

Board of Directors Packet

Manhattan Area Technical College

April 30, 2024

Zoom/Live Stream 5:30 pm



Board of Directors:

__ Ballou, Brett (Riley) Chair

__ Urban, David (Riley)

__ Armbrust, John (Riley)

__ Flanary, Tim (Pottawatomie) Vice-Chair

__ Allen, Will (Geary)

__ Noah, Julie (Clay)

__ Peterson, Heather (Pottawatomie)

Administration/Staff:

__ Genandt, James (President/CEO)

__ Williams, Chanel (Interim Board Clerk)

__ Baker, Suzy (Board Clerk)

__ Davis, Kimberly

__ Gfeller, Josh

__ Ross, Neil

__ Bellamy, Kerri

__ Boxberger, Chris

__ Watts, Harry

__ Prichard, Cara

__ Faculty Senate

__ Vopata, Peter

Agenda

1. Call to Order

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

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

3. General Agenda (Items possibly requiring BOD Action)

- Faculty Senate Update
- Signing Day & Open House Update
- Curriculum Committee Policy (Attachment 4)
- Remote Employment Policy (Attachment 5 & 6) *
- Automotive Technology Accreditation Update (Attachment 7)
- HLC Criterion 3 Summary
- HLC Conference Update

* Requires BOD Action

- PN Accreditation Update
- BHE Project & Expenses Update
- KS BCBS Renewal Update (Attachment 8)
- Preliminary Summary FY25 State Funding for MATC
- MATC Board Member Terms/Updates (Attachment 9)

4. President's Report

- i. Update (Items will be discussed during the meeting)

5. Executive Session (Non-elected Personnel) *

6. Return to Open Session for BOD Action*

Meetings and Upcoming Events

Next Board Meeting: May 28, 2024

Nurses' Pinning: May 10, 2024

Commencement: May 11, 2024



Board of Directors Minutes

Manhattan Area Technical College

1. The Board of Directors of the Manhattan Area Technical College met on March 26th, 2024, at 5:30p.m. with live streaming for employees.
2. Members Present: Brett Ballou, Tim Flanary, Julie Noah, John Armbrust, David Urban, Heather Peterson, Mike Matson
Administration Present: Cara Prichard, Josh Gfeller, Neil Ross, Chris Boxberger, James Genandt, Kerri Bellamy, Harry Watts, Andrew Caponera, Kimberly Withholder, Chanel Williams (Interim Board Clerk)
3. **Call to Order:**
 - Brett Ballou called the meeting to order at 5:36pm.
4. **Consent Agenda**
 - A Motion was made to approve the previous Board of Directors meeting minutes, March Board Meeting Packet, and change to March Board Meeting Agenda, then approve the consent agenda. Mike Maton moves to approve. David Urban seconded. 7 yeas 0 nays. Motion carries.
5. **General Agenda**
 - Faculty Senate Update
 - Brian Koch discussed the facilities interest in Cengage Learning System. Brian explained that the program would be used alongside Canvas and Jim reported that they are currently looking into pricing.
 - BHE and Expenses Update
 - Josh and Cara reported that the project is still on time and on track within resources.
 - High School and Adult Ed Update
 - Chris provided updates on school districts and agreements, Fort Riley MOU, and related ALC information. Chris is also working on transportation for high school students to and from MATC for courses.

- HLC Update – Criterion 2
 - Jim and Kim provided an overview of this criterion concerning mission, vision, and roles of board, administration, and faculty.
- Network Core Switches Approval
 - A Motion was made to approve MATC’s proposal of the upgrade of the core network switches to Arista Networks. David Urban moves to accept the proposal. John Armbrust seconded. All in favor. Motion carries.
- ATC Building Furniture RFP
 - A motion was made to approve option 1 or option 2 of the Building Furniture RFP. Heather Peterson moved to approve RFP 2. David Urban seconded. All in favor. Motion carries.
- OCR Visit
- BOD Appointment of Administrators to Request w/ Negotiations
 - Administration and Board to be represented by: James Genandt, Kerri Bellamy, and Cara Prichard. A motion was made to accept the request with negotiations. Mike Matson moves to accept. John Armbrust seconded. Motion carries.
- Recommendation of tuition/fee rate for FY 25
 - A motion was made to approve a tuition increase of 5%, 7.5%, or 10% with the recommendation of 7.5% or 10% from MATC. David Urbans moves to approve a tuition increase of 10%. Julie Noah seconded. Motion carries.

6. President’s Report

7. Executive Session (Finance)

8. Executive Session (Personnel)

Meeting adjourned at 7:36 pm

Next Board Meeting: April 30th, 2024, at 5:30 pm.

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



April 30, 2024

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 419,635.76	67.98%
Facilities (510)	\$ 19,955.30	3.23%
Student Payments (110)	\$ 64,451.98	10.44%
Program Expenditures	\$ 83,344.27	13.50%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 825.42	0.13%
Wamego (excluding salary/benefits)	\$ 4,136.75	0.67%
Other Operating costs	\$ 24,922.70	4.04%
Total March Expenditures	\$ 617,272.18	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
IRS	PR 3.15.24 Payroll deductions	\$ 38,151.84	Institutional	
IRS	PR 3.31.24 Payroll deductions	\$ 39,224.09	Institutional	
KS Dept of Revenue	PR 3.15.24 Payroll deductions	\$ 8,042.41	Institutional	
KS Dept of Revenue	PR 3.31.24 Payroll deductions	\$ 8,260.39	Institutional	
BCBS	Health Insurance Premium	\$ 50,875.74	Institutional	
KPERS	PR 3.15.24 Payroll deductions	\$ 9,219.01	Institutional	
KPERS	PR 3.31.24 Payroll deductions	\$ 9,255.13	Institutional	
Evergy	Evergy- March 2024	\$ 6,078.69	Institutional	
Zoom	Zoom renewal	\$ 14,198.00	Institutional	
Reed Company	EPD truck repair	\$ 8,770.93	Academics	
Secure W2	Secure Wireless renewal	\$ 14,946.75	Institutional	Cyber Security Grant
Total March Expenditures Exceeding Threshold		\$ 207,022.98		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: April 30, 2024
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Suzy Baker	Executive Operations Coordinator	4/16/2024	President's Cabinet	Operating	New Hire
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
New/Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Instructional Opportunities for Hire			All Programs	Operating	Open
ADN Adjunct Clinical Instructor			Adjunct Faculty	Operating	Open
Practical Nursing Adjunct Clinical Instructor			Adjunct Faculty	Operating	Open
Full-Time Allied Health Instructor			Continuing Education	Operating	Open
Outreach Coordinator for Human Environmental Sciences			Academic Partnership & Outreach	Operating/NSF Engine's Grant	Open
Full-Time Custodial Specialist (2)			Facilities & Maintenance	Operating	Open
Full-Time Associate Degree Nursing Instructor			Nursing Faculty	Operating	Open
Full-Time Practical Nursing Instructor			Nursing Faculty	Operating	Open

Title: Curriculum Committee	
Originated by: Vice President of Instructional Services	
Originated Approver: Faculty Senate/President/BOD	Originated Date: 8.31.2011
Revised by: Curriculum Committee/Chief Academic Officer	Revised Date: 4/2024
Reviewed on: 7/2011; 2/2016; 10/2020	

Policy Statement:

The Curriculum Committee is a representative faculty governance group of Manhattan Area Technical College consisting of faculty and administrative staff that advises the Chief Academic Officer (CAO) in matters concerning the planning, implementation, and evaluation of activities related to curriculum and instruction. The committee serves the College's mission and goals by ensuring the curriculum of programs and courses are academically sound, comprehensive, and meet the changing needs of the MATC community.

Rationale:

The faculty of MATC is responsible for all instruction including content, methodology, and ongoing assessment. It is therefore essential that the faculty oversee curriculum development and implementation by way of a representative body.

Procedure:

The functions and responsibilities of the curriculum committee are as follows:

1. Review proposals and make recommendations to the administration concerning new and existing instructional programs
2. Review and recommend course and program additions, revisions, and eliminations related to the academic offerings
3. Accept, reject, or suggest modifications of curriculum proposals
4. Recommend graduation requirements and general education requirements for AAS degree and certificates
5. Monitor Course Outlines, which are the formal curriculum document submitted to the CAO for each course regarding format, content, and rigor
6. Assess general education requirements for each program and assure institution-wide standards are met
7. Support faculty by offering recommendations and assistance in curriculum changes
8. Serve as a forum for communication between instructional programs and administration

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.7

Curriculum changes **requiring** Curriculum Committee review and approval are as follows:

• Course prefix and number	• Course name
• Credit hours	• Course descriptions
• Pre-requisite requirements	• Learning outcomes
• Course competencies	• New course addition(s)
• Course elimination	• Program additions(s)
• Program elimination	

Curriculum changes **not** requiring Curriculum Committee review and approval, but must be submitted to the CAO are as follows:

- Required Materials (i.e. Textbooks / Other academic materials)
- Course delivery method (i.e. online, blended)

Submitting requests to Curriculum Committee:

1. Complete appropriate form, i.e. “Proposal for Course Change,” “New Course Proposal”
([MATCOnline/Resources/FacultyResources/CurriculumCommitteeForms](#)).
2. Complete revised/new Course Outline
([MATCOnline/Resources/FacultyResources/CurriculumCommitteeForms](#));
3. Submit “Proposal for Course Change” or “New Course Proposal” and Course Outline with proposal electronically to the CAO to be forwarded to the Curriculum Committee chairperson.
4. Attend the Curriculum Committee meeting when proposal(s) will be reviewed.

The CAO will do an initial review of all proposals for completeness and accuracy. Upon CAO signature of approval, documents are forwarded to the Chair, or their designee for additional review of completeness and accuracy. If the proposal requires correction, it will be returned to the submitting representative for revisions and CAO pre-approval. Upon approval of review by the Chair, the proposal will then be forwarded to the committee. The Chair, upon receipt of a complete proposal, will place it on the next monthly agenda for action.

Curriculum Committee acts on the proposal by selecting one of the following actions:

- Approval as submitted
- Approval pending modifications
- Table for future discussion
- Rejection

Any action by the committee will require a quorum (50% plus one) of members. Actions taken will be reflected in the meeting minutes and will be available to faculty and staff for review. A notice of Curriculum Committee action will be forwarded to the representatives whose proposals are acted upon. If approved pending modifications, the modifications required will be clearly explained in writing and returned to the proposal originator. After

modifications or concerns have been addressed, the proposal may be resubmitted for committee approval.

Upon committee approval, proposals are submitted to Kansas Board of Regents, Higher Learning Commission, and accreditation agencies if applicable.

If rejected, the proposal with comments and explanation of rejection rationale will be returned to the proposal originator.

Archives of agendas and meeting minutes are filed on MATC Online.

Composition of Membership:

- The Chief Academic Officer will be permanent ex-officio (non-voting) member
- Faculty will have no less than five voting representatives
- Student Services and professional staff will have representation as determined by the respective supervisors
- Membership and rotation of faculty will be determined by Faculty Senate
- The Chair or the CAO may request additional individuals to participate in the committee
- Additional ex-officio members may be appointed to the committee by the CAO

Offices of the Curriculum Committee

Chairperson:

The Chair will be a faculty member appointed by the Faculty Senate in consultation with the CAO, and will serve a one-year term with the option of serving additional terms.

Duties:

- Prepare and distribute, in advance, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed
- Communicate progress to Faculty Senate

Vice-Chairperson:

The Vice-Chair will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chair must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chair in the case of absence
- Organize and serve as an ex-officio member on any subcommittees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in the fall by a majority vote of the committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

- Record minutes of all meetings, distribute to committee members, and post on MATC Online
- Maintain a file of Curriculum Committee minutes, correspondence, and all other pertinent documents

Officer Resignation:

An officer may resign from their position by submitting a letter of resignation to the Chair and the Faculty Senate. In the case of Chair resignation, a letter of resignation is to be submitted to the CAO. The committee will elect the replacement for the vacancy, except for the Chair, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.

Definitions

Course Outline. The course outline is a common curricular tool for all faculty teaching a course. It contains the official course information approved by the Curriculum Committee. Information in the course outline is required for every course syllabus. The course outlines are centrally stored and available to all faculty on MATC Online. The course outline incorporates the information required by the college and the Kansas Board of Regents (if applicable) for course approval.

Course Description. The course description should be in outcomes language reflecting the learning outcomes listed below. It should describe what the instructor expects the student to be able **to do** with what he/she will learn in this course. As an example, the course description could start with the statement, “This course will enable the student to . . . “

Prerequisite(s). Prerequisites are the requirements potentially including courses and/or instructor approval that must have been completed at a particular level for the student to enroll in this course.

Purpose of Course. This statement should explain the *compelling* real-world reason(s) for this learning experience. State the need and purpose of the course. Indicate how the course relates to the primary goals of the program/school/degree/certificate.

Required Materials. Required materials are academic resources that must be obtained by

the student to assist in successful completion of the course. Examples can include textbooks, articles, materials, equipment, etc.

Learning Outcomes. Outcomes should explain what the course seeks to achieve in terms of knowledge and cognitive skills. These are inclusive statements and utilize action verbs at the beginning of the outcome. These are the intentions for what the student will be able **to do** with what the student will learn in this course. Each outcome should begin with an action verb. A good rule of thumb is a minimum of one to three outcomes for every credit hour the course delivers. **The committee assesses each learning outcome.** As an example, this section could begin with the following statement, “The intention is for the student to be able to...”

Course Competencies. Competencies are defined as actions that tell what learners should be able to do when they complete a segment of instruction. It is recommended to utilize the verb wheel based on Bloom’s Taxonomy. If external standards (accrediting, state, national, professional) are used for competencies and/or learning units, provide a reference for the standards, i.e. KSBN. As an example, this section could begin with the following statement, “Actions that are essential to achieve the learning outcomes...”

Learning Units. This section reflects the specific areas that will be covered in the course.

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

Policy No. 9.1.5

Title: Telecommuting	
Originated By: Vice President of Operations & Chief Information Security Officer	
Signature	Date: 03/18/2020
Reviewed:	
Signature	Date
Approved: James Genandt, President	Revised:

Policy Statement: Telecommuting is a voluntary work alternative (unless specifically stated as a condition of employment) that may be appropriate for certain positions subject to college approval. Manhattan Area Technical College allows telecommuting on an individual case basis. Before a department and an employee may enter into an agreement, a Vice President of the respective area and/or the President must authorize the individual to work from a remote site.

Telecommuting is not an entitlement, nor is it a college wide benefit; it in no way changes the basic terms and conditions of employment with MATC. Employees remain obligated to comply with all policies, practices, and instruction. Failure to comply may result in termination of the telecommuting agreement and/or disciplinary action, up to and including termination of employment.

Procedures:

Overview

1. The telecommuting employee shall be responsible for loss or damage due to gross negligence (see Definitions below) or abuse to MATC property the employee is using at a site off campus.
2. Employees are responsible for protection of MATC information (FERPA, Registrar's Record Management, etc.) in accordance with [MATC Computer Usage Policy 9.1.1](#). No employee, whether telecommuting, as defined by this policy, or otherwise, may access data owned by MATC, including data related to students or employees, or data that may be accessible remotely with MATC logins through public WIFI or hotspot systems. All WIFI networks used for secure access should utilize [up-to-date encryption standards](#). Employees may only access such data if the Chief Information Security Officer has certified that there is sufficient data security in place.
3. Telecommuting employees must use MATC issued devices or approved personally owned devices when fulfilling work obligations.
4. Telecommuting employees shall be responsible for following MATC policies and their supervisor's directives for work hours. Employees may be subject to disciplinary action for inaccurately reporting work hours worked remotely.
5. When accessing MATC data from an outside network, employees must use an approved means of secure access including secure VPN and/or <https://remote.matc.net>.
6. Telecommuting employees must comply with all Federal, State, Local and/or College policies, regulations, and procedures that would apply as though the employee were working on campus as normal.

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

Policy No. 9.1.5

Eligibility Criteria

An employee interested in telecommuting must meet the following eligibility criteria:

1. Must have a job function that can be performed at a remote site without diminishing the quality of work or disrupting the productivity of an office;
2. Must have a demonstrated ability to work well with minimal supervision;
3. Must have a thorough knowledge and understanding of the job tasks and operations for which they are responsible;
4. Must have a history of reliable and responsible accomplishment of work duties; and
5. Must have demonstrated an ability to independently establish priorities and manage time.

Approval

1. Employees who wish to telecommute must obtain approval from their supervisor, as well as the Chief Information Security Officer, who certifies whether data is reasonably secured. The CISO may specify conditions to the approval, including, but not limited to, assignment of hardware. The employee's request must be approved by the appropriate Vice President and/or the President. The approved document serves as a telecommuting agreement between the College and the employee.
2. The Office of Human Resources will maintain records of all telecommuting agreements.
3. A telecommuting agreement may remain in effect for the duration of employment in the position identified in the agreement, unless terminated in accordance with the procedures described. A new agreement must be completed if an employee changes positions.

Employment Relationship

All forms of telecommuting imply an employee/employer relationship, with the employee receiving the same benefits and having the same responsibilities as a non-telecommuting employee. Employee benefits, including leave time, holidays, compensation, etc., are not affected by an employee's telecommuting. The telecommuting agreement does not constitute an employment contract and does not create a property interest in employment.

Scheduling

1. The specific schedule for the telecommuting employee will be determined by the employee and the supervisor, and recorded in the telecommuting agreement. The telecommuting employee must be available for contact during scheduled work time as if the employee were working on campus. Contact may include telephone, network access, or email. The employee and supervisor will agree on how to appropriately maintain effective and responsive communication.
2. The operational needs of MATC take precedence over telecommuting agreements. A telecommuting employee must come into the office as directed by their supervisor if needed during regular scheduled work hours. A supervisor may allow for flexibility in scheduling the days of the week used for telecommuting, and for week to week flexibility to meet the changing needs of the College.

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

Policy No. 9.1.5

Termination of Participation

1. MATC may terminate the telecommuting agreement for cause.
2. When the telecommuting agreement is terminated, the employee must immediately return to MATC all equipment, software, supplies, notes, data, reports, records, reference material, and any other College owned property in the employee's possession or control.
3. MATC will not be held responsible for costs, damages, or losses associated with the termination of the telecommuting agreement.

Definitions

Gross Negligence - a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable harm to property.

Title: Remote Employment**Policy No. 7.3.4**

Title: Remote Employment	
Originated by:	3/4/2024
Signature:	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: Manhattan Area Technical College recognizes and approves requests for employees to work remotely when it can be sustainably supported and permitted by appropriate leadership and does not pose a risk or undue hardship to the program, department, or college overall.

Rationale: MATC recognizes the need to provide employees with the opportunity to work remotely for Personal/Family needs, as reasonable accommodation, or during temporary workspace renovations. This policy is to ensure fair, transparent, and consistent enforcement and application of remote work employment opportunities for all employees. Remote work is a privilege, not an entitlement, and may be approved or revoked by MATC leadership and administration on a case-by-case basis. Even employees in similar or identical positions may not receive similar decisions for approval or denial of remote work. Approval for remote work is based on factors of request feasibility, the demonstrable capability of the employee to fulfill work obligations efficiently and sustainably when remote, and the determinable or perceived impact remote employment would have on departmental or college capacities, security, and finances. Remote work may be designated as incidental, hybrid, temporary, or regular per the circumstances and needs for which it is requested and approved.

Definitions:

- **Designated Work Site(s):** The location(s) where an employee is regularly assigned to perform work. Designated Work Sites for all positions are typically owned, operated, managed, leased or controlled by the college. An employee's designated work site may consist of one or multiple locations based on their position's scope of responsibilities.
- **Remote Work Site(s):** The location(s) where an employee is authorized or approved to perform work on an occasional, temporary, or regular basis that is not owned, operated, managed, leased or controlled by the college.
- **Incidental Remote Work:** Work performed at a remote location for a limited specific period not exceeding seven (7) days. Does not require formal procedural approval beyond supervisor.
- **Hybrid Remote Work:** Work performed partially at a remote location per a set continuous schedule. Set schedule must be reasonably adhered to, ensuring reliable availability of remote

Title: Remote Employment

Policy No. 7.3.4

personnel.

- **Temporary Remote Work:** A short-term period (exceeding 7 days, but not exceeding 90 days) during which an employee is approved to work remotely during their full regular work schedule.
- **Regular Remote Work:** Continuous work performed at a Remote work site that is not incidental, hybrid, or temporary.
- **Out-Of-State Employment:** Includes remote employees that do not reside in the state of Kansas and are subject to the laws and taxation of another state or are outside the US. MATC maintains the right to terminate out-of-state employment as necessary to avoid undue hardship and/or legal or financial risks to the college.
- **Remote Relocation:** The informal process by which an employee approved for remote work may relocate to a new remote work location. Relocation that involves moving to another state or work outside the US requires no less than 30-day advance notice to the immediate supervisor, supervising dean, and human resources for review and approval.

Procedure: Request for Remote Work.

All remote work requests should be discussed between the employee and their immediate supervisor prior to submitting a formal request. Incidental Remote Work requests may be authorized or approved solely by the supervisor.

When an employee and their supervisor have reached agreement on the feasibility and utility of the duration and expectations for employee's work as either Hybrid, Temporary or Regular remote work, they should complete The Remote Work Request Form (attached) and submit to Human Resources.

Employees may be required to provide additional information for necessary clarification and in support of a thorough review following delivery of a request for remote work.

Review and Approval or Denial of Remote Work.

Upon retrieval of the completed Remote Work Request Form, HR will share the form with appropriate administrative personnel and gather approvals or comments of logistical, security, and performance concerns of the request.

Once all comments and/or approvals are gathered, HR will submit these with a final 'summary of opinion' to the President who will provide the final decision approving or denying the request for remote work to HR and the requesting employee.

The President's decision of Remote Work Approval or Denial may alter the conditions and expectations of approved remote work from that which was requested. The President's approval may alter the type and/or schedule of remote work that is requested.

Timeline of Approval/Denial: The expected timeline for review and approval or denial of a Remote Work Request will vary based on circumstance. Timely responses are crucial to avoid negative impacts to the

Title: Remote Employment

Policy No. 7.3.4

employee, department, or college. HR or designated responders should aim to provide an initial response to the employee, no later than 15 business days after the remote work request is received.

If an employee is not satisfied with the decision concerning their request for remote work, they may seek resolution through the employee grievance procedure (3.7.4).

Additional Terms of Remote Employment:

Remote employees are subject to the same policies, procedures, and regulations as non-remote employees, including those concerning employee conduct and confidentiality. Remote employees must practice strict due diligence and adherence to protecting and securing MATC technology and sensitive data per policy 9.1.1.

Remote employees must meet the essential duties and accountabilities of their position when at Remote work site(s) to the same degree as working from a college operated and designated location.

Remote employees are expected to maintain consistent availability and team communication throughout their established regular work schedule, responding to personnel communications (email, teams, etc), and attending MATC meetings as requested.

Remote employees are responsible for ensuring they have the necessary tools and means to effectively perform their job duties from approved remote site(s), and should be conscientious of the logistical, security, and financial impacts of those resource needs for sustaining remote employment. This requires proactive and ongoing communication with their supervisor, the business office, human resources, and IT personnel to identify and coordinate access to efficient and secure equipment as necessary.

Remote employees shall be responsible for loss or damage of MATC property whether caused by abuse or gross negligence (ie. conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable harm to property).

Remote Employees may end remote employment at any time and return to their regular designated work site(s), provided they communicate the intent to return no fewer than 15 days prior to their immediate supervisor.

In the event, that a remote employee or their position is subject to change or termination due to an anticipated undue hardship or risk caused by their position being enacted as remote, the employee must receive advance notice from the college of the change/termination. Advance notice for remote employees within the state is 15 days. Advance notice for out-of-state employees is 30 days.

Employees who have been approved for remote employment prior to the implementation of this policy (5/1/2024) are not required to submit a new Remote Work Request, provided that the conditions of the employee's remote worksite and schedule remain unaltered.

MATC Remote Work Request Form

Employee Name: _____ **Position Title:** _____

Is the position Hourly or Salaried? Hourly Salary

Enter the physical address for the remote work site: _____

Anticipated Effective Date for Remote Employment: _____

Is the remote work site in the state of Kansas? Yes No

Note: Out of State Employment may require the additional review and approval of MATC’s board of Directors and/or Attorneys for risk analysis in adhering to out-of-state requirements.

Which Type of Remote Work is Being Requested?

- Hybrid: Work performed partially at a remote location per a set continuous schedule.
- Temporary: Short-Term duration (between 7 and 90 days) of continuous remote employment.
- Regular: continuous remote work that is not hybrid or temporary.

Please provide the reasoning for this request in detail:

Please provide an explanation of the anticipated schedule and/or duration of employee being remote:

Signature of Employee: _____ Date: _____

Supervisor Signature: _____ Date: _____

Deliver Completed Form to Human Resources.

Initial Reviewers: Human Resources, Supervising Dean/Director, Chief Financial Officer, Vice President of Operations.

Reviewers must indicate if they recommend approving the request, and provide comments of concern for summary of opinion. Summary of opinion shall be delivered to the President and include: Limitations on remote capability for fulfilling position responsibilities; foreseeable causes of undue hardship, security or expense concerns, in-person participation requirements of the position, concerns of poor performance or inability to successfully complete work without supervision; other tax, insurance, or legal concerns that would pose a risk to the college or to the department/program.



Education Foundation

March 20, 2024

Program ID: 103161

Kerri Bellamy
Dean Advanced Tech
Manhattan Technical College
3136 Dickens Ave
Manhattan, KS 66503

Dear Dean Bellamy,

We have received the on-site evaluation results for your automobile technician-training program at Manhattan Technical College. The results indicate that your program continues to meet the requirements for *Master Automobile Service Technology* Accreditation – the highest level of program accreditation recognized by the National Institute for Automotive Service Excellence (ASE).

We commend you and your staff for maintaining your program's standards and continuing to meet the industry's requirements. The explosion in automotive technology makes your high-quality automotive training program more valuable than ever.

To acknowledge your accomplishment, we are creating a plaque insert for you that will recognize your school and the level of accreditation your program has achieved.

Congratulations!

Sincerely,

Michael Coley
President

cc: Nathan Roberts, Dean of Academic Affairs
Jeff Pishny, Instructor
Alex Anderson, Instructor
Richard Cox, ETL

Accreditation Expiration Date: 4/1/2029

James Genandt

From: Peter Vopata
Sent: Monday, April 15, 2024 9:15 AM
To: James Genandt; Cara Prichard
Subject: Health Insurance Renewal Info from Blue Cross
Attachments: MATC BCBSKS Renewal Binder 2024.pdf

Hello-

I've just received our Health Insurance renewal Info (attached) from Doug at Blue Cross for the upcoming Plan Year. It appears our premium rates will be going up by an average increase of 14.7%. Below is a table showing our coverage rate increases:

Coverage Options	Current	Renewal	% Increase
Employee Opt A	\$ 857.91	\$ 982.96	14.6%
Employee/Child Opt A	\$ 1,716.50	\$ 1,960.81	14.2%
Employee/Spouse Opt A	\$ 1,842.99	\$ 2,111.75	14.6%
Employee/Family Opt A	\$ 2,701.57	\$ 3,089.59	14.4%
Employee Opt B	\$ 836.73	\$ 960.95	14.8%
Employee/Child Opt B	\$ 1,673.56	\$ 1,916.22	14.5%
Employee/Spouse Opt B	\$ 1,797.45	\$ 2,064.43	14.9%
Employee/Family Opt B	\$ 2,643.28	\$ 3,019.69	14.2%
Employee Opt C	\$ 816.84	\$ 941.08	15.2%
Employee/Child Opt C	\$ 1,633.27	\$ 1,875.96	14.9%
Employee/Spouse Opt C	\$ 1,754.69	\$ 2,021.71	15.2%
Employee/Family Opt C	\$ 2,571.11	\$ 2,956.58	15.0%

Doug is asking to schedule a meeting to review the renewal. I will work on getting that scheduled soon. In the meantime, I'll also notify Doug/Blue Cross that we've had some recent employment changes this quarter, which may impact renewal rates. I'll keep you both posted if anything comes from that.

Let me know if there is anyone else you want to be included in the follow-up meeting with Doug. We have our meeting scheduled with Miller Group on Wednesday as well, which may be an opportunity to seek some additional leverage on these increases.

If you have any immediate follow-up questions or need anything else, please let me know. Thank you.

Peter Vopata
HUMAN RESOURCES
 MANHATTAN AREA TECHNICAL COLLEGE
 3136 DICKENS AVE, MANHATTAN, KS 66503
 T: 785.320.4574 W: <http://www.manhattantech.edu/careers>



John Ritter
Small Group Manager
Regional Sales Representative 4400 College Blvd. Suite 145 / Overland Park, KS 66211
Bus: 913-730-9411 / Fax: 913-904-3444
E-mail: john.ritter@ameritas.com

April 18, 2024

Peter Vopata
Manhattan Area Technical College
3136 Dickens Ave
Manhattan, KS 66503

Subject: Manhattan Area Technical College renewal effective July 1, 2024 Policy Number 010.033813

Thank you for choosing an Ameritas Eye Care Plan.

We're proud to provide plans that help employees get the eye care coverage they need for good health, and we'll work hard to keep earning the privilege of insuring Manhattan Area Technical College.

A team of associates with actuarial, administrative, marketing, and sales experience has prepared this renewal for the year beginning July 1, 2024. To predict your plan's future performance, we analyzed Manhattan Area Technical College's claims history and combined this with the historical data of all groups insured for similar benefits.

Based on this analysis, your Eye Care rates will be adjusted. Effective 7/1/2024 through 6/30/2025, the following rates will apply:

Division 7/Class 7		
EYE CARE RATES	<u>CURRENT</u>	<u>RENEWAL</u>
Employee	\$ 15.32	\$ 15.92
Employee + Spouse	\$ 30.56	\$ 31.76
Employee + Child(ren)	\$ 29.32	\$ 30.48
Employee + Spouse + Child(ren)	\$ 45.48	\$ 47.28

Our product flexibility enables us to package solutions balanced between benefits and premium to help maximize the plan's effectiveness. At your request, we can research alternatives that may better meet the needs of your company and its employees.

Thank you again for your business. I welcome the opportunity to discuss this renewal. We appreciate the opportunity to continue providing fast and accurate claims processing, exceptional administration, and excellent customer service in the years to come.

Sincerely,

John Ritter
Small Group Manager

Updated: June 13, 2023

Manhattan Tech Board of Directors

Name	County	1 st Year of Service	Current Term Ends (June of FY)
Tim Flanary	Pottawatomie	2018	2026
Will Allen	Geary	2020	2024
Brett Ballou	Riley	2020	2024
David Urban	Riley	2020	2024
Mike Matson	Riley	January 2022	2026
Heather Peterson	Pottawatomie	January 2022	2026
Julia Noah	Clay	November 2023	2027
John Armbrust	Riley	November 2023	2027