

Manhattan Area Technical College
Board of Directors Meeting Agenda
April 28, 2026/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)
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
Emily Trent, Chief Financial Officer
Kerri Bellamy, Dean, Advanced Technologies
Peter Vopata, Coordinator, Human Resources
Suzy Baker, Senior Executive Officer, Board Clerk

Pam Imperato, Special Advisor to President
Chris Boxberger, Vice President, Education & Engagement
Neil Ross, Dean, Institutional Effectiveness, CSSO
Kim Davis, Dean, Nursing Ed & Health
Brian Koch, Faculty, Chair, Faculty Senate

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**) *
 - d. Partnerships/Outreach Update (**Attachment 4**)
3. General Agenda (*items that may require Board action)
 - a. Finance
 - i. Financial Dashboard (**Attachment 5**)
 - b. Operations
 - i. Facilities update
 - ii. 4.5 Work week proposal (**Attachment 6**)
 - c. Marketing
 - i. RFP Manhattan Tech Rebrand (**Attachment 7**)
 - d. Faculty Senate
 - i. Update report (**Attachment 8**)
 - e. Academics
 - i. No updates
 - f. Policies
 - i. Drop, Withdrawal, and Tuition & Fee Liability, 5.2.6 (**Attachment 9**) *
 - g. Student Services
 - i. No updates
 - h. Resource Development
 - i. No updates

- i. Foundation Report
 - i. April 20, 2026 Meeting Packet (**Attachment 10**)
 - ii. Approval of Foundation Trustees *
 - j. Governance Monitoring Reports (as required)
 - i. None required
 - k. President's Report
 - i. Monthly update report (**Attachment 11**)
 - l. Executive Session (15 min)
 - i. Finances
 - m. Executive Session (10 min)
 - i. Non-Elected Personnel
4. Events/Meetings Calendar
- a. May 15 – Nursing Pinning, 2p
 - b. May 16 – Commencement, 10a
 - c. May 18 – End of Year Brunch, 10a
 - d. May 18 – End of Year Party, 6p (Lake Elbo)
 - e. May 19 – May Board of Directors Meeting, 5:30p (**note the date change**)
 - f. May 25 – Memorial Day – Campus Closed
5. Adjournment

	Schedule of President's Monitoring Reports
Monthly Through BOD Meetings Written Report in December	<p>1. GENERAL EXECUTIVE CONSTRAINT</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. TREATMENT OF PEOPLE</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. BUDGETING/FINANCIAL PLANNING/FORECASTING</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. FINANCIAL CONDITION</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. INFORMATION AND ADVICE</p> <p>a) With respect to providing information and counsel to the board, the President shall not permit the board to be uninformed.</p>
October	<p>6. ASSET PROTECTION</p> <p>a) Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.</p>
October	<p>7. COMPENSATION/BENEFITS</p> <p>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.</p> <p>b) Annual Budget presented for approval if not done earlier (pending final state approval of appropriations and negotiations)</p>
January & August	<p>8. STRATEGIC PLAN (General Executive Constraint & Board Governance Process)</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. ACHIEVMENT OF ENDS</p> <p>a) Vision & 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 Agenda
March 31, 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.

**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) (zoom)

Administration/Staff

James Genandt, President/CEO
Josh Gfeller, Vice President of Operations
Emily Trent, Chief Financial Officer
~~Kerri Bellamy, Dean, Advanced Technologies~~
~~Peter Vopata, Coordinator, Human Resources~~
Chelsea Weese, Faculty
Suzy Baker, Senior Executive Officer, Board Clerk

Pam Imperato, Special Advisor to President
Chris Boxberger, Vice President, Education & Engagement
Neil Ross, Dean, Institutional Effectiveness, CSSO
Kim Davis, Dean, Nursing Ed & Health
~~Brian Koch, Faculty, Chair, Faculty Senate~~
Kim Withroder, Dir Institutional Research & Effectiveness
Harry Watts, (zoom)

Agenda (*items require Board action)

1. Call to Order **David called the meeting to order at 5:30p**
 - a. Introductions (if necessary)
 - b. Agenda revisions (if necessary) *

Removed executive session, added Grow Green 4/22, update to Attachment #13.

2. Consent Agenda* -

Consent agenda reviewed: Prior month's board minutes (Attachment 1), check register (Attachment 2), organizational update (Attachment 3) and partnerships/outreach update (Attachment 4). David asked for a motion to approve the consent agenda. John 1st, Dan 2nd. 7 yes 0 no. Approved.

- a. Previous board minutes (Attachment 1) *
- b. Previous month check register and related financial information (Attachment 2) *
- c. Organizational update (Attachment 3) *
- d. Partnerships/Outreach Update (Attachment 4)
3. General Agenda (*items that may require Board action)
 - a. Finance
 - i. Financial Dashboard (Attachment 5)

Emily - Budget performance is on track; FY25 contingency remains untouched.

Questions raised on credit hour lab fees projection to 100%, federal grants and contracts at 29% (timing/recognition expected), and nursing funds from Via Christi running behind last year.

Management responses: conservative budgeting typically meets or exceeds targets; nursing/health care funding plan aims for self-sustaining revenue over five years; debt schedule reflects roof financing payoff with construction loan amortization beginning in June.

Conclusion: Financial position stable; no immediate issues flagged.

ii. Tuition & fee recommendations (Attachment 6) * -

Jim, Emily, Josh - Administration proposed increasing tuition and per-credit-hour fees options: 10% or 12.5%.

Rationale:

State appropriations largely level; base operating grant remains \$1.0M (down from \$1.5M two years ago).

Legislative changes impacting Excel in CTE: reimbursement cuts ~25%, tightened eligibility (no state pay for freshmen/sophomores), limits on repeats, focus on high-wage/high-demand, possible cap at \$50M.

Student Success Funding cut 50% and ending after this year.

Tiered/non-tiered and business apprenticeship funding fully funded; capital outlay level; property and cyber insurance may rise.

Rising software costs due to SaaS/subscriptions pressuring fee side; multi-year renewals seeing sharp increases.

Enrollment/Market considerations:

Historically, tuition increases have not reduced enrollment.

85% of students come from Ottawa, Geary, Clay, and Riley counties; proximity and employment outcomes drive choice.

MATC typically ranks ~3–4 out of 7 technical colleges in tuition level.

Promise Scholarship and other aid mitigate tuition impact for many programs.

Cost-benefit and program economics:

Program-level cost-benefit analysis conducted; as of ~12 months ago, all programs were in the black except computing (suspended/revamped).

ADN nursing generally operates at a loss; offset by PN and gen ed.

Program fees fund supplies/faculty; not historically brought to Board for approval.

Variable tuition by program under consideration for next year (by February) tied to expected income and updated cost-benefit; differential pricing for high-earning programs considered, with general education remaining uniform.

Board questions and management estimates:

Break-even estimate for tuition/fee increase ~7.5%; administration preference leaned toward 12.5% to strengthen stability (address insurance, potential COLA, marketing, facilities).

From 10% to 12.5% yields roughly \$235,000 more revenue; health insurance cost scenarios discussed at 12%, 15%, and 20% (Blue Cross Blue Shield estimates: 15% ≈ \$126,000; 20% ≈ \$168,000 additional cost).

Enrollment budgeting increased from 8,500 to 8,750 credit hours; projected to realize ~90% of calculated enrollment; last year actual reached ~9,000 after both terms; spring uncertainty noted.

Software maintenance rising; technology credit hour fee reviewed for alignment with actual costs.

Desire to lock in tuition/fees for a student's program cohort in the future if feasible; interest in ROI tracking and explicit allocation for incremental revenue above inflation (7–9%).

Program fees status:

Program-specific fee adjustments expected; not uniform across programs and designed to cover actual costs (books, materials, program-specific software); not included in the tuition/credit-hour fee spreadsheet.

Capital/equipment planning:

Goal to help programs reserve funds for major purchases (e.g., bucket truck for EPD).

Conclusion:

Motion passed approving a 12.5% tuition and credit hour fee revenue increase; administration to track incremental revenue in a discrete bucket for unexpected expenditures (e.g., health/property insurance) and enhance transparency on allocations.

David asked for a motion to approve the increase. Brett moved for 12.5 increase. 2nd John. 7 yes, 0 no. Approved.

b. Operations

- i. Facilities update
- ii. RFP memo recommendation for purchase (Attachment 7) *

Josh- presented attached RFP. Policy requires bids and board approval for expenditures over \$25,000

RFP issued for lab furniture supporting 24 student workstations; two submissions received.

One vendor proposed significantly lower cost with a 12-year parts and labor manufacturer warranty; prior positive experience noted. Funding from capital outlay; delivery targeted for summer, ready for fall semester.

David asked for a motion to approve recommendation. Heather 1st, Julie 2nd. 7 yes, 0 no. Approved.

- iii. Appraisal update (Attachment 8)

Josh - Bank-requested reappraisal by the same third party; updated total appraisal: \$17.5 million, exceeding 2022 projected completion value by \$1.6 million.

Land value increased from \$2.33 million to \$3.66 million due to market appreciation and site utilization; highest and best use confirmed as technical college with viable alternative uses (office, lab, light industrial, warehousing).

Insurance requirements discussed: typically at least debt coverage; owner may insure to market value; reappraisal tied to a lab space not finished per original plan; not expected to be recurring every three years.

Conclusion: Informational item only; no board approval required.

- c. Faculty Senate
 - i. Update report (Attachment 9) **(Added attachment at the meeting)**

Chelsea – Presented Faculty Senate report.

She and Marcy assumed science courses from a former employee; identified improvement areas despite challenges.

Adult Ed: second cohort started in spring with 12 students; 8 students remain from January cohort; testing underway, no completers yet.

Adult Ed team attended KAEA conference in February and received three awards: Brian (Master Adult Educator Award 26), Beth (Distinguished Service Award), student Francis (Outstanding Adult Learner 26).

Presented on institution's dedicated GED science class emphasizing reading, writing, and calculation skills.

Collaborated with Justin (VR specialist) for career exploration using VR; students reported broadened career perspectives.

Conclusion: Adult Ed and GED science initiatives are active and gaining recognition; VR exploration received positive feedback.

- d. Academics
 - i. No updates
- e. Policies

Chris - Went over the policy changes as follows:

Policy 4.1.3 (Faculty/Staff Computer Usage): updated to reflect official email, LMS, and communication expectations; FYI only, no approval sought.

Policy 4.2.4 (Contact Minutes/Outside Work): corrected a math error in lab time table; aligns with federal/HLC standards; lecture = 50-minute contact periods; clarifies clinical/observational/internship/practicum expectations (e.g., ~150 clock hours for 1 credit hour at job site).

Policy 4.2.10 (Scheduling/Blended & Hybrid): updated from 2005 carryover to reflect blended/hybrid practices and federal guidelines; follows line schedule each school year.

Policy 7.3.3 (Faculty Credential Levels/Minimum Qualifications): adds “progress toward academic credentials” language per HLC; allows emergency hires progressing toward master’s with documented graduate credits; technical programs already had flexibility.

Conclusion: Policies reviewed/updated for accuracy and compliance; a calculation error corrected; no approvals recorded as required during the session.

David asked for a motion to approve policy updates. 1st 2nd. 7 yes, 0 no. Approved.

- i. Faculty and Staff Computer Usage and Skills, 4.1.3 (Attachment 10 (previous) Attachment 11 (revised) *
- ii. Computation of Credit Hours by Course, 4.2.4 (Attachment 12 (previous) Attachment 13 (revised) *
- iii. Meeting Time and Place of Classes, 4.2.10 (Attachment 14 (previous) Attachment 15 (revised) *
- iv. Faculty Credential Levels and Minimum Qualifications, 7.3.3 (Attachment 16 (previous) Attachment 17 (revised) *
- f. Student Services
 - i. No updates
- g. Resource Development
 - i. No updates
- h. Governance Monitoring Reports (as required)
 - i. None required
- i. Board Terms
 - i. Update on renewals

Jim – Heather has decided not to renew. She will remain on the board until June 2026.

- j. President’s Report
 - i. Monthly update report (Attachment 18)
 - ii. Carnegie Classification (Attachment 19)
 - iii. Legislature update
 - iv. HLC Trends 2026 (Attachment 20)

Jim – Presented monthly report:

Institution received a Carnegie classification update suitable for publications/websites; positions school favorably in ROI/high-wage outcomes context.

HLC is more open to innovation, including mapping non-credit training to credit based on outcomes and competencies.

Institutional research focus: better data use/integration; reporting responsibilities to HLC; sessions on competency-based education (CBE) and documenting competencies.

Anticipation of submitting the first CBE program for HLC review within 12–18 months to accelerate students based on demonstrated skills.

Conclusion: Accreditation outlook positive; strategic move toward CBE planned in the near term.

Legislative Updates:

Student loans shifting to Treasury; financial aid disbursement changes and DOL involvement noted; adult ed grants continue amid federal budget uncertainty.

State legislation: bill to limit payments to schools for concurrent enrollment includes a per-credit fee higher than current payments and mandates annual COLA; potential conflicts with K–12 bargaining agreements; passed with veto-proof majority.

Performance-based funding momentum: outcomes-based proposals advancing; coordination with legislators ongoing; expected continued development over summer/fall.

Federal support: \$244,000 secured for Industrial Maintenance Tech (requested \$750,000).

Conclusion:

Environment is changing but institution remains well-positioned; some legislative changes may create cost/contract challenges.

Program and Enrollment Highlights

Industrial Maintenance Tech described as fastest-growing tech program; recent equipment donation from Smithfield.

Strong interest across tech programs; nursing applications strong with better caliber of applicants.

External developments: Axiota Animal Health naming Wamego facility as global HQ; media narratives highlight earnings in trades.

Conclusion:

Market demand for technical programs is robust; local industry developments may further boost opportunities.

AMIGo Health Partnership Grant Proposal: Working on a \$2.1 million grant proposal targeting rural healthcare provider shortages. Target counties: Platte, Kearney, Fillmore, Marshall; broad support from entities including Marysville School District and Flint Hills Regional Council.

Plan includes a business accelerator concept utilizing facilities (e.g., Center Building Two) and partnerships (e.g., with Brian Howes) to upskill existing workers.

Example pathway: augment CNA skills (sterilization, tool recognition) to fill surgical tech shortages; cohort options and regional training collaboration to pool low-volume needs.

Equipment/tech plans: 6–7 high-fidelity mannequins (adult, junior, infant) with AI functionality; Dreamscape VR for introductory modules.

The college submits the grant; funding tied to a federal initiative requested by Senator Moran, state-administered; multi-year horizon; hiring anticipated for grant management and data tracking.

Conclusion: Grant submission imminent with strong regional collaboration and clear training infrastructure plans.

Foundation trustees meeting scheduled for the 20th; Suzy and Harry coordinating.

No executive session; meeting adjourned by motion and second; general thanks recorded.

- ~~k. Executive Session (10 min)~~
- ~~i. Non-Elected Personnel~~
- 4. Events/Meetings Calendar
 - a. April 16 – National Signing Day, 12:30p
 - b. April 22 – Grow Green Match Day
 - c. April 28 – April Board of Directors Meeting, 5:30p
 - d. May 15 – Nursing Pinning, 2p
 - e. May 16 – Commencement, 10a
 - f. May 19 – May Board of Directors Meeting, 5:30p (**note the date change**)
 - g. May 25 – Memorial Day – Campus Closed
- 5. Adjournment

David made a motion to adjourn the meeting at 6:49p. John 1st, Brett 2nd. Meeting adjourned.

	Schedule of President’s Monitoring Reports
Monthly Through BOD Meetings Written Report in December	<p>1. GENERAL EXECUTIVE CONSTRAINT</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. TREATMENT OF PEOPLE</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. BUDGETING/FINANCIAL PLANNING/FORECASTING</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. FINANCIAL CONDITION</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. INFORMATION AND ADVICE</p> <p>a) With respect to providing information and counsel to the board, the President shall not permit the board to be uninformed.</p>
October	<p>6. ASSET PROTECTION</p> <p>a) Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.</p>
October	<p>7. COMPENSATION/BENEFITS</p> <p>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.</p> <p>b) Annual Budget presented for approval if not done earlier (pending final state approval of appropriations and negotiations)</p>
January & August	<p>8. STRATEGIC PLAN (General Executive Constraint & Board Governance Process)</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. ACHIEVMENT OF ENDS</p> <p>a) Vision & Mission</p> <p>b) Essential Skills</p> <p>c) Work Preparedness</p> <p>d) Workforce Development</p> <p>e) Leadership</p>

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



February 28, 2026

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 225,289.06	24.35%
Facilities (510)	\$ 151,108.40	16.34%
Student Payments (110)	\$ 72,761.17	7.87%
Program Expenditures	\$ 203,761.86	22.03%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 1,713.56	0.19%
Wamego (excluding salary/benefits)	\$ 3,668.23	0.40%
Other Operating costs	\$ 266,754.97	28.84%
Total February Expenditures	\$ 925,057.25	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 3.13.26 Payroll deductions	\$ 42,787.74	Payroll	
IRS	PR 3.31.26 Payroll deductions	\$ 44,348.34	Payroll	
KS Dept of Revenue	PR 3.13.26 Payroll deductions	\$ 9,360.78	Payroll	
KS Dept of Revenue	PR 3.31.26 Payroll deductions	\$ 9,470.73	Payroll	
BCBS	February Health Insurance Premium	\$ 71,604.60	Payroll	
KPERS	PR 3.13.26 Payroll deductions	\$ 10,346.57	Payroll	
KPERS	PR 3.31.26 Payroll deductions	\$ 10,626.33	Payroll	
Evergy	Evergy- March 2026	\$ 10,016.16	Facilities	
KS State Bank	ATC March Interest Payment	\$ 74,107.25	Facilities	Donations
R B Enterprises, Inc	2019 Ford F350 Lease Payment	\$ 6,147.04	Facilities	
GMCF	Building Hire Ed Donation	\$ 200,000.00	Operating	Foundation to GMCF
John Dietrick, P.A.	Legal Consulting	\$ 5,310.00	Operating	
Aidex	Skills Boss - IMT	\$ 79,025.00	Program	Commerce Grant
Sanity Solutions, Inc	Veeam Renewal	\$ 8,179.78	Program	
John A Marshall Co	Commons Furniture	\$ 8,307.22	Facilities	
USD 383	Spring General Education Disbursement	\$ 8,437.51	Program	
Stanion	IMT Wire	\$ 33,899.43	Program	
Stanion	IMT Wire	\$ 6,044.70	Program	
John A Marshall Co	Commons Furniture	\$ 8,307.22	Facilities	
Matheson	Ft Riley Fume Extractor	\$ 5,532.89	Program	
Quality Automotive	Lift	\$ 9,521.35	Program	Perkins
Total March Expenditures Exceeding Threshold		\$ 661,380.64		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: April 28, 2026
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Samuel Hawkinson	Part-Time Tech Ed. Assistant	4/16/2026	Tech Education Programs	Operating	New Hire
Ricardo Moreno	Part-Time Tech Ed. Assistant	4/16/2026	Tech Education Programs	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Kimberly James	Director of Allied Health	5/1/2026	Allied Health (CNA/CMA)	Operating	Position Change
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Lisa Isaacson	Director of Early Childhood	5/29/2026	Early Childhood Educaiton	Operating/GMCF	Resignation
Bradi Tucker	PN Faculty	5/19/2026	Nursing & Health Education	Operating	Resign/ Non-Renwal
Jen Cupery	PN Faculty	5/19/2026	Nursing & Health Education	Operating	Resign/ Non-Renwal
Deirdre Greeley	ADN Faculty	5/19/2026	Nursing & Health Education	Operating	Resign/ Non-Renwal
New/Advertised Positions					
Position Title		Department		Funding Source	Status
Adjunct Faculty & Clinical Instructors (PN, ADN)		Academics / Nursing & Health Education		Operating	Open
Concurrent Instructors		Academic Partnerships		Operating	Open
Full-Time Associate Degree Nursing Instructor		Nursing & Health Education		Operating	Open
Full-Time Practical Nursing Instructor		Nursing & Health Education		Operating	Open
Full-Time Allied Health (CNA/CMA) Instructor		Nursing & Health Education		Operating	Open
Nursing Education & Healthcare Program Coordinator		Nursing & Health Education		Operating	Open
Full-Time Admissions Recruiter		Student Success/ Admissions		Operating	Open
Full-Time Life Sciences Instructor		Gen Ed Faculty		Operating	Open

April 2026 Outreach and Partnership Report

Period: April 2026

Prepared by: Chris Boxberger & David Umanzor

Total Outreach Activities: 32 events/meetings across 5 categories

This report details outreach visits, partnership development, and engagement activities from late February through March 2026.

Community and Economic Development

- Nemaha Central K-8 School: Met to discuss the Career Lab.
- Center for Transforming Lives (Fort Worth, TX): Toured their co-working and makerspace to observe community-based innovation and entrepreneurship supports.
- Manhattan Chamber Business After Hours: Participated to maintain visibility and engagement with local business leaders.
- Junction City Main Street: Met to discuss entrepreneurship programming opportunities.
- Lumina Foundation: Engaged regarding the current grant project.
- MATC Foundation Initial Board Meeting: Participated in the initial board meeting to strengthen institutional advancement and community support.

Business and Industry Engagement

- Alma Foods: Met to discuss Welding and Electrical training opportunities.
- Farm Bureau Financial Services: Met to discuss Excel training for workforce development needs.
- T3 Partnership: Met to hear about their approach to workforce development and college success.
- IMT PAC Meeting: Participated in advisory discussions to align program needs with industry expectations.
- Business PAC Meeting: Engaged employer partners on program relevance and workforce alignment.
- R Tech: Met to discuss CNC Machining training opportunities.
- NC3 Signing Day: Engaged with various PAC partners during NC3 Signing Day activities.

Education and Government Collaboration

- Riley County High School: Met for MOU discussion.
- White City High School: Discussed Excel in CTE opportunities and toured their CTE workshop.
- Wamego High School: Met for MOU updates.
- St. Mary's High School: Discussed a possible MOU.
- Anthony Middle - JAG: Engaged around Jobs for America's Graduates programming.
- Blue Valley Randolph: Met for MOU updates.

- USD 383 Leadership: Discussed MOUs and changes to the Excel in CTE funding structure.
- Anthony Middle School Site Council: Participated in site council engagement and school partnership discussions.

Workforce, Entrepreneurship, and Career Initiatives

- DEAL Leadership Team: Discussed Ability to Benefit implementation for FY27.
- Manhattan Chamber Inter-Region Visit, Greenville, SC: Participated in inter-region visit to learn regional growth and workforce strategies.

Program Development, Training, and Conferences

- Manhattan Surgical, Stormont Vail, Ascension Via Christi: Provided an update on Surgical Tech and discussed regional healthcare alignment.
- ECE PAC Meeting: Participated in program advisory discussion for early childhood education.
- COABE Conference: Attended conference sessions to strengthen adult education practice and connections.
- Beth Montelone and Biotech Research Team at K-State: Discussed VR/AI integrations, organizational updates, and toured the Mobile Lab Space.

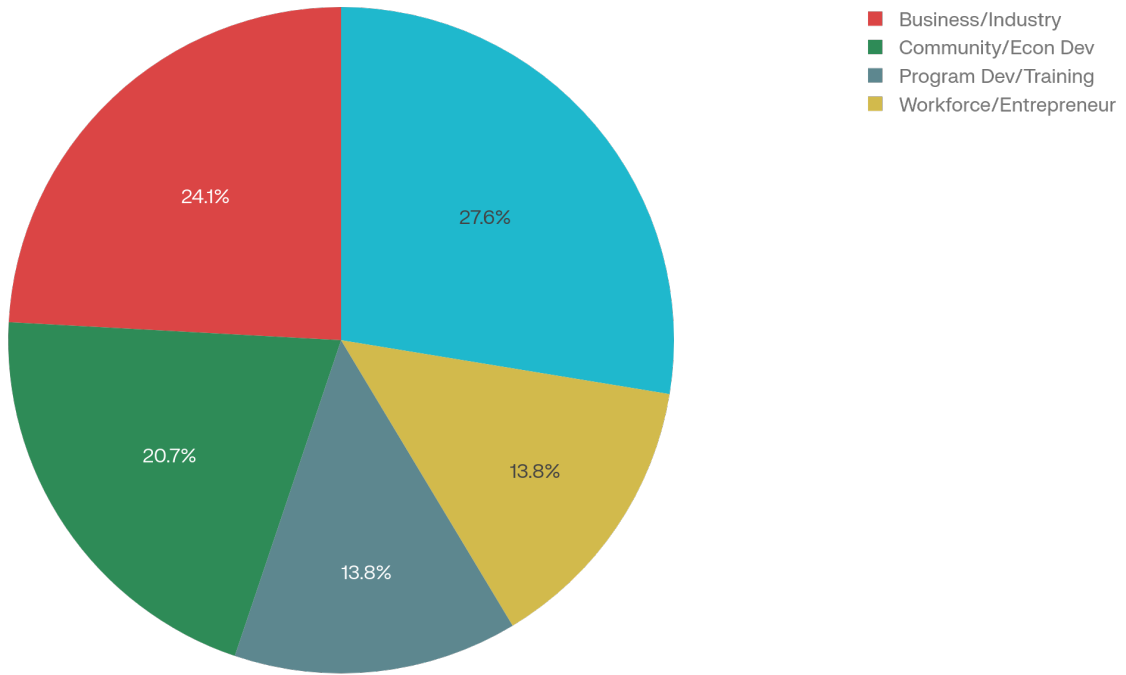
Key Accomplishments and Outcomes

- Expanded K-12 partnerships through multiple MOU discussions and updates with regional school districts and secondary partners.
- Strengthened employer engagement through training conversations in welding, electrical, Excel, and CNC machining.
- Advanced healthcare and adult education partnerships through surgical technology updates, ECE advisory input, and COABE participation.
- Broadened entrepreneurship and workforce strategy exposure through meetings with Center for Transforming Lives, Junction City Main Street, T3 Partnership, and the Greenville inter-region visit.
- Positioned MATC for future implementation work through Lumina grant activity, Ability to Benefit planning for FY27, and continued PAC engagement.

April Outreach Mix (2026)

Source: Provided activity list | 29 total activities

Powered by  perplexity

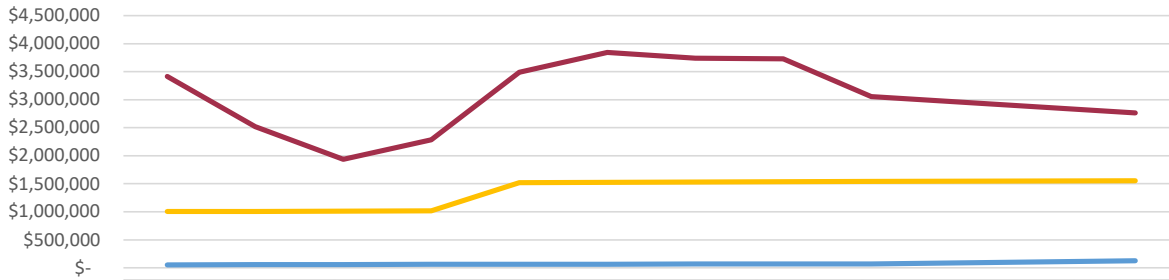


FY26 Cash Flow Budget

FY 26 Q3 Actuals

	3/31/2026	6/30/2026		6/30/2025
	<i>actuals</i>	<i>budget</i>		<i>actuals</i>
Cash Flows from Operations				
Student tuition	\$ 1,975,158	\$ 2,103,115	94%	\$ 2,079,032.00
Credit Hour/Lab Fee	\$ 1,356,889	\$ 1,564,993	87%	\$ 1,383,066.00
Federal grants and contracts	\$ 170,435	\$ 291,648	58%	\$ 284,657.00
State Appropriations	\$ 5,914,645	\$ 5,870,200	101%	\$ 6,062,376.00
Building Hire Education Fund	\$ 200,000	\$ 470,334	43%	\$ 1,017,116.00
Nursing Funds from Via Christi	\$ 6,658	\$ 228,100	3%	\$ 56,741.74
Auxiliary Sales and Services	\$ 32,774	\$ 49,189	67%	\$ 37,496.00
Interest Income	\$ 115,885	\$ 125,000	93%	\$ 214,255.00
Misc. Income	\$ 263,794	\$ 65,595	402%	\$ 59,048.00
Remaining Operational Contingency from FY25	\$ 400,479	\$ 400,479	100%	\$ -
Total Cash Flows from Operations	\$ 10,430,060	\$ 11,168,653	93%	\$ 11,137,046
Cash Outflows from Operations				
Salaries & Benefits	\$ 3,599,653	\$ 5,663,598	64%	\$ 5,518,739.00
Contractual Expenditures	\$ 792,111	\$ 1,581,292	50%	\$ 1,694,260.00
Non Contractual Expenditures	\$ 528,519	\$ 1,142,732	46%	\$ 732,209.00
Capital Outlay	\$ 609,039	\$ 1,466,698	42%	\$ 1,705,896.00
Interest Expense	\$ 724,728	\$ 931,253	78%	\$ 947,502.00
Operational Liabilities	\$ 1,449	\$ 1,000	145%	\$ -
Reserves	\$ -	\$ -	-	\$ 500,000
Total Cash Outflows from Operations	\$ 6,254,050	\$ 10,786,573	58%	\$ 11,098,606
OPERATING INCOME (LOSS)	\$ 4,176,010	\$ 382,080		\$ 38,440

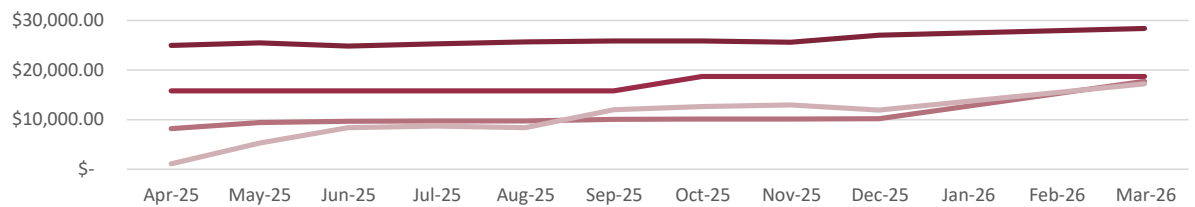
Reserves & Cash on Hand



	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Mar-26
Series1	\$1,002,61	\$1,006,17	\$1,011,78	\$1,015,50	\$1,520,54	\$1,526,25	\$1,531,57	\$1,536,17	\$1,541,42	\$1,555,30
Series2	\$3,416,70	\$2,518,97	\$1,933,98	\$2,281,77	\$3,490,91	\$3,842,70	\$3,742,40	\$3,734,19	\$3,056,41	\$2,761,65
Series3	\$50,155	\$56,117	\$58,747	\$59,520	\$59,685	\$63,834	\$67,435	\$67,575	\$67,981	\$125,443

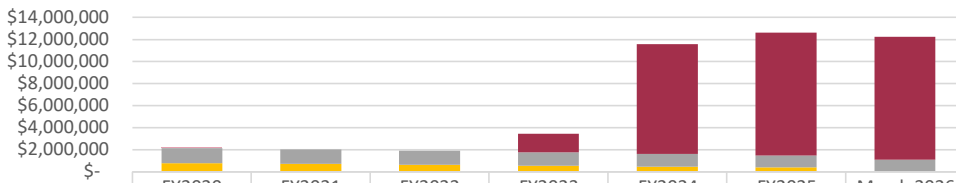
Days Cash on Hand (Reserves only): 52

Foundation Funds (Unrestricted)



	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Landmark:	\$25,008.79	\$25,506.41	\$24,865.69	\$25,265.69	\$25,725.69	\$25,911.85	\$25,911.85	\$25,661.85	\$27,061.85	\$28,391.85		
MATC Foundation- Agency (Endowed):	\$15,848.34	\$15,848.34	\$15,848.34	\$15,848.34	\$15,848.34	\$15,848.34	\$18,753.73	\$18,753.73	\$18,753.73	\$18,753.73		
MATC Foundation- Unrestricted	\$8,187.82	\$9,439.02	\$9,688.61	\$9,720.72	\$9,712.62	\$10,074.29	\$10,137.85	\$10,174.63	\$10,228.46	\$17,758.78		
MATC Foundation- Unrestricted Agency	\$1,109.72	\$5,323.39	\$8,344.13	\$8,685.67	\$8,398.55	\$11,999.52	\$12,631.99	\$12,984.87	\$11,936.50	\$17,232.90		

Total Debt



	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	March 2026
HVAC	\$42,274	\$-	\$-	\$-	\$-	\$-	\$-
ATC				\$1,702,074	\$9,943,514	\$11,114,45	\$11,130,00
Wamego	\$1,350,000	\$1,305,528	\$1,259,195	\$1,210,896	\$1,160,604	\$1,108,206	\$1,108,210
Roof	\$795,282	\$721,341	\$644,150	\$563,567	\$479,442	\$391,620	\$-



April 28th 2026

MEMORANDUM

TO: MATC Board of Directors

FROM: MATC Administration

SUBJECT: Friday Noon Closure Proposal

Summary:

This memo proposes a pilot program that would close campus operations each Friday at noon beginning May 22nd, 2026. This closure would be reassessed during the fall and spring semesters to determine if it should continue or be revised. Given sustained enrollment pressure, constrained budgets, and increased competition for professional staff, the goal is to strengthen morale, retention, productivity, and recruitment while maintaining academic quality, student access, and institutional credibility.

Requested Action:

Approve a pilot to reduce the administrative workweek by closing non-essential campus operations each Friday at noon beginning May 22nd, 2026, with no reduction in employee pay. If approved, the Board of Directors authorizes MATC Administration to update any relevant policies needed to support the new work week; any such policy changes will be brought back to the Board as an FYI.

Operational Impact and Student Continuity:

The college's expanded online payment, registration, advising request, financial aid, and student support platforms significantly reduce reliance on in-person administrative services. Most student-facing transactions already occur asynchronously through the learning management system (LMS), student information system (SIS), and online service portals.

Friday afternoon demand for MATC is historically low for:

- Registrar walk-in traffic
- Administrative advising and general student services
- Facilities-intensive academic activity

Academic instruction would be unaffected, as classes, labs, and instructional schedules are not proposed for reduction. Faculty governance, accreditation requirements, and instructional contact hours remain unchanged.

Student services will remain accessible through online systems and asynchronous support channels. Students may continue to submit requests for advising, financial aid, registration, and other services at any time, with staff responding in accordance with established service expectations. Essential and time-sensitive functions will be maintained to ensure continuity of support.

Facilities and Energy

A scheduled Friday noon closure allows facilities teams to:

- Reduce HVAC runtime during low-utilization periods
- Consolidate building operations earlier in the day
- Improve preventive maintenance planning

Unlike ad hoc closures, a recurring early closure enables facilities automation systems to be tuned for consistent savings while maintaining indoor air quality and building health. These savings directly support institutional sustainability goals and stewardship expectations common in higher education strategic plans.

IT Services, Cybersecurity, and Academic Technology

IT supports

- Learning management systems
- Student information systems
- Identity and compliance-driven security controls

A predictable Friday afternoon administrative closure creates a low-impact maintenance window for:

- System patching and upgrades
- Cybersecurity hardening and vulnerability remediation
- Infrastructure maintenance that would otherwise disrupt instructional or enrollment activity

This approach reduces risk during peak academic periods and aligns with higher education best practices for protecting student data and instructional continuity.

Workforce Sustainability

Administrative and professional staff in higher education face increasing workloads due to regulatory demands, technology transitions, and enrollment volatility—often without the compensation flexibility found in the private sector.

A reduced-hour administrative schedule:

- Addresses burnout and disengagement without increasing payroll cost
- Improves retention of institutional knowledge
- Enhance recruitment competitiveness for mission-driven professionals
- Signals institutional commitment to employee well-being

This is particularly impactful in rural and regional higher education labor markets, where flexible scheduling can outweigh salary differentials.

Conclusion

A Friday noon administrative closure offers a pragmatic, higher-education-focused response to financial pressure, workforce sustainability challenges, and evolving student service expectations. The proposal preserves academic integrity and student access, leverages existing digital infrastructure, and provides a meaningful benefit to employees.

Request for Proposals

Institutional & Workforce Development Rebrand

Issued by: Manhattan Area Technical College (Manhattan Tech)

Issue Date: May 1, 2026

Proposal Due Date: May 15, 2026, by 5:00 p.m. CDT

Submission Method: Electronic submission via email

Contact for Submission and Questions: Bryant Kniffin, Marketing Associate,

bryantkniffin@manhattantech.edu

Overview

Manhattan Area Technical College (Manhattan Tech) invites qualified branding and marketing agencies to submit proposals to support a comprehensive institutional brand refresh and the development of a distinct workforce development sub-brand. Manhattan Tech is a public, regionally accredited technical college committed to accessible, high-quality education that prepares learners for essential, in-demand careers through hands-on instruction, employer partnerships, and workforce-responsive programming.

The college seeks a strategic partner with demonstrated expertise in higher education, workforce education, or similar mission-driven organizations. The selected firm will help Manhattan Tech evaluate, strengthen, and modernize its core brand while developing a related but distinct sub-brand that supports workforce development efforts.

Institutional Background

Manhattan Tech serves traditional students, adult learners, employers, and community partners across a growing range of technical and career-focused programs. The institution has expanded its reach, programming, sites, and public presence in recent years, creating an opportunity to ensure its brand reflects its current identity, market position, and long-term vision.

The college has invested in marketing and communications improvements and has emphasized a blue-collar brand identity through messaging such as “HIRE Education” and “Get After It.” While those efforts have helped build visibility, Manhattan Tech seeks a more comprehensive, research-informed brand platform that provides greater clarity, consistency, and flexibility for future growth.

Project Background

This project includes two related components: a refresh of the Manhattan Tech institutional brand and the full development of a workforce development sub-brand. It is the preference of the President and Board of Directors to retain the name “Manhattan Tech”; however, the college is open to evidence-based recommendations if research indicates that a different naming approach would better support the institution’s long-term strategic goals.

Manhattan Tech is seeking an agency that can lead a disciplined, research-driven process and translate findings into a compelling strategy, visual identity system, and implementation roadmap. The resulting work should resonate with prospective learners, current students, employees, employers, community partners, and other key stakeholders.

Project Objectives

The selected agency should help Manhattan Tech achieve the following objectives:

- Validate whether the Manhattan Tech name effectively supports the institution’s mission, positioning, and future growth, and provide recommendations only if research clearly supports a change.
- Refresh the Manhattan Tech brand identity to reflect institutional growth, momentum, and strategic direction while honoring the college’s history and strengths.
- Develop a cohesive logo system and a mascot or brand symbol aligned with the updated institutional brand strategy.
- Create a distinct yet connected workforce development sub-brand, including naming, positioning, messaging, and visual identity.
- Ensure that both the institutional brand and the sub-brand resonate with internal and external stakeholders.
- Provide practical brand standards, tools, and launch guidance to support consistent implementation across channels and audiences.

Scope of Services

Proposals should address a complete approach to the project and may include, but are not limited to, the services below.

Brand Research and Discovery

- Brand discovery and assessment
- Internal and external stakeholder research, including learners, employees, employers, and community partners
- Quantitative and qualitative research methods
- On-campus visit(s) for discovery, research, and stakeholder engagement
- Assessment of current brand perception, positioning, and naming strength

Brand Strategy

- Brand positioning, promise, personality, and narrative development
- Validation of the Manhattan Tech name, with conditional naming recommendations only if strongly supported by research
- Brand architecture strategy defining the relationship between Manhattan Tech and the workforce development sub-brand
- Messaging framework and audience-specific messaging
- Brand voice and tone guidance

Institutional Brand Refresh

- Refresh of the Manhattan Tech logo system
- Updated color palette and typography system
- Visual identity elements and graphic standards
- Development of a mascot or brand symbol

Workforce Development Sub-Brand

- Sub-brand naming and positioning
- Full visual identity development
- Messaging framework, value proposition, and audience-based messaging

- Voice and tone standards that align with, but remain distinguishable from, the primary institutional brand

Brand Standards and Assets

- Comprehensive brand guidelines for both the primary brand and the sub-brand
- Core templates and foundational brand assets
- Recommendations for digital and marketing asset application
- Introductory creative assets and collateral to support launch readiness

Launch and Rollout Support

- Internal brand introduction and training recommendations
- External launch and rollout strategy
- Implementation roadmap
- Launch planning support, including recommendations for a public brand launch in Fall 2027
- Recommendations on how to leverage AI and algorithms to effectively use marketing funds in sustained and future campaigns and plans

Deliverables

At a minimum, Manhattan Tech expects proposals to address the following deliverables:

- Research plan and stakeholder engagement approach
- Findings summary and brand assessment
- Brand strategy for Manhattan Tech
- Name validation findings and, if warranted, naming recommendation(s)
- Refreshed institutional logo system
- Mascot or brand symbol concepts and final assets
- Workforce development sub-brand strategy, name, and visual identity
- Messaging framework for both brands
- Comprehensive brand standards/guidelines

- Core branded templates and foundational assets
- Rollout and implementation plan
- Recommended launch strategy and supporting creative concepts
- Strategy to leverage AI and algorithms to effectively use marketing funds in sustained and future campaigns and plans

Firms may recommend additional deliverables that would strengthen project outcomes.

Project Timeline

Manhattan Tech anticipates a multi-phase project spanning Spring 2026 through at least Fall 2027 to allow for research, stakeholder engagement, strategy development, creative execution, and phased implementation.

Respondents should propose a detailed timeline aligned with the following planning framework:

Phase	Anticipated Period	Activities
Research	Spring 2026/FY26	Quantitative and qualitative research, stakeholder engagement, on-campus visit(s), brand and name assessment
Strategy and Development	Summer-Fall 2026	Brand positioning, narrative development, naming exploration as needed, logo and mascot development, sub-brand strategy and naming
Creative Development and Implementation	Fiscal Year 2027 through Fall 2027	Final identity system, brand guidelines, introductory assets, rollout planning, and preparation for launch

Agencies should clearly identify milestones, dependencies, decision points, client review periods, and opportunities to phase work across fiscal years.

Budget

Respondents should provide a clear and transparent fee structure, including project phases, major deliverables, reimbursable expenses, and any optional services. Manhattan Tech encourages firms to note relevant experience working within public-sector, higher education, grant-funded, or multi-year fiscal planning environments.

Proposal Requirements

Proposals should be concise, well organized, and include the following:

- Agency overview and relevant qualifications, including experience with higher education, workforce development, or comparable mission-driven organizations.
- Description of the agency's branding and rebranding process.
- Project approach and methodology aligned with the scope of services in this RFP.
- Proposed scope, deliverables, and phased work plan.
- Proposed timeline.
- Project team, including roles and relevant experience.
- Approach to client collaboration, feedback, approvals, and project management.
- Case studies and examples of related work, including before-and-after rebranding examples and logo and mascot refresh or creation projects.
- At least three client references, including contact information.
- Fee estimate and payment structure.
- Assumptions, exclusions, and any required client responsibilities.

Submission Instructions

Proposals must be submitted electronically by **5:00 p.m. CDT on May 15, 2026** to **Bryant Kniffin, Marketing Associate, at bryantkniffin@manhattantech.edu**. Questions regarding this RFP should also be directed to Bryant Kniffin by email.

Manhattan Tech may request interviews, presentations, clarifications, or additional information from one or more respondents as part of the evaluation process. Finalists should be prepared to discuss methodology, team structure, project examples, and implementation approach.

Evaluation Criteria

Proposals will be evaluated based on the following factors:

- Demonstrated understanding of the project and institutional context
- Strength of proposed methodology and research approach

- Relevant experience with higher education, workforce education, or similar brand engagements
- Quality and relevance of prior work examples
- Qualifications of the proposed team
- Ability to support phased implementation across the proposed timeline
- Overall value and budget clarity
- Strength of references

Terms and Conditions

Manhattan Tech reserves the right to reject any or all proposals, waive informalities, request clarification or additional information, negotiate with one or more respondents, and modify, suspend, or cancel this RFP process at any time.

Issuance of this RFP does not obligate Manhattan Tech to award a contract or to pay any costs incurred in the preparation of a proposal. All materials submitted in response to this RFP may become part of the college's official procurement file, subject to applicable law and institutional policy.

Desired Agency Profile

Manhattan Tech is particularly interested in partners that can combine strategic research, naming discipline, higher education brand expertise, and practical implementation planning. Firms should be able to work collaboratively with institutional leadership and stakeholders while producing creative work that is both distinctive and usable across real-world enrollment, workforce, and community-facing applications.

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

Policy No. 5.2.6

Title: Drop, Withdrawal, and Tuition & Fee Liability	
Originated By: Neil Ross, Dean of Institutional Effectiveness and Emily Trent, Chief Finance Officer (CFO)	Date: 04/20/2026
President / Board of Directors Approval Date:	
Revised by:	
Revision/Review Date:	

Policy Statement

Manhattan Area Technical College requires that all students formally manage changes to their course enrollment through established institutional processes. Students who wish to drop or withdraw from a course must submit the appropriate request through the designated system. The College recognizes only officially submitted and received requests as valid action.

The College assigns academic and financial responsibility based on the official date a drop or withdrawal request is received. Students who do not complete the required process will remain enrolled in their courses and are subject to all associated academic outcomes and financial obligations. Non-attendance, lack of participation, or informal communication with faculty or staff does not constitute an official drop or withdrawal.

Rationale

This policy is established to ensure consistent, equitable, and compliant administration of enrollment changes across all instructional formats and course lengths. As a technical college offering both traditional academic coursework and short-term workforce training, Manhattan Area Technical College must maintain clear and enforceable standards that support instructional planning, protect institutional resources, and meet federal and state regulatory requirements.

The policy also ensures compliance with federal financial aid regulations, including Return of Title IV (R2T4) requirements. By clearly defining deadlines, responsibilities, and outcomes, the College minimizes ambiguity, reduces disputes, and provides students with a transparent understanding of the academic and financial implications of enrollment changes.

Definitions

For the purposes of this policy, the following definitions apply:

- The **official drop or withdrawal date** is defined as the date on which a completed Drop/Add or Withdrawal Form is received and recorded by the Registrar's Office and serves as the basis for academic and financial determinations.
- A **drop** refers to the removal of a course during the designated drop period with no transcript notation.
- A **withdrawal** refers to the removal of a course after the course drop date but prior to the withdrawal deadline, resulting in a "W" grade.
- A **hardship withdrawal** refers to a withdrawal granted due to documented, extraordinary circumstances beyond the student's control.
- An **administrative withdrawal** refers to a withdrawal initiated by the College.
- **Non-attendance** refers to failure to attend or participate in a course and does not constitute an official withdrawal.

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

Policy No. 5.2.6

Drop, Withdrawal, and Refund Guidelines

Students must submit the official online [Drop/Add or Withdrawal Form](#) to make any changes to their course schedule. The date the form is received by the College determines both academic status and financial responsibility.

Stopping attendance or notifying an instructor or staff member does **not** constitute an official drop or withdrawal. Students who fail to complete the official process will remain enrolled and are subject to all academic and financial consequences.

Drop Period

Students may drop a course during the designated drop period found on the [Drop/Withdrawal Calendar](#). Courses dropped within this timeframe are removed from the student’s academic record and will not appear on the transcript. The drop period varies based on course length and is strictly enforced to support instructional planning and resource allocation.

Course Length	Drop Deadline (No Transcript)
9 weeks or longer	Within 7 calendar days of course start
8 weeks or less	Within 2 calendar days of course start
1–3 day courses (workforce/certification)	4 calendar days prior to course start

Failure to submit a request by the applicable deadline will result in the course remaining on the student’s record and full financial responsibility being assessed.

Withdrawal Period

After the course drop date has passed, students may withdraw from a course until 75% of the course has been completed.

A withdrawal will result in a “W” grade on the student’s transcript. While the “W” does not affect grade point average, it may impact financial aid eligibility and satisfactory academic progress. Students are responsible for reviewing the [College’s Return of Title IV \(R2T4\) process](#) and consulting with the Financial Aid Office to understand potential impacts.

Once the withdrawal deadline has passed, students are no longer eligible to withdraw and will receive the final grade earned based on coursework completed.

Tuition and Fee Refunds

Tuition and fee liability is determined solely by the official drop or withdrawal date. All deadlines include weekends, holidays, and the first day of class.

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

Policy No. 5.2.6

Refund eligibility is based on course length as outlined below:

Course Length	100% Refund	50% Refund	No Refund
9 weeks or longer	Within 7 calendar days of start	Within 14 calendar days of start	After 14 calendar days
8 weeks or less	Within 2 calendar days of start	Within 4 calendar days of start	After 4 calendar days
1–3 day courses	Within 4 calendar days prior to course start date	Not applicable	After deadline

After the applicable refund period has passed, no refunds will be issued without formal administrative approval, and students remain responsible for all tuition and fees associated with the course.

Non-Refundable Charges

Certain charges are not eligible for refund, including application fees and any required seat deposits, which are assessed at the time of enrollment and applied at a prorated rate toward supplemental program expenses incurred outside of tuition and course-related costs. These supplemental expenses may include, but are not limited to, textbooks, tool kits, uniforms, supplies, and other required program materials. Additionally, materials, supplies, or equipment that have already been issued or purchased, as well as third-party certification or testing fees, are non-refundable .

Hardship Withdrawal

A Hardship Withdrawal may be considered when a student experiences serious and unforeseen circumstances beyond their control that prevent them from completing coursework for the semester.

Examples of circumstances that may qualify include, but are not limited to:

- Serious medical or psychological conditions
- Death or serious illness of an immediate family member
- Significant personal or family emergencies
- Other extraordinary situations that substantially interfere with the student’s ability to complete coursework

In most cases, a hardship withdrawal applies to all courses taken during the affected term, although partial withdrawals may be considered when documentation supports the request.

Students requesting a hardship withdrawal must provide appropriate supporting documentation related to the term for which the withdrawal is requested. Documentation may include medical verification from a licensed healthcare provider or other credible documentation verifying the circumstances.

To begin the process, students should consult with an Academic Advisor and submit the required documentation through the online [Drop/Add or Withdrawal Form](#). Requests are reviewed by the appropriate college office to determine eligibility and the effective withdrawal date.

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

Policy No. 5.2.6

Approval of a hardship withdrawal:

- Does not guarantee a tuition or fee refund
- May have financial aid implications

Students are responsible for reviewing the College's R2T4 process and consulting with the Financial Aid Office regarding potential impacts.

Administrative and Faculty-Initiated Withdrawal

The College reserves the right to administratively withdraw or drop a student from a course under conditions including, but not limited to, failure to meet financial obligations, failure to attend or participate in a course, failure to meet prerequisites or program requirements, or disciplinary action in accordance with college policies.

Administrative withdrawals may be initiated by the College or by faculty in accordance with the procedures outlined below and may affect tuition liability, financial aid eligibility, and academic standing.

Faculty may initiate an Administrative Withdrawal when a student is absent for five consecutive class periods during the official Drop or Withdrawal period and has not contacted a Manhattan Tech faculty or staff member. In such cases, the instructor may submit a request for Administrative Withdrawal during the sixth class period.

To initiate this process, the instructor must submit an online withdrawal form with an explanation, which will be routed to the appropriate Dean for review. Upon approval, an Administrative Withdrawal (AW) will be recorded on the student's transcript for the applicable course(s). The official withdrawal date will be the date the request is received by the College.

If excessive absences occur after the official Withdrawal period has ended, the student will remain enrolled, and the instructor will assign the final grade earned based on coursework completed.

Student Responsibility

Students are responsible for monitoring deadlines, submitting required forms within the established timeframes, and understanding the academic and financial consequences of enrollment changes.

Failure to follow established procedures will result in full financial liability and applicable academic consequences.

Institutional Authority

Manhattan Area Technical College reserves the right to interpret, administer, and enforce this policy. The College may deny requests that do not meet established criteria or lack sufficient documentation. The College also reserves the right to modify procedures as necessary to maintain compliance with applicable regulations and operational needs.

**Manhattan Area Technical College
Foundation Meeting Agenda
April 20, 2026/MATC Advanced Technology Center/11:30am (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:

The MATC Foundation, in coordination with the senior administrative leadership of the College and its Board of Directors, has the following objectives:

1. To pursue donation of money, in-kind equipment/supplies of value and use to the College, and facilitation of partnerships and projects to enable the MATC Foundation to secure funding consistent with the role, scope, and mission of the institution.
2. To pursue grants from external funding sources related to the role, scope, and mission of the institution.
3. To facilitate a relationship between MATC and its alumni that encourages former students to continue to participate in the development of the institution.
4. To utilize institutional data to analyze marketing and other institutional needs.
5. To provide input on strategic directions, performance, innovation, and effectiveness of the College with recommendation on appropriate roles and actions the Foundation can lead and/or support.

GOAL: The Foundation provides leadership to initiatives that support the college in meeting the needs of its service area, expands awareness of the college, and secures external funding, in-kind donations, and project/partnership engagement from the private and public sector to enhance program development, increase student opportunities, and advance the mission, vision, and purposes of MATC.

VISION AND MISSION: The Manhattan Area Technical College Foundation supports the institutional goal of providing adequate resources and services to accomplish the role, scope, vision, and mission of the institution. To enhance the effectiveness of the MATC Foundation and its resources, the organization is associated with the Greater Manhattan Community Foundation (GMCF), another 501 c 3 organization. MATC Foundation funds are primarily deposited with, invested by, and expenditures made through the GMCF. MATC Foundation funds are kept in separate fund accounts with the GMCF. MATC Foundation funds are included in the annual audit of the College.

Manhattan Area Technical College
Foundation Meeting Agenda
April 20, 2026/MATC Advanced Technology Center/11:30am (zoom/live stream)

Attendance:

Board of Directors

Marla Brandon
John Ford
John Armbrust

Dave Lewis
Bailey Hinkle
Harry Watts

Administration/Staff

James Genandt, President/CEO
Chris Boxberger, Vice President, Education & Engagement
David Umanzor, Outreach

Josh Gfeller, Vice President of Operations
Emily Trent, Chief Financial Officer
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. General Agenda (*items that may require Board action)
 - a. Overview of the Foundation and Relationship with Greater Manhattan Community Foundation
 - b. Current account balances at Greater Manhattan Community Foundation (**Attachment 1**)
 - c. Scholarship Summary (past 2 years) (**Attachment 2**)
 - d. Foundation Manual Review (**Attachment 3**)
 - e. Discussion of Priorities and Next Steps

3. Events/Meetings Calendar
 - a. May 15 – Nursing Pinning, 2p
 - b. May 16 – Commencement, 10a
 - c. May 25 – Memorial Day – Campus Closed

4. Adjournment

Greater Manhattan Community Foundation

Fund Balances

March 01, 2026 through March 31, 2026

Adult Learning Center Fund Ending Balance \$461.71

Antoszyk, Zack Memorial Scholarship Fund Agency Ending Balance \$474.18

Building HIRE Education Expansion Project Fund Ending Balance \$270,626.02

Braun Fund Ending Balance \$342,844.61

Briggs Fund Ending Balance \$29,878.09

Burnett Automotive Scholarship Fund Agency Ending Balance \$423.96

Conkwright, Dean Memorial Scholarship Fund Agency Ending Balance \$5,410.21

Cote, Kathy Memorial Scholarship Fund Ending Balance \$1,559.05

Foundation Unrestricted Fund – Designated Ending Balance \$17,777.30

Foundation Unrestricted Fund – Agency Ending Balance \$17,250.87

Fritchman Scholarship Fund Agency Ending Balance \$3,804.81

Knackendoffel Scholarship Fund Agency Ending Balance \$1,592.41

Little Apple Toyota-Honda Scholarship Fund Agency Ending Balance \$22,936.46

Manhattan Area Technical College Foundation Fund – Agency Ending Balance \$71,951.16

Peil, Bruce B & Wilma A Scholarship Fund Agency Ending Balance \$31,725.51

Ross Clark Memorial Scholarship Fund Agency Ending Balance \$12,734.29

Ruth T Howe Fund Agency Ending Balance \$19,761.17

Teaford Fund Ending Balance \$58,991.26

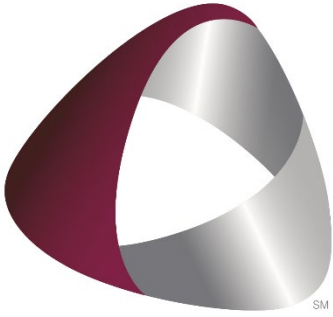
Title III Endowment Fund Ending Balance \$323,235.52

Wamego Center Fund – Designated Ending Balance \$11,395.03

Wamego Center Fund – Agency Ending Balance \$1,340.49

2023-2024		2024-2025	
Scholarship	Amount Awarded	Scholarship	Amount Awarded
Braun (14)	\$5,750.00	Braun (11)	\$4,250.00
		Briggs (1)	\$500.00
		Clark (1)	\$500.00
Foster Waiver (3)	\$25,660.00	Foster Waiver (2)	\$8,108.00
		Fritchchen (2)	\$1,000.00
		Little Apple (2)	\$1,000.00
MATC Sch (6)	\$4,500.00	MATC Sch (4)	\$4,250.00
Teaford (2)	\$1,000.00	Teaford (1)	\$500.00
Total	\$36,910.00		\$20,108.00

2025-2026 (fall)	
Scholarship	Amount Awarded
Braun (19)	\$16,250.00
Fritchchen (2)	\$1,000.00
MATC Sch (7)	\$4,000.00
Peil (1)	\$500.00
	\$21,750.00



Manhattan Area Technical College

Foundation
By-Laws &
Procedures

Manhattan Area Technical College Foundation Procedure Manual

The purpose of this manual is to provide policy and procedural information regarding the development, coordination, and management of external resources. The following guidelines have been established to reduce duplication of services and to provide the proper utilization and accountability of college resources secured through the foundation.

Foundation

A. Mission

The Manhattan Area Technical College Foundation supports the institutional goal of providing adequate resources and services to accomplish the role, scope, vision, and mission of the institution. To enhance the effectiveness of the MATC Foundation and its resources, the organization is associated with the Greater Manhattan Community Foundation (GMCF), another 501 c 3 organization. MATC Foundation funds are primarily deposited with, invested by, and expenditures made through the GMCF. MATC Foundation funds are kept in separate fund accounts with the GMCF. MATC Foundation funds are included in the annual audit of the College.

B. Goal

The Foundation provides leadership to initiatives that support the college in meeting the needs of its service area, expands awareness of the college, and secures external funding, in-kind donations, and project/partnership engagement from the private and public sector to enhance program development, increase student opportunities, and advance the mission, vision, and purposes of MATC.

C. Objectives

The MATC Foundation, in coordination with the senior administrative leadership of the College and its Board of Directors, has the following objectives:

1. To pursue donation of money, in-kind equipment/supplies of value and use to the College, and facilitation of partnerships and projects to enable the MATC Foundation to secure funding consistent with the role, scope, and mission of the institution.
2. To pursue grants from external funding sources related to the role, scope, and mission of the institution.
3. To facilitate a relationship between MATC and its alumni that encourages former students to continue to participate in the development of the institution.
4. To utilize institutional data to analyze marketing and other institutional needs.

5. To provide input on strategic directions, performance, innovation, and effectiveness of the College with recommendation on appropriate roles and actions the Foundation can lead and/or support.

D. Organization

1. Staff

- The Director of Resource Development, the Director of Partnerships and Outreach, assisted by the Senior Executive Officer and the President/CEO of the College, provides leadership in establishing relationship opportunities for leaders and board members of the College.
- Appropriate staff of the GMCF provide investment and accounting components for MATC Foundation funds, as well as disbursement of requested funds that are within legal, ethical, and moral parameters.
- The College President/CEO works with the Director of Resource Development and the Director of Partnerships and Outreach in building relationships, requesting support through donations and/or pledges of money and/or in-kind donations of value to the College mission.
- The Senior Executive Officer, working in collaboration with the MATC CFO, documents funds and/or in-kind donations and pledges to assist in monitoring Foundation progress, annual audits of the College/Foundation funds, and other reporting requirements (such as annual 990 report).
- The Special Advisor to the President for Strategic Initiatives, as well as other MATC employees and/or Board of Director members as needed, participate in support of Foundation projects and activities.
- One member of the MATC Board of Directors will serve as a liaison member to the MATC Foundation Trustees.

*The MATC Foundation was incorporated in 2006 to promote private support of the College. It is a 501(c)3 non-profit entity and contributions to the Foundation are tax deductible. The Foundation is governed by a volunteer board of trustees, representative of citizens and businesses throughout the college's service area. The MATC Foundation serves the entire primary service area: Clay, Dickinson, Geary, Marshall, Pottawatomie, and Riley Counties.

2. Function

The Foundation unit serves as a facilitator of change by working with faculty and staff in the following:

- Coordinating with the College President to determine authorization for various fundraising initiatives.
- Sharing information on state/federal funding priorities;
- Formulating proposal concept components;
- Identifying and researching appropriate funding sources;
- Stimulating college and community interest and commitment;
- Authoring and co-authoring proposals for submission;
- Cultivating relationships with potential funding agencies and individuals;
- Providing leadership to the college's strategic planning process;

- Cultivating relationships with MATC alumni; and
- Facilitating linkages with individuals, corporations, and private foundations.

The Foundation Trustees takes great pride in serving as ambassadors for the College and in helping to sustain the work of students and faculty through private financial support.

Manhattan Area Technical College Foundation

BOARD OF TRUSTEES

The MATC Foundation was incorporated in 2006 to promote private support of the College. It is a 501(c)3 non-profit entity and contributions to the Foundation are tax deductible. The Foundation is governed by a volunteer board of trustees, representative of citizens and businesses throughout the college's service area. The MATC Foundation serves the entire service area with representatives from all six counties: Clay, Dickinson, Geary, Marshall, Pottawatomie, and Riley.

Board of Trustees

Marla Brandon
Dave Lewis
John Ford
Bailey Hinkle
Harry Watts
John Armbrust – Board Liaison

**BY-LAWS OF
MANHATTAN AREA TECHNICAL COLLEGE FOUNDATION**

Article 1. Name and Purpose

Section 1. **NAME.** The name of this organization shall be “Manhattan Area Technical College Foundation.”

Section 2. **PURPOSE.** The purpose of the organization is as follows:

1. Soliciting, accepting, holding, investing and administering any gifts, bequests, trusts, or grants that benefit the Manhattan Area Technical College.
2. Fostering and encouragement of education and learning and making of gifts, scholarships, fellowships or other grants, loans, or otherwise providing money, credit or financial assistance for the advancement of career, technical and adult education.
3. Acquiring, holding, and using gifts, bequests, devises, endowments, or foundations for the several needs of Manhattan Area Technical College of Manhattan, Kansas, its faculty, staff or students.
4. Acquiring, constructing, or otherwise providing buildings, grounds, or other suitable facilities, improvements or equipment for Manhattan Area Technical College or its faculty, staff, or students.
5. Acquiring, holding, using or providing real property, funds, credit, or financial assistance for the accomplishment of any or all of said objects and purposes in all matters necessarily or properly incident thereto or connected therewith.
6. Supporting and assisting in other manner or by any other means, whatsoever the Board of Directors of Manhattan Area Technical College in the conduct of the affairs of Manhattan Area Technical College and the accomplishments of the educational purposes of said institution which the Manhattan Area Technical College Board of Directors shall deem proper. This shall also include the appropriate engagement with the Greater Manhattan Area Foundation to advance the resource development of MATC if that entity is identified as a preferred organization to secure targeted resources.
7. To design, develop and recommend public relations programs and techniques to stimulate alumni interest and to generate enthusiasm; and to communicate to alumni and friends the College's continuing needs for financial support in facilities, teaching, administrative areas, academic scholarships and grants.
8. The MATC Foundation will be associated with the Greater Manhattan Community Foundation (GMCF) for purposes of depositing, investing, accounting, and disbursement of donations and pledge management, as well as to enhance contact and relationships with potential supporters of MATC and its mission.

Section 3. **RESTRICTIONS.** In addition to any limitations set forth in the Articles of Incorporation, the Bylaws or the Corporations Code of the State of Kansas, the corporation, Trustees and officers shall be subject to the following limitations:

1. No part of the net earnings of the Corporation shall inure to the benefit or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 2.
2. No substantial part of the activities of the Corporation shall be that of carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in any political campaign on behalf of, or in opposition to, any candidate for public office.
3. See Endowments explanation at the end of the bylaws.
4. The Corporation shall not enter into any transaction to a Trustee or a person who has made a substantial contribution to the Corporation, or a member of the family of a Trustee or person who has made a substantial contribution to the Corporation; in which the Corporation:
 - a. lends any part of its income or corpus, without the receipt of adequate security, and at a reasonable rate of interest;
 - b. makes any part of its services available on a preferential basis;
 - c. pays any compensation, in excess of a reasonable allowance for salaries or other compensation for personal services actually rendered;
 - d. makes any substantial purchase of securities, or any other property, for more than adequate consideration in money or money's worth;
 - e. sells any substantial part of its securities or other property for less than an adequate consideration in money or money's worth;
 - f. engages in any other transaction which results in a substantial diversion of its income or corpus;
5. The Corporation shall not accumulate amounts during a taxable year or years, which amounts are not paid out at the end of a taxable year, and which amounts are unreasonable in amount or duration in connection with the carrying out of the charitable and educational purposes of the Corporation;
6. The Corporation shall not, to a substantial degree, expend funds for purposes or functions other than those set forth in the Articles of Incorporation as the primary purposes of the Corporation;
7. No funds received by the Corporation shall be invested in such a manner as to jeopardize the carrying out of the charitable and educational purposes of this Corporation;
8. Notwithstanding any other provisions of these Bylaws, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding sections of any future federal tax code, or (b) by a Corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding sections of any future federal tax code.

Article II. Offices

PRINCIPAL OFFICE. The principal office of the Corporation is 3136 Dickens Avenue, Manhattan, Kansas 66503. The Board of Trustees shall have the authority to change said principal office to any other location in said County of Riley.

Article III. Members

MEMBERSHIP. This Corporation shall not have membership. Upon the expiration of the term of office of each Trustee, his/her successor shall be nominated for a term of three (3) years by the remaining members of the Board of Trustees. The Initial Board of Trustees shall be subject to final approval by the Manhattan Area Technical College Board of Directors.

Article IV. Board of Trustees

Section 1. POWERS. Except as provided otherwise by the Kansas Corporations Code, all corporate powers shall be exercised by or under the authority of the Board of Trustees of the Manhattan Area Technical College Foundation (hereinafter the "Trustees). Without limiting the generality of the foregoing, the Trustees shall have the following express powers, and specific limitations on those powers:

First: To select and remove all officers, agents and employees, prescribe such powers and duties for them as may not be inconsistent with law, with the Articles of Incorporation, or with these Bylaws, fix their compensation, and require from them security for faithful service.

Second: To conduct, manage and control the affairs and business of the Corporation, and to make such rules and regulations therefore not inconsistent with law, the Articles of Incorporation or these Bylaws, as they may deem in the best interests of the Corporation.

Third: To change the principal office from one location to another within the same Riley County as provided in Article II hereof; and to adopt, make and use a corporate seal, provided such seal shall at all times comply with the provisions of the law.

Section 2. NUMBER AND QUALIFICATION OF TRUSTEES.

A. Number. Until changed by amendment of the Bylaws, the authorized number of Trustees of the Board of Trustees of Manhattan Area Technical College Foundation shall be not less than three (3) nor more than seven (7).

B. Qualifications. The Board of Trustees must have some representation by members of industry involved with the curriculum taught at Manhattan Area Technical College. This responsibility for networking and sharing information is critical to the overall success of the Foundation. It is also expected that Trustees will provide financial support to the Foundation on an annual basis (with the ability to designate their support to any gift component of the Foundation that meets their own personal/organizational preferences and interests).

C. Ex-officio Trustees. The President of Manhattan Area Technical College shall be an ex-officio, non-voting members of the Board of Trustees.

- Section 3. ELECTION AND TERM OF OFFICE. Said Trustees will serve during good behavior, or until their successors qualify. The term of office shall be for up to three years, subject to being reappointed for successive terms. In the event vacancies occur on said Board of Trustees, such vacancies may be filled by the remaining Trustees, though less than a quorum, or by a sole remaining Trustee. A vacancy may be deemed to exist in the event of death, resignation or removal of any Trustee, or if the authorized number of Trustees needs to be increased.
- Section 4. TIME AND PLACE OF MEETING. Special meetings of the Board of Trustees for any purpose or purposes may be called at any time by the Foundation Chair, or by the Vice Chair if the Chair is unable to act, and the time and place of said special meeting shall be given by notice delivered personally or sent to each Trustee and member by United States mail or email, which notice shall have been served not less than seventy-two (72) hours prior to the time of holding such meeting. Notice of the meeting(s) may be waived by the consent of the Board of Trustees.
- Section 5. ACTION WITHOUT MEETING. Any action required or permitted to be taken by the Board of Trustees by law, according to the Articles of Incorporation or according to these Bylaws, may be taken without a meeting if all members of the Board of Trustees shall individually or collectively consent in writing (including email communication) to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Trustees, and shall have the same force and effect as a unanimous vote of such Trustees.
- Section 6. WAIVER OF NOTICE AND CONSENT. The transactions of any meeting of the Board of Trustees, however called and noticed or wherever held, shall be as valid as though a meeting had been duly held after regular call and notice, if a quorum is present, and if each Trustee not present shall sign a written waiver of notice or a consent to holding such meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be made a part of the minutes of the meeting.
- Section 7. QUORUM. A majority of the Trustees shall be necessary to constitute a quorum, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the Trustees present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Board of Trustees, unless a greater number be required by law, the Articles of Incorporation or the Bylaws.
- Section 9. ADJOURNMENT. A quorum of the Trustees may adjourn any Board of Trustees meeting to meet again at a stated time, place and hour, provided, however, that in the absence of a quorum, the Trustees present at any Board of Trustees meeting may adjourn from time to time until the time fixed for the next regular meeting of the Board of Trustees.

Article V. Officers

- Section 1. OFFICERS. The officers of the Corporation shall be:
1. Chair
 2. Vice Chair
 3. Secretary/Treasurer

The Corporation, at the discretion of the Board of Trustees, may also have one or more Vice Chairs and one or more Assistant Secretaries and Assistant Treasurers, and such other officers as may be selected in accordance with the provisions of this Article. Said officers need not be Trustees of the Corporation, and one person may hold two or more offices except the office of Chair and Secretary.

Section 2. ELECTIONS. The officers of the Corporation shall be chosen by the Board of Trustees at each regular annual meeting of the Board of Trustees, except those which may be selected as otherwise provided in these Bylaws. Each officer shall hold his or her office at the pleasure of the Board of Trustees which may, either at a regular annual meeting or at a special meeting called for that purpose, remove any officer and select his or her successor. Any officer may resign at any time by giving written notice to the Board of Trustees or to the Secretary of the Corporation, which resignation shall take effect as specified therein.

Section 3. SUBORDINATE OFFICERS. The Board of Trustees may select such other subordinate officers as the business of the Corporation may require to act and hold office in accord with resolutions adopted by the Board of Trustees.

Section 4. REMOVAL AND VACANCIES. Any Trustee may be removed by the Board of Trustees whenever, in its judgment, the best interest of the Corporation will be served thereby, but such removal shall be without prejudice to the contractual rights, if any, of the person so removed. If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the Board of Trustees for the unexpired portion of the term.

- Examples of circumstances for removal could be:
 - bringing discredit to the Foundation and/or the College through conviction of a crime,
 - missing more than four (4) meeting in one calendar year,
 - creating a disruptive atmosphere during regular meetings as a regular practice,
 - failure to pay annual dues,
 - misrepresenting the Board by not speaking as one voice in matters related to the Foundation decisions, or
 - or other actions deemed undesirable by a 2/3rds majority vote of the Board in total.

Section 5. DUTIES AND AUTHORITY OF OFFICERS.

A. Chair: The Chair of the Board of Trustees shall be the chief executive officer of the Corporation and shall have the general powers and duties of management and general supervision, direction and control of the business and affairs of the Corporation usually vested in the office of Chair of a Corporation, and such other powers and duties as may be prescribed by the Board of Trustees or these Bylaws. He shall preside at all meetings of the Board of Trustees. Working with the other Trustees, the Chair may delegate certain roles and responsibilities to the Executive Director of the Foundation with the expectation of accountability in reporting back to the Trustees on the results of any delegation of function(s).

B. Vice-Chair: In the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair and shall have the power of and be subject to all the restrictions upon the Chair. The Vice-

Chair shall also have such other powers and perform such other duties as the Board of Trustees may prescribe.

- C. Secretary/Treasurer: The Secretary shall keep a book of minutes of the actions of the Board of Trustees and of the Corporation at such place as the Board of Trustees may by resolution direct and shall be authorized to give notices of all meetings and perform such other duties as may be prescribed by the Bylaws, or by resolution of the Board of Trustees. This officer shall cause to be kept adequate records of the business affairs of said Corporation and shall provide for the deposit and withdrawal of all monies and funds of the Corporation and perform such other duties and have such other powers as may be prescribed by resolution of the Board of Trustees or these Bylaws.

Article VI. Indemnification

The Corporation shall, to the fullest extent permitted by Section 27 of the General Corporation Law of Kansas, indemnify any and all persons whom it shall have power to indemnify under said section from and against any and all of the expenses, liabilities, or other matters referred to in or covered by said section. The Corporation may, but shall not be obligated to, maintain insurance at its expense, or protect itself and any such persons against any expenses or liabilities.

Article VII. General Provisions

FISCAL YEAR. The fiscal year of the Corporation shall be determined and designated by the Board of Trustees from time to time.

GIFTS. The Board of Trustees may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Corporation.

FEES. In order to ensure the Foundation becomes self-sustaining, the Foundation Board shall establish a fee structure to include a one-time administrative fee equal to five (5) percent of donations to endowed funds and capital projects and 5 percent of donations to current use funds to include revenue generated through the currently invested endowed funds.

BOOKS AND RECORDS. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its meetings, meetings of the Board of Trustees, and meetings of committees having any of the authority of the Board of Trustees. All books and records of the Corporation may be inspected by any member, or his/her agent or attorney, for any proper purpose at any reasonable time.

Article VIII. Amendments

The Board of Trustees shall have the power at any regular meeting, or at any special meeting if notice thereof is included in the notice of such special meeting, to alter or repeal any Bylaws of the Corporation and to make new Bylaws.

Articles IX. Certificate

I hereby certify that I acted as Chair of the organizational meeting of the Manhattan Technical College a Kansas Not-for-Profit Corporation held at Manhattan, Kansas, I further certify that the foregoing constitutes and are the Bylaws of said Corporation.

OPERATING AGREEMENT
Between Manhattan Area Technical College and
Manhattan Area Technical College Foundation, Inc.

This agreement is made on this first day of July, 2021 by and between Manhattan Area Technical College, a technical college in the State of Kansas (the "College") and Manhattan Area Technical College Foundation, Inc. (the "Foundation").

RECITALS

Whereas, Manhattan Area Technical College is an institution of higher education created pursuant to KSA 72-4470a of the General Statutes of Kansas; and

Whereas, Manhattan Area Technical College Foundation, Inc., is an independent 501(c)(3) nonprofit corporation; and

Whereas, Manhattan Area Technical College has the authority to enter into contracts as are necessary for the efficient management of the College; and

Whereas, the Manhattan Area Technical College Foundation, Inc. is organized and operated exclusively to generate, receive, hold, invest, manage, and allocate funds for the advancement, achievement, and support of the educational and cultural programs and services of the College; and

Whereas, the parties desire to formalize their relationship to achieve an efficient coordination between them to foster the educational and cultural programs and services of the College;

Now, therefore, in consideration of the mutual covenants, promises and conditions herein contained, Manhattan Area Technical College (College) and the Manhattan Area Technical College Foundation, Inc. (Foundation) agree as follows:

1.0 Term

This Agreement shall commence on the first day of _____(the "Commencement Date") and shall continue in effect for a period of three (3) years, unless earlier terminated as provided hereinafter (the "Term"). In the event that neither party has terminated this Agreement prior to the expiration of the Term, the Term of this Agreement shall be automatically extended for additional periods of three (3) years each. Either party may terminate this Agreement at any time without penalty, provided that written notice of such termination is furnished to the other party at least sixty (60) days prior to the effective date of termination.

2.0 Responsibilities of the College

2.1 The College shall share annually with the Foundation its strategic plan, institutional priorities and projects, and resource requirements, so that the Foundation may represent the direction and needs of the College

to donor prospects and align its programs and campaigns consistent with the strategic objectives of the College.

- 2.2 The College shall promptly alert the Foundation to prospective gifts, so that each opportunity for enhancing gift potential and donor relations is fully utilized.
- 2.3 The College shall provide to the Foundation certain administrative support and resources, which may include without limitation the following: provision of office space and equipment, for the activities of the Foundation; provision of the services of staff at the College to assist the Foundation in carrying out its activities in support of the College; provision of assistance with record keeping, accounting, and bookkeeping services; and provision of other services and resources as requested by the Foundation and mutually agreed upon by the parties.
- 2.4 The College shall cooperate with the Foundation in the development of the Foundation's fundraising programs and campaigns as may reasonably be necessary for the successful conduct of fundraising programs and campaigns.
- 2.5 The College Board of Directors shall appoint one Trustee to attend the meetings of the Foundation Board of Trustees, and to regularly report the actions of those meetings to the College Board of Directors.
- 2.6 The College's authorized agent for purposes of administration of this agreement is the College President.

3.0 Responsibilities of the Foundation

- 3.1 The Foundation shall raise, invest, and endow funds for specific College purposes in accordance with the laws of the State of Kansas and any applicable federal laws. Such funds collected shall be used to support and augment the activities and mission of the College as provided by the College President and Board of Directors and agreed upon by the Foundation Board of Trustees.
- 3.2 The Foundation shall solicit gifts, where appropriate, in the name of the foundation, and on behalf of the College. Correspondence, solicitations, activities and advertisements concerning the Foundation shall be clearly discernible as being from the Foundation.
- 3.3 The Foundation shall conduct its activities in such a manner to maintain its status as a tax exempt, charitable organization under state and federal tax laws.
- 3.4 The Foundation shall plan all fundraising activities and the promotion and sponsoring of programs in support of College activities in a manner consistent with the mission and purpose of the College and in close

cooperation with the President of the College.

- 3.5 The Foundation will assume responsibility for the cost of its expenses, including the cost of the audit and the costs of fundraising campaigns and projects. In addition, the Foundation will contribute an annual amount to the College as agreed upon by the Foundation Board of Trustees and College Board of Directors as share of cost for the Resource Development Coordinator.
- 3.6 The Foundation agrees to notify, coordinate with, and solicit the comments of the College President regarding all significant disbursements and expenditures planned by the Foundation on behalf of the College.
- 3.7 The Foundation shall obtain prior approval from the College before accepting any gift for the benefit of the College that contains restrictive terms or conditions or involves real estate. The Foundation will advise prospective donors that any such gifts are subject to the approval of the College under this Agreement.
- 3.8 The Foundation shall hold, invest, manage and allocate funds and property received in the name of the Foundation. It will also manage funds received in the name of the College, if any, and transferred to the Foundation to be managed on its behalf and for its benefit, according to their terms. Such endowments shall be separately accounted for and the income reported annually. The Foundation will not use funds belonging to the College for the satisfaction of any of its obligations, debts, liability or judgments.
- 3.9 The parties hereto contemplate that, from time to time, either the College or the Foundation may suggest that the Foundation undertake a significant new initiative in furtherance of the support of the College mission (hereinafter, a "Project"). For example, it might be suggested that the Foundation construct and operate a convention center serving the needs of the College. In the event that a Project is proposed, the Foundation will not materially proceed with the Project without first having received the approval of the Board of Directors of the College and the Board of Trustees of the Foundation. In considering a Project for approval, the Board of Directors of the College and the Board of Trustees of the Foundation shall address the extent to which expenses associated with the Project (including without limitation expenses associated with evaluation, planning and start-up of the Project) will be borne by the College, borne by the Foundation, or borne by both the College and Foundation.
- 3.10 Unless otherwise noted due to the desire of the donor/provider, the Foundation will designate 5% of any monetary gift to its general fund to support ongoing operations, outreach, and related activities to reinforce the growth of the Foundation and alumni/friends of the College.
- 3.11 The Foundation shall manage any revenues produced by its activities, including without limitations any revenues produced by or in connection with

any Project. The Foundation shall observe and comply with any limitations or restrictions placed by donors on the use of funds contributed to the Foundation. Except to the extent limited or restricted by the express conditions placed on funds contributed by donors, the Foundation shall pay from the revenues produced by its activities and Projects any administrative, operating and other expenses incurred by the Foundation that are in excess of the resources and services provided by the College. Expenses will include certain fees and costs in connection with the investment, sale or re-investment of the Foundation's institutional funds. The Foundation will establish, and will fund from revenues, an annual administrative expense reserve to help defray these other administrative and operating expenses of the Foundation. The Foundation Board of Trustees will set this fee at a level consistent with similar fees of other community foundations.

- 3.12 The Foundation Board of Directors retains their right to refuse any contribution, donation, or gift which comes from a source which, in the Foundation Board's determination is not in concert with the Foundation's mission or its inherent legal, moral, and ethical standard.
- 3.13 The Foundation shall have an accounting system in place to ensure financial activities are carried out and reported in accordance with generally accepted business and accounting practices.
- 3.14 The Foundation shall have an annual audit of its financial activities by a certified public accountant.
- 3.15 The books, records, documents, and procedures and practices of the Foundation relevant to or affecting this agreement shall be subject to inspection by the College President or his/her designee at reasonable times.
- 3.16 The Foundation shall provide an annual report to the College President, including but not limited to, the activities, programs, holdings, investments, income, and fiscal operations of the Foundation
- 3.17 The Foundation will consult with the College before any changes in the nature, scope or purpose of the Foundation are made. The Foundation shall provide the College President with an advance copy of any amendments, additions, or deletions to the Foundation's Bylaws.

4.0 RELATIONSHIP BETWEEN THE COLLEGE AND THE FOUNDATION

- 4.1 The parties acknowledge that they are independent contractors and that this Agreement shall not be deemed to create or imply the existence of a partnership, joint venture, corporation, employer-employee relationship or any other relationship other than that of a contract between independent contractors. All College staff providing assistance to or administrative services for the Foundation shall remain employees of the College, and shall not (solely by being employees of the College) be employees of the

Foundation. Any staff of the Foundation providing assistance to or administrative services for the College shall remain an employee of the Foundation and shall not (solely by virtue of being an employee of the Foundation) be an employee of the College.

- 4.2 Each party to this Agreement shall not, by entering into and performing its obligations under this Agreement, become liable for any of the existing or future obligations, liabilities or debts of the other party to this Agreement.
- 4.3 Each party agrees to cooperate with the other in the advancement, achievement, and support of the educational and cultural programs and services of the College.
- 4.4 The Foundation shall indemnify the College, its governing board, officers, employees, agents, and students in their official and personal capacities, from and against any and all claims, damages, liabilities, injuries, expenses, demands, and judgments, including court costs and attorney's fees, arising out of the Foundation's performance of this Agreement or arising out of service by any such person or persons at the Foundation's request or on its behalf.
- 4.5 The College shall maintain, at all times, a policy or policies of insurance for the benefit of the Foundation Board of Trustees. This paragraph (4.4) shall survive the termination of this Agreement.

Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit Foundations and causes they are asked to support, we declare that all donors have these rights:

To be informed of the Foundation's mission, of the way the Foundation intends to use donated resources and of its capacity to use donations effectively for their intended purpose.

To be informed of the identity of those serving on the Foundation's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities.

To have access to the Foundation's most recent financial statements.

To be assured that gifts will be used for the purposes for which they were given.

To receive appropriate acknowledgement and recognition.

To be assured that information about individual donations is handled with respect and confidentiality to the extent provided by law.

To expect that all relationships with individuals representing the Foundation of interest of the donor will be professional in nature.

To be informed whether those seeking donations are volunteers, employees of the Foundation or contracted solicitors.

To have the opportunity for their names to be deleted from mailing lists a Foundation may intend to share.

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Source: National Society of Fund Raising Executives

Gift Designation

Donors may designate their gift to a specific area of need. They may also designate how the gift is named, or if they wish to remain anonymous. The following defines the five areas of need: Student Scholarships, Faculty Support, Academic Program Support, Capital Improvements, and the General Fund.

Student Scholarships

Donors may designate their gift to student scholarships and may specify the award criteria, such as: undergraduate and/or continuing education student; full time and/or part time student; academic excellence; financial need; major; and profession to be pursued. Scholarships are vitally important in order to attract and retain increasing numbers of excellent and diverse students by providing much needed financial aid.

Gift amount

There is no minimum amount required for donation designated for the College's General Scholarship Fund.

\$250 is the minimum gift amount required for scholarships named by the Donors. It may be a one-time gift or a pledge of an annual gift of \$250.

\$10,000 is the minimum gift amount to establish an endowed scholarship.

Naming Opportunities

Scholarships may be named in honor of the Donors, or a name they designate, for example, in memory or in honor of loved ones.

Faculty Support

Donors may designate their gift to support faculty salaries and specify the academic program, such as Air Conditioning and Refrigeration, Automotive Technology, Construction Trades, Business Technology, Electric Power & Distribution, Emergency Medicine, Information & Network Technology, Practical Nursing, Registered Nursing, or Welding.

Faculty support is essential for the recruitment and retention of highly qualified instructors and to maintain a low ratio of faculty to students that allows for close interaction and maximum learning.

Gift Amount

There is no minimum amount required for a donation designated for faculty support in a specific area.

\$25,000 is the minimum gift amount to establish a faculty-endowed fund designated for a specific purpose.

\$500,000 is the minimum gift amount to establish an endowed instructorship.
\$1,000,000 is the minimum gift amount to establish an endowed chair.

Naming Opportunities

Endowed instructorships or chairs may be named in honor of the Donors, or a name they designate, for example, in memory or in honor of loved ones.

Academic Program Support

Donors may designate their gift to an academic area, program, project, or field of study. Academic program support is needed to strengthen and enhance teaching and learning opportunities for students and faculty. Gifts provide funding for a number of needs, such as visiting instructors and/or lecturers, travel expenses for students and faculty to attend regional and national academic conferences, student participation in community service internships, or faculty participation in workshops to learn new teaching methods.

Gift Amount

There is no minimum amount required for a donation designated for a specific Academic Program.
\$50,000 is the minimum gift amount to establish an endowed academic program fund.

Naming Opportunities

Endowed academic funds may be named in honor of the Donors, or a name they designate, for example, in memory or in honor of loved ones.

Capital Improvements

Donors may designate their gift for the purchase of equipment, such as computers; or they may designate where it is to be invested, such as a library or technical lab. Capital improvements enhance teaching, learning, and administrative facilities. The needs are varied and include the library, computer laboratories, technical laboratories, classrooms, media centers, existing building renovation, and new facility construction.

Gift Amount

Unrestricted donations to the Annual Fund support capital improvements.
\$100,000 is the minimum gift amount to establish an endowed capital improvement fund designated for a specific area, such as the library, nursing or computer laboratories.

Naming Opportunities

New construction, renovations, or retrofitting of an existing area of the College may be named for the Donors, or a name they designate, for example, in memory or in honor of loved ones, based on the following gift criteria:

The minimum gift amount required to name an existing building is one-half of the total cost of the renovations.

The minimum gift amount required to name a new building is one-half of the total construction costs.

The minimum gift amount required to name a particular area of the College -- such as a classroom, laboratory, conference room, or student area -- is the total cost of the renovations and/or retrofitting.

General Fund

Gifts to the General Fund are used at the discretion of the President of Manhattan Area Technical College. Donations to the General Fund are vitally important for they give the President the opportunity to address unexpected and urgent expenses related to student education, academic programs, and/or community outreach.

Gift Amount

There is no minimum gift amount required for a donation designated for the General Fund.

Naming Opportunities

Are not applicable to the General Fund.

Donor Recognition Levels

Gifts to the Foundation will be tracked related to appropriate notification to donors (for tax purposes), for annual statements of support (for tax purposes), and for recognition of support based on cumulative giving and annual public recognition (unless the donor prefers not to be recognized). Donor recognition levels will be as follows:

Friends of the MATC Foundation	\$1-249
Silver Level	\$250-499
Gold Level	\$500-999
Platinum Level	\$1,000-4,999
Diamond Level	\$5,000-9,999
Legacy Level	\$10,000 or more

How to Make a Gift to Manhattan Area Technical College

Donors may elect the type of payment and the time frame for making their donation that best suits their circumstances. The options include:

Gifts of Cash

Gifts of cash include check, credit card, appreciated securities, and/or real or personal property to be liquidated upon receipt of the gift.

Gifts of Real Estate

Gifts of real estate in the Riley County area, such as a residence, may be designated for the home of the College President, faculty members, or students.

Gifts-in-Kind

Gifts-In-Kind are donations other than cash that can be used as is by the College, such as (but not limited to): books, texts, office supplies, computer hardware, computer software, equipment, and furniture.

Pledges

Pledges may be paid in intervals over a period of time designated by and at the convenience of the Donors.

Planned Gifts

Donors may contribute to the College while maximizing their own financial program through planned contributions, such as will bequests, income trusts, annuities, and life insurance. See Planned Giving for more information.

What is Planned Giving?

Planned Giving refers to donations that you designate to Manhattan Area Technical College from your assets instead of your discretionary income. Although Planned Gifts normally take years to realize, they are vitally important to the financial security of Manhattan Area Technical College.

Why Establish A Planned Gift?

Planned Giving is an ideal avenue to help you accomplish, simultaneously, your philanthropic and financial goals. It is testimony to your commitment to Manhattan Area Technical College's mission and allows you to leave a legacy created by your life's work that will benefit generations to come of Manhattan Area Technical College students.

What Constitutes a Planned Gift?

Planned gifts include, but are not limited to: estate gifts, gifts of stocks and mutual funds, real estate, life insurance, personal property, annuities, charitable remainder trusts, intellectual property, and gifts of retirement plan assets.

What about Wills?

While there are many types of planned gifts, bequests are by far the most common. Please consider including Manhattan Area Technical College in your will.

Are There Tax Benefits?

Including a charitable planned gift in your financial or estate plan affords you significant tax benefits and may increase the inheritance you leave to your heirs. In the case of charitable remainder trusts, it provides income to

Manhattan Area Technical College and provides you with a tax deduction, income for life and may help you avoid capital gains taxes. For information that best suits your circumstances, please consult an estate planning specialist.

Contacting Prospective Donors & Gift Acceptance Procedures

The MATC Foundation office administers the college's fund-raising activities in a productive fashion and establishes guidelines to take best advantage of the private resources available to the college. All fund-raising activities must have the College President's approval.

The following guidelines for asking individuals, corporations, and foundations to donate to the college assure the fair and orderly solicitation of contributions by MATC academic and support departments. Everyone in the college community who raises funds for MATC should observe these procedures. As always, open communication, good will, and close cooperation will be the key to achieving our common objective: a successful contribution that benefits MATC students. Questions regarding prospective donors should be directed to the College President. Gift cultivation and acceptance procedures are as follows:

- A. The College President will authorize approved projects for each fund raising initiative.
- B. Appropriate personnel will aid in preparing for the solicitation, appropriate options for giving, and recognizing the donors with the support of the President. In an effort to better track MATC donors, the Foundation office plans to enhance its donor tracking system. Once in place, the Foundation office will be able to provide college staff with a complete profile of the prospective donor they want to solicit. This information includes the prospective donor's affiliation(s) with MATC, interests, giving record, involvement in past or present solicitations, and other helpful information.
- C. In order to assure this system stays current the Resource Development Coordinator (??) office must be informed of follow-up contacts with each prospective donor.
- D. The President will coordinate solicitation efforts throughout the college. (For example, if you are working with a particular donor and another staff member wants to solicit funds from the same donor, the Foundation office will determine the most appropriate way to respond to this situation that ensures both parties have a successful solicitation.)
- E. The Foundation office will provide a form to identify proposed cash or in-kind contributions. This form must be submitted with approval from the College President (if gift is donated directly to the college) prior to the donor's giving of the gift.
- F. When dealing with an in-kind contribution(s) the college must be careful to adhere to the IRS regulations. College staff must avoid setting prices on non-cash gifts. The donor is responsible for establishing its worth and acknowledge the gift with a "donor stated value of \$_____." The donor must be informed in writing that the college or the MATC Foundation is not certifying the value of the gift and that it is the donor's responsibility to prove the value of the gift if challenged by the IRS.

- G. Another common area where the college can create tax problems is special events. The fair market value for goods or services received by the person who buys the event ticket must be deducted from the cost of the ticket before there is any charitable deduction. For example, a \$50 ticket to a gala would have to take into consideration the comparable cost of the food, performance, and gifts to the attendees, etc. even if these items are donated. This is often very difficult to determine and, in some cases, may exceed the cost of the ticket. If a \$40 value is given for a \$50 ticket, the tax deduction is only \$10. The best advice would be to avoid any mention of tax-deductibility for special event(s) if possible. Additional information can be found in IRS Rule 67-246.
- H. Donors must also complete a Non-cash Charitable Contributions Form 8283 if the total claimed value of all property exceeds \$500. Donors must attach this form to their tax return. (See Appendix G - Form 8283)
- I. After receiving the appropriate approvals, the donor must sign the In-Kind or Cash Form giving the gift to the MATC Foundation or the college. The donor must indicate how the cash donation will be used (for an excellence fund, scholarship or specific item or activity).
- J. The In-Kind or Cash Form must be returned to the Business Office. Once the gift has been received, the Business office will provide the donor with the proper tax receipts and appropriate acknowledgement letters.
- K. The Foundation will aid the individual faculty member or to the department in the establishment of an excellence or scholarship fund. An information packet is available in the Foundation.
- L. A key group of potential donors to support the Foundation and MATC are former students. For our purposes, alumni of MATC will be defined as anyone who has attended the institution as a student, whether they completed a program of study or not. The following is an Alumni Recognition Proposal for MATC:
- MATC will identify and/or accept nominations of alumni each year for recognition based on the individual's accomplishments in one or more of the following areas:
 - Documented recognition by peers in their occupational field for leadership and/or performance and/or service;
 - Documented for contribution(s) in their occupational field in terms of product, service, research, or related component;
 - Longevity of service in their occupational (or related) field including career advancement;
 - Evidence of outstanding service in their community and/or to the region/state/nation/world; and
 - Another documentable reason worthy of recognition.
 - MATC will emphasize alumni recognition through the components listed above and seek to identify worthy candidates within the following structure on an annual basis:
 - At least two persons who attended and/or graduated from MATC between 2000-2010,
 - At least two persons who attended and/or graduated from MATC between 1990-1999,

- At least two persons who attended and/or graduated from MATC between 1980-1989.
- At least two persons who attended and/or graduated from MATC prior to 1980.
- Those persons selected for alumni recognition will be determined through a committee process supervised by the Executive Director of the Foundation in collaboration: 1) initially through employees of MATC serving as the alumni recognition committee during the first two years of implementing this activity, and 2) subsequently through an alumni committee developed in conjunction with future alumni engagement and recognition.

REPORT OF CASH GIFTS TO THE MANHATTAN AREA TECHNICAL COLLEGE FOUNDATION.

SECTION 1: Donor Information

Company/Donor: _____

Address: _____

City/State/Zip: _____

Contact Person: _____ Telephone No: _____

SECTION II: College Contact

Primary Contact: _____ Department: _____

Secondary Contact: _____ Department: _____

SECTION III: Gift Information

Amount Category

\$ _____

Scholarship

_____ Specific Scholarship Fund: _____

_____ Undesignated

Restrictions: _____

\$ _____

Excellence Fund

_____ Specific Excellence Fund: _____

_____ Undesignated

Restrictions: _____

\$ _____

General Operating

\$ _____

Others: _____

SECTION IV: Gift Approval

President _____ Date: _____

MATC Foundation: _____ Date: _____

SECTION V: Donor's Statement

I give this gift to the Manhattan Area Technical College Foundation with no restrictions other than those described above in section III.

Donor's Signature: _____ Date: _____

SECTION VI: Foundation Transfer to MATC

Transfer: _____ Acceptance: _____

President: _____ Date: _____

MATC Foundation: _____ Date: _____

Establishing An Excellence Fund

A. PURPOSE

Excellence funds are intended to provide a repository for small, non-endowed gifts that are designated to benefit a specific department, division, or program area. All excellence funds are administered through the MATC Foundation

B. ESTABLISHMENT

An excellence fund may be established at the request of a community sponsor (corporate or individual) or any college department, division, or program area. Anyone desiring to establish an excellence fund should contact the MATC Foundation located in the Foundation Office, room 309.

C. REQUIREMENTS

An approved "Letter of Understanding" and a minimum of \$250.00 initial deposit are required to establish an Excellence Fund. (See Appendix H - Excellence Fund Understanding)

D. DISBURSEMENTS

1. Disbursements must be in compliance with the Foundation general purposes and requirements as in the Foundation Policy Non-Endowed Funds 3.01-3.04. (See Appendix H - Foundation Policies)
2. Funds may be expended for the specific purposes outlined in the Letter of Understanding.
3. Expenditure requests must originate with the fund manager and receive approval of a supervisor before being submitted to the Foundation Office for processing. (See Appendix H - Request for Disbursement)

E. BENEFITS

1. The Foundation Office will provide the originator/fund manager with a quarterly report of all transactions related to their specific excellence fund. In addition, all donations will be acknowledged with a letter of appreciation that includes charitable giving verification.
2. All formally established excellence funds will be promoted as specific giving opportunities by the MATC Foundation. Published materials, including scholarship/excellence fund brochures will identify each excellence fund and its purpose.

Manhattan Area Technical College Foundation
Excellence Funds

Letter of Understanding

Origination of Fund:

Originator	Address	Telephone #
------------	---------	-------------

Name of Excellence Fund Telephone #	Designated MATC Fund Manager
--	------------------------------

Name of Benefiting Department or Service Area

Description of Enhancement Opportunities/Intended Outcome:

Criteria for Disbursements:

Disbursements must be in compliance with the Foundation general purposes and requirements as stated in Foundation policy.

Funds may be expended for the following specific purposes:

Expenditure requests must originate with the Fund Manager and receive approval of supervising Vice President before being submitted to the Foundation Office for Processing.

Acceptance:

Foundation Representative

College President

Account # Assigned

Manhattan Area Technical College Foundation Excellence Funds Request for Disbursement

Name of Excellence Fund

Name of Fund Manager

Purpose/Utilization of Fund Request

Check Payable to:

Mail Check

Deliver to Fund Manager

Approval:

Fund Manager

Date

MATC President

Date

For Foundation Use Only:

Check # _____

Date Received by Foundation _____

Date Mailed or Delivered to Fund Manager _____

Establishing a Scholarship/ Endowment Fund

A. PURPOSE

The purpose of the scholarship fund is to accept contributions and award scholarships for Manhattan Area Technical College students. Additional endowments may be established to support the college's efforts in program development, improvement of instruction, and professional development.

B. ESTABLISHMENT

Endowments typically are established to honor an individual, living or deceased, and normally will bear the name of the person whom is recognized through the fund. An endowment also may bear the name of the organization, corporation, or other appropriate entity that desires to support the MATC Foundation and college in this manner.

C. ENDOWMENTS

Endowments are generally defined as restricted gifts for which the principal is held inviolate and in perpetuity. Generally, named scholarships may be endowed at \$10,000.

The gift is invested according to the established policy of the Manhattan Area Technical College Foundation. The corpus of the trust shall be invested and reinvested separately or together with other funds of the and only the income from the endowment shall be awarded.

The Foundation Office will work with interested individuals and entities to establish endowed scholarships. The donor establishes criteria governing individual scholarships with assistance from the Foundation staff. This criteria details specific requirements to be met by applicants and outlines the award process for the scholarship. A scholarship trust agreement will be developed to finalize the specific criteria for the selection of the scholarship recipient. (See Appendix I - Scholarship Trust Agreement)

Upon endowment, the earned interest will be used to fund the scholarship. The student receiving the scholarship will be called a scholar of the scholarship name.

D. NON-ENDOWED FUNDS

1. Sustaining and Renewable Gift Scholarship - A minimum of \$250 per semester must be received for sustaining a renewable gift scholarship. The donation should be received prior to the awarding of the scholarship. The student receiving the scholarship will be called a scholar of the named scholarship.
2. General Academic Scholarships - Donations of less than \$250, which are designated for scholarships, shall have no other restrictions. Unrestricted donations are consolidated within the general academic scholarship fund. The total amount of money at the beginning of each

semester will be reviewed and an appropriate portion of these funds will be awarded each semester.

E. SELECTION

The Foundation Office works with the MATC Financial Aid Office in processing the scholarship awards. A scholarship committee comprised of college faculty and staff, and a student representative make recommendations for these scholarships. Foundation scholarships are available for all students in both academic and technical majors. Individual donors establish specific criteria for their scholarship such as a specific major, financial need, GPA, and residency.

Students are required to submit applications to the Foundation office by April 15 for the fall semester and October 15 for the spring semester. (See Appendix J - Scholarship Application)

F. DISBURSEMENTS

After the selections have been made, the Foundation Office contacts the Financial Aid Office with the names of the students to receive the scholarships. The Financial Aid Office works with the Business Office to credit the students account so upon registration the scholarship is applied to individual accounts. If the student is rendered ineligible to receive the award (i.e. failure to maintain GPA or hours of enrollment), the scholarship will be awarded to another applicant.

Manhattan Area Technical College Foundation

SCHOLARSHIP/ENDOWMENT PROGRAM

STATEMENT OF PURPOSE

The purpose of the scholarship program is to accept contributions and award scholarships for Manhattan Area Technical College Students. Additional endowments may be established to support the college's efforts in program development, improvement of instruction, and professional development such as a Technology Fund.

ENDOWMENTS EXPLAINED

A financial endowment is a transfer of money and/or property donated to an institution. The total value of an institution's investments is often referred to as the institution's endowment and is typically organized as a public charity, private foundation, or trust.

An endowment may come with stipulations regarding its usage. In some circumstances an endowment may be required to be spent in a certain way or alternatively invested, with the principal to remain intact in perpetuity or for a defined time period. This allows for the donation to have an impact over a longer period of time than if it were spent all at once.

In the United States, the endowment is often integral to the financial health of educational institutions. Alumni or friends of institution sometimes contribute capital to the endowment.

RESTRICTED ENDOWMENTS

Endowment revenue can be restricted by donors in numerous ways. Instructorships and endowed scholarship/fellowships are the most common restriction on large donations to an endowment. The restricted/unrestricted distinction focuses on the use of the funds; see quasi-endowment below for a distinction about whether principal can be spent.

ENDOWED INSTRUCTORSHIPS:

An endowed instructor (or endowed chair) is a position permanently paid for with the revenue from an endowment fund specifically set up for that purpose. Typically, the position is designated to be in a certain department. The donor is allowed to name the position, which typically takes a "First-name Last-name Instructor of Department-name" format. Endowed instructorships aid the college by providing a faculty member who does not have to be paid entirely out of the operating budget, allowing the college to either reduce its student-to-faculty ratio, a statistic used for college rankings and other institutional evaluations, and/or direct money that would otherwise have been spent on salaries toward other college needs. In addition, holding such a instructorship is considered to be an honor in the academic world, and the college can use them to reward its best faculty or to recruit top instructor from other institutions.

ENDOWED SCHOLARSHIP/FELLOWSHIP:

An endowed scholarship is tuition (and possibly other cost) assistance that is permanently paid for with the revenue of an endowment fund specifically set up for that purpose. It can be either merit-based or need-based (which is only awarded to those students for whom the college expense would cause their family financial hardship) depending on college policy or donor preferences. Some colleges will facilitate donors' meeting the students they are helping. The amount that must be donated to start an endowed scholarship can vary greatly.

FINANCIAL OPERATION:

A financial endowment is typically overseen by a board of trustees and managed by a trustee or team of professional managers. The financial operation of the endowment is typically designed to achieve the stated objectives of the endowment.

At colleges, typically 4-6% of the endowment's assets are spent every year to fund operations or capital spending. Any excess earnings are typically reinvested to augment the endowment and to compensate for inflation and recessions in future years. This spending figure represents the proportion that historically could be spent without diminishing the principal amount of the endowment fund.

QUASI-ENDOWMENTS:

A quasi-endowment, or fund functioning as an endowment, are funds merely earmarked by an organization's governing board, rather than restricted by a donor or other outside agency, to be invested to provide income for a long but unspecified period, and the governing board has the right to decide at any time to expend the principal of such funds. Separately from the endowment versus quasi-endowment distinction, there's another 2-way categorization of restricted and unrestricted, which focuses on the use of the funds. As an example, a quasi-endowment might be restricted by

the donor to supporting the tennis team; the use is restricted to one purpose, but the governing board could "invade principal" and not just the earned revenue to support the tennis team.

ENDOWMENTS

Endowments typically are established to honor an individual, living or deceased, and normally will bear the name of the person who is recognized through the fund. An endowment also may bear the name of an organization, corporation or other appropriate entity that desires to support the Foundation and college in this manner.

Endowments are generally defined as restricted gifts for which the principal is held inviolate and in perpetuity. Generally, individuals may endow a "Named" Scholarship for \$10,000 and corporate entities may endow a "Named" Scholarship for \$15,000.

The gift is invested according to the established policy of the Manhattan Area Technical College Foundation. The corpus of the Trust shall be invested and reinvested separately or together with other funds of the and only the income from the endowment shall be awarded. The Board of Trustees shall be authorized to pay out of the income, all expenses and liabilities properly incurred in furthering the purpose of the trust. If an endowment is made up of assets other than cash and administrative expenses are incurred above the income earned the Foundation has the ability to pay these expenses out of the principle.

Once fully endowed, the earned interest will be used for the scholarship. The student receiving the scholarship will be called the "Name" Scholar. Donors also have the option of designating a portion of their contribution for an annual award. For example, a donor may pledge a \$10,000 endowment and initially give \$2,000 to go directly into the endowment funds and additional \$500 to be awarded to a student during the current year and continue to do so until the scholarship is fully endowed.

NON-ENDOWED FUNDS

SUSTAINING AND RENEWABLE GIFT SCHOLARSHIPS

A minimum of \$250 per semester must be received for sustaining and renewable gift scholarships. The donation should be received prior to the awarding of the scholarship. The student receiving the scholarship will be called the "Name" Scholar.

GENERAL ACADEMIC SCHOLARSHIPS

Donations of less than \$250, which are designated for scholarships, shall have no other restrictions. They will be compiled within the general academic scholarship fund. The total amount of money at the beginning of each semester will be reviewed and an appropriate portion of these funds will be awarded each semester.

EXCELLENCE FUNDS

Excellence Funds are intended to provide a repository for small, non-endowment gifts that are designated to benefit a specific department of program of the college. The primary intent of the Excellence Funds is to provide a vehicle that will encourage the establishment of discipline-specific scholarships; however, they also may be utilized to meet other critical needs.

An Excellence Fund will be established at the request of a College division or program chair with the approval of the supervising Vice President. Requests for disbursement must be in compliance with the Foundation policy and college goals and will be executed only when accompanied by supporting documentation.

Academic and technical divisions and programs of the college are encouraged to assist in the development of Excellence Funds by assisting the Foundation in the identification and cultivation of prospective donors.

TRANSFER OF GIFTS TO THE COLLEGE

The Foundation was established to solicit and receive gifts, grants and bequests on behalf of the College, including gifts of equipment, apparatus, and other effects that are donated to benefit the faculty and students of the college.

It is the Foundation's intent to manage cash assets. Upon receipt of non-cash assets as a gift whose purpose is to provide the Foundation with cash, it is the policy of the Foundation to liquidate the asset and utilize the proceeds for the benefit of the College.

Upon receipt of non-cash assets as a gift whose purpose is to directly benefit faculty or students of the College (i.e. apparatus or supplies), it is the policy of the Foundation to transfer said assets to the College so that they may be managed by the appropriate unit and added to the official property inventory of the College.

Acceptance of assets by the Foundation and transfer of said assets to the College will be accomplished by action of the Board of Trustees of the Manhattan Area Technical College Foundation, and execution of the "Report of Gifts to the Manhattan Area Technical College Foundation" form as a transfer document.

Title: Donated Equipment and Supplies MATC Policy 6.5.1	
Originated by: Executive Director, MATC Foundation	
Signature	Date
Approved by: President/CEO	
Signature	Date
Reviewed:	Revised:

Policy Statement: All equipment and supplies (new or used) donated to Manhattan Area Technical College, whether at the program level or institutional level, must be processed through the MATC Foundation and accepted by the MATC Board of Directors.

Rationale: If a gift will benefit the College in furthering its mission, it is then related to the purpose of the Foundation and College in regards to maintaining 501(c) 3 recognition.

Definition of a gift: New or used products, equipment, supplies, or facilities are gifts. Other tangible gifts include real estate and financial resources. Intangible gifts include services, time, stock, and bonds.

Procedure: Accepting the gift:

1. Guidelines to determine if accepting the gift is in the best interest of the College.
 - a. Does the gift support the organizations mission?
 - b. Does the gift come with encumbrances such as taxes, liens, liability issues, or specific extra costs to make it useable?
 - c. Does the gift require the Foundation to accept restrictions or obligations that are not in the best interest of the College?
 - d. Will accepting the gift cost more than what the gift is worth?
 - e. Could the gift create community relation difficulties or impact the college negatively?

2. Employees may accept the gift for the college with the restriction that final approval is the responsibility of the Manhattan Area Technical College

Foundation. Employees are not allowed to state a dollar value of the gift but only recognize that the gift was made. The donor is responsible for monetary value determination. A dollar value for internal purposes only, will be assigned to the gift by the Foundation. The Foundation is neither legal counsel nor a tax accountant, so it is necessary to make sure to not state a value to the donor for legal reasons.

- a. A Gift In-Kind form is to be filled out and signed by the donor.
 - b. The donor must be informed that for any gift over \$500.00 requires an IRS form 8283 will be required when filing taxes.
 - c. The donor is to be informed as soon as final approval is made and a gift in-kind form is received, a receipt will be issued for the gift.
3. Information about and description of gift:
- a. Stated dollar value, if given (for internal purposes only).
 - b. Written description of the gift including model number and serial number, if available, title and VIN if donation is a vehicle or heavy equipment (tractor, dirt moving equipment, trailer)
 - c. Department for which the gift is designated, if any.
 - d. Intended use of gift by the program or college, if any.

Manhattan Area Technical College

Scholarships

The scholarship program administered by Manhattan Area Technical College and the Manhattan Area Technical College Foundation are generally awarded on the basis of academic achievement and/or financial need. All scholarships carry their own eligibility requirements and restrictions, which are based on college policy, or the conditions imposed by scholarship donors. Each scholarship description gives information concerning eligibility requirements, restrictions, amount, and origin.

Both new students and current students enrolling at Manhattan Area Technical College are encouraged to complete an application for MATC scholarship awards. New students must have submitted an application for admission to the College. While efforts are made to provide current scholarship information in this handbook, all scholarship programs listed here are subject to change without notice. Manhattan Area Technical College reserves the right to limit, delay or discontinue the awarding of scholarships described in this handbook due to the availability of funds or other factors deemed in the best interest of the College or the Manhattan Area Technical College Foundation. For the most current scholarship information, please contact the Manhattan Area Technical College Foundation Office at Manhattan Area Technical College, 3136 Dickens Avenue, Manhattan, Kansas 66503

SCHOLARSHIP APPLICATIONS

Scholarship applications are available in Manhattan at the MATC Foundation Office. For your convenience, an application is enclosed with this handbook. In addition, applications for general college and departmental scholarships can also be completed on-line at:

http://www.MATC.edu/Forms/02_scholarshipapp.htm

SCHOLARSHIP APPLICATION PROCEDURES

Students who wish to be considered for scholarships at Manhattan Area Technical College should follow these general guidelines when submitting applications.

1. Applicants must have made application for admission to Manhattan Area Technical College. Applicants must be eligible for admission to MATC in accordance with existing policies found in the current *General Catalog*.
2. Students must be enrolled or plan to enroll as a full-time student at Manhattan Area Technical College unless stated otherwise in this *Scholarship Handbook*.
3. Fulfill and maintain the grade point average (GPA) requirements of the scholarships for which you are making application.
4. High school seniors must submit an *official high school transcript*, which includes grades, estimated class rank and ACT or SAT scores.
5. Currently enrolled college students and transfer students must submit transcripts of all prior college course work.
6. Applicants must submit letters of recommendation, portfolios, or other necessary materials required of the scholarships listed in this *Scholarship Handbook* for which you are applying. Regarding scholarships that are need based, attach any and all materials that show financial need.
7. Carefully complete the scholarship application, making sure to answer all questions to the best of your ability. *Incomplete applications will not be considered.*

SCHOLARSHIP APPLICATION DEADLINES

Unless specifically stated, the deadline for applying for general scholarships awarded for the fall semester is April. The deadline for the spring semester is October

MATC Scholarships

Russ Briggs Scholarship (1 x \$500) – awarded each spring semester to an Automotive Technology, Auto Collision Repair, or Business Administration program student. Applicants judged by academic achievement (25%), leadership/character/citizenship (25%), financial need (25%), essay (25%). Preference is given to Manhattan area students. This is a non-renewable scholarship.

Ross Clark Memorial Scholarship (1 x \$500) – awarded each spring to an Automotive Technology or Auto Collision Repair program student. Recipient must be a Kansas high school graduate, must carry a minimum 2.75 GPA, and have a minimum 95% class attendance record. Preference is given to a student who participated in FFA and is a 1st year student (although 2nd year students may also be considered). This is a non-renewable scholarship.

Greg Davis Memorial Scholarship (1 x \$500) – awarded each spring to a Building Trades program student. Applicants judged by academic achievement/technical proficiency (25%), leadership/character/citizenship (25%), instructor recommendation (25%), essay (25%). This is a non-renewable scholarship.

Western Cooperative Electric Scholarship (1 x \$1,000) – awarded each fall to an Electric Power and Distribution program student. Preference is given to a member or dependent of a member of Western Cooperative Electric. Applicant must receive an excellent recommendation from their on-site summer training supervisor. Applicants judged by academic achievement/technical proficiency (25%), leadership/character/citizenship (25%), summer internship performance (25%), essay (25%). This is a non-renewable scholarship.

Richard Shelley Memorial Scholarship (1 x \$250) - awarded each fall to an Electric Power and Distribution program student. Applicants judged by academic achievement/technical proficiency (25%), leadership/character/citizenship (25%), summer internship performance (25%), essay (25%). Applicants must have a minimum 3.0 GPA in their EPD courses and must be a permanent resident of Kansas or Missouri. This is a non-renewable scholarship.

Nicholas Buxton Memorial Scholarship (2 x \$350) – awarded each fall to an Electric Power and Distribution program student. Preference is given to a student from Lyon County or the surrounding area. This is a non-renewable scholarship.

Bruce Peil Memorial Scholarship (1 x \$250) – awarded each fall to an Electric Power and Distribution program student. Applicants must be permanent residents of Kansas or Missouri and must earn a minimum 3.0 cumulative GPA in EPD courses. Applicants judged by academic achievement/technical proficiency (25%), leadership/character/citizenship (25%), summer internship performance (25%), essay (25%). This is a non-renewable scholarship.

Jeffrey Tryon Memorial Scholarship (1 x \$250) – awarded each fall to an Electric Power and Distribution program student. Selection criteria include financial need, attendance, and the essay, all to be weighted equally. Preference is given to a student from the counties of Riley, Marshall, Nemaha or Washington. This is a non-renewable scholarship.

Kansas Line Superintendents Scholarship (1 x \$250) – awarded each fall to an Electric Power and Distribution program student. This is a non-renewable scholarship.

Westar Energy EPD Scholarship (1 x \$250) – awarded each fall to an Electric Power and Distribution program student. This is a non-renewable scholarship.

Zach Antoszyk Memorial Scholarship for Electric Power and Distribution (1 x \$500) – awarded each fall to an Electric Power and Distribution student. Applicant must carry a 2.75 minimum GPA and have a minimum 95% attendance in class. The essay must address the following question: “What does the lineman program mean to you and what are your future plans?” This is a non-renewable scholarship.

Barbara Teaford Nursing Scholarship (2 x \$500) – awarded each spring to one Associate Degree Nursing student and one Practical Nursing student. Students must have a minimum 2.5 GPA. Applicants judged by academic achievement (25%), leadership/character/citizenship (25%), financial need (25%), essay (25%). Preference is given to Manhattan area students. This is a non-renewable scholarship.

Ernest and Lewis Braun MATC Ambassador Scholarship (5 x \$250) – awarded both fall and spring terms to students selected as MATC Student Ambassadors. Applications for Student Ambassadors may be picked up from the MATC Main Office. This is a renewable scholarship.

Ernest and Lewis Braun MATC Merit Scholarship (2 x \$500) – awarded in both fall and spring. Applicant must maintain a minimum 3.0 GPA. Applicants judged by academic achievement (25%), leadership/character/citizenship (25%), financial need (25%), essay (25%). This is a non-renewable scholarship.

Scholarship Application

Return to: MATC-Scholarship Committee
3136 Dickens Avenue
Manhattan, KS 66503-2499
Phone: 785-587-2800
Fax: 785.587.2804

Name: _____ Program of Study: _____

Phone: _____ Scholarship Name: _____

Including MATC, list colleges, universities and technical schools previously attended:

List any honors and/or awards you received in high school or college:

List any community or volunteer activities/organizations/clubs in which you participated:

Describe any volunteer or leadership positions or activities in which you participated in at MATC:

Scholarship Essay: On a separate piece of paper, please prepare a short essay that addresses the questions below.

Why do you feel that you are most qualified to receive this scholarship? What are your career goals or your professional aspirations? What issues, needs or problems do you hope to address as a result of obtaining your education at MATC? How will your education at MATC help you achieve your career or professional goals?

For Office Use Only:

_____ MATC GPA

_____ Program/Pre-Program _____ Met Deadline

_____ EFC

_____ Ranking _____

Fall/Spring 20_____

**EXAMPLE
TRUST AGREEMENT**

STATE OF KANSAS

COUNTY OF RILEY

_____, of the County of Riley, State of Kansas, does hereby give, grant, transfer, assign, and convey to the MANHATTAN AREA TECHNICAL COLLEGE FOUNDATION., as Trustee, irrevocably and forever, for the use and benefit of the MANHATTAN AREA TECHNICAL COLLEGE, the following property: _____ AND NO/100 DOLLARS.

Additional gifts may be added to the corpus of this Trust in the future, irrespective of their source, with the additional funds to be administered as the original Trust herein described.

This Trust shall be called the _____ SCHOLARSHIP FUND.

The purpose of this Trust, to be carried out by the MANHATTAN AREA TECHNICAL COLLEGE FOUNDATION., through its Board of Trustees, is to create a scholarship endowment fund, the income of which is to be awarded in scholarships to students who have been admitted to the Program in the MANHATTAN AREA TECHNICAL COLLEGE.

Eligibility for the _____ SCHOLARSHIP is based upon the following criteria:

- A. Scholarships will be awarded without regard to race, color, sex, age, religion, national origin, disability, or veteran status.
- B. Selection of scholarship recipients will be based upon the recommendations of the MATC Scholarship Committee which will solicit applications for the award.
- C. The formal application will include (1) an application which includes a personal statement; (2) a high school and/or college transcript.
- D. Written applications will be reviewed by the MATC Scholarship Committee consisting of faculty, staff, and Foundation Board Member.
- F. Students must maintain the minimum college cumulative grade point average in order to maintain good academic standing at the college.
- G. Preference will be given to applicants who:

Except as otherwise herein expressly provided, the Trust shall be managed and controlled, and the rights, duties, liabilities, and immunities of the Trustees and all others concerned shall be determined under and in accordance with the terms of the Kansas Trust Act, as it may exist as of the applicable time.

No bond or security shall be required of the Trustees.

The corpus of the Trust shall be invested and reinvested separately or together with other funds of the and only the income from the endowment shall be awarded. The Trustees shall be authorized to pay out of the income all expenses and liabilities properly incurred in furthering the purpose of the trust. A separate accounting of this fund shall be produced quarterly.

The accounts of this trust may be examined at any time after reasonable notice by the Trustor or its legal representative.

If the purpose of this Trust becomes impracticable, illegal, or if by some reason of changed conditions its further execution becomes unnecessary or unwise in the judgment of the Trustees, the Trustees may designate another purpose deemed more appropriate under the circumstances, and the purpose so designated shall thereupon become the purpose of the said Trust, but the Trust shall forever carry the name herein designated.

If the Foundation should be dissolved, whether voluntary or involuntary or by operation of the law, all net assets of this Trust after payment of any liabilities, shall be paid to the Trustees of the MANHATTAN AREA TECHNICAL COLLEGE, Manhattan, Kansas, for the continuation of the purpose herein described.

EXECUTED this _____ day of _____ A.D. 20__.

By: _____

BEFORE ME, the undersigned, a Notary Public in and for said county and state, on this day personally appeared _____, known to be the person(s) whose name is (are) subscribed to the foregoing instrument, and acknowledged to me that he/she (they) executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20__.

Notary

THE DECLARATION OF TRUST

STATE OF KANSAS

COUNTY OF RILEY

WHEREAS, donations of funds have been received by the MANHATTAN AREA TECHNICAL COLLEGE FOUNDATION. (herein after referred to as the FOUNDATION) for the purpose of establishing an endowment; and

WHEREAS, no formal trust agreements were executed at the times such contributions were made; and

WHEREAS, the Board of Trustees of the FOUNDATION has determined that establishment of an express trust shall aid the FOUNDATION in fulfilling purposes set forth in its Articles of Incorporation, now therefore,

BE IT RESOLVED, that the FOUNDATION, acting by and through its Board of Trustees, does hereby declare that the FOUNDATION has held, and shall continue to hold in perpetuity, the sum of AND NO/100 DOLLARS and any subsequent donations in trust, for the benefit of the MANHATTAN AREA TECHNICAL COLLEGE, subject to the terms and provisions set forth below, to wit:

The name of this Trust shall be the _____ SCHOLARSHIP FUND.

Income from investment of the corpus may be distributed in whole or in part to benefit students attending MANHATTAN AREA TECHNICAL COLLEGE

Awards shall be made to designated individuals selected by the MATC Scholarship Committee following the criteria determined by the principal donors.

The principal of this Trust may be combined with other funds held by the FOUNDATION for management and investment purposes provided; however, that an accounting for this Trust shall be made separately and apart from all other funds of the FOUNDATION on a quarterly basis.

EXECUTED this _____ day of _____, A.D. 20__.

ATTEST:

Chair _____

Secretary _____

Foundation Director _____

BEFORE ME, the undersigned, a Notary Public in and for the County of Riley, State of Kansas, on this day personally appeared, Chair; Secretary; and Foundation Director; of the MANHATTAN AREA TECHNICAL COLLEGE FOUNDATION., at Manhattan, Kansas, known to me to be the person whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same as the act and deed of said Chair, Secretary, and Foundation Director for the purpose and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER BY HAND AND SEAL OF OFFICE, this the _____ day of _____ A.D. 20__.

_____ Notary

President's Report: April 2026

President's Report: April 2026

Institutional Performance

- Both the electrical technology and computer support specialist program (with cyber tracks) were approved by the Technical Education Authority and KBOR this spring. Thanks to Kerri, Chris, the instructors, Kim W, Laura, and others for this good work, and for the final stages with HLC and the feds for financial aid eligibility approvals for these programs, ready to start fall 2026!
- We met with our plan representative from KS Blue Cross Blue Shield on April 1. Based on the information provided on our usage of the plan in the first 3 quarters of 2025-26 we can expect a rate increase for the health insurance plan of just under 15%. We have had all employees complete an updated medical profile for submission to KS BCBS for possible reduction of that rate. Big thanks to Peter and our employees for getting that profile completed in less than two weeks!
- We have a proposal from McAlister & Quinn, a D.C.-based company with many services to offer to higher education institutions to pursue, manage, and lobby for both public and private grants and related projects. We will be considering their menu of support and assistance as we design a proposal for board review on resource development, including staffing options.
- KUDOS to our faculty and staff for a very well attended and successful National CTE Signing Day event on 4-16, and on our Grow Green Match Day event (and plaza cookout!) on 4-22.
- Pamela, Josh, and I are regularly participating in the AFIT AI Community of Practice sessions and AFIT began deep dive sessions this month (4-23). We are working on active movement with AI integrations.

Institutional Leadership

- The Kansas Technical Colleges' Presidents and lobbyist, Steve Kearney, met by zoom on April 3, and in person at Flint Hills Technical College April 15. We reviewed legislative action concerning our appropriations, changes to the administration and qualifying partial reimbursement through Excel in CTE (the appropriations were reduced by 25%!), as well as working on outcomes funding structures. I followed up with a meeting with Steve April 22 (and he had lunch with Rep. Steele recently). The KTC group is aiming for an outcomes funding model proposal by May 12 for our group. Tentatively, MATC will host the summer meeting of the KTC presidents and senior administrators on June 17.
- I participated in a Federal Reserve webinar 4-8 on rural two-year colleges and workforce/economic development, as well as a Strada Foundation webinar on Workforce Pell implementation (4-9).

President's Report: April 2026

- I provided the MATC report on use of our base grant funds to the TEA Budget & Finance committee on 4-9 (report accepted and on the TEA consent agenda this month). I presented at the AACCC annual meeting in Seattle and attended the meeting of the Commission for Small and Rural Colleges during the event. Kerri also attended the annual meeting and participated in several sessions (we said HI to each other as we passed on the streets and meeting venues).
- John Armbrust and I have a good and effective conversation on how we prepare for the future. Again, the combination of consistently working on regional employer relationships, enhancing student learning and achievement, and investing in our people pay off on a regular basis. What used to be foundations of our funding and governance, as far as state and federal policies and budgets go, are now much less predictable and supportive. Interesting times, and we can navigate the various issues.
- We held a meeting of the MATC Foundation Trustees. My apologies for not informing the board of the proposed trustees and other items sooner. More info attached.

External Relations

- Chamber staff reached out to use a few weeks ago concerning a Department of Defense DCIP possibility. (John Armbrust has significant background and insight on this as well and has been assisting our concept process!) In brief, this is a military base project located off the base so it can have community impact as well. We are developing a concept for consideration to provide significant resources for a life sciences/healthcare professions facility on our campus as well as increasing immersive technologies (AI, VR, AR, etc.) We have contracted with BBN (Dan Crouch) to revamp our campus master plan with facility plans for the corner at Wreath and Dickens for the structure. If the base commander agrees to support the idea, we will work to submit the required proposal before the end of June. We should also hear about the Rural Healthcare Transformation project proposal working with the Wamego Health Center in June.
- Harry and I met with City Commissioners Fox and Morrison (separately) and had good conversations about MATC, our mission and performance, not having local taxing authority, and our engagement with area employers, retention of our graduates in high wage/high demand jobs, and more.
- I attended the Westloop Business Association meeting in April as well as the Manhattan Chamber Board meeting, and Chris and I met with USD 383 administrators on 4-23 to discuss the changes to Excel in CTE funding. I also attended a portion of the nursing advisory committee meeting on 4-8, Brad Hartenstein's retirement reception 4-16.

President's Report: April 2026

- We hosted representatives of K-State and their biomanufacturing program on 4-16, and Chris provided insights into our VR capabilities, transitioning CET to VR and AI formats.
- A long-time faculty member in the EPD program, Rex Fair, passed away after a brief illness recently. Several MATC employees attended visitation/memorial services 4-24. His family is directing memorial gifts to GMCF for a MATC EPD scholarship.

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

Accreditation/Continuous Improvement (No current reporting requirements.)