

Board of Directors Packet

Manhattan Area Technical College

October 24, 2023

Zoom/Live Stream 5:30 pm



Board of Directors:

- | | | |
|---|---|---|
| <input type="checkbox"/> Ballou, Brett (Riley) Chair | <input type="checkbox"/> Urban, David (Riley) | <input type="checkbox"/> Armbrust, John (Riley) |
| <input type="checkbox"/> Flanary, Tim (Pottawatomie) Vice-Chair | <input type="checkbox"/> Allen, Will (Geary) | <input type="checkbox"/> Noah, Julie (Clay) |
| <input type="checkbox"/> Peterson, Heather (Pottawatomie) | <input type="checkbox"/> Matson, Mike (Riley) | |

Administration/Staff:

- | | | |
|---|---|--|
| <input type="checkbox"/> Genandt, James (President/CEO) | <input type="checkbox"/> Imperato, Pamela (Board Clerk) | <input type="checkbox"/> Phillips, Sarah |
| <input type="checkbox"/> Davis, Kimberly | <input type="checkbox"/> Gfeller, Josh | <input type="checkbox"/> Ross, Neil |
| <input type="checkbox"/> Bellamy, Kerri | <input type="checkbox"/> Boxberger, Chris | <input type="checkbox"/> Watts, Harry |
| | <input type="checkbox"/> Faculty Senate | |

Guests:

- | | | |
|---|---|--|
| <input type="checkbox"/> Rachel Ohmes (Faculty) | <input type="checkbox"/> Matt Schacht (Faculty) | <input type="checkbox"/> Chelsea Weese (Faculty) |
| <input type="checkbox"/> Marilea Williams (Faculty) | | |

Agenda

1. **Call to Order**
2. **Consent Agenda** (Routine items requiring BOD action) *
 - Approval of SEPTEMBER 2023 Meeting Minutes (Attachment 1) *
 - Approval of SEPTEMBER 2023 Check Register w/Threshold Expenditures (Attachment 2)*
 - Organizational Update (Attachment 2b)*
3. **General Agenda** (Items possibly requiring BOD Action)
 - **Programs**
 - i. Program Review: General Education (Attachment 3)
 - ii. Program Review: Business (for acceptance-presented Sept. mtg.) *
 - iii. Program Review: INT (for acceptance-presented Sept. mtg.) *
 - **Faculty Senate Comments/Updates**
 - **Monitoring Report**
 - i. Compensation/Benefits (Attachment 4)
 - ii. Asset Protection (Attachment 5)
 - **Finance**
 - i. BHE Monthly Monitoring Update (Attachment 6)
4. **President's Report**
 - i. Update (Attachment 7)

* Requires BOD Action

ii. HLC and MATC BOD/College Operations

5. Executive Session (Personnel)

Meetings and Upcoming Events

Next Board Meeting: December 5, 2023

Thanksgiving Holiday: Nov. 20-24, 2023

Commencement: December 16, 2023

Spring Term begins: January 16, 2024

Board of Directors Minutes

Manhattan Area Technical College

1. The Board of Directors of the Manhattan Area Technical College met on September 26, 2023, at 5:30p.m. with live streaming for employees.
 - Members present: Brett Ballou, Will Allen, John Armbrust, Tim Flannery, Julie Noah, Heather Peterson, Dave Urban.
 - Administration Present: James Genandt, President, Sarah Phillips, Vice-President; Josh Gfeller, Chief Information Security Officer; Kerri Bellamy, Director of Finance; Chris Boxberger, Dean of Academic Partnerships and Outreach; Kim Davis, Dean of Nursing Education and Health Programs, Neil Ross, Dean of Student Services; Pamela Imperato, Interim Board Clerk.
 - Guests: Brian Koch, Rodney Standfield, Jason York.
 - Representatives of several area school districts and boards were also in attendance.

2. **Call to Order:**
 - Brett Ballou called the meeting to order at 5:30p.

3. **Consent Agenda:**
 - Organizational Update: Kerri Bellamy, Director of Finance will be assuming the role of Dean of Advanced Technology. Cara Pritchard, CPA, MATC Accountant will assume the role of Director of Finance.
 - Approval of consent agenda items, moved by John Armbrust, Will Allen second. 7 yeas and 0 nays.

4. **General Agenda:**
 - Program Review- Business: Jason York, faculty for the Business program presented the Business Program Review. A motion to approve the Business Program Review was deferred to the next meeting to allow for additional review of documentation provided to Board Members.
 - Program Review – Information Network Technology: Rodney Stanfield provided an overview of the program. A motion to approve the Information Network Technology Program Review was deferred to the next meeting to allow for additional review of documentation provided to Board Members.
 - Faculty Senate Comments: Senate President Brian Koch provided comments on recent faculty innovation and achievement. Noted were comments regarding MATC Biology Instructor Matt Schacht's work with Blue Valley High School students. Here students are provided with online instruction and hands-on laboratory experience conducted with Mr. Schacht's at the high school.

The college-level experience is being viewed by the student as positive for this and other concurrent courses students are taking.

Instructor Jacob Boley, Welding recently received his Certified Welding Inspector Certification. This will allow Mr. Boley to certify our students and in-career professionals for American Welding Society (AWS) Welding Procedure Specification Tests.

In the area of mathematics, Instructor Brian Koch indicated that there has been growth in students taking Intermediate Algebra at the Wamego Center from the area high school with thirty-six enrolled students. Additional growth has also been seen in College Algebra. Indicated was a meeting of the Math Pathways group for KBOR.

5. Operations

- Safety and Security Update:
 - Clery Act: Josh Gfeller reviewed the Clery Act Report indicating the safe environment enjoyed by Manhattan Tech. It was noted that data provided for the report was obtained from the Riley County Police Department. The Clery Act Report is found on the Manhattan Tech website per federal requirement and submitted annually to the US Department of Education by October 1.
 - Safe Defend System: The Safe Defend System was described by Mr. Gfeller. Forty stations are installed on campus. When activated an automatic call is placed to the Riley County Policy Department who immediately routes law enforcement to campus.
 - Fire Marshall Review: A positive annual inspection by the Fire Marshall was noted. Board questions related to the number of AED's on campus (4), inspection and upkeep for the devices (implemented by our Security Officer) and training (routine training by EMS instructor to faculty and staff). Noted was cost savings achieved by having inspection and upkeep performed by our own personnel, rather than through an outside contractor.

6. Monitoring Reports:

- Strategic Plan: A review of the monitoring report is presented and was discussed in the context of its direct relationship to Manhattan Tech's Strategic Plan and HLC requirements. The Strategic Plan was described as a dynamic document whose priorities adjusted depending on the presentation of new opportunities for the Manhattan Tech.

The Board requests that the Strategic Plan is updated in its next iteration to include dates of item completion. Motion to approve Strategic Plan moved by John Armbrust, Julie Noah second. 7 yeas and 0 nays.

- End of Year Fiscal Conditions: The manner in which data was presented was seen as beneficial, particularly the clear view of decreases/increase percentages for expenditures. Motion to approve End of Year Fiscal Conditions moved by John Armbrust, Second by Julie Noah. 7 yeas and 0 nays.

7. **Policies:**

- Policy 9.1.7 Intellectual Property was identified as a new policy requiring Board approval. Motion to approve Policy 9.1.7 moved by Will Allen, Julie Noah second. 7 yeas and 0 nays.
- Policy 7.8.3 Catastrophic Leave Bank is an update to existing policy. Per recommendation of legal counsel, it was recommended to cap on the total number of hours that can be carried in the Catastrophic Leave Bank. Now indicated is a cap of no more than 5,000 total hours of leave, or \$100,000. No action required.
- Policy 3.7.4 Employee Complain and Grievance Procedure is an updated existing policy. It allows for an informal complain phase as well as a formal grievance phase. It also provides for an electronic process to submit a grievance or complaint to facilitate expeditious resolution. No action required.

8. **Capital Project Proposals**

- Economy Electric Bid: Consideration was requested for an exemption from The Sealed Bid Policy 6.2.2 due to the related work by a sub-contractor already on the building project and would have higher ability to schedule work during a break in the college schedule. The Board requests additional bids be obtained for this work and agreed that an electronic vote of the Board on this matter may occur.

9. **Finance:**

- BHE Monthly Monitoring Report Update: Expenditures this month are on track..
- Business Decisions for Early College Access:
 - Context was provided around technical college funding and ramifications for not being able to charge total costs.
 - Reserves over the years have been used to fill funding gaps. Due to the explosive growth in concurrently enrolled students and their high proportion of Manhattan Tech's student body, costs are not recovered at the same level as that of a traditionally enrolled student. Reserves have been used for the purpose of filling these funding gaps.
 - Funding challenges for Manhattan Tech were explained to include:
 - Lack of taxing authority; inability to levy taxes unlike community colleges and school districts.
 - Traditional students at Manhattan Tech pay full tuition rate and fees and institutional credit fees.
 - Whereas high school students:

- Excel/CTE – current state regulations do not permit MATC to charge fees which makes up approximately 40% of our budget.
 - General Ed: We can charge fees but have elected not to in an effort to enhance affordability and access for secondary students in competing with community colleges, but this results in a loss of revenue to the College.
 - Anytime a high school student enrolls in a college course, they become a college student. The College, to remain in compliance, to ensure appropriate services, and to maintain necessary quality and integrity of learning, must provide those students with all services of the College...no matter where the student may take the course. This is the same requirement and obligation the College has for each student enrolled in coursework. Those compliance and operational costs are not currently completely recovered in the Excel in CTE or Non-Tiered or Tiered funding streams from the Kansas Board of Regents. These costs are typically determined by vendors based on the number of students enrolled at a college, regardless of their status or location of the course offering. Thus, Manhattan Tech incurs these costs.
- Discussed was a Texas educational model in which allocations from the state to colleges are determined not only by enrollment but based on student outcomes/performance. Manhattan Tech presently collects and provides data to the state that can facilitate a performance-based model.
 - Audience Acknowledgement (not an agenda item)
 - The Chair indicated that some members of the audience had particular interest in early college matters. Since the meeting did not provide advance notice of public comment, it was noted that while an invitation to speak could be provided, representatives from Manhattan Tech could not engage in discussion.
 - Eric Reid, Superintendent of USD 383 spoke on partnership with the college to offer dual credit/concurrent opportunities.
 - College Reserves: Some allocated funds for reserve were placed in a staggered CD with interest earned quarterly. Not having reserves puts the college at risk and can affect our accreditation.
 - Audit Update: Commentary in “End of Year Fiscal Conditions” Auditors indicated the positive implementation of recommendations made by them in past years. A final report is anticipated in December.

10. Presidents Report

- Discussion of the President's report particularly focusing on indicated workforce development activities.

11. **Student Success**

- Fall Projected Enrollment Data: Enrollment numbers have been submitted to KBOR and a final report will be provided to the Board once data has been reviewed by KBOR.
- Climate Survey: Findings of the Employee Climate Survey are very positive.

12. **Executive Session (Finance)**

- Motion to go into executive session for 10 minutes, Motion Will Allen, Second John Armbrust).

13. **Executive Session (President's Evaluation)**

- Motion to go into executive session for 15 minutes, Motion Will Allen, Second John Armbrust).

Meeting adjourned at 8:41p.

Meetings and Upcoming Events

Next Board Meeting: October 24, 2023 (CHANGE IN DATE)

Thanksgiving Holiday: Nov. 20-24, 2023

Commencement: December 16, 2023



To: MATC Board of Directors
 From: Administration
 Re: September 2023 Expenditures

October 19, 2023

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 567,639.69	48.48%
Facilities (510)	\$ 61,930.72	5.29%
Student Payments (110)	\$ 277,942.88	23.74%
Program Expenditures	\$ 215,053.39	18.37%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 2,904.67	0.25%
Wamego (excluding salary/benefits)	\$ 4,342.50	0.37%
Other Operating costs	\$ 41,021.95	3.50%
Total September Expenditures	\$ 1,170,835.80	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	Department	Funding
ATI - Assessment Technologies	ATI ADN CARP 0524	\$ 17,040.00	Academics	
CDW Government, Inc.	Extreme Wireless Renewal	\$ 5,037.77	Institutional	
Charles D. Jones & Company, Inc.	HVAC Tool Kits	\$ 5,361.77	Academics	
I Miller Precision Optical	Accu-Scope 3012 LED Microscope	\$ 5,274.00	Academics	Perkins Grant
John Dietrick, P.A.	Legal Services	\$ 5,980.00	Institutional	
MAC Tools	Auto Tech Tool Boxes	\$ 26,399.84	Academics	
MAC Tools	Refrigerant Machine	\$ 6,509.98	Academics	Perkins Grant
Matheson Tri-Gas Inc.	Gas Bottles	\$ 5,564.50	Academics	
Matheson Tri-Gas Inc.	Lincoln Flex-Tech Welders	\$ 44,788.00	Academics	Perkins Grant
Nationwide Trust Company	403(b) Roth W/H PR 9.15.23	\$ 6,070.57	Institutional	
Grainger Supply	Motor Control Trainers	\$ 6,781.97	Institutional	Capital Outlay
Salisbury Supply Co.	HVAC Tool Kits	\$ 5,303.23	Academics	
Tooling University, LLC	FY24 Tooling U Subscriptions	\$ 5,170.00	Academics	
TSYS Fees	TSYS Merchant Fees	\$ 5,860.34	Institutional	
Watermark Insights	Eval Kit Renewal	\$ 6,242.91	Insitutional	
Wolters Kluwer	PN Book Bundle	\$ 27,142.49	Academics	
Evergy Kansas Central, Inc.	Evergy September 2023	\$ 6,971.42	Institutional	
BCBS (September 2023)	Health Insurance Premium	\$ 52,529.31	Institutional	
IRS	PR 9.15.2023 Payroll deductions	\$ 67,506.46	Institutional	
IRS	PR 9.29.2023 Payroll deductions	\$ 39,988.38	Institutional	
KS Dept of Revenue	PR 9.15.2023 Payroll deductions	\$ 14,060.16	Institutional	
KS Dept of Revenue	PR 9.29.2023 Payroll deductions	\$ 8,131.90	Institutional	
KPERS	PR 9.15.2023 Payroll deductions	\$ 17,617.34	Institutional	
KPERS	PR 9.29.2023 Payroll deductions	\$ 9,456.88	Institutional	
Total September Expenditures Exceeding Threshold		\$ 400,789.22		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: October 24, 2023
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
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Aryn Hopson	Academic Advisor	10/27/2023	Student Services	Operating	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Nursing Adjunct Clinical Instructor			Adjunct Faculty	Operating	Open
Part-Time Allied Health Instructor			Continuing Education	Operating	Open
Coordinator for Executive Leadership			Administration	Operating	Open
Maintenance Specialist			Facilities	Operating	Open

ATTACHMENT 3



Department Review
General Education (Gen Ed)
AY 2022-2023

Subject Areas:

Communications (COM)
 Social Sciences (PSY, SOC)

Mathematics (MAT)
 Humanities (HIS, POL)

Natural Sciences (BSC, CHM, NTR, PHY)

Financial Information¹

Revenue						
	AY 21-22		AY 20-21		AY 19-20	
Tuition	3,643 SCH @ \$125/CH	\$455,375	1,822 SCH @ \$125/CH	\$227,750	4,437 SCH @ \$125/CH	\$554,625
Program/Course Fees		\$7,840		\$8,683		\$7,132
<i>Gen Ed Student Revenue</i>		-\$216,876		-\$216,875		-\$290,435
Institutional Fees		\$142,880		\$145,760		\$244,035
State Aid		\$519,857		\$485,613		\$485,613
Total Revenue		\$909,077		\$650,931		\$1,000,970
Expenses						
Teaching Salary & Benefits		\$397,245		\$244,500		\$262,849
Program/Course Supplies		\$4,857		\$2,156		\$2,049
Professional Development		\$0		\$0		\$353
Equipment Purchased		\$178		\$0		\$0
Other Expenses		\$0		\$0		\$0
Total Expenses		\$402,281		\$246,656		\$264,898
Program Contribution to Indirect Costs		\$506,796		\$404,275		\$736,072
Supplemental Program Information						
MATC Per Credit Hour of Instruction (direct costs only)		\$110.43		\$135.38		\$59.70

¹ Tuition & fees calculated from business office with a note that students in high school / concurrent sections do not pay institutional fees

Enrollment Information

Semester Credit Hours Generated²			
	AY 21-22	AY 20-21	AY 19-20
Total Unduplicated Students ³	603	584	622
Traditional	1,786.0	1,791.0	2,736.0
High School	2,070.0	2,035.5	1,763.0
Total Student Credit Hours	3,856.0	3,826.5	4,499.0

Core Ability Assessment Data

MATC Core Abilities Assessment⁴			
	AY 21-22	AY 20-21	AY 19-20
Oral Communication	2.58		3.67
Written Communication		4.43	
Problem Solving/Critical Thinking	4.24		4.20
Quantitative Literacy		3.25	

² Enrollment Breakdown by Academic Year (IR); data pulled from Registrations report in Jenzabar with program calculated by course code

³ Distinct count of students who took any Gen Ed course for the academic year from the Registrations report in Jenzabar, based on course code

⁴ The department may not have submitted an assessment or submitted it incorrectly for data purposes for this period (indicated by an *); entered MATC averages

Fall 2021 Critical Thinking Problem Solving

	Identifies the Problem/Task	Understands the possible causes or reasons for the problem	Formulates Possible Alternatives for Solving the Problem	Prioritizes and Implements Viable Solution(s)	Monitors Results and Revises Solution(s) As Needed	Grand Total
Gen Ed Total	4.74	3.87	4.55	3.85	4.57	4.24
MATC Total	4.01	3.61	3.82	3.56	3.81	3.75

Spring 2022 Oral Communication

	Quality of Introduction	Quality of Organization and Argumentation	Quality of Oral Presentation	Quality of Conclusion	Responsiveness to Audience: Verbal Interaction	Grand Total
Gen Ed Total	3.17	2.04	1.96	2.87	2.86	2.58
MATC Total	3.42	3.34	3.28	3.36	3.50	3.38

Fall 2020 Quantitative Literacy

	Identifies the essential elements of the problem	Understands the problem and discusses any assumptions that are required in defining the problem	Accurately performs arithmetic, algebraic, geometric, etc. calculations	Validates the answer	Represents the results	Grand Total
Gen Ed Total	3.28	3.25	3.25	3.25	3.24	3.25
MATC Total	3.33	3.23	3.27	3.25	3.20	3.26

Spring 2021 Written Communication

	Purpose / Main Point	Organization	Sentence Style	Intended Audience	Correctness	Grand Total
Gen Ed Total	4.71	4.43	3.86	4.71	4.43	4.43
MATC Total	4.17	4.22	3.86	4.24	3.75	4.04

Fall 2019 Critical Thinking Problem Solving

	Formulates Possible Alternatives for Solving the Problem	Identifies the Problem/Task	Monitors Results and Revises Solution(s) As Needed	Prioritizes and Implements Viable Solution(s)	Understands the possible causes or reasons for the problem	Grand Total
Gen Ed Total	4.17	4.36	4.17	4.19	4.09	4.20
MATC Total	3.57	3.76	3.44	3.45	3.66	3.58

Spring 2020 Oral Communication

	Quality of Introduction	Quality of Organization and Argumentation	Quality of Oral Presentation	Quality of Conclusion	Responsiveness to Audience: Verbal Interaction	Grand Total
Gen Ed Total	4.56	4.56	3.44	4.33	1.44	3.67
MATC Total	3.75	3.97	3.75	3.90	4.20	3.91

Employment Data

Kansas Wage Survey, 2022 Edition, Local Areas

Local Area II: Northeast Kansas

Standard Occupational Classification Code	Occupational Title	Employment	Mean (Average) Hourly	Mean Annual	Entry Level Hourly	Entry Level Annual	Experienced Level Hourly	Experienced Level Annual	Median (Middle) Hourly	Median Annual
11-0000	Management Occupations	12,250	\$ 45.48	\$ 94,605	\$ 22.57	\$ 46,953	\$ 56.94	\$ 118,431	\$ 38.01	\$ 79,060
13-0000	Bus & Financial Operations	13,750	31.70	65,934	19.30	40,142	37.90	78,828	29.06	60,454
15-0000	Computer & Mathematical	5,920	36.44	75,803	22.17	46,112	43.58	90,649	33.73	70,158
17-0000	Architecture & Engineering	2,890	34.58	71,932	21.51	44,745	41.12	85,526	32.01	66,581
19-0000	Life, Physical, & Social Science	2,730	29.26	6,852	18.54	38,556	34.62	72,000	27.16	56,495
29-0000	Healthcare Practitioners	14,970	37.27	77,517	18.54	38,570	46.63	96,990	29.13	60,596
31-0000	Healthcare Support	10,920	13.96	29,047	10.57	21,990	15.66	32,575	13.73	28,566
43-0000	Office & Admin Support	32,390	17.99	37,426	12.11	25,189	20.93	43,544	17.48	36,363
47-0000	Construction & Extraction	10,110	22.90	47,641	15.27	31,761	26.72	55,581	22.13	46,029
49-0000	Installation & Maintenance	10,010	23.60	49,098	14.58	30,322	28.12	58,486	22.52	46,844
51-0000	Production Occupations	15,010	19.25	40,037	12.46	25,915	22.64	47,098	17.92	37,265

Projected Employment Data

Kansas Wage Survey, 2018-2028, Long-Term Occupational Projections Regions, 10-year projection

Region: Northeast Kansas

Standard Occupational Classification Code	Employment		Change in Employment			Wages		Education & Training		
	Base Year 2020	Projected Year 2030	Number	Percent	Annual Percent	Annual Mean	Annual Median	Typical Education Needed for Entry	Work Experience in a Related Occupation	Typical On-the-Job Training Needed to Attain Competency
Regional: Northeast Kansas										
11-0000	15,041	15,928	887	7.9%	0.8%	\$ 93,611	\$ 82,306			
13-0000	12,788	13,667	879	6.9%	0.7%	62,786	57,765			
15-0000	5,631	6,250	619	11.0%	1.0%	70,770	66,246			
17-0000	2,844	3,015	171	6.0%	0.6%	69,787	66,460			
19-0000	1,897	1,965	68	3.6%	0.4%	61,136	55,160			
29-0000	16,730	17,822	1,092	6.5%	0.6%	69,952	60,222			
31-0000	8,652	9,145	493	5.7%	0.6%	28,811	26,697			
43-0000	40,606	38,970	-1,636	-4.0%	-.04%	36,236	34,396			
47-0000	12,567	13,564	997	7.9%	0.8%	46,001	41,817			
49-0000	11,119	11,299	180	1.6%	.02%	49,595	46,876			
51-0000	16,902	15,765	-1,139	-6.7%	-0.7%	38,906	36,614			

- Notes:
- Source: Kansas Department of Labor, Labor Market Information Services and the Bureau of Labor Statistics; Occupational Employment Statistics (OES)
 - *** Confidential data; N/A – Not Available on KDOL reports

Program Review Report for AY 22-23

Program Name	General Education																																		
Does the catalog general education philosophy still accurately represent your classes to external constituents?	<p>Yes, we feel the philosophy below does accurately represent our classes to our constituents.</p> <p><u>MATC's General Education Philosophy</u></p> <p><i>General education is an essential component of a student's education. Woven throughout the curriculum, general education provides students with a foundation for lifelong learning. General education refers to subject matter that is foundational in nature and contains general content that may apply to all disciplines of study. General education courses are designed to enhance and support technical studies. The general education categories are communications, mathematics, natural science, social science, humanities, and information literacy. In support of its general education philosophy, Manhattan Tech has adopted the following goals for students:</i></p> <ul style="list-style-type: none"> • <i>Use the English language effectively to read, write, speak, and listen critically</i> • <i>Increase an understanding of science and technology</i> • <i>Use systematic, critical, and creative processes to identify problems and make decisions</i> • <i>Develop knowledge of self and a capability for self-direction and self-motivation</i> • <i>Analyze and assess personal values and life goals that affect decision-making and relationships in a global community</i> • <i>Perform the mathematical computations necessary to succeed as an employee and as a consumer</i> • <i>Demonstrate proficiency in gathering, analyzing, and synthesizing information</i> • <i>Increase an understanding of individual and group differences</i> <p><i>Upon graduation, students should be proficient in:</i></p> <ul style="list-style-type: none"> • <i>Effective written and oral communication</i> • <i>Critical thinking and problem solving to address situations described verbally, graphically, symbolically, or numerically</i> • <i>Identifying, accessing, and evaluating information and materials</i> • <i>Gaining knowledge of self and demonstrating ability to work independently and in teams</i> • <i>Exhibiting tolerance of, and respect for, diversity in human abilities, cultures, ages, and beliefs.</i> <p><i>Within the technical programs, faculty members strive to reinforce and enhance student learning related to the General Education Objectives by providing learning opportunities that require students to apply skills acquired in their general education to "world of work" problems in their classrooms.</i></p>																																		
Transferability	<p><i>Discuss classes on the transfer matrix and address meeting regional demand.</i></p> <table border="1" data-bbox="415 1047 1894 1437"> <tr> <td>FINANCIAL ACCOUNTING</td> <td>ACC 120 (3 Hours)</td> <td></td> </tr> <tr> <td>MANAGERIAL ACCOUNTING</td> <td>ACC 140 (3 Hours)</td> <td></td> </tr> <tr> <td>BIOLOGY</td> <td>BSC 110 (5 Hours)</td> <td></td> </tr> <tr> <td>BIOLOGY & BIOLOGY</td> <td>BSC 110A (2.5 Hours) AND BSC 110B (2.5 Hours)</td> <td></td> </tr> <tr> <td>ANATOMY AND PHYSIOLOGY</td> <td>BSC 125 (5 Hours)</td> <td></td> </tr> <tr> <td>ANATOMY AND PHYSIOLOGY & ANATOMY AND PHYSIOLOGY</td> <td>BSC 125A (2.5 Hours) AND BSC 125B (2.5 Hours)</td> <td></td> </tr> <tr> <td>MICROBIOLOGY</td> <td>BSC 205 (5 Hours)</td> <td></td> </tr> <tr> <td>PERSONAL FINANCE</td> <td>BUS 111 (3 Hours)</td> <td></td> </tr> <tr> <td>INTRODUCTION TO BUSINESS - KRSN BUS1020</td> <td>BUS 126 (3 Hours)</td> <td></td> </tr> <tr> <td>LEADERSHIP DEVELOPMENT</td> <td>BUS 190 (3 Hours)</td> <td></td> </tr> <tr> <td>PRINCIPLES OF MANAGEMENT</td> <td>BUS 255 (3 Hours)</td> <td></td> </tr> </table>		FINANCIAL ACCOUNTING	ACC 120 (3 Hours)		MANAGERIAL ACCOUNTING	ACC 140 (3 Hours)		BIOLOGY	BSC 110 (5 Hours)		BIOLOGY & BIOLOGY	BSC 110A (2.5 Hours) AND BSC 110B (2.5 Hours)		ANATOMY AND PHYSIOLOGY	BSC 125 (5 Hours)		ANATOMY AND PHYSIOLOGY & ANATOMY AND PHYSIOLOGY	BSC 125A (2.5 Hours) AND BSC 125B (2.5 Hours)		MICROBIOLOGY	BSC 205 (5 Hours)		PERSONAL FINANCE	BUS 111 (3 Hours)		INTRODUCTION TO BUSINESS - KRSN BUS1020	BUS 126 (3 Hours)		LEADERSHIP DEVELOPMENT	BUS 190 (3 Hours)		PRINCIPLES OF MANAGEMENT	BUS 255 (3 Hours)	
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MANAGERIAL ACCOUNTING	ACC 140 (3 Hours)																																		
BIOLOGY	BSC 110 (5 Hours)																																		
BIOLOGY & BIOLOGY	BSC 110A (2.5 Hours) AND BSC 110B (2.5 Hours)																																		
ANATOMY AND PHYSIOLOGY	BSC 125 (5 Hours)																																		
ANATOMY AND PHYSIOLOGY & ANATOMY AND PHYSIOLOGY	BSC 125A (2.5 Hours) AND BSC 125B (2.5 Hours)																																		
MICROBIOLOGY	BSC 205 (5 Hours)																																		
PERSONAL FINANCE	BUS 111 (3 Hours)																																		
INTRODUCTION TO BUSINESS - KRSN BUS1020	BUS 126 (3 Hours)																																		
LEADERSHIP DEVELOPMENT	BUS 190 (3 Hours)																																		
PRINCIPLES OF MANAGEMENT	BUS 255 (3 Hours)																																		

Program Review Report for AY 22-23

	CHEMISTRY & CHEMISTRY	CHM 110A (2.5 Hours) AND CHM 110B (2.5 Hours)	
	CHEMISTRY I	CHM 110 (5 Hours)	
	CHEMISTRY 2	CHM 230 (5 Hours)	
	INTRODUCTION TO CHEMISTRY	CHM 105 (3 Hours)	
	INTRODUCTION TO CHEMISTRY	CHM 105 (5 Hours)	
	PUBLIC SPEAKING	COM 115 (3 Hours)	
	INTERPERSONAL COMMUNICATIONS (KRSN COM 1020)	COM 116 (3 Hours)	
	SOFTWARE APPLICATIONS	CIS 100 (3 Hours)	
	ENGLISH COMPOSITION I	COM 105 (3 Hours)	
	ENGLISH COMPOSITION II	COM 106 (3 Hours)	
	NUTRITION	NTR 105 (3 Hours)	Only offered online
	MEDICAL TERMINOLOGY - KRSN HSC1030	BUS 141 (3 Hours)	
	U.S. HISTORY TO 1877	HIS 105 (3 Hours)	
	U.S. HISTORY SINCE 1877	HIS 106 (3 Hours)	
	INTERMEDIATE ALGEBRA	MAT 110 (3 Hours)	
	COLLEGE ALGEBRA	MAT 135 (3 Hours)	
	ELEMENTARY STATISTICS	MAT 145 (3 Hours)	
	TRIGONOMETRY	MAT 155 (3 Hours)	High School Only
	PHYSICAL SCIENCE	CHM 100 (4 Hours)	
	GENERAL PHYSICS WITH LAB	PHY 100 (5 Hours)	
	GENERAL PHYSICS WITH LAB & GENERAL PHYSICS WITH LAB	PHY 100A (2.5 Hours) AND PHY 100B (2.5 Hours)	
	AMERICAN GOVERNMENT	POL 105 (3 Hours)	
	GENERAL PSYCHOLOGY	PSY 100 (3 Hours)	
	HUMAN GROWTH & DEVELOPMENT	PSY 125 (3 Hours)	
	INTRODUCTION TO SOCIOLOGY	SOC 100 (3 Hours)	
	SOCIAL PROBLEMS	SOC 150 (3 Hours)	
	MARRIAGE AND FAMILY	SOC 200 (3 Hours)	
	*Current Offerings as of 22-23 Academic Year		
Full-Time Faculty	Marilea Williams – Psychology, Sociology, Human Growth & Development, Social Deviance, Marriage and Family Matt Schacht- Biology, Anatomy and Physiology, Microbiology Chelsea Weese- Intro to Chemistry, Chemistry 1, Beginning Algebra, Technical Mathematics 1 Brian Koch – GED Mathematics/Science, Beginning Algebra, Technical Mathematics II, Intermediate Algebra, College Algebra, Statistics, Trigonometry		

Program Review Report for AY 22-23

	Rachel Ohmes – English Composition I, English Composition II, Technical Writing, Composition Workshop, Public Speaking, Interpersonal Communication, GED Reading and Language Arts/Social Studies
Adjunct Faculty (Include high school adjuncts)	List adjunct instructors and classes taught Kimberly Ott – Manhattan High School – Sociology Callie Hansen – MATC Wamego Campus – Psychology and Sociology
Co-curricular Activities	<i>Co-curricular refers to activities, programs, and learning experiences that reinforce MATC’s mission, values, and complements the formal curriculum. Co-curricular activities support student development outside of the classroom. (i.e. student organizations, internships, and service projects)</i> Student Voice Council National Technical Honor Society Phi Theta Kappa Student Volunteer opportunities: Blessing Box participation, open house, signing day. Classrooms to Careers (partnership with USD 383) Summer Stem Camp
Activities & Involvement	List any activities and involvement outside the MATC campus (Committees, publishing, representation of MATC, etc.) Tulip Festival Oztoberfest Holiday Parade Classrooms to Careers (partnership with USD 383) Walk to End Alzheimer’s Manhattan Area Technical College open house Manhattan Area Technical College Trunk or Treat Innovations National Conference attendance and presentations KAEA (Kansas Adult Education Association) conference in Wichita Kansas Core Outcome Group Conferences Kansas Mathematical Association of Two-Year Colleges conference Kansas Math Pathways Action Group Great Plains Conference on Acceleration

Program Review Report for AY 22-23

<p>Gifts in Kind or Donations And new equipment purchases (What classroom materials (SMART Boards, computers, etc.) have been most beneficial to your courses? What has been most helpful to you as instructors)</p>	<p>Name of donor/company Specifically, what was donated Value of donation – estimate the value and identify what the college did <u>not</u> have to spend for an equivalent purchase.</p> <p>Small value donations (less than 50\$) from the USDA for Microbiology. Expired rapid test donations from local healthcare facilities for Science courses.</p>
<p>Curriculum Review</p>	<p><i>Provide a narrative identifying the significant class changes since last program review (curriculum, content, books, new, changes, or deletions)</i></p> <p>For Social Sciences, the most significant change has been moving classes to Open Education Resource (OER) textbooks. This allows all students to pay zero dollars for their main class textbook while staying within legal limits for accessing published work. For Biological Sciences course offerings have shifted to a more blended format which has streamlined and improved the courses while also making them more accessible and accommodating from a scheduling perspective, for students</p> <p>For Chemistry, course offerings still include face-to-face lab components, but have included blended options for content delivery and assessment activities (homework, quizzes, some exams, etc.) Students are utilizing an online textbook software that includes an e-textbook, homework, and quizzes from the publishing company. This software implements mastery learning to ensure students are learning and retaining information from the course.</p> <p>For Mathematics, all the courses except Statistics use Pearson mymathlab. This allows the class to be a hybrid course, and students can complete the majority of the class online, if they have a job. On mymathlab, students get instant feedback knowing if their answer is correct on homework assignments. Students only have one attempt on quizzes (Technical Mathematics II quizzes are in class). If they do not get the homework question correct on their third attempt, they can attempt a similar question to receive credit. Also, a student can look at a similar question to see how it is solved. Probably the biggest significant change has been Zoom cameras and Smartboards. All my lectures are recorded, which allows students to watch them again if they did not understand something in class or watch the lectures if they are not able to attend class. During the Covid outbreak and even current classes, students are able to attend and participate in class on Zoom if they are not feeling well. Smartboards have allowed me to go back and forth between problems and even prior lectures when needed. Also, they allow more space to solve problems because you can move the screen similar to an iPad or phone, or if needed you can enlarge the screen when students cannot read the board.</p> <p>Communications courses now only use open resource textbooks (OER) to reduce students' financial burden and reflect the ever-changing way individuals communicate in the face-to-face and digital spheres. Courses are also offered in a consistent, blended</p>

Program Review Report for AY 22-23

	<p>format as an accessibility best practice for adult learners who balance multiple roles. An additional focus on digital communication has been added to all courses, including electronic, written communication, and virtual presentations. Further, additional exposure to various digital tools designed to make communication more efficient and globally focused has been introduced, including software like Anchor podcasts, Google Sites, Zoom, and more.</p>
<p>Program Support</p>	<p>Discuss how General Education courses are a partner in developing a well-rounded educational experience for students progressing through Certificate and Associate programs.</p> <p>It doesn't matter what program a MATC student chooses to enter – the human topics covered in Social Science classes are often applicable in both personal and professional life.</p> <p>General Education courses also help promote the development of important skills such as critical thinking, problem solving, communication, and quantitative literacy. These skills translate to any program area or career.</p> <p>For students to receive a certificate, most programs require Technical Mathematics I, and Technical Mathematics II if they receive an Associates. Some students are taking higher level courses to receive a Bachelors in their field of study. College Algebra and Statistics allows students the opportunity to take these classes cheaper, smaller class sizes, and more individualized instruction as opposed to the college from which they receive their Bachelors.</p> <p>More intentional, inter-program collaboration has occurred, such as a resume workshop given to HVAC students.</p>
<p>Grade Distribution</p>	<p>Registrar/IR will provide this data; <i>provide an analysis of the grade distribution trends over the past three years</i></p>
<p>Assessment Results</p>	<p>Program and Course</p> <p>MATC Core Abilities assessment results –</p> <p>IR will provide MATC Core Abilities results (Oral Communication, Written Communication, Problem Solving/Critical Thinking, Quantitative Literacy) for the most recent years.</p> <p>End-of-program assessment results</p> <p>Other external assessment results</p> <p><i>Provide narrative discussing what you learned from the assessment data and how you will use the data to make improvements/changes</i></p> <p>I have noticed low to no engagement when the work does not have points attached to it.</p> <p>The data we collect is used to evaluate the effectiveness of our instructional methods and approaches. Therefore, it is an invaluable tool that guides improvement.</p> <p>While assessment data measures student growth, it is also an instructional evaluation tool to identify room for opportunity and methods to continue. The data has encouraged instruction reflection regarding assignment structure, curriculum, and delivery.</p>

Program Review Report for AY 22-23

<p>Delivery Methods</p>	<p>Describe how you use delivery methods to deliver the classes. (LMS, Canvas, Online lectures, lab, face to face, etc.)</p> <p>All Social Science classes are delivered via the Learning Management System (LMS) Canvas. This allows students 24/7 access to their work for points and thus their final grade. Classes are offered online, face-to-face, and hybrid.</p> <p>All Biological Science courses are delivered in a blended format. Students have online access to lectures and other resources, but also complete lab activities and other assignments on campus.</p> <p>All Mathematics courses are offered on Canvas with all courses except Statistics using an external LMS (Pearson Mymathlab). The courses are hybrid and utilize Zoom for recorded lectures. As students complete assignments, the grades are populated on Canvas. Lectures are conducted by the instructor completing example problems, asking probing questions to students, and then allowing the students to complete similar examples to practice using the skills given during lecture. This allows the students to ask questions if they do not understand the process at that time.</p> <p>All Communication courses are delivered face-to-face and with an option to attend via Zoom. Students attending on Zoom are asked to keep their cameras on and are often paired with in-person students during group and partner activities to encourage entire class cohesion. Weekly recap videos are used in online courses to mimic the in-person experience, and all students use Canvas to access learning materials, resources, and coursework.</p>
<p>Recruiting, Retention, Persistence, and Completion</p>	<p><i>Describe the recruiting efforts that you have utilized as well as the efforts that you have implemented to affect retention, persistence, and completion of your students. Why should students pick MATC over other programs?</i></p> <ul style="list-style-type: none"> *Small class sizes *Faculty that care and will work with students *Classes that cost less than state college tuition for same transferable credit *Access to free tech support (computers in TLC, wifi, etc.) *Access to free writing support (Brainfuse, Grammarly) *Access to free Microsoft package *Access to free human support (WellConnect) *Ability to have student voice heard through SVC delegates for desired change/idea implementation *Easy/smaller campus to navigate *Quiet workspaces on campus *Recitation classes for students to get individual help *Peer tutor with hours to help students *Connections throughout the community

Program Review Report for AY 22-23

	<ul style="list-style-type: none"> *Attending high school activities to talk with current students, future students, and/or parents *Additional classes outside the regular class schedule if more time is needed to explain concepts *Sunday study sessions before tests for high school students *Extending assignments because of unforeseen situations involving students (family death, health issues, etc.) *Teaching to the primary high school schedule
Resources Needed	<ol style="list-style-type: none"> 1. To maintain course quality 2. To advance course quality and value to regional employers

S.W.O.T. Analysis – Completed as a group.

*Internal vs External treats/opportunities, new class/focus areas, what makes you different from other programs nearby, etc.

Strengths

- Quality of instruction
- Small class sizes/personal interactions
- Flexibility of instructional methods, teaching to multiple learning styles
- Student/Faculty consistency throughout educational path
- Technology and facilities

Weaknesses

- Consistent enrollment throughout classes
- Need to cancel classes late in enrollment process
- Late distribution of financial aid results in students falling behind in assignments

Opportunities

- HS enrollment
- Awareness of transferability

Program Review Report for AY 22-23

- KSU collaboration
- Targeting students who are career oriented and disenfranchised with 4 year institutions

Threats

- Shrinking HS graduation rates
- Institutions with overlapping missions in service areas
- Growing ability to get certifications through online options
- Internal training programs through industry and business

Program Review Report for AY 22-23

Faculty Credentials & Professional Development

Faculty Name	Brian Koch
Credentials	<i>M.S. Curriculum & Instruction</i>
Professional Development Activity	I serve as the Chair of Faculty Senate and as the PTK advisor. I've attended multiple League of Innovations Conferences as well as presented at The League of Innovations and the Great Plains Conference on Acceleration along with Matt Schacht. Additionally, I've attended KCOG meetings each year and the Launch Year Initiative State Kickoff.
Professional Development Reflection	

Faculty Name	Rachel Ohmes
Credentials	<i>M.S. Adult Learning & Leadership, M.A. English, ABD PhD Adult Learning & Leadership</i>
Professional Development Activity	Student Voice Council (SVC) Co-Chair, PhD coursework in adult learning, academic journal publication, and volunteering at nearly every campus-sponsored event to learn more about all facets of the college and the population we serve.
Professional Development Reflection	My involvement in internal and external opportunities assists me in better understanding the needs of the college, local community, and learners. I have sharpened my skills by including real-life scenarios in assignments, which aligns with andrological best practices for retention and lifelong learning.

Faculty Name	Matt Schacht
Credentials	<i>M.S. Biology</i>
Professional Development Activity	Professional Development Committee Chair, attended numerous on campus PD events, attended multiple League of Innovations Conferences, presented on the topic of student retention at The league of Innovations conference as well as the Great Plains Conference on Acceleration.
Professional Development Reflection	I have been able to grow and improve as an instructor by applying many of the things that I have learned from numerous professional development opportunities. I enjoy learning new techniques and approaches to instruction and look forward to continuing to learn and improve.

Faculty Name	Chelsea Weese
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Program Review Report for AY 22-23

Credentials	<i>M.S. Chemistry</i>
Professional Development Activity	I'm a member of the American Chemical Society (ACS), The American Association for the Advancement of Science (AAAS), and the American Association of Chemistry Teachers. Through those memberships, I've participated in various webinars from organization such as the ACS and the American Association of Chemistry Teachers.
Professional Development Reflection	These webinars highlight and discuss issues such as student and instructor burnout, fallout from the pandemic, remote learning, and dealing with AI in academia. Other topics include diversity, equity, and inclusion in the classroom/laboratory and the implementation of new teaching techniques/methods in STEM classrooms.

Faculty Name	Marilea Williams
Credentials	<i>LCMFT, ABD for Educational Doctorate in Counseling & Student Development PhD</i>
Professional Development Activity	
Professional Development Reflection	



INTERNAL MONITORING REPORT
COMPENSATION/BENEFITS
PRESIDENT'S EVALUATION/PERFORMANCE
REPORT OCTOBER 18, 2023

I hereby present my monitoring report on your Executive Limitations policy "Compensation/ Benefits" according to the annual schedule of reports. I certify that the information contained in this report is true.

BROADEST POLICY PROVISION:

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the president shall not cause or allow fiscal integrity or public image to be jeopardized. Accordingly, the President shall not:

Policy Provision #1:

Change his/her compensation and benefits.

CEO's INTERPRETATION:

I have not changed my own compensation or benefits. I report compliance.

Policy Provision #2:

Promise of imply permanent or guaranteed employment.

CEO's INTERPRETATION:

I have not promised or implied any permanent employment to any individual. I report compliance.

Policy Provision #4:

Establish compensation and benefits which:

a. Deviate significantly from the geographic area or market for the skills employed.

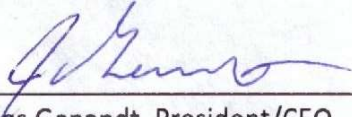
CEO's INTERPRETATION:

Salaries and benefits are appraised, maintained, and updated annually with Board review and approval of position salary grades and scheduling, and approved cost of living adjustments have been enacted sufficiently to maintain regional competitive market demand for hiring and personnel wages. Employer coverages of employee health insurance for eligible positions, and additional fringe benefits coverages including 403(b) retirement matching, tuition reimbursement. I report compliance.

b. Create obligations over a longer term than the revenues can be safely projected, in no event longer than one year, and in all events subject to losses of revenue.

CEO's INTERPRETATION:

I have not created obligations which cannot be sustained by our existing revenue streams. Contracts and wage notices are issued annually **and are subject to availability** of funds. I report compliance.

Signed 
James Genandt, President/CEO

Date: October 18, 2023



MANHATTAN AREA TECHNICAL COLLEGE

INTERNAL MONITORING REPORT

ASSET PROTECTION

October 2023

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 Cara Prichard, DFO, and Josh Gfeller, VPO 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 Manhattan Area Technical College ("The College") are insured when their value is in excess of the \$10,000 deductible. The high premium cost at lesser amounts does not justify any change to this policy. The College also carries insurance in the amounts of \$1 million for general liability per occurrence (\$3 million general aggregate), and \$1 million for bodily injury for both the Manhattan and Wamego properties. In addition, the College carries Educator's Professional Liability insurance to protect against errors and omissions that includes Directors and Officers liability coverage and Cyber Security insurance to protect against malicious cyber-attacks. Lastly, 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. Our insurance company periodically 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 the following means:

(1) Cash of \$340 is maintained inside the College safe which remains locked in the Director of Finance's office. Daily receipts are locked in the safe until those funds are taken to the bank for deposit; deposits are made on a weekly basis

(2) When increased activity also increases the amount of cash handled on a day-to-day basis, such as during registration, deposits are made no less than twice a week or at the discretion of the Vice President of Operations/CFO. All transactions are accounted for by receipt, and appropriate internal controls are in place to ensure protection of assets. Tests of controls are performed as part of the unqualified audit report issued by independent external auditors.

I report compliance.

Policy Provision #3

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

CEO's INTERPRETATION:

The IT Department, Head of Maintenance, and various contracted service providers, maintains campus equipment and facilities. Equipment within the program areas are maintained, as much as possible, by the faculty within their department. Students do not use the College's program equipment until sufficient training has been conducted in the areas of operation, safety, and preventive maintenance. Campus-wide maintenance items of substantial cost, such as roofing and parking/sidewalk, are consistently being 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:

The College 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 moves to gain compliance as quickly as possible.

I report compliance.

Policy Provision #5:

Make any single asset purchase over \$5,000 without having obtained comparative prices and without due consideration of cost, quality and service;

CEO's INTERPRETATION:

The College seeks comparison prices on all purchases in excess of \$5,000, unless sole source purchasing is justified per policy 6.2.5. The College 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:

The College 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 the College's unqualified audit report of 2022.

I report compliance.

Policy Provision #8

Dispose of real property without Board approval.

CEO's INTERPRETATION:

No real property has been acquired, encumbered, or disposed of without Board approval.

I report compliance.

Policy Provision #9:

Enter into any lease agreement for real property in excess of \$25,000 annually without Board approval;

CEO's INTERPRETATION:

The College has not initiated any other lease-financed construction, remodeling, or alterations in excess of \$25,000 without Board Approval since the approval of the leased-financed agreement with local bankers for the construction of the ATC project.

I report compliance.

Policy Provision #10:

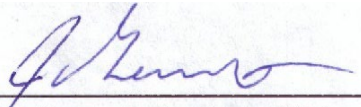
Fail to protect intellectual property, information, and files from loss, damage, or improper access.

CEO's INTERPRETATION:

Financial and student records are backed up twice daily at noon and 10:00PM, respectively. The records are then replicated off-site, via the College's remote backup grid, located at the Wamego Center. A nightly offline backup is also

taken and kept on rotated offline disks to keep a backup inaccessible to hackers *off* the wire. Additionally, monthly and yearly backups are maintained at the offsite Wamego Center. Firewalls and IT measures and policies are in place to protect against unauthorized or malicious access to the College's computer systems. The IT department also monitors the systems for unusual network usage and acts on any possible threats to the internal security. Intrusion Prevention Systems and Multi-Factor Authentication are utilized to protect sensitive data. 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. The College 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 Freedom of Information Act (FOIA) regulations when dealing with other requests for information, both externally and internally, when appropriate.

I report compliance.

Signed 
James Genandt, President/CEO

Date: October 15, 2023



To: MATC Board of Directors
 From: Administration
 Re: September BHE 2023 Expenditures

Estimated Proj. Amount	\$	16,300,000.00
Appraisal	\$	15,900,000.00
Total Project Budget	\$	15,540,085.00
Loan Amount	\$	11,630,000.00
Closing Costs	\$	111,704.00

Category	Funds	Expended	Remaining
BHE Loan (70% of Appraisal)	\$ 11,630,000.00	\$1,910,634.40	\$ 9,719,365.60
ARPA	\$ 1,843,594.00	\$1,843,594.00	\$ -
Capital Outlay		\$ -	

Total Amount of Contingency Approved	\$	773,453.00
Total Amount of Contingency Remaining	\$	705,780.50
Total Amount of Allowances Approved	\$	741,318.00
Total Amount of Allowances Remaining	\$	690,307.00

Total Project	\$	15,540,085.00
Remaining	\$	9,717,079.05

Expenditures				
Total as of August 31, 2023			\$	5,794,226.39
Vendor	Invoice	Invoice Date	Pay Amount	Funding
BBN Architects	September IV	9/21/2023	\$ 10,457.26	
Kansas State Bank	September Interest	9/26/2023	\$ 16,572.30	
Olsson	Phase 400 Limited Construction	9/6/2023	\$ 875.00	
Olsson	September IV	9/26/2023	\$ 875.00	
Total September Expenditures			\$	28,779.56
TOTAL EXPENDITURES AS OF SEPTEMBER 31, 2023			\$	5,823,005.95

President's Report/September-October 2023

President's Report: September and October 2023

Institutional Performance

Achievement of Ends (~~February & October~~)/Deferring to January

Vision & Mission

Essential Skills

Work Preparedness

Workforce Development

*Leadership**

Enrollment Outcomes (~~October & March~~)/Deferring to an annual report in January

Enrollment analysis, persistence/retention, completion/job placement, follow-up, academic awards/industry credentials earned, etc.

Compensation & Benefits (October)

Resource Development (ongoing)

Program & Services Review (set on a rotation)

Resources: general, capital outlay, scholarships, etc. (semi-annually)

Institutional Leadership

General Executive Constraint (monthly/December)

Treatment of People (June)

Asset Protection (October)

Strategic Plan (January & August)

External Relations

Federal Level (ongoing)

State Level (ongoing)

Local/Regional Level (ongoing)

Employers (ongoing)

Organizations/Agencies (ongoing)

Marketing/PR/Social Media (ongoing)

Budgetary/Fiscal Management

Budgeting/Financial Planning/Forecasting (~~October~~)/Deferring to December

Financial Condition (quarterly)

Relations with Governing Board

Information & Advice (ongoing)

Board Role & Engagement (ongoing)

Accreditation/Continuous Improvement

Higher Learning Commission (ongoing), annual institutional update/CFI, reports

Accreditation by Programs (per program schedule)

Credentials by Program (~~October~~)/Deferring to January annually

Employee Professional Development (~~October~~)/Deferring to January annually

Institutional Performance

- Some early data from the complete 2022-2023 academic year reports to KBOR and IPEDS include:
 - 97% of MATC's new students were from Kansas, 99% of all students were Kansans last academic year;
 - 57% male, 43% female; 75% Caucasian—9.5% Hispanic—9% African American—3.5% Asian—2% Native American;
 - 12% in health care programs, 6% in construction trades/HVAC, 5.5% INT, 5% in business and auto tech, 4% welding and electric power & distribution;
 - 25% earned an associate degree, 75% a certificate;
 - 96% of early college (high school students) successfully passed their general education courses that can transfer to any college/university in Kansas.

Institutional Leadership

- I visited with the Student Voice Council on October 9. This is a group of students representing our programs of study. Pam and Rachel are sponsors for the group. Neil sat in as well to provide information to the students. I asked them for questions and comments so we could listen to them and respond to what they are concerned with. I hope to meet with them each semester. Their input is vital for us to have, as well as sharing information with them as to the direction of the College.
- On October 10 I spent several hours with the Legislative Special Committee for Education in Topeka...at their request. Among the topics that were discussed were how two-year colleges determine what faculty are paid, how adjuncts are paid, how we operate and pay for concurrent/dual credit enrollment (including Excel in CTE), and the function and value of the Technical Education Authority (TEA). The committee shared a list of questions with me and with the lobbyist for the community colleges, so we went into the hearing with information on those questions and topics.
 - On payments to school districts for concurrent/dual credit (& Excel in CTE) courses, the 26 two-year colleges (community and technical colleges) almost all use a different practice and arrangement (due to the fact that the current regulations provide no direction for any such payments).
 - Committee members seemed displeased at the percentage/amount some colleges were paying school districts, there seemed to be a consensus that only direct instructional costs should be paid. I did raise the issue of the institutional credit hour fees (in our case) and similar concerns at other institutions and increased costs related to student services, compliance elements, etc.
 - Senator Baumgardner has asked for recommendations from me for consideration by her committee on these topics. I am working with our lobbyist, Steve Kearney, on those recommendations.
- I have visited with Gary Allen at KSU and am providing him information on 3-4 of our programs of study to see if we can develop a K-State Pathway into a Bachelor of Applied Technology degree. He is also helping us work with their student services unit on how we

can become involved to visit with students at the University who are withdrawing to see if MATC is a better fit for their postsecondary aspirations and needs.

External Relations

- I have participated in economic development and manufacturing roundtables hosted by the Manhattan Chamber of Commerce in the past few weeks. The programs we offer grow in interest of employers every week, especially with Industrial Engineering Technology, Welding, Networking and Cybersecurity, and Data Analytics. We are also being recognized as part of the potential solution for regional housing issues with our construction and HVAC programs, and new programs coming in 24-25 in plumbing and electrician training.
- Chris, Kim, and Kerrie followed up with Ft. Riley personnel on October 13 as we move forward with plans to operate some tech programs on the base. It will be important that our area state legislators and our Congressional delegation are aware of this. In addition, there will be federal announcements soon on statewide technology hub applications, and MATC is part of two such proposals. One is in manufacturing through the state department of Commerce (involving almost every higher education institution in the state), and the other through BioNexus KC concerning biotechnology and bioscience.
- Harry, Chris, and I (in various combinations) have met with several area business leaders to discuss the ATC project, student scholarships, and other ways to engage with them. These have included Jeff Wick, Mark Knackendoffel, and representatives of Florence Manufacturing. I have also worked with Bryant and KSN on more video conversation of what MATC is doing in the region.
- I attended the Manhattan Chamber of Commerce Board Retreat on October 19, and had a chance to provide a brief update on our Building HIRE Education project with Phases I and II. I also updated the general public on this during my interview on KMAN's In-Focus program.

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

Relations with the Board

- I appreciate the input and guidance from the board as we have worked on the payments to the school districts issue.

Accreditation/Continuous Improvement

- Starting with this board meeting, we will begin preparing the Board of Directors about our 2024 accreditation visit with a team from the Higher Learning Commission, including a review of roles and responsibilities through the Board's Policy Governance Manual along with HLC Criteria and board components.
- We will also be discussing how MATC operates through the executive leadership team and senior administrators. This is important as the Commission team will expect board members to discuss how the institution operates and provides appropriate evidence and accountability of results, stewardship, and regional engagement.