



BOARD OF DIRECTORS MEETING

Date: July 26, 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)
Judy Crymble (Clay)

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)
Josh Gfeller (CIO)



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

Board of Directors:

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

Administration/Staff:

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

___ **Call to Order**

___ **Incidental Information**

- Additions/Changes to Agenda
- BOD Member Community Reports

___ **Consent Agenda** (Routine items requiring BOD action) *

- Approval of May 24, 2016 Meeting Minutes (Attachment 1) *
- May Check Register (Attachment 2) *
- May Threshold Expenditures (Attachment 3) *
- June Check Register (Attachment 4) *
- June Threshold Expenditures (Attachment 5) *
- June/July Organizational update (Attachment 6) *

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

- Monitoring Report: Treatment of People (Attachment 7) * (Jim)

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

- Strategic Plan Update (Attachment 8) (Jim)

- Program Updates (Attachment 9) * (Marilyn)
- Building Trades House Update (Keith/Jim)

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

- President's Report/College Progress (Attachment 10)

___ **Evaluation of Board Process**

- Board interview committee update

Executive Session

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

Meetings and Upcoming Events

- **Next board meeting, August 23 in room 104a at 5:30 p.m.**

* 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
May 24, 2016 Room 104a at 4:00 p.m.
Board Retreat following board meeting

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

Members present: Irma O'Dell, Therese Adams, Judy Crymble, Randall Anderes, John Pagen, Megan Umscheid, Marla Brandon and Wendy King-Luttman (late arrival)

Members absent: None

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

- a. Faculty/Staff/SGO/Visitors: Josh Gfeller, Rachel Lee and Norm Delay.

2. CALL TO ORDER

Therese Adams called the meeting to order at 4:08 p.m.

3. INCIDENTAL INFORMATION

- a. None

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

- a. Irma O'Dell moved to approve the Consent Agenda (Attachments 1, 2, 3, and 4). Megan Umscheid seconded. Motion carried 7 yeas, 0 nays.

5. GENERAL AGENDA (items possibly requiring BOD action)

- a. Judy Crymble moved to approve the Monitoring Report: Financial Condition (Attachment 5) (Quarterly). Marla Brandon seconded. Motion carried 7 yeas, 0 nays.
- b. Keith Zachariasen presented the College Contractual Services Updates; Marla Brandon moved to approve the change in contractual service for custodial services to be effective July 1, 2015. John Pagen seconded. Motion carried 7 yeas, 0 nays. Josh Gfeller explained the process of the annual computer replacement, copiers and printers.

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

- b. Dr. Rich Fogg presented the Certification Scores and Aspen Update.
- c. Rachel Sherley gave a presentation and review of the Commencement and Pinning ceremonies that took place this month.
- d. Marilyn Mahan explained the Academic Affairs Report – Health Sciences (Attachment 7).

- 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 8).

8. EVALUATION OF BOARD PROCESS

- a. Board retreat will be tonight directly following the board meeting.

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 5:22 p.m. and return to open session at 5:33 p.m. Judy Crymble seconded. Motion carried 8 yeas 0 nays. Randall Anderes moved to go back into open session at 5:33 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays.

EXECUTIVE SESSION: IINTERST BASED BARGANING

- Randall Anderes moved to go into executive session at 5:33 p.m. to and return to open session at 5:38 p.m. Marla Brandon seconded. Motion carried 8 yeas 0 nays. Randall moved to go back into open session at 5:38 p.m. Marla Brandon seconded. Motion carried 8 yeas, 0 nays. Randall Anderes moved to return to open session at 5:38 p.m. and return to open session at 5:43 p.m. Marla Brandon seconded. Randall Anderes moved to return to open session at 5:43 p.m. Wendy King-Luttman seconded. Motion carried 8 yeas 0 nays.

ADJOURMENT: Therese Adams, Board Chair, adjourned the meeting at 5:45 p.m.

MATC Board Clerk

Date

Approved:

Chair

Date

July 26, 2016

Attachment 2

To: MATC Board of Directors
 From: Keith Zachariasen, Vice President of Administrative Services
 Carmela Jacobs, Chief Financial Officer
 Re: May 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34940	Manhattan Rotary Club	Manhattan Rotary Club Membership	\$ 163.08
34941	American Safety	american safety	\$ 149.96
34942	AT& T- internet	AT&T Business Services April	\$ 4,462.64
34943	AT& T- service	EPD Keats	\$ 48.53
34944	Capital City Oil Inc	Fleet fuel EPD	\$ 358.66
34945	Cat Cans Portable Services of Manhattan LLC	BTR project house	\$ 100.00
34946	Centriq Group, LLC	Centriq Training for ITIL	\$ 11,179.86
34947	Century Business Systems Inc	Annual Block Agreement May billing	\$ 1,582.24
34948	Charles D Jones & Company Inc	Fuses	\$ 21.20
		Fuse Holder	\$ 57.00
34949	Charly's International Tree Gear	Knotting & Splicing Seminar	\$ 400.00
34950	Cintas Corp #451	shirt rental	\$ 9.13
		shirt and towel rental	\$ 63.44
		shirt rental	\$ 7.74
		Towel & shirt rental	\$ 51.13
34951	Educational Publishers	Transcript Paper	\$ 113.00
		Summer Flyer	\$ 41.25
34952	Famous Dave's Barbeque	PAC Meeting Meal	\$ 112.39
		PAC meeting food	\$ 212.84
34953	Fisher Scientific- Thermo Fisher Scientific	KIMAX 50 ml buret	\$ 221.55
		shipping	\$ 12.00
		size 7 neoprene stoppers	\$ 61.12
		size 8 solid neoprene stoppers	\$ 63.93
		size 6.5 solid neoprene stoppers	\$ 62.79
		12 x 75 borosilicate tubes	\$ 115.68
		Alere LDX Cassette Cartridges	\$ 66.77
		size 6 solid neoprene stoppers	\$ 49.07
34954	Five Star Vending	Coffee breakroom	\$ 32.00
34955	Frankfort Porta Potty Inc	April Porta Potty rental	\$ 105.00
34956	G4S Secure Solutions Inc	Campus Security 4/18-4/24/2016	\$ 241.28
		Campus Security 4/25-5/1/16	\$ 241.28
34957	Griffith Lumber Company Inc	shipping	\$ 10.00
		door locks 103a, 103b	\$ 304.00
34958	GTM Sportswear	LDS Drive Polo shirt	\$ 24.00
34959	SGO President	Grab-n-Go breakfast items	\$ 310.40
34960	Home Depot	misc. maintenance items	\$ 163.56
		Dewalt Circ Saw	\$ 119.00
		Maintenance misc items	\$ 15.43
		Rolls of Tape	\$ 13.45
		Maintenance misc items	\$ 49.58
		COBRA .27 cal Semi-Auto Tool	\$ 229.00
		Work lights	\$ 319.88
		6" painters paper	\$ 15.47
		Hammer Tacker	\$ 159.88
		Maintenance misc items	\$ 45.72
		Dewalt Cordless Framing gun	\$ 399.00
		Dewalt cordless framing gun	\$ 399.00
		Step Ladder	\$ 199.76
		Framing Square	\$ 27.94
		Stair Guages	\$ 44.73
		Rigid Stapler	\$ 99.00
34961	Howie's Enterprises Inc	May Campus Trash Service	\$ 409.50

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34962	Hydraulic Equipment Service	Hydraulic equipment service	\$ 356.25
		Hydraulic equipment service	\$ 304.00
		Hydraulic equipment service	\$ 609.04
		Hydraulic equipment service	\$ 173.38
34963	HyVee Inc	Mentos mint roll	\$ 2.97
		Hvy Chewy Smore Gran	\$ 3.76
		Kell Rice Krispier Tr	\$ 10.00
		forks	\$ 1.58
		Hvy Fun Size Wtr 24p	\$ 31.92
		A&H Baking Soda	\$ 7.95
		Frito Classic Mix	\$ 13.98
		Frito Lay Flvr Mix	\$ 13.98
		Grandmas Vrtty Pke Cke	\$ 13.47
		Cheez-It Orig 20 pk	\$ 26.97
		Flowers white roses	\$ 11.00
		punch	\$ 1.00
		Cake	\$ 26.99
		Diet Coke 2Liter	\$ 5.64
		Kblr Variety Snck Cr	\$ 11.96
		Hvy Chewy Pnutbtr	\$ 3.76
		Hyv Chewy Choc Chnk	\$ 3.76
		fruit juice	\$ 2.18
34964	ImageQUEST	ImageQuest contractual FY2016	\$ 362.95
34965	ISS Facility Services - Topeka	Janitorial Services	\$ 6,074.00
34966	JNT Company LLC	2 hours support troubleshooting	\$ 150.00
		Error Logging MATC online	\$ 225.00
		Account Creation Automation	\$ 1,500.00
34967	Kansas Board of Nursing	Nursing Cont Ed Sponsorship Fee	\$ 50.00
34968	KBOR- KS Board of Regents	KBOR Data Conference	\$ 75.00
		KBOR Data Conference	\$ 75.00
		KBOR Data Conference	\$ 75.00
		KBOR Data Conference	\$ 75.00
		KBOR Data Conference	\$ 75.00
		KBOR Data Conference	\$ 75.00
34969	Keystone Automotive Industries Inc	Retail PO for Materials	\$ 12.95
		Retail PO for Materials	\$ 25.05
		Retail PO for Materials	\$ 52.80
		Retail PO for Materials	\$ 23.38
		Retail PO for Materials	\$ 32.78
		Retail PO for Materials	\$ 32.76
		Retail PO for Materials	\$ 142.70
		Retail PO for Materials	\$ 144.50
		Retail PO for Materials	\$ 274.37
		Gloves, Putty, Filler	\$ 88.28
		Retail PO for Materials	\$ 5.95
		Retail PO for Materials	\$ 40.13
		Retail PO for Materials	\$ 49.84
34970	Kivuto Solutions Inc	VMware Academic Subscription – 3 Years	\$ 750.00
34971	Kriz-Davis Company	Poles and wire from kriz davis	\$ 8,202.27
34972	Lampton Welding Supply Co Inc	cylinder rental April	\$ 84.85
		cylinder rental	\$ 76.56
		cylinder rental	\$ 18.45

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34973	Lincoln Electric Company	Open PO	\$ 500.00
34974	Manhattan Broadcasting Co Inc	K STATE Sports	\$ 1,051.67
		Open House Remote	\$ 833.00
		Open House Remote - Talent	\$ 100.00
34975	Matheson Tri-Gas Inc	Open PO	\$ 255.70
		shipping	\$ 10.00
		cyl. rental	\$ 208.62
		Gas refills DH	\$ 49.50
34976	McAlister Deli- Bothwell/Saxton Group	Lemonade Gallons with The Works	\$ 17.90
		10% delivery fee	\$ 42.56
		Unsweetened Tea Gallons with The Works	\$ 23.85
		Boxed lunches - PN Nurses Week Luncheon	\$ 360.00
		Famous Sweet Tea with The Works	\$ 23.85
34977	Mead Lumber	spray adhesive	\$ 10.95
		1025 Wreath	\$ 210.11
		supplies	\$ 74.05
		1025 Wreath	\$ 46.38
		1025 Wreath	\$ 13.14
		1025 Wreath	\$ 21.26
		1025 Wreath	\$ 1,182.01
		1025 Wreath	\$ 22.84
		Insulation Package installed	\$ 4,882.88
		1025 Wreath	\$ 1,055.14
		1025 Wreath	\$ 43.57
		Sidewall	\$ 18.86
		Stair Guage	\$ 4.79
		Framing Square	\$ 27.98
34978	Medi-Waste Disposal	Disposal	\$ 80.00
34979	NATEF	Auto Collision Repair End-of-Pgm Tests	\$ 180.00
34980	National Screening Bureau LLC	Employee background checks	\$ 50.00
34981	NOCTI- National Occupational	RUSH fee	\$ 25.00
		NOCTI EOP Tests for INT	\$ 144.00
34982	Paint Bucket,The	Paint and Supplies	\$ 293.04
		Paint and Supplies	\$ 206.11
34983	Phi Theta Kappa	Graduation Regalia	\$ 150.00
		Tassels	\$ 100.00
		S/H	\$ 17.50
		Service Medals	\$ 200.00
		Honors Stole	\$ 48.00
34984	Premier Personnel Services, Inc.	Temp week ending 4/23/16	\$ 405.00
34985	Riley County Rural Water	April Statement	\$ 29.95
34986	Seaton, Seaton & Dierks, LLP	legal services	\$ 145.25
34987	Skills USA Kansas	Skills State Championships	\$ 385.00
34988	Snap-On Industrial	cutting tip	\$ 8.88
34989	Staples Business Advantage	Staples Laminating Pouch	\$ 26.52
		Misc. office supplies	\$ 102.86
		sharpies	\$ 26.60
		sharpie fine point	\$ 5.89
		tape	\$ 17.62
		Supplies	\$ 13.79
		misc. supplies	\$ 16.09
		Staples masking tape	\$ 15.99

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
34990	Stickle's Cleaners	Laundry service - Dental Hygeine	\$ 4.20
		Laundry service - Dental Hygeine	\$ 24.20
		Laundry service - Dental Hygeine	\$ 24.40
34991	The College Board	Accuplacer Tests	\$ 370.00
34992	Underground Vaults & Storage	shredding	\$ 70.00
		Document storage & shredding	\$ 15.00
34993	Van Auken and Associates	Pins for the Graduating Class	\$ 448.00
34994	Washer Specialty Company	through th wall unit	\$ 776.16
		freight	\$ 18.00
		Ice thickness sensor	\$ 81.19
		Water rgulating valve	\$ 121.31
		Compressor	\$ 118.57
34995	Waste Management of Manhattan	May 2016 trash service	\$ 107.35
34996	Willgratten Publications LLC	Newspaper Advertising for Open House	\$ 264.60
35005	Alexander Open Systems	Cisco 2901 Router	\$ 3,531.15
		Cisco 1941 Router	\$ 2,823.15
		2TB CONSTELLATION ES SAS 7200k HDD	\$ 333.56
		Shipping	\$ 177.32
		MICRON 8GB PC3-12800 DDR3-1600 RAM	\$ 632.60
		Tripplite Cat5e Patch Cable 1FT [2]	\$ 151.50
		Tripplite 24-port patch panel[2]	\$ 110.07
		Western Digital 2tb 7200	\$ 335.20
		Tripplite Cat5e 1' patch cable	\$ 75.00
		Tripplite 24-port patch panel[1]	\$ 111.00
		Cisco Catalyst 2960 Switch	\$ 4,858.65
		Cisco 2911 Router	\$ 4,770.15
35006	Amazon.com	Globe Scientific 25x75 mm slides	\$ 23.99
		New MLA handbook	\$ 11.78
		Glo Germ gel	\$ 16.13
		Fortune BL-A7 portable blacklight	\$ 12.95
		reference books - Library	\$ 382.11
35007	AT& T- internet	Monthly service May 2016	\$ 1,444.20
35008	ATI - Assessment Technologies Inst LLC	PN Predictor 2014 Assessments	\$ 150.00
		PN Comprehensive Predictor Test	\$ 1,900.00
35009	HVAC Instructor	Per Diem Meals	\$ 144.00
		Mileage	\$ 135.00
		Conference Registration	\$ 210.00
		Misc. Costs	\$ 127.06
		Lodging in Las Vegas	\$ 268.80
		Airfare to Las Vegas	\$ 116.18
35010	Baker Distributing Company	Black Pipe T&C	\$ 40.35
		Tube INS Rub	\$ 27.60
		TSTAT wire	\$ 76.43
		cell core pipe	\$ 37.44
		vent kit	\$ 34.61
		pro weld	\$ 8.21
		cap slip	\$ 0.64
		Gas shut off valve	\$ 5.67
		Adapter	\$ 0.31
		45 degree Ell	\$ 0.79
		PVC Tee	\$ 1.32
		Ell SXS	\$ 2.10

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
		PVC	\$ 8.40
		Service Charges	\$ 14.98
		Duct Liner	\$ 204.83
		Solv Based Red	\$ 38.02
		Hex Crews	\$ 62.00
		SAH Hangers	\$ 114.95
		Flatsheet	\$ 331.55
		Duct Hangers	\$ 111.88
		Thermo Pan	\$ 135.25
35011	Best Pest Control Company	Monthly treatment	\$ 130.00
35012	CDW Government Inc	Jabra Speak 51MS USB Voip speakerphone	\$ 141.84
35013	CenterPoint Energy	Monthly service	\$ 116.46
35014	Central Kansas Free Fair Association, Inc.	Central Kansas Free Fair	\$ 162.00
35015	Cintas Corp #451	shirt and towel rental	\$ 63.44
		shirt rental	\$ 9.13
35016	Cintas FAS 0479	AED rental	\$ 79.00
35017	City of Manhattan- Utilities	utilities	\$ 319.47
35018	Cox Communications	phone/internet facility	\$ 3,431.68
35019	Dick Edwards Dealership	Lower Rad. Deflector - Mazda Tribute	\$ 46.15
35020	Educational Publishers	May '16 Commencement Programs	\$ 390.06
35021	Famous Dave's Barbeque	famous daves food	\$ 330.78
35022	VPIA	Misc Costs	\$ 90.00
		Per diem meals	\$ 130.00
		Lodging in Chicago	\$ 856.72
		Airfare to and from Chicago	\$ 308.20
35023	G4S Secure Solutions Inc	campus security 5/2-5/8/16	\$ 241.28
35024	Hawley Printing Sir Speedy	Flash Drives - Sir Speedy	\$ 500.00
35025	Home Depot	Dremel battery	\$ 30.89
		Dental Hygeine floor repair	\$ 319.46
35026	HyVee Inc	Open House/PAC Supplies	\$ 156.04
35027	Jenzabar Inc	Izenda subscription	\$ 984.00
35028	Jostens	Shipping & Handling	\$ 108.15
		Artwork	\$ 269.00
		Diploma Covers	\$ 1,892.50
35029	Keystone Automotive Industries Inc	Retail PO for Materials	\$ 45.56
35030	Kistner's Flowers	plant for employee/loss of brother	\$ 51.50
		Podium Piece	\$ 35.00
		Flowers for Commencement	\$ 374.00
35031	Lampton Welding Supply Co Inc	gas cylinder refills	\$ 35.23
35032	Manko Window Systems Inc.	mortise cylinder door lock	\$ 14.00
35033	Matheson Tri-Gas Inc	Nitrogen gas bottle Matheson size 4	\$ 311.00
		Matheson gas regulator	\$ 181.27
		Open PO	\$ 170.00
35034	McAlister Deli- Bothwell/Saxton Group	10% Delivery Fee	\$ 13.69
		Lemonade	\$ 8.95
		Unsweetened Tea	\$ 7.95
		Famous Sweet Tea	\$ 7.95
		Boxed Lunches for Nursing PAC Meeting	\$ 112.00
35035	MCM- Midwest Concrete Materials	sewer work	\$ 2,406.61
35036	Mead Lumber	SIM man supplies	\$ 162.72
		Sim man supplies	\$ 14.49
		Sim man supplies	\$ 18.80

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
		shelves returned	\$ (6.26)
		1025 Wreath	\$ 10.21
		building supplies	\$ 666.64
		interior doors	\$ 77.44
		cabinets wreath	\$ 10,476.02
35037	EPD Instructor	April Cell Phone Reimbursement	\$ 50.00
35038	NATE- North American Technical Excellence	HVAC ICE Posttests	\$ 30.00
35039	National Technical Honor Society	shipping	\$ 45.00
		processing fee	\$ 10.00
		NTHS Memberships	\$ 625.00
35040	Paint Bucket,The	paint supplies	\$ 145.96
		paint	\$ 432.74
35041	Patterson Dental Supply Inc	Nite guard box	\$ 14.70
35042	Pawnee Mental Health Services	Mental Health First Aid	\$ 420.00
35043	Premier Personnel Services, Inc.	Temp week ending 4/30/16	\$ 405.00
		Temp week ending 5/7/16	\$ 405.00
35045	Riley County Treasurer	2016 Riley County Fair	\$ 135.00
35046	S & S Truck Service	S&S trucks	\$ 962.70
		S&S trucks	\$ 442.00
		S&S trucks	\$ 890.24
35047	Safety-Kleen Systems Inc	End of year parts cleaner service	\$ 333.22
35048	Salina Steel Supply Inc	Open PO	\$ 510.24
35049	Schurle's Water Conditioning Inc	Water Services	\$ 25.50
		Water Services	\$ 18.00
35050	Staples Business Advantage	Vertical stand up sign holder # 665596	\$ 13.22
		Ink Pens	\$ 8.79
		Index Cards	\$ 2.51
		Envelope Moistener	\$ 7.30
		Post it notes	\$ 22.53
		Post It Notes	\$ 14.72
		Manila File Folders	\$ 15.18
		Avery 2x4 Shipping labels 500 per box	\$ 21.59
		Colored top tab file folders # 285130	\$ 8.89
		1 inch three ring binder # 816231	\$ 27.60
		Red Ink Pens # 551705	\$ 9.49
		Avery Labels	\$ 10.99
		Avery Name Badge Labels	\$ 28.45
		2 Pocket Folder	\$ 60.06
35051	Stickle's Cleaners	Laundry service - Dental Hygeine	\$ 52.40
		Laundry service - Dental Hygeine	\$ 11.40
		Laundry Services- HOC dept	\$ 70.78
35052	SupplyWorks- Interline Brands Inc	Janitorial Products	\$ 611.06
35053	UMB Visa Card Services	AKCCOP registration -EAP	\$ 50.00
		NBAF Summit at KState - Bio Director	\$ 150.00
		NBAF Summit at Kstate - President	\$ 150.00
		SurveyMonkey Annual Renewal	\$ 299.00
		vehicle 123	\$ 97.62
		Color Swatches for Podium Banner	\$ 32.00
		maintenance	\$ 65.25
		vehicle 135	\$ 31.35
		Eggy's diner chicago for group	\$ 90.00
		vehicle 128	\$ 70.08

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Check No.	Payee / Vendor	Item(s) or Service Description	Amount
		K-TAG renewal	\$ 16.04
		American Airlines baggage	\$ 25.00
		Hotels HLC for VP, FC, IT	\$ 1,927.44
		vehicle 111	\$ 43.10
		taxi service C	\$ 61.20
		HLC - Taxi Fare	\$ 61.25
		Taxi service HLC Chicago	\$ 11.00
		Hannah's Bretzel lunch for 3	\$ 39.01
		Hyatt Hotel	\$ 11.98
		HLC - Chicago cab fare	\$ 11.25
		Holiday Inn - AKCCOP conference EAP	\$ 178.48
		HLC trip - EAP room	\$ 852.26
		HLC trip, VP room	\$ 895.51
		Hyatt Hotel stay for Jim	\$ 856.64
		Ohare Bar and Grill lunch at airport 4	\$ 74.28
		lunch for VP and President	\$ 15.16
		HLC - Dinner for group	\$ 305.30
		Hoyts lunch for group - HLC	\$ 113.78
		Bubba Gump - HLC dinner for group	\$ 235.75
		Giordano's dinner for group HLC	\$ 163.98
		HLC taxi	\$ 14.50
		HLC trip - Dinner for 3	\$ 133.22
		HLC trip taxi	\$ 63.90
		chicago elite taxi	\$ 9.10
		lunch president, board clerk and chair	\$ 40.44
		Hotel for AACC Chicago for President	\$ 834.40
35054	V & V Electric	Electrical: contracted work	\$ 4,109.74
35055	VoIP Supply, LLC	freight	\$ 13.89
		Grandstream HT704	\$ 82.00
35056	Waters True Value Hardware Inc	Crowd Control Columns for Commencement	\$ 103.50
35057	Willie's Car Wash	car wash	\$ 9.50
35058	Kansas Payment Center	Remit Payroll Deduction	\$ 74.00
35059	Konza United Way	Remit United Way deductions	\$ 26.00
35060	MATC Foundation	Remit Foundation deductions	\$ 304.00
EP1918	Student Refunds	disburse title IV funds	\$ 45.00
EP1919	Nursing Faculty	Airfare to NISOD Conference	\$ 591.35
EP1920	CFO	Mileage Reimbursement for Workshops	\$ 130.14
EP1921	Nursing Faculty	Misc Reimbursement HLC conf	\$ 70.00
EP1922	Director of BIO	Mileage Reimbursement	\$ 282.54
EP1923	Nursing Faculty	Nurse Educator conference	\$ 208.24
EP1924	Nursing Faculty	Nurse Educator conference	\$ 220.03
EP1925	EPD Instructor	Cell phone reimbursement	\$ 50.00
EP1926	Chief Information Officer	Cell phone reimbursement	\$ 50.00
EP1927	BT Asst	Cell phone reimbursement	\$ 50.00
EP1928	Director of CE	Training refreshments - Workforce deve	\$ 27.28
EP1929	Network Administrator	Cell phone reimbursement	\$ 50.00
EP1930	Nursing Faculty	Nurse Educator conference	\$ 208.24
EP1931	BT Instructor	Cell phone reimbursement	\$ 50.00
EP1932	Nursing Faculty	Nurse Educator conference	\$ 625.03
EP1933	Director of BIO	Cell phone Reimbursement	\$ 50.00
EP1934	Chief Information Officer	JAM Conference Meal Per diem	\$ 116.80
EP1935	Director of Admissions	JAM Conference Meal Per diem	\$ 116.80

July 26, 2016

Attachment 2

To: MATC Board of Directors
 From: Keith Zachariasen, Vice President of Administrative Services
 Carmela Jacobs, Chief Financial Officer
 Re: May 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
EP1936	Database Report Writer	JAM Conference Meal Per diem	\$ 116.80
EP1937	DH Staff	misc supplies reimbursement	\$ 22.47
EP1938 - EP1953	Student Refunds	disburse title IV funds	\$ 27,856.46
BnkDft	Commerce Bank- St. Louis	May Commerce Payment	\$ 3,508.94
BnkDft	Commerce Bank- St. Louis	May Municipal Lease Payment	\$ 2,292.29
BnkDft	TSYS Fees	CC Merchant Fees	\$ 548.51
BnkDft	AFLAC	Remit Payroll deductions	\$ 59.72
BnkDft	BCBS	Employee Healthcare Premiums	\$ 30,898.55
BnkDft	Westar	utilities	\$ 24.21
BnkDft	Westar	utilities	\$ 1,395.96
BnkDft	Westar	utilities	\$ 9,119.67
BnkDft	Westar	utilities	\$ 363.52
BnkDft	KPERS	Remit Payroll deductions	\$ 16,689.56
BnkDft	Icemasters	Ice machine rental	\$ 78.00
BnkDft	Kansas Dept of Revenue	Remit KS State Taxes	\$ 9,141.53
BnkDft	IRS	Remit Federal Tax	\$ 75,811.20
BnkDft	IL Dept of Revenue	Remit IL State Taxes	\$ 20.63
BnkDft	Bay Bridge Administrators	Remit Payroll Deductions	\$ 11,592.50

TOTAL MAY DISBURSEMENTS:	\$ 323,037.68
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July 26, 2016

Attachment 3

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

Vendor Name	Item(s) Purchased	Department	Cost	Funding	Ck. No
ISS Facility Services	Janitorial service	All School	6,074.00	general fund	34965
Centriq Group, LLC	ISIL Training	All School	11,179.86	Grant	34946
Kriz-Davis Company	Poles/Wires	EPD	8,202.27	general fund	34971
Mead Lumber	Building Supplies for 1025 Wreath and Sim Man	BT/Nursing	11,420.06	general fund/grant	35036
UMB Card Services	HLC, AKCCOP, AACC, NBAF and other misc expenses	All School	8,029.27	general fund	35053
	Westar	All School	10,903.96	general fund	Epay
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match	All School	11,592.50	general fund	Epay
Blue Cross & Blue Shield of Kansas	June health insurance	All School	30,898.55	general fund	Epay

TOTAL MAY DISBURSEMENTS EXCEEDING THRESHOLD:

\$ 98,300.47

July 26, 2016

Attachment 4

To: MATC Board of Directors
 From: Keith Zachariasen, Vice President of Administrative Services
 Carmela Jacobs, Chief Financial Officer
 Re: June 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
35079	Air Filter Plus	hvac filters	\$ 106.36
35080	American Safety	american safety	\$ 416.50
		american safety	\$ 285.08
35081	AP Technology LLC	2550R Middle Check Burgundy (2000/box)	\$ 262.00
		shipping	\$ 35.09
35082	AT& T- internet	monthly internet service	\$ 2,562.27
35083	AT& T- service	EPD Keats	\$ 48.45
35084	Baker Distributing Company	Elbows and Caps	\$ 8.04
		VAC Pump Oil	\$ 50.16
35085	Capital City Oil Inc	EPD fleet fuel	\$ 61.00
35086	Cat Cans Portable Services of Manhattan LLC	portable toilet rental	\$ 100.00
35087	Cintas Corp #451	shirt rental	\$ 7.74
		shirt rental	\$ 7.74
		shirt and towel rental	\$ 51.13
		shirt and towel rental	\$ 51.13
		overpayment credit memo (february)	\$ (102.26)
		shirt rental	\$ 7.74
		overpayment credit memo (february)	\$ (15.48)
		shirt and towel rental	\$ 51.13
35088	Cox Communications	June 2016 statement	\$ 3,529.92
35089	Adjunct Faculty	building supplies - KSU Ag class	\$ 16.24
35090	Endacott Lighting Inc	House Lighting	\$ 1,286.21
35091	Fisher Scientific- Thermo Fisher Scientific	Hazzardous materials charge	\$ 22.75
		triethylene glycol	\$ 40.50
		3-nitrophthalic acid	\$ 47.08
		Hydrazine Hydrate sol 99%	\$ 66.76
		potassium ferricyanide	\$ 26.15
35092	Foundation Building Materials, LLC	building materials SinMan room	\$ 48.21
35093	Frankfort Porta Potty Inc	may rental prorated	\$ 45.00
35094	G4S Secure Solutions Inc	campus security 5/9-5/15/16	\$ 241.28
35095	Garage Door Place Inc	keyless entry and sales tax on all items	\$ 176.43
		Garage door opener	\$ 326.00
35096	Grainger Supply	shipping	\$ 5.06
		Low water indicator for autoclave	\$ 254.68
35097	Hilton Garden Inn	Pipe and Drape 12'x13' per section	\$ 250.00
		staging 6'x8'	\$ 200.00
		Service Fee	\$ 265.00
		wireless microphones	\$ 50.00
		Podium	\$ 20.00
		Hilton Garden Inn - Room Rental Fee	\$ 1,900.00
		Iced Tea	\$ 180.00
		HDMI Screen and Projector	\$ 600.00
		free standing US & KS flags	\$ 25.00
35098	Home Depot	Misc Maintenance items	\$ 163.81
		Misc Maintenance items	\$ 9.78
		sin man door nursing	\$ 140.99
		AAA 8 pack batteries	\$ 6.98
		LCS303PK	\$ 5.98
		misc maintenance items	\$ 2.47
35099	Howie's Enterprises Inc	June trash service	\$ 296.10
35100	ImageQUEST	ImageQuest contractual FY2016	\$ 362.95
35101	Kryterion Inc	Test Deliveries 04/2016 Client ID KANDEP	\$ 828.00

July 26, 2016

Attachment 4

To: MATC Board of Directors
 From: Keith Zachariasen, Vice President of Administrative Services
 Carmela Jacobs, Chief Financial Officer
 Re: June 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
35102	Manko Window Systems Inc.	sin man observation window	\$ 455.85
35103	MATC Foundation	Recyled Ride donation to Foundation	\$ 3,000.00
35104	Matheson Tri-Gas Inc	misc suppliies	\$ 247.97
		monthly rental	\$ 226.04
35105	Mead Lumber	additional costs - approved by VPBS	\$ 96.92
		additional costs - approved by VPBS	\$ 21.34
35106	Medi-Waste Disposal	waste removal	\$ 45.00
35107	Mercy Regional Health Center	ergonomic assessment - staff workstati	\$ 242.00
35108	EPD Instructor	May cell phone reimbursement	\$ 50.00
35109	Moridge Manufacturing Inc	mower belts	\$ 49.82
		shipping	\$ 8.33
		mower blade	\$ 49.14
		Grasshopper mower belts	\$ 26.01
35110	Paint Bucket,The	Paint and Supplies	\$ 151.55
		Paint and Supplies	\$ 54.97
35111	Panera Bread	Breakfast/Lunch for Supervisory Training	\$ 207.24
		Panera Catering Supervisory Workshop	\$ 38.48
		lunch Supervisor training	\$ 84.39
35112	Patterson Dental Supply Inc	Light Cover Operatory Light	\$ 55.00
		shipping	\$ 10.00
35113	Premier Personnel Services, Inc.	Temp week ending 5/14	\$ 396.90
		Temp week ending 5/28	\$ 81.00
		Temp week ending 5/21	\$ 405.00
35114	Progressive Medical, Inc.	Vial2Bag CD "Blue" 20mm	\$ 100.00
		Shipping fee	\$ 14.00
35115	Sarto Granite LLC	Granite Countertops	\$ 4,580.00
35116	Staples Business Advantage	Wall Mount holders	\$ 179.98
		dividers	\$ 37.50
		Binders	\$ 134.70
35117	Stickle's Cleaners	Laundry service	\$ 15.00
		Laundry service - Dental Hygeine	\$ 12.00
		laundry service	\$ 20.60
35118	The White Corporation	Highway 24: Half Page Ad For 2015/16	\$ 595.00
35119	Thermal Comfort Air Inc	preventative maintenance - AC/heat units	\$ 4,185.00
35120	Underground Vaults & Storage	shred service	\$ 70.00
35121	Washer Specialty Company	tax	\$ 9.36
		shipping	\$ 18.00
		grommets	\$ 3.98
		Compressor	\$ 84.94
35122	Westar Energy	final bill construction 1025 Wreath	\$ 68.32
		1025 Wreath	\$ 23.55
35123	Centriq Group, LLC	Final Payment for ITIL Training	\$ 2,379.66
35124	Director of Bioscience	3M Versaflo TR-300 Belt Mounted PAPR Res	\$ 400.00
		3M Versaflo PAPR Kit TR-300-ECK	\$ 780.00
		3M Versa-flo TR-300 ECK Easy Clean PAPR	\$ 750.00
35126	AT& T- internet	Wireless service	\$ 100.35
		fax lines established	\$ 173.11
		monthly internet service	\$ 1,465.20
35127	CCCSE	CCCSE survey	\$ 2,160.00
35128	CenterPoint Energy	facility gas service	\$ 42.45
35129	Century Business Systems Inc	monthly service contract	\$ 1,420.37
35130	Cintas Corp #451	shirt rental	\$ 9.13

July 26, 2016

Attachment 4

To: MATC Board of Directors
 From: Keith Zachariasen, Vice President of Administrative Services
 Carmela Jacobs, Chief Financial Officer
 Re: June 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
		towel rental adjustment	\$ 4.20
		shirt and towel rental	\$ 63.44
35131	Cintas FAS 0479	AED lease	\$ 79.00
35132	Asst. Director of Financial Aid	Meal Per Diem-VA Workshop	\$ 12.00
35133	Educational Publishers	Transcript Paper	\$ 113.00
		#10 Envelopes	\$ 378.00
35134	G4S Secure Solutions Inc	campus security 5/30-6/5/16	\$ 180.96
35135	Henton Plumbing & Air Conditioning Inc	plumbing/HVAC 1025 Wreath	\$ 3,304.15
35136	HyVee Inc	Snacks for STEM Camp	\$ 55.40
35137	ISS Facility Services - Topeka	Janitorial service	\$ 6,074.00
35138	Kansas NEA	membership dues	\$ 1,681.50
35139	Keystone Automotive Industries Inc	vapor cartridge	\$ 17.00
		bonding compound	\$ 33.65
		gloves	\$ 17.60
		gloves	\$ 46.70
35140	Kryterion Inc	Test Deliveries 05/2016 Client ID KANDEP	\$ 414.00
35141	Lampton Welding Supply Co Inc	cylinder rental	\$ 84.85
		cylinder rental	\$ 77.25
		cylinder rental	\$ 18.45
35142	Lincoln Electric Company	Open PO	\$ 126.55
		Open PO	\$ 162.01
35143	Manhattan Appliance & Sleep Source	Appliances	\$ 2,616.53
35144	Manhattan Broadcasting Co Inc	Open House Remote	\$ 833.00
		Summer Enrollment advertisements	\$ 672.00
		Baseball Advertisements	\$ 70.00
		K-State Sports broadcast advertisments	\$ 1,051.67
35145	Matheson Tri-Gas Inc	Supplies Welding	\$ 21.60
35146	Mead Lumber	flooring	\$ 3,862.66
		dry wall & screws	\$ 587.44
		silicone sealant	\$ 4.66
		fixtures	\$ 162.82
		handrails	\$ 332.90
		knobs and hardware	\$ 173.96
		1025 Wreath	\$ 438.15
		misc materials	\$ 47.39
35147	NASCO	Brad CPR Maniquin with Nylon Bag	\$ 217.00
35148	Riley County Rural Water	water service Keats	\$ 27.00
35149	Sean Padgett Masonry Inc	Stone and Labor for House	\$ 9,985.43
35150	Staples Business Advantage	Cert Holders	\$ 23.98
		Received Stamp	\$ 5.85
		Inkjet Print Cartridge - C6602A	\$ 21.99
35151	UMB Visa Card Services	food for student services	\$ 56.65
		drink for student services grad day	\$ 5.46
		Podium Banner for Commencement	\$ 84.26
		KDADS CNA Criminal Record Check Fees	\$ 395.98
		MATC Vehicle 123	\$ 118.16
		Maintenance	\$ 184.76
		MATC Vehicle 135	\$ 39.14
		MATC Vehicle 128	\$ 33.10
		MATC Vehicle 111	\$ 12.82
35152	Underground Vaults & Storage	records storage	\$ 15.00
35153	Director of Financial Aid	Meal Per Diem-VA Workshop	\$ 12.00

July 26, 2016

Attachment 4

To: MATC Board of Directors
 From: Keith Zachariasen, Vice President of Administrative Services
 Carmela Jacobs, Chief Financial Officer
 Re: June 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
35154	Director of Bioscience	Mileage Reimbursement	\$ 65.88
35155	Willie's Car Wash	car wash	\$ 11.40
35166	A Book Company, LLC.	Summer eBook Voucher	\$ 163.81
		Summer eBook Voucher	\$ 262.09
		Summer eBook Voucher	\$ 163.81
		Summer eBook Voucher	\$ 172.55
		Summer eBook Voucher	\$ 171.15
35167	Air Filter Plus	Filters	\$ 125.05
35168	AT& T- internet	monthly internet service	\$ 2,562.27
35169	Audio Solutionz	shipping	\$ 10.00
		DVD and Transcript - Professional Dev.	\$ 289.00
35170	Katie Ball	stipend - high school counselor - USD383	\$ 2,000.00
35171	Best Pest Control Company	monthly pest control	\$ 130.00
35172	Cat Cans Portable Services of Manhattan LLC	portable toilet rental	\$ 100.00
35173	CBN - Campus Media	Kiosk advertising KState	\$ 2,500.00
35174	CDW Government Inc	Belkin 6' HDMI video	\$ 17.34
		Bytecc 1x2 HDMI Splitter	\$ 34.70
		Tripp Lite 25' High Speed HDMI cable	\$ 30.36
35175	City of Manhattan	Forgivable Loan Payment	\$ 19,430.00
35176	City of Manhattan- Utilities	Monthly water & sewage usage	\$ 251.38
35177	Endacott Lighting Inc	Hall bath & Dining Room lighting	\$ 280.47
		Chain kits for lighting	\$ 17.40
35178	Farmers Coop- MKC Assn	Pramitol	\$ 46.65
35179	G4S Secure Solutions Inc	Campus Security 6/6-6/12/16	\$ 241.28
		Campus Security 6/13-6/19/16	\$ 241.28
35180	Griffith Lumber Company Inc	1/4" oak plywood	\$ 23.95
35181	Henry Schein Inc	shipping	\$ 2.74
		Quarterly Radiography Badges	\$ 400.16
35182	Henton Plumbing & Air Conditioning Inc	plumbing final payment	\$ 3,304.15
35183	Home Depot	Misc maintenance supplies	\$ (15.43)
		Misc maintenance supplies	\$ 107.04
		Misc maintenance supplies	\$ 34.43
		Weed Killer, Recip Blades	\$ 55.45
35184	ImageQUEST	monthly service	\$ 362.95
35185	Interstate Glass Company	Mirrors - tax added	\$ 447.07
35188	KSU- Student Union	Plaques/engraving for graduating class	\$ 82.50
35189	Laser Tech Services	T069420	\$ 12.00
		T069320 Magenta	\$ 12.00
		T069220 Cyan	\$ 12.00
		Epson 69 T)69120 Black	\$ 12.00
		80X	\$ 90.00
35191	Matheson Tri-Gas Inc	supplies	\$ 40.82
		supplies	\$ 78.55
35192	Mead Lumber	1025 Wreath building materials	\$ 438.15
		1025 Wreath building materials	\$ 11.58
		Vanity tops and backsplash	\$ 1,070.49
		zip wall	\$ 101.19
		1025 Wreath building materials - drywall	\$ 1,893.56
		1025 Wreath building materials	\$ 3,909.60
		MDF base credit	\$ (459.80)
		roof trusses	\$ 5,751.97
35193	Pac-Van Inc	Pac Van Remaining Balance due tax exempt	\$ 150,928.00

July 26, 2016

Attachment 4

To: MATC Board of Directors
 From: Keith Zachariasen, Vice President of Administrative Services
 Carmela Jacobs, Chief Financial Officer
 Re: June 2016 Check Register

Check No.	Payee / Vendor	Item(s) or Service Description	Amount
35194	Paint Bucket,The	putty	\$ 3.22
35195	People Movers	15 pass van	\$ 93.50
35196	Pitney Bowes	lease 3/30 - 6/29/16	\$ 374.67
35197	Staples Business Advantage	certificates	\$ 14.89
35198	USD 320- Wamego High School	tuition enrollment w/MOU for CEP	\$ 28,821.85
35199	USD 383- Manhattan High School	concurrent enrollment - USD 383	\$ 11,000.00
		tuition enrollment w/ MOU for CEP	\$ 91,293.24
35200	Voxel Design	Voxel Design - Automotive Logo	\$ 165.00
EP1954	Head of Maintenance	Reimburse for molding	\$ 27.43
EP1955	Nursing Faculty	Travel Reimbursement	\$ 1,121.08
EP1956	EPD Instructor	Cell phone reimbursement	\$ 50.00
EP1957	Chief Information Officer	Cell phone reimbursement	\$ 50.00
EP1958	BT Asst	Cell phone reimbursement	\$ 50.00
EP1959	Director of Workforce Development	NISOD Registration	\$ 1,500.40
EP1960	Network Administrator	Cell phone reimbursement	\$ 50.00
EP1961	Nursing Faculty	Mileage Reimbursement	\$ 105.84
EP1962	NISOD	NISOD Registration - Nursing Faculty	\$ 679.00
EP1963	BT Instructor	Cell phone reimbursement	\$ 50.00
EP1964	Director of Bioscience	Cell phone reimbursement	\$ 50.00
EP1965	VP Of Administrative Services	Misc Reimbursement - HLC expenses	\$ 20.00
EP1966	Head of Maintenance	Mar/April/May Cell phone reimbursement	\$ 150.00
EP1967 - EP1976	Student Refunds	disburse title IV funds	\$ 8,626.81
EP1977	Head of Maintenance	Truck Rental reimbursement	\$ 165.00
EP1978	Chief Financial Officer	HRMN Luncheon Reimbursement	\$ 12.00
EP1979	Student Refunds	disburse title IV funds	\$ 1,850.00
BnkDrft	IRS	Remit Federal Tax Payment	\$ 71,834.96
BnkDrft	KPERS	Remit KPERS Deductions	\$ 16,437.39
BnkDrft	KS State Tax Payments	Remit KS Tax Deductions	\$ 8,683.78
BnkDrft	Bay Bridge Administrators	403B	\$ 12,206.92
BnkDrft	Icemasters	Ice Machine Rent - June	\$ 78.00
BnkDrft	TSYS Fees	Merchant Fees	\$ 798.49
BnkDrft	Commerce - St. Louis	Municipal Loan payment	\$ 3,508.94
BnkDrft	Commerce - St. Louis	Municipal Loan payment	\$ 2,292.29
BnkDrft	Aflac	Remit AFLAC deductions	\$ 59.72
BnkDrft	Westar Energy	utilities	\$ 532.53
BnkDrft	Westar Energy	utilities	\$ 4,739.79
BnkDrft	Westar Energy	utilities	\$ 202.32
BnkDrft	Westar Energy	utilities	\$ 34.97

TOTAL JUNE DISBURSEMENTS:	\$ 542,084.39
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July 26, 2016

Attachment 5

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

Vendor Name	Item(s) Purchased	Department	Cost	Funding	Ck. No
ISS Facility Services	Janitorial service	All School	6,074.00	general fund	35137
Mead Lumber	Building Supplies for 1025 Wreath	BT	5,609.98	general fund	35146
Sean Padget Masonry Inc	Stone and Labor for House	BT	9,985.43	general fund	35149
City of Manhattan	Forgivable Loan Payment	All School	19,430.00	general fund	35175
Mead Lumber	Building Supplies for 1025 Wreath	BT	12,716.74	general fund	35192
PacVan	Dental Expansion	DH	150,928.00	grant	35193
USD 320-Wamego	MOU for CEP	All School	28,821.85	general fund	35198
USD 383 - MHS	MOU for CEP/Concurrent Enrollment	All School	102,293.24	general fund	35199
Westar	Utilities	All School	5,509.61	general fund	Epay
Bay Bridge Admin LLC	403(b)/Roth contributions & MATC match	All School	12,206.92	general fund	Epay

TOTAL JUNE DISBURSEMENTS EXCEEDING THRESHOLD:

\$ 353,575.77



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: July 22, 2016

Consent Agenda:

Organizational Update

1. Revisions to organizational structure/positions:

- a. Title change of Josh Gfeller from Director of IT to Chief Information Officer
- b. Appointment of Susan Harvey from Student Services Clerk to Student Account Coordinator (previous, Lauren Day).

2. Personnel changes

- a. Appointment of Sarah Hamilton to Instructional Project Coordinator.
- b. Appointment of Amanda Rager to Learning Management System Administrator.
- c. Appointment of Brian Koch to Math Instructor.
- d. Appointment of Ben Anderson to INT Instructor/MATC System Administrator.
- e. Appointment of Alissa Riegler to Student Services Clerk.



INTERNAL MONITORING REPORT
TREATMENT OF PEOPLE
JULY 2016

I hereby present my monitoring report on your Executive Limitations policy "Treatment of People, as scheduled. In consultation with personnel assigned to duties of Human Resources, I certify that the information contained in this report is true.

BROADEST POLICY PROVISION:

With respect to the treatment of students, staff, volunteers, and the community dealings shall not be inhumane, unfair, or undignified.

Accordingly, the president shall not:

1. Operate without written procedures that clarify student and staff rules, provide for effective handling of grievances, protect against wrongful or unsafe conditions, and preferential treatment for personal reasons;
 - a. MATC has developed written policies and procedures for all operations of the college including those listed above. All employees have access to policies, procedures, and statutes through the College's internal computer system and through the College's website. One master hard copy of policies and procedures is kept on campus which contains the original signed policies. The College Catalog also provides information for students guiding them on relevant college policies and procedures. The Catalog and other appropriate college materials are on the website or MATC portal for employee, student, and public access.
2. Discriminate against anyone for expressing ethical dissent;
 - a. There have been no cases of discrimination for any reason during the past year.
3. Withhold a due process procedure from students and staff;
 - a. Due process procedures are followed when dealing with student staff and faculty complaints and when dealing with other matters regarding such proceedings.
4. Prevent students and staff from grieving to the board when internal

grievance procedures have been exhausted;


- a. Three formal grievances were filed this past year. All procedures were followed; the grievances were resolved.
- b. The relevant College policy was revised to specifically identify the Board of Directors as the final stage for a grievance.

5. Fail to acquaint students and staff with their rights and responsibilities.

- a. Students and staff are made aware of their rights and responsibilities through the use of the Personnel Handbook, the College Catalog, course syllabi, the Faculty Negotiated Agreement, MATC policies and procedures, and verbal communications.

CEO's INTERPRETATION:

With reference to general operations and through my interpretation of the constraints listed above, I report compliance.

Signed  President

Date 7-20-16

Strategic Priority: Student Centered Learning

Goals	#	Outcome	#	Measureable Activity	OPR	Status/Results
Recruitment	1	Develop HS partnerships that prepare students for successful entry	1.1	Increase concurrent / dual credit courses with high schools	VPIA	We anticipate steady to slightly increased enrollment
			1.2	Increase articulation agreements with high schools	VPIA	Articulation agreements holding steady
			1.3	Explain concurrent / dual credit and articulation agreement opportunities to HS counselors	VPIA	See 1.1
			1.4	Recruit students who have achieved standard identified in articulation agreements	VPIA	Student placement is in transition due to the use of Accuplacer as the primary test assessment (per KBOR) as well as new placement guidelines that provide more flexibility for reviewing students' academic achievement from high school and other sources of training and learning.
	2	Create multi-media strategies for marketing and branding MATC	2.1	Develop and post concurrent/dual credit and articulation agreement promotional materials	VPSA	Within our resource limitations we are increasing marketing and awareness to area school districts, media markets, civic and business organizations. Social media strategy being developed for implementation for 16-17 academic year.
			2.2	Develop and post scholarship promo materials for online and paper distribution	VPSA	
			2.3	Survey students to determine best social networking strategies	VPSA	
			2.4	Publicize success of MATC students and graduates	VPSA	
	3	Research development of child care for children of employees and students	3.1	Identify regulations, costs, facility needs, etc.	President	On hold until General Education building addition of Campus Master Plan becomes viable.
Student Retention	1	Meet developmental / placement needs of entering students	1.1	Enroll students using placement test results	VPSA	Academic and faculty advisors are enrolling students using placement test results. See 1.4 for more information.
			1.2	Expand learning services; expand tutor schedule	VPIA	Brainfuse online tutoring is accessible to students as tutoring options continue to be explored and provided as resources allow.
			1.3	Explore creation of developmental education program	VPIA	Developmental learning needs are being explored to remove barriers related to time, cost, and impeding academic progress based on each student's placement needs.
			1.4	Initiate exploratory boot camps	VPSA	We will continue to explore options within our resources of personnel, finances, and facilities.

	2	Establish benchmarks for programs with entrance requirements	2.1	Develop and pilot students selection process	VPIA	Continuing to explore this option.
	3	Advise students appropriately	3.1	Train faculty advisors	VPSA	The advising process is in transition, utilizing enhanced use of EX as well as more accurate program of study requirements and student progress.
Student Success/ Completion	1	Increase student exposure to industry	1.1	Provide summer internships	VPIA	Continuing to explore this option.
			1.2	Use industry guest lecturers	VPIA	Sporadic use so far, but we continue to explore this, with an emphasis on making employers and advisory committee members more aware of the benefits to this approach.
			1.3	Update equipment/instructional resources with assistance of industry partners	Foundation	Instructors are being asked to identify needs with justified prioritization as we move into the budgeting process for 16-17, as well as the President's involvement to strengthen the effectiveness of the college Foundation and interaction with the Greater Manhattan Community Foundation.
	2	Develop additional alternative learning opportunities	2.1	Survey students and industry to identify needs	VPIA	This is an ongoing process and is operational rather than strategic, especially as we enhance workforce and customized training, etc.
	3	Enhance technology use in classroom	3.1	Research need for IPADS, notebooks, or other portable devices to improve instruction	VPBA	On-going discussion at Technology Committee meeting. Specifics to be identified.
			3.2	Develop technology plan	VPBA	In place, and being used as we advance technology capacity and allocation of resources.
			3.3	Train faculty/staff in new adopted technologies	VPBA/VPIA	Jenzabar recommendations being reviewed and acted upon as resources are available. Internal position for SQL programmer has been created and staffed.
Student Placement	1	Increase postsecondary education opportunities	1.1	Increase matriculation opportunities beyond MATC for students, faculty, and staff	VPIA	VPIA continues to be involved in local, regional, and state initiatives to advance this item, with recent emphasis on military training for credit, prior learning assessment, and continued review/expansion of articulation agreements. KBOR general education transfer guarantee also being promoted to advance student options with MATC.
	2	Increase industry exposure to MATC graduates	2.1	Offer job fair	VPSA	Being investigated to increase effectiveness.
			2.2	Market graduates to industry	VPSA	On-Going through Program Advisory Meetings and the Upcoming Employer Engagement Initiative. This is now an operational component as it is ongoing and no longer strategic.
Strategic Priority: Leading and Communicating						
Public Relations	1	Expand student involvement in community, state, and national activities	1.1	Increase industry / SkillsUSA partnerships and participation	VPIA	SkillsUSA leadership – MATC student President of the Kansas PS organization; faculty advisors for SkillsUSA involved in state leadership. We are committed to expanding MATC student and faculty involvement with this organization, including specific budgeting for it in current & future fiscal years.
			1.2	Increase community service / service learning activities	VPIA	We are working to develop a regular reporting mechanism for this topic. Dental Hygiene continues to lead the college in this category, but we have other programs who perform (but we need to improve reporting).
			1.3	Developing student mentoring program	VPSA	In discussion
	2	Increase opportunities to engage communities within MATC service area	2.1	Survey faculty and staff to determine current participation	President	This will be updated with the HLC assurance argument information during 16-17.

			2.2	Identify and fill gaps to ensure adequate involvement	President	Employees have been encouraged to seek out opportunities to represent the College in areas not presently served, when appropriate.
	3	Seek opportunities to collaborate as a means to program expansion	3.1	Increase training / education opportunities at Ft. Riley	VPIA	Working with Fort Riley on recruiting efforts as well as program possibilities, particularly through KBOR military credit initiative and increased marketing of MATC in Geary County.
			3.2	Work with Adult Learning Center to transition students to MATC	VPIA	Discussions with MALC are ongoing related to GED/ABE options promoting transition into CTE programs of study (meets KBOR objectives). The most recent element was the entities joining the AOK project in KS.
Communications	1	Create departmental communications plans to enhance and maintain intra/inter-departmental communications	1.1	Publish annual departmental accomplishments	President	Will be accomplished in concert with new Program Review reports
			1.2	Identify communication gaps	President	Updated report as part of the HLC assurance argument in fall 17.
			1.3	Develop activities to eliminate gaps	President	Implementation of email policy that establishes expectation that faculty, staff, and students will check and use MATC email accounts
College Culture	1	Research feasibility of transitioning to a comprehensive technical community college	1.1	Hire External Consultant to identify feasibility and practicability (NCHEMS)	President	Study could not produce conclusive results due to a change in admission standards at KSU. The raising of existing standards made existing data unreliable for use as a predictor of success. Will re-examine after a couple of years of new data to determine if MATC's conversion will benefit the community and the University.
	2	Continue to promote diversity programming to create a fully inclusive and integrated environment	2.1	Create program and processes which encourage and embrace diversity within the college to include employees and students. (Look at http://www.osu.edu/diversitylap/ind)	President	Diversity Committee formed. Training for key personnel has been accomplished. In-service training is regularly scheduled during convocations and on other times throughout the year.
	3	Expand services to become "Military Friendly College"	3.1		VPBA	Complete & now operational, not strategic
	4	Expand non-traditional student involvement in college activities	4.1		VPBA	Under review for providing appropriate options.
	5	Enhance safety and security measures	5.1	Create a physically safe and healthy environment through compliance with regulations and general safe practices	President	1. On-going training in disaster preparedness, practice drills, and examinations of security deficiencies have occurred during this cycle. A draft conceal carry policy is being reviewed by legal for implementation no later than July 1, 2017 per the state legislative requirement. 2. Safety awareness stressed but also increased circumstantially due to EPA and OSHA on-campus inspections during the strategic planning cycle. 3. MATC must continue to plan for the future when the on-campus carry of weapons exemption expires in 2016? 4. Created an atmosphere of increased awareness to safety and security practices in employees and students Prepared and published improved safety and security report, which also brought us into compliance with federal laws.
				Create an atmosphere of increased awareness to safety and security practices in employees and students		
Professional Development	1	Enhance support of employees	1.1	Provide orientation/peer mentoring to job duties, tasks, college culture to new employees	VPBA	New employees receive orientation to job duties, tasks and college culture.
			1.2	Expand matriculation opportunities to include part-time faculty and staff	President	Introduced August 2014 allowing Adjunct to participate upon reaching certain employment milestones.
	2	Engage employees in local, state, and national leadership roles	2.1	Increase involvement in meetings, conferences, leadership activities	President	VP and other key personnel are attending local, regional, and activities, clubs, and conferences and sharing bi-directionally while engaged in these activities.

Strategic Priority: Continuous Institutional Improvement						
Facilities	1	Develop college master plan for existing and new facilities	1.1	Identify existing facility needs	President	Complete 1/1/2013; review underway during 16-17.
			1.2	Identify new facility needs	President	Complete 1/1/2013; review underway during 16-17.
			1.3	Identify shared space opportunities with high school and industry partners	President	Complete 8/1/2014; to be reviewed during 16-18.
Financial	1	Increase fiscal resources	1.1	Major gifts for capital expansion secured by Foundation	Foundation	In transition with planning by the new President in cooperation with the Foundation Trustees
			1.2	Develop Alumni Association	Foundation	In transition with planning by the new President in cooperation with the Foundation Trustees
			1.3	Develop industry sponsorship of programs	Foundation	In transition with planning by the new President in cooperation with the Foundation Trustees
			1.4	Seek industry donations	Foundation	On-going. Operational and not strategic.
			1.5	Develop self-funding opportunities	President/VPBA	1. Facilitate fee and overhead percentage added to fees and Foundation moneys. 2. Other opportunities being pursued Attempted 2/10th of a cent sales to generate \$20,000,000 over 10 years. Required 1,400+ signatures. Obtained 100+. Failed
Personnel	1	Hire employees based on talent and attitude	1.1	Measure applicant's K.S.A.s based on position description	VPBA	This is partially being accomplished through interview questions and hands-on assessment of applicants where appropriate.
			1.2	Administer attitudinal assessment tool as part of selection process	VPBA	Not implemented
	2	Provide regular feedback to employees regarding performance	2.1	Conduct annual staff evaluation that provides positive and constructive feedback	VPBA	In Progress
Information Technology Infrastructure	1	Ensure the institution keeps pace with appropriate technology in all areas	1.1	Research and identify instructional technology needs and existing resources annually	VPBA	See 3.1 above
			1.2	Assess infrastructural technology needs and budget appropriately	VPBA	Now operational through technology plan and budget development process, not strategic.
	2	Ensure proper use of data in decision-making, assessment, and other forward looking activities	2.1	Identify data required to make data-driven decisions	President/AVPIA	Various forms of data are available for use when needed for those institutional decisions requiring more than intuition and experience. This is a work in progress requiring additional resources and training in order to fashion reports on a case-by-case basis to address existing and future needs.
			2.2	Collect data	AVPIA	Fiscal, academic, student, and demographic data collected on a regular basis for a variety of reports.
			2.3	Analyze data	AVPIA	As needed



TO: MATC Board of Directors

FROM: Marilyn Mahan, Vice President of Academic Affairs

DATE: July 26, 2016

RE: 2016-2017 Curriculum Changes

Background Information

MATC has entered into an agreement with the Manhattan Adult Learning Center to offer the opportunity for students to begin a technical education program of study while working on their basic skills through a Kansas Board of Regents program entitled Accelerating Opportunity Kansas (AO-K). The AO-K program requires that MATC create pathway options for students to achieve a certificate of a shorter duration as well as industry certifications.

To facilitate the application process to become an AO-K provider in two of our programs—Welding Technology and Building Trades—we are applying to the Kansas Board of Regents for short-term certificates. These short-term certificates (Certificate A) will allow students to be identified as a completer after one semester and will allow them to have a certification to assist them in becoming employed.

The addition of the Certification A does not change the curriculum in any way; it increases options for students to gain a credential in a shorter amount of time.

Recommendation

The Administration respectfully requests that the Board of Directors approves the Certificate A program option for Welding Technology and Building Trades.

President's Report: July 2016

Here is a summary of items since our last board meeting in May (and we have been busy!).

Owner Expectations:

1. I worked with all staff concerning teamwork and the changing work environment we must accept related to collaboration, communication, inter-unit engagement, and the changes in laws and regulations concerning harassment, etc.
2. Keith, Marilyn, and I have worked with Gary and Laci to address issues with the house project from 2015-2015, and to move completion of the current house project.
3. Rich, Marilyn, and I have developed our new performance agreement proposal for KBOR which has been submitted for their approval. Rich and I are also working on assurance argument drafts for our accreditation process, and our compliance preparation will begin soon.
4. Keith, Marilyn and I worked with the representatives of the professional bargaining unit to develop a negotiations proposal for consideration of ratification by the faculty and then to the board of directors. Tracy provided support for notes of our discussions as we moved to a tentative agreement.
5. I did my bi-monthly radio interview with KMAN, and was also interviewed by KCLY concerning my master's thesis on Tuttle Creek Dam.
6. During our technical college presidents' meeting in June we were apprised of the conceal carry gun law and are using the draft policy of Wichita Area Technical College as a guide for our own policy/procedures. We have to make this change no later than July 1, 2017 and allow conceal carry for any student, employee, and visitor to the campus who is eligible to do so. Our attorney is also reviewing the WATC policy.
7. I met with each of the Manhattan City Commissioners and Mayor to discuss our programs, workforce impact, and needs. Tracy provided a campus tour for each person if they wanted a tour. We will do a similar effort with other elected officials over the coming weeks.
8. Brayden and Keith shared with me a better program we are using with our security cameras around campus so we can monitor key areas for safety and security.
9. I attended the July meeting of the technical college presidents. Among our items of discussion were the changing gun law, as well as raising the profile of the technical colleges in the state, and our relationship with KBOR. I will represent the KATC at the KBOR leadership retreat on July 27 in Wichita. The KATC is also discussing how each institution can collaborate emphasizing 1-2 "niche" programs of study for statewide/national/global outreach and training. This could be a key step in a new business model for workforce training. WATC is piloting a method for aviation training.

Employer Needs & Response:

1. I continue to work with Jeff Koenig, Trent Armbrust, and Daryn Soldan on a training program to enhance area residents and their business plans for potential investors. We anticipate piloting this training this fall through MATC.
2. I have visited with representatives of MCM (Midwest Concrete Materials) and Bayer Construction, and to continue discussions with North Central Kansas Technical College to try and develop CDL training for this region. This has also included Dennis Beson, Director of the Junction City Chamber of Commerce, in looking for a suitable facility for CDL and diesel mechanics training.
3. We met with Ralph Richardson of the KSU-Olathe Campus concerning potential collaboration for bioscience/technology training at that site.
4. Tracy, Sarah, and I attended the Pottawatomie County Economic Development presentation on their plans to expand workforce training using WorkKeys.

5. I have worked with staff of Flint Hills Job Corps as they develop a proposal for the U.S. Department of Labor concerning our EPD program for designation as an Advanced Training Center program which would allow Flint Hills Job Corps to recruit from across the nation for students to get that training. We are examining other MATC programs for a similar option if there are gaps in the U.S Department of Labor Advanced Training Center designations in the Great Plains region.
6. I attended the Manhattan Chamber of Commerce Business Showcase and was pleased to work with the staff of KBS as they highlighted our bioscience facility concept.

Resource Development:

1. I have continued to work on initiatives to provide MATC with additional significant resources.
2. Tracy and I have had discussions with Jerry Hinson, professional fundraiser, and he has provided us with proposals on feasibility studies to share with you and our foundation trustees.
3. Tracy and I completed with Ron Roesler and the staff of the Greater Manhattan Community Foundation to establish a significant scholarship opportunity for single parents entering the dental hygiene program.
4. I spent considerable time working with representatives of the Manhattan city government and Manhattan Chamber of Commerce on our economic development support proposal, and on related issues to help us align our efforts and make others aware of our resource needs.
5. I have had several meetings with representatives of Westar concerning mutual projects of benefit.
6. The city commission of Manhattan approved our proposal for revising our current economic development loan and adding a new loan to help us move two modular units from Ft. Riley to the campus, and to renovate them as we expand program and instructional capacity. The revised performance benchmarks are more appropriate to the community in demonstrating our performance and value related to graduates and industry-recognized credentials.
7. Dawn, Marilyn, Keith, Carmela, Barb, and I have met to begin developing the proposal for NSF for biotechnology engineering mechanics (operations and maintenance of high performance/high containment facilities), to combine with biotechnology and biosafety as our comprehensive approach to address support personnel for the bioscience corridor along I-70.