



## **BOARD OF DIRECTORS MEETING**

**Date: December 6, 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  
December 6, 2016  
Board meeting at 5:30 p.m.  
Room 104a**

**Board of Directors:**

\_\_\_ Adams, Therese Chair (Riley)    \_\_\_ Fritchen, David (Riley)    \_\_\_ O'Dell, Irma (Geary)  
\_\_\_ Anderes, Randall Vice Chair (Riley)    \_\_\_ Pagen, John (Riley)    \_\_\_ Umscheid, Megan (Pottawatomie)  
\_\_\_ Brandon, Marla (Pottawatomie)    \_\_\_ King-Luttman, Wendy (Clay)    \_\_\_ Baker L J (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)  
\_\_\_ Student Senate

\_\_\_ **Call to Order**

\_\_\_ **Incidental Information**

- Additions/Changes to Agenda
- Introductions
  - **SGO Officers:** President; Laykn Rowden (ADN), Vice President; Victoria Newell (DH), Secretary; Amanda Bartels (ADN), Treasurer; Tawana Lynch (Biotech).
  - **Skills USA Officers:** President; Jeb Chillson (Building Trades), Vice President; Ryan Kuhn (HVAC), Secretary; Dalton Boeckman (ACR), Treasurer; Logan Smith (ACR), Reporter; Marcus Chambers (ACR), Palimaterian; Jeffery Dancy (ACR).
  - **PTK Officers:** President; Tawana Lynch (Biotech), Vice President 1; Lakyn Rowden (ADN), Vice President 2; Brooke Disney (PN), Secretary/Treasurer; Madison Stone (Business)
  - **Foundation Trustees:** Chair; Fred Willich, Vice Chair; Ravi Sachdeva, Ron Dickey, Dwayne Miller, Brian Coonrod
  - **Opportunity Funding:**
    - Jerry Hinson, Doug Kinsinger, Mickey Fornaro-Dean
- BOD Member Community Reports

\_\_\_ **Consent Agenda** (Routine items requiring BOD action) \*

- Approval of October, 2016 Meeting Minutes (Attachment 1) \*
- October Check Register w/ Threshold Expenditures (Attachment 2) \*
- October Organizational update (Attachment 3) \*

\_\_\_ **General Agenda** (Items possibly requiring BOD Action)

- Financial Trend Presentation (Attachment 4) (Keith and Carmela)

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

- Manhattan Area Technical College Foundation
  - Opportunity Funding Presentation (Feasibility Study)
    - No action will be taken at this time. The foundation trustees and board of directors will collaborate on the report and the next steps will be discussed over the next few weeks. Due to the confidentiality that was assured to the participants of our study, the report will not be released to the public at this time.
- HLC
- Title III
- Renovations

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

- President's Report/College Progress (Attachment 5)

\_\_\_ **Evaluation of Board Process**

- Board Retreat: January 24 (time TBD)

**Executive Session**

- Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorship.
- Personnel

**Meetings and Upcoming Events**

- **MATC Commencement: Saturday, December 17<sup>th</sup> at K-State Student Union Grand Ballroom, 918 N. 17<sup>th</sup> Street Manhattan, Kansas. Pinning is at 9:30 a.m., Commencement at 11:00 a.m. Please RSVP to Tracy if you are attending.**
- **Next Board Meeting: Tuesday, January 24, at 5:30 p.m. room 104a (Board Retreat this day, details will be emailed).**

\* 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  
October 25, 2016 Room 104a at 6:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met October 25, 2016, at 6:30 p.m. in room 104a.

Members present: Irma O'Dell, Therese Adams, Randall Anderes, John Pagen, Megan Umscheid, and David Fritchen

Members absent: Marla Brandon, Wendy King-Luttman, LJ Baker

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; Sarah Phillips, Vice President for Student Services.

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

2. CALL TO ORDER

Therese Adams called the meeting to order at 6:34 p.m.

3. INCIDENTAL INFORMATION

- a. Linn Schroll, Faculty Senate shared information and a slide show about the MATC car show that took place on October 15, 2016 at MATC.

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

- a. Megan Umscheid moved to approve the Consent Agenda (Attachments 1, 2, 3, and 4). Irma O'Dell seconded. After discussion, Motion carried 6 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Eric with Varney and Associates presented the board of directors with the Auditors Report, each member received a booklet with statements and report. Randall Anderes moved to approve the Auditors Report. David Fritchen seconded. Motion carried 6 yeas, 0 nays.
- b. David Fritchen moved to approve the Westar Letter of Support presented by Jim Genandt (Attachment 6). Megan Umscheid seconded. Motion carried 6 yeas, 0 nays.
- c. John Pagen moved to approve the KPERS Optional Life Insurance Recommendation (Attachment 7). Megan Umscheid seconded. Motion carried 6 yeas, 0 nays.
- d. Randall Anderes moved to approve the Internal Monitoring Report: Budgeting/Financial Planning/Forecasting (Attachment 8). John Pagen seconded. Motion carried 6 yeas, 0 nays.

- 6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission)
  - a. Keith and Carmela presented Resource Options to the board. Options were discussed.
  - b. Marilyn discussed the Title III update (attachment 9).
  - c. Alternate Expenditure Report Option was presented by Keith and Carmela, a handout was given, options were discussed.
  - d. Jim and Keith gave an update on the Modular and & South Wing Renovations.
  - e. Jim updated on the afterhours event and was pleased with the outcome and networking that took place.
  - f. Jim and Tracy updated the board on the progress of the Feasibility Study.
- 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. None

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 8:10 p.m. and return to open session at 8:20 p.m. John Pagen seconded. Motion carried 6 yeas 0 nays. Randall Anderes moved to return to open session at 8:20 p.m seconded. Motion carried 8 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair, adjourned the meeting at 8:20 p.m.

\_\_\_\_\_  
MATC Board Clerk

\_\_\_\_\_  
Date

Approved:  
Chair

\_\_\_\_\_  
Date



December 6, 2016

To: MATC Board of Directors  
 From: Carmela Jacobs, Chief Financial Officer  
 Re: October 2016 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 160,592.39
Facilities	\$ 95,192.07
Student Payments	\$ 96,931.88
Program Expenditures	\$ 29,100.91
Other Operating costs	\$ 54,857.54
<b>Total October Expenditures</b>	<b>\$ 436,674.79</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match - September	All School	\$ 8,982.50	general fund
All-Star Services	October Custodial Services	All School	\$ 6,334.27	general fund
KBS Constructors, Inc	BioScience Training / Mods	All School	\$ 17,606.80	general fund
KBS Constructors, Inc	BioScience Training / Mods	All School	\$ 53,679.00	general fund
KPERS	Remit PR Deductions	All School	\$ 8,936.42	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 36,739.19	general fund
IRS	Federal Tax Payment/Remit PR Deductions	All School	\$ 40,319.58	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,984.47	general fund
Westar	Utilities	All School	\$ 7,604.92	general fund
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match - October	All School	\$ 8,982.50	general fund
Varney & Associates	Annual Audit	All School	\$ 7,900.00	general fund
Ramona Munsell & Associates	Title III Consultant	All School	\$ 10,000.00	general fund
JNT Company	Virtual Promotional Sponsorship & Website Mgmt	All School	\$ 9,395.49	general fund
<b>Total October Expenditures Exceeding Threshold</b>			<b>\$ 250,465.14</b>	



*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: December 2, 2016

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Consent Agenda:

Organizational Update

**1. Revisions to organizational structure/positions:**

- Position title change from Desktop Technician to Client Support Specialist

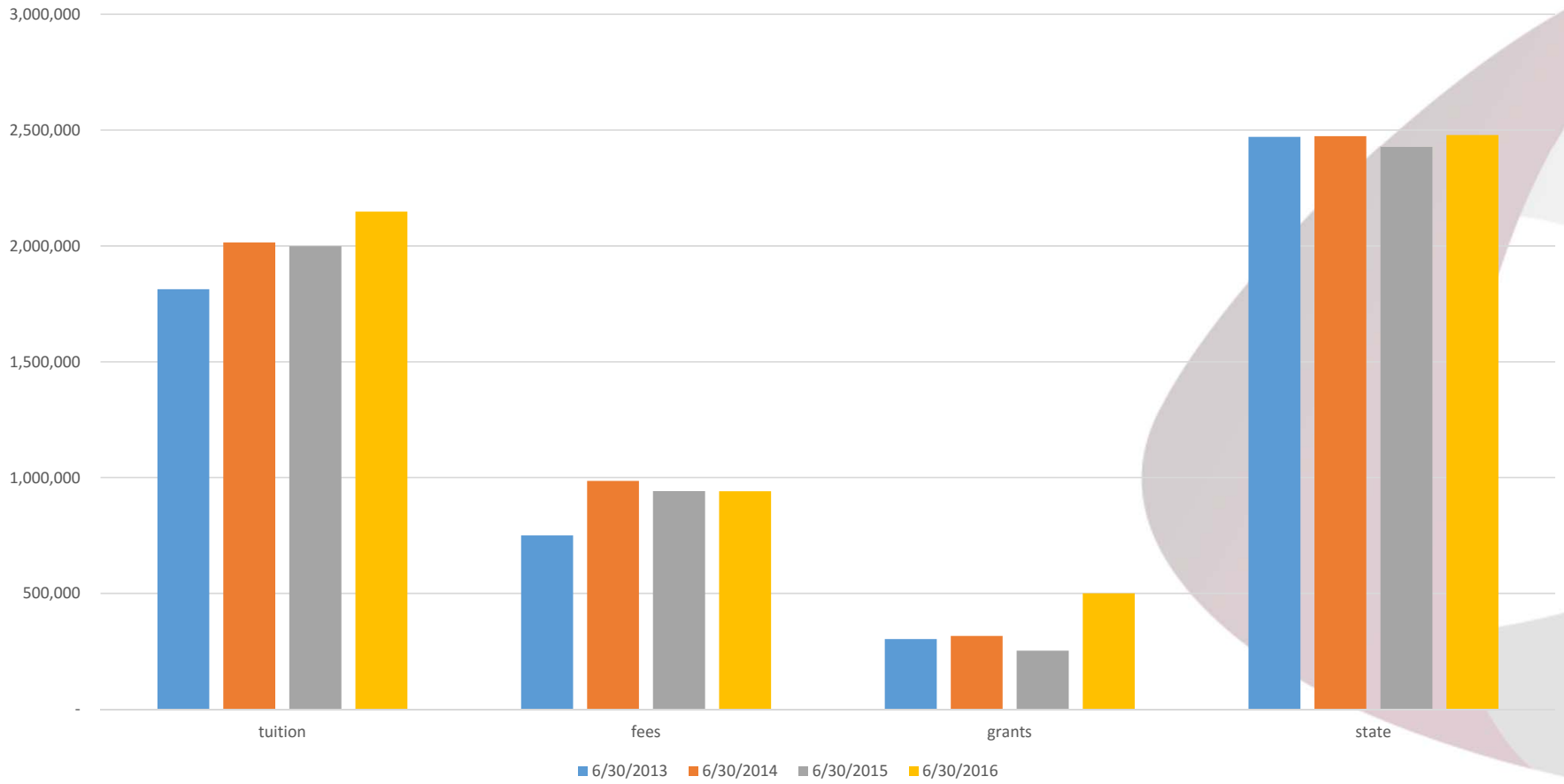
**2. Personnel changes**

- Hiring of Cris Fanning, Title III Project Director
- Resignation of Dorothy Soldan, Coordinator Allied Health Continuing Education
- Resignation of Nick Warren, Desktop Technician
- Resignation of Amana Rager, LMS Administrator

**3. Advertised positions**

- a. Risk Reduction Training Instructor
- b. Title III Distance Learning Specialist
- c. Nursing Instructor – Associate Degree Nursing

# MATC Revenue





## President's Report: November/December 2016

This is a summary of some key meetings and opportunities since my last report:

## Owner Expectations:

- I attended the Open House of the Kansas Bioscience Authority in Olathe on October 26. The state is trying to sell the facility, and touring the building helped with ideas on what we want to do and not want to do related to our critical environment facility concept. Of particular benefit was seeing how the biotechnology incubator spaces can be developed.
- I was the speaker at The Fellow during the noon hour on October 26.
- The November TEA meeting continued to stress the concerns of how fast and how well we can train workers, issues related to funding (surprise!), and providing some input for KBOR consideration of their budget requests.
- Jason York-Business Faculty and I met with Chad Jackson-KSU Entrepreneurship to discuss ways we can collaborate with them to enhance opportunities for our students.
- We hosted a meeting on November 7 with Steve Black and Chris Ertl of CRB Engineering (KC unit) to discuss our critical environment program and facility needs. Mr. Black coordinated the International Institute for Sustainable Laboratories conference in KC in late September.
- I attended the American Association of Community College Fall Meeting in Washington, DC on November 9 and participated as a commissioner on the Commission of Economic and Workforce Development.
- I was invited to attend a meeting with the administrators of USD 383 to discuss the proposed strategic plan for workforce development for the region. A result of the meeting was agreement for MATC and 383 to work on specific action steps to strengthen engagement of the two organizations to make students, parents, and teachers more aware of technical education needs, benefits, accessibility, and to develop a comprehensive plan to share with the community.
- On December 3 I presented at the KASB conference in Wichita as part of a team which included USD 383 Superintendent Wade, Keven Ward of Trane, and Kent Stewart, Emeritus Professor from KSU. Our topic was the need for career technical education and the value available through technical colleges in Kansas.
- We have been successful in selecting a director for our Title III project. Cristina Fanning will join us on December 19 in that role. In addition, the staff of the Library/Learning Resource Center have done excellent work in designing concepts for the renovation project of that unit through Title III, and we are working on moving the design RFP forward for action.

## Employer Needs &amp; Response:

- I met with Mark Chalfant of MAMTC to discuss workforce training needs and opportunities to pursue resources and support for future needs of both organizations.
- Barb and I, along with representatives of KBS and the Manhattan Chamber of Commerce, presented about our critical environment technology programs and facility plans to the KC chapter of the International Institute for Sustainable Laboratories on November 10. Other companies represented at that meeting included but were not limited to: CRB, US Engineering, P1 Group, Bell/Knott Architects, Accutek, Ceva BioImmune, and KU Medical Center.
- Don Hill of Accutek and Chairperson of the Board of Directors of the National Environmental Balancing Bureau (NEBB) and Cindi Hereth, Certification Director for NEBB, visited campus on November 16 with Barb, Dr. Fritchen, David Alexander (KBS), and myself. We discussed how MATC and NEBB can develop a collaborative agreement to identify necessary knowledge, skills,

and abilities (KSAs) within the operations/maintenance of critical environments for which NEBB can offer certification testing. We would be a preferred provider of the training marketed by NEBB. That group has invited Barb to their spring national conference to present on biosafety. NEBB has approximately 1600 “members” and their work often involved fixing critical environments so that be commissioned for use.

- Barb and I met with Daryl Pint, CEO of Ceva’s Kansas City operation and he shared his views and needs with us, including indicating his strong support for our work with critical environment training and the possible partnership with NEBB.

#### Resource Development:

- I visited with Rich Seidler about the college and our programs and possible facility/space needs so that he is aware of these things in case opportunities arise in the region related to property, facilities, etc.
- Tracy and I attended the Junction City Function Junction event on November 3. We also met with Hugh Davis and Vern Steffens of USD 475 to share about our programs in case opportunities arise to work with that system and their students.
- Thanks to Tracy for preparing, and to all who participated in our fall scholarship reception. This was a great way to honor students and those who provide scholarships. Many thanks to all who attended.
- Special thanks to Sarah Phillips and Student Services staff, and to Frank and HVAC students for helping MATC arrange for being represented in the City’s Holiday Parade on December 2!