

**Manhattan Area Technical College**  
**Board of Directors Meeting Agenda**  
**May 19, 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.

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## **Attendance: Board of Directors**

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

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

## **Administration/Staff**

James Genandt, President/CEO  
Josh Gfeller, Vice President of Operations  
Emily Trent, Chief Financial Officer  
Kerri Bellamy, Dean, Advanced Technologies  
Kim Withroder, Director, Institutional Research  
Peter Vopata, Coordinator, Human Resources

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  
Suzy Baker, Senior Executive Officer, Board Clerk

## **Agenda (\*items require Board action)**

1. Call to Order
  - a. Introductions (if necessary)
  - b. Agenda revisions (if necessary) \*
2. Consent Agenda\*
  - a. Previous board minutes (**Attachment 1**) \*
  - b. Previous month check register and related financial information (**Attachment 2**) \*
  - c. Organizational update (**Attachment 3**) \*
  - d. Partnerships/Outreach Update (**Attachment 4**)
3. General Agenda (\*items that may require Board action)
  - a. Finance
    - i. No report (Dashboard is quarterly)
  - b. Operations
    - i. Facilities update
  - c. Faculty Senate
    - i. Update report
  - d. Academics
    - i. No report
  - e. Policies
    - i. No report
  - f. Student Services
    - i. Graduation update
  - g. Resource Development
    - i. No report
  - h. Governance Monitoring Reports (as required)
    - i. None required
  - i. President's Report

- i. Monthly update report (**Attachment 5**)
  - ii. Strategic Directions Review & Co-Creation Process (**Attachment 6**) \*
  - iii. Yearly evaluation - President
  - iv. Call for Board members
- 4. Executive Session (10 min)
  - a. Financial
- 5. Events/Meetings Calendar
  - a. May 25 – Memorial Day – Campus Closed
  - b. June 30 – June Board of Directors Meeting, 5:30p
  - c. July – No Board of Directors Meeting for this month
- 6. Adjournment

	<b>Schedule of President’s Monitoring Reports</b>
Monthly Through BOD Meetings  Written Report in December	1. <b>GENERAL EXECUTIVE CONSTRAINT</b>  a) The President shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, imprudent, or unethical
June	2. <b>TREATMENT OF PEOPLE</b>  a) With respect to treatment of students, staff, volunteers and the community, dealings shall not be inhumane, unfair, or undignified.
October	3. <b>BUDGETING/FINANCIAL PLANNING/FORECASTING</b>  a) Budgeting shall not deviate significantly from board priorities, or risk fiscal jeopardy.
Quarterly (Reports to Include Both MATC Operating Financials as Well as MATC Foundation Impact)	4. <b>FINANCIAL CONDITION</b>  a) With respect to the actual, ongoing condition of the organization’s financial health, the President shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from board priorities established in policies.  b) July – September c) October - December    January – March d) April – June
Ongoing	5. <b>INFORMATION AND ADVICE</b>  a) With respect to providing information and counsel to the board, the President shall not permit the board to be uninformed.
October	6. <b>ASSET PROTECTION</b>  a) Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.

October	<p><b>7. COMPENSATION/BENEFITS</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>b) Annual Budget presented for approval if not done earlier (pending final state approval of appropriations and negotiations)</li> </ul>
January & August	<p><b>8. STRATEGIC PLAN (General Executive Constraint &amp; Board Governance Process)</b></p> <ul style="list-style-type: none"> <li>a) Annual presentation of Strategic Plan...the President shall not operate the college without a Strategic Plan.</li> <li>b) Monitoring progress of Strategic Plan.</li> </ul>
February & October	<p><b>9. ACHIEVMENT OF ENDS</b></p> <ul style="list-style-type: none"> <li>a) Vision &amp; Mission</li> <li>b) Essential Skills</li> <li>c) Work Preparedness</li> <li>d) Workforce Development</li> <li>e) Leadership</li> </ul>

**Manhattan Area Technical College**  
**Board of Directors Meeting Minutes**  
**April 28, 2026/MATC Advanced Technology Center/5:30pm (zoom/live stream)**

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Brian Koch, Faculty, Chair, Faculty Senate  
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**Agenda** (\*items require Board action)

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

**Tim asked for a motion to approve the consent agenda. David 1<sup>st</sup> Brett 2<sup>nd</sup> 6 yes, 0 no, motion approved.**

- a. Previous board minutes (Attachment 1) \*

**Page 7, change Ottawa County to Pottawatomie County.**

- b. Previous month check register and related financial information (Attachment 2) \*

**Emily: Outlined updates to reporting reserves and cash on hand, adding a third line for an unrestricted foundation cash account. Board requested improved color separation in reports for readability. A classification error was identified: an item recorded as an expense should have been a liability; Emily will correct.**

- 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: February's spike in miscellaneous income was due to event registration fees; a dedicated event income account was discussed. It was proposed to have a login system with credentials for controlled access to updates (potentially weekly). Emily noted that current reporting is quarterly, moving toward more regular access.**

- b. Operations
  - i. Facilities update
  - ii. 4.5 Work week proposal (Attachment 6)

**Jim/Josh: Discussion of moving to a 4.5 work week. Fridays are slow; teams are enthusiastic about adjusted schedules. Keeping pay the same while reducing hours was discussed; complexities for hourly staff and payroll tracking were noted. Payroll management and tracking processes must be defined before finalizing. Conclusion: Further review required; once payroll management is set, the board wants to be informed.**

- c. Marketing
  - i. RFP Manhattan Tech Rebrand (Attachment 7)

**Chris: Presented attachment**

- d. Faculty Senate
  - i. Update report (Attachment 8)

**Brian: Trend of students earning more college credits; potential overlap with Cloud County's market. Discussion of proximity (e.g., seven miles from Concordia) and partner schools like Wamego (uncertainty if limited to juniors/seniors). Plan to work with schools over the next 1–2 years. Brian discussed Rex Fair's memorial service and that there is a scholarship fund in Rex's name being established for EPD students.**

- e. Academics
  - i. No updates
- f. Policies
  - i. Drop, Withdrawal, and Tuition & Fee Liability, 5.2.6 (Attachment 9) \*

**Neil: Presented new policy. Ensure the student code of conduct aligns with another policy to avoid discrepancies. Policy layout discussed, including jury duty and military duty. Emphasis on streamlining registrar processes (add/drop), communications, and clarifying students' financial liabilities. Tim asked for a motion to approve policy 5.2.6. Brett 1<sup>st</sup>, Dan 2<sup>nd</sup>, 6 yes, 0 no, motion approved.**

- g. Student Services
  - i. No updates
- h. Resource Development
  - i. No updates
- i. Foundation Report
  - i. April 20, 2026 Meeting Packet (**Attachment 10**)

**John inquired about being a non-voting/ex-officio member on the Foundation Board. Common interpretation: Ex officio can vote unless specified; preference expressed by John for a non-voting liaison role to the board.**

- 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

**Tim asked for a motion to go into Executive Session at 6:48p. David 1<sup>st</sup>, Brett 2<sup>nd</sup>, went into Executive Session at 6:48p for 10 minutes. Tim asked for a motion at 6:58p to extend the Executive Session for 5 minutes. Julie 1<sup>st</sup> Leslie 2<sup>nd</sup>. Committee went back into open session at 7:03p.**

- m. Executive Session (10 min)
  - i. Non-Elected Personnel

**Tim asked for a motion to go into Executive Session at 7:03p for 10 minutes. David 1<sup>st</sup> Julie 2<sup>nd</sup>, went into Executive Session at 7:03p for 10 minutes. Committee went back into open session at 7:13p.**

- 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 **Tim motioned to adjourn, Brett 1<sup>st</sup>, David 2<sup>nd</sup>. Meeting adjourned at 7:13p.**

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**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** May 19, 2026  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Jillian Young	Admissions Recruiter	5/11/2026	Student Success/Admissions	Operating	New Hire
Kendall Meyer	PT GED Instructor	6/1/2026	Adult Education	Operating	New Hire
Andrew Presley	Life Sciences Faculty	7/1/2026	Gen Ed/Science Faculty	Operating	New Hire
Miranda Nicholson	ADN Faculty	7/26/2026	Nursing & Health Education	Operating	New Hire
Jenny Sullivan	PN Faculty	8/3/2026	Nursing & Health Education	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Elizabeth Dice	Full-Time PN Faculty	7/26/2026	Nursing & Health Education	Operating	Position Change
Kasey Coon	Part-Time RTC Proctor	7/1/2026	Regional Testing Center	Operating	Position Change
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Kloie Simons	Student Account Specialist	5/15/2026	Business Office	Operating	Resignation
Ricardo Moreno	PT Seasonal Tech Ed Assistant	5/15/2026	Tech Education & Academics	Operating	Resignation
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 Allied Health (CNA/CMA) Instructor			Nursing & Health Education	Operating	Open
Nursing Education & Healthcare Program Coordinator			Nursing & Health Education	Operating	Open
Academic Operations & Scheduling Specialist			Academics	Operating	Open
Part-Time Regional Testing Proctor			Regional Testing Center	Operating	Open
Reporting & Records Specialist			Institutional Effectiveness	Operating	Open
Accounts Payable Specialist			Business Office	Operating	Open
Student Accounts & Receivables Specialist			Business Office	Operating	Open

## Monthly Outreach and Partnership Report

Period: May 2026

Prepared by: Chris Boxberger & David Umanzor

This report outlines outreach visits, partnership development, and key engagement activities that strengthened relationships with community, business, education, and government stakeholders during late April and May 2026 in preparation for the May board meeting.

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### Community and Economic Development

- **Talent Committee Meeting Manhattan Chamber (April 29):** Participated in the Manhattan Chamber Talent Committee meeting to support regional workforce and talent strategies.
- **Alma Base (May 8):** Engaged with Alma Base as part of ongoing regional relationship building and community connectivity efforts.
- **Manhattan Chamber Inter-Region Visit Follow Up Meeting (May 11):** Participated in a follow-up meeting to continue regional strategy discussions after the inter-region visit.
- **Business After Hours – Manhattan Chamber (May 13):** Attended Business After Hours to maintain engagement with local business and civic leaders.
- **Manhattan Chamber DEIB Committee Meeting (May 14):** Participated in the DEIB Committee meeting to support inclusive community and workforce engagement efforts.
- **Legislative Appreciation Breakfast with Manhattan Chamber (May 21):** Attended the breakfast to strengthen legislative and community relationships and maintain MATC visibility in regional policy conversations.

### Business and Industry Engagement

- **R Tech (April 30):** Met to discuss CNC Machining training opportunities and employer-aligned technical training needs.
- **Ad Astra Bio (April 30):** Met to discuss training for bench technicians in biotechnology and manufacturing.
- **WWBA Meeting (May 6):** Participated in the WWBA meeting to maintain employer and workforce partner engagement.
- **Life Care Centers of America (May 7):** Met to discuss talent development opportunities with Manhattan Tech.
- **Texas Air Systems (May 7):** Met to discuss talent development opportunities with Manhattan Tech.
- **Farm Bureau Financial Services (May 7):** Held a pitch meeting for Excel and data analytics training to address workforce upskilling needs.

### Education and Government Collaboration

- **Manhattan High School (April 29):** Met to discuss next steps for the MOU and FlexTech planning.
- **Fort Riley Graduation Rehearsal and Ceremony (May 4–5):** Participated in graduation rehearsal and ceremony to support military-connected learners and strengthen Fort Riley partnership visibility.

- **Flint Hills Transition Council (May 5):** Met with the council to discuss pathways for high school seniors with disabilities that lead to post-secondary education and careers.
- **Military Relations Lunch – Manhattan Chamber (May 6):** Attended the lunch to strengthen military-community-education coordination.
- **USD 475 Early Childhood Ribbon Cutting (May 8):** Attended the ribbon cutting to support regional education partnerships.
- **Cyber Center of Excellence Orange Call (May 12):** Participated in a networking event with signal soldiers and DVSU to strengthen military and technology connections.
- **USD 383 Superintendent Meeting:** Met with Superintendent Eric Reid to discuss a possible DCIP healthcare project with Fort Riley and a Healthcare Academy model for Manhattan High School.

### **Workforce, Entrepreneurship, and Career Initiatives**

- **Flint Hills Tech and Rural Talent Development Lab (May 12):** Met to discuss needs for rural talent development in the Flint Hills region.
- **Everyday Entrepreneur Meeting (May 12):** Met with Innovate 24, Black Entrepreneurs of the Flint Hills, and Junction City Main Street to work on a pitch competition at Manhattan Tech; this may represent the first collaboration among the three organizations serving small businesses across the region.
- **One Million Cups (May 13):** Participated in an entrepreneur support event delivered in Spanish.
- **Everyday Entrepreneur Program National Call with NACCE (May 14):** Participated in the national call to support implementation of the Everyday Entrepreneur Program and connect local work to national efforts.

### **Program Development, Training, and Conferences**

- **Electric Power and Distribution PAC Meeting (May 1):** Participated in advisory discussion to align program direction with industry needs.
- **SHRM Education Partner Meeting (May 5):** Met with colleges across the country that provide SHRM Certification Prep to share practices and strengthen partner alignment.
- **Bioscience Core Skills Institute (May 11):** Met to discuss certifications for biotech workers and explore program relevance for MATC and employer needs.

### **Key Accomplishments and Outcomes**

- Expanded secondary and military-connected pathways through continued engagement with Manhattan High School, USD 475, USD 383, Fort Riley, and the Flint Hills Transition Council.
- Strengthened employer relationships through training and talent development discussions with R Tech, Ad Astra Bio, Life Care Centers of America, Texas Air Systems, Farm Bureau Financial Services, and WWBA partners.
- Advanced entrepreneurship support through the Everyday Entrepreneur collaboration, One Million Cups participation, and continued work with NACCE and regional partners.
- Maintained strong community and Chamber engagement through Business After Hours, DEIB Committee participation, Talent Committee involvement, inter-region follow-up, and legislative outreach.
- Supported program quality and future alignment through PAC engagement, SHRM partner networking, and bioscience certification discussions.

## Outreach Activities by Category

Category	Count	Percentage
Business and Industry Engagement	6	23.1%
Community and Economic Development	6	23.1%
Education and Government Collaboration	7	26.9%
Program Development, Training, and Conferences	3	11.5%
Workforce, Entrepreneurship, and Career Initiatives	4	15.4%

President's Report: May 2026

Institutional Performance

- ExO 2.0 ProMastermind Training: April 29, May 6, 13
- AFIT CEO Mastermind-Navigating the Age of Chaos, April 30
- AFIT Community of Practice AI, May 14
- AFIT CEO Summer Institute Preparation, May 12
- AFIT/ExO 2.0 Coach meeting, Ann Ralston, May 18

Institutional Leadership

- KTC Presidents' meetings: May 1, May 14
- GMEP board meeting, May 11
- FHCA board meeting, May 11
- Advantage Manhattan Investor Breakfast, May 12
- DCIP meetings

External Relations

- Automotive Technology Vehicle donation to Homestead, May 6
- Manhattan Chamber Military Relations Luncheon, May 6
- Leadership Manhattan Graduation Event, May 7
- Vern Henricks, GMCF, May 8

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

Accreditation/Continuous Improvement (No current reporting requirements.)

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We will discuss the Department of Defense DCIP project during the board meeting, as well as updates on other workforce and economic development updates. Faculty and staff have been concentrating on end of semester/end of academic year projects and responsibilities.



**Proposal: Strategic Directions Review & Co-Creation Process**  
**Manhattan Area Technical College**  
**Prepared for: President, Board Leadership, and Senior Administration**  
**Time Horizon: 18–24 Months**

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### **1. Purpose and Rationale**

Manhattan Area Technical College has used a dynamic, agile, adaptive framework of *strategic directions* rather than a more traditional and rigid strategic plan. This approach reflects:

- The College’s demonstrated **pivot power** and institutional value of responsiveness
- The accreditation team’s recognition of MATC’s ability to adapt quickly and effectively
- The need to align with rapidly changing workforce, technology, and community conditions
- A desire to engage stakeholders in shaping a shared, future-focused direction

To ensure these strategic directions are well-informed, broadly supported, and actionable, the President proposes forming a short-term **Strategic Directions Review Group** composed of 2 board members and 2 employees (faculty and/or staff).

This group will provide structured feedback, surface opportunities and risks, and help shape the College’s 18–24-month strategic efforts.

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### **2. Objectives of the Review Group**

The ad hoc group will:

1. **Review** the President’s initial articulation of strategic directions.
2. **Assess** alignment with MATC’s mission, vision, values, and modified pillars (Learning, Learners, Workforce Education).
3. **Identify** opportunities, gaps, and high-value priorities for the next 18–24 months.
4. **Recommend** refinements, sequencing, and potential KPIs.
5. **Support** communication and socialization of the strategic directions across the College.

This is not a governance committee; it is a collaborative advisory group that strengthens clarity, alignment, and shared ownership.

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### **3. Proposed Membership**

#### **Board Members (2):**

Selected by the Board Chair for diversity of perspective, institutional memory, and strategic insight.

#### **Employees (2):**

Nominated by the President:

- Administration and/or Faculty (2)
- Areas connected to student success, workforce partnerships, or technology adoption
- There can be consideration of 1-2 additional external stakeholder group representatives as well, such as from economic development, governmental organizations, or resource development agencies

#### **Term:**

8–10 weeks, concluding with a final recommendations report.

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### **4. Process & Timeline (8–10 Weeks)**

#### **Phase 1 — Orientation & Framing (Week 1)**

- President shares the initial *Strategic Directions Brief* (5–7 pages).

- Group receives background materials: accreditation insights, mission/vision, workforce data, enrollment trends, employer feedback, and current initiatives.
- Clarify roles, expectations, and deliverables.

### **Phase 2 — Deep Review & Thematic Input (Weeks 2–4)**

- Members review the brief individually.
- Two facilitated sessions:
  - **Session 1:** What resonates? What’s missing?
  - **Session 2:** Risks, opportunities, and alignment with MATC’s pillars.

### **Phase 3 — Prioritization & Sequencing (Weeks 5–7)**

- Group identifies 4–6 priority strategic directions for the next 18–24 months.
- Develops a high-level sequencing map (quick wins, mid-range, long-range).
- Suggests measurable indicators of progress (not full KPIs).

### **Phase 4 — Synthesis & Recommendations (Weeks 8–10)**

- Draft recommendations reviewed by the group.
  - Final report delivered to the President and shared with the Board.
  - President integrates recommendations into the final *Strategic Directions Framework*.
- 

## **5. Deliverables**

The Review Group will produce:

1. **Strategic Directions Feedback Summary**
    - Strengths, gaps, opportunities, risks
  2. **Priority Directions List (4–6 items)**
  3. **18–24 Month Sequencing Map**
  4. **Suggested Indicators of Progress**
  5. **Recommendations for Communication & Engagement**
    - How to share with employees
    - How to share with key stakeholders
- 

## **6. Expected Outcomes**

By completing this process, MATC will have:

- A focused, adaptive set of **strategic directions** grounded in mission and vision, and with identification of resources: available, needed (with suggestions on appropriate pursuit avenues), as well as where blending projects and resources are available and appropriate.
  - Stronger **alignment** between leadership, board members, and employees
  - A shared understanding of **priorities** and **capacity**
  - A roadmap that supports **innovation**, **responsiveness**, and **regional workforce impact**
  - A model for ongoing strategic adaptation that reflects MATC’s identity and strengths
- 

## **7. Proposed Next Steps**

1. Presentation of the proposal to the Board of Directors and College community.
  2. President finalizes the initial *Strategic Directions Brief*.
  3. Board Chair and President jointly select Review Group members.
  4. Schedule orientation meeting and distribute materials.
  5. Launch the 8–10 week review cycle.
  6. Present final recommendations to the full Board and College community.
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