

**Manhattan Area Technical College
Board of Directors Meeting Agenda
June 30, 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) (Zoom)
Dan Strom (Pottawatomie)
Leslie Goodwin (Geary) (Zoom)

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
Easlyn Koch, Director, 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. Quarterly dashboard (**Attachment 5**)
 - ii. Consideration of interim budget FY27 (**Attachment 6**) *
 - b. Operations
 - i. Facilities update
 - c. Academics
 - i. No report
 - d. Student Services
 - i. Lumina Foundation project update: Marketing/rebranding proposal (**Attachment 7**)
 - e. Policies
 - i. 4.2.3 Course Session Delay or Cancellation (**Attachment 8** (previous), **Attachment 9** (revised))
 - ii. 4.2.7 Grading Scale (**Attachment 10** (previous), **Attachment 11** (revised))
 - iii. 4.2.9 Grading Scale 2 (**Attachment 12** (previous)) (Up for deletion)
 - iv. 5.1.3 Credit for Prior Learning (**Attachment 13** (previous), **Attachment 14** (revised))
 - v. 7.4.4 Paid Holidays (**Attachment 15**)
 - vi. 7.4.5 PTO Leave (**Attachment 16**)

- vi. 7.4.7 Employee/Dependent Educational Assistance Program (**Attachment 17** (previous), **Attachment 18** revised)
 - vii. 7.5.2 Timekeeping (**Attachment 19**)
 - viii. 7.6.0 Employee Handbook (**Attachment 20**)
- f. Resource Development
 - i. Report on Foundation Meeting
 - ii. Almalbase proposal (**Attachment 21**)
 - iii. Overview of McAlister & Quinn resource development option (**Attachment 22**)
 - iv. Recognition of Harry Watts contribution to resource development
 - g. Governance Monitoring Reports (as required)
 - i. Treatment of People (**Attachment 23**)
 - h. President's Report
 - i. Monthly update report (**Attachment 24**)
 - ii. Government Relations Update (**Attachment 25**)
 - iii. Strategic Directions Ad Hoc Task Force Implementation (**Attachment 26**)
 - iv. Yearly evaluation - President
 - v. Board member updates (saying goodbye to Heather & Dan)
4. Executive Session (15 Min)
 - a. Personnel
 5. Events/Meetings Calendar
 - a. July – No Board of Directors meeting for this month
 - b. August 6-14 - Faculty & Staff Inservice
 - c. August 17 – First day of class
 - d. August 17-21 - Welcome Week
 - e. August 25 - August Board of Directors Meeting
 - f. September 29 - September Board of Directors Meeting
 - g. October 27 - October Board of Directors Meeting
 - h. November 24 - November Board of Directors Meeting
 - i. December 29 - December Board of Directors Meeting
 6. Adjournment

	Schedule of President's Monitoring Reports
Monthly Through BOD Meetings	1. GENERAL EXECUTIVE CONSTRAINT
Written Report in December	a) The President shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, imprudent, or unethical
June	2. TREATMENT OF PEOPLE
	a) With respect to treatment of students, staff, volunteers and the community, dealings shall not be inhumane, unfair, or undignified.

October	3. BUDGETING/FINANCIAL PLANNING/FORECASTING a) Budgeting shall not deviate significantly from board priorities, or risk fiscal jeopardy.
Quarterly (Reports to Include Both MATC Operating Financials as Well as MATC Foundation Impact)	4. FINANCIAL CONDITION a) With respect to the actual, ongoing condition of the organization's financial health, the President shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from board priorities established in policies. b) July – September c) October - December January – March d) April – June
Ongoing	5. INFORMATION AND ADVICE a) With respect to providing information and counsel to the board, the President shall not permit the board to be uninformed.
October	6. ASSET PROTECTION a) Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.
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January & August	8. STRATEGIC PLAN (General Executive Constraint & Board Governance Process) a) Annual presentation of Strategic Plan...the President shall not operate the college without a Strategic Plan. b) Monitoring progress of Strategic Plan.
February & October	9. ACHIEVMENT OF ENDS a) Vision & Mission b) Essential Skills c) Work Preparedness d) Workforce Development e) Leadership

**Manhattan Area Technical College
Board of Directors Meeting Minutes
May 19, 2026/MATC Advanced Technology Center/5:30pm (zoom/live stream)**

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~~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 **Tim called the meeting to order at 5:31p.**
 - a. Introductions (if necessary)
 - b. Agenda revisions (if necessary) *
2. Consent Agenda* **The consent agenda, including the previous month's minutes and the current month's agenda, was 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. Updates:

Emily: April expenses included significant payroll, nursing furniture upgrades, and a Microsoft renewal. An update on the quarterly dashboard addressed a miscellaneous inquiry from the last meeting: the issue stemmed from incorrect receipting and is being corrected. Adjustments will appear in the June dashboard. Clarification was requested on "other operating costs," the second-largest expense category. These costs include signage, the Microsoft renewal, and other IT software renewals such as Canvas.

- b. Operations
 - i. Facilities update

Josh: No storm damage occurred from recent weather. The commons area and the old RTC building remained secure due to recent roof repairs.

A Department of Labor OSHA compliance visit is scheduled for June 4, 2026. This is routine and not triggered by a report. Any findings will have a 60-day correction timeline without fines. The last visit was approximately five years ago. The inspection will cover extension cords, ladders, signage, emergency preparedness, and SDS sheets. Electronic SDS sheet accessibility for all staff and students was confirmed. OSHA guidance will be requested regarding placement requirements for official posters.

- c. Faculty Senate
 - i. Update report
- d. Academics
 - i. No report
- e. Policies
 - i. No report
- f. Student Services
 - i. Canvas

Canvas Security Breach: The campus was not directly affected by the recent Canvas breach. The ransomware attack impacted approximately 9,000 colleges. Compromised data included email addresses, student IDs, and internal messages. The issue is considered closed.

- ii. Graduation update

Recent pinning and commencement ceremonies were successful. The nursing program graduated over 60 students, the largest class since before COVID. Commencement attendance filled both the main floor and balcony. Two new programs (electrician training, computer support services) will be added next May, potentially creating space constraints. Career placement for graduates is estimated at around 80–85% pre-graduation, based on anecdotal evidence and past trends.

- g. Resource Development
 - i. Update report

Rural Health Care Transformation Grant: A decision on the grant submitted with Wamego Health Center is delayed but expected by the end of June 2026.

Department of Defense (DOD) Grant: Work is progressing on a proposal for the DOD Defense Community Impact Infrastructure Program. The grant would fund construction of a 32,000–38,000 sq. ft., two-story life and health science facility. External support is being gathered from various community partners.

Outcomes Funding: A preferred approach with three items for review has been developed with other tech colleges. A meeting is scheduled for early June to create a draft for the legislature.

Strategic Directions Process: A more structured strategic planning process is being implemented to improve communication and gather input from VPs and board members.

AI Integration (A-FIT Group): Two projects will proceed: a “Core” project integrating AI and automation into current processes, and an “Edge” project building a “digital twin” to accelerate testing of new AI-driven approaches.

- h. Governance Monitoring Reports (as required)
 - i. None required
- i. President's Report
 - ii. Monthly update report (**Attachment 5**)
 - iii. Strategic Directions Review & Co-Creation Process (**Attachment 6**) *
 - iv. Yearly evaluation - President
 - v. Call for Board members

The evaluation process for Jim will be initiated for completion at the June meeting. Two board members, Dan and Heather, are ending their terms. At least one vacancy from Pottawattamie County must be filled; one potential candidate has been approached. Tim may step down as chair due to a potential move but would remain a board member representing Riley County.

Suzy is leaving for a new opportunity. Her role will be reviewed to focus more on foundation, alumni, and events. Three nursing faculty are leaving. Two PN and one ADN faculty have been hired, with higher compensation attracting stronger applicants.

Negotiations are in process; updates and related policy changes for a 4.5-day work week are expected at the June meeting.

- 4. Executive Session (10 min) **Tim made a motion to enter into executive session. Board entered into executive session at 5:58p.**
 - 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 – **Tim made a motion to adjourn the meeting, all in favor, meeting adjourned at 6:13p**

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

June 30, 2026

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 220,166.51	21.54%
Facilities (510)	\$ 24,580.11	2.41%
Student Payments (110)	\$ 16,700.53	1.63%
Program Expenditures	\$ 53,064.43	5.19%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 5,778.49	0.57%
Wamego (excluding salary/benefits)	\$ 1,375.60	0.13%
Other Operating costs	\$ 700,315.21	68.53%
Total May Expenditures	\$ 1,021,980.88	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 5.15.26 Payroll deductions	\$ 42,503.22	Payroll	
IRS	PR 5.30.26 Payroll deductions	\$ 42,898.42	Payroll	
KS Dept of Revenue	PR 5.15.26 Payroll deductions	\$ 9,267.52	Payroll	
KS Dept of Revenue	PR 5.30.26 Payroll deductions	\$ 9,296.20	Payroll	
BCBS	May Health Insurance Premium	\$ 9,292.93	Payroll	
KPERS	PR 5.15.26 Payroll deductions	\$ 10,267.54	Payroll	
KPERS	PR 5.30.26 Payroll deductions	\$ 10,277.74	Payroll	
Evergy	Evergy- May 2026	\$ 7,661.22	Facilities	
KS State Bank	ATC May Interest Payment	\$ 74,107.25	Facilities	Donations
UMB Card Services	AFIT Summer Institute Registration - Admin	\$ 7,315.00	Operating	
ConvergeOne, Inc	Microsoft Security	\$ 8,788.82	Operating	
Instructure, Inc	Canvas Subscription	\$ 35,792.25	Operating	
Manhattan High School - USD383	Excel in CTE Disbursement	\$ 475,198.70	Operating	Excel in CTE
USD 320- Wamego High School	Excel in CTE Disbursement	\$ 38,008.08	Operating	Excel in CTE
USD 384- BLUE VALLEY RANDOLPH	Excel in CTE Disbursement	\$ 26,806.56	Operating	Excel in CTE
Stanion Wholesale electric Inc	Electrical Program Startup Materials	\$ 21,417.87	Program	
Total May Expenditures Exceeding Threshold		\$ 828,899.32		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
HUMAN RESOURCES
DATE: June 30, 2026
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Jason Robinson	Accounts Payable Specialist	6/22/2026	Business Office	Operating	New Hire
Lee Rhyan Jr.	Student Accts & Receivables Specialist	6/22/2026	Business Office	Operating	New Hire
Jayakishan Minnekanti	Reporting & Records Specialist	7/6/2026	Operations	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Easlyn Koch	Director of Nursing Education	7/1/2026	Nursing & Health Education	Operating	Promotion
Neil Ross	Associate VP of Institutional Effectiveness & Operations	7/1/2026	Operations	Operating	Promotion
Laura Weiss-Cook	Dean of Student Success	7/1/2026	Student Services & Success	Operating	Promotion
Andrew Caponera	Executive Director of Learning Technologies and Operations	7/1/2026	Operations	Operating	Promotion
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Kim Davis	Dean of Nursing Education & Healthcare Programs	6/4/2026	Nursing & Health Education	Operating	Separation
Jaden Cady	IT Support Specialist	6/15/2026	Information Technology	Operating	Resignation
Kasey Coon	Student Account Specialist	6/19/2026	Business Office	Operating	Resignation
Lacey Borthwick	Early Childhood Education Coordinator	6/30/2026	Workforce Partnerships & Learning Innovations	Operating	Position Discontinued
Steve Davis	Registrar	6/30/2026	Student Services & Success	Operating	Position Discontinued
Casey Field	Institutional Academic Research Coordinator	6/30/2026	Operations	Operating	Position Discontinued
New/Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Faculty & Clinical Instructors (PN, ADN)			Academics / Nursing & Health Education	Operating	Open
Phlebotomy Adjunct Instructor			Nursing & Health Education	Operating	Open
Concurrent Instructors			Academic Partnerships	Operating	Open
Full-Time IT Support Specialist			Operations	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
Executive Administrative Coordinator			Administration	Operating	Open

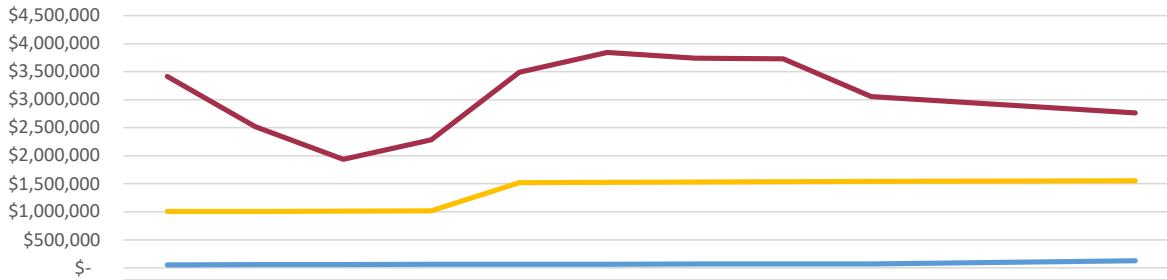


FY26 Cash Flow Budget

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

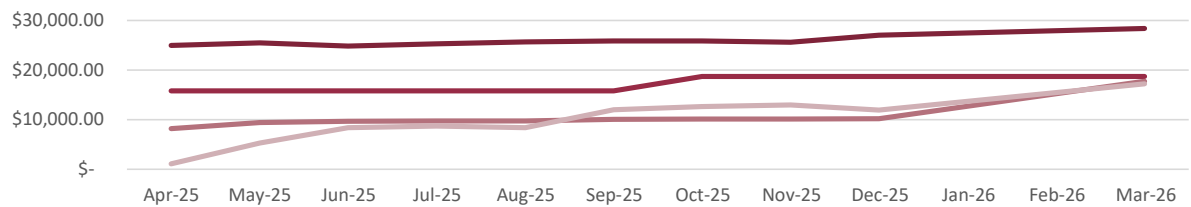
Reserves & Cash on Hand



	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

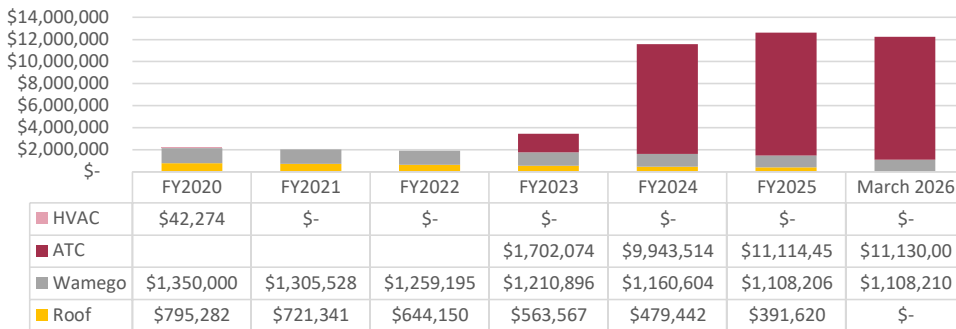
Days Cash on Hand (Reserves only): 52

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	\$-



FY27 Cash Flow Budget

	6/30/2027 budget	6/30/2026 actuals	6/30/2026 budget
Cash Flows from Operations			
Student tuition	\$ 2,725,283		\$ 2,103,115
Credit Hour/Lab Fee	\$ 1,278,000		\$ 1,564,993
Federal grants and contracts			
Perkins	\$ 89,021		\$ 98,136
Adult Ed. (AEFLA)	\$ 155,925		\$ 193,512
State Appropriations			
Tiered	\$ 1,836,612		\$ 1,836,612
Nontiered	\$ 792,856		\$ 792,856
Base Operating Grant	\$ 1,000,000		\$ 1,000,000
Cyber Security	\$ -		\$ -
Apprenticeship	\$ 131,321		\$ 146,628
Capital Outlay	\$ 449,003		\$ 406,853
Campus Restoration Act	\$ 100,000		\$ 92,350
Patterson Grant	\$ 363,894		\$ 529,690
Nursing Grant*	\$ 79,110		\$ 119,260
Student Success Initiative Funds	\$ 22,959		\$ 107,664
Excel in CTE			\$ 850,000
Based on prior year	\$ 800,000		
Building Hire Education Fund	\$ 275,000		\$ 470,334
Nursing Funds from Via Christi	\$ 125,000		\$ 228,100
Auxiliary Sales and Services	\$ 51,941		\$ 49,189
RTC, Swag, etc.			
Interest Income	\$ 130,000		\$ 125,000
Misc. Income	\$ 65,595		\$ 65,595
Remaining Operational Contingency from FY26	\$ 400,479		\$ 400,479
CTE income carry over from FY26	\$ 300,000		
TOTAL Cash Flows from Operations	\$ 11,171,999	\$ -	\$ 11,180,366
Cash Outflows from Operations			
Salaries	\$ 4,683,452		\$ 4,499,522
Benefits	\$ 1,432,026		\$ 1,164,076
Contractual Expenditures			
Facilities/Technology Contractual Services	\$ 635,625		\$ 485,010
Outside Partnerships/Consulting	\$ 653,000		\$ 646,000
Institutional Effectiveness/Compliance			\$ 450,282
(Audit, HLC Accred., Legal, HR, Insurance, Merchant Services)	\$ 397,648		
Non Contractual Expenditures			
Professional Development/Travel	\$ 124,900		\$ 101,525
Program Course Expense	\$ 658,238		\$ 817,292
Administrative & Departmental Supplies/Marketing/Events	\$ 211,401		\$ 223,915
Capital Outlay			
Facilities/Equipment	1,068,895		\$ 1,262,977
Lease/Loan Principal Payments	\$ 294,867		\$ 203,721
Interest Expense	\$ 927,391		\$ 931,253
Operational Liabilities			
Unclaimed Checks	\$ 1,000		\$ 1,000
Reserves			\$ -
Total Cash Outflows from Operations	\$ 11,088,443	\$ -	\$ 10,786,573
OPERATING INCOME (LOSS)	\$ 83,557	\$ -	\$ 393,793

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

Policy No. 4.2.3

Title: Individual Course Session Cancellation	
Originated by: Vice President of Instructional Services	
Originated Approver: President/BOD	Originated Date: 8/31/2011
Revised by: Vice President Student Success/CAO/CSSO	Revised Date: 10/27/2020
Reviewed on: 7/2011; 10/2020	

Policy Statement: In instances where a faculty member is unable to provide instruction on a scheduled class day due to illness, emergency, or other extenuating circumstances, that particular course(s) may be cancelled for the day.

Rationale: For successful student learning to occur, instruction needs to be consistently scheduled and conducted; however, due to extenuating circumstances the ability to cancel a course session for the day may be necessary.

In instances of inclement weather resulting in closing of the cancellation and cancellation of on campus courses Policy 8.3.1 Inclement Weather will be enacted.

Procedure for cancellation of class:

1. The instructor is to notify the department director, Dean, and/or Vice President of Student Success (VPSS) prior to an instructor's intention to cancel class(es) for the day. Prior approval from appropriate administration is required prior to notification to students.
2. If it has been determined that cancellation of the course is necessary, the instructor is required to complete the online form (https://matconline.matc.net/ICS/Resources/Faculty_Resources.jnz) to post the cancellation on the website resulting in official notification of the course cancellation to students and the college community.
3. Instructors are responsible to notify the students via manhattantech.edu e-mail and through the Learning Management System (LMS) that the class has been cancelled. If the instructor is unable to do so, notification will be completed by the Administrative Assistant to the VPSS.
4. Since the utilization of the LMS is required for all courses, every attempt will be made by the instructor to continue instruction either by way of an assignment, discussion, or activity of completion by the student through the LMS in lieu of an official class meeting.
5. A substitute instructor is not provided if the instructor is missing only one class.
6. If multiple class sessions are going to be missed by an instructor, the circumstances are to be discussed with the Dean and/or VPSS to establish a plan of action to ensure the continuation of instruction.
7. The proper leave form is to be completed by the instructor at their earliest convenience.

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

Policy No. 4.2.3

Title: Course Session Delay or Cancellation	
Originated By: VPIS	Date: 6/16/2026
President / Board of Directors Approval Date: 8/31/2011	
Revised by: CAO	
Revision/Review Date: 7/2011; 10/2020; 6/16/2026	

Policy Statement: This policy applies to all instructors, including full-time and adjunct faculty, instructional staff, and those teaching non-credit trainings. If an instructor is unable to provide instruction on a scheduled class day, or if a class will be delayed by 15 minutes or more due to illness, emergency, or other extenuating circumstances, the course(s) may be cancelled or delayed as necessary. In all such cases—whether the class is cancelled or delayed—the appropriate notification form must be completed.

Rationale: Consistent scheduling and delivery of instruction are essential for student success. However, in extenuating circumstances, it may be necessary to cancel or delay a course session. In cases of inclement weather that result in campus closure, Policy 8.3.1 Inclement Weather will be followed.

Procedure for delay or cancellation of class:

1. The instructor must notify their supervisor before deciding to delay or cancel a course for the day. Approval from the appropriate administrator must be obtained prior to notifying students.
2. If it has been determined that delay or cancellation of the course is necessary, the instructor is required to complete the online form (https://matconline.matc.net/ICS/Resources/Faculty_Resources.jnz) to post on the website resulting in official notification of the course delay or cancellation to students and the college community.
3. Instructors are responsible to notify the students via manhattantech.edu e-mail and/or through the Learning Management System (LMS) that the class has been delayed or cancelled and the plan for continuation of instruction. Since the utilization of the LMS is required for all courses, every attempt will be made by the instructor to continue instruction either by way of an assignment, discussion, or activity of completion by the student through the LMS.

Additional Attendance and Coverage Guidelines

1. A substitute instructor will not be provided if only one class session is missed.
2. If an instructor anticipates missing multiple class sessions, they must consult with their supervisor to develop a plan that ensures continuity of instruction.
3. The instructor is required to complete the appropriate leave form within the approved pay period following the absence.

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

Policy No. 4.2.7

Title: Grading Scale	
Originated by: Dr. Linda Hertz, VPIS	
Signature	Date 11/10/05
Approved:	
Signature	Date
Reviewed:	Revised:

Policy Statement: The college grading standard scale is:

90% -100% = A
 80% - 89% = B
 70% - 79% = C
 60% - 69% = D
 59% & below = F

Rationale: MATC has a college wide minimum grading standard for all courses.

Procedure: Grading standard for a course at a minimum is to be the college standard. The grading scale is to be included in all course syllabi and made known to the student at the beginning of the course. If the course deviates from the college standard, the more stringent grading standard must be included on the syllabi and made known.

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

Policy No. 4.2.7

Title: Grading Scale	
Originated By: VPIS	Date: 11/2005
President / Board of Directors Approval Date: 11/2005	
Revised by: CAO	
Revision/Review Date: 6/2026	

Purpose: The purpose of this policy is to establish the college-wide grading scale for credit courses at Manhattan Area Technical College and to define the process for approved program-specific deviations that are more stringent than the college standard.

Policy Statement: Manhattan Area Technical College maintains a college-wide minimum grading scale for all credit courses. The grading scale for each course must be stated in the course syllabus and communicated to students at the beginning of the course.

A home program may establish a more stringent grading scale for its courses when the nature of the program requires a higher standard. Any program-specific grading scale must be approved through the appropriate academic review process and must be clearly stated in the syllabus and other course materials.

College Standard: Unless otherwise approved under this policy, the standard MATC grading scale is:

Letter Grade Percentage Range

A	90–100
B	80–89
C	70–79
D	60–69
F	59 and below

This standard is intended to provide a consistent baseline across the college while allowing academic programs to set higher expectations when appropriate.

Program-Specific Standards: Program-specific grading scales may be more stringent than the college standard when approved by the home program and the CAO. Such standards may be applied to all courses owned by that program, including courses taken by students outside the program, when the course is identified as a home-program course.

Examples of more stringent grading scales may be established for select programs such as nursing, or other program areas where external accreditation, licensure requirements, or professional standards require higher minimum achievement levels.

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

Policy No. 4.2.7

Syllabus Requirement: Every course syllabus must include the grading scale used for the course. If a course uses a grading scale that differs from the college standard, the syllabus must clearly identify the higher standard and explain that the course uses an approved program-specific grading scale.

Students must be informed of the applicable grading scale at the beginning of the course so that expectations are transparent and consistent.

Administration and Approval: The CAO, or designee, is responsible for oversight of this policy. Program-specific grading scales must be reviewed and approved before implementation.

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

Attachment
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Policy No. 4.2.9

Title: Grading Scale for a Course if Different than MATC Standard Scale	
Originated by: Vice President of Instructional Services	
Signature	Date 10/10/05
Approved:	
Signature	Date
Reviewed:	Revised: July 25, 2011

Policy Statement: The home program for a course has the authority to set the grading standard for that course. The grading standard for the course must, at a minimum, meet the adopted college standard; however, the standard for a course or program may be more stringent. The home program is defined as the program that has responsibility of developing and maintaining the curriculum and syllabus for the course. The home program for MATC courses is denoted by the three letter code prior to the course number.

Rationale: MATC has adopted a college wide minimum grading standard; however, some programs have adopted a more stringent grading standard for their program of study and courses.

Procedure: Example:

1. A Business Administration course that is taught as part of the Business Administration program(s) by Business Administration faculty have the authority to set the grading scale for that course even if the course is taken by students in other programs.
2. The Nursing Program and the Dental Hygiene program have set a higher grading standard for all program specific courses:
94 – 100% A
86 – 93% B
78 – 85% C
70 -77%
D Below 70%
F

Policy No. 5.1.3

Title: Credit for Prior Learning	
Originated by: President	
Originated Approver: Board of Directors	Originated Date: 1/7/2015
Revised by: VPSS/President	Revised Date: 3/2019
Reviewed on: 8/2014, 1/2015, 3/2017, 3/2019	

Policy Statement: Awarding credit for prior learning is a process by which formal college credit is granted for learning experiences in formal or informal educational settings. It provides the opportunity for individuals who have gained knowledge, skills, and abilities to have that education recognized as being valuable and legitimized through the assignation of equivalent semester credit hours.

Rationale:

Credit for Prior Learning (CPL) is a comprehensive term used to describe credit awarded for learning gained outside a traditional postsecondary academic environment. "Prior Learning Assessment" (PLA) is also used to describe CPL. CPL involves the evaluation and assessment of an individual's learning obtained through activities such as working, participating in employer training programs, serving in the military, studying independently, completing advanced secondary level coursework, studying open source coursework, volunteering or doing community service. CPL may take the form of postsecondary credit, credentials, or advanced standing toward further education or training.

Procedure:

1. Students may seek award of credit for prior learning through Advanced Placement (AP), Advanced Standing, College Level Examination Program (CLEP), VA National Testing Program (DSST) formally known as DANTES, education credit for training programs, or credit by examination. (*APPENDIX A or B*)
 - A. Advanced Placement (AP) Exams. The Advanced Placement test is one way to earn college credit by examination. These tests are given by the College Entrance Examination Board (CEEB) in May of the junior or senior years in high schools offering advanced placement courses. Students who have completed any of the following CEEB Advanced placement tests should have the Educational Testing Service (ETS) forward an official report of their scores to the Registrar's Office in order to receive credit. If students did not originally have scores sent to MATC, they must have ETS forward a copy of their scores to the Registrar's Office. To order reports students must provide ETS with the year the Advanced Placement test was taken, subject of the exam, birth date or Social Security number, and the

required fee. Requests should be sent to: Advanced Placement Program, PO Box 6671, Princeton, NJ 08541-6671.

When calculating grades from the Advanced Placement tests, scores of 5, 4, or 3 are granted as indicated. No credit is granted for scores of 2 or 1. If the letter grade is awarded, it will become part of the student's GPA at MATC. Advanced Placement courses can be used toward MATC's General Education requirements.

The following list of course equivalencies, credit hours, and grades shown indicate MATC's acceptance policy only. Other institutions may interpret recommendations differently.

<u>AP Course</u>	<u>AP Score</u>	<u>MATC Course</u>	<u>MATC Cr. Hrs.</u>	<u>Grade</u>
Biology	5	BSC 110 Biology	5	A
Biology	4	BSC 110 Biology	5	B
Biology	3	BSC 110 Biology	5	Cr.
Chemistry	5	CHM 110 Chemistry I	5	A
Chemistry	4	CHM 110 Chemistry I	5	B
Chemistry	3	CHM 110 Chemistry I	5	Cr.
English Composition	5	COM 105 English Composition I	3	A
English Composition	4	COM 105 English Composition I	3	B
English Composition	3	COM 105 English Composition I	3	Cr.
Psychology	5	PSY 100 General Psychology	3	A
Psychology	4	PSY 100 General Psychology	3	B
Psychology	3	PSY 100 General Psychology	3	Cr.
Statistics	5	MAT 135 Elementary Statistics	3	A
Statistics	4	MAT 135 Elementary Statistics	3	B
Statistics	3	MAT 135 Elementary Statistics	3	Cr.

- B. Advanced Standing. Credit may be given for previous college course work for required or elective courses completed and, in some situations, for specific practical experience. Advanced standing in programs of study is determined on an individual basis by Manhattan Area Technical College program instructors with final approval by the Vice President of Student Success.
- C. CLEP is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas. Students must arrange for an official report of CLEP examination scores to be sent to MATC from The College Board in order to receive credit. MATC will grant credit to students who earn a score of 50 or higher on CLEP examinations. MATC will grant credits for an equivalent course when a CLEP examination covers material that is substantially similar to an existing lower division course. Equivalent course credits may be applied to certificate, diploma,

and/or degree programs as either a required course or as an elective course. MATC will grant lower division elective course credits when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing course. Elective course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

- D. Credits for the Subject Standardized Tests Program for the VA National Testing Program (DSST) formally known as DANTES will be evaluated using the ACE (American Council on Education) recommendations.
- E. Credit for training programs, including military training, will be evaluated according to the ACE Guide. For Military training, credit will be evaluated from the student's military documents using the "ACE Guide to the Evaluation of Experiences in the Armed Forces." For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOSS) held, and examinations passed. For Industry Training, credit will be evaluated using the "ACE College Credit Recommendation."
- F. Credit by Examination. Students who have knowledge or experience in an area paralleling instruction in an MATC class may apply for credit by examination for specific classes to a maximum of nine (9) hours of credit by examination per transcript. This examination, developed by the program instructor(s), will be comparable to a comprehensive review of the class content and will be administered by a proctor, then graded by program instructor. All credit will be transcribed as pass/fail.

- 2. Costs associated with CPL vary according to the chart below:

<u>CPL</u>	<u>Cost</u>
Advanced Placement	Administrative Cost for Evaluation of Transcripts - \$50
Advanced Standing	No cost for transcribing already earned post-secondary credits; evaluation of experience or other training - \$50 per credit hour
CLEP	Administrative Cost for Evaluation of Transcripts - \$50
DSST (formally known as DANTES)	Administrative Cost for Evaluation of Transcripts - \$50
Credit for Military Training and Other Training Programs	Administrative Cost for Evaluation of Transcripts - \$50
Credit by Examination	Administrative Cost for Administering Test - \$50 per credit hour

- 3. Credit Limit. Manhattan Area Technical College shall not limit the total number of **traditional credits** a student may earn through transfer as long as at least 25% of the

credit toward graduation comes from MATC course work. The award or transfer of **non-traditional credit** used toward a degree or certificate award shall not exceed 25% of the credit hours required for the requested degree or certificate.

Steps for Obtaining Credit

1. An MATC Admissions Application and corresponding application fee must be submitted prior to requesting any credit for prior learning. No credit for prior learning requests will be reviewed prior to the completion of this requirement.
2. Advanced Placement (AP) – forward transcripts to:

Registrar
Manhattan Area Technical College
3136 Dickens Avenue
Manhattan, KS 66503
3. Advanced Standing, CLEP, DANTES, ACE – Complete request form and submit all applicable transcripts and/or documentation to the Registrar, and pay appropriate fee.
4. Credit by Examination – Requests for Credit by Examine must be made prior to the beginning of the academic year. Student must complete the application for Credit by Examine and pay the appropriate fee prior to a time being set for the exam to be proctored and graded. Student and Registrar will receive the results of the exam. Credit earned will be transcribed as pass/fail.

Procedure:

- a) Student must be accepted for enrollment in a specified certificate or degree program.
 - b) Student may apply for a maximum of 9 credit hours by examination.
 - c) Student may seek credit by examination for a course provided the following criteria have been met:
 - a. Student has not previously taken and/or received credit for the course at MATC.
 - b. Student has not failed the course at a prior institution.
 - c. Student must have completed the credit by examination prior to the first day of class.
 - d) Student must complete the Application for Credit by Examination and pay appropriate fee.
 - e) Credit earned by examination will be transcribed as “credit.”
5. Advanced Standing
 - a. Students desiring to receive approval to substitute previous college course work for required or elective courses must complete the required form and provide applicable transcripts and/or

documentation to the Registrar. Credit pertaining technical courses the Registrar will collaborate with respective program of study instructor and Vice President of Student Success to ensure satisfactory achievement of the course outcomes and competencies of credit has been met. Upon approval credit earned by examination will be transcribed as “credit.”

- b. Students desiring to receive approval for experience and/or training to substitute for specific courses must complete the required form, provide applicable certification and/or documentation to the Registrar, and pay appropriate fee. Registrar will collaborate with respective program of study instructor and Vice President of Student Success to obtain approval of satisfactory achievement of the course outcomes and competencies of credit. Upon approval credit earned by examination will be transcribed as “credit.

CLEP/DANTES/ Military Training/ Industry Training Programs

REQUEST FORM

(REQUESTS SHOULD INCLUDE FORM, OFFICIAL TRANSCRIPTS/DOCUMENTATION TO SUPPORT REQUEST, AND PAYMENT
AT TIME OF SUBMITTANCE TO THE REGISTRAR'S OFFICE)

Student _____ ID# _____ Date _____

Program of Study Goal: _____

Total current credit hours enrolled in and/or completed: _____

REQUESTED CREDITS

MATC Course(s) requesting credit in	Credit Hours	EQUIVALENT CREDIT TYPE <i>Course Code – Credit/ Certification/ License already obtained (if applicable)</i>	VALIDATE COMPLETION OF CREDIT <i>Institution/ Training criteria/ Portfolio/Transcript / Documentation (please attach)</i>	Charges <i>Refer to policy 5.1.3 Credit for Prior Learning</i>
Total Credits:			Total Amount Due: *Payment must be made prior to evaluation*	

Student Signature _____ Date _____

For Office Use Only:

Action Taken: ☐ Approved ☐ Denied

CAO Signature Date

Registrar Signature Date

Amount Paid\$ _____ Receipt# _____ Date Paid _____ Student Accounts Coordinator _____

Application for Credit by Examination

Student Name _____ ID# _____ Date _____

Course Number and Name of Course _____

By signing below, the student acknowledges:

- a) understanding the Credit by Examination procedure,
- b) student may apply for a maximum of 9 credit hours by examination,
- c) agree to pay the appropriate fee prior to taking the examination, and
- d) further understand that if successful on the examination, it will be transcribed as "Credit."

Student Signature _____

Date _____

FOR OFFICE USE ONLY

Testing Fee Paid \$ _____ Receipt# _____ Date Paid _____

****Forward to Proctor***

EXAMINATION INFORMATION

Examination Date/Time _____

Location _____

Proctor Signature of Completion _____ Date _____

****Please provide Form and Exam to Instructor for evaluation***

EVALUATION OF EXAM

Grade/Percentage Achieved _____ Pass/Fail _____

Instructor Signature _____ Date _____

CAO Signature _____ Date _____

****Turn into Registrar upon Completion***

_____ Registrar _____ Student Accounts

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

Policy No. 5.1.3

Title: Credit for Prior Learning (CPL)	
Originated By: President	Date: 6/8/2026
President / Board of Directors Approval Date: 1/15	
Revised by: CAO	
Revision/Review Date: 8/14, 1/15, 3/17, 3/19, 6/26	

Policy Statement: Credit for Prior Learning (CPL) is a process through which Manhattan Area Technical College awards academic credit for validated college-level learning acquired outside of traditional college coursework. CPL recognizes knowledge, skills, and competencies obtained through employment, military service, apprenticeships, workforce training, industry certifications, licensure, independent study, standardized examinations, and other educational experiences.

Credit awarded through CPL allows students to avoid duplication of previously mastered learning, accelerate completion of certificates and degrees, reduce educational costs, and support workforce advancement while maintaining the academic integrity of college programs.

All CPL credit awarded by the College shall be based upon demonstrated learning outcomes and competencies equivalent to those required in college courses. CPL credit shall be transcribed as credit type "PL" and shall not be calculated in the student's grade point average.

Rationale: Manhattan Area Technical College recognizes that significant learning occurs in a variety of settings beyond the traditional classroom. As a technical college serving workforce learners, military veterans, apprentices, incumbent workers, and adult learners, the College seeks to recognize validated learning regardless of where it occurs.

Credit for Prior Learning supports student success by:

- Reducing unnecessary repetition of previously mastered skills and competencies.
- Accelerating certificate, technical certificate, diploma, and degree completion.
- Supporting workforce development and career advancement.
- Increasing educational accessibility and affordability.
- Recognizing industry-recognized credentials and professional experience.
- Supporting military-affiliated students and apprentices.
- Creating pathways between non-credit and credit-bearing educational opportunities.

Types of Credit for Prior Learning:

Students may be eligible to receive CPL through one or more of the following methods:

A. Transfer and Articulated Credit

- a. Credit may be awarded for coursework completed at accredited institutions or through approved articulation agreements, dual credit, concurrent enrollment, Excel in CTE coursework, and other approved educational partnerships. Students must submit official transcripts for evaluation.

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Policy No. 5.1.3

B. Standardized Examinations

- a. The College recognizes nationally accepted examinations that demonstrate college-level learning.
 - i. Examples include:
 - Advanced Placement (AP)
 - College-Level Examination Program (CLEP)
 - DSST
 - International Baccalaureate (IB)
 - Cambridge International (CI)
 - Other examinations approved by Academic Affairs
- b. Credit shall be awarded according to published College equivalency standards.

C. Military Education and Training

- a. The College grants credit for military education, occupational training, and learning experiences equivalent to college coursework.
 - i. Students must submit official military documentation including:
 - Joint Services Transcript (JST)
 - Community College of the Air Force (CCAF) Transcript
 - Other approved military education records
- b. Military credit shall be evaluated by academic subject matter experts using guidance from the American Council on Education (ACE) Military Guide and other recognized evaluation resources.

D. Credit by Examination

- a. Students may demonstrate competency through challenge examinations developed or approved by the academic department.
 - i. Credit by examination may include:
 - Written examinations
 - Practical demonstrations
 - Laboratory evaluations
 - Skills assessments
 - Performance-based testing
- b. Academic departments shall establish minimum competency standards for awarding credit.

E. Prior Learning Assessment (PLA)

- a. Credit may be awarded for college-level learning acquired through non-collegiate experiences including:
 - Employment and occupational experience
 - Corporate or industry-sponsored training
 - Professional development activities

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

Policy No. 5.1.3

- Independent study
 - Workshops, seminars, and conferences
 - Volunteer service
 - Civic engagement activities
 - Industry certifications and licenses
 - Journeyman credentials
- b. Students must submit supporting documentation demonstrating achievement of course learning outcomes and competencies. Academic departments may require interviews, demonstrations, portfolio reviews, or additional assessments before making a final determination.

F. Apprenticeship Credit

- a. Credit may be awarded for approved apprenticeship programs when apprenticeship competencies align with college curriculum and learning outcomes.
- b. Students must submit documentation verifying successful completion of apprenticeship training and related technical instruction.

G. Internal Career Education Pathways (Tech+)

- a. The College recognizes approved Workforce Development Education, Continuing Education, and other non-credit instructional offerings as pathways into credit-bearing programs.
- b. Students may receive advanced standing when:
 - Approved pathway agreements exist.
 - The student successfully completes designated non-credit coursework.
 - Required competencies have been demonstrated.
 - The student is admitted into the applicable credit-bearing program.
- c. Advanced standing does not exempt students from placement requirements, developmental coursework, or program admission requirements.

Steps for Obtaining Credit for Prior Learning

1. The student must apply and be admitted to Manhattan Area Technical College.
2. The student must complete the online Credit for Prior Learning Request Form.
3. The student must select the applicable CPL type and upload all required supporting documentation.
4. Eligible requests will be routed electronically to the Chief Academic Officer (CAO) for review. The CAO may consult with the appropriate academic department, program faculty, and/or subject matter experts as necessary to evaluate the request and determine whether the documented learning meets established course competencies and learning outcomes.
5. Upon completion of the academic review, the student will be notified of the decision. If approved, the student will be notified of any applicable CPL evaluation fees and provided instructions for submitting payment through the College's online payment system.

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6. Following payment, when applicable, and successful completion of any required examinations, demonstrations, portfolio reviews, or other assessment components, the College will post approved CPL credit to the student's academic record and transcript.
7. Students will receive written notification once CPL credit has been posted or if the request **has been denied.**

Maximum Transfer and CPL Credit Allowance

Students may apply a maximum of seventy-five percent (75%) of the credit hours required for a credential through transfer credit and/or Credit for Prior Learning (CPL). A minimum of twenty-five percent (25%) of the required credit hours must be completed through coursework at Manhattan Area Technical College.

Submission Deadlines and Refunds

Students seeking Credit for Prior Learning (CPL) for a course in which they are currently enrolled are encouraged to submit their CPL request and all required supporting documentation as early as possible.

To be eligible for any tuition adjustment or refund, a complete CPL request and all required supporting documentation must be submitted prior to the applicable drop/withdrawal and refund deadlines established by the College. If CPL is approved for a currently enrolled course, any resulting tuition adjustment or refund shall be administered in accordance with the College's published drop/withdrawal calendar and registration policies in effect for the applicable term.

Students who fail to submit a complete CPL request within the established institutional deadlines shall remain responsible for all tuition, fees, and academic obligations associated with the course. The College reserves the right to designate specific courses, programs, fees, or instructional activities that are not eligible for tuition adjustments or refunds related to CPL.

Appeals Process

Students who disagree with a CPL determination may appeal the decision through the College's complaint process. Appeals must be submitted in accordance with the timelines, procedures, and requirements established in the complaint policy. The outcome of the Academic Complaint Process shall constitute the final institutional decision regarding the CPL request.

Manhattan Area Technical College Institutional Policy and Procedure Manual

Policy No. 7.4.4

Title: Benefits - Paid Holidays	
Originated by: VP of Business Services	Established: 9/21/2005
Revised by: Senior Admin; Human Resources	
Revision Date(s): 7/1/2011; 8/27/2024; 7/1/2026	

Policy Statement

Manhattan Area Technical College ("College") offers paid holidays to eligible employees for identified holidays each year and provides compensation for holiday time.

Faculty members represented by the MATC Faculty Association are awarded paid holidays according to the negotiated agreement.

Rationale

The college awards paid holiday leave benefits in order to observe national holidays and promote employee satisfaction and retention.

Procedure

The College offers the following paid holidays each year:

- New Year's Day
- Martin Luther King's Birthday
- Friday of Spring Break
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Week
- Winter Break

1. Eligibility for Paid Holidays:

- a. Full-time and part-time employees scheduled to work through the full academic year shall be eligible for holiday pay.
- b. In order to receive holiday benefits, an employee must be in active pay status, working the days before and after the holiday. Approved leave can also be used to meet the pay

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status eligibility for the days preceding and following the holiday. Employees on unapproved leave-of-absence shall not receive holiday pay.

- c. Seasonal or Temporary employees working in positions tied to a specific season (e.g. per semester basis) and whose employment is expected to end upon completion of the seasonal assignment, shall not receive paid holidays.

2. Compensation of Holiday Hours:

- a. Full-time employees (exempt and non-exempt) who do not work on an observed College holiday will be paid for regularly scheduled hours that the employee would have been scheduled to work.
- b. Part-time employees will receive prorated holiday pay for regular hours that they would have been scheduled to work, which cannot be rescheduled during the workweek due to limited available operating hours.
- c. Holiday pay for part-time employees working in positions that do not follow a strict or consistent schedule shall be calculated by averaging the employee's hours worked each week over the six (6) week period immediately preceding the holiday and prorating that amount for days which the employees would have been scheduled to work.
- d. Non-exempt employees are responsible for ensuring that holiday time is accurately accounted for on their timecard and appropriately compensated.

- 3. Observance: If a holiday falls on a Saturday, it shall normally be observed on the preceding Friday; if it falls on a Sunday, it shall normally be observed on the following Monday.

Manhattan Area Technical College Institutional Policy and Procedure Manual

Policy No. 7.4.5

Title: Benefits – Paid Time Off (PTO) Leave	
Originated by: VP of Business Services	Established: 9/21/2005
Revised by: Senior Admin; Human Resources	
Revision Date(s): 6/21/2011; 7/1/2017; 6/19/2024; 9/30/2025; 7/1/2026	

Policy Statement

Paid Time Off (PTO) leave is provided for full-time employees regularly working at least thirty-six (36) hours per week to support personal wellness, work-life balance, and organizational productivity. Manhattan Area Technical College ("MATC" or "College") provides eligible exempt and non-exempt employees with PTO leave benefits in accordance with this policy.

Employees covered by the Manhattan Area Technical College Faculty Association shall accrue and use leave in accordance with the terms of the current Association Agreement.

Rationale

MATC employees are essential to advancing the College's mission and ensuring the delivery of high-quality educational services. PTO leave supports employee well-being by providing time away from work for rest, personal matters, and family responsibilities, helping to reduce burnout, stress, and workload fatigue.

This policy establishes a fair and consistent approach to paid leave that supports employee well-being, promotes job satisfaction, attracts and retains qualified talent, and ensures the effective operation of the College.

PTO Leave Accrual

Active full-time employees scheduled to regularly work at least thirty-six (36) hours per week are eligible to accrue PTO leave.

Seasonal employees, part-time employees, and full-time employees regularly scheduled to work fewer than thirty-six (36) hours per week are not eligible to accrue PTO leave under this policy.

Eligible employees accrue PTO at the same rate regardless of exempt or non-exempt classification or years of service.

Eligible employees will receive ten (10) hours of PTO on their first day of employment with the College. These initial 10 hours will be available for immediate use. Thereafter, eligible employees shall accrue ten (10) hours of PTO upon completion of each pay period.

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Policy No. 7.4.5

Accrued PTO shall be available for use on the first day of the pay period following the pay period in which it was earned.

Carryover and Maximum Accrual

Eligible employees may accumulate and carry forward no more than one thousand (1,000) hours of PTO from one fiscal year to the next.

For purposes of this policy, the fiscal year runs from July 1 through June 30.

Any PTO balance exceeding 1,000 hours after the first payroll of the new fiscal year shall be forfeited and transferred to the Catastrophic Leave Bank in accordance with Policy 7.8.3.

PTO Leave Request Procedures

The College maintains an annual calendar outlining operating hours and scheduled closures. Employees eligible for PTO must submit leave requests for any absences from the scheduled work hours.

PTO leave may be used in increments of no less than thirty (30) minutes (0.5 hours).

Employees are expected to submit PTO requests as far in advance as reasonably practicable through the College's designated timekeeping and leave request system. As a general guideline, employees should provide advance notice equal to the length of the requested leave whenever feasible (for example, an employee should provide one week's notice for one week of leave).

Employees who are unable to report to work due to illness, emergency, or other unforeseen circumstances must notify their supervisor as soon as reasonably possible with a minimum of one-hour advance notice being preferable.

In addition to submitting leave requests through the designated system, supervisors may require leave requests or notifications to be submitted through official College email or another approved communication system (e.g. Teams messaging).

In the absence of the employee's immediate supervisor, leave requests shall be submitted to the appropriate administrator for review and approval.

Employees may not use PTO that has not yet been accrued and made available for use.

When approved leave exceeds an employee's available PTO balance, or when PTO is otherwise unavailable, the absence may be unpaid unless another applicable leave benefit or legal entitlement applies.

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Supervisor Review, Approval, and Denial of Leave Requests

Supervisors will review leave requests upon receipt and may approve or deny requests based on staffing needs, operational requirements, departmental scheduling, and the employee's available PTO balance. Supervisors should communicate approval or denial as promptly as practicable and provide the reason for any denial.

Employees who are not eligible for PTO benefits, or who do not have sufficient accrued PTO to cover an approved absence, may be granted unpaid leave with supervisor approval. All approved unpaid leave must be documented in writing by the supervisor. Unpaid leave may result in a prorated reduction of the employees' wages for the applicable pay period in accordance with federal, state, and local law.

Supervisors shall not deny leave requests which are classified as protected by federal, state, or local law, or for which the college may not penalize an employee for taking leave. Examples of protected leave include:

- Leave protected under the Family and Medical Leave Act (FMLA);
- Military leave;
- Jury Duty service;
- Leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA);
- Leave based on Religious accommodations; and
- Other legally protected leave rights.

Supervisors should notify human resources when they anticipate denying requests for leave to ensure that the employee absence does not qualify as protected leave. Employees should notify human resources if they suspect a denial of leave may violate their protected leave rights or workplace accommodation.

Human Resources may request reasonable documentation from the employee and/or supervisor when necessary to:

- Verify eligibility for legally protected leave or accommodations;
- Support a request for extended leave or recurring absences; or
- Comply with applicable laws, regulations, or College policies.

Requests for medical information shall be limited to information reasonably necessary to administer the leave or accommodation and shall be handled through the Human Resources

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Office. Documentation may include healthcare provider certifications, jury duty summonses, military orders, or other supporting records as appropriate.

Failure to comply with applicable notice, documentation, or leave administration requirements may result in delays in approval, designation of leave as unpaid where permitted, corrective action, or other action consistent with applicable law and College policy.

MATC shall administer this policy in accordance with all applicable federal, state, and local laws. If any provision of this policy conflicts with applicable law, the law shall control and the remainder of the policy shall remain in effect.

Abuse of PTO Leave

The following actions may constitute abuse of PTO leave and may result in disciplinary action, up to and including termination of employment:

- Failure to timely notify a supervisor of a leave request or absence;
- Failure to accurately record leave in the College's timekeeping system;
- Attempting to use PTO that has not been accrued or is otherwise unavailable;
- Repeated patterns of PTO usage that reasonably suggest misuse of leave benefits and are not otherwise protected by law or approved through established accommodation or leave processes; or
- Unauthorized absences, excessive unapproved leave, or repeated failure to meet attendance expectations after supervisory counseling and consideration of applicable leave protections.

Holidays, Closures, and Waiver of PTO

Employees eligible for PTO benefits are not required to use PTO when the College is closed for recognized holidays or paid closures approved by the President or the President's designee, including closures due to inclement weather or other emergency conditions.

Any recognized College holiday or paid closure occurring during an approved PTO period shall not be charged against the employee's PTO balance.

Employees may not waive PTO or elect to receive compensation in lieu of using available PTO except as expressly provided by this policy.

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Payment of Unused PTO Upon Separation

Employees who resign or retire, and employees who are separated without cause, shall be compensated for up to eighty (80) hours of accrued and unused PTO as of their separation date.

For purposes of this policy, an employee who resigns or retires is considered to be in good standing if the employee:

1. Provides at least two (2) weeks' written notice of resignation, unless waived by the College; and
2. Has no unresolved corrective action, policy violation, or misconduct that would otherwise constitute termination for cause through the final day of employment.

Employees terminated for cause are not eligible for payout of unused PTO.

For purposes of this policy, "cause" includes, but is not limited to:

- Gross misconduct;
- Theft, fraud, or dishonesty;
- Violation of College policies or procedures;
- Insubordination;
- Acts of violence, harassment, or discrimination; or
- Other serious conduct justifying immediate termination.

The maximum payout of accrued and unused PTO upon separation is eighty (80) hours. Any accrued PTO exceeding eighty (80) hours shall be transferred to the Catastrophic Leave Bank in accordance with applicable College policy.

In the event of an employee's death, payment for up to eighty (80) hours of accrued and unused PTO shall be made to the employee's estate or lawful beneficiary in accordance with K.S.A. 44-318.

Questions regarding PTO leave procedures, accruals, usage, or related matters should be directed to the Human Resources Office.



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Policy No. 7.4.7
(prior Policy No. 5.2.2)

Title: Employee and Dependent Educational Assistance Program	
Originated by: Vice President of Business Affairs	Originated Date: 8/2014
Revised by: Vice President of Student Success/CAO	Revised Date: 5/2022
President/Board of Directors Approval Date: 8/30/2022	
Reviewed on: 5/2022	

Policy Statement:

To facilitate the professional growth and advanced educational development of all its employees and their dependents, the college will reimburse an employee for continuing education through an accredited program that either offers growth in an area related to their current position or specific program of study, or that may lead to promotional opportunities. This education may include for employee's college credit courses, continuing education unit courses, seminars, and/or course work to include attainment of professional certification, and for dependents taking courses at Manhattan Tech. The employee and/or his/her dependent is responsible for paying for fees and materials for the course.

Rationale:

The college recognizes that continued professional development improves employee job performance and increases job satisfaction and retention. The College also believes that removing the financial hardship associated with such training will encourage employee participation and promote positive morale.

Definitions and Procedures:

1. Eligibility

- a. A "Student" for purposes of tuition assistance, shall mean the employee or a spouse or any dependent that is currently claimed for federal tax reporting.
- b. To be eligible for tuition assistance, you must be a full-time, regular employee who has completed six-months of employment and is continuously employed by the college on the "Student's" first day and last day of the class.
- c. An adjunct faculty member who has taught for a total of ten semesters, excluding summer, is also eligible for tuition assistance per one semester per academic year.
- d. The amount of tuition assistance shall equal or be no greater than \$500 of tuition only per semester unless otherwise stated. The cost of books, supplies, and any program/institutional fees are not eligible.
- e. Tuition assistance shall only be made upon certification or successful completion of the course, which is defined as earning a grade of "C" or better, or a "pass" in a pass/fail course. Withdrawals, non-credits, audits, or incompletes are not eligible for reimbursement.

2. Tuition Reimbursement Request Procedures

- a. In order to receive tuition assistance, within one calendar year from the beginning of the semester in which the class was completed, the employee must submit to the employee's supervisor the Request for Tuition Assistance Form, a copy of appropriately marked official receipts showing course(s) has been paid in full, and a copy of an official grade report showing successful completion of the course(s) from the approved provider. The cost of books, supplies, tools, program/institutional fees, and other related educational expenses are not eligible for reimbursement
- b. The appropriate executive administrator, with the employee's supervisor, will approve or deny the request and the supervisor will notify the employee of the decision. If approved the supervisor will process request for reimbursement with the business office. Electronic copies of request form and supporting documentation will be maintained in employee's electronic personnel file in HR department.
- c. The College reserves the right to refuse to provide tuition assistance if the collective amount requested by employees and/or their dependents exceeds what has been budgeted for such assistance in any fiscal year.

This benefit is intended to comply with the provisions of Internal Revenue Code Section 117(d) and the regulations thereunder.

Request for Employee and Dependent Educational Assistance Program

To facilitate the professional growth and advanced educational development of all its employees and their dependents, the college will reimburse an employee for continuing education through an accredited program that either offers growth in an area related to their current position or specific program of study, or that may lead to promotional opportunities. *(Note: The cost of books, supplies, tools, program/institutional fees, and other related educational expenses are not eligible for reimbursement. For additional details see MATC Policy and Procedure No. 7.4.7.)*

ELIGIBILITY:

1. A “Student” for purposes of tuition assistance, shall mean the employee or a spouse or any dependent that is currently claimed for federal tax reporting.
2. To be eligible for tuition assistance, you must be a full-time, regular employee who has completed six-months of employment and is continuously employed by the college on the “Student’s” first day and last day of the class.
3. An adjunct faculty member who has taught for a total of ten semesters, excluding summer, is also eligible for tuition assistance per one semester per academic year.
4. The amount of tuition assistance shall equal or be no greater than \$500 of tuition only per semester unless otherwise stated. The cost of books, supplies, and any program/institutional fees are not eligible.
5. Tuition assistance shall only be made upon certification or successful completion of the course, which is defined as earning a grade of “C” or better, or a “pass” in a pass/fail course. Withdrawals, non-credits, audits, or incompletes are not eligible for reimbursement.

REQUEST PROCEDURE:

1. Submit the following information within one calendar year from the beginning of the semester in which the class was completed to the employee’s supervisor:
 - a. Completed Request for Employee and Dependent Educational Assistance Program form; and
 - b. Copy of appropriately marked official receipts showing course(s) has been paid in full; and
 - c. Copy of an official grade report showing successful completion of the course(s) from the approved provider.
2. Employee’s supervisor, with the appropriate executive administrator, will approve or deny the request.
3. Approved requests are processed with the business office. Electronic copies of request form and supporting documentation will be maintained in employee’s electronic personnel file in HR department.

EMPLOYEE SECTION:

Employee: _____ Employee Status: Full-time ☐ Part-time ☐

Student Relationship
(if different from above): _____ to employee: _____

Name of credit awarding entity/institution: _____

Semester Term/Year: _____ Total # of credits earned: _____ Total Tuition amount: _____

After the Employee Section has been completed and signed by the employee, the request should be submitted to the supervisor for verification, supervisor will obtain approval signature from Vice President or executive administrator designee. Completed requests are submitted to the Business Office/Human Resources Department with a copy of appropriately marked paid receipts and grade reports to be processed.

By my signature, I certify that the above information is correct, and that any person for which a reimbursement claim is made meets the requirements as outlined above and as stated in Policy 7.4.7. I agree to provide appropriate documentation if requested by the college.

Employee Signature

Date

SUPERVISOR VERIFICATION/APPROVAL:

- Does the employee and/or dependent meet qualifications for reimbursement as outline? ☐ YES ☐ NO
- Was the employee continuously employed on the first and last day of class? ☐ YES ☐ NO
- Have all the required documents been provided? ☐ YES ☐ NO

If no, provide explanation: _____

Tuition Reimbursement Amount \$ _____

Approved: _____

Supervisors Initials: _____

EXECUTIVE ADMINISTRATOR APPROVAL:

☐ Approved ☐ Denied VP (or designee) Signature: _____

BUSINESS OFFICE VERIFICATION:

Date Reimbursement Processed: _____ BO Initials: _____

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Attachment 18

Policy No. 7.4.7

(prior Policy No. 5.2.2)

Title: Employee and Dependent Educational Assistance Program	
Originated By: VP of Business Affairs	Date: 8/2014
President / Board of Directors Approval Date: 8/30/2022	
Revised by: CAO	
Revision/Review Date: 5/2022, 6/2026	

Policy Statement: To support the professional growth and continued educational development of employees and their dependents, the College provides tuition assistance for approved coursework through accredited programs. Eligible coursework must support growth in the employee's current role, align with a specific program of study, or enhance opportunities for career advancement.

Covered education may include college credit courses, continuing education units (CEUs), seminars, and coursework leading to professional certification for employees, as well as courses taken by eligible dependents at Manhattan Tech.

The employee and/or dependent is responsible for all costs associated with fees, books, supplies, tools, and other non-tuition expenses.

Rationale: The College recognizes that continued professional development improves job performance, enhances employee satisfaction, and supports retention. By reducing financial barriers to education, the College seeks to encourage participation and promote positive morale.

Eligibility:

1. A "Student" is defined as the employee, their spouse, or any dependent claimed on the employee's federal tax return.
2. Employees are eligible after completing six (6) months of continuous employment and must remain employed on both the first and last day of the course.
3. **Full-time faculty and staff will receive priority consideration** when approving tuition assistance requests.
4. Tuition assistance is limited to **a maximum of \$1,500 per individual per semester** and applies to tuition only. Books, supplies, tools, and program or institutional fees are not eligible expenses.
5. Reimbursement is contingent upon successful course completion, defined as:
 - A grade of "C" or better, or
 - A "Pass" in a pass/fail courseWithdrawals, audits, incompletes, and non-credit courses are not eligible.

Request Procedure:

1. Employees must submit an **Intent to Use/Request for Educational Assistance form** to the CFO prior to the start of each semester for which assistance will be requested. Approval is subject to funding availability and eligibility requirements.

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(prior Policy No. 5.2.2)

2. To receive reimbursement, the employee must submit the following documentation to their supervisor **within six (6) weeks of the course end date:**
 - Completed Intent to Use/Request for Educational Assistance form
 - Official receipts showing tuition has been paid in full
 - Official grade report demonstrating successful completion
3. Requests will be reviewed by the appropriate executive administrator (CFO) in coordination with the employee's supervisor. The supervisor will notify the employee of approval or denial.
4. Approved reimbursements will be processed through the Business Office, and documentation will be retained in the employee's electronic personnel file in the Human Resources Department.
5. The College reserves the right to deny or limit tuition assistance if total requests exceed the budget allocated for the program in any fiscal year.

Compliance:

This benefit is intended to comply with Internal Revenue Code Section 117(d) and applicable regulations.

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Policy No. 7.5.2

Title: Employee Timecards & Timekeeping Procedures	
Originated by: VP of Business Services	Established: 7/6/2010
Revised by: Senior Admin; Human Resources	
Revision Date(s): 8/1/2011; 6/18/2024; 7/1/2026	

Policy Statement

This policy establishes consistent procedures for employee timekeeping. Non-exempt employees are required to accurately record all time worked using the College's electronic timekeeping system. Supervisors are responsible for reviewing, approving, and documenting approval or denial of employee time entries and leave requests within the timekeeping system.

Employees eligible for leave benefits must submit leave requests for any absences from scheduled work hours. Timekeeping and leave reporting are separate requirements and must be completed in accordance with this policy and applicable procedures.

Rationale

Accurate time and leave reporting is required to ensure employees are properly compensated and that absences are appropriately documented and approved. Employees are responsible for ensuring their time records are complete and accurate. Supervisors are responsible for timely review and approval of timecards and leave requests.

Timekeeping

All non-exempt employees must accurately record all hours worked each workday in the College's timekeeping system. Time entries must reflect actual hours worked within each pay period and be submitted for supervisor review and approval in accordance with established payroll procedures.

Employees are expected to complete and finalize time records by required deadlines. Failure to accurately and timely record and submit time may result in corrections to pay and/or disciplinary action, up to and including termination.

Timekeeping records must not include hours not actually worked. Only actual hours worked and approved leave time should be recorded.

Employees paid for additional hours worked as part of a formal agreement or supplemental assignment are to record hours worked in accordance with the terms of the agreement.

Falsification of employee timecards and hours worked (either of employee's own or those of others) is considered a violation of college policy and cause for immediate dismissal.

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Supervisors are responsible for:

- Reviewing reporting employee timecard entries for accuracy and completeness;
- Ensuring compliance with overtime authorization requirements;
- Approving or denying leave requests in a timely manner; and
- Maintaining accurate records within the timekeeping system.

Overtime (Non-Exempt Employees Only)

For non-exempt employees, overtime is defined as all hours worked in excess of forty (40) hours in a workweek. The College workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. the following Friday. Paid leave and paid holidays are not considered hours worked for purposes of calculating overtime.

Overtime must be approved in writing by the employee's immediate supervisor prior to being worked. Employees who anticipate potential overtime must coordinate with their supervisor in advance to explore scheduling adjustments, or flex time, within the workweek to avoid unauthorized overtime.

All overtime must be reported in the timekeeping system and communicated to the HR and Payroll Offices within the same pay period in which it is worked. Overtime that does not have supervisor approval and/or is not communicated to the HR/Payroll Office within the same pay period may result in disciplinary action up to and including termination.

Approved overtime will be compensated at one and one-half (1.5) times the employee's regular rate of pay, unless compensated through approved compensatory time in accordance with this policy.

In lieu of overtime pay, non-exempt employees may accrue compensatory time only when there is a prior written agreement between the employee and supervisor.

For purposes of this policy, compensatory time shall refer to paid leave time granted to employees for actual overtime worked within a workweek. Flex time shall refer to adjustments to an employee's schedule of hours within the workweek to avoid overtime.

Compensatory time:

- Must be approved in advance by the supervisor.
- Is earned at a rate of 1.5 hours for each hour of approved overtime worked.

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- Must be communicated to HR and the Payroll Office for accurate timekeeping entry and management.
- Must be used within the same pay period in which it is earned, unless otherwise approved in writing by the supervisor.
- May not exceed eight (8) hours of accrued compensatory time. Any hours exceeding this limit will be paid as overtime in accordance with applicable requirements.

All compensatory time must be documented and approved through established payroll procedures and communicated to the HR and Payroll Office in a timely manner. Failure by employee or supervisor to provide timely communication of Compensatory Time to HR and Payroll personnel will result in disciplinary action, up to and including termination.

Leave Requests

Employees eligible for paid leave benefits must submit leave requests for any absence during scheduled work hours. Leave requests must reflect the actual hours of absence and receive prior approval from the appropriate supervisor, except in cases where advance approval is not feasible (e.g., emergency situations), in which case reporting procedures must be followed as soon as practicable.

Non-exempt employees must ensure that holiday closures and inclement weather hours are properly recorded in the timekeeping system for appropriate adjustments to compensation.

Refer to Policy 7.4.5 for additional information regarding leave eligibility, accruals, and usage.

Questions regarding timekeeping, overtime, and leave requests should be directed to the Human Resources Office.

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Proposed Revisions of Employee Handbook (Policy No. 7.6.0)**

Proposal of designated revisions to MATC Employee Handbook presented for Board review, recommendation, and approval. Upon approval, the revised provisions will be incorporated into College Policy and become effective July 1, 2026.

Section 3: Employment

Employment Classification

It is important that employees know and understand the definitions of the employment classifications at MATC. Employment classifications help determine your employment status and what benefits you may be eligible for. If an employee has questions or is not sure what their employment classification is, they may contact their supervisor or Human Resources.

Depending on the employee's job, the employee is either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are paid for all hours worked and receive overtime pay or compensatory time for all hours worked beyond forty (40) in a workweek. Non-exempt employees may be paid on an hourly, salary, or other basis. All non-exempt employees must record time worked in the college's timekeeping system and receive overtime compensation in accordance with federal and state laws.

Exempt employees are paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws, including overtime. An employee's exempt or non-exempt status is determined by MATC, and MATC reserves the right to alter employee classification as needed in accordance with federal laws and regulations (refer to policy 7.3.2 for position reclassification procedures). All active employee position descriptions will accurately reflect position exempt/non-exempt status and salary or hourly based pay.

In addition to being exempt or non-exempt, employees also belong to one of the following employment categories:

Full-Time Employment: Employees that work a regular schedule of thirty (30) hours per week or more for a full academic year shall be classified as full-time employees. In most cases, regular full-time employees are eligible for all MATC benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Part-Time Employment: Employees that work a regular schedule of less than thirty (30) hours per week for a full academic year shall be classified as part-time employees. Part-time employees receive all legally mandated benefits. Part-time employees are eligible for some MATC benefits subject to the terms, conditions, and limitations of each benefit program.

Seasonal Employment: Employees hired into positions for which (1) the customary employment period is less than the full academic year, (2) services are tied to a specific season (e.g. per semester basis), project cycle, or temporary operational need, and (3) whose employment is expected to end upon completion of the seasonal assignment or timeframe, shall be classified as seasonal employees. Seasonal employees may work on a full-time or part-time basis per the terms of their position. Seasonal employees may be paid on a salary, hourly, or other basis.

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Seasonal employees are generally not eligible for MATC benefit programs unless required by law or as stated subject to the terms and conditions of each benefit program. Examples of seasonal employment positions may include but are not limited to work study students, adjunct instructors, clinical instructors, seasonal maintenance crew members, or temporary grant-supported staff positions.

Employees that take on seasonal position responsibilities must sign a formal approved agreement acknowledging the terms and conditions of the supplemental position assignment in accordance with policy 7.5.4.

Employees represented by the MATC Faculty Association are classified according to the negotiated collective bargaining agreement.

Paydays

All employees will be informed of their rate of pay and position pay schedule upon hire or acceptance of any formal supplemental assignments.

Full-time and part-time employees are paid bi-monthly, receiving their paycheck on the 15th day and the last day of the month. Paychecks are directly deposited into a designated bank account of the employee's choosing. Timecards and Leave Request forms are due to the Payroll Office seven (7) days prior to the payroll check date. If a pay day falls on a Saturday, Sunday, and/or a holiday, pay checks will be issued on the day prior to the non-working day. Non-exempt employees will receive overtime pay earned for work performed through the end of the previous payroll period.

Seasonal employees and supplemental assignments will be paid according to the agreed terms of the approved seasonal position assignment and pay schedule.

Timecards

Non-exempt employees are responsible for accurately recording hours worked each day, and ensuring timecards reflect actual hours worked within each pay period.

Manipulation of timecard entries which misrepresent actual hours worked is prohibited. Altering, falsifying, or tampering with time records or recording time on another employee's time record is considered fraud and is grounds for immediate termination. Supervisors are responsible for reviewing and approving report employee timecards, per MATC's timecard management system.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.5.2.

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Work Schedules

The regular workweek for full-time MATC employees runs Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 12:00 p.m., consisting of thirty-six (36) total hours, excluding lunch breaks. An employee's actual work schedule may vary from the regular workweek schedule, if specified in the employee's official position description. Work schedules are to be established and approved by the employee's supervisor. Employees will be notified promptly of any changes to their schedules. Employees should direct all questions regarding their schedule to their supervisor.

The President/CEO of the College may temporarily adjust the regular workweek schedule as needed to support operational requirements, including but not limited to commencements and other campus-wide events occurring outside of the regular workweek. Any such adjustments will be communicated to all employees in advance.

Employees represented by the MATC Faculty Association shall adhere to the work schedule and professional workday expectations outlined in the negotiated collective bargaining agreement.

Meal Periods

Employee meal periods are established with the employee's supervisor on the employee's first day of work. The college's standard meal period is one-hour for full-time employees around 12:00 p.m. on Monday through Thursday. If an employee needs to change their scheduled meal period, the employee should receive supervisor approval in advance.

Employees are provided with an employee kitchen to use during approved breaks and meal periods. It is the responsibility of all employees to maintain a comfortable, clean, and relaxing environment in the kitchen.

Adherence to meal period policies in the office are essential for efficient operations. Abuse of meal policies can place a heavy burden on co-workers. Employees are prohibited from skipping meal periods in order to leave work early without prior Supervisor approval. Employees must follow MATC's leave policies for any time off from their regular work schedules.

Overtime

MATC complies with all applicable federal and state wage and hour laws. Policy 7.5.2 establishes the College's requirements and procedures for overtime and compensatory time.

For non-exempt employees, overtime consists of hours worked in excess of forty (40) hours in a workweek. For purposes of determining overtime, the College workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. the following Friday. Holiday pay, paid leave, and other non-worked paid time do not count as hours worked for overtime purposes.

Non-exempt employees must accurately record all hours worked in the College's designated timekeeping system and obtain prior written supervisor approval before working overtime.

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Employees who anticipate potential overtime should coordinate with their supervisor in advance to explore scheduling adjustments, or flex time, within the workweek to avoid unauthorized overtime.

All overtime must be reported in the timekeeping system and communicated to Human Resources and Payroll within the same pay period in which it is worked. Failure to follow overtime approval, reporting, or timekeeping requirements may result in disciplinary action in accordance with college policy.

Approved overtime will be compensated at one and one-half (1.5) times the employee's regular rate of pay. Employees may receive compensatory time in lieu of overtime pay only when a prior written agreement exists between the employee and supervisor. Compensatory time is earned at a rate of 1.5 hours for each hour of approved overtime worked, must be reported to Human Resources and Payroll, generally must be used within the same pay period in which it is earned, and may not exceed eight (8) accrued hours. Approved overtime exceeding the compensatory time limit will be paid in accordance with overtime requirements.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.5.2.

Employees classified as exempt are not eligible for overtime compensation.

Questions regarding overtime should be directed to the Human Resources Office.

Section 4: Benefits

Employee Benefits

MATC provides eligible employees with many benefits. Legally required benefits include Social Security, Medicare, workers' compensation, and unemployment insurance. Employment classification and regular work hours determine benefit eligibility. To the extent there is a conflict between a benefit description contained in this Handbook and the actual terms of the applicable formal plan document or summary plan description for a particular benefit, the formal plan document will control.

Holidays

MATC offers paid holidays to full-time and part-time employees in accordance with Policy 7.4.4. Employees represented by the MATC Faculty Association are awarded paid holidays according to the negotiated collective bargaining agreement. For paid holidays, full-time employees will be paid for regularly scheduled hours which the employee would have been scheduled to work. Part-time employees shall receive prorated holiday pay for hours which they are normally scheduled to work but that cannot be rescheduled during the work week. Seasonal employees shall not receive holiday pay.

Employees should refer to the campus calendar for dates and scheduling of holidays recognized by MATC for the year.

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Institutional Policy and Procedure Manual
Proposed Revisions of Employee Handbook (Policy No. 7.6.0)

The President/CEO will approve the Holiday schedule for the year. Holidays which fall on a Saturday will normally be observed on the preceding Friday. If a holiday falls on a Sunday, it will normally be observed on the following Monday. In order to receive holiday pay, an employee must be in pay status and working both the day before and the day following the holiday.

Approved leave can also be used to meet the pay status eligibility for the days preceding and following the holiday. Employees on unpaid leaves of absence shall not receive holiday pay.

Holiday pay will not be used to calculate overtime pay.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.4

Paid Time Off (PTO) Leave Benefits

Eligible employees receive and accrue Paid Time Off (PTO) in accordance with College Policy 7.4.5.

Employees represented by the MATC Faculty Association are awarded paid leave according to the negotiated bargaining agreement.

Eligibility, Accrual, and Carryover Amounts:

Employees regularly scheduled to work at least thirty-six (36) hours per week are eligible to receive and accrue PTO. Part-time, seasonal, and full-time employees regularly scheduled to work fewer than 36 hours per week are not eligible for PTO benefits.

Eligible employees receive ten (10) hours of PTO on their first day of employment with the college, and those hours are available for immediate use. After that, employees accrue ten (10) hours of PTO upon completion of each pay period. Newly accrued PTO becomes available for use at the beginning of the next pay period. Employees may only use PTO that has already been earned and made available to them.

PTO may accumulate and carryover from one fiscal year to the next at a limit of one thousand (1,000) hours. PTO balances exceeding 1,000 hours after the first payroll of the fiscal year will be forfeited and transferred to the College's catastrophic leave bank in accordance with Policy 7.8.1.

Request and Approval Procedures:

Requests to use PTO leave must be submitted as far in advance as reasonably possible through the college's designated timekeeping system. Supervisors may also require notification of leave requests be provided through college email or another approved communication system (e.g., Teams messaging). As a general guideline, employees should provide advance notice equal to the length of leave that is being requested (for example, one week's notice should be given for one week of leave). Employees unable to report to work due to illness, emergency or other unforeseen circumstances must notify their supervisor as soon as reasonably possible with a minimum of one-hour notice being preferable. In the absence of the employee's immediate

Manhattan Area Technical College
Institutional Policy and Procedure Manual
Proposed Revisions of Employee Handbook (Policy No. 7.6.0)

supervisor, leave requests shall be submitted to the appropriate administrator for review and approval.

PTO requests are subject to supervisory approval and will be reviewed based on operating needs, staffing requirements, scheduling considerations, and the employee's available PTO balance. Employees should not assume leave is approved until they receive confirmation from their supervisor. When PTO is unavailable or exhausted, Supervisors may provide written approval for unpaid leave.

Certain absences may be protected by federal or state law and are not subject to denial when the employee meets applicable requirements. Examples include Family and Medical Leave Act (FMLA) leave, military leave, jury duty, leave as a reasonable disability or religious accommodation, and other legally protected absences.

Employees who believe an absence may qualify as protected leave should contact Human Resources for Guidance, and Supervisors should communicate with HR as needed to ensure denial of leave requests shall not violate employee leave rights.

Employees are responsible for accurately recording their own leave time and following all notification and leave request procedures. Misuse of PTO, failure to properly report absences, inaccurate time records, unauthorized absences, or repeated attendance issues may result in disciplinary action, up to and including termination of employment.

Employees are not required to use PTO during recognized College holidays or authorized paid college closures. If a college holiday or approved closure occurs during an employee's scheduled PTO period, that time will not be deducted from the employee's PTO balance.

Separation and Payout of PTO:

Employees who resign or retire and employees who are separated without cause may receive payment for up to eighty (80) hours of unused accrued PTO at separation.

Employees generally must provide at least two weeks' written notice and maintain a personnel record without unresolved corrective action, policy violation, or misconduct that would otherwise result in termination for cause. Employees terminated for cause are not eligible for PTO payout.

Any accrued PTO exceeding the maximum payout amount shall be applied to the Catastrophic Leave Bank in accordance with college policy.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.5.

Questions regarding PTO eligibility, accruals, balances, leave requests, or related procedures or requirements should be directed to the Human Resources Office.

**Manhattan Area Technical College
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Proposed Revisions of Employee Handbook (Policy No. 7.6.0)**

Bereavement Leave

Employees may use their available paid leave for the death of a family member or be approved for unpaid leave if paid leave is unavailable. The employee must notify his/her supervisor as soon as the day(s) of the absence are known. The employee shall submit a formal leave request per MATC procedure prior to leaving or immediately upon returning to work. Employees represented by the MATC Faculty Association are awarded bereavement according to the negotiated collective bargaining agreement.

Proposal to Authorize Foundation Funding for Almbase

Purpose

This proposal requests approval from the Manhattan Area Technical College Foundation Board of Trustees to use foundation funds to purchase and implement Almbase as the college's alumni engagement and online giving platform. The goal is to build the college's first structured alumni engagement system, activate existing alumni records, and create a stronger long-term pipeline for donor cultivation and annual giving.

Institutional Need

The current case for investment is straightforward: Manhattan Area Technical College has no structured alumni engagement program in place today, even though it has a contactable alumni base of up to 6,000 records and approximately 15 years of historical data in Jenzabar. The proposal identifies three immediate barriers to progress: no alumni engagement infrastructure, alumni data that is not yet organized for action, and a constrained institutional budget that requires clear proof of value before broader commitment.

This leaves the Foundation without a modern digital channel for alumni relationship-building, segmented outreach, affinity group development, mentorship programming, online community growth, and donation campaigns. In practical terms, each month without a platform delays both alumni engagement and the ability to test giving strategies with measurable outcomes.

Why Almbase

Almbase is positioned in the proposal as a white-labeled digital engagement and giving platform designed specifically for alumni relations and advancement work. The digital engagement module includes an alumni directory, mentorship program, interest-based spaces, geographic alumni map, and job board, while the online giving module includes branded giving pages, annual fund tools, donor pipelines, and gamification features.

The business case presented by Almbase argues that alumni engagement should be treated as a revenue strategy rather than a soft-value communication tool. The proposal states that institutions using Almbase see a 54% lift in giving transactions and a 48% increase in dollars processed following stronger digital engagement, based on experience across more than 500 advancement shops.

Investment Requested

The recommended option is the bundled package that combines the Digital Engagement Platform and Online Giving modules for \$10,391 per year after a 15% bundle discount. The proposal also includes a one-time \$2,000 setup fee that may be waivable depending on the final integration scope, a three-year agreement term, and 5% annual indexation in years two and three.

The proposal notes that implementation, onboarding support, data migration, and go-live assistance are included and that there are no hidden fees for migration or launch support. The package covers up to 6,000 contactable records at launch and includes \$60,000 in annual fundraising credits through the online giving module.

Strategic Value to the Foundation

For the Foundation, this purchase should be viewed as fundraising infrastructure. Almbase would allow the institution to move from unstructured alumni data to an operational system for outreach, stewardship, engagement tracking, and online giving.

This matters because alumni who feel connected are more likely to respond to future fundraising appeals, volunteer, mentor, advocate, and eventually give. Even if the first year is focused primarily on building participation and data quality, that work creates the foundation for future annual campaigns, donor segmentation, recurring giving, and long-term relationship management.

Implementation Plan

The proposal outlines a 30-day implementation path with early campaign activity before day 60. Weeks 1 and 2 focus on kickoff and data setup, including importing Jenzabar records and configuring the CRM as the master data source. Weeks 2 and 3 focus on building, branding, and training, and week 4 is the planned go-live period for the alumni community and first outreach campaign.

Ongoing support would include dedicated customer success resources and quarterly reviews tied to foundation fundraising goals. That structure reduces the risk of underuse and provides a built-in accountability process for measuring outcomes.

First-Year Measures of Success

The Board can evaluate the investment through clear first-year benchmarks, including:

- Number of alumni records imported, cleaned, and activated.
- Number of alumni who register for the platform and complete profiles.

- Engagement rates on outreach campaigns and alumni communications.
- Number of affinity groups, mentorship connections, or alumni interactions created through the platform.
- Number of first-time donors, repeat donors, and dollars raised through Almbase-enabled giving activity.

Recommended Board Action

The Board of Trustees is asked to authorize the use of foundation funds to enter into an agreement with Almbase for the bundled Digital Engagement Platform and Online Giving package, including associated setup costs if required. This approval would allow the college and foundation to begin implementation, activate alumni records, establish a formal alumni engagement strategy, and create a stronger platform for future donor cultivation and fundraising growth.

Proposed Motion

A possible motion for board action is:

Approve the use of Foundation funds for the purchase and implementation of Almbase's bundled Digital Engagement Platform and Online Giving solution for Manhattan Area Technical College, under the pricing and term structure presented, subject to final contract review and confirmation of implementation scope.



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- **\$2.2 million Department of Education Title III Strengthening Institutions Program** grant to enhance services for low-income students and improve institutional capacity
- **\$2 million Economic Development Administration Public Works** grant to expand facilities and workforce development in eco-manufacturing and skilled labor
- **\$1 million National Science Foundation Advanced Technological Education** grant to support technician education in high-tech fields
- **\$250k Congressionally Directed Spending request (earmark)** for a workforce development education facility expansion

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For scholarships and programs to recruit, retain, and graduate STEM majors.

Over
\$310
Million



For support services, enhanced academic quality, and improved student retention and completion.

Over
\$130
Million



For scholarships and academic initiatives that support undergraduate and graduate nursing and other allied health programs.

Over
\$95
Million



For scholarships and programmatic funds to create a pipeline of K-12 STEM teachers.

Over
\$300
Million



For programs that support high-impact learning practices, such as innovative teaching techniques and experiential learning opportunities.

Over
\$75
Million



For campus safety and mental health initiatives for students, staff, and faculty.

Over
\$135
Million



For congressionally directed spending (earmarks) projects that largely fund construction, equipment, and technology.

INTERNAL MONITORING REPORT: TREATMENT OF PEOPLE

JUNE 2026

I hereby present my monitoring report on your Executive Limitations policy “Treatment of People,” as scheduled. In consultation with personnel assigned to the duties of Human Resources, I certify that the information contained in this report is true.

BROADEST POLICY PROVISION:

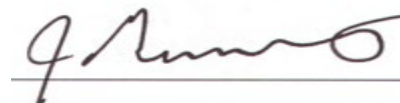
With respect to the treatment of students, staff, volunteers, and the community dealings shall not be inhumane, unfair, or undignified. Accordingly, the president shall not:

1. Operate without written procedures that clarify student and staff rules, provide for effective handling of grievances, protect against wrongful or unsafe conditions, and preferential treatment for personal reasons:
 - a. MATC has developed written policies and procedures for all operations of the College, including those listed above. All employees have access to policies, procedures, and statutes through the College’s website and internal institutional portal. The College Catalog and related official materials also provides information for students guiding them on relevant policies, procedures, codes of conduct, and grievance processes. These are also accessible via the College website and internal portal. The access via the College website ensures all appropriate public access.
2. Discriminate against anyone for expressing ethical dissent;
 - a. There have been no cases of discrimination for any reason in the past year.
3. Withhold a due process procedure from students or staff;
 - a. Due process procedures are followed when dealing with any complaint and when dealing with any other matter regarding such proceedings.
4. Prevent students and staff from grieving to the board when internal grievance procedures have been exhausted;
 - a. There has been no instance of any such prevention during the past year.
5. Fail to acquaint students and staff with their rights and responsibilities;
 - a. Students and staff are made aware of their rights and responsibilities through several official College documents, including but not limited to: Personnel Handbook, College Catalog, course syllabi, Faculty Negotiated Agreement, MATC policies and procedures, and any other appropriate communication.

CEO’s INTERPRETATION:

With reference to general operations and through my interpretation of the constraints listed above, I report compliance.

Signed:

A handwritten signature in dark ink, appearing to be "J. R. Smith", written over a horizontal line.

President/CEO

June 16, 2026

President's Report: June 2026

President's Report: June 2026

Institutional Performance

- I participated in the KBOR TEA meeting May 28 concerning our use of the base operating grant funds.
- Josh led a visit by OSHA representatives to our campus June 4, and we completed their review with approvals before the end of the month!
- I had a zoom meeting with a representative of Franklin Covey regarding their potential services and training on disruption and leading through change on June 18.

Institutional Leadership

- Through May and the first part of June I had several meetings with individuals and representatives of area organizations concerning our DCIP grant idea for a life/health sciences facility. All of these parties were supportive, but in conversations with city staff and regional planning council staff it was clear that we were rushing a project without enough time to provide the specific details on some items which would likely not leave MATC in the best position. We did not submit for this month's deadline, but will continue working on the concept and planning, while also investigating every possible source for resources and collaboration to move the idea forward within the next 10-15 months for consideration. Among my meetings was with staff of the MATRIX corporation, a group with extensive experience with government and DOD projects.
- I participated in the AFIT Prosperity quarterly update with staff of McAlister & Quinn on June 3, with subsequent McAlister & Quinn staff meetings on June 15.
- Several of us are participating in AFIT Pre-read sessions with other colleges' staff in preparation for the Summer Institute, and the work we are all attempting to do with the ExO 2.0 process for scaling and transformation of our organizations. The first of these sessions was June 9.
- Greg Nichols, President of Salina Tech, and I had a zoom meeting with leadership of the Kansas Association of Community Colleges and their lobbyist, Heather Morgan, on June 4. She informed Greg and I that the group voted to accept our institutions into their membership on June 8. Greg and I met with the other technical college presidents and lobbyist at Washburn Tech on June 17 and informed them of our decision to change.
- June 11 Heather Morgan, State Senator Starnes, a representative of the Association of General Contractors, Chris and I met at MATC to discuss next steps on outcomes/performance-based funding, with particular attention to industry credentials, and focusing on construction and related trades credentials through NCCER.
- June 17 Emily, Chris and I met with representatives of Landmark National Bank related to our services with them.

President's Report: June 2026

- On June 22 I joined a zoom with Julie Johnson of Strategy Forward (a partner in the Lumina Foundation project we are engaged with) along with Chris, Bryant, and Laura to discuss our proposed project on a marketing/re-branding effort.
- We had a MATC Foundation Trustees meeting here June 22.

External Relations

- I participated in the Chamber's economic development committee meeting May 27 and the Chamber board meeting on June 10.
- I participated in board meetings of the Flint Hills Community Accelerator project on May 27 and June 24.
- Joe Newland, candidate for Lt. Governor and former Kansas Farm Bureau executive visited MATC on June 1.
- I met with representatives of EAB college services on June 8 concerning possible products to help us with automation.
- Chris, David and I met with the new Brad—director of Flint Hills Builders Association here, so Brad could tour and learn more about how we can work with his members.
- The Manhattan Chamber of Commerce used the ATC for three events on June 23 (KEEP Tour with Ft. Riley), June 24 (hiring military personnel, etc.), and June 25 (Executive Business Leaders meeting).
- Harry and I met with Joyce Glasscock June 25 on a potential project targeting more young people in our area.

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

Accreditation/Continuous Improvement (No current reporting requirements.)

To: Greg Nichols, President-Salina Area Technical College
President of the Kansas Technical Colleges Presidents' Council

From: James Genandt, President/CEO-Manhattan Area Technical College

Date: May 28, 2026

CC: Mr. Steve Kearney, Kearney & Associates
Mr. John Dietrich & Kimberly Streit Vogelsberg, Dietrich Law
Suzy Baker, MATC Board Clerk

RE: Notification from Manhattan Area Technical College Regarding Kansas Association of Technical Colleges

After conferring with the MATC Board of Directors, I am informing you that Manhattan Area Technical College is resigning as a member of the Kansas Association of Technical Colleges. This is effective upon receipt of this communication to President Nichols.

From: Greg.Nichols <Greg.Nichols@salinatech.edu>

Sent: Thursday, May 28, 2026 2:14 PM

To: James Genandt <JamesGenandt@manhattantech.edu>

Cc: Sheree Utash Ed.D. <sutash@wsutech.edu>; Caron Daugherty <cdaugherty@fhct.edu>; Corey Isbell <corey.isbell@fhnw.edu>; Eric Burks <eburks@fhtechnnc.edu>; Scott Smathers <scott.smathers@washburn.edu>; Steve Kearney <steve@kearneyandassociates.com>

Subject: KTC

Acknowledged resignation.

Dr. Gregory A. Nichols, DBA

President & CEO



Salina Area Technical College
2562 Centennial Rd.
Salina, KS 67401
Phone: 785.309.3182
Fax: 785.309.3101

SALINA TECH

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

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.

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.

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.

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.

Strategic Directions:

- Capacity of our employees to get work done accurately and quickly and thoroughly.
 - Bottlenecks
 - Constraints
 - Attraction/Retention
 - Fitting in our desired organizational culture
 - Professional Development
 - Cross-training/teamwork

Improving individual and unit capacity will allow us to enhance capability—what we can do that we are not doing yet.

Above all, we must ensure that competence—the quality and integrity of our efforts and our performance—continues to meet exceptional standards as we address capacity and capability.

- Data:
 - What we collect and why
 - Timelines, accuracy, yearly changes to items/meanings
 - Enhancing how we do this work, manage the data, and analyze it for meaning and action(s)
 - The ROI of the data and institutional performance, the stories, the framing and access of the data for internal and external stakeholders
- Technical programs of study:
 - Quality of the program: meeting regional employer needs, instructor skills and potential to support innovative approaches to help students learn and engage regional employers in active, tangible projects
 - Optimizing value and interaction with advisory committees, accurate feedback on performance of our students, active support options and follow-through
 - Curriculum and delivery design flexibility to meet accelerated opportunities with individuals and companies for up/reskilling the workforce

➤ Learners:

- Secondary students (dual/concurrent)
- Traditional students in tech programs of study
- Adults
 - Adult education/language skills
 - Adults re-entering higher education and getting them through completion
 - Professional learning with credentials
 - Academic credit learning with academic certificates, degrees and credentials
- Regional Testing Center
- Teaching & Learning Center
- Student Support Services/One-Stop

➤ Partners/Investors/Stakeholders:

- Donors: \$/in-kind
- Investors
- Grants (Public, Private)
- Foundation and alumni
- GMCF

➤ Transformational Change

- ATC paying down/paying off
- Life/health science facility: seeking funding and regional engagement
- ExO transformation/scaling processes to improve effectiveness and efficiency while reinforcing an organizational mindset of innovation, entrepreneurship, and connection to employers and communities