



BOARD OF DIRECTORS MEETING

**January 28, 2019
Manhattan Area Technical College
Room 104a at 5:30 p.m.**

2019
Randall Anderes – Chair (Riley)

Board of Directors

Therese Adams (Riley)
Wendy King-Luttman (Clay)
Tim Flanary (Pottawatomie)
Irma O'Dell (Geary)
LJ Baker (Geary)
David Fritchen (Riley)
John Pagen (Riley)

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Sarah Phillips (VPSS/CAO/CSAO)
Carmela Jacobs (VP Operations/CFO/HR)
Josh Gfeller (Chief Info Security Officer)
Kelly Cook (Title III Project Director/Dean
of Instruction
Faculty Senate



**Board of Directors Meeting Agenda
Manhattan Area Technical College
Monday, January 28, 2019
Board meeting at 5:30 p.m.**

Board of Directors:

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

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Phillips, Sarah
___ Jacobs, Carmela ___ Gfeller, Josh ___ Cook, Kelly
___ Faculty Senate

___ Call to Order

- Introductions

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Report

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of December 2018 Meeting Minutes (Attachment 1)*
- Approval of December Check Register w/Threshold Expenditures (Attachment 2)*
- Organizational Update (Attachment 3)*
- President's Report (Attachment 4)*

___ General Agenda (Items possibly requiring BOD Action)

- Varney and Associates Audit (Eric Kientz)

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

- Academic Calendar (Sarah) (Attachment 5)
- ATA Partnership (Sarah)
- Ventilation RFP Update (Carmela)
- In-Service Overview (Jim)

___ Evaluation of Board Process

-

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

- Foundation/Resource Development Update (Jim and Tracy)
- Regional Leaders Retreat (Jim and Tracy)

EXECUTIVE SESSION:

- Confidential Matters
- Personnel
- Personnel (President's Review)

Meetings and Upcoming Events:

- Next board meeting is February 26, 2019 5:30 p.m. in room 104a

* Requires BOD Action

Manhattan Area Technical College
Board of Directors Meeting
December 18, 2018 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met October 23, 2018 at 5:30 p.m. in room 104a.

Members present: Therese Adams, John Pagen, Irma O'Dell, Wendy King-Luttman, David Fritchen, LJ Baker and Timothy Flanary

Members absent: Randall Anderes

Also present Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/Human Resources; Kelly Cook, Title III Director/Dean of Instruction; Neil Ross, Dean of Student Services

- a. Faculty/Staff/SGO/Visitors: Darren Ortega, Rodney Stanfield and Linda Rowland

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:31 p.m.

- New Employees were introduced to the board.

3. PROGRAM/DEPARTMENT HIGHLIGHTS

- Neil Ross presented information/update on Student Service Processes.

4. INCIDENTAL INFORMATION

- None

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

- John Pagen moved to approve the Consent Agenda (attachments 1-5), L J Baker seconded. Motion carried 7 yeas, 0 nays.

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

- Jim Genandt discussed the past board retreat and items of focus.
- Jim Genandt complimented the turnout and positive responses that we received about the Ribbon cutting/Dedication this month.

- Jim Genandt informed the board that MATC will close on January 22 due to work on the MATC server.
- The Welding Ventilation RFP will be re-opened. Details will be discussed in executive session at the end of this meeting.

7. GENERAL AGENDA (items possibly requiring BOD action)

- Sarah Phillips presented the recommendation for the Certificate A Welding Technology and Associate of Applied Science and Certificate B in Electric Power and Distribution (attachment 6). Timothy Flanary moved to approve the presented recommendation. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

8. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).

- Jim and Tracy gave update on Foundation and Resource Development

EXECUTIVE SESSION: STUDENT MATTERS

David Fritchen moved to go into executive session to discuss student matters at 6:30 p.m. and return to open session at 6:40 p.m. LJ Baker seconded. Motion carried 7 yeas, 0 nays. At 6:40 p.m. David Fritchen moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: PERSONNEL

David Fritchen moved to go into executive session to discuss personnel matters related to disciplinary action for employee at 6:43 p.m. and return to open session at 6:53 p.m. LJ Baker seconded. Motion carried 7 yeas, 0 nays. At 6:53 p.m. David Fritchen moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: CONFIDENTIAL MATTERS

David Fritchen moved to go into executive session to discuss RFP and data relating to the financial affairs or trade secrets of corporations, partnerships and individual proprietorships consultation with at 6:53 p.m. and return to open session at 7:03 p.m. Timothy Flanary seconded. Motion carried 7 yeas, 0 nays. At 7:03 p.m., David Fritchen moved to return to open session. Irma O’Dell seconded. Motion carried 7 yeas, 0 nays.

- In open session: Therese Adams moved to approve the release of Mueller Electric in reference to the Welding Ventilation RFP. Revisions will be made to RFP and will be opened back up for bids in January with the proper bid protocol and advertising. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair adjourned the meeting at 7:05 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date



January 28, 2019

Attachment 2

To: Board of Directors
From: Carmela Jacobs, Vice President of Operations/CFO
Re: December 2018 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 404,917.62	64.73%
Facilities	\$ 17,737.15	2.84%
Student Payments	\$ 62,983.54	10.07%
Program Expenditures	\$ 26,069.63	4.17%
ALC Operating Costs (excluding salary/benefits)	\$ 1,059.68	0.17%
Other Operating costs	\$ 112,754.20	18.03%
Total December Expenditures	\$ 625,521.82	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All Star Custodial Services	Custodial Services	\$ 6,100.00	All School	general fund
Westar	Utilities	\$ 5,089.43	All School	general fund
Anixter Inc	EPD Course Supplies	\$ 5,630.52	EPD	EPD Course Fees
Midwest Card Solutions	ID Cards/TLC keyless entry	\$ 16,567.00	TLC	Title III
Enterasource	Nimble Storage CS240G	\$ 130,000.00	All School	Title III
Landmark National Bank	Capital Lease Payment (Energy Control System)	\$ 36,764.34	All School	general fund
KPERS	Remit PR 12.15.18 Deductions	\$ 9,334.44	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 12.15.18	\$ 5,390.47	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 12.15.18 Deductions	\$ 36,574.88	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 37,421.58	All School	pr ded/general fund
Total December Expenditures Exceeding Threshold		\$ 288,872.66		



To: MATC Board of Directors
From: Jim Genandt, President
 Human Resources
Date: January 28, 2019
Re: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Linda Rowland	Human Resources Coordinator	12/17/2018	Human Resources	General	New Hire
Misty Schraeder	Administrative Assistant - Nursing Dept.	1/7/2019	Nursing	General	New Hire
Elsa Valarezo	ALC ESL Instructional Facilitator	1/8/2019	ALC	Mill Levy	New Hire
Taylor Smith	EPD Program Assistant	1/7/2019	EPD	General	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
n/a					
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Dan Kirkpatrick	Student Retention Specialist	1/4/2019	Title III	Title III	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
CMA Instructor			Continuing Education	Operating	Open
ADN Adjunct Clinical Instructor			Nursing	Operating	Open
Adjunct Instructor Consideration Opportunity			Various	Operating	Open
Student Retention Specialist			Title III	Title III	Open
Student Services Specialist			Student Services	Operating	Open

President's Report: January 2019

Owner Expectations:

- A BIG THANKS to the great turnout on December 19 for Rex's retirement reception.
- On December 20 we had a beneficial meeting with members of the USD 475 administration and made decisions on developing a pilot approach on offering some CTE courses at their school in the fall of 2019. Sarah and Tracy and Kelly had follow up meetings in Junction City on January 9 and 10 to continue to push the project. Tracy and I met with Theresa Bramlage on January 11 to bring her up to date on possible collaboration of MATC into Junction City.
- On January 7 I met with Kristin Brighton and representatives of the Kansas Department of Education, Kansas Department of Agriculture, and other agencies concerning a project targeting parents in the state of Kansas over the next three years to change their awareness, interest, and perception of education and careers.
- On January 9 I participated in a conference call with the other technical college presidents, our lobbyist Steve Kearney, and the Dr. Farley of Washburn University concerning the KBOR review of service areas and possible impact on our institutions and missions.
- On January 9 I attended the regional METL meeting at KSU. Workforce education was the topic of the session, and a panel of the presidents of KSU and ESU and the chancellor of KU, as well as three area business representatives shared their insights and views on the topic. Lyle Butler, presiding over the session, did recognize two members of the audience: Dennis Mullin (current chairperson of KBOR) and me. I did voice my concern to the panelists that there was more the universities and technical colleges could do to collaborate on the issue.
- I attended the Site Council meeting at MHS on January 14.
- We had in-service activities with faculty and staff the week of January 14, including updates on assessment, HLC, safety, and much more.
- Tracy and I attended the KBOR higher education breakfast at the state capitol on January 17. She and I also attended the Regional Leaders Retreat in Olathe on January 17-19.
- I attended the KBOR TEA meeting on January 23 in Topeka and the Workforce Summit after that meeting in Topeka. Excel in CTE will likely be pro-rated by 20% this year. The governor's budget requests restoring the 2017 cut for higher education. KBOR is enacting new guidelines to review new program requests, and will use the same guidelines to be reviewing existing programs in AY2021 (as related to KBOR-approved/KBOR-funded programs of study).
- Tracy and I met with Wayne Sloan on January 24 to discuss several items including building trades.
- Sarah and I will be attending the American Association of Community Colleges' Workforce Development Institute January 29-February 2. I will be part of a panel during the program on January 31 discussing workforce education in smaller communities.
- I represented the Kansas Technical Colleges with the State Senate Committee on Education giving testimony on January 28 in Topeka concerning student enrollment and personnel at the request of the committee.

Employer Needs & Response:

- We hosted a meeting with representatives of the Manhattan Chamber of Commerce, Via Christi, Meadowlark, the Surgical Center, and the Konza Prairie Health Center on January 3 to discuss options on resources we need to expand our nursing program. Laurie Stegeman, MATC Director of Nursing, shared with the community folks the items we would have to address to the Kansas Board of Nursing and our nursing accreditation agency to make a reasonable request for expansion. We will convene the group again in the next few weeks with information about the resources we would need to address additional qualified nursing instructors, classroom/lab space, and clinical access. I met with Steve Spade of KBS the following day to get their assistance in

some facility estimates for nursing, and for possible expansion of HVAC, welding, building trades, and the electric power & distribution programs.

- I visited with members of the Lawrence Chamber of Commerce and the Peaslee Technical Center in Lawrence on January 24 discussing the animal health corridor and our role in training technical workers and possible connections to that Center.
- Tracy and I met with Lee Wolf to discuss health care ideas on Jan. 25

Resource Development:

- Tracy did our KMAN radio show on December 19, and reviewed information about our resource needs for student scholarships and more, about our recent scholarship reception, and visits we have had with various groups.
- Tracy and I met with Harry Watts concerning resource development on January 25.

MATC Faculty/Student Calendar

2019-2020

Jul-19

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Days 5
 Faculty Prep/PD Days 7
12

Student Days 20
 Holiday 1
21

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student days 23
23

Student Days 16
 Holiday 2
18

Student Days 10
 Finals 5
 Prep 1
 Holiday 1
 Graduation 0.5
18

Student Days 79

January-20

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

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March

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student days 9
 Prep/PD 7
 Holidays 2
18

Student days 20
20

Student days 17
17

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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May

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June

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July

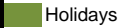

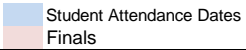

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26	27	28	29	30	31	

Student days 22
22

Student days 6
 Finals 5
 Prep days 2
 Holiday 1
 Graduation 0.5
14.5

Summer school schedule

Student Days 79

Summary of days and hours	183 Total days 158 Student days 7 Holidays 17 Staff dev/prep 1 1/2 per Graduation Day	(2) Half-day's for Graduation
 Holidays	 Non-contract days	 Student Attendance Dates Finals
	 Professional Development/Prep Days	

Summer Session - June 8 - July 31

MATC Faculty/Student Calendar

2020-2021

Jul-20						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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August						
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September						
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27	28	29	30			

Student Days 6
 Faculty Prep/PD Days 7
13

Student Days 21
 Holiday 1
22

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November						
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December						
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27	28	29	30	31		

Student days 22
22

Student Days 16
 Holiday 2
18

Student Days 9
 Finals 5
 Prep 1
 Holiday 1
 Graduation 0.5
17

Student Days 79

January-21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February						
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March						
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21	22	23	24	25	26	27
28	29	30	31			

Student days 9
 Prep/PD 7
 Holidays 2
18

Student days 20
20

Student days 18
18

April						
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June						
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July						
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25	26	27	28	29	30	31

Student days 22
22

Student days 5
 Finals 5
 Prep days 2
 Holiday 1
 Graduation 0.5
13.5

Summer school schedule
 Student Days 79

Summary of days and hours	183 Total days 158 Student days 7 Holidays 17 Staff dev/prep 1 1/2 per Graduation Day	(2) Half-day's for Graduation
 Holidays	 Non-contract days	 Student Attendance Dates Finals
	 Professional Development/Prep Days	

Summer Session - June 7 - July 30

MATC Faculty/Student Calendar

2021-2022

Jul-21

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August

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29	30	31				

September

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18	19	20	21	22	23	24
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Student Days 7
 Faculty Prep/PD Days 7
14

Student Days 21
 Holiday 1
22

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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31						

November

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December

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student days 21
21

Student Days 17
 Holiday 2
19

Student Days 8
 Finals 5
 Prep 1
 Holiday 2
 Graduation 0.5
16.5

January-22

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	31					

February

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18	19	20	21	22	23	24
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Student days 10
 Prep/PD 7
 Holidays 1
18

Student days 20
20

Student days 18
18

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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June

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July

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Student days 21
21

Student days 5
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 Graduation 0.5
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Summer school schedule
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Holidays	Non-contract days	Student Attendance Dates
		Professional Development/Prep Days
		Finals

Summer Session - June 6 - July 29