

# Board of Directors Packet

Manhattan Area Technical College

December 5, 2023

Zoom/Live Stream 5:00 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)

Matson, Mike (Riley)

## Administration/Staff:

Genandt, James (President/CEO)  Imperato, Pamela (Board Clerk)

Davis, Kimberly

Gfeller, Josh

Ross, Neil

Bellamy, Kerri

Boxberger, Chris

Watts, Harry

Faculty Senate

## Agenda

### 1. Call to Order

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

- Approval of OCTOBER 2023 Meeting Minutes (Attachment 1) \*
- Approval of OCTOBER 2023 Check Register w/Threshold Expenditures (Attachment 2) \*
- Approval of NOVEMBER 2023 Check Register w/Threshold Expenditures (Attachment 3) \*
- Organizational Update (Attachment 4)

### 3. Executive Session (Finance)

- i. Financial Affairs – financial affairs or trade secrets of corporations, partnerships, trust and individual proprietorships
- ii. Proposal on High School Partnerships Agreement 23-24 (Needs Board Approval)

### 4. General Agenda (Items possibly requiring BOD Action)

- **Faculty Senate Comments/Updates**
- **Monitoring Report**

\* Requires BOD Action

- i. Budgeting/Financial Planning/Forecasting (Attachment 5)
- **Finance**
  - i. BHE Monthly Monitoring Update (Attachment 6)

## **5. President's Report**

- i. Update (Attachment 7)

## **6. Executive Session (Personnel)**

### **Meetings and Upcoming Events**

Next Board Meeting: January 30, 2023

Commencement: December 16, 2023

Holiday Break: December 19-January 1

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 October 24, 2023, at 5:30p.m. with live streaming for employees.
  - Members present: Brett Ballou, Will Allen, John Armbrust, Mike Matson, Julie Noah, Heather Peterson, Dave Urban.
  - Administration Present: James Genandt, President, Sarah Phillips, Exec Vice-President; Josh Gfeller, Vice-President; Kerri Bellamy, Dean Advanced Technologies; Chris Boxberger, Dean of Academic Partnerships and Outreach; Kim Davis, Dean of Nursing Education and Health Programs, Pamela Imperato, Interim Board Clerk.
  - Guests: Brian Koch, Rachel Ohmes, Matt Schacht, Chelsea Weese, Marilea Williams.
  
2. **Call to Order:**
  - Brett Ballou called the meeting to order at 5:32p.
  
3. **Consent Agenda:**
  - Organizational Update: Indicated that an Academic Advisor had resigned from MATC.
  - Approval of consent agenda items, moved by John Armbrust, David Urban second. 7 yeas and 0 nays. Motion carried.
  
4. **Report on Virtual Board Vote:**
  - Josh Gfeller came before the Board at its September meeting regarding consideration for an exemption of The Sealed Bid Policy 6.2.2 related to work by a sub-contractor already on the building project given their ability to schedule work during a scheduled college break. At the September meeting, the Board requested that additional bids be obtained and agreed to an electronic vote of the Board on this matter. On October 12, a virtual vote was initiated by Manhattan Tech to accept Economy Electric as the selected contractor. The electronic vote passed.
  
5. **Finance:**
  - Board members asked for clarification regarding discussion at September's meeting concerning costs related to services for high school students who do not physically attend the College location. Indicated was that vendors typically charge academic institutions for services based on Full-time Equivalency (FTE) do not differentiate or adjust costs based on the modality in which a student is taking a course (on-site, online, at a high school). It was also noted that FTE information is publicly available from IPEDs, the data collection system of the US Department of Education.
  
6. **General Agenda:**
  - Program Update- General Education Courses: Faculty introductions were provided

highlighting education, experience, teaching focus and service to the College and community. Notable were programs in the Social Sciences and Communication areas which have adopted online educational resources which do not require purchase by students. Instructors in the sciences indicated that they participate in community-based activities to promote interest in the sciences and in Manhattan Tech. The Mathematics area stressed the need to continue to grow the Math Pathways project under development by the state with math instructors. Indicated were other services and resources offered to students to include Well Connect, virtual and in-person student tutoring and tutoring and student academic support services of the Teaching and Learning Center.

Board members commented upon the passion and adherence to mission and willingness of faculty to go the extra mile for students to ensure their learning and success. Encouraged was the development of opportunities to promote enrollment in general education offerings by the college.

It was indicated that Manhattan Tech has had great success in growing the number of concurrently enrolled students in area high schools, particularly in general education courses. However, doing so has been at a financial loss to the institution. The only time the institution receives full funding from the state is when a student graduates from MATC. This is due to the current structure of legislative statutes and funding mechanisms for technical colleges. Present statutory design focuses on degree completion, rather than also including certification-based technical education. In addition, unlike many other Kansas colleges who charge tuition and fees for concurrently enrolled students, MATC has to-date chosen only to charge for tuition for concurrently enrolled students. College reserves have been used to compensate for the lost tuition and fees, which is unsustainable.

- Program Reviews Business and Information Technology: The program reviews for Business and also, Information Technology were presented at the September regular Board meeting. At that time a motion to accept both program reviews were deferred to allow for additional time for Board review. Motion was made at this meeting to accept the Business and Information Technology program reviews presented at the September meeting by Mike Matson, Will Allen second. 7 yeas, 0 nays. Motion Carried.
- Faculty Senate Comments: Senate President Brian Koch indicated that remarks made during the general education course update served in the stead of additional comments.

## 7. Monitoring Reports:

- Compensation/Benefits: The internal monitoring report of Compensation/Benefits: President's Evaluation/Performance was reviewed by the board. Comment made regarding the struggle by the institution to attract and maintain talent. Indicated was

the focus on communicating total compensation. A motion to accept the Monitoring Report Compensation/Benefits President's Evaluation Performance was moved by John Armbrust, second Mike Matson.

- **Asset Protection:** Motion made to approve the Internal Monitoring Report: Asset Protection for October 2023 moved by John Armbrust, second by David Urban. 7 years, 0 nays

8. **Finance:**

- **BHE Monthly Monitoring Update** for September BHE 2023 Expenditures was reviewed with expenditures on target. Motion to approve by John Armbrust, second by Dave Urban. 7 years, 0 nays

9. **Presidents Report:**

- **Update:** A review was made of the President's activities and outreach for the month of October. Included as part of the report was a change in the reporting calendar of items scheduled for presentation to the Board to better reflect the timing of campus operations. This would include reporting such items as enrollment and budgeting/financial planning reporting.

Discussion included how campus expansion has the potential for increased headcount would contribute to meeting the needs of private sector and area employment demands. Also indicated were discussions at Fort Riley with the hope of expanding our relationship with the delivery of on-base courses for military members and their dependents. Updates will be provided at subsequent meetings.

The continued growth of the ESL and GED programs at Manhattan Tech were also indicated. The second 8-week session brought 18 new ESL students into MATC's program for a Fall count of 59 ESL students. In addition, 16 GED students joined the program in October, increasing the GED count to 38. 9 Students have successfully passed examinations leading to the receipt of their high school diploma this Fall to-date.

HLC and MATC BOD/College Operations: The President provided an overview of the Board of Director's role in the accreditation process. Continued discussion of HLC standards will continue to occur in subsequent meetings in preparation for the 2024 HLC visit.

10. **Executive Session (Personnel)**

- Motion to go into executive session for 10 minutes by John Armbrust, Second by Mike Matson. 7 years, 0 nays. Motion to return to open session at 7:29p by Mike Matson, second by David Urban. 7 years, 0 nays. Motion carried.

Approval of President's contract: Motion made by John Armbrust, second by Mike Matsen. 7 yeas, 0 nays. Motion carried.

Meeting adjourned at 7:39p.

**Meetings and Upcoming Events:**

Next Board Meeting: December 5, 2023

Thanksgiving Holiday: Nov. 20-24, 2023

Commencement: December 16, 2023

Winter Break: December 19, 2023 – January 2, 2024

Spring Term begins: January 16, 2024

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



December 5, 2023

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 378,961.48	61.04%
Facilities (510)	\$ 37,547.88	6.05%
Student Payments (110)	\$ 57,196.55	9.21%
Program Expenditures	\$ 114,758.56	18.48%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ -	0.00%
Wamego (excluding salary/benefits)	\$ 3,842.17	0.62%
Other Operating costs	\$ 28,524.38	4.59%
<b>Total October Expenditures</b>	<b>\$ 620,831.02</b>	<b>100%</b>

\*\*\*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
Graybar Electric	Greenlee Tools Bender Mechanical	\$ 5,632.04	Institutional	Capital Outlay
Scott Rice Office Works	Auto Tech Classroom Furniture	\$ 17,273.76	Academics	Capital Outlay
Evergy Kansas Central, Inc.	Evergy October 2023	\$ 6,678.37	Institutional	
BCBS (October 2023)	Health Insurance Premium	\$ 49,976.76	Institutional	
IRS	PR 10.13.2023 Payroll deductions	\$ 32,350.89	Institutional	
IRS	PR 10.31.2023 Payroll deductions	\$ 34,576.80	Institutional	
KS Dept of Revenue	PR 10.13.2023 Payroll deductions	\$ 6,819.02	Institutional	
KS Dept of Revenue	PR 10.31.2023 Payroll deductions	\$ 7,214.86	Institutional	
KPERS	PR 10.13.2023 Payroll deductions	\$ 7,933.85	Institutional	
KPERS	PR 10.31.2023 Payroll deductions	\$ 8,112.97	Institutional	
<b>Total October Expenditures Exceeding Threshold</b>		<b>\$ 176,569.32</b>		

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



December 5, 2023

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	\$ 385,939.97	60.15%
Facilities (510)	\$ 131,747.71	20.53%
Student Payments (110)	\$ 37,257.56	5.81%
Program Expenditures	\$ 40,592.53	6.33%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	\$ 714.04	0.11%
Wamego (excluding salary/benefits)	\$ 2,344.34	0.37%
Other Operating costs	\$ 43,010.21	6.70%
<b>Total November Expenditures</b>	<b>\$ 641,606.36</b>	<b>100%</b>

\*\*\*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
Kansas Department of Revenue	Q3 Sales Tax	\$ 16,258.39	Academics	
IRS	PR 11.15.2023 Payroll deductions	\$ 32,674.23	Institutional	
IRS	PR 11.30.2023 Payroll deductions	\$ 33,749.43	Institutional	
KS Dept of Revenue	PR 11.15.2023 Payroll deductions	\$ 6,942.42	Institutional	
KS Dept of Revenue	PR 11.30.2023 Payroll deductions	\$ 7,212.41	Institutional	
BCBS	Health Insurance Premium	\$ 47,444.10	Institutional	
KPERS	PR 11.15.2023 Payroll deductions	\$ 8,766.10	Institutional	
KPERS	PR 11.30.2023 Payroll deductions	\$ 8,896.32	Institutional	
Evergy	Evergy November 2023	\$ 5,537.69	Institutional	
Charlson & Wilson	CIC Package Liability Renewal	\$ 11,182.00	Institutional	
Charlson & Wilson	CIC Package Policy Renewal	\$ 86,423.00	Institutional	
Charlson & Wilson	Wind hail Deductible Buyback	\$ 16,914.42	Institutional	
Charlson & Wilson	Cyber Security Insurance	\$ 7,740.00	Institutional	Cyber Security Grant
Alliance Property Management	Presidents Rent Through FY24	\$ 12,000.00	Institutional	
Solarwinds Inc	Solarwinds Renewal	\$ 7,548.09	Academics	
T.S. Enterprise Associates	Mobile Tabletop Training Unit	\$ 10,424.00	Academics	Perkins
<b>Total November Expenditures Exceeding Threshold</b>		<b>\$ 319,712.60</b>		





**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** December 5, 2023  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Jadon Woogerd	Maintenance Specialist	11/29/2023	Maintenance/Facilities	Operating	New Hire
Isabel Johnson	Coordinator for Executive Leadership/Board Clerk	12/1/2023	Administration	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
Andrea Rose	Executive Assistant to the Dean of Nurisng & Health Programs	11/10/2023	Nursing & Health	Operating	Resignation
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Programs	Operating	Open
Nursing Adjunct Clinical Instructor			Adjunct Faculty	Operating	Open
Part-Time Allied Health Instructor			Continuing Education	Operating	Open
Part-Time Adult Ed. ESL Instructor			Adult Education Services	AEFLA Grant	Open
Part-Time Admissions Coordinator			Student Services	Operating	Open
Academic Advisor			Student Services	Operating	Open
Executive Assistant to the Dean of Nursing & Health Programs			Nursing & Health	Operating	Open



INTERNAL MONITORING REPORT  
BUDGETING/FINANCIAL PLANNING/FORECASTING  
DECEMBER 2023

I hereby present my monitoring report on your Executive Limitations policy “Budgeting/Financial Planning/Forecasting” according to the annual schedule of reports. I certify that the information contained in this report is true.

**BROADEST POLICY PROVISION:**

Budgeting shall not deviate significantly from Board ends priorities, or risk financial jeopardy.

Accordingly, the President shall not cause or allow budgeting which:

1. Contains too little information to enable accurate financial planning projections;

The Board receives quarterly financial updates and monthly expenditure reports detailing institutional bills and has access to all financial data used by the College.

2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period;

The MATC operating budget is compiled by adding Tiered and Non-tiered State Post-secondary aid, Perkins funds, and Capital Outlay funds identified by the Kansas Board of Regents. In addition, the institution applies for and receives various private, state, and federal grants annually. The remainder of the budget comes from projection of revenue obtained through student tuition and fees based on the prior year’s enrollment. These sources of revenue, combined with several other estimated sources, provide the basis for the annual budget. In order to provide for the welfare of the institution, the budget is developed by estimating revenues slightly lower than expected and expenses slightly higher than expected. For this fiscal year, the College also has a Base Operating Grant allocation from the state legislature through the Kansas Board of Regents. These are unrestricted funds and are used in support of the new facility project. We also have one-time funds for enhancing the cybersecurity of the institution and for external business engagement (including the possibility of apprenticeships).

3. Does not provide a prioritized menu of Capital Outlay Funds;

The use of the Capital Outlay funds is determined by several factors. For FY 24, the college received \$385,123.06 in capital outlay funds. Part of that funding has a 50% match; part has a 100% match. Those matching amounts have been accounted for in our budget. Secondly, the use of the funds is determined by the program and College needs as identified through internal self-study of the programs, the facilities, and the mission. MATC will continue to pursue funds from contributors to enhance programs on campus and to create additional instructional space for future growth.

4. Does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development, Board and committee meetings, and Board professional fees.

The MATC BOD projected total budget for 2023-2024 is

- Financial statement audit - \$17,500
- Legal fees - \$45,000
- Board development - \$500

The operating budget includes appropriations for the annual financial statement audit, legal and professional fees and miscellaneous Board related expenditures.

CEO's INTERPRETATION:

I report that none of the limitations listed above have been compromised or deviated from during my tenure. I therefore report compliance.

Signed \_\_\_\_\_ President/CEO  
James Genandt

Date December 5, 2023



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

Estimated Proj. Amount	\$	16,300,000.00
Appraisal	\$	15,900,000.00
<b>Total Project Budget</b>	<b>\$</b>	<b>15,540,085.00</b>
<b>Loan Amount</b>	<b>\$</b>	<b>11,630,000.00</b>
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 Capital Outlay	\$ 1,843,594.00	<b>\$ 1,843,594.00</b>	\$ -

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
<b>Remaining</b>	<b>\$</b>	<b>7,837,117.40</b>

Expenditures				
Total as of September 31, 2023			\$	5,823,005.95
Vendor	Invoice	Invoice Date	Pay Amount	Funding
BHS Construction	Pay Application # 11	10/3/2023	\$ 738,536.77	BHE Loan
BHS Construction	Pay Application # 12	11/1/2023	\$ 1,081,456.21	BHE Loan
BBN Architects	BBN October IV	10/25/2023	\$ 15,685.88	
Kansas State Bank	October BHE Interest Pymt	10/25/2023	\$ 19,560.11	
Kansas State Bank	November BHE Interest Pymt	11/14/2023	\$ 24,722.68	
<b>Total October/November Expenditures</b>			<b>\$ 1,879,961.65</b>	
<b>TOTAL EXPENDITURES AS OF NOVEMBER 30, 2023</b>			<b>\$ 7,702,967.60</b>	

## President's Report: November &amp; December 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

- November 28: Jim and Kim participated in the KBOR BAASC Committee meeting (BAASC is the permanent academic affairs committee of the Regents). Our annual Performance Report was reviewed and we received approval from that committee for 100% of any new funding that may be available through the Regents funds for the technical colleges (I can explain more if you want to know, the Regents are changing the Performance Report structure and process again (4<sup>th</sup> time in 12 years).
- According to our Performance Report to KBOR, we increased the number of degrees and certificates awarded by 5% and industry credentials/licensures earned by students by 20% over the previous reporting period.
- MATC was named in the top 150 two-year colleges for excellence by the Aspen Institute. Only 7 Kansas two-year colleges made the list, and 5 of those were technical colleges.

### Institutional Leadership

- November 14-17 I attended the American Association of Community Colleges Commission Meetings sessions in Washington, D.C. I am on the Commission for Small and Rural Colleges. During our meetings we discussed issues needing federal attention, federal budget and oversight topics, and planning for the next 12 months. The senior lobbyist for the AACC, David Baime, shared information with us that the FY 2025 farm bill will have some grant opportunities for two-year colleges (if approved), and that in the interim it appears federal support will be level funding for Pell grants.
- A smaller group of presidents (including me) are working on concepts related to “fast-track” options for workforce training, including more support for upskilling and reskilling persons who already have either a degree and/or verified work experience in occupational fields essential to regional economies.

### External Relations

- October 31: Harry & Jim met with Randy Anderes of Intrust Bank and we are working on a request for Randy to take to the leaders of the bank and their foundation for support for the ATC and scholarships.
- November 1: Representatives of CRB (KC Engineering Firm) toured the IET/CET lab courtesy of the Manhattan Chamber of Commerce and KSU.
- November 2: Harry & Jim with Doug Haverkamp of Central National Bank, and are working with him for potential support for the ATC and scholarships.
- November 3: I participated in the Riley County Economic Development Subcommittee of the County Planning Group as they develop a new proposed land use plan for the county.
- November 6: Harry & Jim met individually with City Commissioners Linda Morse and Wynn Butler to provide updates on the ATC and MATC and to thank them for their support for the College.
- November 7: Jason Smith met with me to review our sponsorship support with the Chamber and to get updates on potential timeline and capacity of programs, especially those that support regional construction employers and projects.

## President's Report/November & December 2023

- November 20: Jim & Chris participated for MATC in a Career Fair at St. Mary's Academy. Harry and Chris spent time the previous week with State Representative Averkamp reviewing the business economy of that area so that we can share with MATC can do in support of their economic development.
- November 21: Jim met with Matt Crocker and Vern Henricks about the current Childcare and Community Support grant project being developed. This federal grant seeks a design that shows community and workforce education connections.
- November 29: Jim attended the Manhattan Chamber Economic Development Committee meeting.
- November 30: Jim participated in the GMEP Advisory Board meeting.
- November 16 & 30: KTC Presidents meetings were held. The group is working on legislative presentations as well as association updates for the Technical Education Authority and the Kansas Board of Regents.
- December 1: Harry & Jim met with State Representative Sydney Carlin for MATC updates.
- December 1: Jim & Harry met with Rob Stitt, Terry Harts, Coleena Wood of CFNB to share about the ATC project, MATC impact, and their consideration of support.
- December 6: Jim & Harry will meet with City Commissioner John Matta to provide updates and thanks for his support.
- December 13: Jim will be at KBOR meetings in Topeka.
- December 21: Jim will participate in the TEA meeting.

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

- We have received an additional \$250,000 donation for the ATC from the Jack Goldstein fund.

### Relations with the Board

- The President and administration gratefully acknowledge the support and engagement of the Board as we move to resolve some issues with dual credit/concurrent enrollment, and as we have worked on more support from local, county, and state government, as well as more federal interaction.

### Accreditation/Continuous Improvement

- The Board will be presented with a review of the accreditation process involving Assumed Practices and Federal Compliance.
- The financial audit is scheduled for presentation to the Board at the January 2024 meeting.

