



BOARD OF DIRECTORS MEETING

Date: September 26, 2017
Place: Manhattan Area Technical College
Room 104a at 5:30 p.m.

2017
Therese Adams – Chair (Riley)

Board of Directors

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

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Carmela Jacobs (CFO)
Dr. Richard Fogg (AVPIA)
Sarah Phillips (VPSS)
Keith Zachariasen (VPAS)
Cris Fanning (GPD)
Josh Gfeller (CIO)
Alex Anderson (Faculty Senate)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
September 26, 2017
Board meeting at 5:30 p.m.**

Board of Directors:

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

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Fanning, Cris (GPD)
___ Zachariasen, Keith (VPAS) ___ Dr. Fogg, Richard (AVPIA) ___ Phillips, Sarah (VPSS)
___ Jacobs, Carmela (CFO) ___ Gfeller, Josh (CIO) ___ Anderson, Alex (Faculty Senate)
___ Student Senate

___ **Call to Order**

- Introductions:

___ **Program/Department Highlights**

- MATC Car Show Event (held Sept. 23)
- Brian Koch – Math/Retention
- Chris Nichols - Welding

___ **Incidental Information**

- Additions/Changes to Agenda
- BOD Member Community Reports

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

- Approval of August 2017 Meeting Minutes (Attachment 1) *
- August Check Register w/ Threshold Expenditures (Attachment 2) *
- August Organizational update (Attachment 3) *

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

- Enrollment Update (unofficial) (Handout) (Rich)

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

- NONE

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

- Opportunity Funding Update (Jim and Tracy)

Agenda for September 2017

- President's Report (Attachment 4)

___ Evaluation of Board Process

- Holiday board meeting schedule
 - November – no meeting (College closed November 20th – 24th if necessary, conference call can be added).
 - December - December 19th (College Closed December 25th -January 1st)

Executive Session

- Confidential Matter
- Student Matter
- Personnel Matter

Meetings and Upcoming Events:

- **Fall Scholarship reception: Thursday, October 12 at 5:00 p.m. in the commons area.**
- **Next board meeting: Tuesday, October 24 at 5:30 room 104a.**
- **MATC Commencement: Saturday, December 16 at the K-State Union Ballroom (details TBA).**

* Requires BOD Action

Manhattan Area Technical College
Board of Directors Meeting
August 29, 2017 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met 2017 at 5:30 p.m. in room 104a.

Members present: Therese Adams, Marla Brandon, John Pagen, Irma O'Dell, L J Baker, and David Fritchen.

Members absent: Randall Anderes, and Wendy King-Luttman.

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Keith Zachariasen, Vice President for Administrative Services; Carmela Jacobs, Sarah Phillips, Vice President for Student Services; Dr. Rich Fogg, Associate Vice President of Institutional Advancement, and Cris Fanning, Title III Grant Project Director.

- a. Faculty/Staff/SGO/Visitors: Alex Anderson, Linn Schroll, Barb Wenger, Norm Delay, Mark Ballinger, Lauren Kyle, Blaise Wilson, Frank Avila, Sara Fisher, Callie Poland, and Justin Schmidt

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:33 p.m.

- Introductions were made of new employees, SGO and Skills USA.
- JNT (Website designer), presented their design ideas for the Critical Environment Technologies Program.

3. INCIDENTAL INFORMATION

- a. Board Clerk stated that there would be an executive session on Personnel added to the agenda directly after the consent agenda.
- b. Steve Kearney of Kearney and Associates, Inc. – Law Office was introduced to the board. Steve will represent as Legal Counsel in addition to Richard Seaton of Seaton Seaton & Dierks.

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

- a. Marla Brandon moved to approve the Consent Agenda (Attachments 1, 2, 3, and 4). L J Baker seconded. Motion carried 6 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL

- Marla Brandon moved to go into executive session at 6:00 p.m. and return to open session at 6:15 p.m. David Fritchen seconded. Motion carried 6 yeas, 0 nays. At 6:15 p.m., Marla Brandon moved to return to open session. LJ seconded. Motion carried 6 yeas, 0 nays.
- After returning to open session Board Chair Therese Adams made this motion: After discussion regarding a grievance denied by the President and appealed to the board by a former employee, I move that the board deny the appeal affirming the President's

decision. This appeal is from a grievance filed related to an internal investigation concerning violation of College policies, which was suspended following the voluntary resignation of the grievant. Marla Brandon seconded. Motion carried 6 yeas, 0 nays.

EXECUTIVE SESSION: NEGOTIATIONS

- Marla Brandon moved to go into executive session at 6:17 p.m. and return to open session at 6:25 p.m. L J Baker seconded. Motion carried 6 yeas, 0 nays. At 6:25 p.m., Marla Brandon moved to return to open session. David Fritchen seconded. Motion carried 6 yeas, 0 nays.
- After returning to open session Marla Brandon moved to accept the negotiated agreement as presented in executive session. Irma O'Dell seconded. Motion carried 6 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Marla Brandon moved to approve the Annual Budget (Attachments 5). Irma O'Dell seconded. Motion carried 6 yeas, 0 nays.
- b. Marla Brandon moved to approve the Monitoring Report: Compensation/Benefits (Attachments 6). John Pagen seconded. Motion carried 6 yeas, 0 nays.
- c. L J Baker moved to approve the Welding Ventilation Recommendation (Attachment 7). Marla Brandon seconded. Motion carried 6 yeas, 0 nays.

6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission)

- a. NONE

7. OWNERSHIP LINKAGE (related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.).

- a. Jim Genandt and Tracy Geisler shared the update on the Opportunity Funding progress.
- b. Jim Genandt discussed his President's report (Attachment 8).

8. EVALUATION OF BOARD PROCESS

- a. NONE

EXECUTIVE SESSION: CONFIDENTIAL MATTERS

- Marla Brandon moved to go into executive session at 6:51 p.m. and return to open session at 7:00 p.m. L J Baker seconded. Motion carried 6 yeas, 0 nays. At 7:00 p.m., Marla Brandon moved to return to open session. L J Baker seconded. Motion carried 6 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL

- Marla Brandon moved to go into executive session at 7:00 p.m. and return to open session at 7:10 p.m. L J Baker seconded. Motion carried 6 yeas, 0 nays. At 7:10 p.m., Marla Brandon moved to return to open session. L J Baker seconded. Motion carried 6 yeas, 0 nays.

ADJOURNMENT: Marla Brandon, Board Vice Chair, adjourned the meeting at 7:10 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date



September 26, 2017

Attachment 2

To: MATC Board of Directors
 From: Carmela Jacobs, Chief Financial Officer
 Re: August 2017 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 202,903.80
Facilities	\$ 143,750.26
Student Payments	\$ 47,269.18
Program Expenditures	\$ 33,422.63
Other Operating costs	\$ 166,567.34
Total August Expenditures	\$ 593,913.21

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Custodial Services	Custodial Services	All School	\$ 6,100.00	general fund
Accident Fund Insurance	Worker's Comp Insurance	All School	\$ 7,538.00	general fund
Westar	Utilities	All School	\$ 7,906.84	general fund
KATC	Kansas Association of Technical Colleges - Dues (17-18 FY)	All School	\$ 10,000.00	general fund
CDW Government, Inc	IT Tech Support Items	All School	\$ 18,799.74	GF/T3/Credit Hour Fee
KBS Constructors	TLC Renovation/Modulars	All School	\$ 124,244.00	Title III/GF
A Book Company	Student Textbooks	All School	\$ 5,524.15	Student Financial Aid
Eagle Communications	Fiber Optic Installation	All School	\$ 46,149.92	Title III
Jenzabar, Inc	Budget Module	All School	\$ 21,895.00	general fund
Patterson Dental Supply	Student Instrument Kit Items	Dental Hygiene	\$ 7,954.15	Student Financial Aid
KPERS	Remit PR 7.31.17 Deductions	All School	\$ 8,770.39	general fund
KPERS	Remit PR 8.15.17 Deductions	All School	\$ 9,612.78	general fund
KPERS	Remit PR 8.31.17 Deductions	All School	\$ 8,500.46	general fund
IRS	Federal Tax Payment/Remit PR 8.15.17 Deductions	All School	\$ 40,315.48	general fund
IRS	Federal Tax Payment/Remit PR 8.31.17 Deductions	All School	\$ 34,892.91	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 37,659.69	general fund
Total August Expenditures Exceeding Threshold			\$ 395,863.51	



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: September 26, 2017

Consent Agenda:

Organizational Update

1. **Revisions to organizational structure/positions:**
 - a. None

2. **Personnel changes**
 - a. Resignation of Erica McMillon – Title III Activity Coordinator
 - b. Resignation of David Wood – Admissions Coordinator
 - c. Appointment of Jennifer Brunenn – Title III Activity Coordinator

3. **Advertised positions**
 - Admissions Coordinator

President's Report: September 2017**Owner Expectations:**

- The BAASC (Board Academic Affairs Standing Committee) of KBOR approved our Performance Agreement report for 2016-2017, with 100% funding (no new funding is available to meet the performance/enrollment outcomes)
- Barb Wenger and I met with Kent Glasscock and Peter Dorhout of KSU and Trent Armbrust of the Manhattan Chamber of Commerce and came to an agreement to include MATC information related to biotechnology, biosafety, and critical environment training as companies, etc., reach out to KSU for information and assistance.
- Lauren Rust, Neil Ross, and I had a positive brainstorming and planning meeting with administrators from MHS/USD 383.
- Carmela, Sarah, and I have been engaged with WIOA/One-Stop meetings. As a recipient of Perkins funds, we have an obligation to participate in the new WIOA structure as a partner with area workforce and adult education operations.
- Sarah and I attended the Two Year College North Central Association conference in St. Louis. This subgroup for HLC accreditation focuses on accreditation issues and trends and how they impact two year colleges. Topics included cyber security for the campus, and an update from one of the HLC Vice Presidents on issues that HLC continue to focus on.
- MATC hosted the SkillsUSA district conference, and thanks for Frank for his leadership for the event, the MATC folks involved, and for Lyle Butler, Executive Director of the Manhattan Chamber of Commerce, for speaking to the participants.
- Our Title III grant external evaluator visit was just completed. We are nearing the end of the first year of that project (September 30) and are ready to pursue the year two objectives as the new federal fiscal year starts on October 1.
- Barb, Sarah, and I are working with a grant consultant to complete our NSF proposal for critical environment technology (anticipating submitting the proposal October 2-3—deadline is October 5).

Employer Needs & Response:

- I met with the Junction City economic development director and city officials and a site developer to share what MATC can provide in support of a possible new industry to that community. Junction City has since reached out for more information and engagement from MATC on possible other new business contacts.
- I attended the PAC meeting for INT and discussed with those employer representatives about our college, and about opportunities with area high schools.
- Tracy and I presented to the Mechanical Contractors Association of Kansas about MATC and our outcomes as part of our engagement with employers, employee groups, and our fundraising efforts.
- Tracy and I attended Good Morning Manhattan and were able to network with many folks. During one of the presentations, MATC received kudos for our partnering with the Chamber Education and Workforce Task Force and for strengthened collaboration with USD 383.
- Tracy and I attended a tour of the Jeffrey Energy Center sponsored by Westar.

Resource Development:

- Tracy and I attended the Advantage Manhattan Investors Breakfast, and MATC was included in the remarks by several of the presenters.
- I met with Scott Gales of Architect One, and with Tracy, Fred and I met with Dave Nelson of Edward E. Jones in Wamego as part of our fundraising engagement.
- Tracy and I attended the kickoff meeting for the Manhattan Chamber Classroom-to-Career Partnership, as the Foundation is sponsoring a classroom.
- We will have our fall scholarship reception on September 28, we had 49 applications, 27 students awarded scholarships.