



BOARD OF DIRECTORS MEETING

Date: February 27 , 2018
Place: Manhattan Area Technical College
Room 104a at 5:30 p.m.

2018
Therese Adams – Chair (Riley)

Board of Directors

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

Administration/Staff

Jim Genandt (President/CEO)
Tracy Geisler (Exec. Assistant/Board Clerk)
Carmela Jacobs
Sarah Phillips
Keith Zachariasen
Cris Fanning
Josh Gfeller
Alex Anderson (Faculty Senate)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
February 27, 2018
Board meeting at 5:30 p.m.**

Board of Directors:

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

Administration/Staff:

___ Genandt, Jim (President/CEO) ___ Geisler, Tracy (Board Clerk) ___ Phillips, Sarah
___ Jacobs, Carmela ___ Zachariasen, Keith ___ Fanning, Cris
___ Gfeller, Josh ___ Anderson, Alex ___ Student Senate

___ Call to Order

- Introductions

___ Incidental Information

- Additions/Changes to Agenda
- BOD Member Community Reports

___ Consent Agenda (Routine items requiring BOD action) *

- Approval of January 2018 Meeting Minutes (Attachment 1)*
- Approval of January Check Register w/Threshold Expenditures (Attachment 2)*
- Organizational Update (Attachment 3)*

___ General Agenda (Items possibly requiring BOD Action)

- Monitoring Report: Quarterly Financial Condition (Attachment 4)* (Jim and Carmela)
- Recommendation: Academic Program Proposals (Attachment 5)* (Sarah Phillips)

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

- Grant Updates (Jim)

___ Evaluation of Board Process

- Board Retreat

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

- President's Report (Attachment 6)
- Campaign Update (Jim and Tracy)

EXECUTIVE SESSION:

- Confidential Financial Affairs
- Nonelected Personnel Matters

Meetings and Upcoming Events:

Next Board Meeting: Tuesday, March 27 at 5:30 p.m. in room 104a.

* Requires BOD Action

Manhattan Area Technical College
Board of Directors Meeting
January 23, 2018 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met January 23, 2018 at 5:30 p.m. in room 104a.

Members present: Therese Adams, Irma O'Dell, L J Baker, Wendy King-Luttman and David Fritchen.

Members absent: Randall Anderes, and John Pagen

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Sarah Phillips, Carmela Jacobs, and Keith Zachariasen

Faculty/Staff/SGO/Visitors: Sara Fisher, Laura Johnson, Darren Ortega, Brian Koch, Jeff Pishny, Gary Pryor, and Alex Anderson

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:30 p.m.

- The board members and visitors gathered in room 103b for a presentation from Kevin Ward and staff with TRANE.
- The board members and visitors toured the Teaching Learning Center with Cris Fanning and staff.

3. INCIDENTAL INFORMATION

- Brian Koch discussed the article in the Smoke Signal in regards to the Math initiatives with the Rock Creek and Wamego School Districts.

4. GENERAL AGENDA (items possibly requiring BOD action)*

- Eric Kientz with Varney and Associates presented the board with the audit report.
- Marla Brandon moved to approve the audit report. L J Baker seconded. Motion carried 6 yeas, 0 nays.

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

- Marla Brandon moved to approve the Consent Agenda (attachments 2, 3 and 4). Wendy King-Luttman seconded. Motion carried 6 yeas, 0 nays.

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

- Marla Brandon moved to approve the Monitoring Report: (Attachment 5). David Fritchen seconded. Motion carried 6 yeas, 0 nays.
- Jim Genandt and Carmela Jacobs presented the recommendation for the Tuition and Fees (handout given). Marla Brandon moved to approve the presented recommendation. David Fritchen seconded. Motion carried 6 yeas, 0 nays.

7. EVALUATION OF BOARD PROCESS

8. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).
- Jim Genandt and Tracy Geisler shared the update on Opportunity Funding and the campaign.
 - Jim Genandt discussed his President’s report (Attachment 6).

EXECUTIVE SESSION: PERSONNEL

- Marla Brandon moved to go into executive session at 7:06 p.m. and return to open session a 7:16 p.m. L J Baker seconded. Motion carried 6 yeas, 0 nays. At 7:16 p.m., Marla Brandon moved to return to open session. LJ seconded. Motion carried 6 yeas, 0 nays.

ADJOURNMENT: Therese Adams, Board Chair adjourned the meeting at 7:16 p.m.

MATC Board Clerk

Date

Approved:
Chair

Date



February 27, 2018

Attachment 2

To: MATC Board of Directors
 From: Carmela Jacobs, Vice President of Operations/CFO
 Re: January 2018 Expenditures

Category	Costs
Payroll, Withholdings and Benefits	\$ 343,433.84
Facilities	\$ 44,620.43
Student Payments	\$ 1,854.99
Program Expenditures	\$ 59,057.59
Other Operating costs	\$ 106,394.32
Total January Expenditures	\$ 555,361.17

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Custodial Services	Custodial Services	All School	\$ 6,100.00	general fund
KBS Constructors Inc.	Handicap Access door in TLC	All School	\$ 7,592.18	Title III
Bob's Plumbing	DH Plumbing - Phase I	Dental Hygiene	\$ 10,000.00	Capital Outlay
Jenzabar	Software Annual Maintenance Fees	All School	\$ 68,355.00	Credit Hour Fee
Pinnacle Evaluation Service	External Evaluator - Yr 1	All School	\$ 10,000.00	Title III
ATI - Assessment Tech Inst	PN Comprehensive Live NCLEX Review	Nursing	\$ 11,340.00	Nursing Grant
K&M Tire	In-Ground Lift and Installation	Auto Tech	\$ 13,441.67	Perkins
Westar	Utilities	All School	\$ 9,702.75	general fund
KPERS	Remit PR 1.12.18 Deductions	All School	\$ 8,430.11	payroll deductions
KPERS	Remit PR 1.31.18 Deductions	All School	\$ 8,914.45	payroll deductions
IRS	Federal Tax Payment/Remit PR 1.13.18 Deductions	All School	\$ 35,246.11	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 1.31.18 Deductions	All School	\$ 37,613.32	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 32,060.62	pr ded/general fund
Total January Expenditures Exceeding Threshold			\$ 258,796.21	



MEMORANDUM

To: MATC Board of Directors
From: Jim Genandt, President
Date: February 27, 2018
Re: Organizational Update

Consent Agenda:

Organizational Update

1) Revisions to organizational structure/positions

- a. Chief Financial Officer → Vice President of Operations/CFO/HR (Carmela Jacobs)
- b. Vice President of Student Services → Vice President of Student Success/Chief Academic Officer (Sarah Phillips)
- c. Vice President of Administrative Services → Vice President of Institutional Effectiveness (Keith Zachariasen)
- d. Chief Information Officer → Chief Information Security Officer (Josh Gfeller)
- e. Title III Project Director → Dean of Effective Learning & Innovation/Title III Project Director (Dr. Cris Fanning)
- f. Director of Admissions → Dean of Student Services (Neil Ross)
- g. Registrar → Registrar/Enrollment Management Administrator (Rachel Sherley)

2) New Hires

- a. LaToya Craft, Student Account Coordinator (2/1/18)

3) Terminations/Resignations

- a. none

4) Advertised positions

- a. Dental Hygiene Dentist
- b. CNA Adjunct Instructor
- c. CMA Adjunct Instructor
- d. Nurse Clinical (PN) Instructor
- e. Math Adjunct Instructor
- f. Adjunct Instructor Consideration Opportunity



INTERNAL MONITORING REPORT
FINANCIAL CONDITION
February 2018
(Period ending December 31, 2017)

I hereby present my monitoring report on your Executive Limitations policy “Financial Condition” according to the annual schedule of reports. I certify that the information contained in this report, as prepared by Carmela Jacobs, Vice President of Operations/CFO, is true.

BROADEST POLICY PROVISION:

With respect to the actual, ongoing condition of the college's financial health, the President shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from Board priorities established in the ENDS policies:

Policy Provision #1: *Exceed the budget for the fiscal year (July 1 - June 30).*

President’s INTERPRETATION:

The attached Statements of Net Position and Statements of Revenues, Expenses and Changes in Net Position provide the College financial condition as of December 31, 2017. The full fiscal-year budget and year-to-date budget is presented on both of these reports with comparison to actual results. The Statement of Revenues, Expenses, and Changes in Net Assets reflects a net position of \$1,287,320 for the three months ended December 31, 2017.


I report compliance.

Policy Provision #2: *Fail to maintain an appropriate cash reserve.*

President’s INTERPRETATION:

The current cash position is reported on the attached Statements of Net Position. Total cash balance (1,821,928) as of December 31, 2017, would support operations of the College for approximately 90 days without any additional income. Constantly monitored are the sources and uses of funds and will be adjusted as needed.

I report compliance.

Signed  , President/CEO Date: February 18, 2018
James Genandt

February 27, 2018

**Manhattan Area Technical College
2Q Financial Condition Monitoring Report - Statement of Net Position
As of December 31, 2017
Prepared By: Carmela Jacobs, VP of Operations/CFO**

	12/31/2017		6/30/2017		12/31/2016
ASSETS					
Current Assets:					
Cash and cash equivalents	\$ 1,821,928	\$	773,590	\$	415,701
Accounts receivable, net	\$ 236,451	\$	198,457	\$	236,100
Prepaid Expenses/Other Assets	\$ 55,352	\$	5,614	\$	316,191
Due to/from - Activity Accounts	\$ 99,879	\$	(23)	\$	18,716
Total Current Assets	\$ 2,213,610	\$	977,638	\$	986,708
Noncurrent Assets:					
Property, Plant and Equipment	\$ 6,368,031	\$	6,368,031	\$	5,806,420
Less: Accumulated depreciation	\$ (3,047,314)	\$	(2,922,313)	\$	(2,823,300)
Total Noncurrent Assets	\$ 3,320,717	\$	3,445,718	\$	2,983,120
TOTAL ASSETS	\$ 5,534,327	\$	4,423,356	\$	3,969,828
LIABILITIES AND NET POSITION					
Current Liabilities					
Accounts payable and accrued liabilities	231,509	\$	352,459	\$	261,339
Deposits	33,433	\$	44,083	\$	33,415
Funds held for others - activity funds	29,355	\$	17,703	\$	9,791
Deferred revenue	8,415	\$	-	\$	-
Notes Payable-current portion	194,936	\$	194,936	\$	140,515
Total Current Liabilities	497,649	\$	609,181	\$	445,060
Non-Current Liabilities					
Notes Payable - non current portion	344,053	\$	408,869	\$	610,062
Total Non-Current Liabilities	344,053	\$	408,869	\$	610,062
Total Liabilities	841,701	\$	1,018,050	\$	1,055,122
Net Position					
Invested in capital assets, net of related debt	2,781,729	\$	2,841,913	\$	2,431,940
Unrestricted	1,910,897	\$	563,393	\$	482,766
Total Net Position	4,692,626		3,405,306	\$	2,914,706
TOTAL LIABILITIES AND NET POSITION	5,534,327	\$	4,423,356	\$	3,969,828



February 27, 2018

Attachment 4

Manhattan Area Technical College
2Q Financial Monitoring - Statement of Revenues, Expenses, and Changes in Net Assets
As of December 31, 2017

Prepared By: Carmela Jacobs, VP of Operations

	Actual		Budget		% of budget		Actual
	12/31/2017		6/30/2018				6/30/2017
OPERATING REVENUES							
Student tuition and fees	\$ 1,615,634	\$	3,628,120		45%	\$	2,903,726
Federal grants and contracts	\$ 399,418	\$	580,015		69%	\$	410,398
State and local grants and contracts	\$ 99,478	\$	302,377		33%	\$	535,080
Sales and services of educational departments	\$ 12,250	\$	30,000		41%	\$	(30,195)
Other	\$ 55,524	\$	107,900		51%	\$	313,255
Total operating revenues	\$ 2,182,304	\$	4,648,412		47%	\$	4,132,264
OPERATING EXPENSES							
Salaries:	1,754,939	\$	3,818,004		46%	\$	3,705,765
Benefits	320,023	\$	693,587		46%	\$	650,830
Contractual Services	245,570	\$	399,363		61%	\$	520,993
Supplies and other operating expenses	777,282	\$	1,697,721		46%	\$	814,547
Utilities	31,705	\$	109,000		29%	\$	95,347
Repairs and Maintenance	15,854	\$	58,300		27%	\$	35,671
Scholarships and financial aid	418,097	\$	-			\$	-
Depreciation and amortization	125,000	\$	250,000		50%	\$	233,877
Total operating expenses	3,688,470	\$	7,025,975		52%	\$	6,057,030
OPERATING INCOME (LOSS)	\$ (1,506,166)		(2,377,563)				(1,924,766)
NON-OPERATING REVENUES (EXPENSES)							
State appropriations	2,384,563	\$	2,384,563			\$	2,244,129
Interest Income	7,457	\$	5,000			\$	10,674
Federal Grants	407,259	\$	-			\$	-
Gain on disposal of property, plant and equip	-	\$	-			\$	747,034
Transfer to Foundation	-	\$	-			\$	(698,010)
Interest expense	(5,793)	\$	(12,000)			\$	(10,305)
Total Non-Operating Revenues (Expense)	2,793,486	\$	2,377,563			\$	2,293,522
CHANGE IN NET POSITION	1,287,320	\$	-			\$	368,756
Net position - beginning of year	\$ 3,405,306	\$	3,405,306			\$	3,036,550
Net position - end of year	\$ 4,692,626	\$	3,405,306			\$	3,405,306



TO: MATC Board of Directors

FROM: Sarah Phillips, Chief Academic Officer/VP of Student Success

DATE: February 27, 2018

RE: Academic Program Proposals

Background Information

In an effort to provide the best degree options that support both the needs of our students and industry, the institution is constantly accessing the programs and certificates the institution provides.

Through this assessment, the Curriculum Committee has approved the addition of an Associate of Applied Science in General Studies and Certificate in Management/Entrepreneurship. The A.A.S. in General Studies allows students to obtain a substantial number of general education courses while receiving financial aid, allowing them to transfer to a University within the state. This degree option also meets the requirements necessary to move forward with a formal partnership with Kansas State University.

The Certificate in Management/Entrepreneurship will provide the skills necessary for an individual to operate their own business. It is beneficial for those starting out as entrepreneurs, but also those who may want to gain additional training.

Program Proposals

1. **Associate of Applied Science in General Studies** – This program is designed for students wishing to acquire a broad education, rather than pursue a specific college major or career technical program. It provides a flexible alternative for students pursuing some transfer programs to meet individual goals, balancing general education and elective transfer or career technical coursework. The program requires a minimum of 36 general education requirements and 24 technical specialty credits for a minimum of 60 college-level credit hours with a 2.0 or higher GPA.
2. **Certificate in Management/Entrepreneurship** - This program is designed for non-business majors who want to enhance their earning potential by having the business skills to move into management or own and operate their own business. Students earning this certificate will enter the workforce ready to meet the needs of the workplace.

Recommendation

The Administration respectfully requests that the Board of Directors approve the recommended program actions.

President's Report: February 2018

Owner Expectations:

- Tracy and I provided a tour and visit with Nicholas Albritton, a city commissioner for Junction City, on January 26. This is one in a series of meetings in the past month to make folks from Junction City more aware of our technical education offerings and quality of education.
- I presented at the Wamego Chamber of Commerce monthly luncheon on February 12, met with Trent Armbrust and Jack Allston concerning a fab lab project on the 13th, and attended the Kansas Association of Technical Colleges Legislative Dinner on the 13th and had good conversations with state representatives Carlin and Swanson.
- I was proud to have a good MATC delegation at the PTK Honors Luncheon in Topeka February 15. Brian Koch, Dan Kirkpatrick, Jeffrey Anderson, Laurie Johnson, Jason York, Sarah Phillips and I were there as two of our students were recognized for honors: Hannah Boyd and Timothy Tucker! We had a chance to visit with our state senator Tom Hawk, and MATC is the only technical college represented at this event along with the community colleges in the state (and that was noticed by several KBOR staff!
- Tracy and I attended the Manhattan Chamber of Commerce Annual Meeting on February 23.
- Congratulations to our Nursing Program! For three consecutive semesters in a row, there has been a 100 percent pass rate for our ADN (RN) program. The NCLEX exam that our students take is the exact same test a BSN student takes. We are in the process of completing the articulation agreement with Wichita State University-with our ADN program.

Employer Needs & Response:

- We hosted a tour and conversation with managers from GTM on January 26. We have our business instructors working with them related to possible training options, placement of student interns, and promoting that company's career opportunities with our students.
- Sarah and I attended the American Association of Community Colleges' Workforce Development Institute January 29-February 3. There were about 1000 participants, and presenters included a wide range of governmental, industry, and higher education representatives:

U.S. Department of Education	U.S. Department of Labor
U.S. Department of Commerce	NC3
Lumina Foundation	Gates Foundation
Rural Community College Alliance	NCCER
And many more	

Topics concentrated on apprenticeships and work-based learning, credentials, and partnerships of industry with higher education.
- I attended a meeting for the Junction City Chamber/Economic Development concerning a potential relocation of a manufacturer on Feb. 14.

Resource Development:

- Fred Willich, Tracy, and I continue to schedule and push the committees for our fundraising effort. Special thanks to three of our board members for chairing groups: Randall, David, and Wendy. Therese also serves on a committee. We are finalizing information for the case statement document that completes the work of the program refinement and branding committees. A special thanks to Vern Hendricks and Dean Thibault for their engagement and guidance!
- Barb and I, with the assistance of KBS, Brian Lovell, and Christa Ingledue (a grant consultant we use), submitted information requested by the National Science Foundation regarding our proposal for the critical environment project. Keep your fingers crossed!
- Tracy and I hosted Bob and Theresa Bramlage for a tour and conversation on February 13.

- The Foundation was a Bronze table sponsor at the Manhattan Chamber of Commerce Annual meeting. Tracy attended the meeting, I was unable to attend as my daughter was in the hospital.
- We did receive a grant from the state department of Commerce to go with our AT&T Kansas grant to help us install a Building Automations Systems Lab, which will impact several of our programs: HVAC, Biotechnology, INT, Building Trades. The Commerce grant is about \$59,000, AT&T is \$25,000.