

**Manhattan Area Technical College  
Board of Directors Meeting Agenda  
February 24, 2027/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.

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## 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, Vice President of Operations  
Kerri Bellamy, Dean, Advanced Technologies  
Neil Ross, Dean, Institutional Effectiveness, CSSO  
Brian Koch, Faculty, Chair, Faculty Senate

Pam Imperato, Special Advisor to President  
Chris Boxberger, Vice President, Education & Engagement  
Kim Davis, Dean, Nursing Ed & Health  
Peter Vopata, Coordinator, Human Resources  
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 and related financial information (**Attachment 2**) \*
  - c. Organizational update (**Attachment 3**) \*
3. General Agenda (\*items that may require Board action)
  - a. Executive Session (30 min)
    - i. Non-Elected Personnel
  - b. Finance
    - i. Financial Dashboard (**Attachment 4**)
  - c. Partnerships/Outreach
    - i. Update report (**See Attachment of Ends Report**)
    - ii. Lumina Grant update
  - d. Operations
    - i. Facilities update
  - e. Faculty Senate
    - i. Update report (**Attachment 5**)
  - f. Academics
    - i. No updates
  - g. Policies
    - i. Syllabus Policy Update, 4.2.5 (**Attachment 6 (previous) Attachment 7 (revised)**) \*
  - h. Student Services
    - i. Tuition & Fee Recommendations (**Will update @ March mtg**)

- i. Resource Development
  - i. No updates
- ii. Governance Monitoring Reports (as required)
  - i. Achievement of Ends (**Attachment 8**)
- iii. Board Terms
  - i. Renewals (**Attachment 9**)
- iv. President's Report
  - i. Monthly update report (**Attachment 10**)
  - ii. Legislature Update
  - iii. Wamego Area Chamber of Commerce Impact Award

4. Events/Meetings Calendar

- a. February 26 – Open House, 9a-1p
- b. March 11 – Manhattan Chamber After Hours, 5:30p
- c. March 16-20 – Spring Break – Campus Closed
- d. March 25 – Career Fair, 1p
- e. April 16 – National Signing Day, 12:30p
- f. May 15 – Nursing Pinning, 2p
- g. May 16 – Commencement, 10a
- h. May 25 – Memorial Day – Campus Closed

5. Adjournment

	<b>Schedule of President's Monitoring Reports</b>
Monthly Through BOD Meetings  Written Report in December	<p>1. <b>GENERAL EXECUTIVE CONSTRAINT</b></p> <p>a) The President shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, imprudent, or unethical</p>
June	<p>2. <b>TREATMENT OF PEOPLE</b></p> <p>a) With respect to treatment of students, staff, volunteers and the community, dealings shall not be inhumane, unfair, or undignified.</p>
October	<p>3. <b>BUDGETING/FINANCIAL PLANNING/FORECASTING</b></p> <p>a) Budgeting shall not deviate significantly from board priorities, or risk fiscal jeopardy.</p>
Quarterly (Reports to Include Both MATC Operating Financials as Well as MATC Foundation Impact)	<p>4. <b>FINANCIAL CONDITION</b></p> <p>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.</p> <p>b) July – September</p> <p>c) October - December    January – March</p> <p>d) April – June</p>

Ongoing	<p>5. <b>INFORMATION AND ADVICE</b></p> <p>a) With respect to providing information and counsel to the board, the President shall not permit the board to be uninformed.</p>
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January & August	<p>8. <b>STRATEGIC PLAN (General Executive Constraint &amp; Board Governance Process)</b></p> <p>a) Annual presentation of Strategic Plan...the President shall not operate the college without a Strategic Plan.</p> <p>b) Monitoring progress of Strategic Plan.</p>
February & October	<p>9. <b>ACHIEVMENT OF ENDS</b></p> <p>a) Vision &amp; Mission</p> <p>b) Essential Skills</p> <p>c) Work Preparedness</p> <p>d) Workforce Development</p> <p>e) Leadership</p>

**Manhattan Area Technical College**  
**Board of Directors Meeting Minutes**  
**January 27, 2026/MATC Advanced Technology Center/5:30pm (zoom/live stream)**

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Brett Ballou (Riley)  
Julie Crimmins (Clay)  
~~Dan Strom (Pottawatomie)~~  
Leslie Goodwin (Geary)

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

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Josh Gfeller, Vice President of Operations  
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Neil Ross, Dean, Institutional Effectiveness, CSSO  
Brian Koch, Faculty, Chair, Faculty Senate

Pam Imperato, Special Advisor to President  
Chris Boxberger, Vice President, Education & Engagement  
Kim Davis, Dean, Nursing Ed & Health  
~~Peter Vopata, Coordinator, Human Resources~~  
Suzy Baker, Senior Executive Officer, Board Clerk

Agenda (\*items require Board action)

1. Call to Order **Tim called the meeting to order at 5:30p**
  - a. Introductions (if necessary) **Faculty members:** John Chingway, CST, Travis Pittinger, HVAC, Tom Madden, WLD
  - b. Agenda revisions (if necessary) \*
2. Consent Agenda\* **Tim asked for a motion to approve the consent agenda, Brett 1<sup>st</sup>, John 2<sup>nd</sup>. 7 yes, 0 no. Motion carried.**
  - a. Previous board minutes (Attachment 1) \*
  - b. Previous month check register and related financial information (Attachment 2) \*
  - c. Organizational update (Attachment 3) \*
3. General Agenda (\*items that may require Board action)
  - a. Finance
    - i. Audit Report (Attachment 4) \* **Tyler: (auditor) walked through the attached audit reports.**
      - The audit provides reasonable (not absolute) assurance that financial statements are free of material misstatements; it does not opine on internal controls.
      - The audit used sampling rather than reviewing every transaction. Key procedures included risk assessment, understanding internal controls, and evaluating accounting policies.
      - No significant deficiencies or material weaknesses were found. The college received a clean opinion on the single audit.
      - A major capital project was placed in service: a building from prior construction valued at over \$14 million, which will now be subject to depreciation and repayment.
      - **Tim asked for a motion to approve the audit report. John 1<sup>st</sup>, Julie 2<sup>nd</sup>. 7 yes, 0 no. Motioned carried.**

- b. Financial Dashboard (Attachment 5) **Cara: Quarterly Financial Report (Oct–Dec)**
  - Revenues are on track; interest income is outperforming expectations. A \$400,000 prior-year surplus remains unused.
  - Expenditures are generally as expected; capital outlay is low. Funds are still required for computer support program furniture and layout.
  - Nursing funds from Via Christi appear low due to continued drawdown of prior-year funds.
  - Reserves are increasing by about \$5,000 per month from interest.
- c. Partnerships/Outreach
  - i. Update report (Attachment 6) **Chris: Presented his monthly report.**
    - Ongoing discussion with Foot Locker to sponsor Employability Week and the career fair.
    - Manhattan Tech received a \$5,000 NACE (National Association for Community College Entrepreneurship) grant to host a business pitch competition in September.
    - Smithfield donated a large stainless-steel “drake” used in sausage production.
    - The college’s new blog, “The Grind,” featured an article about the Teaching and Learning Center (TLC) that was reposted by the American Association of Community Colleges (AACC).  
<https://www.aacc21stcenturycenter.org/article/the-heart-of-student-support/>
- d. Faculty Senate
  - i. Update report (Attachment 7) **Brian: Presented report that is in the packet, with a few additions.**
    - The business department is successfully onboarding GED graduates, who are transitioning into programs and advancing their careers.
    - An ELL (English Language Learner) student is auditing an accounting class as a pilot to evaluate literacy needs for program success.
    - A new combined beginning/intermediate algebra class is being developed to meet student needs, despite not receiving state funding.
- e. Operations
  - i. Facilities update **Josh: Updates.**
    - Roof leaks at the regional testing center are being repaired.
    - A bat issue in one wing is being addressed by installing a one-way exit system.
    - Snow removal was effective, and the new parking area is fully utilized.
- f. Academics
  - i. No updates
- g. Policies
  - i. No updates
- h. Student Services
  - i. Discuss Spring 26 Events & CRM **Neil: Updates.**
    - Employability Week is being planned to expand the one-day career fair, adding workshops and mock interviews with employers.

- o National Signing Day is scheduled for April to celebrate incoming MATC students.
  - o The new CRM (Slate) is live for applications and scheduling; next phase is integration with the internal information system, with testing beginning soon.
  - i. Resource Development
    - i. No updates
  - j. Governance Monitoring Reports (as required)
    - i. Strategic Plan (Attachment 7) **Jim: Discussed his attached plan.**
  - k. President's Report
    - i. Monthly update report (Attachment 8) **Jim: Discussed his monthly update.**
      - o Increased emphasis on professional credit programs and viewing attendees as "learners" with diverse needs (credit, GED, English skills).
      - o Participation in the Alliance for Innovation and Transformation (AFIT), exploring 10x scaling and integrating quantum computing and AI concepts for two-year colleges.
      - o A partnership was signed with the Ellis Foundation to provide scholarships to high school students; a pilot proposal for adult education students is under consideration.
      - o State-level efforts are underway to restore funding cuts; legislators Megan Steele and Kenny Titus are supportive.
      - o Tuition and fee increase recommendations will be presented by March, potentially with a tiered structure based on program costs.
  - l. Executive Session (10 min)
    - i. Personnel: **Brett made a motion to move into Executive Session at 6:32p. Brett 1<sup>st</sup>, John 2<sup>nd</sup>. 7 yes, 0 no. Approved to go into Executive Session at 6:32p. Tim asked for a motion to go back into open session at 6:42p. John 1<sup>st</sup>, Brett 2<sup>nd</sup>. 7yes, 0 no. Approved to move back into open session at 6:42p.**
4. Events/Meetings Calendar
- a. February 10 – AutoTech Donation Ceremony, 10a
  - b. February 24 – Board of Directors Monthly Meeting, 5:30p
  - c. February 26 – Open House, 9a-1p
  - d. March 11 – Manhattan Chamber After Hours, 5:30p
  - e. March 16-20 – Spring Break – Campus Closed
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5. Adjournment **Tim made a motion to adjourn. John 1<sup>st</sup>, Brett 2<sup>nd</sup>. Adjourned at 6:43p**

<b>Schedule of President's Monitoring Reports</b>
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February &  
October

**9. ACHIEVMENT OF ENDS**

- a) Vision & Mission
- b) Essential Skills
- c) Work Preparedness
- d) Workforce Development
- e) Leadership



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

February 24, 2026

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 462,831.07	60.86%
Facilities (510)	\$ 112,201.21	14.75%
Student Payments (110)	\$ -	0.00%
Program Expenditures	\$ 119,773.07	15.75%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ -	0.00%
Wamego (excluding salary/benefits)	\$ 26,604.07	3.50%
Other Operating costs	\$ 39,116.76	5.14%
<b>Total January Expenditures</b>	<b>\$ 760,526.18</b>	<b>100%</b>

\*\*\*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 1.15.26 Payroll deductions	\$ 39,148.60	Payroll	
IRS	PR 1.30.26 Payroll deductions	\$ 39,671.07	Payroll	
KS Dept of Revenue	PR 1.15.26 Payroll deductions	\$ 8,577.37	Payroll	
KS Dept of Revenue	PR 1.30.26 Payroll deductions	\$ 8,657.93	Payroll	
BCBS	January Health Insurance Premium	\$ 74,657.55	Payroll	
KPERS	PR 1.15.26 Payroll deductions	\$ 9,086.38	Payroll	
KPERS	PR 1.30.26 Payroll deductions	\$ 9,417.87	Payroll	
Evergy	Evergy- January 2026	\$ 9,458.31	Facilities	
KS State Bank	ATC January Interest Payment	\$ 74,107.25	Facilities	Donations
Instructure, Inc	Canvas Catalog	\$ 5,700.00	Operating	
Integrated Opening Solutions	Wamego Key Access upgrade	\$ 9,132.06	Wamego	Capital Outlay
Integrated Opening Solutions	Wamego Door Access Upgrade	\$ 9,132.05	Wamego	
Anixter Inc- Kansas City	EPD Student Tools Kits SP26	\$ 62,384.73	Program	
John A Marshall Co	Classroom Nursing Chairs	\$ 16,402.35	Facilities	
Technolutions, Inc	State Admissions Software License -2	\$ 15,000.00	Program	
Economy Electric Inc	Economy Electric Electric Program Panel	\$ 13,380.00	Program	
Kientz & Penick, CPAs, LLC	Kientz and Penick FY25 Audit	\$ 17,750.00	Operating	
<b>Total January Expenditures Exceeding Threshold</b>		<b>\$ 421,663.52</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** February 24, 2026  
**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
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Matthew Schacht	Biology Science Instructor	2/3/2026	Gen Ed. & Science Faculty	Operating	Separation
Mark Ballinger	Director of Allied Health	2/17/2026	Nursing & Health Education	Operating	Separation
New/Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Faculty & Clinical Instructors			Nursing & Health Education	Operating	Open
Concurrent Instructors			Academic Partnerships	Operating	Open
Full-Time Associate Degree Nursing Instructor			Nursing & Health Education	Operating	Open
Full-Time Technical Education Program Assistant			Advanced Tech Staff	Operating	Open
Nursing Education & Healthcare Program Coordinator			Nursing & Health Education	Operating	Open
Full-Time Admissions Recruiter			Student Success/ Admissions	Operating	Open
HVAC Program Assistant & Adjunct			Advanced Tech Staff	Operating	Open

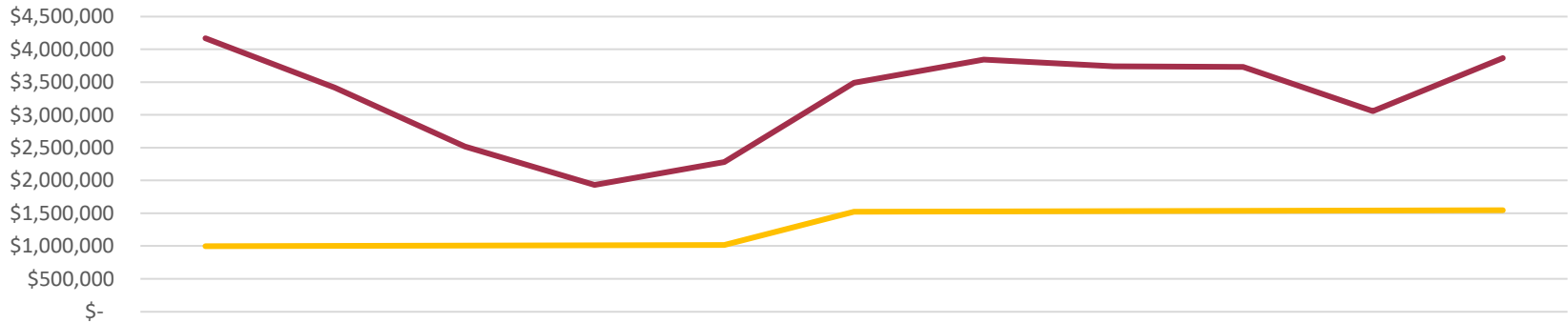


<b>FY26 Cash Flow Budget</b>
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FY 26 Actuals as of 1/31/26
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	1/31/2026	6/30/2026		6/30/2025
	<i>actuals</i>	<i>budget</i>		<i>actuals</i>
<b>Cash Flows from Operations</b>				
Student tuition	\$ 1,970,124	\$ 2,103,115	94%	\$ 2,079,032.00
Credit Hour/Lab Fee	\$ 1,381,007	\$ 1,564,993	88%	\$ 1,383,066.00
Federal grants and contracts	\$ 84,993	\$ 291,648	29%	\$ 284,657.00
State Appropriations	\$ 4,605,768	\$ 5,870,200	78%	\$ 6,062,376.00
Building Hire Education Fund	\$ 200,000	\$ 470,334	43%	\$ 1,017,116.00
Nursing Funds from Via Christi	\$ 30,000	\$ 228,100	13%	\$ 56,741.74
Auxiliary Sales and Services	\$ 23,304	\$ 49,189	47%	\$ 37,496.00
Interest Income	\$ 115,885	\$ 125,000	93%	\$ 214,255.00
Misc. Income	\$ 42,839	\$ 65,595	65%	\$ 59,048.00
Remaining Operational Contingency from FY25	\$ 400,479	\$ 400,479	100%	\$ -
<b>Total Cash Flows from Operations</b>	<b>\$ 8,824,400</b>	<b>\$ 11,168,653</b>	<b>79%</b>	<b>\$ 11,137,046</b>
<b>Cash Outflows from Operations</b>				
Salaries & Benefits	\$ 3,356,869	\$ 5,663,598	59%	\$ 5,518,739.00
Contractual Expenditures	\$ 691,826	\$ 1,581,292	44%	\$ 1,694,260.00
Non Contractual Expenditures	\$ 502,673	\$ 1,142,732	44%	\$ 732,209.00
Capital Outlay	\$ 490,189	\$ 1,466,698	33%	\$ 1,705,896.00
Interest Expense	\$ 530,134	\$ 931,253	57%	\$ 947,502.00
Operational Liabilities	\$ 1,749	\$ 1,000	175%	\$ -
Reserves	\$ -	\$ -	-	\$ 500,000
<b>Total Cash Outflows from Operations</b>	<b>\$ 5,571,691</b>	<b>\$ 10,786,573</b>	<b>52%</b>	<b>\$ 11,098,606</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 3,252,709</b>	<b>\$ 382,080</b>		<b>\$ 38,440</b>

### Reserves & Cash on Hand



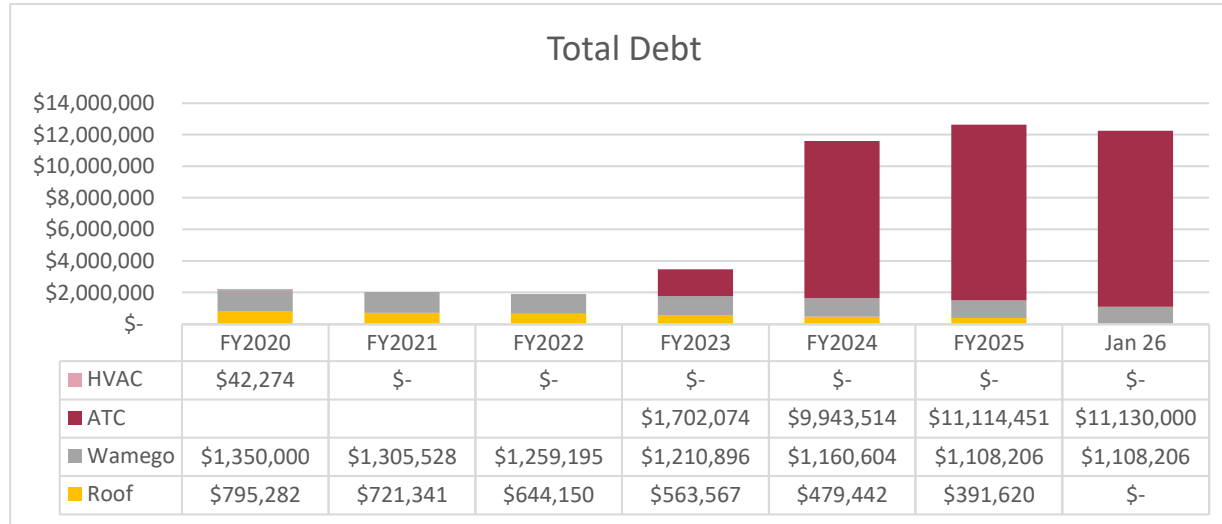
	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26
Series1	\$1,000,000	\$1,002,610	\$1,006,178	\$1,011,788	\$1,015,509	\$1,520,545	\$1,526,256	\$1,531,571	\$1,536,172	\$1,541,425	\$1,546,036
Series2	\$4,169,527	\$3,416,701	\$2,518,979	\$1,933,984	\$2,281,775	\$3,490,918	\$3,842,707	\$3,742,402	\$3,734,197	\$3,056,410	\$3,868,689

Days Cash on Hand (Reserves only): 54

### Foundation Funds (Unrestricted)



	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26
Series1	\$52,890	\$50,155	\$56,117	\$58,747	\$59,520	\$59,685	\$63,834	\$67,435	\$67,575	\$67,981	\$70,593



**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

Policy No. 4.2.5

Title: <b>Learning Syllabus Requirements</b>	
Originated by: Vice President of Instructional Services	
Signature	Date
Approved:	
Signature	Date
Reviewed:	Revised: July 25, 2011

**Policy Statement:** Each instructor will prepare a course learning syllabus according to the MATC Learning Syllabus format (outlined in the *Faculty Handbook*) for every class he or she teaches.

**Rationale:** The principal purpose of a syllabus is to inform students in a formal and timely way of the nature and content of the course, policies and procedures that will apply, and logistics involved in participating in classes. In addition to being informative, however, a syllabus is also an instructor's promise that is both explicit in what it states will be part of the course, and implicit in what it infers (by not including) will not be part of the course.

**Procedure:**

1. The syllabus is the plan for meeting the requirements of the course and will contain, at a minimum, all the components as described in the MATC Syllabus Template.
2. Additional information may be added to the course syllabus; however, no components provided in the syllabus template are to be deleted.
3. The syllabus will be updated as necessary each semester and filed with the Vice President of Instruction before the start of classes each semester.
  - a. The syllabus will follow the approved MATC format.
  - b. The syllabus will be sent electronically to the VPIS, following the appropriate naming standards (see *Faculty Handbook*).
  - c. The syllabus must be reviewed with the students the first day of class.
  - d. A copy of the course syllabus should be given to each student at the first class meeting and posted on the Learning Management System
4. Learning outcomes for the course are to be written in a specifically measurable format.

Audience - Green

Behavior - Red

Condition - Blue

Degree - Pink

Given ... the student will be able to ..... do, interpret, demonstrate, synthesize, evaluate, troubleshoot, repair, etc... Make the objectives MEASURABLE.

**Examples**

**Psychomotor** - "Given a standard balance beam raised to a standard height, the student will be able to walk the entire length of the balance beam (from one end to the other) steadily, without falling off, and within a six second time span."

**Measurement and Measurement Systems** – Given various measurement principles, the student will be able to demonstrate the use of fractions and decimals in standard and metric systems and perform necessary conversions with 80% accuracy in demonstrated exercises.

**Measurements with Line-Graduated Instruments** – Given line-graduated rulers, the student will perform dimensional measurement and demonstrate layout and transfer measuring to within a 64<sup>th</sup> of inch accuracy.

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 4.2.5**

Title: <b>Syllabus Policy</b>	
Originated By: <b>Vice President of Instructional Services</b>	Date: 8/31/2011
President / Board of Directors Approval Date:	
<b>Revised by: Chief Academic Officer</b>	
<b>Revision/Review Date: 2/2026</b>	

**Policy Statement:** Instructors are required to create, maintain, and publish an official course syllabus for every for-credit undergraduate course they teach using the institution's adopted digital syllabus management platform.

**Rationale:** A syllabus outlines the academic relationship between instructors and students in a course. Used as the basis for communication and accountability, a syllabus conveys course expectations, organizes required information, sets the tone for the learning environment, and assists students in navigating the course.

**Procedure:**

1. Required Use of Digital Syllabus Management Platform
  - a. A syllabus for each course and section must be created using the institutions digital syllabus management platform.
  - b. All required template components must remain intact.
  - c. Additional instructor-specific information may be added in designated editable sections.
2. Syllabus Content Requirements
  - a. Course Information
  - b. Materials
  - c. Learning Outcomes and Competencies
  - d. Methods of Grading and Evaluation (grading scale)
  - e. Course/Departmental Policies
  - f. Institutional Policies
3. Some programs may have other additions that are required per accreditation not listed in this policy.
4. Submission and Publication
  - a. The instructor must complete and submit the syllabus for approval by the appropriate Dean by the specified deadline.
  - b. Once approved, the instructor will publish the course with the approved syllabi before the first day of class. Instructors must ensure that the syllabi are viewable for students on the first day of class or the first online module.
  - c. No PDF uploads or external documents may replace the adopted digital syllabus management platform.
5. Updating Syllabi

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 4.2.5**

- a. Prior to implementation, any change to a for-credit undergraduate course, except for adjustments to assignment dates, must be reflected in the official syllabus management platform and submitted for approval to the appropriate Dean. This process ensures consistency, transparency, and proper communication of updates to all course participants.

## Monthly Outreach and Partnership Report

**Period:** February 2026

**Prepared by:** Chris Boxberger & David Umanzor

This report outlines outreach visits, partnership development, and key engagement activities that strengthened relationships with community, business, education, and government stakeholders during February 2026.

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### Community and Economic Development

- **Regional Excellence Initiative Summit:** Participated in a summit hosted by the Kansas Department of Commerce and the Flint Hills Resource Council to initiate manufacturer-focused projects, including a new “Learn to Earn” program in collaboration with FHRC, SATC, FHTC, and Washburn Tech.
  - **Manhattan Chamber of Commerce:** Attended the Annual Meeting, Business After Hours, Community Conversation & Coffee, and a Youth Leadership Manhattan presentation to maintain strong engagement with local business and civic leaders.
  - **Junction City Chamber of Commerce:** Participated in Business During Hours, a member relations meeting with Kelly Cook, and a follow-up lunch with the membership director to strengthen regional business partnerships.
  - **Manhattan Chamber / Riley County – Make My Move Webinar:** Joined a relocation program webinar to align MATC with regional talent attraction strategies.
  - **Manhattan Community Health Gala:** Attended to support local health initiatives and elevate MATC’s visibility in the community.
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### Business and Industry Engagement

- **Meadowlark:** Met with new Health Career Recruiter, Jericho Taylor, to discuss workforce development initiatives and alignment with healthcare career pathways.
- **NBAF (National Bio and Agro-Defense Facility):** Discussed hiring needs and graduate pathways; NBAF’s goal is 150 tentative offers by August 2026, many of which align with MATC graduate qualifications.
- **Alma Foods:** Met to plan additional EPA and electrical training sessions in collaboration with faculty, including Eric Bartow.
- **Kwik Staff and Aerotek:** Met with staffing agencies to understand client hiring needs and explore recruitment pipelines for welders and other skilled trades.
- **Charlson & Wilson Insurance:** Visited the OSHA 30 class and toured campus; confirmed enthusiasm for serving as MATC’s “Safety Sponsors” for AY26.

- **Flint Hills Auto Group:** Secured a 16,000 dollar donation to support the Automotive Technology Program.
  - **Smithfield:** Confirmed donation of a Drake CS1600 to the Industrial Maintenance Program, with an estimated value of 300,000 dollars, to expand hands-on training capacity.
  - **Torgeson Electric (Topeka, KS):** Visited their operations to learn more about their business and discuss logistical partnership opportunities tied to their new Manhattan location coming online next year.
  - **Sunbelt Solomon and Geoprobe (Learn to Earn Group):** Continued collaborative conversations with manufacturers to align Learn to Earn program design with employer needs.
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### Education and Government Collaboration

- **Blue Valley Randolph High School:** Discussed future programming and pathway development for Certificate A in Welding and/or Construction Technology delivered at their site.
  - **White City High School, Council Grove High School, and Wabaunsee High School:** Met with each school to discuss emerging partnerships and CTE pathway opportunities.
  - **Junction City High School:** Participated in an advisory committee meeting for the Teaching/Training Pathway to maintain alignment with secondary education needs.
  - **K-State Office of the President:** Met with Cheryl Grice to build networking connections and explore internship initiatives in coordination with the Manhattan Chamber.
  - **KU Medical Center:** Met to discuss recruiting students from MATC healthcare programs into advanced health pathways.
  - **Ascension Via Christi, Manhattan Surgical, Stormont Vail, and Meadowlark:** Convened regional partners to discuss Surgical Technology workforce needs and pipeline development.
  - **School Business Educational Consortium (SBEC):** Attended a board meeting to align with regional K–12 and postsecondary collaboration priorities.
  - **KBOR Kansas Virtual Health Care Career Day:** Attended a virtual event to support statewide health career awareness and promote MATC programs.
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### Workforce, Entrepreneurship, and Career Initiatives

- **Hire Paths – Career Hunt:** Continued work on speaker recruitment and event planning with partners from the Manhattan Chamber, Kansas State University, and Pottawatomie County Economic Development.
- **NACCE – Everyday Entrepreneur Program:** Participated in a consortium meeting and met with Innovate 24 (Stephanie Pierce) to advance local implementation of the Everyday Entrepreneur program.

- **SkillsUSA:** Met with the state director to reactivate the SkillsUSA chapter at MATC, supporting student leadership and skills competitions.
  - **SHRM Flint Hills:** Met to plan the spring SHRM course and deepen collaboration with regional HR professionals.
  - **My Career Closet:** Engaged with this service provider to support students with interview preparation, one-on-one consultation, and professional wardrobe assistance.
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### Program Development, Training, and Conferences

- **Regional Learn to Earn Collaboration:** Met with Flint Hills Tech and Salina Tech to discuss next steps for the Learn to Earn program initiated at the Regional Excellence Initiative Summit.
  - **Kansas Career and Technical Education Conference:** Conducted tours of the ATC and VR Trailer for conference attendees from February 2–4, showcasing MATC programs and facilities.
  - **CTE Conference Tours and Scouting Coronado:** Hosted CTE-related tours and met with Scouting Coronado leadership to explore offering a welding merit badge.
  - **Condensed Curriculum:** Met to discuss pharmacy technician curriculum for integration into Tech+ offerings.
  - **Kansas Adult Education Association Conference:** Participated in conference activities to remain aligned with statewide adult education best practices and initiatives.
  - **Rural Healthcare Initiative with Wamego Health Center:** Met to discuss a potential upcoming grant to support rural healthcare and workforce development.
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### Key Accomplishments and Outcomes

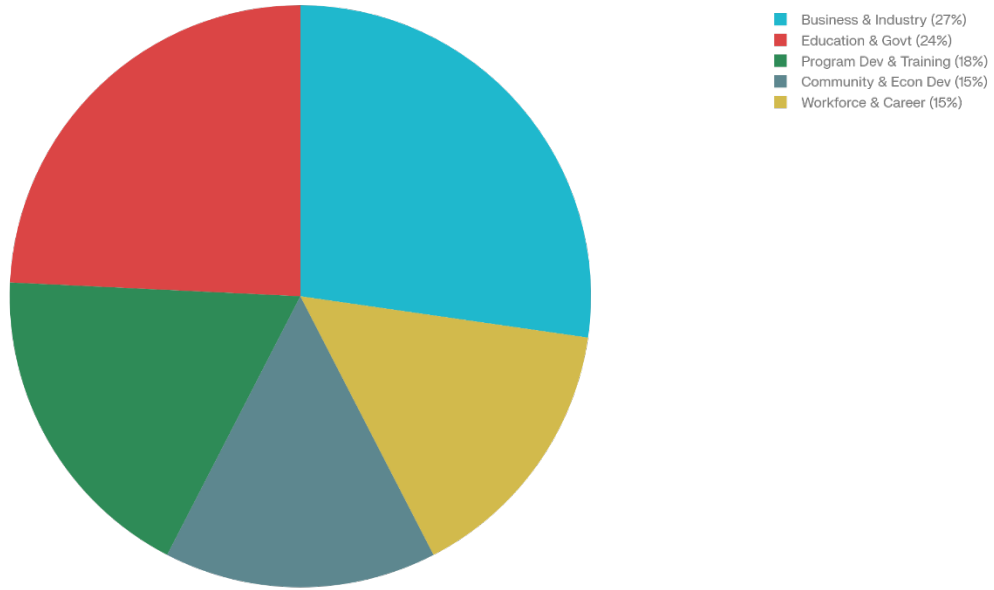
- **Major equipment and financial support secured:** Received a 16,000 dollar donation from Flint Hills Auto Group for Automotive Technology and an estimated 300,000 dollar Drake CS1600 donation from Smithfield for Industrial Maintenance, significantly enhancing technical training capacity.
- **Learn to Earn initiative advanced:** The Regional Excellence Initiative Summit and follow-up meetings with FHRC, SATC, FHTC, Washburn Tech, Sunbelt Solomon, and Geoprobe moved the Learn to Earn program toward implementation with regional manufacturers.
- **Healthcare pipeline strengthening:** Coordinated efforts with Meadowlark, multiple regional hospitals, KU Medical Center, and KBOR's Virtual Health Care Career Day to address critical healthcare workforce needs and expand clinical and employment pathways.
- **Student support and career readiness expanded:** Partnerships with Hire Paths, My Career Closet, SHRM Flint Hills, and the reactivation of SkillsUSA enhance student employability, professional skills, and visibility with employers.

- **Broadened secondary and postsecondary partnerships:** Engagements with multiple high schools, Blue Valley Randolph, Junction City High School advisory, and SBEC continue to build dual credit, certificate pathway, and recruiting pipelines into MATC programs.

### Breakdown of Outreach Activities by Category - February 2026

Total of 33 activities across five strategic areas

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## Manhattan Tech Board of Directors

<b>Name</b>	<b>County</b>	<b>1<sup>st</sup> Year of Service</b>	<b>Current Term Ends (June of FY)</b>
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

President's Report: February 2026

President's Report: February 2026

### Institutional Performance

Feb. 10: Our automotive technology program received a donation of \$16,000 from Flint Hills Chrysler Dodge Jeep Ram and Rusty Eck Ford. The resources will be used for student learning and workforce development in the program.

Feb.12: Pamela and I participate in the AFIT Community of Practice on AI. These sessions are very applicable and valuable as it is centered on AI effectiveness and governance in a higher education environment. These are monthly sessions.

Feb. 25-27: Pamela and I are attending the AFIT CEO/Liaison meeting in Albuquerque, New Mexico, hosted by Central New Mexico Community College. This conference helps finalize plans for the AFIT Summer Institute. This year the learning targets are: quantum computing/AI and workforce education, transformational scaling and change using the ExO 2.0 model, and the prosperity moonshot to pursue additional external resources.

### Institutional Leadership

Events and meetings I attended include but not limited to:

Jan 28 Manhattan Chamber of Commerce Economic Development Committee

Jan 28, 29, Feb 5, 12, 18, 19 Advance planning on understanding the ExO 2.0 structure and process with their staff

Feb 4 Flint Hills Regional Council's Regional Excellence Initiative (REI) on manufacturing. MATC is working with Washburn Tech, Flint Hills Tech, and Salina Tech to design and pilot a learn to earn employability bootcamp targeting regional manufacturers, planning to run the pilot before the end of the year.

Feb 5, 19: The TEA Curriculum & Program committee approved the MATC electrician program proposal, and the full TEA approved via their consent agenda on the 19<sup>th</sup>. It will be on the KBOR consent agenda in March. That approval allows us to proceed with notifying the Higher Learning Commission, US Department of Education, and Veterans' Administration to get financial aid eligibility in line for the program.

Feb. 6, 16, 20: The Kansas Technical College presidents and our lobbyist, Steve Kearney, have had regular zoom meetings as well as various times at the state house to advocate for our appropriations, etc. Specific updates will be provided at board meeting.

Feb 9: I participated in the Greater Manhattan Economic Partnership board meeting and the Flint Hills Community Accelerator board meetings.

## President's Report: February 2026

Feb. 16: I participated in the NC3 (National Coalition of Certification Centers) FESTO advisory committee meeting. FESTO offers train-the-trainer professional development and related industry credentials that are applicable to our Industrial Maintenance Technology program. FESTO credentials were the second fastest growing area of earned industry credentials in NC3 in 2025, as the organization passed the 1 million mark in persons earning industry recognized credentials.

### External Relations

Jan 30: Several of us attended the Wamego Chamber's Annual Celebration event, and I was surprised when they recognized MATC with a Community Impact Award! We are glad of the honor, and I believe we will see much more engagement at our Wamego Center over the next 12-18 months.

Feb. 6: David and I met with NBAF staff to discuss their job needs and how MATC can try to provide more direct support. Several of their support staff will be touch with some of our program faculty soon as we work together to prepare our students for good career possibilities through NBAF.

Feb. 6: Harry, David, and I attended the Manhattan Chamber annual meeting.

Feb. 12: I participated in the KC BioHub meeting by zoom, and the Ad Astra BIO KS board meeting on Feb. 19.

Feb. 17: I attended the city commission meeting in support of the Kansas State University Foundation EDGE project. That project would provide more jobs during construction for our students, as well as more entertainment and leisure options to keep our students in the area beyond graduation.

Feb. 20: Chris, Pamela, and I visited with leadership at the Wamego Health Center to discuss collaboration in pursuit of resources through the Rural Healthcare Transformation Initiative (federal funds provided to the state to award to successful proposals).

Feb. 21: Several MATC employees attended the Manhattan Community Health Foundation gala.

Budgetary/Fiscal Management (see financial information in the agenda packet)

Accreditation/Continuous Improvement (No current reporting requirements.)