

Board of Directors Packet

September 24, 2024

5:30p (zoom/live stream)

Attendance:

Board of Directors

Tim Flanary, Chair (Pottawatomie)

Brett Ballou (Riley)

Julie Crimmins (Clay)

Dan Strom (Pottawatomie)

Leslie Goodwin (Geary)

David Urban, Vice Chair (Riley)

John Armbrust (Riley)

Heather Peterson (Pottawatomie)

Stephanie Pierce (Riley)

Administration/Staff

James Genandt, President/CEO

Josh Gfeller, VP of Operations

Chris Boxberger, Academic Partnerships/Outreach

Kim Davis, Nursing Ed & Health

Peter Vopata, HR Coordinator

Harry Watts, Director of Development

Pam Imperato, Special Advisor to President

Cara Prichard, Chief Financial Officer

Kerri Bellamy, Advanced Technologies

Neil Ross, Student Services

Brian Koch, Math Instructor, Chair Faculty Senate

Suzy Baker, Executive Operations Coordinator, Board Clerk

Agenda: (*Items requiring Board action)

1. Call to Order

- Adjustments to agenda (made 9.23)
 - Added 2 year academic calendar attachment
 - Edits to the order of General Agenda
 - Removed attachment from Retreat Agenda (revised attachment will be distributed)
 - Added agenda items:
 - Executive Session
 - New & Revised Academic Programs & Board Reviews (3 attachments)

2. Board of Directors Announcements

- Vice Chair position: David Urban with majority vote
- Leslie Goodwin introduction: 6 votes to appoint Leslie as Geary County seat
- Introduction of new faculty and staff

3. Consent Agenda (*Items requiring Board action)

- Approval of previous month minutes (Aug 2024)* **(Attachment 1)**
- Approval of previous month check register with threshold expenditures (Aug 2024)* **(Attachment 2)**
- Organizational Update **(Attachment 3)**

4. General Agenda (*Items requiring Board action)

- BHE Expenditure report **(Attachment 4)**

- FY24 Actuals Memo (**Attachment 5**)
- 2 year Rolling Academic Calendar (**Attachment 6**)
- Policy updates:
 - Faculty Senate (**Attachment 7**)
 - Policy 5.1.1 Admissions (**Attachment 8**)
- Trailer purchase & Patterson Grant Update
- Building Projects: Front entry project update
- PAC Dinner & Meeting Oct 3, 5:30-6:30p, location tbd
- Discuss Nov & Dec Board meeting dates (normal dates fall during holiday weeks)
- New & revised Academic Programs & Board Reviews*
 - Early Childhood Education (**Attachment 9**)
 - Plumbing (**Attachment 10**)
 - Industrial Maintenance Technology (**Attachment 11**)
- Initial Enrollment Observation

5. President's Report

- Update (**Attachment 12**)

6. Executive Session

7. Adjournment

Meetings & Upcoming Events:

- October 14-15, 2024: HLC Visit
- October 17, 2024: Party on the Plaza
- October 29, 2024: Monthly board meeting (location: Wamego campus)
- November Board Meeting: Regular date falls on Nov 26 (Thanksgiving week)
- December Board Meeting: Regular date falls on Dec 31 (New Years Eve)

[Link to Retreat Agenda here](#)

Attachment 1



Board of Directors Agenda w. Minutes

August 27, 2024

5:30p (zoom/live stream)

In Attendance:

Board of Directors

Tim Flanary, Chair (Pottawatomie)

David Urban (Riley)

Stephanie Pierce (Riley)

Brett Ballou (Riley)

John Armbrust (Riley)

Dan Strom (Riley)

Administration/Staff

James Genandt, President/CEO

Josh Gfeller, VP of Operations

Chris Boxberger, Academic Partnerships/Outreach

Kim Davis, Nursing Ed & Health

Rachel Ohmes, Communications Instructor

Matt Schacht, Biology Instructor (via zoom)

Pam Imperato, Special Advisor to President

Cara Prichard, Chief Financial Officer

Kerri Bellamy, Advanced Technologies

Neil Ross, Student Services

Brian Koch, Mathematics Instructor

Suzu Baker, Exec Ops Coordinator, Board Clerk

Agenda: (*Items requiring Board action)

1. Call to Order

5:32p Tim called meeting to order.

Jim announced change of agenda- take out the 3 year rolling calendar agenda item.

2. Welcome to new Board Members

Introductions: Dan Strom & Stephanie Pierce.

3. Selection of Board of Directors Vice-Chairperson

Suzu will send a ballot to Board to vote for this vacant seat.

3. Consent Agenda

- Approval of previous month minutes (June 2024)* **(Attachment 1)**

Brett moved to approve, John second. 6 yeas, 0 nays. Motion carries.

- Approval of previous month check register with threshold expenditures (June/July 2024)* **(Attachment 2)**

Brett moved to approve. John second. 6 yeas, 0 nays. Motion carries.

- Organizational Update **(Attachment 3)**

September meeting will have new employee introductions.

3. General Agenda (*Items requiring Board action)

- MATC #1 in USA WalletHub Ranking recognition

Jim announced and explained #1 ranking with toast to faculty/staff.

- Administration recommendation for faculty bargaining unit and proposed contract for 2024-2025 **(Attachment 4)** 2024-2025 Faculty Negotiated Agreement **(Attachment 5)**

Comments from faculty representative(s): Rachel thanks faculty group for their work, thanks to the board and admin to allow faculty to come to the Board. Gratitude extended to administration and the board for support of professional development, thankful for everyone for being part of this process with their trust and support. Matt via zoom, mirrored Rachel's comments.

Comments from administration: Kerri expressed that the negotiations went smoothly, Cara agreed that everyone worked very well together. Jim expressed thanks to Peter for being neutral and working through the final agreement.

Board discussion & decision: Tim expressed that it was appreciated that everyone was referred to as stakeholders. Tim moved for motion to accept. John seconded. 6 yeas, 0 nays. Motion carries.

Comments from Faculty Senate: Brian- faculty feedback- size of our classes & the growth we are seeing. HVAC 29 students, Construction 15, EPD 20, AutoTech/Welding are both full. Brian reported that high school enrollment was much smoother this year. 400 enrolled, 100 waiting on parent approval. Chris & Neil have both worked very hard to make this a smooth transition, our team collaboration is positive. Brian discussed our new adjuncts for gen ed classes. Several instructors are going to Dodge City for professional development. K-State collaboration is a future possibility. Peer tutoring for students is being offered, collaboration between faculty and adjuncts. GED- Chris & Beth- Brian expressed Beth is doing a wonderful job with the GED program & students. John asked about increased enrollments & needing extra faculty. Brian expressed it is difficult to find qualified faculty that will accept our salary range, but it is worth it to work with a small group of students. Tim asked if faculty are mentoring adjuncts- Kerri answered yes & mentioned division chairs are in place to assist adjuncts with their needs.

- Building Projects

BHE project schedule & expenses update (Attachment 6)

Dates on the bottom of the report were incorrect. Remaining number- totally operational but will have a few things to still get finished (hvac & signage, etc). We are wrapping up the project. Remaining will be donations or capital outlay. Jim expressed Harry & Jim will be going out to get more gifts & donations. Brett asked about interest payments, June 2025 first payment is due.

Front concourse project update

Front entryway, concrete poured, deadline was made. Electrical finishes this week, signage end of this week or next. Current picnic tables will be used for now, additional furniture will be added later. BHS is estimating coming in under budget. Handicapped access is much better now, drainage is better now. It is looking much better.

- ~~3 year rolling academic calendar (Attachment will be added in Sept packet)~~

- FY 2025 Budget (Attachment 7)

Cara- added in building projects. Cash outflows- Reserves 1 million in a CD at landmark. ½ million additional to be added at the end of this year. Brett asked for clarification on interest. Next year we will begin payments on the principal loan. June 2024 actuals will hopefully be Sept. Tim: Overall enrollment question- Jim anticipates we will be even for fall, possibly up in spring 2025. Brett motioned to approve the 2025 budget. David seconded. 6 yeas, 0 nays. Motion carries.

- Policy updates: Revisions

Policy 7.4.4 Holiday Leave (Attachment 8)

Clarity for employees. Tim asked about Juneteenth- it is now a state holiday, indicated in the holiday leave mostly for staff- this does not apply to faculty since they do not work in the summer. If they are working in the summer, they have a separate contract.

Policy 6.2.4 Travel Expense and Reimbursement (Attachment 9)

Revised wording for clarity. Adjusting mileage rates in October with government.

- Alliance for Innovation and Transformation (AFIT) Conference Recap

Jim reported on AFIT conference trip with Jim, Chris, Pam, Kim W. Jim described this conference as being the best conference he has ever attended. Arizona State visit, this was a team based conference. Pam, Chris, Kim W reported their main takeaways.

- Ribbon Cutting

Report on Thurs event. Closing college operations at 2:30

- September Board retreat

Call for agenda items: HLC Preparation for BOD
Date selection Suzy will poll members for date selection

4. President's Report

- Update (**Attachment 10**)

6. Adjournment

Brett moved to adjourn. John seconded. Tim adjourned meeting at 7:16p

Meetings & Upcoming Events:

- August 29, 2024 : ATC Ribbon Cutting Event (4p)
- September (date tbd) : Fall 2024 Board retreat & financials
- October 29, 2024 : Monthly board meeting (location: Wamego campus)



To: MATC Board of Directors
From: Administration
Re: August Expenditures

September 24, 2024

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 423,808.32	59.12%
Facilities (510)	\$ 143,838.76	20.07%
Student Payments (110)	\$ 1,167.00	0.16%
Program Expenditures	\$ 110,694.24	15.44%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 69.59	0.01%
Wamego (excluding salary/benefits)	\$ 2,394.42	0.33%
Other Operating costs	\$ 34,847.42	4.86%
Total August Expenditures	\$ 716,819.75	100%

***Expenditures occurring outside state appropriated funding, tuition/fees income, etc. as allocated for operations are noted

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
IRS	PR 8.15.24 Payroll deductions	\$ 36,600.74	Institutional	
IRS	PR 8.30.24 Payroll deductions	\$ 38,549.14	Institutional	
KS Dept of Revenue	PR 8.15.24 Payroll deductions	\$ 7,836.12	Institutional	
KS Dept of Revenue	PR 8.30.24 Payroll deductions	\$ 8,094.52	Institutional	
BCBS	Health Insurance Premium	\$ 61,946.10	Institutional	
KPERS	PR 8.15.24 Payroll deductions	\$ 8,683.51	Institutional	
KPERS	PR 8.30.24 Payroll deductions	\$ 8,988.00	Institutional	
Evergy	Evergy- August 2024	\$ 10,361.39	Institutional	
Kenton Brothers	Kenton Brothers- ATC setup	\$ 35,420.44	Institutional	Capital Outlay
BHS Construction	Front Entrance Pay App #1	\$ 86,566.91	Institutional	Capital Outlay
KATC	KATC FY 2025 Membership Dues	\$ 13,000.00	Institutional	
SafeDefend, LLC	Safety Cabinet Upgrade	\$ 11,752.01	Institutional	
College Board	Powerfaids Renewal	\$ 11,845.00	Institutional	
Karla Tillberg	Keats Lease (EPD)	\$ 6,396.18	Academics	
Paul Blodgett	Keats Lease (EPD)	\$ 6,396.18	Academics	
United Rental	ScissorLift 19 foot electric	\$ 7,250.00	Academics	Perkins
Fume Dog LLC	FD-WB-55 Welding Booth	\$ 17,728.00	Academics	Apprenticeship Funds
Total August Expenditures Exceeding Threshold		\$ 377,414.24		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: September 24, 2024
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Emily Harper	Military Relations Student Success Advisor	10/3/2024	Academic Partnerships & Outreach / Student Services	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Casey Field	Institutional Research Academic Coordinator	7/1/2024	Institutional Research & Effectiveness	Operating	Title/Position Change
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Jadon Woogerd	Maintenance Specialist	9/20/2024	Maintenance/Facilities	Operating	Resignation
Benita Fernandez	Custodial Specialist	9/18/2024	Maintenance/Facilities	Operating	Separation
New/Advertised Positions					
Position Title		Department	Funding Source	Status	
Academic, Technical & Clinical Adjunct Instructional Opportunities for Hire		All Programs	Operating	Open	
Academic Support Coordinator		Academic Staff	Operating	Open	
Full-Time Associate Degree Nursing Instructor		Nursing Faculty	Operating	Open	
Custodial Specialist		Maintenance/Facilities	Operating	Open	
Full-Time Groundskeeper		Maintenance/Facilities	Operating	Open	
Full-Time Plumbing Instructor		CEM Faculty	Operating	Open	
Full-Time Electrical Instructor		CEM Faculty	Operating	Open	
Full-Time HVAC Instructor		CEM Faculty	Operating	Open	

To: MATC Board of Directors
From: Administration
Re: August BHE 2024 Expenditures

Category	Funds	Expended	Remaining
BHE Loan (70% of Appraisal)	\$11,130,000.00	\$11,130,000.00	\$-
ARPA	\$1,843,594.00	\$1,843,594.00	\$-
Capital Outlay		\$-	

Estimated Proj. Amount	\$16,300,000.00
<i>Appraisal</i>	\$15,900,000.00
Total Project Budget	\$15,540,085.00
Loan Amount	\$11,130,000.00
<i>Closing Costs</i>	\$111,704.00
Total Amount of Contingency Approved	\$773,453.00
Total Amount of Contingency Remaining	\$---
Total Amount of Allowances Approved	\$741,318.00
Total Amount of Allowances Remaining	\$---
Total Project	\$15,540,085.00
Remaining	\$2,388,604.90

Expenditures

Total as of July 31st, 2024 \$13,035,424.13

Vendor	Invoice	Invoice Date	Pay Amount	Funding
BHS Construction	BHS Pay App #21	8/1/2024	\$538,599.68	BHE Loan
BHS Construction	BHS Pay App #21	8/1/2024	\$12,942.44	
Kansas State Bank	August Interest Payment	8/29/2024	\$70,707.65	
BBN Architects	BBN July Invoice	8/1/2024	\$7,842.94	
Olsson	IV 504765		\$1,137.50	

Total August Expenditures \$631,230.21
TOTAL EXPENDITURES AS OF AUGUST 31 2024 \$13,666,654.34

Attachment 5



MEMORANDUM TO: The Board of Directors

FROM: Cara Prichard, CFO

Date: September 24, 2024

Subject: Budget/Audit Update

The FY24 on-site financial audit has been scheduled for 10/9/24. As we are still wrapping up the books for year-end, we will present FY24 actuals alongside FY25 Q1 actuals at the October BOD meeting.

ACADEMIC CALENDAR

2024-2026



2024-2025 Academic Year

Semester Start	August 19	January 21	June 2
Semester End	December 6	May 9	July 25
Final Exams	December 9 – December 13	May 12 – May 16	July 23 - July 25
Commencement	December 14	May 17	
Observed Holidays	Labor Day: Sept 2 Thanksgiving: Nov 25-29 Winter Break: Dec 23 – Jan 3	MLK Holiday: January 20 Spring Break: Mar 17 – 21 Memorial Day: May 26	Juneteenth: June 19 Independence Day: July 4

2025-2026 Academic Year

Semester Start	August 25	January 20	June 1
Semester End	December 12	May 8	July 24
Final Exams	December 15 – 19	May 11 – 15	July 22 - July 24
Commencement	December 20	May 16	
Observed Holidays	Labor Day: Sept 1 Thanksgiving: Nov 24 – 28 Winter Break: Dec 22 – Jan 2	MLK Holiday: January 19 Spring Break: Mar 16 – 20 Memorial Day: May 26	Juneteenth: June 19 Independence Day: July 3 & 4

Attachment 7

Manhattan Area Technical College

Faculty Senate Policy & Procedure Worksheet

I. Policy Statement

The Faculty Senate is a fundamental committee within the shared governance structure of the College. The essential principles of the shared governance include participation, collaboration, respect, inclusion, cooperation, and trust. Through the electoral process, the Faculty Senate ensures faculty ownership of college governance committees that directly impact overall assessment processes; curriculum development, implementation and evaluation; the college's professional development; and participation with college-wide strategic planning. Faculty Senate structure provides an organized liaison between the faculty and the President of the College, other administrative officers, and the College Community.

II. Rationale

Faculty Senate is the advising body on behalf of full-time faculty in relation to shared governance with the College's President, Administration, and Board of Directors.

III. Purpose

The purpose of this Senate shall be to facilitate effective communication among the faculty of Manhattan Area Technical College and between those faculty members and the administration of the college to efficiently achieve the primary objective of the College: effective instruction.

In order to achieve these purposes, the Senate shall:

- A. Present the views and recommendations of the college faculty to the administration and to the Board of Directors of Manhattan Area Technical College as they relate to policies of academic and professional matters.
- B. Act as an integral part of the instructional programs, policy making, and growth plans of the College.
- C. Foster programs and activities that shall develop the pride and responsibility, leadership, character, and community involvement of the faculty of the College.
- D. Develop cooperation and fellowship among the faculty and between the instructional programs of the College.

The Faculty Senate shall be the voice of the faculty to the President of the College, to other administrative officers as appropriate, and to other faculties and groups.

IV. Goals

The goals of the Faculty Senate shall be:

- A. To provide a mechanism for Faculty to fulfill its obligation to participate in the College's shared governance system through ownership and representation on Curriculum Committee, Assessment Committee, and Professional Development Committee.

- B. To provide a forum for communication and a mechanism for consultation between the President and Administration of the College and the Faculty.
- C. To provide an opportunity to exchange ideas of mutual interest and concern among members of the Faculty.
- D. To provide an opportunity to exchange ideas of mutual interest and concern to the College Community.
- E. To study problems and policies of the College.
- F. To take appropriate action to maintain an atmosphere of academic freedom, intellectual integrity, and cooperation in the pursuit of learning.
- G. To participate in the process of goal setting and planning of the college, and to have representation on the Strategic Planning Committee.

V. Responsibilities

- A. Review and/or act on faculty issues and/or concerns presented.
- B. Communicate among various departments, staff, and/or Administration.
- C. Organize and disseminate information to and from administration and committees.
- D. Assist in the identification of priorities.
- E. Review work of standing Faculty Senate committees (Assessment, Curriculum, Professional Development).
- F. Make recommendations to the Administration.
- G. Represent faculty at the Board of Directors meeting.
- H. Work with Administration on the academic calendar.
 - a. An ad hoc committee of three (3) will be elected by the senate and each member will serve for two (2) years.
 - b. The ad hoc committee will assist with developing, organizing, and making any changes to the academic calendar.
- I. Represent the faculty in the budget process and provide faculty input on priorities for future expenditures. Topics for discussion could include but are not limited to technology and instructional tools, scholarships, and faculty size, recruitment, and retention.

VI. Membership

Membership of the Faculty Senate shall be determined and elected by full-time faculty. (See elections)

The duties and responsibilities of Faculty Senate members shall include but are not limited to:

- A. Attend all meetings of the Faculty Senate.
- B. Determine the opinion of their constituents before meetings of the Faculty Senate.
- C. Present the concerns of their constituencies at meetings of the Faculty Senate.
- D. Represent their constituencies at meetings of the Faculty Senate.
- E. Report fully and regularly to their constituencies on the activities of the Faculty Senate.
- F. Attend all general Faculty meetings.

VII. Officers of Faculty Senate

Officers shall perform duties described under this policy and by parliamentary authority contained in the current edition of Robert's Rules of Order, Newly Revised.

- A. Officers of Faculty Senate are the Chair, Vice Chair, and Recorder.
 - 1. The Chair and Vice Chair shall be elected as a result of nomination and closed (written) balloting. A tie vote shall be decided by "flip of a coin."
 - 2. The Chair and Vice-Chair will serve two-year terms that correlate to the school calendar.
 - 3. Officer terms will be staggered for the purpose of maintaining stability.
 - 4. The Chair will be elected on odd years while the Vice Chair is elected in even years.
 - 5. The Recorder will be elected every year.
 - 6. Elections will be held in May with duties starting August 1.
 - 7. The Chairperson of the Faculty Senate may not also serve as the leader of negotiations for the Faculty Association; however, they may be a member of the negotiations team.

- B. Chair- Duties include but are not limited to:
 - 1. Call all regular and special meetings of the MATC Faculty Senate.
 - 2. Prepare and distribute the agenda a minimum of 24 hours prior to meetings of the Faculty Senate.
 - 3. Preside over all Faculty Senate meetings.
 - 4. Perform all duties designated by the MATC Faculty Senate.
 - 5. Assist with the development/maintenance of all Faculty Senate Committees, including membership.
 - 6. Appoint an ad hoc committee to prepare ballots for candidates in the month of April of the election year.
 - 7. Serve as an ad hoc member of each Faculty Senate committee, if there is a need to do so.
 - 8. Represent Faculty Senate at the MATC Board of Director Meetings.
 - 9. During the academic year the chair will meet with the Administrative team monthly or as the Chair deems appropriate to maintain communication between the Board of Directors, Administration, and faculty.

- B. Vice Chair- Duties include but are not limited to:
 - 1. Perform the duties of the Chair in his/her absence.
 - 2. Perform all duties designated by the MATC Faculty Senate.
 - 3. Succeed to the office of chair for the unexpired term of the chair in the event of a vacancy.
 - 4. Record and distribute minutes in the absence of the Recorder.
 - 5. During the academic year, will meet with the Administrative team monthly or as the Chair deems appropriate to maintain communication between the Board of Directors, Administration, and faculty.

- C. Recorder- Duties include but are not limited to:
 - 1. Record and distribute the minutes of all meetings of the Faculty Senate.
 - 2. Record a list of absent and present members at each meeting of the Faculty Senate.
 - 3. Post minutes to website.
 - 4. Maintain a list of Faculty Senate member's term status.

VIII. Elections:

- A. Term of Office:
 - a. The term of a Faculty Senate member will be 3 years.
 - b. Elections will be held in May with duties starting August 1.
- B. Method of Election:
 - a. The ballot will specify that each full-time faculty member will vote for a Faculty Senate representative from his/her academic division, unless an individual withdraws his/her name from the ballot.
 - b. There will be a minimum of two faculty members from the following academic divisions and at least one for every three full-time faculty:
 - i. **Business, Childcare, and General Education Division:** Business, Childcare, Communications, Mathematics, Science, and Social Science
 - ii. **Construction, Energy, and Manufacturing Division:** Construction Technology, Electrical Technology, Electric Power and Distribution, Heating Ventilation Air Conditioning, and Plumbing Technology
 - iii. **Industry and Production Technology Division:** Automotive Technology, Biomanufacturing, Critical Environment Technology, Industrial Engineering Technology, Information Networking Technology, and Welding Technology
 - iv. **Health and Life Science Division:** Practical Nursing, Associate Degree Nursing, Medical Laboratory Technology, Certified Nursing Assistant, Certified Medication Aide, Emergency Medical Services, and Phlebotomy
 - c. The person(s) receiving the highest number of votes from each of the four academic divisions will serve a three-year term. In case of a tie, the tie will be broken by the “flip of a coin.”
 - d. There is no limit for how many terms a member may be elected.
 - e. A majority vote of no confidence from all eligible voters in an academic division can remove a member from office.

IX. Meetings:

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair by 48 hours preceding the next regularly scheduled meeting.

- A. All members of the Faculty Senate constitute the voting body. For any official business to take place, a quorum, consisting of two thirds of the membership, shall be present at the meeting. A majority of the quorum shall constitute a deciding vote.
- B. All conduct of business within the Faculty Senate not otherwise provided for in the Policies and Procedures shall be in accordance with Robert's Rules of Order, Newly Revised.
- C. The following actions are to be recorded by vote:
 - 1. All motions introduced and discussed at regular or special meetings.
 - 2. Additions or changes to the MATC Faculty Senate Policies and Procedures.
 - 3. Filling of a vacancy occurring within the Faculty Senate and/or any Faculty Senate Standing Committee.

4. Recommend Faculty Senate Standing Committee chairs with recommendations to be made at the regularly scheduled May meeting or as needed.
5. Faculty Senate business shall always be handled by open ballot. The Chair shall reserve the casting of his/her vote until the announcement of votes, at which time he/she shall vote in order to break a tie.

X. Faculty Senate Responsibilities to Standing and Ad Hoc Committees

The Faculty Senate responsibilities to the standing and ad hoc committee shall be to:

- A. Identify the needs of the College and determine which committee is best suited to solve the problem based on its stated responsibilities.
- B. The Senate shall form ad hoc committees as needed.
- C. Submit to the Faculty Senate all recommendations made by the Committees, both standing and ad hoc.
- D. Receive regular updates and/or review minutes from each standing committee.

XI. Standing Committees

A. Assessment Committee

Policy Statement:

The Assessment Committee is a representative group of Manhattan Area Technical College faculty and staff that advises the administration in matters concerning the planning, implementation, and evaluation of activities related to College-wide assessment, including the mission and objectives, recommending development of new and/or revision of current procedures to enhance the effectiveness of the organization.

B. Curriculum Committee

Policy Statement:

The Curriculum Committee is a representative faculty governance group of Manhattan Area Technical College consisting of faculty and administrative staff that advises the Chief Academic Officer (CAO) in matters concerning the planning, implementation, and evaluation of activities related to curriculum and instruction. The committee serves the College's mission and goals by ensuring the curriculum of programs and courses are academically sound, comprehensive, and meet the changing needs of the MATC community.

C. Professional Development Committee

Policy Statement:

The Professional Development Committee (PDC) is a representative group of MATC personnel that advises the administration in matters related to the staff professional development process. The Professional Development Committee plans, develops, and implements institutional in-service activities and professional growth group activities within the academic year. Group activities are planned and organized by the PDC for in-service days scheduled within the academic year.

Title: Admission Policies	
Originated by: Neil Ross, Dean of Student Services	
Signature	Date
Approved:	
Signature	Date
Reviewed:	Revised: 9/2/2024

Policy Statement:

Manhattan Area Technical College is committed to an "open door" admission policy in accordance with its stated mission and goals. The "open door" policy means that any qualified applicant able to benefit from the curriculum will be served by the College on a first-applied, first-qualified basis except for programs that have competitive requirements. Any exceptions to the policies below will be at the discretion of the Director of Admissions.

Rationale: Because MATC must limit class size(s), applications for admission into those classes must be equitably prioritized.

College Admission Requirements

To be accepted to Manhattan Tech and placed in a program, students must meet the admissions requirements of the College and the requirements established for each program. College requirements are as follows:

1. Complete an application for admission and submit a non-refundable application fee (found online at manhattantech.edu).
2. Provide satisfactory placement test scores or transcripts showing math and English college coursework. Refer to placement testing for more information.
 - Placement scores are valid for three years. To satisfy admission requirements, scores in writing, reading, and math must be valid on the first day of the admitted term.
 - Transcripts indicating proof of college credit level English and math courses (not developmental or transitional courses) will be considered only with grades of "C" or higher.
3. Submit a final, official high school transcript from an accredited or approved institution or an approved official high school equivalency score report prior to admission.

Admission to Manhattan Tech is open to anyone without regard to race, color, ethnicity, creed, religion, age, gender, disability, military status, national origin or ancestry, marital status, pregnancy, actual or perceived sexual orientation, gender identity and expression, status with regard to public assistance, or any other status or condition protected in accordance with federal or state law.

Selective Admission Requirements

Admission to Manhattan Tech does not guarantee enrollment in any specific course or program. Courses or programs may have size limitations, prerequisite/co-requisite requirements or other rules regulating enrollment. Additionally, Selective Admissions Programs have a limited number of openings each year

and have specific entry level admission requirements that must be met prior to selection for admission to the program. Students should consult the website link provided for specific programs: <https://manhattantech.edu/Selective-Admissions>.

Exceptions

Admission to Manhattan Area Technical College is granted based on the preceding criteria. In cases where special consideration is needed, the ultimate decision regarding the admission of a student rests with the Director of Admissions or designee.

Admission Status

Students are classified as one of the following upon applying for admission: First-Time Freshman, Returning Student, Transfer Student, High School Dual Enrollment, Non-Degree Seeking, and Visiting Student.

First-Time Freshmen Students

A first-time freshman is a first-time student who has never attended a regionally accredited institution other than as part of a dual enrollment program. Students under this status will need to meet all the college admission requirements described above.

Returning Students

A returning student is someone who has previously attended Manhattan Tech, but who has not attended during the most recent semester excluding the summer semester. Returning students are subject to any curriculum, program, assessment score requirements, and/or catalog changes and may be required to reapply to programs with selective admissions requirements.

Returning students must:

- Re-submit any documentation required for a completed application.
- Meet the admission requirements for the program of application.
- Pay any outstanding balances prior to readmission.

Nursing students seeking readmittance should refer to the nursing readmission requirements to determine appropriate steps.

Transfer Students

A transfer student is one who has attended another regionally accredited college or university prior to Manhattan Tech. Transfer students are encouraged to submit an official transcript from all previously attended institutions of higher learning so that the College can determine appropriate course placement and degree progress through the awarding of transfer credit.

High School Dual/Concurrent Enrollment

High school dual/concurrent enrollment is when a high school student attends Manhattan Tech during their sophomore, junior, or senior years of high school and takes courses for which earns them both college and/or high school credits for each course taken. Admission/Enrollment Guidelines for Concurrent Credit/Dual Credit for High School Students:

- Students must be classified as a sophomore, junior, or senior in high school.

- Students must have a cumulative GPA of 2.0 for Career and Tech courses and 3.0 for general education courses.
- Students must take the ACCUPLACER to enroll in English Composition I and/or College Algebra. To schedule a placement test, visit www.manhattantech.edu/proctor.
- Students are required to meet any additional requirements by their high school and submit their completed Concurrent Enrollment Form. Students should check with their guidance counselor or the Manhattan Tech website for specific dates/deadlines, enrollment forms, and payment information.

For additional information refer to www.manhattantech.edu/concurrent. High school students wishing to enroll in courses held on campus at Manhattan Tech or online who are not obtaining Dual Credit will follow standard entrance specifications. Refer to General Admission Requirements for those provisions.

Please note: these guidelines also apply to homeschooled students receiving dual credit. Courses that a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or their ability to qualify for financial aid after graduating from high school.

Non-Degree Seeking Student

A student enrolled at Manhattan Tech with the intention of completing credit-bearing coursework but is not seeking to earn a credential or degree. Non-degree seeking students are not required to pay an application fee. To become a non-degree seeking student, applicants must complete the non-degree seeking (NDS) application for admission. The college may request official transcripts or test scores to meet pre-requisite requirements. For enrollment in subsequent terms students may complete another NDS application or meet with an academic advisor. Non-degree seeking students are ineligible for certain types of financial assistance.

Visiting Student

An applicant who is currently attending another college or university but plans to attend Manhattan Tech for one semester/session only and to return to their home institution for the following semester. To become a visiting student, applicants must complete the non-degree seeking application for admission. Visiting students are not required to pay an application fee. The college may request official transcripts to meet pre-requisite requirements. To receive transfer credit at students' respective institution, students must complete the "Request a Manhattan Tech Transcript" process. Visiting students are ineligible for certain types of financial assistance.

Information for International & Undocumented Students

Manhattan Area Technical College is NOT a Student and Exchange Visitor Program (SEVP) certified institution and does NOT participate in the Student and Exchange Visitor Information System (SEVIS), or the F, J or M visas programs. We are not an I-20 institution.

Any Manhattan Tech student who is not a U.S. Citizen or Lawful Permanent Resident is considered to be an international student. To avoid immigration status violations, you should make sure your status allows you to study in the U.S. You can check here: [Nonimmigrants: Who Can Study?](#)

International Transcripts & Information

It is the responsibility of the student to have their international high school or collegiate transcript evaluated by an authorized International Transcript Credential Evaluation service for Manhattan Tech to accept and process the transcript. Students are responsible for all costs for this service.

Authorized International Transcript Credential Evaluation Centers include but are not limited to:

- Center for Educational Documentation, Inc. Telephone: (512) 687-3885 Fax: (512) 692-9677
Email: info@cedevaluations.com Website: <http://www.cedevaluations.com>
- Academic Credentials Evaluations Institute, Inc. Toll Free: (800) 234-1597 (USA only)
Telephone: (310) 275-3530 Fax: (310) 275-3528 Website: <http://www.acei1.com>
- World Education Services Telephone: (212) 966-6311 Fax: (212) 739-6100
Website: <http://www.wes.org>
- Educational Credential Evaluators, Inc. Telephone: (414) 289-3400 Fax: (414) 289-3411
Email: eval@ece.org Website: <https://www.ece.org>
- Global Credential Evaluators, Inc. Telephone: (800) 707-0979 Fax: (979) 690-6342
Website: <http://www.gceus.com>

Manhattan Tech does not have an International Student Office and does not process I-20 Forms for F-1 or M-1 Type 3 Student Visas.

Undocumented Postsecondary Students

Non-U.S. citizens without proper documentation are not eligible for federal financial aid. Undocumented non-U.S. citizens are eligible to apply for admission to Manhattan Tech if they meet the following Kansas state requirements:

1. Provide records that they attended an accredited Kansas high school for three or more years and graduated from an accredited Kansas high school or obtained a GED diploma in Kansas.
2. File an affidavit with Salina Tech stating that they have filed an application to legalize their immigration status or filed for US citizenship or that their parents have filed such an application. Affidavits are available in the Student Services office.
3. Fulfill all college and program requirements for admission before admission is granted.

Undocumented High School Students

Undocumented, non-citizen high school juniors and seniors may enroll in Manhattan Tech programs that accept secondary students if they are attending and are lawfully enrolled in a Kansas high school and fulfill all other college entrance requirements.

English Proficiency Requirement

We recognize that individuals come from diverse backgrounds and have varying levels of English proficiency. This requirement seeks to provide equitable opportunities for students to succeed academically while also allowing them to pursue technical program courses.

If your first language is not English or if you graduated from a non-English speaking school, applicants must provide evidence of English proficiency by meeting one of the standards below.

Examination

Meet the minimum scores as defined by Manhattan Tech using the TOEFL (<http://www.ets.org/toefl>) or IELTS (<http://www.ielts.org>)

	TOEFL	IELTS
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Reading	19	6.5
Writing	20	5.5
Listening	20	6.5
Speaking	20	6.5
<i>Note: The College recognizes there are a variety of valid English proficiency tests, such as, TABE CLAS-E, which will be evaluated on an individual basis. Results should be sent to the Admissions office.</i>		

Prior Education

- Completion of a high school diploma, GED, or its equivalent from an accredited U.S. high school or a secondary school in a country where English is the language of instruction.
- A grade of “C” or better in an intermediate ESL or college-level English course taken at an accredited English-speaking post-secondary institution.
- Graduation from a regionally accredited English-speaking post-secondary institution.

Note: *Students who do not meet the above standards are encouraged to meet with our admissions office to explore available options for English as a Second Language (ESL) services on our campus, as well as potential dual enrollment opportunities. Special circumstances that fall outside the requirements can be submitted using the English Proficiency Waiver Request Form. The admissions team will review these exceptions along with your detailed explanation and respond within 5-7 business days regarding the waiver decision.*

Placement Testing

Students must qualify to enroll in: Writing and Math through meeting college placement multi-measures assessment criteria. College placement assessments are given at various times throughout the school year and can be scheduled through the Teaching & Learning Center online at www.manhattantech.edu/proctor. Students taking assessment testing for the first time will incur no cost for the exam if they are seeking enrollment at Manhattan Tech. Anyone retesting for Manhattan Tech will be charged \$10.00 per assessment. Placement in English and Math courses is determined by completion of college placement assessment, ACCUPLACER. Students who have ACT scores within three years of their Manhattan Tech enrollment date may use those scores in conjunction with their placement test in the evaluation process to determine placement in general education courses. An official copy of those scores must be sent to Manhattan Tech to be considered. To schedule a placement test, visit: www.manhattantech.edu/ACCUPLACER.

Equivalent courses transferred into Manhattan Tech may satisfy the required English and Math placement assessments. Students must have earned a grade of “C” or higher from an accredited institution, and an official transcript must be sent to Manhattan Tech to be considered. Additional information for other course credit options can be found in the Student Resources section.

Acceptance into Manhattan Tech Programs

After completing admission requirements, applicants will receive notification of acceptance into their program of study via email and mail at the address provided on the application. Students should reference programs of study for specific admission criteria. Acceptance is contingent upon the applicant’s completion of admission and program requirements, as well as attendance at program orientation. Students who do not attend program orientation risk forfeiting their spot, and seat deposit (if applicable), in their selected program to a student on the stand-by list, who attended program orientation.

Applicants to the nursing program should be aware that certain criminal convictions could deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas law (KSA 65-1120). Please contact the Kansas State Board of Nursing (785.296.4325) with any questions. Manhattan Tech reserves the right to alter or cancel courses and or programs. This could occur anytime during the pre or post acceptance process and/or during any school term.

An admission decision is considered official upon notification to the student. Manhattan Tech may rescind an admission decision for any of the following reasons:

- Inaccurate information submitted in the application process.
- High school transcripts not submitted, as required.
- Any other required documentation not submitted.
- Significant changes in qualifications after admission is offered, for example, if a student's disciplinary or criminal background changes.

Additional Requirements and Notices

Special Licensing Requirements

Students will need to meet additional admission requirements for technical diplomas and associate degrees connected to state or national licensing or governed by specific state regulations. Call admissions for additional details.

Social Security Numbers

Each entering student is to provide a social security number upon enrollment. No student may receive financial aid from any federally funded program or be employed by the College without a Social Security Number on file. Social Security Numbers are used for required measures per compliance and identification for tax document purposes only. New students to Manhattan Tech are assigned a computer-generated student ID number that appears on their student ID card.

Tuberculosis Screening Questionnaire

Tuberculosis, also known as TB, is a bacterial infection that attacks the lungs and, sometimes, other parts of the body. It spreads when someone infected with the disease coughs or sneezes and the bacteria is inhaled by someone nearby. Manhattan Tech requires ALL students to complete a Tuberculosis Screening Questionnaire, per Kansas Statute KSA 2009 Supp. 65-129, to aid in prevention and control of Tuberculosis as required by the State of Kansas Department of Health & Environment.

Early Childhood Education Course Curriculum

AAS Associates in Applied Science
60 Credit Hours
Technical Program Requirements 36 Credit Hours

Course No.	Course Title	Certifications	Credits
Fall Semester			
ECE 100	Principles of Early Childhood Education	Cert B	3
ECE 110	Early Childhood Program and Curriculum Planning	Cert B	3
ECE 120	Child Health, Safety and Nutrition	Cert B	3
ECE 130	Infant and Toddler Care and Education	Cert B	3
ECE 140	Observing and Interacting with Young Children	Cert B	3
ECE 150	Child Care Practicum I	Cert B	3
Spring Semester			
ECE 200	Teaching Young Children with Special Needs	Cert B	3
ECE 210	Building Family and Community Relations	Cert B	3
ECE 220	Early Childhood Language and Literacy	Cert B	3
ECE 230	Creative Experiences for Young Children	Cert B	3
ECE 240	Child Care Administration		3
ECE 250	Child Care Practicum II		3

Suggested Technical Electives 9 Credit Hours
† Additional Technical Elective options are available; see an advisor

Course No.	Course Title	Credits
ACC 100	Business Accounting	3
BUS 111	Personal Finance	3
BUS 120	Business English	3
BUS 126	Introduction to Business	3
BUS 185	Business Ethics and Human Relations	3
BUS 190	Leadership Development	3

General Education Requirements 15 Credit Hours

Course No.	Course Title	Credits
COM 105	English Composition I	3
COM 110	or Technical Writing	3
MAT 109	Technical Mathematics II	3
MAT 111	or Contemporary Math or higher	3
Three Additional General Education Courses		9

Full general education elective list is located online: manhattantech.edu/gened

Cert. B Certificate B Requirements
30 Credit Hours

 Technical Specialty courses marked with "**Cert B**"

Plumbing Technology Course Curriculum

AAS Associates in Applied Science
60 Credit Hours
Technical Program Requirements ** Online class - must be completed in order to enroll in the second semester. **30 Credit Hours**

Course No.	Course Title	Certifications	Credits
Fall Semester			
PLM 100	OSHA10 **	Cert B	1
PLM 110	Introductory Craft Skills	Cert B	3
PLM 120	Introduction to Plumbing Technology	Cert B	3
PLM 130	Plumbing Fixtures and Fittings	Cert B	4
PLM 140	Plumbing Basics	Cert B	3
PLM 150	Plumbing Blueprint Reading	Cert B	3
PLM 160	Occupational Work Experience I	Cert B	1
Spring Semester			
PLM 200	Codes and Special Systems	Cert B	3
PLM 210	Plumbing Electricity and Gas	Cert B	4
PLM 220	Plumbing Fixtures	Cert B	3
PLM 230	Workplace Skills	Cert B	1
PLM 240	Occupational Work Experience	Cert B	1

Suggested Technical Electives † Additional Technical Elective options are available; see an advisor **15 Credit Hours**

Course No.	Course Title	Credits
ACC 100	Business Accounting	3
BUS 111	Personal Finance	3
BUS 126	Introduction to Business	3
BUS 185	Business Ethics and Human Relations	3
BUS 255	Principles of Management	3

General Education Requirements **15 Credit Hours**

Course No.	Course Title	Credits
COM 105	English Composition I	3
COM 110	or Technical Writing	3
MAT 109	Technical Mathematics II	3
MAT 111	or Contemporary Math or higher	3
Additional General Education Courses		9
Full general education elective list is located online: manhattantech.edu/gened		

Cert. B Certificate B Requirements
36 Credit Hours

Technical Specialty courses marked with " Cert B "		30
COM 105	or English Composition I	3
COM 110	Technical Writing	3
MAT 101	Technical Mathematics I or higher	3

Industrial Maintenance Technology Course Curriculum

AAS Associates in Applied Science

62 Credit Hours

Technical Program Requirements ** Online class - must be completed in order to enroll in the second semester. 38 Credit Hours

Course No.	Course Title	Certifications	Credits
Fall Semester			
IMT 100	OSHA10 **	Cert C	1
IMT 110	AC/DC Circuits	Cert C	4
IMT 120	Mechanical Systems	Cert C	3
IMT 130	Mechanical Systems Reliability	Cert C	3
IMT 140	Mechanical Systems II	Cert C	3
IMT 150	Fluid Power I	Cert C	3
IMT 160	Fluid Power II	Cert C	3
Spring Semester			
IMT 200	Programmable Logic Controllers (PLC)	Cert C	3
IMT 210	Advanced Sensor Technology	Cert C	3
IMT 220	Introduction to Mechatronics	Cert C	3
IMT 230	Fundamentals of Motor Control	Cert C	3
IMT 240	Variable Speed Motor Control	Cert C	3
IMT 250	Industrial Process Control	Cert C	3

Suggested Technical Electives † Additional Technical Elective options are available; see an advisor 9 Credit Hours

Course No.	Course Title	Credits
ACC 100	Business Accounting	3
BUS 125	Business Communication	3
BUS 111	Personal Finance	3
BUS 126	Introduction to Business	3
BUS 185	Business Ethics and Human Relations	3
BUS 255	Principles of Management	3

General Education Requirements 15 Credit Hours

Course No.	Course Title	Credits
COM 105	English Composition I	3
COM 110	or Technical Writing	3
MAT 109	Technical Mathematics II	3
MAT 111	or Contemporary Math or higher	3
COM 110	Interpersonal Communications	3
CIS 100	Software Applications	3
Additional General Education Course		3

Full general education elective list is located online: manhattantech.edu/gened

Cert. C Certificate C Requirements

47 Credit Hours

Technical Specialty courses marked with " Cert C "		38
COM 110	Interpersonal Communications	3
MAT 101	Technical Mathematics I or higher	3
CIS 100	Software Applications	3

Attachment 12

President's Report/September 2024

President's Report: September 2024

Institutional Performance

- We will be giving you updates, likely monthly, on the Math Pathways project with the state higher education system. Brian Koch is the tech college rep, and I will be asking him to provide an update at our October meeting.
- I met with Josh, Dan from BBN and Brad from OSE on September 4 to get an update on the design and development of the Critical Environment Tech lab. Design work should be completed before the end of October.

Institutional Leadership

- There were many meetings in the past month concerning funding for the technical colleges. I worked with my colleagues as well as group's lobbyist, Steve Kearney, on our requests to go to the state regents for their review as part of the comprehensive higher education budget ask to the Governor for FY26. We all had interaction with different state legislators and other officials during these projects. Meetings occurred on August 29, September 3, 12, 17, 18, and 19. At the September 18 Regents meeting they did approve their comprehensive funding request, and our core resources are all intact as well as the proposed outcomes funding.

External Relations

- August 30 I was asked to participate in a business roundtable meeting at MANKO with Senator Marshall. I gave him updates on the College (#1 ranking, ATC opening, etc.) and then we discussed some ideas I have on a different way to do financial aid, and he has asked for me to develop the idea into a white paper. It is a voucher approach that pays students monthly AFTER they have attended class, kept up with assignments, tests, etc.
- September 9 I participated in a higher education panel discussion for METL at Kansas State University. Dr. Blake Flanders from KBOR and Dr. Karen Goos from K-State were the other panelists.
- I also attended the Manhattan Chamber Executive Business Leaders meeting on September 6.
- Jeff Sheldon from Hale Library at K-State, Pamela and I met on September 10 to discuss some potential collaboration with mobile labs using VR, AR, AI, etc.
- September 11 I participated by Zoom with a KC BioHub group and officials from the federal EDA on the tech hub projects and the support MATC can provide with workforce education.

Budgetary/Fiscal Management (see financial information in this agenda and attachments)

- Pamela and Chris submitted our proposal to the Patterson Foundation. We should know a decision before the end of the fall semester.

President's Report/September 2024

- Pamela is searching and working on other potential grant proposals. We are working on the full NSF Engines proposal with Kansas State, and with other ideas with our colleagues from BioKansas and the KC Biohub projects.

Accreditation/Continuous Improvement

- You will receive updated on our accreditation assurance argument, our strategic plan/vision, and the upcoming accreditation visit during the retreat portion of our meeting.

[Click here to go back to page 1](#)



Board of Directors
Fall 2024 Retreat
7:30p (zoom/live stream)

Attendance:
Board of Directors

Tim Flanary, Chair (Pottawatomie)
Brett Ballou (Riley)
Julie Crimmins (Clay)
Dan Strom (Pottawatomie)
Leslie Goodwin (Geary)

David Urban, Vice Chair (Riley)
John Armbrust, (Riley)
Heather Peterson (Pottawatomie)
Stephanie Pierce (Riley)

Administration/Staff

James Genandt, President/CEO
Josh Gfeller, VP of Operations
Chris Boxberger, Academic Partnerships/Outreach
Kim Davis, Nursing Ed & Health
Peter Vopata, HR Coordinator
Harry Watts, Director of Development

Pam Imperato, Special Advisor to President
Cara Prichard, Chief Financial Officer
Kerri Bellamy, Advanced Technologies
Neil Ross, Student Services
Brian Koch, Math Instructor, Chair Faculty Senate
Suzy Baker, Executive Operations Coordinator, Board Clerk

Agenda:

1. Forecast: Strategic Plan/Vision Update (**Attachment**)
2. HLC visit (**Attachment**)
(schedule for Breakfast with the Board) Tues, Oct 15, 8a, Conference Room 404