Board of Directors Packet

Manhattan Area Technical College
January 30, 2023
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)   __Matson, Mike (Riley)

Administration/Staff:

__Genandt, James (President/CEO)   __Johnson, Isabel (Board Clerk)

__Davis, Kimberly   __Gfeller, Josh   __Ross, Neil

__ Bellamy, Kerri   __Boxberger, Chris   __Prichard, Cara

__Faculty Senate   __Watts, Harry

Agenda

1. **Call to Order**

2. **Consent Agenda** (Routine items requiring BOD action) *
   - Approval of DECEMBER 2023 Meeting Minutes (Attachment 1) *
   - Approval of Audit Presentation Meeting Minutes (Attachment 2) *
   - Approval of DECEMBER 2023 Check Register w/Threshold Expenditures (Attachment 3) *
   - Approval of NOVEMBER 2023 Check Register w/Threshold Expenditures (Attachment 4) *
   - Organizational Update (Attachment 5)

3. **General Agenda** (Items possibly requiring BOD Action)
   - New Employee Introductions
   - Faculty Senate Updates
   - Audit Report*
   - Strategic Plan/Vision (Achievement of Ends)- President's Report (Attachment 6 and attachment 7) *
   - BHE Loan Interest (Attachment 8) *
   - BHE funding update
   - Penetration testing (institutional cybersecurity readiness)(Attachment 9)
   - Facilities updates - HVAC\Flooring   * Requires BOD Action

- HLC Update
- Accreditation resolution*
- Policies- FYI (Attachment 10)
  Discussion
- USD 383- Schedule for next round of discussions and negotiations
- Open house- newly elected Commissioners and School Board Members
- Creating a standard RFP for single source contracting and design projects*
- Flint Hills Leadership Retreat
- Legislature Update

4. **Executive Session (Leadership)**
5. **Executive Session (Personnel)**

Meetings and Upcoming Events

Next Board Meeting: February 27, 2024

Board of Directors Minutes

Manhattan Area Technical College

1. The Board of Directors of the Manhattan Area Technical College met on December 5, 2023, at 5:00p.m. with live streaming for employees.
   - Members present: Brett Ballou, Will Allen, John Armbrust, Julie Noah, Heather Peterson, Dave Urban.
   - Administration Present: James Genandt, President, Kerri Bellamy, Dean Advanced Technologies; Chris Boxberger, Dean of Academic Partnerships and Outreach; Kim Davis, Dean of Nursing Education and Health Programs, Josh Gfeller, Vice-President of Operations; Pamela Imperato, Interim Board Clerk.

2. **Call to Order**:
   - Brett Ballou called the meeting to order at 5:00p.

3. **Agenda Approval**
   - A motion was made to remove the agenda item, "Faculty Senate Comments and Updates" from the December agenda by Will Allen, John Armbrurst second. 6 yeas and 0 nays. Motion carried.
   - A motion was made to move the agenda item, Executive Session (Personnel) after the Executive Session (Finance) by Will Allen, John Armbrust second. 6 yeas and 0 nays.

4. **Consent Agenda**
   - Approval of consent agenda items, moved by Will Allen, Dave Urban second. 6 yeas and 0 nays. Motion carried.

5. **General Agenda**
   - Faculty Senate Comments/Updates tabled until January meeting.
   - Monitoring Report
     - Budgeting Financial Planning/Forecasting: As the building project nears completion, a question was raised regarding the plan for Marketing of new opportunities presented for the institution by the addition. Indicated was the planning in this regard was underway.
   - Finance
     - BHE monthly Update: Discussion regarding the tracking of interesting payments with a request to prepare an amortization schedule for the forthcoming meeting.

6. **President's Report** tabled until January Meeting

7. **Executive Session (Finance)**

- Motion made to go into Executive Session at 5:05 and return at 5:15p by Dave Urban, Will Allen second. 6 yeas and 0 nays. Motion carried.
- Motion made to go into Open session by Dave Urban, John Armbrust second. 6 yeas and 0 nays. Motion carried.
- Motion Made to go extend Executive Session for 5 minutes by Dave Urban, Second by Will Allen. 6 yeas and 0 nays. Motion carried.

8. **General Session**
   - Return to General Session at 5:25p
   - Motion made to move forward MOU for AY2023-24 concurrent enrollment to USD's by John Armbrust, Heather Peterson second.   6 yeas and 0 nays. Motion carried.

9. **Executive Session (Personnel)**
   - Return to Executive Session to discuss personnel matters by Chair.

Meeting adjourned at _____.

Next Board Meeting: January 30, 2024 at 5p.

Meeting called to order at 11:02 am

Taylor Penick begins Audit Presentation at 11:03 am

Two documents were received: The audit and a letter pertaining to the findings

Mr. Ballou asked a question pertaining to the letter: Is the college providing the bank statements along with the bank reconciliation? Were there issues with the manual reconciliation?

Mr. Flanary asks: Could Taylor assist with switching from manual reconciliation to automated reconciliation?

Mr. Gfeller and Ms. Prichard plan to look in to switching from manual to automated reconciliation with a Jenzebar specialist

Ms. Peterson and Mr. Armbrust agree with Mr. Ballou and Mr. Flanary that the automation is worth the price tag and less manual input in the long run

Mr. Ballou asks: Is the expansion project flowing through the normal processes of the college's accounting system?

Mr. Urban asks: Is the lease purchase agreement from May 2023 or November 2022?

Mr. Ballou and Ms. Peterson ask: Do we need to take action on the audit and automation of reconciliation?

Meeting Adjourned at 11:47 am

To: MATC Board of Directors

From: Administration

Re: December 2023 Expenditures

January 30, 2024

Category	Costs	%
Payroll, Withholdings and Benefits (200, 230, 590)	$ 390,714.27	55.03%
Facilities (510)	$ 119,257.90	16.80%
Student Payments (110)	$ 28,056.93	3.95%
Program Expenditures	$ 47,083.80	6.63%
ALC Operating Costs (excludes salary/benefits) (900, 930, 931)	$ 869.50	0.12%
Wamego (excluding salary/benefits)	$ 2,615.84	0.37%
Other Operating costs	$ 121,351.55	17.09%
Total December Expenditures	**$ 709,949.79**	**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 12.15.2023 Payroll deductions	$ 37,806.90	Institutional	
IRS	PR 12.31.2023 Payroll deductions	$ 34,398.93	Institutional	
KS Dept of Revenue	PR 12.15.2023 Payroll deductions	$ 7,558.97	Institutional	
KS Dept of Revenue	PR 12.31.2023 Payroll deductions	$ 7,240.66	Institutional	
BCBS	Health Insurance Premium	$ 50,017.83	Institutional	
KPERS	PR 12.15.2023 Payroll deductions	$ 7,631.68	Institutional	
KPERS	PR 12.31.2023 Payroll deductions	$ 7,633.65	Institutional	
Kientz & Penick, CPAs, LLC	FY23 Audit	$ 21,000.00	Institutional	
Evergy	Evergy- December 2023	$ 5,193.75	Institutional	
James Genandt	Rent Reimbursement from 9.1.23-11.30.23	$ 6,000.00	Institutional	
Jenzabar Inc	Jenzabar Renewal FY24	$ 70,652.00	Institutional	
Economy Electric	North Rewire	$ 49,807.00	Institutional	Capital Outlay
Krueger International, Inc	Commons Furniture	$ 17,759.56	Institutional	Capital Outlay
Country Carpet, Inc	Commons Flooring	$ 34,040.00	Institutional	Capital Outlay
T.S. Enterprise Associates, Inc	HVAC Electrical Circuitry Trainer	$ 13,328.00	Academics	Perkins
T.S. Enterprise Associates, Inc	HVAC Controls Training System	$ 8,835.00	Academics	Perkins
Total December Expenditures Exceeding Threshold		**$ 378,903.93**		

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

December 5, 2023

MANHATTAN TECH
MANHATTAN AREA TECHNICAL COLLEGE

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%
Total November Expenditures	**$ 641,606.36**	**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
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
Total November Expenditures Exceeding Threshold		**$ 319,712.60**		

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

New Hire/Rehires/New Positions					
Employee Name	**Position Title**	**DOH**	**Department**	**Funding Source**	**Status**
Michelle McRay	Adult Ed. ESL Instructor	1/5/2024	Adult Education Services	AEFLA Grant/Operating	New Hire
Steffan Ryan	Academic Advisor	1/8/2024	Student Services	Operating	New Hire
Rose Chapman	Admissions Coordinator	1/8/2024	Student Services	Operating	New Hire
Chanel Williams	Executive Assistant to the Dean of Nursing	2/5/2024	Nursing & Health Education	Operating	New Hire
Promotions/Title Changes					
Employee Name	**Position Title**	**DOC**	**Department**	**Funding Source**	**Status**
Cara Prichard	Chief Financial Officer	1/1/2024	Senior Administration	Operating	Promotion
Julia Strength	Business Office Coordinator	1/1/2024	Business Office	Operating	Promotion
Michelle Mackeprang	Director of Admissions	1/1/2024	Student Services	Operating	Promotion
Separations/Retirements					
Employee Name	**Position Title**	**DOS**	**Department**	**Funding Source**	**Status**
Sarah Phillips	VPSS/CAO	12/4/2024	Senior Administration	Operating	Separation
Bill Davis	Maintenance Specialist	1/26/2024	Nursing & Health	Operating	Retirement
Advertised Positions					
Position Title			**Department**	**Funding Source**	**Status**
Adjunct Opportunities for Consideration			All Programs	Operating	Open
ADN Adjunct Clinical Instructor			Adjunct Faculty	Operating	Open
Practical Nursing Adjunct Clinical Instructor			Adjunct Faculty	Operating	Open
Part-Time Allied Health Instructor			Continuing Education	Operating	Open
Information & Network Technology Adjunct Instructor			Adjunct Faculty	Operating	Open
Student Account Specialist			Business Office	Operating	Open
Associate Degree Nursing Instructor			Nursing Faculty	Operating	Open
Part-Time Bioscience Laboratory Facilitator			Biosciences	Operating	Open

MANHATTAN AREA TECHNICAL COLLEGE
BOARD MONITORING REPORT: For November 2022 Board Meeting
ACHIEVEMENT OF ENDS: 2021-2022

Note: You will see repeated evidence in the report to address the policy titles for this monitoring report. Each evidence component used addresses the policy title as data often has more than one meaning.

Policy Type: Ends

Policy Title: Vision and Mission

The Vision and Mission of the Manhattan Area Technical College Board of Directors is to ensure that MATC strives to be a leader in postsecondary technical education in Kansas to prepare people for productive and enriched lives.

Evidence:

Rankings from independent organizations and agencies provide evidence that MATC is a leader in postsecondary technical education for the state, and the nation:

- WalletHub ranked MATC #1 in Kansas (4th year in a row) and #4 in the nation among two-year colleges;
- PracticalNursing.org ranked the PN program at MATC as #3 in the state;
- NursingProcess.org ranked the ADN program at MATC as #1 in the state;
- TradeCollege.org ranked the MATC construction trades program as the best in Kansas,
- Enrollment has averaged over 6% growth per academic year for the past five years, even with the pandemic.

Policy Title: Essential Skills

1. Students will possess essential technical skills.
2. Students will demonstrate reading, math, and interpersonal skills, including speaking, listening and writing, appropriate for their chosen fields of endeavor.

Evidence:

1. Where data is captured on student attainment of industry-recognized credentials and/or required licensures, MATC performs at a high level.
   a. Nursing completion and licensure pass rates:

	2021	2020	2019	2018
RN licensure pass rates:	96.15%	93.3%	90.2%	100%
Class Completion rate-May:	90.5%	91.7%	100%	87.5%
Class Completion rate-December:	77%	72.2%	78.3%	87.5%
PN licensure pass rates:	92.59%	85.7%	100%	100%
Completion rate:	67.5%	82.8%	81.6%	89.7%

In addition, almost all students in healthcare programs receive First Aid and CPR training and associated credentials. In many of the other technical programs of study, students earn OSHA credentials. We are working on enhancing our ability to gather and track the wide variety of credentials that students can earn.

Academic credentials earned include SAPPS (short-term programs such as CNA, EMT, etc.), certificates (1- and 2-year) and associate of applied science degrees. Some students earn each level of these as stackable academic achievements. Often, they also earn the licensure and/or industry-credential:

	2018		2019		2020		2021	
	Region	KS	Region	KS	Region	KS	Region	KS
SAPPS	84.20%	84.20%	75.00%	75.00%	74.30%	74.30%	85.70%	85.70%
Certificates	81.60%	78.90%	72.90%	71.20%	83.30%	81.80%	77.50%	74.60%
Associates	77.00%	76.10%	79.80%	77.90%	85.50%	84.20%	88.30%	81.80%
All	80.20%	79.30%	76.70%	75.30%	81.10%	80.20%	84.00%	80.90%

KHEStats > Employment & Wages > Technical Colleges > Manhattan Area Technical College
Wage Year = Entry Year
Region = Kansas

In addition, our Regional Testing Center averages approximately 100 clients per month, including MATC students. These individuals are testing for a wide range of licenses and 3rd-party credentials with industry-approvals. Clients come from our service area, Kansas, and the surrounding states.

2. Evidence of basic skills comes from assessment data as part of the institution's accreditation requirements:
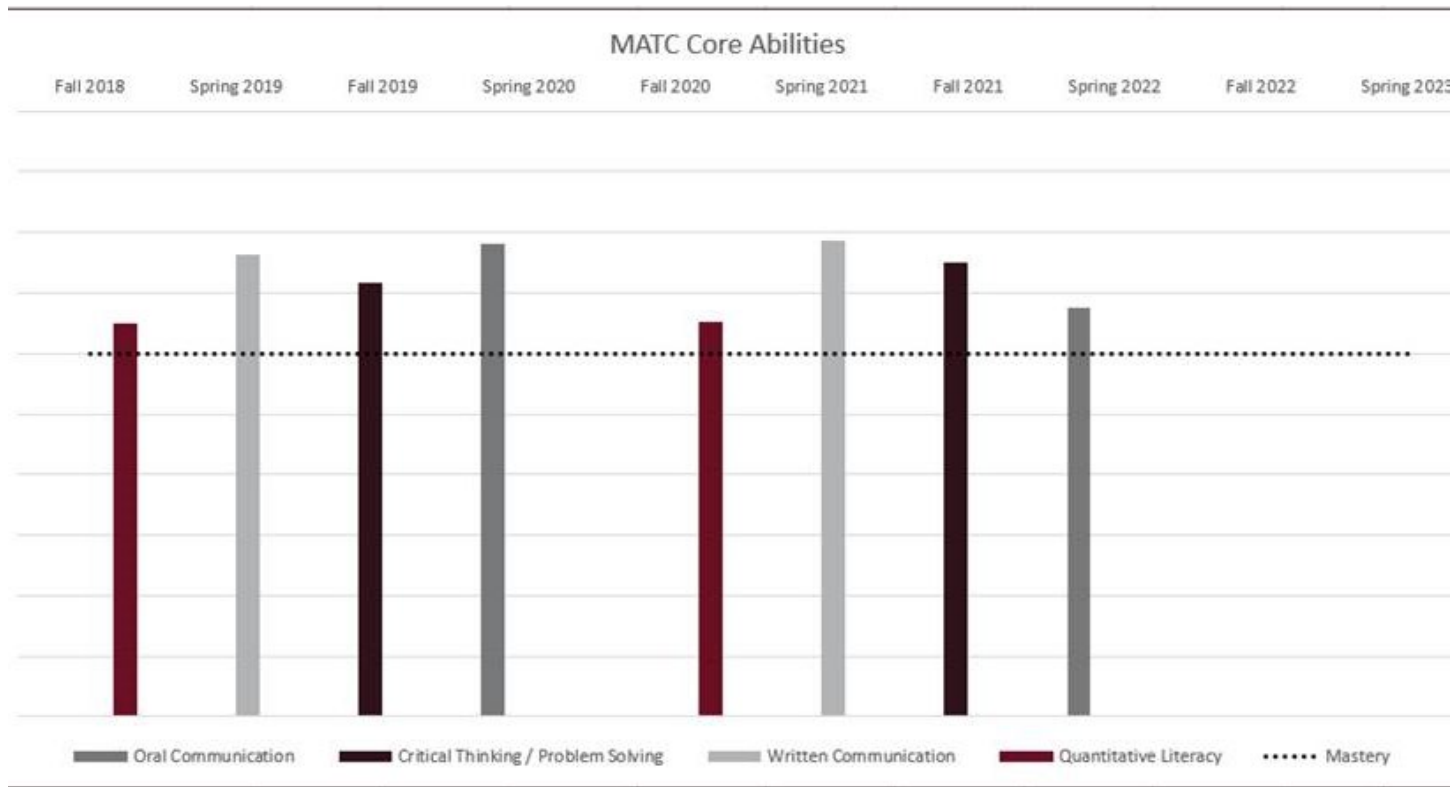
Source: Core Abilities Comparison of Results

Respondents from all technical programs as well as gen eds. Included the expansion into ALC (both GED & ESL) and a small test at a high school. This expansion of core ability assessment is consistent with HLC recommendations from the May 2021 final report. We are continuing to consistently administer core ability assessment by requiring all concurrent / high school faculty to participate in this assessment beginning in Fall 22.
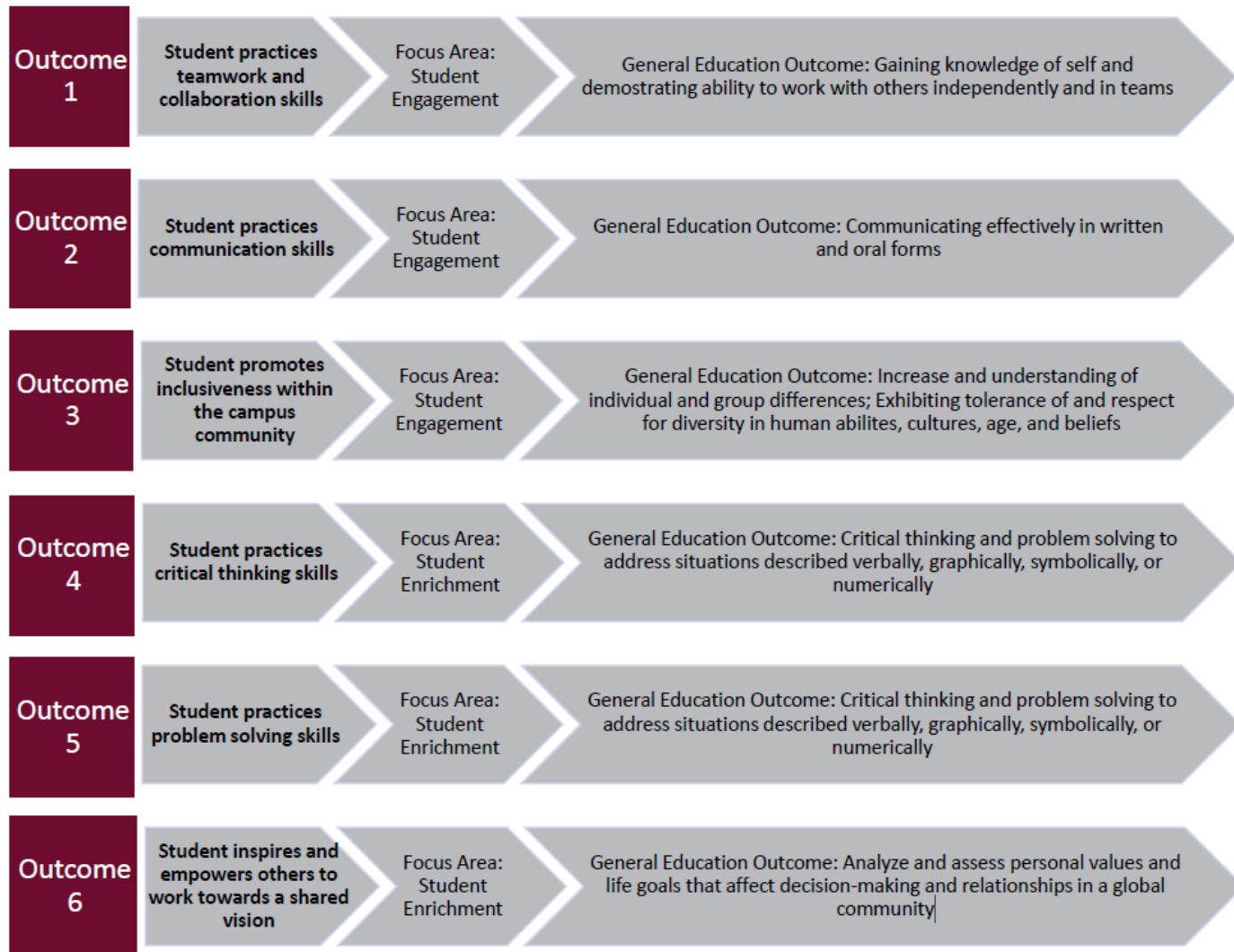
Assessment Committee Notes:

* In analyzing Fall 21 data, we identified that some programs awarded 5s (exemplary) for all students on all outcomes. At the all-faculty in-service meeting in January 2022, we discussed the rating scale and how every student for a course or program probably wasn't exemplary for every outcome. We highlighted the different milestones on the rubric (developing, proficient, and exemplary) and provided resources to show what constituted each milestone for each outcome as well as discussed that a rating of 3 (proficient) had been identified as the benchmark by Assessment Committee. Some faculty members commented to Assessment Committee members afterwards that they were operating on the basis that 5 was the benchmark. Note that we did not see 5s across the board for this core ability.

* This is compared to Spring 2020 during which courses were moved from F2F or Blended to online only due to the pandemic.

* Some faculty note observing differences or declines in student performance after the COVID interruption in their education.

Annual Board Monitoring Report: Achievement of Ends AY 22

The learning outcomes for this assessment component are:

Co-Curricular Learning Outcomes

Outcome 1	Student practices teamwork and collaboration skills	Focus Area: Student Engagement	General Education Outcome: Gaining knowledge of self and demostrating ability to work with others independently and in teams
Outcome 2	Student practices communication skills	Focus Area: Student Engagement	General Education Outcome: Communicating effectively in written and oral forms
Outcome 3	Student promotes inclusiveness within the campus community	Focus Area: Student Engagement	General Education Outcome: Increase and understanding of individual and group differences; Exhibiting tolerance of and respect for diversity in human abilites, cultures, age, and beliefs
Outcome 4	Student practices critical thinking skills	Focus Area: Student Enrichment	General Education Outcome: Critical thinking and problem solving to address situations described verbally, graphically, symbolically, or numerically
Outcome 5	Student practices problem solving skills	Focus Area: Student Enrichment	General Education Outcome: Critical thinking and problem solving to address situations described verbally, graphically, symbolically, or numerically
Outcome 6	Student inspires and empowers others to work towards a shared vision	Focus Area: Student Enrichment	General Education Outcome: Analyze and assess personal values and life goals that affect decision-making and relationships in a global community

Policy Title: Work Preparedness

Students will be prepared for success in the workplace, with coordination and collaboration with the Kansas Board of Regents and its Technical Education Authority, and MATC engagements with K-12 education, and other organizations relevant to technical education to guide students to an appropriate career pathway or other postsecondary options.

1. Students will demonstrate the skills and knowledge required for successful entry into the workforce.
2. Students will demonstrate the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will demonstrate the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

Evidence:

Evidence to meet each of the items listed above is in the other evidence provided in the report. Both academic grades and earned certificates and/or credentials provide proof of meeting work preparedness. The student attainment of industry credentials and licensures is a second component of evidence that also validates the academic success (as well as the quality of the teaching and learning environment our faculty and staff provide for our students!).
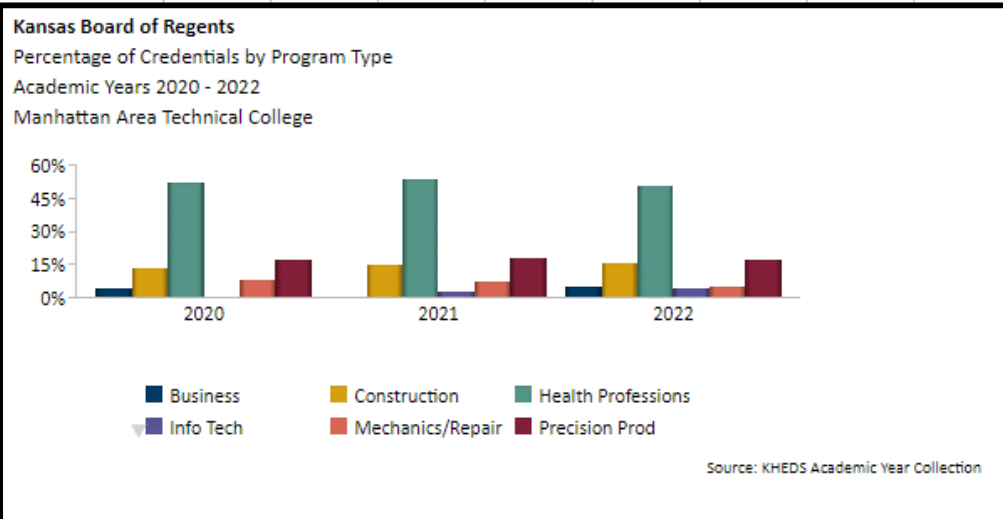
The second item has evidence from the assessment of core skills: computational skills, communication skills, critical thinking skills, as well as leadership from the co-curricular assessment. All of the evidence presented links to the third item. Our overall graduation rate, capacity of earning external credentials and licenses, job placement rate, and the fact that over 75% of our graduates are employed in this region on an annual basis serve to provide evidence that work preparedness is being met at a high standard.

The Adult Learning Center provides another example of this component. Enrollment in adult education has come back to pre-pandemic levels, with 86 active students in ESL and/or GED courses this fall. We only receive 1% of state funding for adult education, but our student participation makes up just under 3% of the state total adult education enrollment! MATC's Adult Education program has a high percentage of low-level/high-risk students, but our success rate demonstrates that we help those students advance, with 66% of the students making an education gain in the first quarter of this fiscal year.

Kansas Board of Regents
Percentage of Credentials by Award Type
Academic Years 2020 - 2022
Manhattan Area Technical College

Source: KHEDS Academic Year Collection
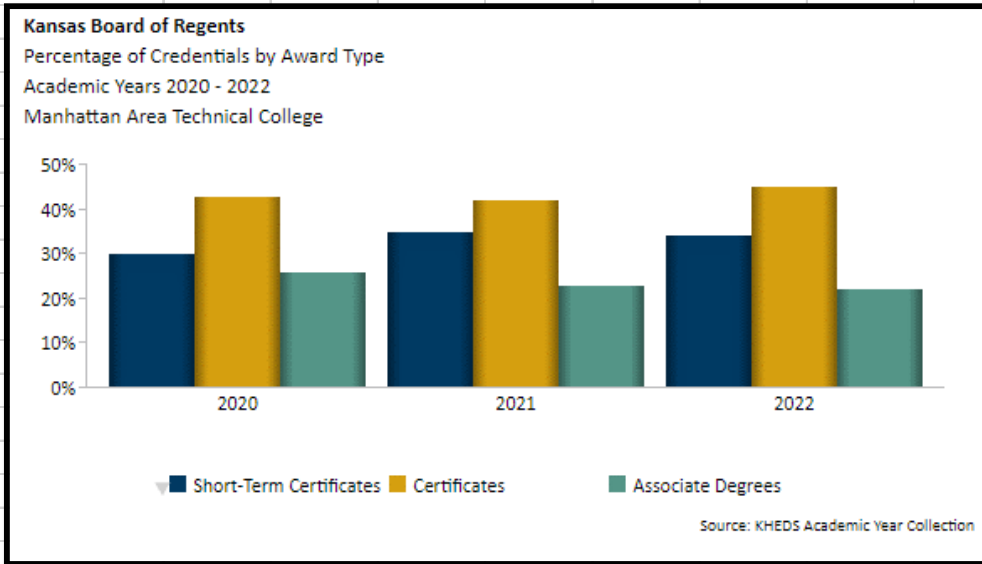
	2020	2021	2022
SAPPs	30.0%	35.0%	34.0%
Certificates	43.0%	42.0%	45.0%
Associates	26.0%	23.0%	22.0%

Kansas Board of Regents
Percentage of Credentials by Program Type
Academic Years 2020 - 2022
Manhattan Area Technical College

Source: KHEDS Academic Year Collection

	2020	2021	2022
Business	4.0%		5.0%
Info Tech		3.0%	4.0%
Construction	13.0%	15.0%	16.0%
Mechanics / Repair	8.0%	7.0%	5.0%
Healthcare	52.0%	54.0%	51.0%
Manufacturing	17.0%	18.0%	17.0%

KHEStats > Credentials > Technical Colleges > MATC

Select AY = 2022

Annual Board Monitoring Report: Achievement of Ends AY 22

Policy Title: Workforce Development

        Workforce development will be responsive to community economic development and local employer needs (including customized skills training).

Evidence:

        Primary evidence for this section comes from KBOR data on MATC:

<div align="center">MATC Data: KBOR Degree Stats & Kansas Higher Education Statistics</div>

Degree	% of Graduates Employed in Region	Median Earnings of Program Graduates at Entry
AAS Applied Technologies	83%	$31,137
AAS Administrative Assistant	71%	$30,398
AAS Air Conditioning & Refrigeration	88%	$32,395
ADN Registered Nurse	88%	$50,866
AAS Automotive Technology	83%	$34,465
AAS Construction Technology	80%	$34,770
AAS Electric Power & Distribution	64%	$62,307
AAS Information Networking Technology	75%	$39,573
AAS Medical Lab Technology	87%	$41,807
AAS Welding Technology	67%	$45,760

Award Type 2021-2022:   Short-Term Credentials: 35%   Certificates: 42%   Associate Degrees: 23%

<div align="center">Healthcare: 54%, Manufacturing: 18%, Construction: 15%, Mechanics: 7%, IT: 3%</div>

KBOR data indicates over 86% of our students are employed in our region!

Policy Title: Leadership

Opportunities are provided for the development of leadership skills.

Evidence:

- Several programs of study provide leadership opportunities combined with demonstration of the core values/general education competencies as well as their specific program skills. Examples of this include, but are not limited to:
    - Information Networking Technology: Capstone Project for sophomore students evaluated by a panel of employers;
    - Automotive Technology: students do car maintenance workshops for outside groups (K-State sororities, etc.);
    - Electric Power & Distribution: uses student leaders to help monitor safety and basic skills demonstrations at their field lab at Keats;
    - Several program advisory groups include current students so they can interact with employers about the program and their experiences;
    - Student organizations: Phi Theta Kappa/National Technical Honor Society, Skills USA, Student Voice Council
- Another example of leadership is through the Adult Learning Center and its engagement assisting refugees with English skills. As of this report 90% of the adult refugees relocated to Manhattan are involved in ESL courses and assistance through MATC. 7 of 38 adults are in both ESL and GED courses, and 13 of the refugees are exploring technical programs at MATC.

MANHATTAN TECH

MANHATTAN AREA TECHNICAL COLLEGE

Manhattan Area Technical College
Strategic Plan & Vision: Updated January 2024

CORE (now through June 2026)

Resource Development (HLC 5, KBOR Family Pillar: Affordability, Access, Success)

1. Scholarships (Jim & Harry)
    a. Our goal over the next 5 years is to have an endowed balance of $1.5M for student scholarships.
    b. Current endowed balance: $368,083.22. Need to raise $227K per year for 5 years to hit goal.
    c. Student/Employer follow up surveys and success stories are of high importance for this goal.
    d. Referrals of possible donors (individuals /groups) is a high priority for this goal.
2. Capital Outlay (Jim & Harry)
    a. Our goal was $400,000. The Advanced Technology Center (ATC) project is the main focus of our capital outlay efforts for the College.
    b. During AY/FY 2023 and the first half of AY/FY 2024 the College/Foundation received over $2.5 million in state funds for the project, and private donations contributed an additional $1.26 million.
3. General (Jim & Harry)
    a. The goal was increased support for MATC through state funding sources.
    b. Outside of the funds targeting the ATC, MATC received additional state funding of approximately $72,000 in tiered and non-tiered resources. The state also approved one-time funding to the two-year colleges of the state to support institutional cybersecurity preparation and protection, and one-time funding to two-year colleges for business engagement.
4. Title III Endowment Challenge (Jim & Chris)
    a. This component of the previous Title III grant was met and completed in September 2022.
    b. The Title III Endowment Fund is at $202,741.39. Investment earnings can be used to help maintain improvements made during the grant (software, etc.).

NOTE: The MATC Foundation Trustees approved moving the organization's financial assets into the Greater Manhattan Community Foundation (GMCF). That transition will be completed in 2024 with a reorganized trustee group. All assets are managed through the GMCF, while MATC maintains its own tax-exempt Foundation for appropriate fundraising, etc.

Marketing/PR (HLC 5, KBOR Family Pillar: Affordability, Access, Success)

1. Social and digital media marketing efforts have been implemented. Areas of focus have been for student attraction, increased awareness by students, parents, teachers, and counselors, noting achievements and projects of faculty and staff, recognition of donors, and emphasizing the return on investment and value of MATC to the area and the state.
2. Additional efforts are being planned for increased engagement with alumni of the College (and its vo-tech roots prior to being a college).
3. Annual report released in January 2023 touting performance achievements. The next annual report should be released by the end of January 2024.
4. **While marketing and PR are the responsibility of the marketing committee, all employees play a role as your sharing information about student achievement, employer engagement, and your own successes are all part of our value and story.**

Accreditation/Accountability (HLC 2 & 5, KBOR Family Pillar: Affordability, Access, Success)

1. EVERY EMPLOYEE plays a vital role in this process. Your understanding of our vision and mission is important, and how you and your roles/responsibilities matter within the accreditation environment is critical. While we address recent items of information to show compliance and meeting/exceeding their criteria, do not forget that they also examine where are we going.
2. We do provide an Annual Information Update to HLC, and part of that report includes our Composite Financial Index (CFI) and Non-financial Composite Index. These are quick barometers of our "stability."
3. We will be asking HLC to also review additional locations to accredit for us: our Wamego Center, and USD 383 High School. When we hit 50% or more of courses required for a certificate or degree at another location (except online, we are already approved for that) we need to have HLC's approval to use that site.
4. We also endeavor to maintain individual program accreditation where that is necessary and of value to the College and our students.

Student Retention/Completion (HLC 1-5, KBOR Pillars: Family, Business, Economic Prosperity)

1. On-time graduation rates
2. Student loan default rate (loan repayments suspended during pandemic, restart of payments will change our reported rate)
3. Graduates in Program of Study-related occupations with sustainable wages
4. Student Achievement of: certificates, degrees, industry-recognized credentials/licensures
5. Data tracking and analysis of effectiveness of College student support services (academic and financial)
6. Satisfaction surveys with students, employers and analysis of feedback
7. Analysis of access and affordability options

8. Intentional actions to enhance sense of community with students with each other and with faculty and staff
9. Analysis of student retention, persistence, completion rates
10. Regional Testing Center connection and usage/impact

Professional Development (HLC 1-5)

1. Implement "closing the loop" processes to clearly gauge the return on investment of professional development of all employees.

Program Development & Partnership Engagement (HLC 1-5, KBOR Pillars: Family, Business, Economic Prosperity)

1. MATC has hired for these areas: EMT, accountant (staff), Wamego Center coordinator (staff), Foundation/Development Director (1/2-time staff), program assistant for HVAC and Construction Technology, Auto Tech faculty (FT), and recent additions with Welding (Wamego & MATC, 1 FT faculty), advising, admissions, adult education. Still have open Business Instructor. Working to fill Nursing executive assistant and business office (staff).
2. New programs to come on-line over the next 18 months: data analytics, plumbing tech, electrician tech, biomanufacturing, early childhood education. At Wamego Center program start up with Welding, Auto Tech, Electrician Tech (through next 18 months).
3. Discussion with area businesses and economic development organizations on apprenticeship options.
4. High demand for more workers in almost all areas, especially locally with health care, construction, IT.

Delivery Options (HLC 1-5, KBOR Pillars: Family, Business, Economic Prosperity)

1. Expansion of concurrent/dual credit courses
2. Enhancement of stackable options of programs & credentials, WorkKeys
3. Exploration of apprenticeship options
4. Promotion of PLA to nontraditional populations, especially with military personnel
5. Implement customized training for regional business and industry
6. Enhance awareness of upskilling/reskilling
7. Promotion of entrepreneurship and innovation, small business management
8. Career Academy (now BHE)
9. Work-based learning & connection to school districts, military, etc.

Resources, Effectiveness & Efficiencies (HLC 5)

1. Address drainage issues on campus (in progress)
2. Upgrade campus lighting (phase one done)
3. Upgrade campus climate control (phase one done)
4. Wamego Center renovations (completed)
5. Career Academy planning (ATC phase in construction)
6. Nursing Sim lab upgrade and expansion (done)

7. BHE plans phase two and three
8. Campus Master Facilities Plan (completed with BBN)
9. ROI of MATC (ongoing locally and with the state)
10. Development of contingency plans (ongoing)
11. Continuous improvement of operations, enhancing automation implementation as appropriate (ongoing)
12. Exploration of alternative business models (stay tuned!)
13. Conduct reviews of utility services and expenses for improvements and lower costs (ongoing)
14. Regular review/revision of policies and procedures (ongoing)
15. Regular review and upgrade to safety and security capabilities of the College (ongoing)
16. Liability schedule to pay off: 1-roof main campus building, 2-Wamego Center property, 3-ATC, 4-office equipment (copiers, printers, IT, etc.) (ongoing)

HLC Criteria:

> Criterion 1. Mission

> Criterion 2. Integrity: Ethical and Responsible Conduct

> Criterion 3. Teaching and Learning: Quality, Resources, and Support

> Criterion 4. Teaching and Learning: Evaluation and Improvement

> Criterion 5. Institutional Effectiveness, Resources and Planning

KBOR Strategic Plan Pillars:

Family
  Affordability
  Access
  Success

Business
  Talent Pipeline
  Innovation

Economic Prosperity
  Intentional Economic Activity
  Community and State Benefits

Projected Interest Amortization Schedule

Date	Actual Billing per Month	Loan Balance	Actual Interest Payment	Projected Monthly Bill*	Projected Loan Balance	Projected Interest
5/23/2023	111704	111704				
6/1/2023	100000	211704				
6/1/2023	248394.69	460098.69				
6/1/2023	563967.43	1024066.12				
6/2/2023	6205	1030271.12				
6/21/2023	671803.2	1702074.32	3830.93			
7/3/2023	208560.08	1910634.4	10838.43			
8/9/2023	462964.22	2373598.62	13477.30			
9/11/2023	531038.49	2904637.11	16572.30			
10/12/2023	738536.77	3643173.88	19560.11			
11/17/2023	1081456.21	4724630.09	24722.68			
12/13/2023	823238.32	5547868.41	30553.76			
1/12/2024	988424.77	6536293.18	38008.40			
2/1/2024				748,823.00	7,285,116.18	40567.17
3/1/2024				619,852.00	7,904,968.18	44018.82
4/1/2024				495,882.00	8,400,850.18	46780.13
5/1/2024				371,911.00	8,772,761.18	48851.12
6/1/2024				371,911.00	9,144,672.18	50922.11
7/1/2024				309,926.00	9,454,598.18	52647.93
8/1/2024				247,941.00	9,702,539.18	54028.59
9/1/2024				123,970.00	9,826,509.18	54718.92
						$ 550,098.70

*estimations based on 40% of contingency and 60% of allowances utilized

							Estimated Proj. Amount	$ 16,300,000.00

To: **MATC Board of Directors**

From: **Administration**

Re: **December BHE 2023 Expenditures**

	Estimated Proj. Amount	$ 16,300,000.00
	Appraisal	$ 15,900,000.00
	Total Project Budget	**$ 15,540,085.00**
	Loan Amount	**$ 11,630,000.00**
	Closing Costs	$ 111,704.00

Category	Funds	Expended	Remaining		
BHE Loan (70% of Appraisal)	$ 11,630,000.00	$5,547,868.41	$ 6,082,131.59		
				Total Amount of Contingency Approved	$ 773,453.00
				Total Amount of Contingency Remaining	$ 521,752.63
ARPA	$ 1,843,594.00	$1,843,594.00	$ -	Total Amount of Owner Contingency	$163,000.00
Capital Outlay		$ -		Total Amount of Allowances Approved	$ 741,318.00
				Total Amount of Allowances Remaining	$ 690,307.00

Total Project	$ 15,540,085.00
Remaining	**$ 7,077,435.39**

Expenditures					
Total as of Novemeber 30, 2023				$	**7,702,967.60**
Vendor	**Invoice**	**Invoice Date**	**Pay Amount**		**Funding**
Olsson	Olsson November Invoice	11/15/2023	$	700.00	
BBN Architects	BBN November Invoice	11/27/2023	$	20,914.51	
BHS Construction	Pay Application #13	12/4/2023	$	823,238.32	BHE Loan
Kansas State Bank	December BHE Interest Pmt	12/7/2023	$	30,553.76	
Total December Expenditures			$	875,406.59	
TOTAL EXPENDITURES AS OF DECEMBER 31, 2023			$	8,578,374.19	

Penetration Test

Prepared for:

Manhattan Area Technical College

Created on:

November 6, 2023

Executive Summary Recommendations

The Manhattan Area Technical College team should be commended for their detailed approach to minimizing attack surface and implementing other best practice hardening measures, such as minimizing exposure to the internet by limiting what is accessible publicly and reducing vulnerabilities in their environment to nothing.

Based on testing results, Blue Team Alpha recommends the following be considered:

1. Ensure passwords are changed at least every 90 days
2. Ensure all software, hardware, and firmware is patched and up to date with the latest versions. Exceptions must be documented
3. Ensure multifactor authentication is required to login to all externally facing web resources.

Executive Summary – External Penetration Test

The goal of external network penetration testing is to identify vulnerabilities that could lead to a compromise, and to better understand the potential impact of an attack. A secondary priority is to determine if reasonable technical security controls are employed by the organization. Blue Team Alpha's testing methodology uncovers weak points with approaches that use real-world tactics, techniques, and procedures (TTPs) to bypass security controls of applications, systems, and networks.

Testing was performed from an unauthenticated perspective to simulate an anonymous, internet-based attacker.

Methodology

Blue Team Alpha's External Network Penetration Testing methodology employs best practices and testing guidance from NIST, OWASP, MITRE ATT&CK and the Penetration Testing Execution Standard (PTES). The testing process includes automated spidering and application vulnerability scanning, in- depth manual research, and testing, and reporting that includes comprehensive analysis, attack narratives and evidence, as well as risk scoring and remediation guidance for vulnerabilities discovered.

Blue Team Alpha's external network penetration testing methodology is comprised of four major phases:

Reconnaissance

Reconnaissance involves research-based activities to generate a profile about an organization and serves to uncover what information is easily available to potential attackers via publicly available and commercial resources. Information is discovered using Open-Source Intelligence (OSINT) techniques and tools, along with commercial and proprietary information sources. Acquired information is analyzed to determine if the organization is exposing information that is beneficial to attackers, sensitive in nature, or could lead to increased risk of compromise.

Enumeration

Enumeration processes actively map out systems, open ports, and services provided via open ports within a given testing scope. An iterative approach ensures that as much as

possible is understood about systems in scope for testing. Automated tooling is employed initially to perform the heavy lifting associated with network mapping, service identification, and vulnerability scanning. Manual enumeration and research are performed to dig deeper into identifying services and their associated versions, configurations, and uncover any additional vulnerabilities or publicly available exploits that may exist.

Exploitation

Exploitation is an entirely manual phase where an attack plan is carried out based on what information was discovered in the Reconnaissance and Enumeration phases. Attack paths are followed based on identified vulnerabilities to determine if vulnerabilities are truly exploitable, and if so, to determine what the resulting potential impact would be.

Post Exploitation

Post-Exploitation techniques help determine the extent of a potential compromise and employ known attacker techniques for exfiltration and persistence mechanisms. Data sampling (versus downloading entire databases or other large information assets) is used to demonstrate potential impact by avoiding exfiltration of large amounts of sensitive information. Additional enumeration activities (e.g., network mapping to determine what a compromised asset has access to in a DMZ or internal network) may occur as part of the post-exploitation phase, however any exploitation, lateral movement, or other active testing will be limited to assets that are in scope.

Executive Summary – Web Penetration

The goal of web application penetration testing is to identify vulnerabilities that could lead to a compromise, and to better understand the potential impact of an attack. A secondary priority is to determine if reasonable technical security controls are employed by the organization. Blue Team Alpha's testing methodology uncovers weak points with approaches that use real-world tactics, techniques, and procedures (TTPs) to bypass security controls of applications, systems, and networks.

Testing was performed from an unauthenticated perspective to simulate an anonymous, internet-based attacker.

Methodology

Blue Team Alpha's External Network Penetration Testing methodology employs best practices and testing guidance from NIST, OWASP, MITRE ATT&CK and the Penetration Testing Execution Standard (PTES). The testing process includes automated spidering and application vulnerability scanning, in-depth manual research, and testing, and reporting that includes comprehensive analysis, attack narratives and evidence, as well as risk scoring and remediation guidance for vulnerabilities discovered.

Testing coverage includes categories of vulnerabilities established by the OWASP Top 10:

- Injection (SQL, NoSQL, OS, LDAP, etc)
- Broken Authentication
- Sensitive Data Exposure

- XML External Entities (XXE)
- Broken Access Control
- Security Configuration Issues
- Cross-Site Scripting (XSS)
- Insecure De-serialization
- Using Components with Known Vulnerabilities
- Insufficient Logging and Monitoring

Blue Team Alpha's web application testing methodology is comprised of four major phases:

Reconnaissance

Reconnaissance involves research-based activities to generate a profile about an organization and serves to uncover what information is easily available to potential attackers via publicly available and commercial resources. Information is discovered using Open-Source Intelligence (OSINT) techniques and tools, along with commercial and proprietary information sources. Acquired information is analyzed to determine if the organization is exposing information that is beneficial to attackers, sensitive in nature, or could lead to increased risk of compromise.

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MANHATTAN TECH
MANHATTAN AREA TECHNICAL COLLEGE

Manhattan Area Technical College
Institutional Policy and Procedure Manual

Policy No. 4.1.4

Title: Intellectual Property	
Originated by: Vice President of Student Success/CAO	Originated Date: 8/2023
President/Board of Directors Approval Date: 8.28.23	
Revised by:	Revised Date:
Reviewed on:	

Policy Statement:
The College is dedicated to encouraging innovation, creativity, and effectiveness in serving students and the community, and the College expects its employees to comply with all laws and policies and procedures governing the creation and use of intellectual property.

Rationale:
The purpose of this Policy is to define ownership interests of Inventions and Materials developed by MATC employees, contractors, and agents.

Definitions:

"Inventions" means all devices, discoveries, processes, methods, uses, products or combinations, whether or not patented or patentable.

"Materials" means all tangible and intangible work product; discoveries; inventions; improvements; documentation; techniques; methodologies; data; works of authorship; designs; ideas; solutions; instructional (textbooks, course content, tests, homework, etc.), literary, artistic, dramatic works; software (code, games, etc.); sound, visual, audiovisual, film or other recordings or transcriptions in any format; and all other materials, published or unpublished, in hard-copy or electronic form.

"College Supported" means Inventions or Materials created in whole or in part: (1) in conjunction with the normal course of College duties for the employee, agent, or contractor (i.e., works made for hire); (2) during MATC recognized work time, overtime, sabbatical leave, or other MATC-granted leave with pay or partial pay; (3) with the assistance of grant money obtained by the college; or (4) with the assistance of equipment, material, software, information, or other financial or non-financial resources which are more than nominal owned or supplied by MATC.

"Commissioned Works" means Inventions or Materials specifically contracted for by the College.

Procedure:

I.   Ownership
       Unless otherwise specified in a contract (including grant awards), the legal title to College Supported Inventions and Materials is co-owned by the college and the original inventor, whereas the right to any related proceeds shall be held by MATC.

When appropriate, formal statutory copyrights will be obtained for College Supported Inventions and Materials in the name of MATC. In the case of patents, all applications shall be accompanied by appropriate assignments to assure ownership by MATC.

II.   Inventions and Materials Developed during Outside Consulting Work

Inventions and Materials made or developed by College employees for third party organizations, without the use of any College resources, shall not be considered College Supported or Commissioned, and all proceeds to such Inventions and Materials shall remain with the individual.

III. College Use of Income from Copyright and Invention Proceeds

Income derived by the College from College Supported Inventions and Materials will be used at the discretion of the college.

IV.   Releases

Employees, contractors, and agents shall be responsible for obtaining appropriate written releases from individuals contributing to or identifiable in College Supported Inventions and Materials. Written statements may also be obtained from employees, contractors, or agents indicating that to the best of their knowledge, Inventions and Materials developed do not infringe on existing copyrights or other legal rights.

V.   Transfer of Rights

The College may at its discretion assign, transfer, lease, or sell all or part of its legal rights in College Supported Inventions and Materials.