



BOARD OF DIRECTORS MEETING
Date: August 23, 2016
Place: Manhattan Area Technical College
Room 104a at 5:30 p.m.

2016
Therese Adams – Chair (Riley)

Board of Directors

Wendy King-Luttman (Clay)
Marla Brandon (Pottawatomie)
Randall Anderes (Riley)
John Pagen (Riley)
Irma O'Dell (Geary)
Megan Umscheid (Pottawatomie)
LJ Baker (Geary)
David Fritchen (Riley)

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Keith Zachariasen (VPAS)
Dr. Richard Fogg (AVPIA)
Sarah Phillips (VPSS)
Marilyn Mahan (VPAA)
Carmela Jacobs (CFO)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
August 23, 2016
Board meeting at 5:30 p.m.
Room 104a**

Board of Directors:

___ Adams, Therese Chair (Riley) ___ David Fritchen (Riley) ___ O'Dell, Irma (Geary)
___ Anderes, Randall Vice Chair (Riley) ___ Pagen, John (Riley) ___ Umscheid, Megan (Pottawatomie)
___ Brandon, Marla (Pottawatomie) ___ King-Luttman, Wendy (Clay) ___ LJ Baker (Geary)

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Mahan, Marilyn (VPAA)
___ Zachariasen, Keith (VPAS) ___ Dr. Fogg, Richard (AVPIA) ___ Phillips, Sarah (VPSS)
___ Jacobs, Carmela (CFO) ___ Gfeller, Josh (CIO) ___ Schroll, Linn (Faculty Senate)
___ Krause, Dawn (Professional Staff) ___ Student Senate

___ Call to Order

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Reports
- Introduction/Installation of new board members
 - David Fritchen (Riley County)
 - L.J. Baker (Geary County)
- Introduction of new employees
 - Sarah Hamilton: Instructional Project Coordinator
 - Amanda Rager: Learning Management System Administrator
 - Brian Koch: Math Instructor
 - Jeffrey Anderson: INT Instructor/MATC System Administrator
 - Ben O'Leary: Welding Instructor
 - Alissa Riegler: Student Services Clerk
- Faculty Senate Update: Linn Schroll

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of July, 2016 Meeting Minutes (Attachment 1) *
- July Check Register (Attachment 2) *

- July Threshold Expenditures (Attachment 3) *
- July Organizational update (Attachment 4) *

___ **General Agenda** (Items possibly requiring BOD Action)

- Internal Monitoring Report: Compensation/Benefits (Attachment 5) * (Jim)
- Annual Budget 2016-2017 (Attachment 6) *

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

- Academic Affairs Update (Gen Ed & Cont. Ed) (Marilyn)
- Building Trades House Update (Keith/Jim)

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

- President's Report/College Progress (Attachment 7)

___ **Evaluation of Board Process**

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Executive Session

- Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorship
- Negotiated Agreement
- Personnel matters of non-elected personnel

Meetings and Upcoming Events

- **Next board meeting, Tuesday, September 20 in room 104a at 5:30 p.m.**
- **Scholarship reception Thursday, September 29 in Commons.**

* Requires BOD Action

Submitted to Board Chair in writing prior to meeting; three-minute limit. Contact Board Clerk for details

Manhattan Area Technical College
Board of Directors Meeting
July 26, 2016 Room 104a at 5:30 p.m.
Board Retreat following board meeting

1. The Board of Directors of the Manhattan Area Technical College met May 24, 2016, at 4:00 p.m. in room 104a.

Members present: Irma O'Dell, Therese Adams, Randall Anderes, John Pagen, Megan Umscheid, Marla Brandon and Wendy King-Luttman

Members absent: Judy Crymble

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Marilyn Mahan; Vice President for Academic Affairs; Keith Zachariasen, Vice President for Administrative Services; Carmela Jacobs, Chief Financial Officer

- a. Faculty/Staff/SGO/Visitors: Linn Schroll, Norm Delay.

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:32 p.m.

3. INCIDENTAL INFORMATION

- a. None

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

- a. John Pagen moved to approve the Consent Agenda (Attachments 1, 2, 3,4, 5 & 6). Randall Anderes seconded. Motion carried 7 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Randall Anderes moved to approve the Monitoring Report: Treatment of People (Attachment 7). Marla Brandon seconded. Motion carried 7 yeas, 0 nays.

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

- a. Jim Genandt updated the board on the Strategic Plan (Attachment 8).
- b. Marilyn Mahan explained the 2016-17 Curriculum changes and recommendation. Wendy King-Luttman moved to approve the recommendation (Attachment 9). Megan Umscheid seconded. Motion carried 7 yeas, 0 nays.
- c. Jim Genandt and Keith Zachariasen updated the board on the Building Trades House.

7. OWNERSHIP LINKAGE (related to Owner Expectations, "Gaps", Meeting Expectations, Identifying New Needs of Employers, etc.).

- a. Jim Genandt presented his President Report/College Progress (Attachment 10).

8. EVALUATION OF BOARD PROCESS

- a. Tracy Geisler and Therese Adams discussed the interview committee and interviews that took place last night. Recommendation will be brought to the board in executive session.

EXECUTIVE SESSION: CONFIDENTIAL DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS, TRUSTS AND INDIVIDUAL PROPRIETORSHIPS.

- Randall Anderes moved to go into executive session at 6:15 p.m. and return to open session at 6:35 p.m. Marla Brandon seconded. Motion carried 7 yeas 0 nays.

EXECUTIVE SESSION: IINTERST BASED BARGANING

- Randall Anderes moved to go into executive session at 6:38 p.m. to and return to open session at 6:45 p.m. Marla Brandon seconded. Motion carried 7 yeas 0 nays. Randall Anderes moved to go back into open session at 6:45 p.m. Marla Brandon seconded. Motion carried 7 yeas, 0 nays. Randall Anderes moved to return to open session at 6:45 p.m. Marla Brandon seconded. Motion carried 7 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL MATTER

- Randall Anderes moved to go into executive session at 6:45 p.m. and return to open session at 6:55 p.m. Marla Brandon seconded. Motion carried 7 yeas, 0 nays. Randall Anderes moved to return to open session at 6:55 p.m. Marla Brandon seconded. Motion carried 7 yeas, 0 nays.

EXECUTIVE SESSION: BOARD MEMBER SELECTION

- Randall Anderes moved to go into executive session at 6:55 p.m. and return to open session at 7:10 p.m. Megan Umscheid seconded. Motion carried 7 yeas, 0 nays. Randall Anderes moved to return to open session at 7:10 p.m.
 - In open session Randall Anderes moved to accept the recommendation of the two new board members. Marla Brandon seconded. Motion carried 7 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL MATTERS

- Randall Anderes moved to go into executive session at 7:12 p.m. and to return to open session at 7:22 p.m. Irma O'Dell seconded. Motion carried 7 yeas, 0 nays. Randall Anderes moved to return to open session at 7:22 p.m. Irma O'Dell seconded. Motion carried 7 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair, adjourned the meeting at 7:23 p.m.

MATC Board Clerk

Date

Approved:

Chair

Date

August 23, 2016

Attachment 3

To: MATC Board of Directors
From: Keith Zachariasen, Vice President of Administrative Services
Carmela Jacobs, Chief Financial Officer
Re: July 2016 Threshold Expenditures > \$5,000

Vendor Name	Item(s) Purchased	Department	Cost	Funding	Ck. No
Warren Blodgett	EPD Site Lease	EPD	11,550.00	general fund	35205
CDW Government Inc	IT Equipment	IT	12,708.42	general fund	35207
Sterling Computers Corp	Optiplex 3040 Micro Form Tower	Nursing	14,062.41	Nursing Course Fees	35225
Laerdal Medical Corp	Sim-Man	Nursing	47,120.00	mini grant	35230
Blue Cross Blue Shield	Health Insurance Coverage	All School	30,332.23	general fund	Epay
Westar	Utilities	All School	6,944.51	general fund	Epay

TOTAL JULY DISBURSEMENTS EXCEEDING THRESHOLD:

\$ 122,717.57



Jim Genandt
President

3136 Dickens Ave., Manhattan, KS 66503-2499

Phone: 785-587-2800, FAX 785-587-2804

MEMORANDUM

TO: MATC Board of Directors
RE: Organizational Update

DATE: August 18, 2016

Consent Agenda:

Organizational Update

1. Revisions to organizational structure/positions:

NONE

2. Personnel changes

- a. Appointment of Ben O'Leary to Welding Instructor.
- b. Resignation per notice of retirement of Rebecca Claus: Director of Nursing



INTERNAL MONITORING REPORT
COMPENSATION/BENEFITS
AUGUST 2016

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:

Examination of IPEDs data for faculty salaries and market analyses through BalancedComp, LLC in 2011 indicate that MATC employee's compensation and benefits are currently either at, or above, the average, or align with market demand, but do not deviate significantly in any category. 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 August 18, 2016

August 23, 2016

Attachment 6

To: MATC Board of Directors

From: Carmela Jacobs, Chief Financial Officer

Re: FY 16-17 Budget

Note: The following presentation excludes grants and Title IV funds.

	<u>FY16-17 Budget</u>
Revenue:	
Tuition and Fees	\$ 3,281,455
State and local grants and contracts	\$ 300,000
State appropriations	\$ 2,386,899
All other fees, misc income and program rev	\$ 134,200
Total revenue	6,102,554
Expenses:	
Total salaries and benefits - all personnel	\$ 4,442,016
Repairs and Maintenance	\$ 470,585
Promotion, insurance, legal, etc.	\$ 124,779
SB155 distributions	\$ 190,359
Professional development and travel	\$ 54,180
Library/software - programs	\$ 41,145
Supplies and other operating expense	\$ 708,050
Dues, fees, interest	\$ 71,440
Total expenses	6,102,554
Revenue over(under) expenses	\$ -

President's Report: August 2016

Welcome to the 2016 fall semester, and here is an update on some key items:

Owner Expectations:

1. The employees of MATC had a very productive week of professional development prior to the start of fall classes. There were updates in many areas including working with persons who experience stress and trauma, FERPA guidelines related to student information and confidentiality, accreditation, and future efforts to meet emerging needs in biotechnology and critical environment technology.
2. We also had a very busy, crowded student orientation day on the Friday before classes began. More than 300 persons were here to get a variety of services and information, including many brand new students. Staff and faculty handled everything well. Students have continued enrolling through the first week of classes with permission of the instructor.
3. We have attached an email disclaimer on all employee outgoing email traffic: " NOTICE TO RECIPIENT: The information contained in this electronic mail message and in all attachments here to are confidential, privileged and/or proprietary and are intended for the exclusive use of the addressee(s). If you are not an intended addressee of this message, your interception, copying, distribution, disclosure or other use of this message, any attachment or the information contained therein is strictly prohibited. If you received this message and are not an addressee hereof, immediately notify the sender by e-mail and destroy every electronic, paper and other copy of this message and all attachments hereto and every digest or other summary of the information contained herein or in any attachment. All e-mail sent to this address will be received through the Manhattan Area Technical College e-mail system and is subject to archiving and review by someone other than the recipient."
4. Dean Hollenback, President of Flint Hills Technical College, and I represented the state's technical colleges at a KBOR Leadership meeting at Butler County Community College (Andover Campus) on July 27. Dean and I had over an hour with Blake Flanders, and Regents Dave Murfin (vice-chairperson) and Zoe Newton (chairperson). We were able to provide some insights into what the tech colleges do in terms of student achievement, economic benefit, and the impact of inadequate funding.
5. I was invited to attend a meeting on NBAF and educational programs with several KSU personnel: Kent Glasscock, Ron Trewyn, Stephen Higgs, Sue Maes, and Duane Dunn. We are exploring collaborative efforts to ensure we meet training needs related to biotechnology/bioscience along the I-70 corridor, nationally, and globally.
6. I attended the HRMN diversity session on August 17, and also had my bi-monthly radio talk on KMAN the same day.
7. Related to facilities and facility planning at the college please note the following:
 - a. Renovations are underway in the south wing of the main building for relocated faculty offices for behavioral science/business administration faculty,
 - b. Renovations will start soon in the south wing of the main building for the biosafety training area (per the NBAF Innovation Prize project),
 - c. The modular units from Ft. Riley will arrive around September 1. KBS has been preparing the ground for the units, and for setting the foundations and connections to utilities. The modular unit placed farthest to the south will be for business administration,
 - d. We are still reviewing options for the second modular unit, including possibilities of relocating dental hygiene, digital design and drafting technology, general education,
 - e. Barb and I will represent the College, working with incredible support from KBS, Bell/Knott, and P1 Group, at the I2SL conference in Kansas City related to our concept

for a comprehensive critical environment technology training center.

Employer Needs & Response:

1. I was invited to attend a meeting on NBAF and educational programs with several KSU personnel: Kent Glasscock, Ron Trewyn, Stephen Higgs, Sue Maes, and Duane Dunn. We are exploring collaborative efforts to ensure we meet training needs related to biotechnology/bioscience along the I-70 corridor, nationally, and globally.
2. Barb, Keith, and I have had numerous meetings with KBS over the past month related to several of our projects to expand the campus and training capacities. These are continual efforts to strengthen our ability to meet employer training needs, not just in biotechnology and critical environments, but also with other college programs.
3. I have had meetings with the owner of JNT and with a representative of 502 Media to continue discussions on how we get the MATC message out related to student recruitment, resource development, and our storytelling goals.
4. I had a tour and information session with personnel of Florence Manufacturing.

Resource Development:

1. We have had about a dozen employees either make a monetary contribution to the MATC Foundation or sign up for payroll deduction to support the Foundation. This is a significant increase of employee support, and we are very thankful to receive this.
2. All employees were given information about supporting the Foundation, as well as information on our process to review and consider accepting in-kind donations.
3. Art Loub, representing the Foundation Trustees, Randall Anderes, Tracy and I had a meeting with Jerry Hinson concerning resource development strategies for MATC.
4. Tracy and I attended the Business After Hours of the Manhattan Chamber at the KSU Foundation on August 10, and had many good networking connections.