

# Board of Directors Packet

Manhattan Area Technical College

February 27, 2024

Zoom/Live Stream 5:30 pm



## Board of Directors:

\_\_ Ballou, Brett (Riley) Chair

\_\_ Urban, David (Riley)

\_\_Armbrust, John (Riley)

\_\_Flanary, Tim (Pottawatomie) Vice-Chair

\_\_Allen, Will (Geary)

\_\_Noah, Julie (Clay)

\_\_Peterson, Heather (Pottawatomie)

\_\_Matson, Mike (Riley)

## Administration/Staff:

\_\_Genandt, James (President/CEO)    \_\_Williams, Chanel (Interim Board Clerk)

\_\_Davis, Kimberly

\_\_Gfeller, Josh

\_\_Ross, Neil

\_\_Bellamy, Kerri

\_\_Boxberger, Chris

\_\_Watts, Harry

\_\_Prichard, Cara

\_\_Faculty Senate

## Agenda

### 1. Call to Order

### 2. Consent Agenda (Routine items requiring BOD action) \*

- Approval of JANUARY 2024 Meeting Minutes (Attachment 1) \*
- Approval of JANUARY 2024 Check Register w/Threshold Expenditures (Attachment 2) \*
- Organizational Update (Attachment 3)

### 3. General Agenda (Items possibly requiring BOD Action)

- Faculty Senate Update
- BHE Update
- Approval of Academic Calendar Revision\*
- High School and Adult Ed Update
- HLC Update- Criterion 1
- Automotive Technology Policies (Attachment 4) \*

\* Requires BOD Action

#### **4. President's Report**

- i. Update (Attachment 5 & 6)

#### **5. Executive Session (Personnel)**

#### **Meetings and Upcoming Events**

Next Board Meeting: March 26, 2024

Career Fair: March 26 and 27

National CTE Signing Day: April 18

College Open House: April 25

# Board of Directors Minutes

Manhattan Area Technical College

1. The Board of Directors of the Manhattan Area Technical College met on January 30th, 2024, at 5:30p.m. with live streaming for employees.
2. Members Present: Brett Ballou, Will Allen, Tim Flanary, Julie Noah, John Armbrust, David Urban, Heather Peterson  
Administration Present: Cara Prichard, Josh Gfeller, Neil Ross, Chris Boxberger, Kimberly Davis, James Genandt, Kerri Bellamy, Harry Watts, Isabel Johnson (Board Clerk)  
General public present: Brian Koch, Kimberly Withroder, Michelle McRay, Lindsay Woods
3. **Call to Order:**
  - Brett Ballou called the meeting to order at 5:32pm.
4. **Consent Agenda**
  - A Motion was made to change interesting payments to interest payments on the previous Board of Directors meeting minutes and then approve the consent agenda with that change. John Armbrust moves to approve. Seconded. 6 yeas 0 nays. Motion carries.
5. **General Agenda**
  - New Employee Introductions
  - Faculty Senate Updates
6. **Audit Report**
  - Tim Flanary motioned to approve the audit report. David Urban seconded. 6 yeas 0 nays. Motion carries.
7. **President's Report/Monitoring Report**
  - John Armbrust motioned to approve the president's report. Tim Flanary seconds. 6 yeas 0 nays. Motion carries.
8. **Building Payments and Facility updates**
  - David Urban motioned to approve the college's reporting of interest payments. Julie Noah seconds. 6 yeas 0 nays. Motion carries.
  - Building Update
  - Penetration testing
  - Facilities Update

8. **HLC Additional Locations**

- Tim Flanary motioned to direct College leadership to create an application for additional locations with the Higher Learning Commission for accreditation review for the MATC Wamego Center, for Manhattan-Ogden USD 383 High School, and for Blue Valley USD 384 High School. Will Allen seconded. 6 yeas 0 nays. Motion carries.

9. **General Session**

- USD 383
- Open House
- Flint Hills Leadership Retreat
- Legislature Update

10. **Executive Session (Leadership and Personnel)**

- Tim Flanary moves to go into executive session for 10 minutes. Seconded.

Meeting adjourned at 7:15 pm

Next Board Meeting: February 27, 2024 at 5:30 pm.



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

February 27, 2024

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 383,742.16	68.68%
Facilities (510)	\$ 78,723.04	14.09%
Student Payments (110)	\$ 605.00	0.11%
Program Expenditures	\$ 10,565.13	1.89%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 1,428.89	0.26%
Wamego (excluding salary/benefits)	\$ 3,051.90	0.55%
Other Operating costs	\$ 80,628.20	14.43%
<b>Total January Expenditures</b>	<b>\$ 558,744.32</b>	<b>100%</b>

\*\*\*Expenditures occurring outside state appropriated funding, tuition/fees income, etc. as allocated for operations are noted

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
IRS	PR 1.12.24 Payroll deductions	\$ 34,303.80	Institutional	
IRS	PR 1.31.24 Payroll deductions	\$ 35,933.95	Institutional	
KS Dept of Revenue	PR 1.12.24 Payroll deductions	\$ 7,110.49	Institutional	
KS Dept of Revenue	PR 1.31.24 Payroll deductions	\$ 7,440.22	Institutional	
BCBS	Health Insurance Premium	\$ 49,159.92	Institutional	
KPERS	PR 1.12.24 Payroll deductions	\$ 7,736.95	Institutional	
KPERS	PR 1.31.24 Payroll deductions	\$ 7,932.58	Institutional	
ConvergeOne, Inc	Microsoft Security Renewal	\$ 8,788.80	Institutional	Cyber Security Grant
Evergy	Evergy- January 2024	\$ 5,738.19	Institutional	
Kenton Brothers	BHE Proejct Key Access System	\$ 52,090.28	Institutional	Capital Outlay
USD 383- Manhattan High School	Fall 2023 GE Concurrent	\$ 36,712.51	Academics	
<b>Total January Expenditures Exceeding Threshold</b>		<b>\$ 252,947.69</b>		



**MEMORANDUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** February 27, 2024  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Marnie Clayton	Biosciences Lab Facilitator	1/5/2024	Instructional Support Staff	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Isabel Johnson	Coordinator for Exec. Leadership	2/23/2024	Administration / President's Cabinet	Operating	Resignation
Monique McCollough	Practical Nursing Faculty	5/14/2024	Nursing Faculty	Operating	Resignation
Dominic Solari	ADN Faculty	5/14/2024	Nursing Faculty	Operating	Resignation
New/Advised Positions					
Position Title		Department	Funding Source	Status	
Adjunct Opportunities for Consideration		All Programs	Operating	Open	
ADN Adjunct Clinical Instructor		Adjunct Faculty	Operating	Open	
Practical Nursing Adjunct Clinical Instructor		Adjunct Faculty	Operating	Open	
Part-Time Allied Health Instructor		Continuing Education	Operating	Open	
Information & Network Technology Adjunct Instructor		Adjunct Faculty	Operating	Open	
Student Account Specialist		Business Office	Operating	Open	
Executive operations Coordinator		Administration / President's Cabinet	Operating	Open	
Full-Time Associate Degree Nursing Instructor		Nursing Faculty	Operating	Open	
Full-Time Practical Nursing Instructor		Nursing Faculty	Operating	Open	
Faculty Assignment: Construction Energy & manufacturing Division Chair		CEM Faculty	Operating	Internal	
Faculty Assignment: General Education Division Chair		Gen Ed. Faculty	operating	Internal	
Faculty Assignment: Industrial Tech Division Chair		Industrial Tech Faculty	Operating	Internal	

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

**Policy No. 4.2.12**

<b>Title:</b> Live Work: Trades and Industry Programs	
<b>Originated by:</b> Vice President of Instructional Services & Vice President of Business Services	<b>Originated Date:</b> 8/18/06
<b>Approval Date:</b>	
<b>Revised by:</b> <u>Dean of Advanced Technologies</u>	<b>Revised Date:</b> <u>1/24/25/11</u>
<b>Reviewed on:</b> <u>7/11</u>	

**Policy Statement:**

Performance of live work for students, their families or outside parties is sometimes performed to facilitate and enhance student learning.

**Rationale:**

MATC recognizes the importance of hands-on work for students enrolled in technical programs. Performance of live work in the academic setting may enhance student learning and also serve citizens in the surrounding community.

**Definition:**

Any service performed by MATC students enrolled in a technical program under the supervision of a faculty member ~~for a fee~~ is considered live work. Any fee associated would be at the discretion of the faculty member and/or Administration and agreed upon prior to any service being provided. Examples of live work include the repair and installation of mechanical parts in the Auto Technology program and ~~auto body repair; painting in the auto collision repair program;~~ repair, maintenance, or refurbishing of heating units, air conditioning units or refrigerators in the HVAC program; or repair or construction of items in the Welding program; and ~~any~~ the construction project of a home completed by the in the Building Trades Construction Technology program.

**Guidelines:**

The use of student labor, college equipment, supplies, or facilities to generate a profit for any private business or individual is expressly prohibited and will result in disciplinary action, which may include termination of employment or dismissal from MATC.

**Procedure:**

Live work performed in MATC academic programs must be an integral part of the curriculum that can be identified with specific student learning outcomes for a course or program of study. While performance of live work may generate a profit for the college and help support a program, it is acknowledged that student learning is the primary objective of such activities.

- a. Procedure for performing live work: ~~for outside parties or college employees.~~
  - i. Prior to accepting a live work project, the instructor shall determine the specific student learning objectives, by course, that the live work project will fulfill and record those objectives on a numbered work order form.
  - ii. Prior to beginning a live work project, the instructor shall obtain the full name, address, telephone number, and any other relevant contact information from the

~~customer and any agreed upon fee. and record on a numbered work order form and submit a copy to office of VPBS.~~

~~iii.——Should the instructor anticipate the project requiring more than \$100 in parts or expenses to complete, the instructor will obtain a deposit of approximately 50% of the cost of the parts. This deposit will be submitted to the office of VPBS.~~

~~iv.——A work order will be maintained on the project from the time the live work is accepted until the work is completed and the college is reimbursed for all costs associated with the project. The cost of all parts for the project will be recorded in detail by vendor and/or part on the work order.~~

~~v.——In addition to the cost of the parts, a shop charge of 20% of the cost of parts will be added to the work order for outside parties. The shop charge does not apply to work orders for students.~~

~~vi.——Sales tax is to be collected on resale parts.~~

~~vii.——The work is not to be released to the customer until the work order is paid in full by cash, check, money order, or debit or credit card.~~

~~b.——Procedure for performing live work for **students and their families.**~~

~~i.——Prior to accepting a live work project, the instructor shall determine the specific student learning objectives, by course, that the live work project will fulfill and record those objectives on a numbered work order form.~~

~~ii.——Prior to beginning live work, the instructor will record the student name and any identifying information on a numbered work order form.~~

~~iii.——A work order will be maintained on the project from the time to live work is accepted until the work is completed and the college is reimbursed for all costs associated with the project. The cost of all parts for the project will be recorded in detail by vendor and/or part on the work order.~~

~~iv.——All parts/supplies leaving the parts department must be billed to an account at a rate of 25% above cost.~~

~~v.——An administrative fee of \$5.00 will be charged in additional to the total parts bill.~~

~~vi.——Sales tax is to be collected on all resale parts to students.~~

~~vii.——In accordance with the policy stated in the *Student Policy & Procedure Handbook*, all costs for student projects including live work must be paid in full before a project can be removed from MATC's grounds. Failure to pay for work order charges may result in a business office or registration hold on the student's account.~~

~~c. At the end of each semester, faculty of program in which live work has occurred will submit to the office of VPIS a Summary Report of Live Work. Summary Report of Live Work form is in Appendix D.~~



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<b>Approval Date:</b>	
<b>Revised by:</b> Dean of Advanced Technologies	<b>Revised Date:</b> 1/2024
<b>Reviewed on:</b> 7/2011	

**Policy Statement:**

Performance of live work for students, their families or outside parties is sometimes performed to facilitate and enhance student learning.

**Rationale:**

MATC recognizes the importance of hands-on work for students enrolled in technical programs. Performance of live work in the academic setting may enhance student learning and also serve citizens in the surrounding community.

**Definition:**

Any service performed by MATC students enrolled in a technical program under the supervision of a faculty member is considered live work. Any fee associated would be at the discretion of the faculty member and/or Administration and agreed upon prior to any service being provided. Examples of live work include the repair and installation of mechanical parts in the Auto Technology program and repair, maintenance, or refurbishing of heating units, air conditioning units or refrigerators in the HVAC program; or repair or construction of items in the Welding program; and any construction projects completed by the Construction Technology program.

**Guidelines:**

The use of student labor, college equipment, supplies, or facilities to generate a profit for any private business or individual is expressly prohibited and will result in disciplinary action, which may include termination of employment or dismissal from MATC.

**Procedure:**

Live work performed in MATC academic programs must be an integral part of the curriculum that can be identified with specific student learning outcomes for a course or program of study. While performance of live work may generate a profit for the college and help support a program, it is acknowledged that student learning is the primary objective of such activities.

- a. Procedure for performing live work:
  - i. Prior to accepting a live work project, the instructor shall determine the specific student learning objectives, by course, that the live work project will fulfill and record those objectives on a numbered work order form.
  - ii. Prior to beginning a live work project, the instructor shall obtain the full name, address, telephone number, and any other relevant contact information from the customer and any agreed upon fee.

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

**Policy No. 4.5.1**

<b>Title:</b> Use of Practice Vehicles in Automotive Technology	
<b>Originated by:</b> Dean of Advanced Technologies	<b>Originated Date:</b> 1/23/24
<b>Approval Date:</b>	
<b>Revised by:</b>	<b>Revised Date:</b>
<b>Reviewed on:</b>	

**Policy Statement:**

Practice vehicles owned by MATC and used for hands-on instruction in the Automotive Technology program shall not be licensed, titled, sold, or driven off the property of the MATC campus.

**Rationale:**

Practice vehicles that have been worked on by students could be defective and, therefore, create a situation that would hold the College liable if an accident occurred as a result of defective workmanship.

**Procedure:**

1. Practice Vehicles:
  - a. Practice vehicles identified for use as hands-on experience and owned by the College for the sole purpose of use within the program will be included in this policy.
  - b. Vehicles which are owned by the College and are used for college business but may need to be repaired or serviced by the Automotive Technology program do not fall within the scope of this policy.
  - c. Practice vehicles that are owned by individual students or by others who seek minor maintenance as “live work” do not fall within this policy.
2. Disposal:
  - a. Practice vehicles that become the property of MATC as a result of a College purchase or a private donation and which are designated as Automotive Technology hands-on practice vehicles shall not be licensed, titled, sold, or driven off of MATC property.
  - b. When MATC prepares to retire or dispose of practice vehicles that have been used for the expressed purpose of hands-on experiences within the Automotive Technology program, said practice vehicles will ~~either be crushed or cut into pieces to prevent the use of the practice vehicles or any attached components.~~ be disposed of with a proper recycling company.
  - c. ~~A picture of the destroyed vehicle along with certification by the destroying agent will be kept on file in the administrative files for three years.~~

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

**Policy No. 4.5.1**

<b>Title:</b> Use of Practice Vehicles in Automotive Technology	
<b>Originated by:</b> President	<b>Originated Date:</b> 2/2005
<b>Approval Date:</b>	
<b>Revised by:</b> Dean of Advanced Technologies	<b>Revised Date:</b> 1/2024
<b>Reviewed on:</b> 2/2007, 5/2009, 7/2011	

**Policy Statement:**

Practice vehicles owned by MATC and used for hands-on instruction in the Automotive Technology program shall not be licensed, titled, sold, or driven off the property of the MATC campus.

**Rationale:**

Practice vehicles that have been worked on by students could be defective and, therefore, create a situation that would hold the College liable if an accident occurred as a result of defective workmanship.

**Procedure:**

1. Practice Vehicles:
  - a. Practice vehicles identified for use as hands-on experience and owned by the College for the sole purpose of use within the program will be included in this policy.
  - b. Vehicles which are owned by the College and are used for college business but may need to be repaired or serviced by the Automotive Technology program do not fall within the scope of this policy.
  - c. Practice vehicles that are owned by individual students or by others who seek minor maintenance as “live work” do not fall within this policy.
2. Disposal:
  - a. Practice vehicles that become the property of MATC as a result of a College purchase or a private donation and which are designated as Automotive Technology hands-on practice vehicles shall not be licensed, titled, sold, or driven off of MATC property.
  - b. When MATC prepares to retire or dispose of practice vehicles that have been used for the expressed purpose of hands-on experiences within the Automotive Technology program, said practice vehicles will be disposed of with a proper recycling company.

## President's Report: February 2024

Institutional Performance

- MATC's overall performance, particularly in the percentage of graduates who remain in the area and the state, and the earning power of our graduates, has been discussed and used effectively with the Kansas Board of Regents, and four key state legislative committees in the past month. The Manhattan Chamber of Commerce staff also often refer to the MATC successes for regional workforce in various meetings.
- In the strategic vision powerpoint shared with the board by email, and then shared at a meeting of the strategic planning committee and with the faculty senate, some proposed performance goals are offered. These are not set in stone...yet. Senior administrative staff are reviewing them as we continue to bore more deeply into our institutional data and analysis of that information.

Institutional Leadership

- I want to commend the senior administrators for their energy and efforts in the past few months. Some specific projects that they are managing with effective cooperation include:
  - Schedule for moving existing programs into the new building this summer in preparation for fall courses: construction technology, HVAC technology, critical environment technology, and industrial engineering technology;
  - "Domino" moves caused by the relocation of the above programs into the ATC: electric power and distribution, automotive technology...and maybe others'
  - Engagement with the community childcare and community center project;
  - Advancing the partnership for technical education with Fort Riley;
  - Developing agreements for 2024-2025 with area school districts;
  - Increasing underrepresented regional population groups with the adult learning center and its programs;
  - Academic program division re-organization and the implementation of division chairpersons starting July 1, 2024;
  - Accreditation preparation.

External Relations

- I testified to the following state legislative committees: House Appropriations Jan. 31, Senate Education Feb. 1, House Higher Ed Budget Feb 6, Senate Ways and Means Feb 8.
- By February 20, the Senate Ways and Means and House Higher Education Budget committees had agreed to the same proposal for technical college funding from state appropriations (I think that is a record in terms of speed of agreement!).
- Kim Davis and I met with Manhattan Chamber staff and area health care providers on January 30 and February 5 to discuss the healthcare workforce pipeline. I have provided the Chamber with two proposals addressing this issue.

## President's Report/February 2024

- I met with technical college presidents on February 2, 9, 16, and 23. I also met with community college leaders on February 14. We are trying to work together on a plan related to common healthcare faculty issues (salary needs to recruit qualified instructors for the RN program) and on a common approach to AI impact. I also shared these issues with leadership of the Kansas Board of Regents.
- Several MATC faculty and staff met with TRANE staff by Teams on February 2 to get an update on energy management systems at MATC as well as the data analytics program we plan on implementing no later than fall 2025.
- Several staff and I attended the Manhattan Chamber Annual Meeting, the Wamego Chamber Celebration, and I also met with the new Pottawatomie County Economic Development director, Shanna Goodman, at our Wamego Center (February 7).
- I have been working by Zoom with staff and faculty involved with the NSF Engines grant with K-State as well as the KC Biotech Hub project, and updating our administrators.
- I am working with staff of Enterprise KC to make MATC a regional hub for their cybersecurity range for workforce education.

Budgetary/Fiscal Management (see financial information in this agenda and attachments)

### Relations with the Board

- I appreciate seeing several of our local board members at the various events in our communities. Please contact me if we need to be at other events.

### Accreditation/Continuous Improvement

- We will be briefing the board on criterion1 at this meeting. Faculty and staff are engaged in weekly activities to help us prepare for our accreditation report and visit this fall.



To: George Kandt, Manhattan Area Chamber of Commerce

From: Jim Genandt, Manhattan Area Technical College

Date: February 21, 2024

RE: Proposals for Collaboration to Address Healthcare Workforce Issues

I have put forth two proposals for your consideration. The first is specific to Manhattan Area Technical College to address healthcare workforce talent concerns. The second describes some ideas the state's two-year colleges have started to discuss related to the same issues, but at a state-wide level. I appreciate your work with us and coordinating discussion with area healthcare providers.

#### Background:

The healthcare workforce pipeline has been in danger for several years. The pandemic accelerated the concern about attracting people into healthcare occupations. For a higher education institution like MATC the issues often are centered on three components:

1. Qualified instructors to meet institutional and program accreditation and/or government regulations. For example, to be an instructor for the RN level of nursing (Associate Degree Nursing) the person must have a Master of Science Nursing degree (MSN). The compensation gap between what MATC can afford to pay versus the compensation a senior institution can offer (for a BSN degree program) and/or a healthcare provider increases annually.
2. Access to clinical sites to meet program learning outcomes as well as resources to support optimizing simulation education (which can help reduce the demand for clinical access).
3. Quality of student applicants into healthcare education programs. MATC sets a standard for acceptance that has proven to be appropriate and necessary to ensure quality in the final outcome: licensure pass rate and job placement rate.

#### Proposal for MATC Only:

RN program: The compensation gap for MATC to be competitive to attract, hire, and retain an individual with a MSN degree to teach in our RN program is approximately \$30,000 per instructor per year. Our current nursing capacity in the RN program mandates that we have at least three faculty with the MSN for the RN cohort. We anticipate needing to hire 2 such faculty for the 2024-2025 academic year. Having access to a fund of \$60,000 to use for the needed additional compensation significantly enhances our ability to employ such a qualified instructor. We would request having such a fund in place for at least 5 years. This allows MATC to measure

the success of this approach, and if it is successful with more RN students and the increase in tuition and fee revenue for the College, then the issue may be sustainable by only the College and/or with less financial assistance from donors. Success may also demonstrate our ability to expand the number of RN students per year (currently 40).

CNA program: The issue with expanding capacity for this entry-level healthcare component is the qualifications set by the Kansas Department for Aging and Disability Services (KDADS) for the instructor, especially the number of hours of work in long-term care environments. Having access to a fund of \$25,000 per year for five years would allow us to have more resources to use to attract, hire, and retain a qualified person and expand the program into area high schools. The CNA program is very beneficial to students to find out if they want to pursue a healthcare occupation without a significant investment of resources. The CNA pipeline matters to the overall healthcare pipeline in terms of sheer numbers to feed the next levels: practical nursing, registered nursing, and so on.

Proposal for Kansas Two-Year Colleges with Healthcare Programs:

I have had initial conversations about these same issues with all 7 technical colleges, and with 4 community college leaders (representing their 19-member group). I have a call scheduled with a representative of the Kansas Board of Nursing in the next few days to brainstorm ideas on what they can support in terms of possible consortiums of institutions sharing the cost and access to qualified instructors as a possible option for the issues. This also includes resources needed to optimize the use of simulation labs on our campuses (up to 50% of the clinical experience requirement can be met by simulation labs, but again resources for personnel, software, equipment, etc., are an obstacle).

Pending the conversation with KSBN I will be working with the two-year colleges to see if any permitted structure can be designed and a few pilot programs designed over the next few months with the goal of launching the pilots in 2025. I will share more on this approach as we get more information.