

Board of Directors Packet

Manhattan Area Technical College
June 29, 2021
Zoom/Live Stream 5:30 pm



Board of Directors:

__Baker, L.J. - Chair (Geary)	__Urban, David (Riley)
__King-Luttman, Wendy – Vice Chair (Clay)	__Ballou, Brett (Riley)
__Fritchen, David (Riley)	__Allen, Will (Geary)
__Flanary, Tim (Pottawatomie)	

Administration/Staff:

__Genandt, James (President/CEO)	__Vacant (Board Clerk)	__Phillips, Sarah
__Jacobs, Carmela	__Gfeller, Josh	__Ross, Neil
__Roberts, Nathan	__Boxberger, Chris	__Watts, Harry
__Faculty Senate	__Field, Casey	

Agenda

- 1. Call to Order**
- 2. Incidental Information**
 - BOD Member Community Report
- 3. Consent Agenda** (Routine items requiring BOD action) *
 - Approval of May 2021 Meeting Minutes (Attachment 1) *
 - Approval of May 2021 Check Register w/Threshold Expenditures (Attachment 2) * (Carmela)
 - Organizational Update (Attachment 3) *(Carmela)
 - President’s Report (Attachment 4) *(Jim)
- 4. General Agenda** (Items possibly requiring BOD Action)
 - Treatment of People President’s Monitoring Report (Attachment 5)* (Jim)
 - Final Team Report/HLC (Jim)
- 5. Discussion of Ends** (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - Facilities/Projects Updates (Josh, Sarah, Carmela)
 - Title III and Adult Ed Update (Chris)
 - Faculty Senate Update (Faculty Senate)
- 6. Evaluation of Board Process**
 - Consideration of Process to seek new/renewal members for the Board and subcommittee
- 7. Ownership Linkage** (Related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.)
 - Foundation/Resource Development Update (Jim and Harry)

8. **Executive Session:** Relating to a student concern.
9. **Executive Session:** Negotiations - To discuss employee/employer negotiations to protect the matters being discussed with the exception for negotiations under KOMA.
10. **Executive Session:** Personnel Matters - Relating to Presidential Evaluation.

Meetings and Upcoming Events

Next Board Meeting: August Board Retreat, TBD

* Requires BOD Action

Manhattan Area Technical
College Board of Directors
May 24, 2021 Room 406
Zoom/Live Stream Meeting
At 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met May 24, 2021 at 5:30 p.m. in room 406 using social distancing with zoom and live streaming for employees.

Members present: L.J. Baker, Wendy King-Luttman, David Urban, David Fritchen, Tim Flanary, Will Allen, Brett Ballou

Members absent: None Absent. Wendy King-Luttman arrived by 5:35 p.m. and L.J. Baker arrived after during review of the General Agenda.

Administration Present: Jim Genandt, President/CEO; Mary Bell, Executive Assistant/Board Clerk; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/HR; Josh Gfeller, Chief Information Security Officer; Chris Boxberger, Director of Adult Education; Nathan Roberts, Dean of Career and Technical Education.

Faculty/Staff/SGO Visitors: Casey Field; Jeff Pishny; Brian Koch

Meeting was livestreamed

2. CALL TO ORDER:
 - David Fritchen called the meeting to order at 5:32 p.m.
3. INCIDENTAL INFORMATION:
 - BOD Member Community Report
4. CONSENT AGENDA (Routine items requiring BOD action) *
 - Tim Flanary moved to approve the Consent Agenda (attachments 1-4), Will Allen seconded. Motion carried 6 yeas, 0 nays.
5. GENERAL AGENDA (items possibly requiring BOD action)
 - Jim presented Wamego Center Updates. No action taken.
 - Jim presented Career Academy Updates. No action taken.
6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - Jim Genandt updated board on USD383, COVID, etc.
 - The following updates were given by administration:
 - Title III and Adult Ed Update - Chris Boxberger
 - Commencement Update - Sarah Phillips
 - Faculty Senate Update - Brian and Jeff

7. EVALUATION OF BOARD PROCESSES

- Jim Genandt discussed the Board of Directors Term Review/Notice of Board Vacancies.

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

- Jim Genandt and Harry Watts discussed the updates with resource development and the foundation.

9. EXECUTIVE SESSION: Negotiations—to discuss/employee negotiations to protect the matters being discussed with the exceptions for negotiations under KOMA. Wendy King-Luttman moved to go into executive session at 6:13 p.m. and return to open session at 6:13 p.m. David Fritchen seconded. Motion carried 7 yeas and 0 nays. At 6:23 p.m., David Fritchen moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas and 0 nays. No action taken.

10. EXECUTIVE SESSION: Personnel matters relating to President’s Evaluation preparation. Wendy King-Luttman moved to go into executive session at 6:23 p.m. and return to open session at 6:33. Brett Ballou seconded. Motion carried 7 yeas and 0 nays. At 6:33 p.m., Wendy King-Luttman moved to return to open session. Will Allen seconded. Motion carried 7 yeas and 0 nays.

ADJOURNMENT: L.J. Baker, Board Chair adjourned the meeting at 6:34 p.m.



June 29, 2021

To: MATC Board of Directors

From: Carmela Jacobs, VP Operations/CFO

Re: May 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 377,649.67	67.90%
Facilities	\$ 28,278.81	5.08%
Student Payments	\$ 57,805.00	10.39%
Program Expenditures	\$ 34,652.27	6.23%
ALC Operating Costs (excluding salary/benefits)	\$ -	0.00%
Wamego (excluding salary/benefits)	\$ 3,137.20	0.56%
Other Operating costs	\$ 54,636.48	9.82%
Total May Expenditures	\$ 556,159.43	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Martas and Sons	Cleaning Services	\$ 5,520.00	All School	general fund
Instructure	Canvas Renewal	\$ 22,236.75	All School	Title III grant
CDW Government	Smart Board/Laptop	\$ 6,878.20	Nursing/CET	Nursing Grant/NSF Grant
CINTAS Corp	Santization Services and Custodial Supplies	\$ 5,178.36	All School	CARES grant/general fund
Secure W2 Inc.	Secure W2 Wireless	\$ 6,950.00	All School	credit hour fees
Everygy	April Energy Bill	\$ 6,984.79	All School	general fund
BCBS (June 2021)	Health Insurance Premiums	\$ 40,271.63	All School	payroll ded/gen fund
IRS	PR 05.13.2021 Payroll deductions	\$ 39,567.44	All School	payroll ded/gen fund
IRS	PR 05.31.2021 Payroll deductions	\$ 34,925.58	All School	payroll ded/gen fund
KS Dept of Revenue	PR 05.13.2021 Payroll deductions	\$ 7,812.75	All School	payroll deduction
KS Dept of Revenue	PR 05.31.2021 Payroll deductions	\$ 6,966.95	All School	payroll deduction
KPERS	PR 05.13.2021 Payroll deductions	\$ 9,803.40	All School	payroll deduction
KPERS	PR 05.31.2021 Payroll deductions	\$ 8,901.52	All School	payroll deduction
Nationwide Trust Company	PR 05.13.2021 Payroll deductions	\$ 6,475.53	All School	payroll ded/gen fund
Nationwide Trust Company	PR 05.31.2021 Payroll deductions	\$ 5,430.24	All School	payroll ded/gen fund
Total May Expenditures Exceeding Threshold		\$ 213,903.14		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: June 29, 2021
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Kim Davis	Interim Director of Nursing Education	6/21/2021	Nursing	Academics	Promotion
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Kylie Austin	Director of Dental Hygiene	6/30/2021	Dental Hygiene	Academics	Program Closure
Mary Bell	Executive Assistant to the President/Board Clerk	6/4/2021	Administration	Operating	Resigned
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Part-Time Allied Health Instructor			Allied Health	Operating	Open
Database Report Writer			IT	Operating	Open
Instructional Designer/Distance Education Support Specialist			Title III/ IT	Operating	Interviewing
Executive Assistant to Senior Administration/Board Clerk			Administration	Operating	Interviewing
Practical Nursing Adjunct Clinical Instructor			Nursing	Operating	Open
Full-time Business Administration Instructor			BA	Operating	Open
Practical Nursing Instructor			Nursing	Operating	Interviewing
Full-time Information & Network Technology Instructor			INT	Operating	Open

President's Report: June 2021

Here is a summary of items since our last board meeting in May (and we have been busy!).

Owner Expectations:

- ✓ I updated the KBOR Technical Education Authority (TEA) on the technical colleges' accomplishments, fall enrollment projections, and resources on May 27.
- ✓ I led a meeting of the Kansas Technical College presidents on May 27, June 3, June 10, June 17, and June 24.
- ✓ I led a Zoom meeting with the lobbyists of the technical colleges, the community colleges, and the incoming community college presidents' council leader on possible areas of collaboration on June 1. This was followed up with a meeting by these folks in Topeka the evening of June 15.
- ✓ June 7 I met with Eric Reid, Asst Superintendent, and Marvin Wade, Superintendent of USD 383 on the career academy project.
- ✓ June 9 I had my turn on KMAN's In Focus.
- ✓ June 16-17 I attended the KBOR meeting, and gave updates on the technical colleges, as well as the system council of presidents meeting.
- ✓ June 22: I attended the Leadership Manhattan board of directors retreat.
- ✓ June 23: I worked with Kristin Brighton on the career academy concept. She and I and Trent from the Manhattan Boys and Girls Club visited the Lawrence Center for Great Futures on June 29.

Employer Needs & Response:

- ✓ June 14: Sarah, Nathan, and I represented MATC at the school board meeting for Blue Valley in Randolph. We are working with the district, at their request, to provide welding education and explore other collaborative options to benefit their students. The welding effort is also targeting providing workers for Landoll Corporation in Marysville.
- ✓ June 15: Harry, Nathan, and I hosted a meeting with several area businesses interested in CDL and/or diesel mechanics training from us in the Wamego area.
- ✓ June 15: I participated in a meeting of the Advantage KS Talent Ready committee, and also the Manhattan Chamber of Commerce board meeting.
- ✓ June 18: I participated in a meeting of the Opportunity KS working group, an update session with Dr. Joel Anderson at the KSU Research Department, and an Advanced Manufacturing Webinar from the US Dept of Education.
- ✓ June 21: Sarah and I met with representatives of the Peaslee Tech Center and Lawrence Medical Hospital by Zoom to discuss nursing needs in the Lawrence area.
- ✓ June 28: I attended a meeting of the Advantage KS Jump Start committee in Topeka.

Resource Development:

- ✓ May 25: I worked with Lyle Butler, Brent Bowman, Harry Watts, Sarah, and Carmela on updates about the Wamego Center, the career academy concept, and long-term plans for the campus.
- ✓ May 26: Katie Sawyer of Senator Marshall's office came in for a visit and update, and is working with me on possible government grant opportunities we can investigate.
- ✓ May 28: I worked with a grant consultant on our application to the Sunderland Foundation related to opportunities for us in Wamego/Pottawatomie County.
- ✓ June 2: Harry and I hosted several bankers from the area for a tour and update of our center in Wamego. Later that day I hosted a Zoom meeting to update the career academy concept as well.
- ✓ June 2: Carmela, Nathan, and I met with Paul Olsen of CAT by Zoom to discuss their donations to us for the Wamego Center and to establish a welding lab.
- ✓ June 3: Brett Ballou met with me and senior administrators to discuss building needs and options and his possible engagement to assist the college (and not violate conflict of interest). He will be following up with our architects at BBN.

INTERNAL MONITORING REPORT: TREATMENT OF PEOPLE

JUNE 2021

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:

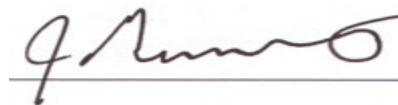
With respect to the treatment of students, staff, volunteers, and the community dealings shall not be inhumane, unfair, or undignified. Accordingly, the president shall not:

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:



President/CEO

June 17, 2021