



BOARD OF DIRECTORS MEETING

Date: April 25, 2017

**Place: Manhattan Area Technical College
Room 104a at 5:30 p.m.**

2017

Therese Adams – Chair (Riley)

Board of Directors

Wendy King-Luttman (Clay)
Marla Brandon (Pottawatomie)
Randall Anderes (Riley)
John Pagen (Riley)
Irma O'Dell (Geary)
Megan Umscheid (Pottawatomie)
LJ Baker (Geary)
David Fritchen (Riley)

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Carmela Jacobs (CFO)
Dr. Richard Fogg (AVPIA)
Sarah Phillips (VPSS)
Keith Zachariasen (VPAS)
Cris Fanning (GPD)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
April 25, 2017
Board meeting at 5:30 p.m.
Room 104a**

Board of Directors:

___ Adams, Therese Chair (Riley) ___ Fritchen, David (Riley) ___ O'Dell, Irma (Geary)
___ Anderes, Randall Vice Chair (Riley) ___ Pagen, John (Riley) ___ Umscheid, Megan (Pottawatomie)
___ Brandon, Marla (Pottawatomie) ___ King-Luttman, Wendy (Clay) ___ Baker L J (Geary)

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Fanning, Cris (GPD)
___ Zachariasen, Keith (VPAS) ___ Dr. Fogg, Richard (AVPIA) ___ Phillips, Sarah (VPSS)
___ Jacobs, Carmela (CFO) ___ Gfeller, Josh (CIO) ___ Schroll, Linn (Faculty Senate)
___ Student Senate

___ Call to Order

- Veterans Student Organization Introduction/Update (Susan Harvey and Terry Dickenson)
- Skills USA (Frank Avila)

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Reports

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of March 2017 Meeting Minutes (Attachment 1) *
- March Check Register w/ Threshold Expenditures (Attachment 2) *
- Organizational update (Attachment 3) *

___ General Agenda (Items possibly requiring BOD Action)

- Monitoring Report: Asset Protection (Attachment 4) * (Jim)

___ Discussion of Ends (Demonstration, Testimonial, or Report of Results related to Board Mission)

- HLC (Jim and Rich)

___ **Ownership Linkage** (Related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.)

- President's Report (Attachment 5)
- Opportunity Funding Update (Jim and Tracy)

___ **Evaluation of Board Process**

- board member terms

Executive Session

- Interest Based Bargaining
- Personnel Matters

Meetings and Upcoming Events

Next Board Meeting: Tuesday, May 23, at 5:30 p.m. in room 104a

MATC Commencement Exercises: Saturday, May 13 @ 11:00 a.m.

Nursing Pinning @ 9:30 a.m.

Dental Hygiene Pinning @ 1:30 p.m.

All events will take place at the K-State Union Grand Ballroom

918 N 17th Street

Manhattan Kansas

* Requires BOD Action

Submitted to Board Chair in writing prior to meeting; three-minute limit. Contact Board Clerk for details

Manhattan Area Technical College
Board of Directors Meeting
March 28, 2017 Room 104a at 6:00 p.m.

1. The Board of Directors of the Manhattan Area Technical College met March 28, 2017 at 5:30 p.m. in room 104a.

Members present: Megan Umscheid, Wendy King-Luttman, Therese Adams, John Pagen, Marla Brandon, Randall Anderes, David Fritchen, LJ Baker

Members absent: Irma O'Dell

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Keith Zachariasen, Vice President for Administrative Services; Carmela Jacobs, Sarah Phillips, Vice President for Student Services; Dr. Rich Fogg, Associate Vice President of Institutional Advancement, and Cris Fanning, Title III Grant Project Director.

- a. Faculty/Staff/SGO/Visitors: Donna Hobbs, Brian Koch and Matt Schacht

2. CALL TO ORDER

Therese Adams called the meeting to order at 6:00 p.m.

- There will be an additional executive session tonight on personnel matters.

3. INCIDENTAL INFORMATION

- a. Donna Hobbs shared the results from the job fair in March.
- b. Brian Koch and Matt Schacht shared their experience and what they learned from the League of Innovation Conference.

4. CONSENT AGENDA (Routine items requiring BOD action) *

- a. Marla Brandon moved to approve the Consent Agenda (Attachments 1, 2, and 3). L J Baker seconded. Motion carried 8 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. David Fritchen moved to approve the Tuition and Fees Recommendation (Attachment 4). Wendy King-Luttman seconded. Motion carried 8 yeas, 0 nays.

6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission)

- a. Dr. Rich Fogg and Jim Genandt educated the board members on the upcoming HLC visit.

7. OWNERSHIP LINKAGE (related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.).

- a. Jim Genandt presented his President’s report (Attachment 5).
- b. Jim Genandt and Tracy Geisler shared the update on the Opportunity Funding progress.

8. EVALUATION OF BOARD PROCESS

a.

EXECUTIVE SESSION: CONFIDENTIAL DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS, TRUSTS AND INDIVIDUAL PROPRIETORSHIPS.

- Randall Anderes moved to go into executive session at 7:04 p.m. and return to open session at 7:25 p.m. L J seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:25 p.m. Megan Umscheid seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: STUDENT MATTER

- Randall Anderes moved to go into executive session at 7:25 p.m. and return to open session at 7:30 p.m. Marla Brandon seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:30 p.m. LJ Baker seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL

- Randall Anderes moved to go into executive session at 7:30 p.m. and return to open session at 7:45 p.m. Wendy King Luttmann seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to return to open session at 7:45 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair, adjourned the meeting at 7:45 p.m.

MATC Board Clerk

Date

Approved:

Chair

Date



April 25, 2017

To: MATC Board of Directors
From: Carmela Jacobs, Chief Financial Officer
Re: March 2017 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 189,838.24
Facilities	\$ 21,067.12
Student Payments	\$ 91,569.44
Program Expenditures	\$ 22,431.00
Other Operating costs	\$ 174,037.23
Total March Expenditures	\$ 498,943.03

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Services	Custodial	All School	\$ 6,100.00	general fund
MATC Foundation	Reimburse for NetPartner	Financial Aid	\$ 13,736.00	Title III
USD 320 - Wamego	SB155 MOU	All School	\$ 29,925.00	general fund
USD 383 - Manhattan/Ogden	SB155 MOU	All School	\$ 65,657.41	general fund
Westar	Utilities	All School	\$ 6,363.73	general fund
KBS Constructors	Bio Science/MODS Construction	All School	\$ 17,931.00	general fund
BayBridge	Remit PR Deductions/ER Match	All School	\$ 10,118.65	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 32,559.24	general fund
KPERS	Remit PR Deductions	All School	\$ 8,144.05	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 39,428.70	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,797.28	general fund
Total March Expenditures Exceeding Threshold			\$ 263,761.06	



Jim Genandt
President

3136 Dickens Ave., Manhattan, KS 66503-2499

Phone: 785-587-2800, FAX 785-587-2804

MEMORANDUM

TO: MATC Board of Directors
RE: Organizational Update

DATE: March 28, 2017

Consent Agenda:

Organizational Update

1. Revisions to organizational structure/positions:

- None

2. Personnel changes

- Dan Kirkpatrick, Title III Student Retention Specialist

3. Advertised positions

- a. Title III Activity Coordinator / Distance Education Specialist
- b. Academic Advisor
- c. Nursing Instructor – Associate Degree Nursing
- d. Coordinator Allied Health Continuing Education



Attachment 4

INTERNAL MONITORING REPORT
ASSET PROTECTION
APRIL 2017

I hereby present my monitoring report on your Executive Limitations policy “Asset Protection” according to the annual schedule of reports. I certify that the information contained in this report, as reviewed by Keith Zachariasen, Vice President of Administrative Services, and Carmela Jacobs, Chief Financial Officer, is true.

BROADEST POLICY PROVISION:

Assets shall not be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, the President shall not:

Policy Provision #1:

Fail to insure against property and casualty losses or against liability losses to Board members, staff, or the College itself in an amount prudent and advisable under Kansas law.

CEO’s INTERPRETATION:

Property assets at MATC are insured when their value is in excess of the \$10,000 deductible. The College also carries insurance in the amounts of \$1 million for general liability per occurrence (\$3 million general aggregate), and \$100,000 for crime coverage. In addition, the College carries Educator’s Legal Liability insurance with a \$1 million insurance limit to protect against errors and omissions that includes Directors and Officers Liability coverage. All vehicle assets are covered under the Commercial Auto policy.

I report compliance.

Policy Provision #2

Allow unbonded personnel access to significant amounts of funds.

CEO’s INTERPRETATION:

“Unbonded personnel” is interpreted to mean employees who are refused inclusion in the organization’s insurance against employee wrongdoing. Periodically our insurance company requests a list of personnel, and to date, has never excluded any of our personnel. Furthermore, since the amount of cash on hand varies according to semester activities, the cash assets are protected through two separate means: (1) The cash register at the Student Affairs

counter only has \$40 left inside each evening. The funds collected are locked in the College safe until deposited; amounts are deposited not less than weekly. (2) When increased activity also increases the amount of cash handled on a day-to-day basis, such as during registration, deposits are made either daily or every other day at the discretion of the Chief Financial Officer. All transactions are accounted for by receipt and appropriate internal controls are in place to ensure protection of said assets. Tests of controls were performed as part of unqualified audit report issued by independent external auditors dated October 19, 2016.

I report compliance.

Policy Provision #3

Allow improper wear and tear or inadequate maintenance of the plant and equipment.

CEO's INTERPRETATION:

Campus equipment and facilities are maintained by the Head of Maintenance, Maintenance Specialist (part-time), and contracted service providers for custodial and pest control services. Equipment within the programs is maintained, as much as possible, by the faculty within their department. MATC program equipment is not used by students until sufficient training has been provided by faculty in the areas of operations, safety, and preventive maintenance. Campus-wide maintenance items of substantial cost, such as roofing and parking/sidewalk, are continually assessed for potential repair or replacement.

I report compliance.

Policy Provision #4:

Unnecessarily expose the College, its Board, or staff to claims of liability.

CEO's INTERPRETATION:

MATC has regular inspections, both announced and unannounced, by different compliance agencies, such as the Fire Marshall, Environmental Protection Agency and OSHA. Upon discovery of any deficiencies, the College initiates steps to gain compliance as quickly as possible. The Fire Marshall reported no violations on April 15, 2016; the EPA reported violations on October 15, 2014, with all violations subsequently addressed; OSHA last visited in 2012. Our liability insurer, Cincinnati Insurance Companies, also makes loss control visits. The most recent visit was on March 21, 2017 and resulted in no new recommendations.

I report compliance.

Policy Provision #5:

Make any single asset purchase over \$2,500 without having obtained comparative prices and without due consideration of cost, quality and service;

CEO's INTERPRETATION:

MATC seeks comparison prices on all purchases in excess of \$2,500. MATC initiates these comparisons within the six main service area counties first when seeking goods and services within the stated limits.

I report compliance.

Policy Provision #6

Make any purchase or initiate construction, remodeling, or alterations of real property over \$25,000 without Board approval. Such purchases shall require a sealed competitive bidding process;

CEO's INTERPRETATION:

MATC requires at least three bids on all items purchased over \$25,000 unless the item is acquired as a "sole source item" due to its unique nature.

I report compliance.

Policy Provision #7

Receive, process, or disburse funds under controls that are insufficient to meet the financial auditor's standards.

CEO's INTERPRETATION:

All funds are handled according to accepted practices as supported by MATC's unqualified audit report dated October 19, 2016.

I report compliance.

Policy Provision #8

Dispose of real property (exclusive of Building Trades project house) without Board approval.

CEO's INTERPRETATION:

Board approval was obtained with subsequent sale closing during April 2017 of a parcel of land within the boundaries of the College campus. The College Foundation and USD 383 sold the land to Westar Energy for purpose of constructing an electrical substation. No other real property, except the lot(s) and house(s) for the Building Trades program, has been acquired, encumbered, or disposed of since the last Asset Protection monitoring report in April 2016.

I report compliance.

Policy Provision #9:

Enter into any lease agreement for real property in excess of \$20,000 annually without Board approval;

CEO's INTERPRETATION:

The College has not initiated any lease financed construction, remodeling, or alterations in excess of \$20,000 since the last Asset Protection monitoring report in April 2015.

I report compliance.


Policy Provision #10:

Fail to protect intellectual property, information, and files from loss, damage, or improper access.

CEO's INTERPRETATION:

Financial and student records are backed up nightly. The records are then replicated off-site, via the College's remote backup grid located at Flint Hills Technical College. Additionally, monthly backups are maintained at Flint Hills Technical College for one calendar year. Firewalls and IT measures and policies are in place to protect against unauthorized or malicious access to MATC computer systems. The IT department also monitors the systems for unusual network usage and acts on any possible threats to the internal security. Hard copy or paper files are kept in locked cabinets behind locked doors with limited access to sensitive materials such as student and personnel records. MATC fully complies with Federal Educational Rights and Privacy Act (FERPA) when dealing with student records, Health Insurance Portability and Accountability Act (HIPAA) when dealing with patient records in Nursing and Dental Hygiene, and Freedom of Information Act (FOIA) regulations when dealing with other requests for information, both externally and internally, when appropriate.

I report compliance.

Signed  President Date April 25, 2017
Jim Genandt

President's Report: April 2016

As we near the end of the spring semester, and our accreditation visit, here are some updates:

Owner Expectations:

- Ken Sisley, Tracy and I attended the annual HLC conference on accreditation. A few key points from the sessions for presidents include: 1-no one has any idea what the Trump administration has in mind for higher education, except for proposed budget reductions to college work study, TRIO grants, and then possible extension of summer Pell grants (but not increasing appropriations for those grants), 2-50% of institutions having their review in the last 18 months have received at least one sanction (significant issue for improvement), 3-federal pressure to make accreditation more accountable for outcomes, 4-while the criteria for accreditation are stated, interpretations are still somewhat subjective. Tracy and I did meet with the team leader for our visit.
- Meetings have been held for faculty and staff to update about accreditation and other issues.
- Presidents of Salina Tech and North Central Tech are interested in some discussion about areas for collaboration.
- The KBOR Task Force on First Generation Students had its first meeting on April 13. I am on that task force, and the 3-hour meeting was good in defining the task force objectives to influence state and regents' policies, and institutional best practices to optimize attracting and supporting more persons into higher education.

Employer Needs & Response:

- I attended the American Association of Community Colleges spring conference and attended the Commission on Economic and Workforce Development (I am a commissioner on that panel) in New Orleans April 20-24.
- I attended the focus group session on education for the Manhattan Chamber Market Street project as well as an independent interview with staff from that organization concerning MATC and education/workforce training for the region.
- Marvin Wade (USD 383), Kristin Brighton (Manhattan Chamber) and I hosted a kick-off meeting for a Chamber taskforce on education and workforce training on April 20. MATC will host the next meeting on May 11. Goals of the group are targeting specific actions the Chamber can take to reinforce quality of education, connections to encourage more students/parents about technical education and employment opportunities, and more.

Resource Development:

- Grants we are working on to submit to KBOR: Perkins and Nursing Initiative Grant. NSF proposal was not funded, and comments from readers lead us to believe we were very close. We are taking those comments to strengthen a similar proposal and will employ a grant consultant to help us pursue resources for the critical environment technology program.
- Westar project closed, and they will begin work based on weather and their scheduling of the workforce they need. We anticipate that they will deliver two newer used bucket trucks for the EPD program before the end of the semester.
- Opportunity Funding and the fundraising for the campaign expenses stands at \$75,000 (and we have a goal of \$180,000). I am helping on several calls to try and finalize contributions and commitments. Many thanks to Randall, David, Fred, and Dean for their outstanding engagement with this project. Also thanks to Doug from OF and Tracy for keeping the lists up-to-date.