Manhattan Area Technical College
Board of Directors Meeting Agenda
May 27, 2025/MATC Advanced Technology Center/5:30pm (zoom/live stream)

Mission: Manhattan Area Technical College provides high quality technical, general, and adult education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.

Vision: As a leader in technical education, Manhattan Area Technical College will enhance student-
HELPING IGNITE the ambition and passion:
- in our students through self-advocacy
- in our faculty and staff by providing student centered support
- of our community by supporting regional workforce needs.

REVOLUTIONIZE EDUCATION through:
- active learning with hands-on instruction from day one
- faculty delivering cutting-edge industry driven expertise
- inspiring innovative lifelong learning.

Objectives:
- Offering associate of applied science degrees and technical certificates upon completion of programs and courses in technical fields to meet student, employer, and community needs.
- Complementing technical instruction with general education courses emphasizing written and verbal communication, quantitative literacy, and critical thinking/problem solving.
- Creating opportunities for secondary students in technical and general education through partnerships.
- Providing student-centered services to include counseling, financial aid, skill enhancement and assessment, employability preparation, and student-led organizations.
- Assessing student performance and outcomes to enhance learning.
- Allocating resources to ensure a safe, accessible, and student-friendly learning environment.
- Maintaining integrity through interaction with Business and Industry Leadership Teams (BILT), our Board of Directors, and ensure compliance with approving agencies.
- Serving as a valued community leader and partner in the educational, economic, and workforce development of our service area.

Board of Directors Statement of Ownership: The Board of Directors for Manhattan Area Technical College has identified its moral ownership, to which it has a fiduciary or trusteeship responsibility, as the general public of the college's service areas.

VISION AND MISSION: The Vision and Mission of the Manhattan Area Technical College Board of Directors is to ensure that MATC strives to be a leader in postsecondary technical education in Kansas to prepare people for productive and enriched lives.

Attendance:
Board of Directors

Tim Flanary, Chair (Pottawatomie)

David Urban, Vice Chair (Riley)

Brett Ballou (Riley)

John Armbrust (Riley)

Julie Crimmins (Clay)

Heather Peterson (Pottawatomie)

Dan Strom (Pottawatomie)

Stephanie Pierce (Riley)

Leslie Goodwin (Geary)

Administration/Staff

James Genandt, President/CEO

Pam Imperato, Special Advisor to President

Josh Gfeller, Vice President of Operations

Chris Boxberger, Dean, Academic Partnerships/Outreach

Kerri Bellamy, Dean, Advanced Technologies

Cara Prichard, Chief Financial Officer

Kim Davis, Dean, Nursing Ed & Health

Neil Ross, Dean, Student Services

Jeff Phishy, Faculty, Co-Chair Faculty Senate

Suzy Baker, Senior Executive Officer, Board Clerk

Agenda (*items require Board action)

1. Call to Order
    a. Introductions (if necessary)
    b. Agenda revisions (if necessary) *
2. Consent Agenda*
    a. Previous board minutes **(Attachment 1)** *
    b. Previous month check register & related financial information **(Attachment 2)** *
    c. Organizational update **(Attachment 3)** *
3. General Agenda (*items that may require Board action)
    a. Partnerships/Outreach
        i. Adult Education Program Update & Funding Concerns
    b. Faculty Senate
        i. Update Report **(Attachment 4)**
    c. Operations
        i. Facilities update
    d. Finance (as required)
        i. No requirements this month
    e. Academics
        i. Staff/Faculty/Student Calendar **(Attachment 5)**
    f. Financial Aid
        i. Updates
    g. Policies
        i. Remote Work Policy & Procedure **(Attachment 6)**
        ii. Reserves Policy **(Attachment 7)**
    h. Cyber Protection
        i. MATC Cyber Protection **(Attachment 8)**
    i. Resource Development
        i. Congressional Direct Spending Appropriation Request
    j. Governance Monitoring Reports (as required)

> i. No requirements this month
j. President's Report **(Attachment 9)**
> i. Economic Value Executive Summary **(Attachment 10)**
> ii. Economic Value Fact Sheet **(Attachment 11)**
k. Board Housekeeping Items
> i. Summer 2025, Fall Retreat
> ii. Board Term Dates **(Attachment 12)**

4. Events/Meetings Calendar
   a. June Board Meeting (June 24, 5:30p) (Dinner 5p)
      > i. MATC Conference Room 404
5. Adjournment

	Schedule of President's Monitoring Reports
Monthly Through BOD Meetings Written Report in December	1. **GENERAL EXECUTIVE CONSTRAINT** a) The President shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, imprudent, or unethical
June	2. **TREATMENT OF PEOPLE** a) With respect to treatment of students, staff, volunteers and the community, dealings shall not be inhumane, unfair, or undignified.
October	3. **BUDGETING/FINANCIAL PLANNING/FORECASTING** a) Budgeting shall not deviate significantly from board priorities, or risk fiscal jeopardy.

Quarterly (Reports to Include Both MATC Operating Financials as Well as MATC Foundation Impact)	4. **FINANCIAL CONDITION**
	   a) With respect to the actual, ongoing condition of the organization'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 policies.
	   b) July – September
	   c) October - December January – March
	   d) April – June

Ongoing	5. **INFORMATION AND ADVICE** a) With respect to providing information and counsel to the board, the President shall not permit the board to be uninformed.
October	6. **ASSET PROTECTION** a) Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.

October	7. **COMPENSATION/BENEFITS**
	    a) With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the President shall not cause or allow fiscal integrity or public image to be jeopardized.
	    b) Annual Budget presented for approval if not done earlier (pending final state approval of appropriations and negotiations)

January & August	8. **STRATEGIC PLAN (General Executive Constraint & Board Governance Process)**
	    a) Annual presentation of Strategic Plan…the President shall not operate the college without a Strategic Plan.
	    b) Monitoring progress of Strategic Plan.

February & October	9. **ACHIEVMENT OF ENDS**
	    a) Vision & Mission
	    b) Essential Skills
	    c) Work Preparedness
	    d) Workforce Development
	    e) Leadership

Manhattan Area Technical College
Board of Directors Meeting Minutes
April 29, 2025/MATC Advanced Technology Center/5:30pm (zoom/live stream)

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Heather Peterson (Pottawatomie)   Dan Strom (Pottawatomie)

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James Genandt, President/CEO   Pam Imperato, Special Advisor to President

Josh Gfeller, Vice President of Operations   Chris Boxberger, Dean, Academic Partnerships/Outreach

Cara Prichard, Chief Financial Officer   Kim Davis, Dean, Nursing Ed & Health

Rachel Ohmes, Faculty   Brian Koch, Faculty, Chair Faculty Senate

Kim Withroder, Director of Institutional Research   Peter Vopota, HR Coordinator

Suzy Baker, Exec Operations Coordinator, Board Clerk

Agenda (*items require Board action)

1. Call to Order - **David called the meeting to order at 5:30p.**
   a. Introductions (if necessary) - **None today.**
   b. Agenda revisions (if necessary) * - **No revisions to agenda.**
2. Executive Session * -
   ** John moved that we go into executive session at 5:30p, return at 5:45p. Dan 2nd, move into executive session at 5:30p. Present: Jim, Chris, Josh, Pam, Cara, Kim D, Suzy, Peter, Julie, Heather, John, David, Dan, Leslie.
   ** David moved to go out of executive session at 5:45p. John 2nd.
   ** John moved to go back into executive session at 5:45p, Dan 2nd. Moved back into executive session at 5:45p for an additional 15 minutes.
   ** David moved to go back into open session at 6:00p. Heather 2nd.
   ** John moved to go back into executive session at 6:00p for 10 more minutes. Leslie 2nd.
   ** David moved to go back into opening session, Dan 2nd. Moved back into opening session at 6:09p.
   a. Legal Consultation: Discussions with an attorney regarding legal matters or privileged attorney-client communications - **Allison, Dietrick Law, on Zoom**
3. Consent Agenda* **Motion to approve, John 1st, Leslie 2nd, all in favor, motion carried.**
   a. Previous board minutes **(Attachment 1)** * **All attendees confirmed they had reviewed the minutes of last month's meeting and the additional attachments.**
   b. Previous month check register and related financial information **(Attachment 2)** *
   c. Organizational update **(Attachment 3)** *
4. General Agenda (*items that may require Board action)
   a. HLC Notification Program (Attachment 4) * **HLC Notification Program discussed. Purpose: To streamline the process for adding additional locations. Current Process: Traditionally, each new location required a lengthy applicationto HLC.**

Modification: Moving to a notification program to reduce red tape, aligning with KBOR's structure to open up more stable revenue streams for formula funding. John motioned to approve, Heather 1st, Dan 2nd. All in favor, motion carried.

b. Professional Development - **Each group reported. General takeaway: Exposure to a wide range of academic and financial insights underlined a need to further integrate technological and collaborative innovations in education.**

     i. COEBE Annual Conference, Dallas (Chris/Brian)
     ii. ASU/GSV Summit, San Diego (Chris/Kerri)
     iii. HLC Conference, Chicago (Jim/Josh/KimW/Cara)
     iv. AACC Nashville (Jim/Brian/Suzy)

c. Partnerships/Outreach

     i. Site Selector Meeting: **Jim: Follow-up on site selection comments was highlighted as a positive collaboration.**

     ii. Australian Concrete 3D Printing Meeting: **Jim: Originated from a request by Darren, CEO of an Australian 3D company. Involvement: The company is setting up a manufacturing site in America. Additional Value: They provided a curriculum resource that might be utilized for educational purposes.**

     iii. Career Day Update: **Chris: Career Fair Highlights: Participation: 61 employers, 169 job seekers participated, including students and a few public attendees. Setup: Held in the new building filling two bays in the hallway. Outcome: Three students secured job placements directly through the event. Additional Note: PTMW (a manufacturing company in Topeka) is following up with leads collected during the fair.**

     iv. Signing Day Update: **Chris: Participants: Included 150 attendees consisting of students, parents, andl ocal businesses. Scholarships: $2,000 in scholarships were awarded. A video capturing the event's success is available on YouTube.**

     v. Grow Green Match Day 2025: **Suzy: Event Organization & Marketing: The event was a group effort with pre-event marketing by Chris, Suzy, Bryant & Rachel using letters, postcards, email, and social media posts. A patio party was held on the day of the event to personally engaged with attendees to remind them about the event. 117 students attended the event. Faculty and staff participation reached 55% from 26% in the previous year. The patio party recorded numbers $2725.00. A visitor stopped in to donate a $1,500 check for GED students, specifically mentioning Rachel. Lessons Learned & Future Considerations: Mailed letters were mentioned to have a limited direct impact. There was discussion about exploring alternative ideas in future events to better encourage donations, including reaching our alumni.**

d. MATC Foundation Report
     i. April Report (Attachment 5)

e. Faculty Senate
     i. Update report (Attachment 6) **Brian: Welding Program: Fort Riley will hold its own graduation on May 16th with two students walking, while an additional**

two students will graduate the following day. Construction and HVAC: Several students have secured jobs, reinforcing strong practical training. Nursing & MLT: Rachel led outreach via Facebook during National MLT Week,and a past student was recognized as Outstanding Undergraduate Student in Exercise Science at the University of Southern Mississippi. ESL, GED, and Adult Education Initiatives: ESL: A recent spring ESL class with Manco included 10 students and garnered positive feedback from both students and supervisors. An official MOU has been established with Manco for state submission. Citizenship & Community Impact: ESL student entrepreneurs are integrating occupations from overseas into U.S. contexts. Additionally, ESL programs arec ontributing to new citizenship achievements and some Afghan women have progressed to teaching roles at K-State. GED: Data shows that of those passing the math test for GED, 11% are college-ready, with 9% coming from MATC or Salina Tech. The plan is to expand ESL classes in the fall to better integrate adult ed with workplace needs.**

f. Student News
    i. Robots at Work and at Home for ESL (Attachment 7) **Rachel: Presented the development and use of a "robots at work" worksheet for evening ESL students. The worksheet focuses on advanced vocabulary words which may be unfamiliar to some students. Explanation: Students are encouraged to create sentences with the vocabulary words, which are later compiled into a coherent story. The approach allows students to gain creative experience with sentence construction and apply vocabulary in a practical, engaging manner. After story creation, a subsequent page of comprehension questions is provided. Purpose: To reinforce reading comprehension by having students reflect onand answer questions about their original work. Outcome: Students are motivated by the opportunity to see their creative output come full circle to support their language development.**

g. Operations
h. Facilities update - **Josh provided an update on facilities following the heavy rain and storm, regarding the storm impact and drainage systems. New drains installed on the RTC side of campus and improved front drainage worked as expected. Ongoing Issue in the 307 wing restroom. A recurring drain plug issue in the restroom area of the 307wing was discussed. Camera inspection revealed a collapsed section in the drain pipe causing blockages. Options under consideration: Trenching out and replacing the affected section or installing a sleeve repair as an alternative solution. Current Status: Facility teams are evaluating the best approach and gathering cost estimates, with further updates expected next month.**
i. Finance (as required)
    i. 3rd Quarter Financial Update (Attachment 8) **Cara - provided her report. Leslie asked about partnership line item, Cara explained the payouts in May. David asked about the building hire education fund. Cara mentioned that is from**

our donations for the new building. Reserves of $500,000 are still on track to put aside. Separate account has been opened to hold the reserves. Josh mentioned that we are currently working on a policy for how to withdrawal from the reserves account. Discussion about streamlining financial reporting with a proposed one-page dashboard to capture key metrics monthly (assets, liabilities, and other fiscal indicators).

j. Academics
   i. KBOR Nursing Certificates of Excellence (Attachment 9) **Jim/Kim: announced recognition received from KBOR, highlighting: Acknowledgment of the excellence in the PNNRN program based on several years of outstanding results. Impact: This recognition will assist Pam in securing grant funding by showcasing the program's success.**
   ii. Computer Support Specialist/Cyber Update (Attachment 10) * **Jim: Proposed Curriculum Change: A motion is on the floor to revise the computer support specialist title and the code for better alignment with KBOR-aligned programs. This change requires approval from the board. Steps include submission to the TBA curriculum committee, followed by a consent agenda vote before final submission to KBOR. David moved to approve, Heather 1st, John 2nd. All in favor, motion carried.**

k. Policies
   i. Remote Work Policy & Procedure (Attachment 11) * **Peter/Josh: presented the proposed amendment regarding remote employment equipment: Provision includes allowing remote employees the option to purchase company-provided equipment at cost deducted from their final paycheck. A clear process is defined for returning non-purchased equipment and for reimbursing pre-approved shipping costs with valid receipts. Discussion Points on Equipment Security and Return Emphasis on accountability: Employees are responsible for the safe return of equipment. Technical Safeguards: Remote equipment is set up with work profiles ensuring that company data cannot be downloaded to local drives. In cases of remote access, the institution retains control by wiping the work profile from the device. Additional Concerns Raised: Handling of proprietary data on personal devices and ensuring proper insurance during equipment return. An example was discussed regarding past issues where equipment return conditions necessitated reimbursement only after verification. Recommendations include potential wording adjustments to clearly define the process for designating an employee as remote and to address liability in case of equipment damage during shipping. Will revise this policy and bring back to the May Board meeting for review and approval.**
   ii. Supplemental Employee Assignments and Compensation 7.5.4 (Attachment 12) * **Josh: Introduced the new policy intended to offer a clear and consistent process for employees receiving special assignments outside of their regular work scope. Policy aims to outline potential compensation**

expectations for such assignments. Legal counsel reviewed both the policy and the internal supplemental agreement; suggested language changes were incorporated. Discussion Points and Clarifications: It was emphasized that the policy is separate from collective bargaining agreements. David motioned to approve, Leslie 1st, Dan 2nd. All in favor, motion carried.**

      iii. Employee Supplemental Assignment Agreement (Attachment 13)

l.   Resource Development

      i. Adult Education Grant Update: **Chris: Announced that Adult Ed has been approved to receive funding for the 2025 to 2030 period; the exact amount remains unknown. Jim and Chris will visit Topeka to discuss future plans with directors. Two existing programs (Dodge City and Paola's school district) were not funded due to technical errors. We received 98.5 out of 100 on the grant score, highlighting the importance of Riley County having first dibs; shared two other counties with other entities.**

      ii. Jobs & Innovative Industry Skills Training - JIIST/Dept of Commerce grant award: **Pam: Provided details on the Kansas Department of GIST grant: Funding of $100,000 is requested for a three-year prep program focused on industrial maintenance technology at Manco. Additional $100,000 intended for academic support coaches to assist at-risk students. A further $25,000 allocated for Workforce, which will fund materials and equipment (excluding hard equipment). Emphasis on using the grant as a recruitment tool and to introduce training-related careers. Mention of collaboration with partners like GM, Johnson Control, and Patterson.**

      iii. Patterson Family Foundation 2025 Proposal: **Pam: described the 2025 grant from the Patterson Family Foundation: Approximately $800,000 received, with $200,000 allocated last year for the VR trailer. The plan includes establishing a sensor technology workforce development lab. The certificate program envisaged is interdisciplinary, merging sensor technology with multiple industries even if it is not recognized by KFOR. Other institutions (like MCM) have expressed interest, particularly due totheir involvement in quarry operations.**

      iv. Johnson Controls Proposal: **Pam:**

m. Governance Monitoring Reports (as required)

      i. No requirements this month

n. President's Report (Attachment 14)

      i. AACC Executive Branch Actions of Interest (Attachment 15)

o. Board consideration of President's recommendation on Reduction in Force plan (Attachment 16) * **State Appropriations and Financial Impact: Discussion opened regarding the anticipated 16% state appropriation. Reduction in force (RIF) was discussed as an option to counterbalance this financial shortfall. It was indicated that any RIF implementation would be based on administrative discretion to ensure fiscal and operational integrity. The reduction in state appropriations was not tied to institutional performance but the reductions are in line with what we see at the**

federal level as related to government efficiency. David moved to approve, John 1ˢᵗ, Dan 2ⁿᵈ. All in favor, motion carried.

  p. Board Meetings - Future schedule
    i. Summer 2025, Fall Retreat: **Suzy will reach out the Board to find the best time for retreat in June. Typically we do not have a meeting in July.**
    ii. Feedback on meeting dates/times
5. Events/Meetings Calendar
  a. Fort Riley Graduation (May 16, 11a)
    i. Fort Riley Conference Center
  b. Nursing Pinning & Commencement (May 16, 2p)
    i. University Christian Church
  c. May Commencement (May 17, 10a)
    i. University Christian Church
  d. May Board Meeting (May 27, 5:30p) (Dinner 5p)
    i. MATC Conference Room 404
6. Adjournment - **David motioned, Leslie 1ˢᵗ, John 2ⁿᵈ. Meeting adjourned 7:19p.**

	Schedule of President's Monitoring Reports
Monthly Through BOD Meetings Written Report in December	1. **GENERAL EXECUTIVE CONSTRAINT** a) The President shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, imprudent, or unethical
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January & August	**8. STRATEGIC PLAN (General Executive Constraint & Board Governance Process)**
	    a) Annual presentation of Strategic Plan…the President shall not operate the college without a Strategic Plan.
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February & October	**9. ACHIEVMENT OF ENDS**
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To: **MATC Board of Directors**
From: Administration
Re: **April Expenditures**

May 27, 2025

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	$ 493,185.30	48.87%
Facilities (510)	$ 241,734.18	23.95%
Student Payments (110)	$ 15,043.11	1.49%
Program Expenditures	$ 121,334.36	12.02%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	$ 7,137.42	0.71%
Wamego (excluding salary/benefits)	$ 3,768.96	0.37%
Other Operating costs	$ 126,917.38	12.58%
Total April Expenditures	**$ 1,009,120.71**	**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**	**Category**	**Funding**
IRS	PR 4.15.25 Payroll deductions	$ 43,577.15	Payroll	
IRS	PR 4.30.25 Payroll deductions	$ 45,721.37	Payroll	
KS Dept of Revenue	PR 4.15.25 Payroll deductions	$ 9,428.73	Payroll	
KS Dept of Revenue	PR 4.30.25 Payroll deductions	$ 9,822.94	Payroll	
BCBS	Health Insurance Premium	$ 66,169.59	Payroll	
KPERS	PR 4.15.25 Payroll deductions	$ 10,189.83	Payroll	
KPERS	PR 4.30.25 Payroll deductions	$ 10,438.93	Payroll	
Evergy	Evergy- April 2025	$ 7,634.38	Facilities	
Watts Consulting	Harry Watts March Contract Hours	$ 5,000.00	Operations	
KS State Bank	Roof Principal and Interest Payment	$ 108,893.60	Facilities	
Kawasaki of Salina	Kawasaki Mule	$ 9,098.95	Facilities	Capital Outlay
Thomas Sign Service	Wamego Sign	$ 7,559.00	Facilities	Capital Outlay
UMB Visa Card	AFIT Summer Institute Registration	$ 6,270.00	Operations	
Lightcast	Economic Impact Study	$ 6,000.00	Operations	
KS State Bank	February and March Interest Payments	$ 148,214.50	Facilities	Donations
Zoom Video Communications	Zoom Renewal	$ 14,198.00	Program	
Brainfuse	Brainfuse Online Tutoring Hours	$ 6,000.00	Program	
Anixter	Materials for Spring Class	$ 6,261.25	Program	
Grainger Supply	Plumbing startup equipment	$ 7,088.94	Program	Donations
Grainger Supply	Plumbing startup equipment	$ 13,993.43	Program	Donations
ATI Assessment Technologies	ATI Live Review RN	$ 6,525.00	Program	
ATI Assessment Technologies	ATI Live Review PN	$ 13,485.00	Program	
Salina Steel Supply	Metal Order	$ 5,088.26	Program	
Total April Expenditures Exceeding Threshold		**$ 566,658.85**		

MEMORADUM TO: **The Board of Directors**
FROM: **Jim Genandt, President**
Human Resources
DATE: **May 27, 2025**
SUBJECT: **Consent Agenda: Organizational Update**

New Hire/Rehires					
Employee Name	**Position Title**	**DOH**	**Department**	**Funding Source**	**Status**
Promotions/Title Changes					
Employee Name	**Position Title**	**DOC**	**Department**	**Funding Source**	**Status**
Suzy Baker	Senior Executive Officer	5/15/2025	Administration	Operating	Position Change
Jackie Jones	Full-Time Mathematics Instructor	8/1/2025	Gen Ed Faculty	Operating	Internal Hire
Separations/Retirements					
Employee Name	**Position Title**	**DOS**	**Department**	**Funding Source**	**Status**
Jaren Nittler	Auto Tech Instructor	5/20/2025	IPT Faculty	Operating	Resignation
Vivian Nguyen	Instructional Tech Specialist	5/6/2025	IT	Operating	Separation/RIF
Randal Geringer	Institutional Reporting Coordinator	5/6/2025	Institutional Research & Effectiveness	Operating	Separation/RIF
Julia Strength	Business Office Coordinator	5/6/2025	Business Office	Operating	Separation/RIF
Rose Chapman	Academic Support Coordinator	5/6/2025	Advanced Tech & Academics	Operating	Separation/RIF
Marnie Clayton	Bioscience Lab Facilitator	5/6/2025	Advanced Tech & Academics	Operating	Separation/RIF
New/Advertised Positions					
Position Title			**Department**	**Funding Source**	**Status**
Adjunct Faculty & Clinical Instructors			Academics & Nursing	Operating	Open
Concurrent Instructors			Academic Partnerships & Outreach	Operating	Open
Student & Campus Services Attendant			Student Services	Operating	Open
Full-Time Associate Degree Nursing Instructor			Nursing Faculty	Operating	Open
Full-Time Computer Support Specialist Instructor			IPT Faculty	Operating	Open
Full-Time Electrical Instructor			CEM Faculty	Operating	Open
Full-Time HVAC Instructor			CEM Faculty	Operating	Open
Full-Time IMT Instructor			IPT Faculty	Operating	Open
HVAC Program Assistant & Adjunct			Academic Staff	Operating	Open

2025-2026 Academic Calendar

Fall Term Aug 18th - Dec 5th
Spring Term Jan 20th - May 8th
Summer Term June 1 - July 24th

August-25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September-25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October-25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November-25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December-25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January-26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February-26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March-26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April-26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June-26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July-26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Legend:

- ▢ Start Fall & Spring Term
- ▢ Start Summer Term
- ▢ Finals
- ▢ Graduation Ceremony
- ▢ Holidays/College Closed
- ▢ No Classes/College Open
- ▢ College Summer Hours (Close at Noon)

Faculty Association Agreement Contract Dates

▢ Faculty PD/Prep Days

158	*Instructional Student Days*
7	*Holidays*
17	*Professional Development/Prep Days*
1	*(1/2 per Graduation Days)*
183	

Manhattan Area Technical College
Institutional Policy and Procedure Manual

Policy No. 7.3.4

Title: **Remote Employment**	
Originated By: Human Resources & Vice President of Operations/Chief Information Security Officer	Date: 5/20/2024
President / Board of Directors Approval Date: **4/30/2024**	
Revised by: Vice President of Operations	
Revision/Review Date: 4/27/2025	

Policy Statement: Manhattan Area Technical College recognizes and approves requests for employees to work remotely when it can be sustainably supported and permitted by appropriate leadership and does not pose a risk or undue hardship to the program, department, or college overall.

Rationale: MATC recognizes the need to provide employees with the opportunity to work remotely for Personal/Family needs, as reasonable accommodation, or during temporary workspace renovations. This policy is to ensure fair, transparent, and consistent enforcement and application of remote work employment opportunities for all employees. Remote work is a privilege, not an entitlement, and may be approved or revoked by MATC leadership and administration on a case-by-case basis. Even employees in similar or identical positions may not receive similar decisions for approval or denial of remote work. Approval for remote work is based on factors of request feasibility, the demonstrable capability of the employee to fulfill work obligations efficiently and sustainably when remote, and the determinable or perceived impact remote employment would have on departmental or college capacities, security, and finances. Remote work may be designated as incidental, hybrid, temporary, or regular per the circumstances and needs for which it is requested and approved.

 Definitions:

- **Designated Work Site(s)**: The location(s) where an employee is regularly assigned to perform work. Designated Work Sites for all positions are typically owned, operated, managed, leased or controlled by the college. An employee's designated work site may consist of one or multiple locations based on their position's scope of responsibilities.

- **Remote Work Site(s)**: The location(s) where an employee is authorized or approved to perform work on an occasional, temporary, or regular basis that is not owned, operated, managed, leased or controlled by the college.

- **Incidental Remote Work:** Work performed at a remote location for a limited specific period not exceeding seven (7) days. Does not require formal procedural approval beyond supervisor.

- **Hybrid Remote Work:** Work performed partially at a remote location per a set continuous schedule. Set schedule must be reasonably adhered to, ensuring reliable availability of remote personnel.

- **Temporary Remote Work**: A short-term period (exceeding 7 days, but not exceeding 90 days) during which an employee is approved to work remotely during their full regular work schedule.

- **Regular Remote Work:** Continuous work performed at a Remote work site that is not incidental, hybrid, or temporary.

- **Out-Of-State Employment:** Includes remote employees that do not reside in the state of Kansas and are subject to the laws and taxation of another state or are outside the US. MATC maintains the right to terminate out-of-state employment as necessary to avoid undue hardship and/or legal or financial risks to the college.

- **Remote Relocation:** The informal process by which an employee approved for remote work may relocate to a new remote work location. Relocation that involves moving to another state or work outside the US requires no less than 30-day advance notice to the immediate supervisor, supervising dean, and human resources for review and approval.

Procedure: Request for Remote Work.

All remote work requests should be discussed between the employee and their immediate supervisor prior to submitting a formal request. Incidental Remote Work requests may be authorized or approved solely by the supervisor.

When an employee and their supervisor have reached agreement on the feasibility and utility of the duration and expectations for employee's work as either Hybrid, Temporary or Regular remote work, they should complete The Remote Work Request Form (attached) and submit to Human Resources.

Employees may be required to provide additional information for necessary clarification and in support of a thorough review following delivery of a request for remote work.

Review and Approval or Denial of Remote Work.

Upon retrieval of the completed Remote Work Request Form, HR will share the form with appropriate administrative personnel and gather approvals or comments of logistical, security, and performance concerns of the request.

Once all comments and/or approvals are gathered, HR will submit these with a final 'summary of opinion' to the President who will provide the final decision approving or denying the request for remote work to HR and the requesting employee.

The President's decision of Remote Work Approval or Denial may alter the conditions and expectations of approved remote work from that which was requested. The President's approval may alter the type and/or schedule of remote work that is requested.

Timeline of Approval/Denial: The expected timeline for review and approval or denial of a Remote Work Request will vary based on circumstance. Timely responses are crucial to avoid negative impacts to the employee, department, or college. HR or designated responders should aim to provide an initial response to the employee, no later than 15 business days after the remote work request is received.

If an employee is not satisfied with the decision concerning their request for remote work, they may seek resolution through the employee grievance procedure (3.7.4).

Policy No. 7.3.4

Additional Terms of Remote Employment:

Remote employees are subject to the same policies, procedures, and regulations as non-remote employees, including those concerning employee conduct and confidentiality. Remote employees must practice strict due diligence and adherence to protecting and securing MATC technology and sensitive data per policy 9.1.1.

Remote employees must meet the essential duties and accountabilities of their position when at Remote work site(s) to the same degree as working from a college operated and designated location.

Remote employees are expected to maintain consistent availability and team communication throughout their established regular work schedule, responding to personnel communications (email, teams, etc), and attending MATC meetings as requested.

Remote employees are responsible for ensuring they have the necessary tools and means to effectively perform their job duties from approved remote site(s), and should be conscientious of the logistical, security, and financial impacts of those resource needs for sustaining remote employment. This requires proactive and ongoing communication with their supervisor, the business office, human resources, and IT personnel to identify and coordinate access to efficient and secure equipment as necessary.

During the remote work approval process, MATC will collaborate with the requesting employee to identify the necessary equipment and/or services required to perform their job duties and maintain appropriate data security, and will determine which items and/or services will be provided by the college:

At Separation of Employment:

- Employees may request to purchase company-provided equipment at its fair market value assessed by examining secondary-market resale comparisons from certified vendors. The purchase cost will be deducted from their final paycheck(s).

- Any equipment not purchased must be returned promptly to MATC with a shipping date no longer than 14 calendar days after the date of separation. Employees are responsible for ensuring the safe return of MATC property.

For equipment returns via shipping:

- Employees may request pre-approved reimbursement for shipping and insurance costs by providing a valid invoice and receipt.

- Shipping insurance is required to cover potential equipment damage. The necessary insurance value will be assessed at the time of separation and communicated to the employee by MATC.

Remote employees shall be responsible for loss or damage of MATC property whether caused by abuse or gross negligence (ie. conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable harm to property).

Policy No. 7.3.4

Remote Employees may end remote employment at any time and return to their regular designated work site(s), provided they communicate the intent to return no fewer than 15 days prior to their immediate supervisor.

In the event, that a remote employee or their position is subject to change or termination due to an anticipated undue hardship or risk caused by their position being enacted as remote, the employee must receive advance notice from the college of the change/termination. Advance notice for remote employees within the state is 15 days. Advance notice for out-of-state employees is 30 days.

Employees who have been approved for remote employment prior to the implementation of this policy (5/1/2024) are not required to submit a new Remote Work Request, provided that the conditions of the employee's remote worksite and schedule remain unaltered.

Policy No. 7.3.4

<u>MATC Remote Work Request Form</u>

Employee Name: _____ **Position Title:** _____

Is the position Hourly or Salaried? ☐ Hourly ☐ Salary

Enter the physical address for the remote work site: _____

Anticipated Effective Date for Remote Employment: _____

Is the remote work site in the state of Kansas? ☐ Yes ☐ No
Note: Out of State Employment may require the additional review and approval of MATC's board of Directors and/or Attorneys for risk analysis in adhering to out-of-state requirements.

Which Type of Remote Work is Being Requested?
☐Hybrid: Work performed partially at a remote location per a set continuous schedule.
☐ Temporary: Short-Term duration (between 7 and 90 days) of continuous remote employment.
☐ Regular: continuous remote work that is not hybrid or temporary.

Please provide the reasoning for this request in detail:

| |
| |

Please provide an explanation of the anticipated schedule and/or duration of employee being remote:

| |
| |

Signature of Employee: _____ Date: _____

Supervisor Signature: _____ Date: _____

Deliver Completed Form to Human Resources.

Initial Reviewers: Human Resources, Supervising Dean/Director, Chief Financial Officer, Vice President of Operations.

Reviewers must indicate if they recommend approving the request, and provide comments of concern for summary of opinion. Summary of opinion shall be delivered to the President and include: Limitations on remote capability for fulfilling position responsibilities; foreseeable causes of undue hardship, security or expense concerns, in-person participation requirements of the position, concerns of poor performance or inability to successfully complete work without supervision; other tax, insurance, or legal concerns that would pose a risk to the college or to the department/program.

Manhattan Area Technical College
Institutional Policy and Procedure Manual
Policy No. 6.5.7

Title: Reserves Account Policy	
Originated by:	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement:

The reserves of Manhattan Area Technical College are a critical financial resource intended to ensure fiscal stability and support the long-term sustainability of the institution. Access to these reserves must be governed by clear and consistent guidelines to maintain their integrity.

Approval Process for Withdrawal

A formal written request for withdrawal from the reserves must be submitted in the form of a memorandum. This memorandum should include:

1. The amount requested for withdrawal.
2. A detailed explanation of the purpose of the withdrawal.

All withdrawal requests must be reviewed and approved by both the Chief Financial Officer (CFO) and the President of Manhattan Area Technical College. Any request for less than $25,000 will be shared with the Chairperson of the Board of Directors for review, with the full Board being made aware of the request as soon as is practically possible.

Any request for reserve funds of that exceed $25,000 or more shall require formal approval by the Board of Directors through a majority vote before funds can be disbursed. The request must be accompanied by a detailed justification, financial impact assessment, and proposed plan for replenishment of reserves.

A request for purchasing purchases must adhere to the following procurement policies:

- Policy 6.2.1 – Authorization to Purchase

- Policy 6.2.2 – Sealed Bids

- Policy 6.2.5 – Sole Source Purchasing Justification (when applicable)

Policy No. 6.5.7

Repayment Plan Requirement

The written request must also include a detailed repayment plan to replenish the withdrawn reserves. This plan should specify:

1. The timeline for repayment.
2. The sources of funds for repayment.
3. Steps to be taken to ensure repayment without compromising the financial health of the institution.
3.4. Any approved funds used by the College will be clearly identified in financial reports to the Board until the funds have been repaid to the reserve fund.

Adherence to the repayment plan will be closely monitored, and progress tracked by the CFO on a quarterly basis and reported back to the MATC Board of Directors.

Possible Use of Foundation Funds

If appropriate, the President will convene a meeting of the Foundation Trustees to submit an urgent request for use of Foundation funds to meet a need. The President will share any such request to the Foundation with the Chairperson of the Board of Directors and the Board Liaison to the MATC Foundation.

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Manhattan Tech Security Measures

Board of Directors Brief: Institutional Cybersecurity Overview

Cybersecurity Framework

1. Multi-Factor Authentication (MFA) Enhancements

- Implementation of phishing-resistant MFA using YubiKeys for IT personnel and employees.

- Transitioning faculty and staff to passwordless authentication.

- MFA enforcement for students with necessary exemptions for accessibility.

2. Conditional Access & Secure Authentication

- Blocking high-risk sign-ins and restricting logins outside the U.S.

- Device-based access controls for institutional systems.

- Ongoing refinements through app protection policies.

3. Institutional Data Security

- Microsoft Intune for mobile device management.

- Microsoft Defender for Endpoint ensuring malware protection.

- Intrusion prevention using Snort and pfBlockerNG within pfSense firewall.

- Microsoft 365 Data Loss Prevention (DLP) for safeguarding sensitive information.

4. Data Backup & Incident Response

- Tiered backup solutions using Veeam Backup across cloud and on-premises environments.

- Immutable offsite backups at Wamego Center for enhanced security.

5. Employee Cybersecurity Training & Risk Awareness

- Regular training sessions focused on phishing detection and security best practices.

6. Institutional Cyber Insurance

- Coverage through Travelers Insurance ensuring financial resilience against cyber threats.

Governance & Facility Security Enhancements

1. Policy Development & Compliance

- Recent updates to policies governing technology use, identity verification, and information security (e.g., GLBA compliance).

2. Physical & Digital Security Measures

- Gallagher digital key access system controlling door security remotely.

- Great Grand Master key system reducing physical key circulation.

- Integrated security camera system linked to door access alarms.

3. On-Site Security Personnel

- Full-time security officer conducting campus rounds and monitoring security systems.

Strategic Outlook & Next Steps

- Continued **MFA and Conditional Access policy refinements** to strengthen cybersecurity.

- **Expansion of facility security systems** across campus as funding allows.

- **Regular cybersecurity assessments** to maintain high security standards and institutional resilience.

Contents

MFA (Multi-Factor Authentication)

- MATC enforces multi-factor authentication (MFA) for all employees, with varying requirements based on role and access level.
    - **IT Department:**
      The IT department adheres to the strictest MFA standards to safeguard institutional systems. Azure administrator accounts are maintained separately from regular user accounts and on-premise systems, ensuring that a compromise of on-premise infrastructure does not impact cloud security. IT personnel are required to use phishing-resistant MFA through passwordless authentication via Yubikeys, which meet NIST Authentication Assurance Level 3, the highest security standard for authenticators.

- o **Faculty and Staff:**
  MATC is actively transitioning faculty and staff to Yubikey-based MFA for desktop logins, though some less secure MFA methods are currently permitted. A major initiative this summer aims to recruit volunteers to adopt fully passwordless authentication at the same security level as IT accounts. However, implementation challenges, including limited Android support, have delayed full deployment. Additionally, MATC plans to discontinue support for text message-based MFA codes for staff, requiring the use of more secure options, such as Yubikeys or Microsoft Authenticator.
- o **Students:**
  Students are required to use MFA, with exemptions provided for accessibility reasons when MFA may present undue hardship. A location-based exemption applies to students in the testing center, where single-factor authentication is permitted for Canvas access due to restrictions on personal mobile devices within the testing environment. Compliance is strictly enforced, and students must ensure their devices remain in accordance with institutional security standards to retain access.

Security Score for Identity

- MATC utilizes Microsoft's Secure Score to assist IT staff in targeting policies and procedures to follow as much as their industry standard best practices as possible. The score also gives a comparison to similar organizations. Note: MATC is at a 97.02 while the typical score is only 51.86 for tenants our size.

Microsoft Secure Score for Identity is a representation of your organization's security posture and your opportunity to improve it. Learn mo

Secure Score for Identity

🏆 **97.02%**

Last updated 4/29/2025, 7:00:00 PM ⓘ
View your Microsoft Secure Score.

Comparison

Manhattan Area Technical College	97.02%
Typical 1001-10000 person company	51.86%
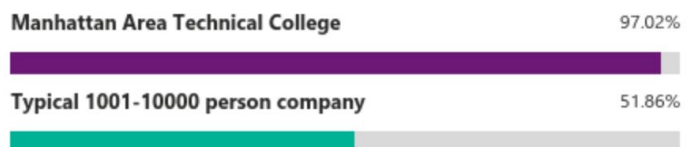
Conditional Access

- MATC utilizes Microsoft Conditional Access to enforce secure authentication practices and protect institutional systems. Logins from outside the United States are restricted, and sign-ins flagged as high risk by Microsoft Entra are blocked.
- Additionally, MATC enforces access controls based on device security status. To access the institutional password manager, users must log in from a campus-owned, low-risk device**.** The reports server follows similar restrictions, with an added requirement that the

device must be physically located on campus. Medium-risk sign-ins are required to complete multi-factor authentication (MFA) for every login attempt, further mitigating unauthorized access. Legacy authentication is also blocked to enhance security and prevent outdated, vulnerable authentication protocols.

- Currently, MATC is implementing app protection policies in monitoring mode to refine access restrictions based on device type and user location. This phased approach allows the college to evaluate potential operational impacts, ensuring security measures do not disrupt essential workflows. Monitoring mode provides valuable insights into potential issues, allowing MATC to fine-tune policies before full deployment, with enforcement targeted exclusively at employees to maintain compliance and security standards.

Protecting Institutional Data with MDM (Mobile Device Management).

- MATC utilizes Microsoft Intune a Mobile Device Management (MDM) solution, to safeguard institutional data and ensure the security of devices across campus. Through Intune, IT staff enforce security policies, manage device compliance,
  - With Intune, MATC IT Staff can:
    - **Ensure Device Compliance** – Enforce security configurations, requiring encryption, strong authentication, and regular updates across managed devices.
    - **Protect Institutional Data** – Implement conditional access policies to prevent unauthorized users from accessing sensitive information.
    - **Secure Mobile and Remote Work** – Enable faculty, staff, and students to work securely from any location while maintaining control over institutional data.
    - **Streamline Application Management** – Deploy and update critical apps while restricting the installation of unauthorized software.
    - **Mitigate Security Risks** – Detect and respond to threats through integrated Microsoft security solutions that safeguard against malware, phishing, and other cyber threats.

Antivirus and Antimalware

- MATC utilizes Microsoft Defender for Endpoint, an advanced threat protection solution, to safeguard its IT infrastructure from viruses, malware, and evolving cyber threats. This enterprise-grade security platform provides comprehensive endpoint detection and response (EDR) capabilities, ensuring that all college-managed devices remain secure against potential vulnerabilities.
- Through Defender for Endpoint, the college can:
  - Detect and Respond to Threats in Real Time – Continuously monitor devices for suspicious activity and automatically respond to potential security incidents.

- o Prevent Malware and Ransomware Attacks – Implement robust anti-malware protections to block harmful software before it can compromise institutional data.
- o Strengthen Endpoint Security Across Campus – Enforce security policies that ensure all faculty, staff, and student devices comply with established cybersecurity standards.
- o Enhance Incident Response and Recovery – Provide IT administrators with actionable data to swiftly remediate security breaches and protect institutional integrity.

IPS

- MATC utilizes a robust security framework to protect institutional data, leveraging Snort and pfBlockerNG within our pfSense firewall for intrusion prevention. Snort functions as an intrusion prevention system (IPS), actively monitoring network traffic for suspicious activity and blocking potential threats before they can compromise critical systems. Complementing this, pfBlockerNG enhances security by filtering malicious traffic, preventing access to known harmful domains, and reinforcing our defense against cyber threats. Our firewall operates in a virtualized environment, securely contained within a VM on a VMware host, ensuring flexible management and layered protection. This setup not only strengthens our network security but also optimizes resource utilization, allowing for scalable and efficient cybersecurity operations.

3rd Party Penetration Test

- ### Recommendations
  The Manhattan Area Technical College team should be commended for their detailed approach to minimizing attack surface and implementation of other best practice hardening measures, such minimizing exposure to the internet by limiting what is accessible publicly and reducing vulnerabilities in their environment to nothing.

Remote Access

Historically, we have utilized OpenVPN with Multi-Factor Authentication (MFA) and network segmentation to secure remote connections. However, we are now transitioning to Microsoft Zero Trust Remote Access—Global Secure Access, which offers:

- Continuous evaluation of device compliance, ensuring security beyond initial logon checks.

- Granular access controls, granting users only the minimum permissions necessary for their role.

Additionally, we employ Keeper Connection Manager, a web-based remote access solution that integrates with Azure for authentication. This allows:

- Device compliance and risk assessments based on location and account security.

- View-only access, preventing downloads to local machines.

- Ease of use, requiring no setup, making it particularly beneficial for employees using Bring Your Own Device (BYOD).

While Keeper Connection Manager may see reduced use as we transition to Global Secure Access, its streamlined access model remains valuable for certain user scenarios.

Data Protection and DLP

- MATC handles large amounts of sensitive data, from student records to financial transactions, making data protection essential. MATC utilizes Microsoft 365 Data Protection Services and Data Loss Prevention (DLP) tools that enable us the ability to safeguard critical information. These solutions help prevent unauthorized access, accidental data leaks, and compliance violations by enforcing policies that monitor and restrict the sharing of sensitive data. With automated threat detection, encryption, and secure access controls, we can mitigate cybersecurity risks while ensuring faculty, staff, and students can securely access the resources they need.

Data Backups

- MATC utilizes Veeam Backup Solutions to ensure comprehensive data protection across both on-premises and cloud environments. Onsite backups are structured in a three-tiered approach, consisting of twice-daily local hard drive storage, off-the-wire rotated drive storage, and offsite hardened repository storage at our Wamego Center, which features immutable backups to safeguard against data loss and cyber threats.

  Additionally, MATC utilizes Veeam Backup for Microsoft 365 to secure cloud-based data, including Exchange Online, SharePoint, OneDrive, and Teams.

Employee Training

- MATC prioritizes cybersecurity awareness by providing comprehensive employee training on phishing attacks and other methods for identifying potential security threats. These training sessions are conducted during semester in-services and are led by IT staff, ensuring that all employees are equipped with the knowledge and tools necessary to safeguard institutional data and systems.

Insurance

- MATC maintains a Cyber Security Threat insurance policy through Travelers Insurance, brokered by C&W Insurance. This policy provides comprehensive coverage with an aggregate limit of $1,000,000, encompassing Liability, Breach Response, Cyber Crime, and Business Loss Protection. This ensures financial resilience and institutional security in the event of cyber-related incidents.

Policies and Procedures

- MATC utilizes a set of policies and procedures designed to provide clear guidelines and ensure accountability among employees. These policies include the **9.1.1 Computer Usage Policy**, which establishes responsible use of institutional technology; the **9.1.3 Verification of Student Identity** policy, ensuring the integrity of student authentication; the **9.1.4 Clean Desk Policy**, reinforcing data security best practices; and the **9.1.7 GLBA Information Security Policy**, which aligns with regulatory requirements for safeguarding sensitive information.

Facility Security

Security Officer

- MATC employs a full-time security officer who holds a city-issued security guard card and an open carry permit, granted upon completion of certification training with the local police department. The security officer is stationed at the front desk and conducts preconfigured rounds across campus, ensuring a consistent and proactive security presence to maintain a safe environment for students, faculty, and staff.

Security Camera Systems

- 36 cameras on ATC covering labs, classrooms, halls, and exterior
- 38 covering the rest of main campus
- System monitored by Security guard

- Camera system ties into the door access system as well, which grants us the ability to record on an alarm. I.e., someone forces a door open during non-operational hours, the camera will record during this time.
- Wamego system (I can't log into this system, don't have my login info anymore)

Digital Key Access System

- Gallagher system for digital door security
  - Every door in the ATC has been wired for door access. Currently, we have door access completed on the exterior doors and offices. This keeps the offices separated and secure for privacy. This system helps us control security by controlling the number of physical keys in circulation to a minimum. We can also control these doors remotely and on a schedule, which reduces the overhead needed to secure individual buildings.
  - We are expanding the system to the rest of the campus and the rest of the doors on the ATC as funding permits.
  - Wamego Center has door access as well, which allows us to control the environment and security of the students, faculty, and staff in a remote area.
  - This digital door access gives us greater control of lost or stolen ID cards or FOBs with the ability to cut access ASAP to keep premises secured.

Physical Key Procedures

- ATC has been fitted with a Great Grand Master key system. This system will allow us to have individual building master keys and internal submaster keys. This allows us to keep physical keys in circulation to just common access areas such as a break room, custodial closet, or storage room. This way, if a key is lost or stolen, it will not be able to gain access to the building when locked or during non-operational hours.
- This system will expand to the rest of the campus as funding permits.
- There is a form signed and a record of what keys individuals have been granted.

President's Report: May 2025

President's Report: May 2025

This month's report contains some external reports affecting or about the College, as well as other updates.

Institutional Performance

> I shared this last month, but we did not have time to discuss it. Feel free to share this information as appropriate. The lightcast analysis is helpful, and conservative in their findings (which is better than going overboard the other way). As with most of these types of reports, the lag time is not helpful.

  ○ [PDF] MATC_EIS_ExecSum_2324.pdf

  ○ [PDF] MATC_EIS_FactSheet_2324.pdf

> Chris and I met with KBOR Adult Education staff on April 30. Our program gets excellent results. The KBOR staff shared their insights and recommendations from our successful grant proposal reviewed at both the state and federal levels. Unfortunately, the proposed federal budget for FY 26 from the White House eliminates all federal funding for adult education. This may also impact state funding, which is tied to federal funds being provided in part. From a state/federal funding perspective we are in limbo. We are exploring approaches internally to continue the programs while the funding situation gets determined at the state and federal levels.

Institutional Leadership

> Pam and I are working with several senior leaders to prepare for the Summer Institute with the Alliance For Innovation and Transformation (AFIT) of higher education. The Institute will work with teams from over 60 institutions using the Gallup StrengthsFinder information, moving into the Infinite Game mindset (Simon Sinek), and then helping teams develop ideas and plans for making transformational changes happen at their institutions.

> I am also involved with AFIT in a Community of Practice of AI. We are examining several issues as institutions adapt to AI in various ways: students and learning, students and college services, professional development for faculty and staff, engagement with employers, and more. We meet monthly.

> I attended a portion of the advisory committee meeting for the Electric Power & Distribution program. I shared with the attendees our needs for more current trucks and equipment in case their companies could help us. They also shared with me sites where there companies either look for and/or post related items, so we are monitoring those sites for potential upgrades for the program. Equipment for that program is very expensive, and our newest truck is a 2010.

> I attended the Advantage Manhattan Investor meeting

External Relations

➢ I visited with Dave Lewis on the GMCF Monday program on KMAN on May 5, and shared about our economic impact and the meaning behind the new Carnegie Foundation classifications and designations for MATC.

➢ I attended a board meeting for Ad Astra BIO as well as a close-out meeting of the NSF Engines project on May 8. While the NSF project is ending, the KC BioHub group has been informed that they can apply for a new round of Tech Hub funding, and we are participating with that group as well.

➢ I am on the reconstituted advisory board which makes up the Greater Manhattan Economic Partnership (GMEP) of the Manhattan Chamber of Commerce and the Pottawatomie County Economic Development Corporation.

➢ I participated in Technical Education Authority meetings (including their committees) on May 15, and our proposed programs for Childcare and Industrial Maintenance Technology were approved. I also attended the Regents' meeting on May 14, and brought up concerns about adult education funding, and the need to explore pilot projects to improve college going rates and student success initiatives. These were reinforced during meetings with technical college presidents on May 2 and 16.

➢ Chris, Harry, and I are working on follow-up workforce components to meet needs expressed by MCM and other industries in the area for commercial truck driver and diesel mechanics skills.

➢ Kerri and I met with Josh Brewer from Habitat For Humanity to clarify how our construction and related trades programs may be of assistance to his program and projects. If Habitat's needs correspond to the curriculum schedule in our programs and the instructors are supportive, we can help with their projects. However, our programs are not an on-call labor force.

➢ We are working with Vern at GMCF on implementation of the accelerator project for childcare and related services with shared costs and obtaining more private support.

Budgetary/Fiscal Management (see financial information in the board packet for additional details)

Accreditation/Continuous Improvement

➢ I have Neil and/or Kim Withroder to participate in an HLC-led webinar on student success to ensure we are aware of and working to have a data plan for key indicators of student success, a good review process for us.

Executive Summary

The Economic Value of Manhattan Area Technical College

Lightcast

MANHATTAN AREA TECHNICAL COLLEGE (Manhattan Tech) creates value in many ways. The college plays a key role in helping students increase their employability and achieve their individual potential. The college draws students to the region, generating new dollars and opportunities for the MATC Service Area.* Manhattan Tech provides students with the education, training, and skills they need to have fulfilling and prosperous careers. Furthermore, Manhattan Tech is a place for students to meet new people, increase their self-confidence, and promote their overall health and well-being.

Manhattan Tech influences both the lives of its students and the regional economy. The college supports a variety of industries in the MATC Service Area, serves regional businesses, and benefits society as a whole in Kansas from an expanded economy and improved quality of life. Additionally, the benefits created by Manhattan Tech extend to the state government through increased tax revenues and public sector savings.
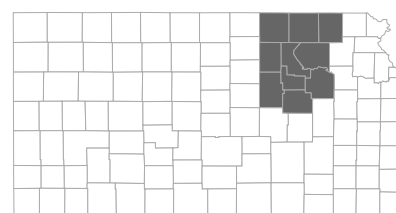
This study measures the economic impacts created by Manhattan Tech on the business community and the benefits the college generates in return for the investments made by its key stakeholder groups—students, taxpayers, and society. The following two analyses are presented:

The MATC Service Area, Kansas

🌐 **Economic impact analysis**

⚖️ Investment analysis

All results reflect employee, student, and financial data, provided by the college, for fiscal year (FY) 2023-24**. Impacts on the MATC Service Area economy are reported under the economic impact analysis and are measured in terms of added income. The returns on investment to students, taxpayers, and society in Kansas are reported under the investment analysis.

> Manhattan Tech influences both the **lives of its students** and the **regional economy**.

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*   For the purposes of this analysis, the MATC Service Area is comprised of Clay, Dickinson, Geary, Marshall, Morris, Nemaha, Pottawatomie, Riley, Wabaunsee, and Washington Counties.

**   Due to data limitations, certain financial data for Manhattan Tech reflects FY 2022-23 and serves as a proxy for FY 2023-24.

Economic impact analysis

Manhattan Tech promotes economic growth in the MATC Service Area through its direct expenditures and the resulting expenditures of students and regional businesses. The college serves as an employer and buyer of goods and services for its day-to-day and construction operations. The college's activities attract students from outside the MATC Service Area, whose expenditures benefit regional vendors. In addition, Manhattan Tech is one of the primary sources of higher education to the MATC Service Area residents and a supplier of trained workers to regional industries, enhancing overall productivity in the regional workforce.

Operations spending impact

Manhattan Tech adds economic value to the MATC Service Area as an employer of regional residents and a large-scale buyer of goods and services. In FY 2023-24, the college employed 93 full-time and part-time faculty and staff, 94% of whom lived in the MATC Service Area. Total payroll at Manhattan Tech was $4.7 million, much of which was spent in the region for groceries, mortgage and rent payments, dining out, and other household expenses. In addition, the college spent $3.3 million on expenses related to facilities, supplies, and professional services (excluding construction).

Manhattan Tech's operations spending added $5.3 million in income to the region during the analysis year. This figure represents the college's payroll, the multiplier effects generated by the in-region spending of the college and its employees, and a downward adjustment to account for funding that the college received from regional sources. The $5.3 million in added income is equivalent to supporting 98 jobs in the region.

Construction spending impact

Manhattan Tech invests in capital projects each year to maintain its facilities, create additional capacities, and meet its growing educational demands. While the amount varies from year to year, these quick infusions of income and jobs have a substantial impact on the regional economy. In FY 2023-24, Manhattan Tech's construction spending generated $109.3 thousand in added income, which is equivalent to supporting two jobs.

Impacts created by Manhattan Tech in FY 2023-24

Operations spending impact
$5.3 million

+

Construction spending impact
$0.1 million

+

Student spending impact
$0.5 million

+

Alumni impact
$8.2 million

Total economic impact
$14.1 million

OR

Jobs supported
229

Student spending impact

About 7% of credit students attending Manhattan Tech originated from outside the region in FY 2023-24, and some of these students relocated to the MATC Service Area to attend Manhattan Tech. These students may not have come to the region if the college did not exist. In addition, some in-region students, referred to as retained students, would have left the MATC Service Area if not for the existence of Manhattan Tech. While attending the college, these relocated and retained students spent money on groceries, accommodation, transportation, and other household expenses. This spending generated $535.5 thousand in added income for the regional economy in FY 2023-24, which supported 11 jobs in the MATC Service Area.

Alumni impact

The education and training Manhattan Tech provides for regional residents has the greatest impact. Since the establishment of the college, students have studied at Manhattan Tech and entered the regional workforce with greater knowledge and new skills. Today, thousands of former Manhattan Tech students are employed in the MATC Service Area. As a result of their education from Manhattan Tech, the students receive higher earnings and increase the productivity of the businesses that employ them. In FY 2023-24, Manhattan Tech alumni generated $8.2 million in added income for the regional economy, which is equivalent to supporting 118 jobs.

Total impact

Manhattan Tech added $14.1 million in income to the MATC Service Area economy during the analysis year, equal to the sum of the operations and construction spending impacts; the student spending impact; and the alumni impact.

Manhattan Tech's total impact can also be expressed in terms of jobs supported. The $14.1 million impact supported 229 regional jobs, using the jobs-to-sales ratios specific to each industry in the region. In addition, the $14.1 million, or 229 supported jobs, stemmed from different industry sectors. For instance, among non-education industry sectors, the spending of Manhattan Tech and its students and the activities of its alumni in the Health Care & Social Assistance industry sector supported 48 jobs in FY 2023-24. If the college did not exist, these impacts would not have been generated in the MATC Service Area.

Manhattan Tech impacts by industry (jobs supported)

48
Health Care & Social Assistance

21
Government, Non-Education

19
Construction

15
Other Services (except Public Admin)

9
Accommodation & Food Services

The **$14.1 million** total impact supported **229 regional jobs**.

Investment analysis

An investment analysis evaluates the costs associated with a proposed venture against its expected benefits. The analysis presented here evaluates Manhattan Tech as an investment from the perspectives of students, taxpayers, and society in Kansas. As with the economic impact analysis, this analysis considers only FY 2023-24 activities. Please note that during the timeframe of this analysis each of the technical colleges benefited from additional resources provided due to the pandemic. These funds were targeted to sustain teaching and learning through the pandemic, as well as for strategic investments in technologies and services strengthening each institution. Those additional funds have impacted the return on investment analyzed. We anticipate that the actual return on investment will likely be greater due to the investment of those funds to strengthen each institution and the technical college system as a whole.

Student perspective

In FY 2023-24, Manhattan Tech served 1,236 credit and 191 non-credit students. In order to attend the college, the students paid for tuition, fees, books, and supplies. They also took out loans and will incur interest on those loans. Additionally, students gave up money they would have otherwise earned had they been working instead of attending college. The total investment made by Manhattan Tech's students in FY 2023-24 amounted to a present value of $4.0 million, equal to $3.0 million in out-of-pocket expenses (including future principal and interest on student loans) and $1.0 million in forgone time and money.

In return for their investment, Manhattan Tech's students will receive a stream of higher future earnings that will continue to grow throughout their working lives. For example, the average Manhattan Tech associate degree graduate from FY 2023-24 will see

Students see a high rate of return for their investment in Manhattan Tech

Average annual return for Manhattan Tech students
11.4%

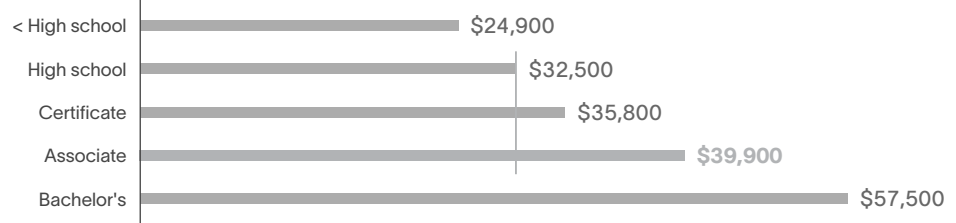Stock market 30-year average annual return
10.1%

Interest earned on savings account (national deposit rate)
0.5%

Source: Forbes' S&P 500, 1994-2023; FDIC.gov, March 2023

Average earnings by education level at career midpoint

The average associate degree graduate from Manhattan Tech will see an increase in earnings of **$7,400** each year compared to a person with a high school diploma or equivalent working in Kansas.

Education level	Earnings
< High school	$24,900
High school	$32,500
Certificate	$35,800
Associate	$39,900
Bachelor's	$57,500

Source: Lightcast employment data

annual earnings that are $7,400 higher than a person with a high school diploma or equivalent working in Kansas. Over a working lifetime, the benefits of an associate degree over a high school diploma will amount to an undiscounted value of $347,800 in higher earnings per graduate. The present value of the cumulative higher future earnings that Manhattan Tech's FY 2023-24 students will receive over their working careers is $12.4 million.

The students' benefit-cost ratio is 3.1. In other words, for every dollar students invest in Manhattan Tech in the form of out-of-pocket expenses and forgone time and money, they will receive a cumulative value of $3.10 in higher future earnings. Annually, the students' investment in Manhattan Tech has an average annual internal rate of return of 11.4%, which is impressive compared to the U.S. stock market's 30-year average rate of return of 10.1%.

Taxpayer perspective

Taxpayers invested $4.6 million in the college in FY 2023-24, equal to the amount of state and local government funding. In return, the college generates substantial benefits for taxpayers. These benefits to taxpayers consist primarily of taxes that the state government will collect from the added revenue created in the state. As Manhattan Tech students will earn more, they will make higher tax payments throughout their working lives. Students' employers will also make higher tax payments as they increase their output and purchases of goods and services. By the end of the FY 2023-24 students' working lives, the state government will have collected a present value of $3.6 million in added taxes.

Benefits to taxpayers will also consist of savings generated by the improved lifestyles of Manhattan Tech students and the corresponding reduced government services. Education is statistically correlated with a variety of lifestyle changes. The education that Manhattan Tech students receive will generate savings in three main categories: 1) health care, 2) justice system, and 3) income assistance. Improved health will lower students' demand for national health care services. In addition, costs related to the justice system will decrease. Manhattan Tech students will be more employable, so their reduced demand for income assistance such as welfare and unemployment benefits will benefit taxpayers. For a list of study references, contact the college for a copy of the main report. Altogether, the present value of the benefits associated with an education from Manhattan Tech will generate $618.9 thousand in savings to state taxpayers. Total taxpayer benefits amount to $4.2 million, the present value sum of the added tax revenues and public sector savings.
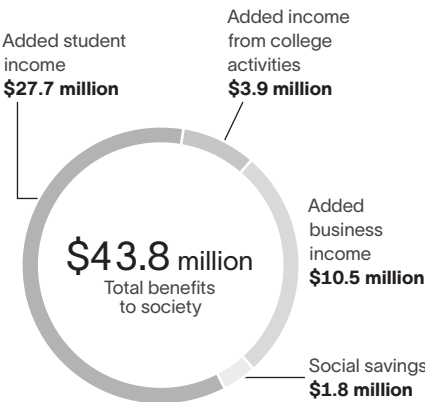
Social perspective

Society as a whole in Kansas benefits from the presence of Manhattan Tech in two major ways. Primarily, society benefits from an increased economic base in the state. This is attributed to the added income from students' increased

Total taxpayer benefits amount to **$4.2 million**, the present value sum of the added tax revenues and public sector savings.

Social benefits in Kansas from Manhattan Tech

Added student income
$27.7 million

Added income from college activities
$3.9 million

$43.8 million
Total benefits to society

Added business income
$10.5 million

Social savings
$1.8 million

Source: Lightcast impact model

lifetime earnings (added student income) and increased business output (added business income), which raise economic prosperity in Kansas.

Benefits to society also consist of the savings generated by the improved lifestyles of Manhattan Tech students. As discussed in the previous section, education is statistically correlated with a variety of lifestyle changes that generate social savings. Note that these costs are avoided by the consumers but are distinct from the costs avoided by the taxpayers outlined above. Health care savings include avoided medical costs associated with smoking, obesity, substance abuse, and depression. Justice system savings include avoided costs to the government and society due to less judicial activity. Income assistance savings include reduced welfare and unemployment claims. For a list of study references, contact the college for a copy of the main report.

Altogether, the social benefits of Manhattan Tech equal a present value of $43.8 million. These benefits include $27.7 million in added student income, $10.5 million in added business income, $3.9 million in added income from college activities, as well as $1.8 million in social savings related to health, the justice system, and income assistance in Kansas. People in Kansas invested a present value total of $10.3 million in Manhattan Tech in FY 2023-24. The cost includes all the college and student costs.

The benefit-cost ratio for society is 4.3, equal to the $43.8 million in benefits divided by the $10.3 million in costs. In other words, for every dollar invested in Manhattan Tech, people in Kansas will receive a cumulative value of $4.30 in benefits. The benefits of this investment will occur for as long as Manhattan Tech's FY 2023-24 students remain employed in the state workforce.

Summary of investment analysis results

The results of the analysis demonstrate that Manhattan Tech is a strong investment for students and society. As shown, students receive a great return for their investments in an education from the college. From the taxpayers' perspective, the benefits generated by the college and its students recover a significant portion of the costs borne by taxpayers and create a wide range of social benefits throughout Kansas.

Summary of investment analysis results

Student perspective

Present value benefits
$12.4 million

Present value costs
$4.0 million

Net present value
$8.3 million

Benefit-cost ratio	Rate of return
3.1	11.4%

Taxpayer perspective

Present value benefits
$4.2 million

Social perspective

Present value benefits
$43.8 million

Present value costs
$10.3 million

Net present value
$33.6 million

Benefit-cost ratio	Rate of return
4.3	n/a[*]

* The rate of return is not reported for the social perspective because the beneficiaries are not necessarily the same as the original investors.

Conclusion

*The results of this study demonstrate that
Manhattan Tech creates value from **multiple perspectives**.*

The college benefits regional businesses by increasing consumer spending in the region and supplying a steady flow of qualified, trained workers to the workforce. Manhattan Tech enriches the lives of students by raising their lifetime earnings and helping them achieve their individual potential. The college benefits state taxpayers through increased tax receipts and a reduced demand for government-supported social services. Finally, Manhattan Tech benefits society as a whole in Kansas by creating a more prosperous economy and generating a variety of savings through the improved lifestyles of students.

About the study

Data and assumptions used in the study are based on several sources, including the FY 2023-24 academic and financial reports from Manhattan Tech, industry and employment data from the U.S. Bureau of Labor Statistics and U.S. Census Bureau, outputs of Lightcast's Multi-Regional Social Accounting Matrix model, and a variety of studies and surveys relating education to social behavior. The study applies a conservative methodology and follows standard practice using only the most recognized indicators of economic impact and investment effectiveness. For a full description of the data and approach used in the study, please contact the college for a copy of the main report.

⚡ Lightcast

Lightcast provides colleges and universities with labor market data that help create better outcomes for students, businesses, and communities. Our data, which cover more than 99% of the U.S. workforce, are compiled from a wide variety of government sources, job postings, and online profiles and résumés. Hundreds of institutions use Lightcast to align programs with regional needs, drive enrollment, connect students with in-demand careers, track their alumni's employment outcomes, and demonstrate their institution's economic impact on their region. Visit lightcast.io/solutions/education to learn more or connect with us.

Fact Sheet

The Economic Value of Manhattan Area Technical College

Manhattan Area Technical College (Manhattan Tech) creates a significant positive impact on the business community and generates a return on investment to its major stakeholder groups—students, taxpayers, and society. Using a two-pronged approach that involves an economic impact analysis and an investment analysis, this study calculates the benefits received by each of these groups. Results of the analysis reflect fiscal year (FY) 2023-24.
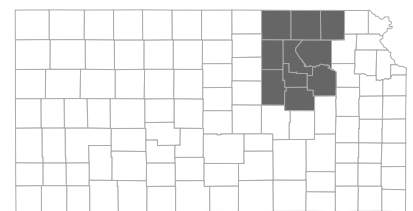
The MATC Service Area, Kansas

🌐 Economic impact analysis

In FY 2023-24, Manhattan Tech added **$14.1 million** in income to the MATC Service Area* economy. Expressed in terms of jobs, Manhattan Tech's impact supported **229 jobs**.

Operations spending impact

- Manhattan Tech employed 93 full-time and part-time faculty and staff. Payroll amounted to $4.7 million, much of which was spent in the region for groceries, mortgage and rent payments, dining out, and other household expenses. The college spent another $3.3 million on its expenses related to facilities, supplies, and professional services (excluding construction).

- The net impact of the college's operations spending added **$5.3 million** in income to the regional economy in FY 2023-24.

Construction spending impact

- Manhattan Tech invests in capital projects each year to maintain its facilities, create additional capacities, and meet its growing educational demands, generating a short-term infusion of spending and jobs in the regional economy.

- The net impact of Manhattan Tech's construction spending in FY 2023-24 was **$109.3 thousand** in added income for the MATC Service Area.

Student spending impact

- About 7% of credit students attending Manhattan Tech originated from outside the region. Some of these students relocated to the MATC Service Area. In addition, some in-region students, referred to as retained students, would have left the MATC Service Area for other educational opportunities if not for Manhattan Tech. These relocated and retained students spent money on groceries, mortgage and rent payments, and other living expenses at regional businesses.

- The expenditures of relocated and retained students in FY 2023-24 added **$535.5 thousand** in income to the MATC Service Area economy.

Alumni impact

- Over the years, students have studied at Manhattan Tech and entered or re-entered the workforce with newly acquired knowledge and skills. Today, thousands of these former students are employed in the MATC Service Area.

- The net impact of Manhattan Tech's former students currently employed in the regional workforce amounted to **$8.2 million** in added income in FY 2023-24.

Impacts created by Manhattan Tech in FY 2023-24

Operations spending impact
$5.3 million

+

Construction spending impact
$0.1 million

+

Student spending impact
$0.5 million

+

Alumni impact
$8.2 million

Total economic impact
$14.1 million

OR

Jobs supported
229

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* For the purposes of this analysis, the MATC Service Area is comprised of Clay, Dickinson, Geary, Marshall, Morris, Nemaha, Pottawatomie, Riley, Wabaunsee, and Washington Counties.

⚖ Investment analysis

Student perspective

▪ Manhattan Tech's FY 2023-24 students paid a present value of **$3.0 million** to cover the cost of tuition, fees, supplies, and interest on student loans. They also forwent a value of **$1.0 million** in time and money had they been working instead of attending college.

▪ In return for their investment, students will receive a cumulative present value of **$12.4 million** in increased earnings over their working lives. This translates to a return of **$3.10** in higher future earnings for every dollar students invest in their education. Students' average annual rate of return is **11.4%**.

Taxpayer perspective

▪ Taxpayers provided Manhattan Tech with **$4.6 million** of funding in FY 2023-24. In return, they will benefit from added tax revenues, stemming from students' higher lifetime earnings and increased business output, amounting to **$3.6 million**. A reduced demand for government-funded services in Kansas will add another **$618.9 thousand** in benefits to taxpayers.

▪ Total taxpayer benefits amount to **$4.2 million**, the present value sum of the added tax revenues and public sector savings.

Social perspective

▪ In FY 2023-24, Kansas invested **$10.3 million** to support Manhattan Tech. In turn, the Kansas economy will grow by **$42.0 million**, over the course of students' working lives. Society will also benefit from **$1.8 million** of public and private sector savings.

▪ For every dollar invested in Manhattan Tech in FY 2023-24, people in Kansas will receive **$4.30** in return, for as long as Manhattan Tech's FY 2023-24 students remain active in the state workforce.

Students see a high rate of return for their investment in Manhattan Tech

Average annual return for Manhattan Tech students
11.4%

Stock market 30-year average annual return
10.1%

Interest earned on savings account (national deposit rate)
0.5%

Source: Forbes' S&P 500, 1994-2023; FDIC.gov, March 2023

For every $1...

Students gain in lifetime earnings
$3.10

Society gains in added income and social savings
$4.30

In total...

Taxpayers gain in added tax revenue and public sector savings
$4.2 million

Manhattan Technical College Board of Directors

Name	County	1st Year of Service	Current Term Ends (June of FY)
Tim Flanary	Pottawatomie	2018	2026
David Urban	Riley	2020	2028
Brett Ballou	Riley	2020	2028
Heather Peterson	Pottawatomie	2022	2026
John Armbrust	Riley	2023	2027
Julia Noah (Crimmins)	Clay	2023	2027
Stephanie Pierce	Riley	2024	2028
Dan Strom	Pottawatomie	2024	2028
Leslie Goodwin	Geary	2024	2028