



## **BOARD OF DIRECTORS MEETING**

**September 24, 2019**  
**Manhattan Area Technical College**  
**Room 104a at 5:30 p.m.**

2019  
Randall Anderes – Chair (Riley)

### **Board of Directors**

Therese Adams (Riley)  
Wendy King-Luttman (Clay)  
Tim Flanary (Pottawatomie)  
LJ Baker (Geary)  
David Fritchen (Riley)  
John Pagen (Riley)

### **Administration/Staff**

Jim Genandt (President/CEO)  
Tracy Geisler (Exec. Assistant, board Clerk, RDC)  
Sarah Phillips (VPSS/CAO/CSAO)  
Carmela Jacobs (VP Operations/CFO/HR)  
Josh Gfeller (Chief Info Security Officer)  
Neil Ross (Dean of Student Services)



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
Tuesday, September 24, 2019  
Board meeting at 5:30 p.m.**

**Board of Directors:**

\_\_\_ Anderes, Randall Chair (Riley)    \_\_\_ Fritchen, David (Riley)    \_\_\_ Vacant  
\_\_\_ Adams, Therese Vice Chair (Riley)    \_\_\_ Pagen, John (Riley)    \_\_\_ Baker L J (Geary)  
\_\_\_ Flanary, Timothy (Pottawatomie)    \_\_\_ King-Luttman, Wendy (Clay)

**Administration/Staff:**

\_\_\_ Genandt, Jim (President/CEO)    \_\_\_ Geisler, Tracy (Board Clerk)    \_\_\_ Phillips, Sarah  
\_\_\_ Jacobs, Carmela    \_\_\_ Gfeller, Josh    \_\_\_ Ross, Neil  
\_\_\_ Faculty Senate

**\_\_\_ Call to Order**

**\_\_\_ Introductions**

- New Employee's

**\_\_\_ Recognition**

- Community Support

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

- BOD Member Community Report

**\_\_\_ Program/Department Highlights**

- Construction Technology Program – Richard Berndt
- MATC Car Show – Linn Schroll and Jeff Pishny

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

- Approval of August 2019 Meeting Minutes (Attachment 1) \*
- Approval of August Check Register w/Threshold Expenditures (Attachment 2) \*
- Organizational Update (Attachment 3) \*
- President's Report (Attachment 4) \*

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

- Audit and Facilities Update - Carmela Jacobs

*Agenda for September, 2019*

- Monitoring Report: Compensation Benefits Update – Jim Genandt
- Title III Update – Jim Genandt

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

- Board Member Positions - Tracy

**\_\_\_ Evaluation of Board Process**

- 

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

- Foundation/Resource Development Update (Jim and Tracy)

**EXECUTIVE SESSION:**

- Confidential Matters: Financial: Relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships
- Negotiation Matters: Employer – Employee negotiations

**Meetings and Upcoming Events**

- October Board Meeting – October 29, at 5:30 p.m. room 104a

\* Requires BOD Action

Manhattan Area Technical  
College Board of Directors  
Meeting  
August 27, 2019 Room 104a

1. The Board of Directors of the Manhattan Area Technical College met August 27, 2019, at 5:30 p.m. in room 104a.

Members present: Randall Anderes, Timothy Flanary, John Pagen, LJ Baker, Therese Adams, and David Fritchen

Members absent: Wendy King-Luttman

Also present Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Neil Ross, Dean of Student Services; Josh Gfeller, Chief Information Security Officer

- a. Faculty/Staff/SGO/Visitors: Harry Watts, Chris Boxberger, Hayden Ruh, Gina Becker, Callie Poland, Ken Sisley, Jeff Pishney, Brian Koch, and Darren Ortega

2. CALL TO ORDER

- Randall Anderes called the meeting to order at 5:30 p.m.

3. INTRODUCTIONS

- Introductions were made for new employee's: Gary Maple, Critical Environments Program Assistant, and Hayden Ruh, Helpdesk Technician.

4. PROGRAM/DEPARTMENT HIGHLIGHTS

- Darren Ortega gave a presentation on the Teaching Learning Center, updates and improvements that have been made including all that we offer to our students.
- Ken Sisley gave an update on HLC Assessment using a power point for explanation. Ken explained the assessment meetings, mock interview, and training session with Betty Stevens.
- Josh Gfeller discussed phishing emails with the board members and the importance of recognizing emails that they may look like they are legit but are not (examples were given).

5. CONSENT AGENDA (Routine items requiring BOD action) \*

- John Pagen moved to approve the Consent Agenda (attachments 1-4), Therese Adams seconded. Motion carried 6 yeas, 0 nays.

6. GENERAL AGENDA (items possibly requiring BOD action)

- Jim Genandt presented the Monitoring Report: Treatment of People (Attachment 5), Asset Protection (Attachment 6) and Achievement of Ends (Attachment 7). L.J. Baker moved to approve the Monitoring Reports attachments 5, 6 and 7. Therese Adams seconded. Motion carried 6 yeas, 0 nays.

## 7. EVALUATION OF BOARD PROCESS

- None

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

- Tracy Geisler presented an update on the board of director applications that have been received. We will repeat the ad in the paper to see if we receive any more applications.

## 9. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).

- Tracy Geisler updated the board on information regarding MATC Alumni. She has formed a committee, social media and is currently working with the IT department in regards to reports, and data being updated with alumni information.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS – Relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships. Therese Adams moved to go into executive session at 6:57 p.m. and return to open session at 7:12 p.m. L.J. Baker seconded. Motion carried 6 yeas, 0 nays. At 7:12 p.m. Therese Adams moved to return to open session. Tim Flanary seconded. Motion carried 6 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: NEGOTIATION MATTERS – Employer – Employee negotiations

Therese Adams moved to go into executive session to discuss negotiation matters, employer/employee negotiations to protect the interest of the business to be discussed at 7:12 p.m. and return to open session at 7:27 p.m. Tim Flanary seconded. Motion carried 6 yeas, 0 nays. At 7:27 p.m. Therese Adams moved to return to open session. Tim Flanary seconded. Motion carried 6 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL MATTERS – Non-elected personnel

Therese Adams moved to go into executive session to discuss non-elected personnel to protect the interest of the business to be discussed at 7:27 p.m. and return to open session at 7:32 p.m. L.J. Baker seconded. Motion carried 6 yeas, 0 nays. At 7:32 p.m., Therese Adams moved to return to open session. Tim Flanary seconded. Motion carried 6 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS – Foundation - Relating to financial affairs to protect the interest of the College. Therese Adams moved to go into executive session at 7:33 p.m. and return to open session at 7:43 p.m. Tim Flanary seconded. Motion carried 6 yeas, 0 nays. At 7:43 p.m. Therese Adams moved to return to open session. L.J. Baker seconded. Motion carried 6 yeas, 0 nays. No action was taken.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 7:45 p.m.



September 24, 2019

Attachment 2

**To: The Board of Directors**  
**From: Carmela Jacobs, Vice President of Operations/CFO**  
**Re: August 2019 Expenditures**

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 349,927.38	47.15%
Facilities	\$ 27,864.22	3.75%
Student Payments	\$ 64,964.49	8.75%
Program Expenditures	\$ 68,513.82	9.23%
ALC Operating Costs (excluding salary/benefits)	\$ 12,805.70	1.73%
Other Operating costs	\$ 218,119.11	29.39%
<b>Total August Expenditures</b>	<b>\$ 742,194.72</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All-Star	Final Payment on Custodial Services	\$ 6,100.00	All School	general fund
Aztec Software	ALC Software	\$ 5,970.00	ALC	ALC
BCBS	Health Insurance Premiums	\$ 42,944.36	All School	general fund
Carrier Corporation	Indoor Handling Unit	\$ 7,163.00	CET	NSF Grant
CDW	Computer Rotation Purchases	\$ 20,591.05	All School	general fund
Charlson & Wilson	Insurance	\$ 50,612.44	All School	general fund
John Dietrick, PA	Attorney's Fees	\$ 5,531.25	All School	general fund
Premier	Personnel Fees	\$ 6,838.39	All School	general fund
Hobson's	Starfish Software	\$ 17,514.02	All School	Title III
Hobson's	Starfish Software	\$ 52,541.01	All School	Title III
Hu-Friedy Mft Company LLC	Dental Hygiene Instrument Kit	\$ 25,028.32	Dental Hygiene	Student Fees
KATC	Kansas Assoc. of Technical Colleges Membership Fee	\$ 10,000.00	All School	general fund
Nationwide Trust Company	Remit PR Deductions	\$ 5,739.71	All School	payroll deductions
Patterson Dental Supply	Dental Hygiene Instrument Kit	\$ 9,497.37	Dental Hygiene	Student Fees
Security Benefit	Surrender Charges	\$ 16,475.22	All School	forfeited premiums
Westar	Utilities	\$ 8,135.92	All School	general fund
KPERS	KPERS payments - PR 8.13.19	\$ 7,525.26	All School	payroll deductions
KPERS	KPERS payments - PR 8.31.19	\$ 7,518.03	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 8.13.19 Deductions	\$ 33,510.69	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 8.31.19 Deductions	\$ 32,234.28	All School	pr ded/general fund
<b>Total August Expenditures Exceeding Threshold</b>		<b>\$ 371,470.32</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** September 24, 2019  
**SUBJECT:** Consent Agenda: Organizational Update

<b>New Hire/Rehires/New Positions</b>					
<b>Employee Name</b>	<b>Position Title</b>	<b>DOH</b>	<b>Department</b>	<b>Funding Source</b>	<b>Status</b>
Tyler Stoldt	Academic Advisor	9/18/2019	Student Services	Operating	New Hire
Francisca Hinjosa	Student Resources Assistant	9/9/2019	ALC/TLC	Operating	New Hire
Teresa Finley	Student Services Clerk	9/11/2019	Student Services	Premier Staffing	Temp
<b>Promotions/Title Changes</b>					
<b>Employee Name</b>	<b>Position Title</b>	<b>DOC</b>	<b>Department</b>	<b>Funding Source</b>	<b>Status</b>
<b>Separations/Retirements</b>					
<b>Employee Name</b>	<b>Position Title</b>	<b>DOS</b>	<b>Department</b>	<b>Funding Source</b>	<b>Status</b>
Sara Bohlken	Student Services Clerk	9/13/2019	Student Services	Operating	Resigned
David Frost	Auto Tech Program Assistant	9/13/2019	Auto Tech	Operating	Resigned
Rachel Sherley	Registrar	10/1/2019	Student Services	Operating	Resigned
<b>Advertised Positions</b>					
<b>Position Title</b>			<b>Department</b>	<b>Funding Source</b>	<b>Status</b>
Off-Site Part-Time GED Instructor			ALC	ALC Grant	Open
Off-Site Part-Time ESL Instructor			ALC	ALC Grant	Open

## President's Report: September 2019

### Owner Expectations:

- On August 29 I led the meeting of the Kansas Technical College presidents, then attended the meeting of the KBOR Technical Education Authority with an update from the technical colleges, followed by sitting in for the technical colleges during the TEA annual retreat. There was good discussion and support from the members for Excel in CTE and for Tiered Funding as a budget request to the state regents. I attended the meetings of the Kansas Board of Regents in Topeka on September 18-19. At both of those meetings I stressed the rankings of the state's technical colleges in several recent media announcements. One of the more important rankings is from the Chronicle of Higher Education and their 2019 Almanac. They reviewed the graduation rates of 875+ two-year colleges in the nation (over a three semester period per the recommendations of the various accreditation agencies and the U.S. Department of Education). Kansas was the only state with 5 institutions in the top 25 two-year colleges in the nation. MATC is #25! That puts us in the top 3% in the nation!
- On August 30 I met with Brian Koch, president of the MATC faculty senate, and Jeff Pishny, vice president, and we reviewed items from board meeting and other recent events and meetings.
- I have spent spare time developing a grant proposal to go to the National Science Foundation for their consideration for funding to allow us to create an associate of applied science degree with several certificate options in Mechanical Engineering Technology. This program, copied from a similar institution in North Carolina, would support efforts related to several of our current programs including construction technology, critical environment technology, HVAC, and welding.
- On September 5 several of us met with Jarrod Willich and Korey Klingenberg to discuss our ideas on the Wamego project related to needed renovations if that project comes to fruition.
- On September 5 Sarah, Kim, and I had a teleconference with the two people who will be here in November representing the Higher Learning Commission for their follow-up visit on assessment of student learning.
- I attended the Manhattan Chamber of Commerce Board meeting on September 17.
- I attended the meetings of the Kansas Board of Regents in Topeka on September 18-19.
- Harry, Tracy, and I met with state representative Sydney Carlin on September 19 for an update about the College. We will also met with state senator Tom Hawk on September 24.
- I have visited with local candidates for the city commission or school board in recent weeks, including Mark Hatesohl, Sarah Siders, and Kristin Brighton. On September 12 I attended the Governor's Education Council meeting in Topeka. I was an active participant as the group worked on topics such as work-based learning, high demand/high wage and critical need occupations, and workforce education funding.

### Employer Needs & Response:

- Tracy met with Sharla from the Manhattan Chamber of Commerce on September 6 to discuss the College membership and activities we select to help sponsor for the Chamber.
- I met briefly with the dental hygiene advisory committee on the evening of September 18.
- There are many unofficial, informal meetings occurring with various businesses and regional community leaders at several functions that we attend. In addition, each of the programs has had or will have their advisory meetings (Business Industry Leadership Teams) this fall and again in the spring AT MINIMUM. Some meet more often.

### Resource Development:

- Mike Solida and Cade Dover from Westar met with Tracy and me. Cade will replace Mike on our Foundation as a representative of Westar and the energy sector.
- Tracy created and staffed our area at the Manhattan Chamber of Commerce Business Showcase. She featured information about the Foundation, and items to spur interest from potential partners and especially outreach to former students/alumni. Several folks helped her from our Board, with a special thanks to Dwayne Miller from Briggs who helped staff the area for much of the event.
- Tracy had an exhibitor table for the Foundation at the Good Morning Manhattan breakfast on September 20. Many of the community leaders stopped by the table and engaged in good conversation.
- We had a meeting of the MATC Foundation Board of Trustees on September 20.
- I did participate in the Flint Hills Builders Association golf scramble September 13 for their scholarship fund.



## Wamego Public Schools

1008 8<sup>th</sup> Street  
Wamego, KS 66547

[www.usd320.com](http://www.usd320.com)

Ph: 785 • 456 • 7643  
Fax: 785 • 456 • 8125

July 29, 2019

To Whom It May Concern:

Wamego USD320 supports efforts by Manhattan Area Technical College to provide increased access to our students and our community. A proposed MATC Center in Wamego could allow us to guide our students to technical education courses and programs such as construction trades, welding, allied health and health care, information networking technology, and more. Such a Center would also allow us to refer persons who did not complete their secondary education to the Adult Learning Center services now provided by Manhattan Area Technical College. We would also see the benefit of our students having more access to quality general education courses provided by MATC.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Tim Winter'.

Tim Winter  
Superintendent

*Wamego USD 320, a progressive and committed school district, in a cooperative effort with families and community, will educate students to be responsible, problem-solving citizens who produce quality work in their individual pursuit of excellence by offering relevant, academically challenging and diverse learning experiences.*

# Wabaunsee USD 329

**SUPERINTENDENT**  
Brad Starnes

**BOARD OF EDUCATION**  
Justin Frank, President  
Tony Conrad, Vice President  
Don Frank  
Lesia Hajny  
Jerome Hess  
Steve Murray  
Kelly Oliver

Cheryl Zeller, Clerk  
Julie A. Meseke, Treasurer

Phone (785)765-3394



PO Box 157 – 213 E. 9th  
Alma, KS 66401  
*"Your place to shine"*

**WABAUNSEE H.S PRINCIPAL**  
Jan Hutley

**WABAUNSEE J.H. PRINCIPAL**  
Steve Oliver

**ALMA ELEMENTARY SCHOOL PRINCIPAL**  
Galen Craghead

**PAXICO MIDDLE SCHOOL PRINCIPAL**  
Steve Oliver

**MAPLE HILL ELEMENTARY SCHOOL PRINCIPAL**  
Galen Craghead

Fax (785)765-3624

September 10, 2019

To: Manhattan Area Technical College Administration  
From: USD 329 Wabaunsee  
RE: Letter of Support for regional technical college academy

To Whom It May Concern:

This letter is to inform you of USD 329 Wabaunsee Schools' support of a regional technical college academy located in Wamego. Our BOE unanimously voted to approve a letter supporting these efforts.

Presently, we have 6 students attending Washburn Tech, have had CNA students at both Washburn Tech and MATC and have students/teachers work with Highland Community College for dual/concurrent credits- mainly in English Comp and College Algebra.

We would anticipate our students to take full advantage of having a regional technical college academy in Wamego.

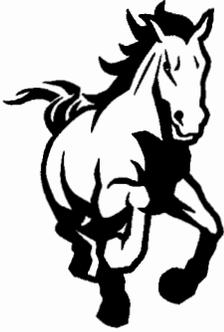
Sincerely,

Brad Starnes  
Superintendent

**Administrative Assistant/Clerk**  
MINA GRUTZMACHER

**Treasurer/Receptionist**  
JANICE DOLL

**District Office Secretary**  
STACI MINER



**Unified School District 323**

9353 Flush Road  
St. George, KS 66535  
(785) 494-8597

Fax (785) 494-8900

**Kevin Logan, Superintendent**

[logank@rockcreekschools.org](mailto:logank@rockcreekschools.org)

**Board of Education**  
STUART SCHWARZ  
TREVOR JENSEN  
DEE FORGE  
DAWN HENRY  
JODY WICK  
KAROL FIKE  
ANNA NIPPERT



09-20-19

To Whom It May Concern,

USD 323 Rock Creek supports the effort to expand MATC offerings to a campus in Pottawatomie County. This possible expansion will provide additional educational opportunities for our students and patrons. A Wamego campus will allow our students, and area adults to obtain training and certificates in manufacturing, construction, medical trades, computer technology, and general education courses.

The location of a second MATC campus in Wamego also lessens our logistical issues with transporting students to the west side of Manhattan.

Sincerely,

A handwritten signature in cursive script that reads "Kevin Logan".

Kevin Logan  
Superintendent



# St. Marys Jr. / Sr. High School

601 E. Lasley

St. Marys, KS 66536

Phone: 785-437-6257

Fax: 785-437-3460



*Mr. Adam Hurla, AP/AD*

*Mr. Ryan Luke, Principal*

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To Whom I May Concern:

The St Marys Jr/ Sr High School administrative team recently attended a meeting with Manhattan Area Technical College. The purpose of the meeting was to gage the interest and support from the area school districts on the possibility of building a MATC Center in Wamego, KS. This was very exciting news for St. Marys. St Marys Jr/Sr High School and Kaw Valley support this project. Currently Kaw Valley has over 30 students attending Washburn Tech in Topeka, Ks. I could see more of our students taking advantage of MATC's post secondary pathways if there was an opportunity at a closer, more convenient location in Wamego.

Sincerely,

*Ryan Luke*

Ryan Luke

Principal

St. Mary Jr/Sr High School

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### *Mission Statement*

*St. Marys High School exists to educate all students to be life-long learners and contributing members of society who will meet their responsibilities in an ever-changing world.*