

# Board of Directors Packet

Manhattan Area Technical College  
September 28, 2021  
Zoom/Live Stream/406 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
__Roberts, Nathan	__Gfeller, Josh	__Ross, Neil
__Faculty Senate	__Boxberger, Chris	__Watts, Harry
__Jacobs, Carmela	__Field, Casey	

## Agenda

### 1. Call to Order

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

- Approval of July 2021 Meeting Minutes (Attachment 1)\*
- Approval of August 2021 Retreat Meeting Minutes (Attachment 2)\*
- Approval of June 2021 Check Register w/Threshold Expenditures (Attachment 3)\*
- Approval of July 2021 Check Register w/Threshold Expenditures (Attachment 4)\*
- Approval of August 2021 Check Register w/Threshold Expenditures (Attachment 5)\*
- Organizational Update (Attachment 6)\*
- President's Report (Attachment 7)\* *Jim*

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

- Automotive Technology program update *Jeff Pishny, Jaren Nittler, Alex Anderson*
- Enrollment update *Neil* (Attachment 8)
- Title 3 closeout and Adult Education update *Chris*
- Discussion of state funding and priorities
- Visits with Riley County commissioners and Manhattan City commissioners

### 4. General Agenda (Items possibly requiring BOD action)

- Policy updates *Sarah*
  - Policy 5.1.5 Nursing Program C A Waiver Policy (Attachment 9)
- Facilities and IT Updates *Josh*
- Wamego Update *Jim*
  - Upcoming Business After Hours and Match Day
  - Working with school personnel and parents for enrollment
- Internal Monitoring Report Financial Condition (Attachment 10)
- Financial Monitoring – 4Q – Statement of Revenues, Expenses, and changes in Net Assets (Attachment 11)
- Financial Monitoring – 4Q – Statement of Net Position (Attachment 12)
- Review of Proposal to Build a Second Simulation Room and Purchase SIM Equipment (Attachment 13)

**5. Executive Session:**

- Discuss personnel matters

**6. Executive Session:**

- Discuss potential new board member

**7. Executive Session:**

- Discuss student issues

**Meetings and Upcoming Events**

Next Board Meeting: October 26, 2021

Match Day Wamego: October 7, 2021

\* Requires BOD Action

# Board of Directors Minutes

Manhattan Area Technical College

July 21, 2021 5:00pm



1. The Board of Directors of the Manhattan Area Technical College met July 21, 2021 at 5:00 p.m. using zoom and live streaming for employees.
  - Members present: L.J. Baker, Will Allen, David Urban, David Fritchen, Tim Flanary, and Brett Ballou, Wendy King-Luttman
  - Members absent: None
  - 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 Academics.
  - Faculty/Staff/SGO Visitors: Brian Koch; Casey Field; Rodney Stanfield.
2. **Call to Order**
  - L.J. Baker called the meeting to order at 5:01 p.m.
3. **Executive Session:** Negotiation Matters – Employer – Employee negotiations. David Fritchen moved to go into executive session at 5:02 p.m. and return to open session at 5:12 p.m. Will Allen seconded. Motion carried 5 yeas and 0 nays. At 5:09 p.m., David Fritchen moved to return to open session. Brett Ballou seconded. Motion carried 6 yeas and 0 nays. Wendy King-Luttman motioned to approve the 2021-2022 Faculty Negotiation Agreement and subsequent deletion of the Substitute Teacher Policy 4.2.8. Brett Ballou seconded. Motion carried 6 yeas and 0 nays.
4. **Executive Session:** Budget – Relating to financial affairs. David Fritchen moved to go into executive session at 5:16 p.m. and return to open session at 5:28 p.m. Wendy King-Luttman seconded. Motion carried 6 yeas and 0 nays. At 5:28 p.m., Wendy King-Luttman moved to return to open session. David Fritchen seconded. Motion carried 6 yeas and 0 nays. David Fritchen motioned to approve 2021-2022 Budget Proposals. Will Allen seconded. Motion carried 6 yeas and 0 nays.
5. **Adjournment:** L.J. Baker, Board Chair adjourned the meeting at 5:35 p.m.

# Board of Directors Minutes

Manhattan Area Technical College

August 24, 2021 4:30pm



1. The Board of Directors of the Manhattan Area Technical College met July 21, 2021 at 5:00 p.m. using zoom and live streaming for employees.
  - Members present: L.J. Baker, Will Allen, David Urban, David Fritchen, Tim Flanary, and Brett Ballou, Wendy King-Luttman
  - Members absent: None
  - 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 Academics.
  - Faculty/Staff/SGO Visitors: Hannah Miller, Casey Field, Kim Withroder
2. **Call to Order**
  - L.J. Baker called the meeting to order at 4:38 p.m.
3. **Agenda**
  - Neil Ross discussed the enrollment trend and will have more details for the September meeting. No action was taken
  - Sarah Phillips discussed how the vaccine requirement for the nursing department caused a drop in numbers. But since it is required at healthcare facilities it has only dropped slightly.
  - Chris Boxberger discussed the Adult Learning Center. The English as a Second Language has 25 students and the GED program has 23. The hybrid approach is working for the program.
  - Josh Gfeller discussed moving the RTC to the old dental program area, gave a virtual tour. Also gave a virtual tour of the Wamego Center. Josh also discussed printing numbers, security, and successful fire and SafeDefend drills.
  - Carmela Jacobs discussed operations and hiring at MATC. She discussed process improvements and budget updates.
  - Kim Withroder was introduced and discussed her position and involvement with reporting, accreditation, and Canvas integration.
  - Jim Genandt presented about his proposed 3D budget plan. He proposed the idea for a budget committee within the Board of Directors.
4. **Adjournment:** L.J. Baker, Board Chair adjourned the meeting at 6:47 p.m.



September 28, 2021

To: MATC Board of Directors

From: Carmela Jacobs, VP Operations/CFO

Re: June 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 356,770.28	47.43%
Facilities	\$ 22,179.10	2.95%
Student Payments	\$ 35,115.52	4.67%
Program Expenditures	\$ 74,756.65	9.94%
ALC Operating Costs (excluding salary/benefits)	\$ 72.54	0.01%
Wamego (excluding salary/benefits)	\$ 1,345.98	0.18%
Other Operating costs	\$ 261,917.82	34.82%
<b>Total June Expenditures</b>	<b>\$ 752,157.89</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Midwest Card and ID Solutions	Front door opener and fob	\$ 5,265.70	All School	CARES Grant
NuAire, Inc	LavGard TE (Total Exhaust)	\$ 12,110.00	All School	NSF Grant
Anixter Inc	EPD Poles	\$ 5,151.09	EPD	Student Course Fees
Marta and Son, Inc	Cleaning Services	\$ 5,795.00	All School	general fund
ExamSoft	ADN/PN Exam Soft	\$ 7,200.00	Nursing	ADN/PN Course FEes
Pocket Nurse	PN IVT Supplies for FY21 NUR220-230	\$ 5,520.57	Nursing	Nursing Grant
Spaces Inc	Desks/Furniture	\$ 26,332.50	All School	Title III
Coursey Enterprises	K4090 Major Bags IVT	\$ 6,192.00	Nursing	Nursing Grant
Greater Manhattan Community Foundation	Grow Green Title III Endowment Match	\$ 22,502.31	All School	Title III
Wamego High School	Spring 2021 Excel in CTE Payment	\$ 12,877.13	All School	Excel in CTE State Funds
Manhattan High School	Spring 2021 Excel in CTE Payment	\$ 108,686.33	All School	Excel in CTE State Funds
Blue Valley Randolph High School	Spring 2021 Excel in CTE Payment	\$ 6,009.33	All School	Excel in CTE State Funds
Manhattan High School	Spring 2021 Gen Ed Reimbursement	\$ 30,112.50	All School	general fund
Evergy	June Energy Bill	\$ 5,416.11	All School	general fund
BCBS (July 2021)	Health Insurance Premiums	\$ 50,387.39	All School	payroll ded/gen fund
IRS	PR 06.15.2021 Payroll deductions	\$ 31,887.36	All School	payroll ded/gen fund
IRS	PR 06.30.2021 Payroll deductions	\$ 35,391.94	All School	payroll ded/gen fund
KS Dept of Revenue	PR 06.15.2021 Payroll deductions	\$ 6,419.25	All School	payroll deduction
KS Dept of Revenue	PR 06.30.2021 Payroll deductions	\$ 7,172.69	All School	payroll deduction
KPERS	PR 06.15.2021 Payroll deductions	\$ 8,362.37	All School	payroll deduction
KPERS	PR 06.30.2021 Payroll deductions	\$ 9,331.83	All School	payroll deduction
Nationwide Trust Company	PR 06.15.2021 Payroll deductions	\$ 5,328.44	All School	payroll ded/gen fund
Nationwide Trust Company	PR 06.30.2021 Payroll deductions	\$ 5,676.82	All School	payroll ded/gen fund
<b>Total June Expenditures Exceeding Threshold</b>		<b>\$ 419,128.66</b>		



September 28, 2021

To: MATC Board of Directors

From: Carmela Jacobs, VP Operations/CFO

Re: July 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 368,398.01	62.38%
Facilities	\$ 31,609.78	5.35%
Student Payments	\$ 5,857.00	0.99%
Program Expenditures	\$ 26,403.56	4.47%
ALC Operating Costs (excluding salary/benefits)	\$ 175.00	0.03%
Wamego (excluding salary/benefits)	\$ 1,016.00	0.17%
Other Operating costs	\$ 157,083.19	26.60%
<b>Total July Expenditures</b>	<b>\$ 590,542.54</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Charlson and Wilson	FY22 College Insurance Policy Renewal	\$ 22,993.44	All School	general fund
Parson Communications	Bandwidth cable equipment/camera renewal	\$ 11,234.82	All School	Title III/Student CH fee
Charlson and Wilson	FY22 College Commercial Package Policy	\$ 60,459.00	All School	general fund
Marta and Son, Inc	Cleaning Services	\$ 5,700.00	All School	general fund
BBN Architects	Renovation Consultation	\$ 6,900.00	All School	general fund
KATC - Kansas Assoc. of Technical Colleges	Membership	\$ 10,000.00	All School	general fund
Accident Fund Insurance Company	FY22 Worker's Compensation Premium	\$ 14,210.00	All School	general fund
Everygy	June Energy Bill	\$ 6,168.60	All School	general fund
BCBS (August 2021)	Health Insurance Premiums	\$ 49,389.95	All School	payroll ded/gen fund
IRS	PR 07.15.2021 Payroll deductions	\$ 34,969.37	All School	payroll ded/gen fund
IRS	PR 07.31.2021 Payroll deductions	\$ 35,001.41	All School	payroll ded/gen fund
KS Dept of Revenue	PR 07.15.2021 Payroll deductions	\$ 6,856.24	All School	payroll deduction
KS Dept of Revenue	PR 07.31.2021 Payroll deductions	\$ 6,852.79	All School	payroll deduction
KPERS	PR 07.15.2021 Payroll deductions	\$ 9,049.12	All School	payroll deduction
KPERS	PR 07.31.2021 Payroll deductions	\$ 9,355.88	All School	payroll deduction
Nationwide Trust Company	PR 07.15.2021 Payroll deductions	\$ 6,127.01	All School	payroll ded/gen fund
Nationwide Trust Company	PR 07.31.2021 Payroll deductions	\$ 9,653.90	All School	payroll ded/gen fund
<b>Total July Expenditures Exceeding Threshold</b>		<b>\$ 304,921.53</b>		



September 28, 2021

To: MATC Board of Directors

From: Carmela Jacobs, VP Operations/CFO

Re: August 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 360,415.58	58.82%
Facilities	\$ 35,443.58	5.78%
Student Payments	\$ 46,771.77	7.63%
Program Expenditures	\$ 95,995.31	15.67%
ALC Operating Costs (excluding salary/benefits)	\$ 8,713.00	1.42%
Wamego (excluding salary/benefits)	\$ 11,643.60	1.90%
Other Operating costs	\$ 53,752.25	8.77%
<b>Total August Expenditures</b>	<b>\$ 612,735.09</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Marta's & Son, Inc.	Custodial Services	\$ 5,805.00	all school	general fund
Paul Blodgett	1/2 Keats Property Lease Payment	\$ 5,511.00	EPD	general fund
Karla Blodgett Tillberg	1/2 Keats Property Lease Payment	\$ 5,511.00	EPD	general fund
ATI-Assessment Technologies Inst.	ATI CARP FOR NUR0522	\$ 10,050.00	nursing	course fees
Matheson Tri-Gas Inc	Student Tools - Welding	\$ 32,941.76	welding	course fees
Wolters Kluwer	PN Book Buncle	\$ 45,172.82	nursing	course fees
BBN Architects	Wamego - Architect Services	\$ 10,054.00	all school	general fund
Allied 100, LLC	ZOLL AED Plus Training Unit	\$ 5,571.30	all school	general fund
Bruna Implement Company	Lawnmower for College	\$ 8,695.00	all school	capital outlay grant funds
Flint Hills Powersports	Polaris Ranger Crew ATV	\$ 12,799.00	EPD	perkins grant funds
Solarwinds Inc	Renewal Fees	\$ 7,114.80	all school	credit hour fee
Collegeboard	PowerFAIDS Software Renewal	\$ 10,744.00	all school	credit hour fee
Evergy	July Energy Bill	\$ 6,210.37	All School	general fund
BCBS (Sept 2021)	Health Insurance Premiums	\$ 47,808.94	All School	payroll ded/gen fund
IRS	PR 08.13.2021 Payroll deductions	\$ 35,224.04	All School	payroll ded/gen fund
IRS	PR 08.31.2021 Payroll deductions	\$ 33,375.70	All School	payroll ded/gen fund
KS Dept of Revenue	PR 08.13.2021 Payroll deductions	\$ 6,869.28	All School	payroll deduction
KS Dept of Revenue	PR 08.31.2021 Payroll deductions	\$ 6,538.56	All School	payroll deduction
KPERS	PR 08.13.2021 Payroll deductions	\$ 9,168.70	All School	payroll deduction
KPERS	PR 08.31.2021 Payroll deductions	\$ 9,034.27	All School	payroll deduction
Nationwide Trust Company	PR 08.13.2021 Payroll deductions	\$ 6,063.41	All School	payroll ded/gen fund
Nationwide Trust Company	PR 08.31.2021 Payroll deductions	\$ 9,426.02	All School	payroll ded/gen fund
<b>Total August Expenditures Exceeding Threshold</b>		<b>\$ 329,688.97</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** September 28, 2021  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Tony Bach	EMT Program Coordinator	7/1/2021	EMT/Academics	Operating	New Hire
Cindy Sias	PN Faculty	7/9/2021	Nursing/Academics	Operating	New Hire
Pamela Imperato	Distance Education Support Specialist /Instr. Designer	7/16/2021	Title III/IT	Title III/Operating	New Hire
Chris Weaver	INT Instructor	8/2/2021	INT/Academics	Operating	New Hire
Hannah Miller	Executive Asst. to Sr. Admin/Board Clerk	8/3/2021	Administration	Operating	New Hire
Deepika Tokala	Database Report Writer	8/23/2021	Inst. Reporting/IT	Operating	New Hire
Jennifer Talbert	Academic Advisor	8/30/2021	Student Services	Operating	New Hire
Jennifer Garrett	PN Clinical Adjunct Instructor/PT Allied Health Instructor	9/20/2021	Nursing/ Academics	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Andrew Caponera	Assistant Director of Facilities/System Admin	9/1/2021	Facilities	Operating	Promotion
Jaren Nittler	Associate Faculty	8/1/2021	Auto Tech/Academics	Operating	FLSA Status Change
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Jennifer Smith	Off-Site GED Adjunct	7/29/2021	Adult Learning Center	Operating	Resignation
Vincent Fontanini	Welding Program Assistant	8/3/2021	Welding/Academics	Operating	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
Institutional Reporting Coordinator			IT	Operating	Open
Construction Technology Program Assistant			Constr. Tech/Academics	Operating	Open
Adjunct Opportunities for Consideration			All Departments	Operating	Open



## President's Report: August 2021

Welcome to the 2021 fall semester! Here's a quick summary of my meetings, etc., since our last meeting:

### Owner Expectations:

July 22, & August 13: I participated in the JumpStart KS meeting for the technical colleges, this group focuses on K-12 and workforce development.

July 28, August 11: I led meetings of the Kansas Technical College presidents on topics related to funding, capital outlay, the Promise Scholarship Act, and collaboration related to special projects and grant opportunities.

July 28-29: I represented the technical colleges at the KBOR Retreat in Lenexa

July 29-30: I attended the Regional Leaders Retreat in Manhattan (and appreciate the attendance and advocacy from LJ, David Urban, and Harry!)

August 6 and August 20: I participated in the Opportunity KS economic development meeting for the Kansas technical colleges.

August 6: I presented updates to the President's Cabinet at MATC, and then to all employees on August 13.

August 10: I worked with the community college lobbyist, Heather Morgan, and the technical college lobbyist, Steve Kearney, on two main areas of possible collaboration.

August 11: I participated in a meeting with KBOR staff and the presidents of Wichita Tech and Salina Tech on re-centering tiered and non-tiered funding to address a consistent gap of funding at the state level.

August 12: I participated in the Technical Education Authority committee meetings on finance and budget, and on advocacy and marketing.

August 13: I participated in the Technical Education Authority committee meeting on program and curriculum.

August 13: I was on KMAN's In Focus program.

August 13: I participated in the Leadership Manhattan board meeting.

August 17: I participated in the Talent Ready KS workforce meeting addressing higher education.

August 20: I participated in the Future Ready KS economic development meeting.

### Employer Needs & Response:

July 26: I worked with Paul Allen, General Manager of CAT in Wamego, to finalize their donation for our center in Wamego and a welding lab.

August 5: Neil and Michelle made sure we were represented at the Manhattan Chamber Business Showcase at the Sheraton, I was there for part of the event.

August 16: I presented about MATC and our efforts in Wamego to the Wamego Chamber of Commerce monthly members lunch meeting. State Senator Hawk and State Representative Carlin were in attendance.

August 17: I attended the Manhattan Chamber of Commerce board of directors meeting.

August 19: I participated in a webinar by EMSI/Burning Glass, hosted by the Flint Hills Regional Council on workforce needs and economic data

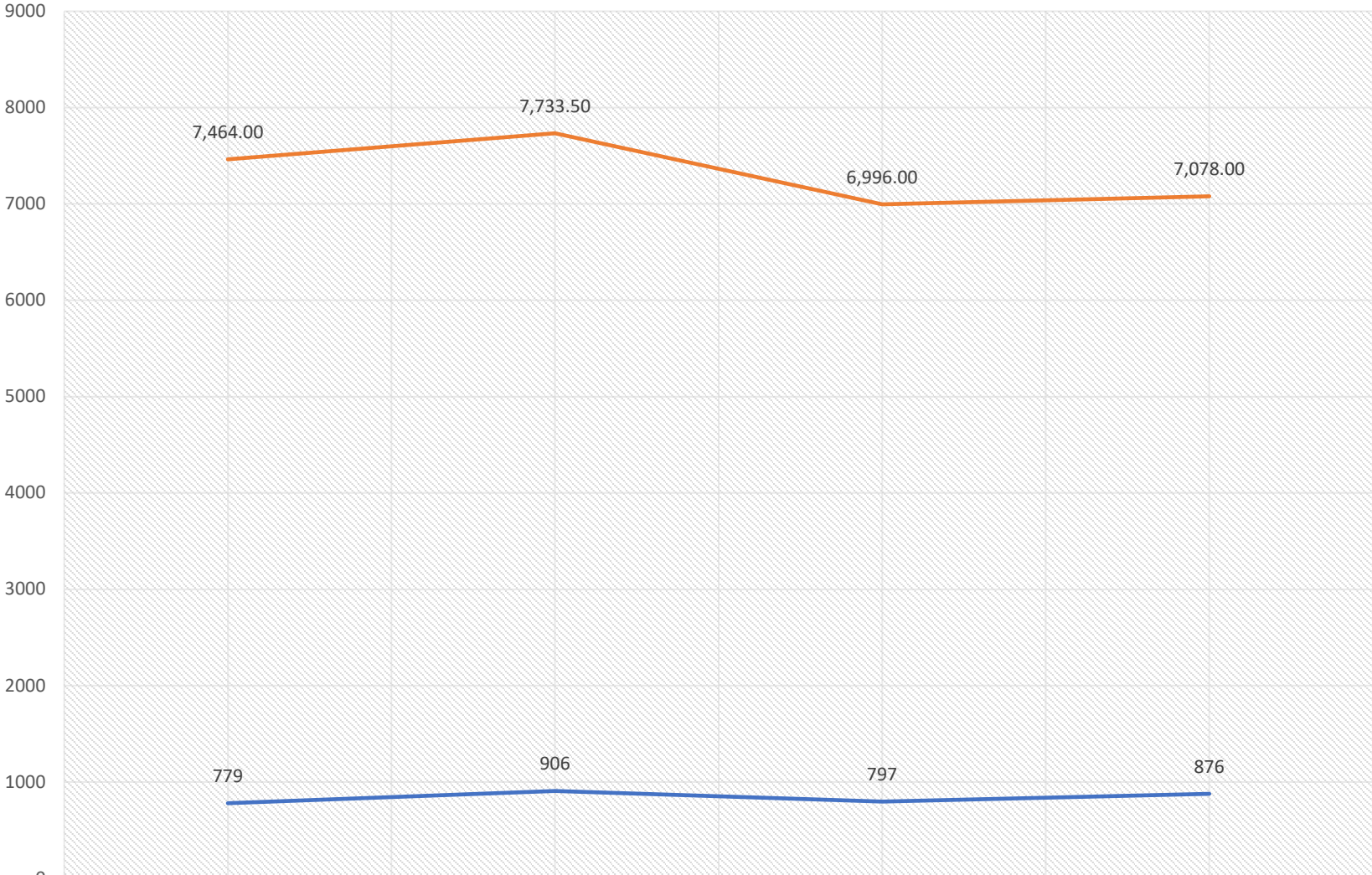
### Resource Development:

July 27, August 6, and August 12: I participated in a webinar by the federal Economic Development Administration concerning new programs they are releasing for the American Recovery Plan, targeting facilities, equipment, and workforce.

August 11: I met Paul Allen of CAT at our Wamego Center and received their monetary donation and discussion of their in-kind donation for our welding lab at the Center.

<b>Term</b>	<b>Head Count</b>	<b>Credit Hours</b>	<b>FTE</b>	<b>Avg CR HR</b>
<b>Fall 21</b>	<b>876</b>	<b>7,078.00</b>	<b>471.87</b>	<b>8.08</b>
<i>HS</i>	483	2,265.00	151	4.69
<i>Non-HS</i>	393	4,813.00	320.87	12.25
<b>Fall 20</b>	<b>797</b>	<b>6,996.00</b>	<b>466.4</b>	<b>8.78</b>
<i>HS</i>	423	1,955.50	130.37	4.62
<i>Non-HS</i>	374	5,040.50	336.03	13.48
<b>Fall 19</b>	<b>906</b>	<b>7,733.50</b>	<b>515.57</b>	<b>8.56</b>
<i>HS</i>	442	1,887.00	125.8	4.27
<i>Non-HS</i>	464	5,846.50	389.77	12.6
<b>Fall 18</b>	<b>779</b>	<b>7,464.00</b>	<b>497.6</b>	<b>9.58</b>
<i>HS</i>	314	1,388.00	92.53	4.42
<i>Non-HS</i>	465	6,076.00	405.07	13.07

### 4 Year Trend of Head Count & Credit Hours



	Fall 18	Fall 19	Fall 20	Fall 21
Head Count	779	906	797	876
Credit Hours	7,464.00	7,733.50	6,996.00	7,078.00

— Head Count — Credit Hours

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

**Policy No. 5.1.5**

<b>Title:</b> Nursing Program CNA Waiver Policy	
<b>Originated by:</b> Dean of Nursing & Health Programs	<b>Originated Date:</b> 7/21/21
<b>All Faculty Approval Date:</b> 9/28/21	
<b>President/Board of Directors Approval Date:</b> 9/28/21	
<b>Revised by:</b>	<b>Revised Date:</b>
<b>Reviewed on:</b> 9/2010; 11/2010, 7/2013, 9/2013, 8/2016; 7/2021	

**Policy Statement:**

Practical nursing applicants who have training as a medic/corpsman in the Armed Forces, EMT certification, or Certified Medical Assistant (CMA) may choose to take a CNA proficiency exam in lieu of obtaining a CNA certificate. The exam will have two sections: a didactic exam, and a skills test. Both sections must be completed with a passing score to receive the CNA waiver. The testing must be completed within the year preceding the application deadline.

*(Note: this will only provide entrance to MATC Practical Nursing. This process does not qualify the applicant for CNA certification with the state of Kansas.)*

**Rationale:**

Persons who have received EMT, medic/corpsman, or CMA training have many of the skills acquired in a CNA course. This process allows them to demonstrate those skills in lieu of a CNA certificate.

**Procedure:**

1. Potential PN applicant completes the Credit for Prior Learning (policy 5.1.3) Application for Credit by Examination process and provides proof of current certification for CMA (must be from the AAMA, the American Association of Medical Assistants; a comparable national certification will be considered), EMT certification, or training for medic/corpsman (DSST), pays all associate fees and provides all required documents to the MATC Registrar.
2. Approval to complete the CNA proficiency process will be made by the Chief Academic Officer (CAO) and the Dean of Nursing & Health Programs (DON).
3. Applicant will be notified of the decision by the Registrar's office.
4. If approved, the Director of Allied Health will conduct the CNA proficiency process.
5. The CNA proficiency process includes:
  - a. Applicant obtains Kansas CNA curriculum from Kansas Department of Aging and Disability. Click here for [Kansas CNA Curriculum](#).
  - b. Once enrolled, the candidate contacts the Director of Allied Health to schedule MATC CNA exam and skills testing.
  - c. If the applicant passes the CNA exam with a score of 85%, then they are scheduled for skills testing.
  - d. Skills testing must also be successfully completed for applicant to obtain CNA waiver.
  - e. The Director of Allied Health provides proficiency results to the Registrar via the completed Application for Credit Examination form and CNA Waiver Verification. CNA Waiver Verification is then provided to the DON.
  - f. After successful completion of the proficiency process, the applicant may begin the PN application.



### Certified Nurse Assistant (CNA) Waiver Verification

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date of Written Exam \_\_\_\_\_

Score \_\_\_\_\_ (must be  $\geq 85\%$ )

\_\_\_\_\_  
Written Test Examiner

\_\_\_\_\_  
Date

Date of Skills Testing \_\_\_\_\_

Results of skills test:    Pass    Fail

\_\_\_\_\_  
Skills test Examiner

\_\_\_\_\_  
Date

#### Approval for CNA Waiver

The above-named student meets the requirements for CNA Waiver, including a passing score on a written exam and a skills review. This document replaces the requirement for a Kansas CNA certificate for entrance into the PN Program.

\_\_\_\_\_  
Dean of Nursing & Health Programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Date





**INTERNAL MONITORING REPORT  
FINANCIAL CONDITION**  
September 28, 2021  
(Period ending June 30, 2021)

I hereby present my monitoring report on your Executive Limitations policy "Financial Condition" according to the annual schedule of reports. I certify that the information contained in this report, as prepared by Carmela Jacobs, Vice President of Operations/Chief Financial Officer, is true.

**BROADEST POLICY PROVISION:**

*With respect to the actual, ongoing condition of the college's financial health, the President shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from Board priorities established in the ENDS policies:*

**Policy Provision #1:**

*Exceed the budget for the fiscal year (July 1 - June 30).*

**President's INTERPRETATION:**

The attached Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position provide the College financial condition as of June 30, 2021. The full fiscal-year budget and year-to-date budget is presented on the Statement of Revenues, Expenses and Changes in Net Position with comparison to actual results. The statement reflects a change of the net position of \$480,383 for the fiscal year of 2021 which shows our revenues exceeded our expenses.

I report compliance.

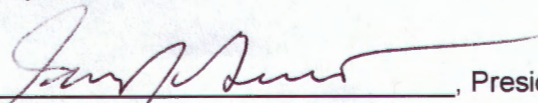
**Policy Provision #2:**

*Fail to maintain an appropriate cash reserve.*

**President's INTERPRETATION:**

The current cash position is reported on the attached Statements of Net Position. The total cash balance of \$806,614 as of June 30, 2021 would support operations of the College for approximately 210 days (7 months) without any additional income. Administration is acutely aware that this reserve level is not sufficient to support the College long-term. Sources and uses of funds are constantly being monitored and will be adjusted as needed.

I report compliance.

Signed , President Date September 28, 2021  
James Genandt



September 28, 2021

TO: MATC Board of Directors

RE: 2020-2021 *Interim* Financial Monitoring - Statement of Revenues, Expenses, and Changes in Net Assets

Prepared By: Carmela Jacobs, VP of Operations/CFO

	Actual	Budget	% of	Actual
		6/30/2021	budget	6/30/2020
<b>OPERATING REVENUES</b>				
Student tuition and fees	\$ 3,699,333	\$ 3,942,008	94%	\$ 3,314,050
Federal grants and contracts	\$ 2,695,452	\$ 967,000	279%	\$ 1,013,212
State and local grants and contracts	\$ 806,875	\$ 597,028	135%	\$ 921,279
Sales and services of educational departments	\$ 22,117	\$ 30,000	74%	\$ 21,137
Other	\$ 63,165			\$ 174,560
Total operating revenues	<u>\$ 7,286,943</u>	<u>\$ 5,536,036</u>	132%	<u>\$ 5,444,238</u>
<b>OPERATING EXPENSES</b>				
Salaries:	3,741,523	\$ 3,516,980	106%	\$ 4,105,288
Benefits	759,864	\$ 923,834	82%	\$ 768,566
Contractual Services	981,944	\$ 609,102	161%	\$ 727,978
Supplies and other operating expenses	3,281,071	\$ 2,425,994	135%	\$ 1,280,263
Utilities	125,960	\$ 140,000	90%	\$ 126,103
Repairs and Maintenance	58,034	\$ 78,000	74%	\$ 93,229
Scholarships and financial aid	-			
Depreciation and amortization	250,000	\$ 290,000	86%	\$ 242,485
Total operating expenses	<u>9,198,396</u>	<u>\$ 7,983,910</u>		<u>\$ 7,343,912</u>
<b>OPERATING INCOME (LOSS)</b>	<u>\$ (1,911,453)</u>	<u>(2,447,874)</u>		<u>(1,899,674)</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
State appropriations	2,540,706	\$ 2,427,422		\$ 2,389,912
Interest Income	2,268	\$ 27,000		\$ 18,916
Federal Grants	(59,450)	\$ -		\$ 18,953
Gain on disposal of property, plant and equip	-	\$ -		\$ -
Transfer (to)/from Foundation	-	\$ -		\$ 25,000
Interest expense	(91,688)	\$ (6,000)		\$ (73,696)
Total Non-Operating Revenues (Expense)	<u>2,391,837</u>	<u>2,448,422</u>		<u>2,379,085</u>
<b>CHANGE IN NET POSITION</b>	480,383	\$ 548		\$ 479,411
Net position - beginning of year	<u>\$ 4,399,321</u>	<u>\$ 4,399,321</u>		<u>\$ 3,919,910</u>
Net position - end of year	<u>\$ 4,879,704</u>	<u>\$ 4,399,869</u>		<u>\$ 4,399,321</u>



September 28, 2021

TO: MATC Board of Directors

RE: 2020-2021 *Interim* Financial Monitoring - Statement of Net Position

Prepared By: Carmela Jacobs, VP of Operations/CFO

	<u>6/30/2021</u>	<u>6/30/2020</u>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and cash equivalents	\$ 806,614	\$ 1,343,039
Short-term investments	\$ -	
Accounts receivable, net	\$ 248,924	\$ 233,963
Inventories	\$ -	
Prepaid Expenses/Other Assets	\$ 23,817	\$ 23,817
Due to/from - Activity Accounts	\$ 16,071	\$ 9,652
<b>Total Current Assets</b>	<u>\$ 1,095,427</u>	<u>\$ 1,610,471</u>
<b>Noncurrent Assets:</b>		
Property, Plant and Equipment	\$ 9,999,465	\$ 9,133,976
Less: Accumulated depreciation	\$ (4,095,984)	\$ (3,704,107)
<b>Total Noncurrent Assets</b>	<u>\$ 5,903,481</u>	<u>\$ 5,429,869</u>
<b>TOTAL ASSETS</b>	<u>\$ 6,998,908</u>	<u>\$ 7,040,340</u>
<b>LIABILITIES AND NET POSITION</b>		
<b>Current Liabilities</b>		
Accounts payable and accrued liabilities	\$ 343,046	\$ 382,121
Deposits	\$ 10,150	\$ 12,450
Funds held for others - activity funds	\$ 66,692	\$ 58,892
Deferred revenue	\$ 26,405	\$ -
Notes Payable-current portion	\$ 123,524	\$ 160,687
<b>Total Current Liabilities</b>	<u>\$ 569,817</u>	<u>\$ 614,150</u>
<b>Non-Current Liabilities</b>		
Notes Payable - non current portion	\$ 1,903,345	\$ 2,026,869
<b>Total Non-Current Liabilities</b>	<u>\$ 1,903,345</u>	<u>\$ 2,026,869</u>
Total Liabilities	<u>\$ 2,473,163</u>	<u>\$ 2,641,019</u>
<b>Net Position</b>		
Invested in capital assets, net of related debt	\$ 3,876,612	\$ 3,242,313
Unrestricted	\$ 1,003,092	\$ 1,157,008
<b>Total Net Position</b>	<u>\$ 4,879,704</u>	<u>\$ 4,399,321</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u>\$ 6,998,908</u>	<u>\$ 7,040,340</u>





September 28, 2021

**To: MATC Board of Directors**  
**From: Administration, Director of Nursing**  
**Re: Proposal to Build a Second Simulation Room and Purchase SIM Equipment**

**Background Information**

The Nursing Program at MATC is requesting funding to support a second simulation room in the nursing lab area. Providing real life scenarios without risk of harm to a patient allows our students to work through patient situations in a simulated setting utilizing their critical thinking skills. Faculty can allow students to make decisions and see the results or consequences of that decision. This type of learning cannot be provided at the clinical sites due to patient safety.

The Institute of Medicine (IOM) cited in their report *“To Err is Human: Building a Safer Health Care System* (IOM 1999), simulation-based training is a recommended strategy to prevent errors in the clinical setting. The report states that nursing programs should participate in the development of simulation for use in training students to utilize problem solving and crisis management. MATC has a responsibility to train our future nurse to be practice ready.

With the COVID pandemic, possible future pandemics, and the potential growth of our Nursing, Allied Health, and Emergency Medical Service (EMS) Programs, an additional Simulation room will accommodate and provide simulated experience for more students. The need grows with the addition of the EMS Program. With a maximum enrollment in the Nursing Programs of 88 students, we are limited in the number of student’s time to access the current high fidelity mannikin for training. A second-high fidelity simulation mannikin and sim room will double the number of student access. During this pandemic, our clinical sites are limiting the number of students who can attend. The ability to provide a second simulation setting helps remedy this shortcoming.

Thank you for your consideration of this request. The Nursing Program is grateful for your support.

**Reference**

<https://www.nap.edu/resource/9728/To-Err-is-Human-1999--report-brief.pdf>

**Fiscal Implications**

The cost of the second simulation room is approximately \$117,396.11. The cost of the room will be funded from the Capital Outlay Maintenance of Effort funds that were awarded to MATC in the summer of 2021.

**Cost of new Simulation Lab (room)— 2021**

Items needed	Amount (# needed)	Cost Estimate	Quotes
<b>1. SIM</b>			
Nursing Anne	1	\$16650	Q456444
Nursing Anne Installation	1	\$27527	Q456444
Sim Baby (24mo)	1	\$32987.58	Q456444
Sim Baby Installation	1	\$17735.91	Q456444
Sim Pad Plus	1	\$4101.96	Q456444
Peer to Peer	1	\$1030	Q456444
NLN Scenarios Cloud	1	\$1372.50	Q456444
Laerdal Shipping and Handling	1	\$550.00	Q456444
<b>Total Laerdal Quote</b>		<b>\$101,867</b>	Q456444
<b>2. Structure</b>	4 construction mat	<b>\$960.00</b>	E-mail
<b>3. Equipment/Furniture</b>			
Rolling Computer desk 951534-cc	1	\$72.99	Staples
Chair for desk 24115-C	1	\$129.99	Staples
Extra TV/ Monitor	1	\$300.00	Best Buy
Trashcan CW 56431		\$7.29	Staples
Clock UN 57796		\$17.99	Staples
<b>Total for Staples/Best Buy</b>		<b>\$528.26</b>	
Bed for simulator Anne BS029903	1	\$3095.00	105699
Bedside Table	1	^	^
Bedside Cabinet	1	^	^
Sheet Set	1	^	
Crib for SimBaby Pedigo500 OB016101 or OB016105 DiaMed	1	\$1895.00	^
Wall unit for oxygen, suction etc. HW20802	2	\$5590.00	^
Hospira Plum A+ Single channel Infusion pump	1	\$545.00	^
DiaMed Shipping	1	\$2198.00	^
IV Pole IV043201	3	\$569.85	^
<b>Total for DiaMed Quote</b>		<b>\$13893.00</b>	
Glove Holder PN 03-47-059	2	\$116.00	1219300-0
Sharps container holder and boxes PN03-78-3002 and PN 03-78—1020 (6)	2 and 6	\$145.98+\$44.34=\$190.32	1219300-0
<b>Total for Pocket Nurse Quote</b>		<b>\$148.00</b>	

Estimated Total: \$**117,396.11**

**Optional items:**

1. PN 04-25-2570 Blue Cover Storage Cart w/5 shelf chrome with blue cover  
\$1389.30 w/ shipping
2. PC057210-LB 1 case of 12 Blue Ribcord Bedspread
  - i. \$199.95 shipping inc
3. PTC000003 Cotton Bath Blankets 1 Case of 12
  - i. \$64.95 shipping inc
4. Estimated Total (with options): **\$119,050.31**

**Recommendation**

The Administration respectfully requests the Board of Directors, accept as presented, the purchase of the second simulation lab equipment and the construction of the lab room (MATC has a spare room and all that is needed is a quarter wall with a window).

Lastly, Policy 6.2.5 Sole Source Purchasing Justification allows for exemption of the formal bidding process if a product or service, that exceeds \$20,000, can only be purchased from one source. The SIM equipment totaling \$101,867 can only be purchased from Laerdal Company; therefore, this request meets the criteria of that policy.