PROPRIETORSHIPS.

- Randall Anderes moved to go into executive session at 6:25 p.m. and return to open session at 6:35 p.m. Marla Brandon seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 6:35 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: INTEREST BASED BARGANING

- Randall Anderes moved to go into executive session at 6:38 p.m. to and return to open session at 6:45 p.m. Marla Brandon seconded. Motion carried 7 yeas 0 nays. Randall Anderes moved to go back into open session at 6:45 p.m. Marla Brandon seconded. Motion carried 7 yeas, 0 nays. Randall Anderes moved to return to open session at 6:45 p.m. Marla Brandon seconded. Motion carried 7 yeas, 0 nays.
 - In open session, Marla Brandon moved to approve the 2016-2017 negotiated agreement as presented, and to go into effect for non-faculty staff as well. LJ Baker seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL MATTER

- Randall Anderes moved to go into executive session at 6:40 p.m. and return to open session at 7:18 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays. Randall Anderes moved to return to open session at 7:18 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays. Randall Anderes moved to go back into executive session at 7:18 p.m. and return to open session at 7:38 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays. Randall Anderes moved to return to open session at 7:38 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair, adjourned the meeting at 7:23 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date

September 20, 2016

Attachment 2

To: MATC Board of Directors
 From: Carmela Jacobs, Chief Financial Officer
 Re: August 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
35245-35252	various students	disburse Title IV funds & A/R Refunds	\$ 14,083.46
35253	Trina Adams	Consulting	\$ 165.00
35254	ADEA	ADEA membership - Dental Hygiene	\$ 945.00
35255	Air Safe LLC	Biosafety Cabinet & Fume hood Cert./service call	\$ 745.00
35256	Amazon.com	MicroStation V8i Training Manual Levels 1-3 3	\$ 174.91
35257	American biological Safety Association (ABSA)	ABSA Membership Individual	\$ 210.00
35259	Baker Distributing Company	Condensing Pad, supply air reg, return grilles, tstat	\$ 266.79
35260	Barton Solvents Inc	PO#67096 Waste disposal	\$ 260.00
35261	Best Pest Control Company	Best Pest Monthly Pest Control	\$ 130.00
35262	BG Consultants, Inc.	engineering services - room 303	\$ 978.24
35263	Blueville Nursery	Loma Ridge landscape	\$ 2,588.07
35264	CareerSafe Online	Online OSHA 10-Hour Course	\$ 175.00
35265	Carquest of Westloop	sparkplugs for grasshopper	\$ 5.38
35266	Cat Cans Portable Services of Manhattan LLC	Waste Disposal	\$ 128.57
35267	CDW Government Inc	various technology	\$ 1,837.25
35268	CenterPoint Energy	Gas service	\$ 1.47
35269	Charles D Jones & Company Inc	Fan motor and cap. - a/c rm 305	\$ 111.71
35270	Cintas FAS 0479	AED Machine Lease	\$ 79.00
35271	Coaltrain Guttering & Exteriors LLC	Guttering	\$ 833.50
35272	College Board	Powerfaids Annual Subscription	\$ 8,035.00
35273	DH Methods of Education Inc	Sharpening Horse Kits	\$ 874.00
35274	Eagle Communications Inc	Radio Ads for WorkforceAID program	\$ 700.00
35275	Educational Publishers	Business Cards/Transcript paper	\$ 258.04
35276	Engineerica Systems Inc	2016-2017 Accudemia Software Renewal	\$ 1,490.00
35277	Five Star Vending	Breakroom supplies	\$ 98.00
35278	Foundation Building Materials, LLC	DW TRACK	\$ 48.00
35278	Foundation Building Materials, LLC	Metal studs and track	\$ 110.70
35279	Fraternal Composite Service Inc	DVD of Composite Photos	\$ 50.00
35280	G4S Secure Solutions Inc	Campus Security	\$ 877.80
35281	Griffith Lumber Company Inc	Door and frame for 307 office remodel	\$ 78.40
35282	Hardy Diagnostics	shipping	\$ 23.91
35282	Hardy Diagnostics	Hardy petri dishes, 100 x 15 mm	\$ 62.94
35283	Hawley Printing Sir Speedy	Diplomas, business cards, banners	\$ 1,364.26
35284	Henton Plumbing & Air Conditioning Inc	buyer request items - 1025 S Wreath	\$ 796.80
35285	HI TECH INTERIORS	student services storage room renovation	\$ 2,640.00
35286	Hobart Institute of Welding Technology	Hobart Curriculum for WFAID Welding	\$ 87.66
35287	Home Depot	various items for maintenance & 1025 Wreath	\$ 537.25
35288	Howie's Enterprises Inc	Howies Enterprises Facility trash service	\$ 409.50
35289	Hutchinson Community College	New Instructors Seminar -	\$ 175.00
35290	I-Car	I-CAR Annual Curriculum Licensing Fee	\$ 1,100.00
35291	IDEA Center Inc	IDEA Paper & Pencil Processing	\$ 699.83
35292	ImageQUEST	ImageQuest Open PO FY17	\$ 362.95
35293	Kansas Council of Associates Degree Nurse Edu	Membership 07/01/16 - 06/30/17	\$ 50.00
35294	Keystone Automotive Industries Inc	Student Lab Materials - Course Fee	\$ 1,380.63
35295	Kilgore International Inc	various DH items for student instrument kit	\$ 6,186.13
35296	Kistner's Flowers	flower for employee while in hospital	\$ 58.95
35297	Kryterion Inc	Test Deliveries 06/2016 Client ID KANDEP	\$ 144.00
35298	Laerdal Medical Corp	Intro SimMan Essential LLEAP 2 Con Days	\$ 4,540.00
35299	Lampton Welding Supply Co Inc	Bottle rental	\$ 182.01
35300	Lincoln Electric Company	.052 Superarc L-50 60# Fiber Spool	\$ 1,032.12
35301	Manhattan Appliance & Sleep Source	Range upgrade 1025 Wreath	\$ 108.75
35302	Manhattan Area Chamber Commerce	Participation Fee Chamber Appreciation	\$ 100.00
35303	Manhattan Broadcasting Co Inc	FY 16-17 Radio Advertising	\$ 1,884.67
35304	Manhattan Mercury	Clinical Nursing Employment Ad	\$ 170.94
35305	Marcoa Publishing LLC.	Ad Fort Riley Guide 2016	\$ 2,555.00
35306	Matheson Tri-Gas Inc	Welding Supplies WFAID Cat Summer 2016	\$ 584.05
35307	McAlister Deli- Bothwell/Saxton Group	catering	\$ 443.18
35308	MCM- Midwest Concrete Materials	MCM materials	\$ 203.03
35309	Mead Lumber	BTR 1025 Wreath	\$ 662.98
35310	Medical Equipment Affiliate	various AND/PN course supplies	\$ 2,083.23
35311	EPD Instructor	2016 Summer Internships travel reimbursement	\$ 464.40
35312	MICROSOFT	Dreamspark Lab Software	\$ 1,025.00
35313	Paint Bucket,The	Paint, Toasted Almond	\$ 70.63

September 20, 2016

Attachment 2

To: MATC Board of Directors
 From: Carmela Jacobs, Chief Financial Officer
 Re: August 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
35314	Patterson Dental Supply Inc	various DH course fee items	\$ 1,484.65
35315	Pocket Nurse	various Nursing/Allied Health course items	\$ 1,734.42
35316	Riley County Rural Water	Riley County Rural Water	\$ 25.00
35317	Safety-Kleen Systems Inc	Armakleen 4-in-1 cleaner 5G	\$ 615.62
35318	Schurle's Water Conditioning Inc	Water Services	\$ 52.50
35319	Seaton, Seaton & Dierks, LLP	Seaton, SEaton & Dierks LLP	\$ 87.50
35320	Sherwin Williams	white parking lot paint	\$ 93.85
35321	Staples Business Advantage	Staples Supply Order - LRC	\$ 330.03
35322	Stickle's Cleaners	Laundry Services- Dental Dept	\$ 455.60
35323	STORMONT-VAIL HEALTH CARE	Nurses Workshop Baker Univeristy	\$ 600.00
35324	Student Assurance Service Inc	student accident insurance - FY16-17	\$ 3,375.00
35325	SupplyWorks- Interline Brands Inc	janitorial products toilet paper	\$ 535.32
35326	Tarkio CD Disposal LLC	dumpster for 1025 S Wreath - BT house	\$ 125.00
35327	Thermal Comfort Air Inc	motor for AC unit serving room 302	\$ 1,137.78
35328	UMB Visa Card Services	Professional Development (Perkins)	\$ 2,726.41
35328	UMB Visa Card Services	Travel, testing fees, KBOR lunch (general fund)	\$ 1,729.94
35328	UMB Visa Card Services	Biosafety Cabinets (mini grant funds)	\$ 1,650.00
35329	Underground Vaults & Storage	Underground Vaults & Storage	\$ 229.72
35330	Unisource Inc	paper order	\$ 1,600.00
35331	VanNahmen Construction	concrete drive patio and sidewalk w mtl	\$ 10,246.81
35332	Westar Energy	Westar Energy 1025 Wreath	\$ 133.17
35333	Willgratten Publications LLC	Board of Director add for newspapers	\$ 308.56
35334	All Star Services, Inc.	All Star Services	\$ 6,100.00
35335	AT& T- internet	Internet, phone, & fax	\$ 4,333.51
35336	CB Announcements/Balfour	May 2016 Commencement Gowns	\$ 4,986.80
35337	CDW Government Inc	Belkin 12 outlet surge protector	\$ 63.68
35338	Fisher Scientific- Thermo Fisher Scientific	course supplies for Science/MLT	\$ 187.46
35339	G4S Secure Solutions Inc	Campus Security	\$ 241.28
35340	Home Depot	BTR Tools/storm door 1025 Wreath	\$ 1,582.08
35341	Hydraulic Equipment Service	3rd stage tube for GMC	\$ 1,426.92
35342	Manhattan Mercury	board of directors position ad	\$ 101.66
35343	McAlister Deli- Bothwell/Saxton Group	business lunch for Jim	\$ 50.00
35344	NASFAA	NASFAA Institutional Membership	\$ 1,336.00
35345	NOEL-LEVITZ CONFERENCES & EVENTS	Conference fee - NCSRMR	\$ 1,200.00
35346	Sunflower Publishing	Manhattan Magazine Ad	\$ 575.00
35347	V & V Electric	sales tax from previous invoice	\$ 3,160.66
35348-35351	various students	disburse Title IV funds & A/R Refunds	\$ 3,242.00
35352	Kansas Payment Center	remit payroll deductions	\$ 74.00
35353	Konza United Way, Inc.	remit payroll deductions	\$ 26.00
35354	MATC Foundation	remit payroll deductions	\$ 304.00
EP1994-2001	various students	disburse Title IV funds & A/R Refunds	\$ 32,624.77
EP2002	City of Manhattan- Utilities	utilities	\$ 34.46
EP2003	Director of Nursing	travel reimbursement	\$ 65.45
EP2004	Parsons Communication	Enterprise software update	\$ 1,209.60
EP2005	Nursing instructor	travel reimbursement	\$ 65.45
EP2006	Director of Bioscience	travel reimbursement	\$ 186.15
EP2007	Xerox Financial Services	printer contract	\$ 622.82
EP2008	ATI - Assessment Technologies Inst LLC	Nursing testing	\$ 12,313.00
EP2009	City of Manhattan- Utilities	utilities	\$ 683.01
EP2010	CAD instructor	reimbursement for banner	\$ 65.99
EP2011	Nursing instructor	travel reimbursement	\$ 105.09
EP2012-2013	various students	student refunds	\$ 4,173.00
EP2014	Delta Dental of Kansas	remit payroll deductions	\$ 1,869.66
EP2015	Security Benefit Life Insurance Company	remit payroll deductions	\$ 3,208.39
BnkDrft	Bay Bridge	403(b)/Roth contributions & MATC match/PR ded	\$ 6,690.00
BnkDrft	Bay Bridge	PR Deductions	\$ 808.71
BnkDrft	BCBS of Kansas	July 2016 Health Insurance	\$ 30,758.04
BnkDrft	IL Dept of Revenue	Remit IL Payroll Taxes	\$ 20.63
BnkDrft	AFLAC	remit payroll deductions	\$ 59.72
BnkDrft	Westar Energy	August Utilities	\$ 6,913.89
BnkDrft	Icemasters	Ice Machine rental	\$ 78.00
BnkDrft	Commerce Bank	municipal lease - various IT equipment	\$ 3,508.94
BnkDrft	KS Dept of Revenue	Remit KS payroll taxes PR 08.15.16	\$ 4,232.86

September 20, 2016

Attachment 2

To: MATC Board of Directors
From: Carmela Jacobs, Chief Financial Officer
Re: August 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
BnkDrft	IRS	Remit Federal payroll taxes-PR 08.15.16	\$ 34,572.39
BnkDrft	KPERS	Remit employee payroll deductions -PR 08.15.16	\$ 8,449.25
BnkDrft	Commerce Bank	municipal lease - avamar system	\$ 2,292.29
BnkDrft	KS Dept of Revenue	Remit KS payroll taxes - PR 08.31.16	\$ 4,285.07
BnkDrft	IRS	Remit federal payroll taxes PR 08.31.16	\$ 34,594.50

Total August Disbursements

\$ 321,287.15

September 20, 2016

Attachment 3

To: Board of Directors
From: Carmela Jacobs, Chief Financial Officer
Re: August 2016 Threshold Expenditures > \$5,000

Vendor Name	Item(s) Purchased	Department	Cost	Funding	Ck. No
College Board	PowerFAIDS Annual Subscription	Financial Aid	8,035.00	general fund	35272
Kilgore International Inc	Various DH items for Student Instr. Kit	Dental Hygiene	6,186.13	general fund	35295
VanNahmen Construction	concrete drive, patio and sidewalk	Building Trades	10,246.81	general fund	35331
All Star Services	Custodial	All School	6,100.00	general fund	35334
ATI	Assessments	Nursing	12,313.00	general fund	Epay
Blue Cross Blue Shield	Health Insurance Coverage	All School	30,758.04	general fund	Epay
Westar	Utilities	All School	6,913.89	general fund	Epay
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match	All School	6,690.00	general fund	Epay

TOTAL AUGUST DISBURSEMENTS EXCEEDING THRESHOLD:

\$ 87,242.87



Jim Genandt
President

3136 Dickens Ave., Manhattan, KS 66503-2499

Phone: 785-587-2800, FAX 785-587-2804

MEMORANDUM

TO: MATC Board of Directors
RE: Organizational Update

DATE: August 20, 2016

Consent Agenda:

Organizational Update

1. **Revisions to organizational structure/positions:**
NONE
2. **Personnel changes**
NONE
3. **Advertised positions**
 - a. **Director of Nursing and Allied Health**
 - b. **Risk Reduction Training Instructor**
 - c. **CMA Adjunct Instructor**
 - d. **CNA Adjunct Instructor**

September 16, 2016

To: MATC Board of Directors
From: Jim Genandt, President/CEO
Re: Recommendation – Westar project approval

Background Information

MATC, USD 383, and Westar have been in discussion for several months about a project that brings benefits to all parties as well as to the City of Manhattan. The City needs an improved electrical power supply to the west end of the community. The property co-owned by MATC and USD 383 has a suitable space for a substation. For MATC there is the added benefit of the substation location to enhance the learning opportunities for students in the electric power and distribution program. A proposal was given to Westar at their request from MATC and USD 383. Westar has provided their official proposal in response. The attorney for MATC and USD 383, Dick Seaton, has been involved in the process and proposal, and has identified no known risk to any of the parties involved.

Current and Future Considerations

The space the substation would take up is on the east side of the property, just off of Seth Childs Avenue. It is not a space that would likely be developed by the college for instructional use due to slope and drainage issues that would be of an extremely high cost for the college to commit to. The space will reduce the area that the college has used in the past for students training for the electric power and distribution program, but there is still room on the college property here for the setting of power poles and lines, and the program also has an extensive outdoor lab space near Keats. The tree line running north and south on that part of the property will come out for the substation, eliminating the “trail” used during the Halloween season, but alternative activities can be planned and implemented. The proposal does set the condition that if Westar was to not use the substation and pull out in the future, the property would revert back to MATC and USD 383 at no cost. So future risk of the land area is minimized.

Fiscal Implications

Westar will pay the MATC Foundation \$700,000 for the property. The MATC Foundation will use \$50,000 to endow a scholarship to support USD 383 students to come to MATC, with first preference for USD 383 students entering the electric power and distribution program, with the secondary preference being for USD 383 students entering a career pathway through MATC. The remainder of the \$700,000 is unrestricted for use by the college.

In addition, Westar will (within one year of the closing date) transfer title to two newer used bucket trucks to MATC for the electric power and distribution program (each truck has an estimated value of \$65,000). Additional value of the proposal is access by MATC

electric power and distribution students to attend up to 3 training sessions per year at Westar's professional development center in Topeka, and to place up to two MATC EPD students as summer interns at Westar. Other conditions are set out in the proposal (attached).

Recommendation

The President recommends that the Board of Directors endorse acceptance of the proposal. The Foundation Trustees have already indicated their support.

September 20, 2016

To: MATC Board of Directors
From: Keith Zachariasen, Vice President of Administrative Services
Re: Recommendation – Human Resources Consulting

Background Information

Manhattan Area Technical College employs 69 personnel in permanent positions and 35 personnel in temporary/adjunct positions. Employment turnover averages between 10 and 15 percent annually. The College is required to comply with all Federal and Kansas employment laws. Full-time faculty are members of the Manhattan Area Technical College Faculty Association, a collective bargaining unit. The College provides a comprehensive benefit package, including health insurance, KPERs retirement, vacation/sick/personal leave/holiday paid time off, dental, vision, flexible spending accounts and a 403b retirement program.

Current and Future Considerations

The College focuses intently on hiring and maintaining the highest quality personnel for the applicable position. Employees are a business's most valuable asset that require services from their employer. These services must be provided in compliance with the applicable laws and regulations.

The College's most recent tenured Human Resources Director terminated employment during August 2015. A replacement was hired during December 2015 and terminated in February 2016. Current Human Resource and Payroll responsibilities are completed by Keith Zachariasen, VP Administrative Services and Carmela Jacobs, Chief Financial Officer. These employees have limited availability to dedicate to ensuring compliance within the Human Resources process.

Fiscal Implications

A Human Recourse outsourcing company presented at the February 2016 meeting of the Manhattan chapter of the Human Resource Management Network. The company, Creative Business Solutions (CBS), provides a comprehensive menu of services that prospective clients can either engage for specific services or enter into a retainer agreement.

College administration has received an in-person proposal of the service options available and has confirmed a reference provided by CBS. The monthly retainer fee would be \$350 for 5 hours of consulting service. The initial focus would be a comprehensive review and update of the College's personnel handbook.

Recommendation

Administration respectfully requests the Board approve this new contractual service for Human Resources consulting services to be effective October 1, 2016.

President's Report: September 2016

Working with our staff, faculty, and several community stakeholders, I continue to reach out to discuss ideas, possible projects, sources of support, and more. Here is a summary of the past month:

Owner Expectations:

- I had my regular interview with Cathy Dawes on KMAN 1350 AM. This is a valuable forum for us and I really appreciate their interest in MATC.
- And we had a story about MATC in the Topeka Capital Journal, Section B, on August 28 (Sunday edition)...as they featured Manhattan through much of their paper that day!
- On-going meetings with KBS on our projects, which has included Johnson Controls, Central Mechanical, and other area businesses assisting in the efforts.
I have been invited to be part of the site councils for two of the USD 383 schools: Northview Elementary, and the High School. The first meetings were Sept. 12 (MHS) and Sept. 13 (Northview).
- I have been invited to be one of four presidents to give a brief overview of what we are working on at the next Technical Education Authority meeting on September 22. A copy of my presentation information is attached for your review and use.
- On August 30, State Representative Tom Phillips arranged a meeting for me, David Alexander (KBS), Trent Armbrust (Manhattan Chamber of Commerce), State Representative Sydney Carlin, and State Senator Tom Hawk with Kansas Secretary of Commerce, Antonio Soave and several of his staff. WE spent almost an hour with the Secretary outlining our efforts with biotechnology, biosafety, and the emerging critical environment technology training. Secretary Soave took a lot of notes and asked good questions, and I also provided some follow-up information at his request. Here is the post-meeting picture and at least everyone is happy! (And we won't run a caption contest!)



Employer Needs and Response:

- Tracy and I were invited to a meeting in Junction City JC meeting on August 30th with Dennis Beson (Junction City Chamber of Commerce Executive Director), Ed Klimek (KS Bank), Mr. & Mrs. Dick Edwards, and Chuck Lyman of The TRUST Company (working with the Edwards'). The discussion concerned the willingness of the Edwards' to allow ideas to be explored, and if appropriate, proposals to be developed concerning creating a transportation technology training center, with a probably initial emphasis on CDL and diesel mechanics. The Edwards' are open to the ideas being explored as the center would involve their property (currently housing a detail shop). So more discussions will start soon to determine need, resources, etc.
- On September 2 Trent Armbrust brought Bob Copple, Via Christi-Manhattan CEO, to the campus for a visit. We discussed health care needs related to employees, facilities, and he also got a tour of our nursing/allied health/dental hygiene areas.
- Barb Wenger and I attended the BioKansas board meeting at the KSU Foundation on September 8, and had the chance to do a lot of good networking about our ideas and employee training needs. I had the chance to have good conversations with Dr. Kevin Hahn of iVaoes Animal Health, and Scott Deeter, CEO of Ventria Bioscience.
- I will be attending the fall meeting of the American Association of Community Colleges and to be in my first meeting as a member of the association's Economic & Workforce Development Commission (November 8-11).

Resource Development: most of my time and effort is going into this category for many reasons. One-we need resources following a 4% cut from the state allocation, and the pending cut of another 5% (or more) later this fiscal year, decreased enrollment due to the strong local economy (plenty of jobs available without training), and a long, long list of needs: facilities, equipment, personnel, professional development, program development, and student scholarships. Many "seeds" have been planted and some patience is required to realize the optimum yield, but we also have opportunities that need to be pursued now.

- Title III: This is a HUGE benefit for MATC and future students, faculty and staff. First, we need to congratulate Marilyn, Dawn, and many others for their input and assistance on the proposal development, and the support of RMA, our consulting firm on the grant. The project starts officially October 1, and is eligible for renewal each of the following four years. Various staff are developing an action plan and possible revisions (from the original grant as we have already implemented some items, particularly in technology). The first year funding is \$449,986.00 (and that is the possible renewal amount each year based on available funds and performance of the grant). This includes an endowment match as well, so that a limited amount of grant funds can be put into the foundation as an endowment fund (based on MATC raising a certain matching amount each year). So, a most excellent opportunity to move forward with enhancing teaching and learning, student services, and financial resources. You will be getting more specific information in coming months.
- With the support of our Foundation Trustees, we are in an active feasibility study process using Opportunity Funding and Jerry Hinson. Several dozen folks are in the process of being contacted for an interview by the Opportunity Funding staff assigned to this project. We may get a report on the study at the October board meeting (and if so, we will have a joint meeting with the Foundation Trustees for that portion of the agenda). This has been new component for Tracy and her role working with me, the Directors, and the Foundation Trustees. It has been very intense and time consuming, but we are confident that the end result will benefit MATC financially.
- On the 14th Randall helped arrange for me to visit with Mr. Charlie Chandler, President of Intrust Bank and Chairperson of the Board of Directors for Westar. This was a great networking opportunity for several potential projects. Thanks, Randall!

- Westar: you have taken action on their proposal. Their proposal will be discussed by USD 383 on the 21st (and I intend to be present). A public meeting about the substation project will be held on our campus October 18.
- International Sustainable Laboratory Conference (I2SL)-Kansas City: KBS and MATC will be having a booth at this event. Dr. Stephen Higgs, Director and Senior Researcher for the BRI, is a keynote speaker. Our purposes for being there are: 1-to make contacts for potential training, 2-to make contacts for possible donations/gifts-in-kind, and 3-to continue vetting our topics for training in critical environment technology.
- NSF ATE: Dawn, Marilyn, Barb, and I are working to finalize this proposal seeking funds to help us design and implement a critical environment engineering technology program (emphasizing facilities operations/maintenance for critical environment/containment labs). Maximum possible funding is \$300,000 per year for 3 years.
- VBRC Internship Scholarship-This is a new scholarship to assist persons who are interns through the biotechnology program (ours and/or Butler Co. CC through our partnership).