



## **BOARD OF DIRECTORS MEETING**

**March 26, 2019**  
**Manhattan Area Technical College**  
**Room 104a at 5:30 p.m.**

2019  
Randall Anderes – Chair (Riley)

### **Board of Directors**

Therese Adams (Riley)  
Wendy King-Luttman (Clay)  
Tim Flanary (Pottawatomie)  
Irma O'Dell (Geary)  
LJ Baker (Geary)  
David Fritchen (Riley)  
John Pagen (Riley)

### **Administration/Staff**

Jim Genandt (President/CEO)  
Tracy Geisler (Exec. Assistant/Board Clerk)  
Sarah Phillips (VPSS/CAO/CSAO)  
Carmela Jacobs (VP Operations/CFO/HR)  
Josh Gfeller (Chief Info Security Officer)  
Neil Ross (Dean of Student Services)  
Kelly Cook (Title III Project Director)  
Faculty Senate



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
Tuesday, March 26, 2019  
Board meeting at 5:30 p.m.**

**Board of Directors:**

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

**Administration/Staff:**

\_\_\_ Genandt, Jim (President/CEO)    \_\_\_ Geisler, Tracy (Board Clerk)    \_\_\_ Phillips, Sarah  
\_\_\_ Jacobs, Carmela    \_\_\_ Gfeller, Josh    \_\_\_ Cook, Kelly  
\_\_\_ Ross, Neil    \_\_\_ Faculty Senate

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

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

- BOD Member Community Report

**\_\_\_ Program/Department Highlights**

- Student Services CTE Signing Day and Open House - Neil

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

- Approval of February 2019 Meeting Minutes (Attachment 1)\*
- Approval of February Check Register w/Threshold Expenditures (Attachment 2)\*
- Organizational Update (Attachment 3)\*
- President's Report (Attachment 4)\*

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

- Financial Monitoring Report (Attachment 5)\* – Carmela and Jim
- Recommendation – Tuition and Fees (Attachment 6)\* - Carmela and Jim
- Recommendation – Building Trades Construction Technology (Attachment 7)\* - Sarah
- Recommendation – Ventilation RFP (Attachment 8)\*

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

- Notice Of Policy Revision – Credit for Prior Learning Policy 5.1.3 (Attachment 9)

- Notice of Policy Revision – Computer Usage Policy 9.1.1 (Attachment 10)
- Notice of New Policy – Clean Desk Policy 9.1.4 (Attachment 11)
- Title III Update – Kelly C
- MHK Pathway – Sarah

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

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

- Foundation/Resource Development Update (Jim and Tracy)

### **EXECUTIVE SESSION:**

- Confidential Matters – Real Property
- Confidential Matters – Financial Matters
- Negotiation Matters
- Student Matters
- Personnel Matters – President Evaluation

### **Meetings and Upcoming Events:**

- Next board meeting is April 30, at 5:30 p.m. in room 104a
- MATC CTE signing day for students is March 29, 10:30 a.m. – 1:00 p.m.
- Open House is April 12, 9:00 a.m. – 1:00 p.m.
- GROW GREEN DAY: MONDAY, APRIL 22

\* Requires BOD Action

Manhattan Area Technical College  
Board of Directors Meeting  
February 26, 2019 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met February 26 at 5:30p.m. in room 104a.

Members present: Randall Anderes, Therese Adams (arrived at 6:25 p.m.), John Pagen, LJ Baker and Irma O'Dell

Members absent: Timothy Flanary, Wendy King-Luttman, and David Fritchen

Also present Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/Human Resources; Neil Ross, Dean of Student Services; Kelly Cook, Title III Director; Josh Gfeller, Chief Information Security Officer

- a. Faculty/Staff/SGO/Visitors: Misty Schraeder, Administrative Assistant for Nursing

2. CALL TO ORDER

Randall Anderes called the meeting to order at 5:31 p.m.

- Misty Schraeder, Administrative Assistant for Nursing was introduced.

3. INCIDENTAL INFORMATION

- President Jim Genandt and Randall Anderes attended the KBOR dinner in Topeka that recognizes board chairs of the Technical Colleges.

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

- John Pagen moved to approve the Consent Agenda (attachments 1-4), L J Baker seconded. Motion carried 4 yeas, 0 nays.

5. GENERAL AGENDA(items possibly requiring BOD action)

- Kelly Cook presented the Title III update and recommendation (attachment 5). After discussion, L J Baker moved to approve the recommendation. Therese Adams seconded. Motion carried 5 yeas, 0 nays.
- Sarah Phillips presented the Information Network Technology Certificate C (attachment 6). Therese Adams moved to approve the recommendation. Irma O'Dell seconded. Motion carried 5 yeas, 0 nays.
- Sarah Phillips presented the Assessment Policy (attachment 7). Therese Adams moved to approve the recommendation. L J Baker seconded. Motion carried 5 yeas, 0 nays.

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

- President Jim Genandt announced the negotiation team members:
  - Jim Genandt
  - Sarah Phillips
  - Carmela Jacobs
  - Tracy Geisler (Reporter)
- President Jim Genandt presented the strategic plan, he has sent out a survey to all employees for input. Updates to the strategic plan will be worked on during the next couple of months.
- Carmela Jacobs updated the board on the ventilation RFP.

7. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).

- Jim and Tracy gave update on Foundation and Resource Development

EXECUTIVE SESSION: CONFIDENTIAL MATTERS

Therese Adams moved to go into executive session to confidential project partnerships to protect the interest of the business to be discussed at 7:00 p.m. and return to open session at 7:10 p.m. L J Baker seconded. Motion carried 5 yeas, 0 nays. At 7:10 p.m. Therese Adams moved to return to open session. L J Baker seconded. Motion carried 5 yeas, 0 nays. No action was taken.

EXECUTIVE SESSION: PERSONNEL MATTERS

Therese Adams moved to go into executive session to discuss non-elected personnel/President’s evaluation to protect the interest of the business to be discussed at 7:10 p.m. and return to open session at 7:20 p.m. Irma O’Dell seconded. Motion carried 5 yeas, 0 nays. At 7:20 p.m., Therese Adams moved to return to open session. John Pagen seconded. Motion carried 5 yeas, 0 nays. No action was taken.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 7:21 p



March 26, 2019

Attachment 2

**To: The Board of Directors**  
**From: Carmela Jacobs, Vice President of Operations/CFO**  
**Re: February 2019 Expenditures**

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 452,570.59	41.82%
Facilities	\$ 26,185.49	2.42%
Student Payments	\$ 483,511.42	44.68%
Program Expenditures	\$ 27,295.29	2.52%
ALC Operating Costs (excluding salary/benefits)	\$ 1,979.19	0.18%
Other Operating costs	\$ 90,566.38	8.37%
<b>Total January Expenditures</b>	<b>\$ 1,082,108.36</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All Star Custodial Services	Custodial Services	\$ 6,100.00	All School	general fund
Westar	Utilities	\$ 8,939.01	All School	general fund
Alexander Open Systems, Inc	Microsoft Renewal	\$ 10,765.00	All School	general fund
Ebsco Subscription Service	Dental Hygiene Database	\$ 13,355.00	Dental Hygiene	general fund
CDW	APC Service/Start up	\$ 17,055.88	All School	Title III
ATI	NCLEX Review	\$ 8,925.00	Nursing	general fund
USD 383	Gen Ed Reimbursement per MOU (Fall 2018)	\$ 19,146.88	All School	general fund
KPERS	Remit PR 1.31.19 Deductions	\$ 7,673.28	All School	payroll deductions
KPERS	Remit PR 2.15.19 Deductions	\$ 8,815.77	All School	payroll deductions
KPERS	Remit PR 2.28.19 Deductions	\$ 8,070.51	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 1.31.19	\$ 5,161.01	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 2.15.19	\$ 5,146.06	All School	payroll deductions
Kansas Dept of Revenue	State tax payments - PR 2.28.19	\$ 6,099.76	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 1.31.19 Deductions	\$ 34,518.85	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 2.15.19 Deductions	\$ 34,670.53	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 2.28.19 Deductions	\$ 28,263.80	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 37,349.00	All School	pr ded/general fund
<b>Total February Expenditures Exceeding Threshold</b>		<b>\$ 260,055.34</b>		



**MEMORADUM TO:** The Board of Directors  
**FROM:** Jim Genandt, President  
 Human Resources  
**DATE:** March 26, 2019  
**SUBJECT:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
n/a					
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
n/a					
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Andrea Wilson	Database Report Writer	3/8/2019	IT	Operating	Resigned
Kate McNeal	Practical Nursing Instructor	6/30/2019	Nursing	Operating	Retirement
Laurie Johnson	Business Administration Instructor	6/30/2019	Business	Operating	Retirement
Advertised Positions					
Position Title			Department	Funding Source	Status
CMA Instructor			Continuing Education	Operating	Open
Database Report Writer			IT	Operating	Open
Practical Nursing Instructor			Nursing	Operating	Open
Adjunct Instructor Consideration Opportunity			Various	Operating	Open
Security Officer			Safety/Security	Operating	Pending Offer
Student Retention Specialist			Title III	Title III	Paused
Student Services Specialist			Student Services	Operating	Paused

## President's Report: March 2019

### Owner Expectations:

- 2/27: I participated in the first meeting of the Junction City/Geary County Workforce Committee (JC Chamber and Economic Development).
- 2/27: Sarah, Laurie Stegeman and I hosted a visit with Dr. John Buckwalter, Dean of Ecology/KSU, to discuss health care and other programs and potential concerns and opportunities with MATC.
- 2/28: Sarah and I went to KSU and met with the new Provost, Dr. Charles Trager, and discussed how the two institutions can complement and collaborate.
- 3/1: With the support of the Wamego school district, we had MATC Tech Ed night and our faculty and staff were able to visit with around 70 students and parents that cold, cold evening!
- 3/7: Harry Watts and I attended the JC Chamber of Commerce annual dinner event, good to see 3 MATC board members there, too!
- 3/20: I attended the Kansas Technical Colleges Presidents' meeting in Topeka, and then presented the technical colleges view on service areas to the KBOR BAASC Committee (Board Academic Affairs Standing Committee).
- 3/20: MATC hosted Leadership Manhattan during the afternoon to share about the College's role and mission for the area.
- 3/21: We hosted a visit by Ray Frederick, Chairperson of the KBOR Technical Education Authority.

### Employer Needs & Response:

- 3/1 & 3/7: Kristin Brighton and I met with business leaders at TRANE, Westar, Stormont Vail, and the President of WSU-Tech concerning a concept project called HIREPaths. Kristin has developed this with her company with the assistance of the KS Department of Education, and input from KBOR, the state departments of Commerce and Agriculture, and other folks. The concept is to target parents for three years concerning career education and training and career opportunities via the entire range of education and training available in the state of Kansas.
- 3/6: Gina, Sarah, Marcey and I met with representatives of the VetMed program at KSU to discuss their needs for skilled workers that can be educated through our Medical Lab Tech and Biotechnology programs.
- Carmela, Sarah and I met with David Stevenson, an area master plumber, about possible training/education options we could offer by working together.
- 3/12: Carmela, Sarah, and I visited with representatives of the Peaslee Technical Center and the Lawrence school district College and Career Center, concerning biotechnology opportunities, and potential collaboration with articulation agreements related to apprenticeship training at the Center.
- 3/18: Tracy, Carmela, Sarah, Laurie, and I toured the Konza Prairie Community Health Center in Manhattan.
- 3/19: I attended a portion of the Dental Hygiene advisory committee meeting. That program has their accreditation visit in May.
- 3/27: Sarah and I met with representatives of Ft. Scott Community College to discuss their need for electric lineman training in SE Kansas/SW Missouri.

### Resource Development:

- 3/8 & 3/19: I gave testimony to a state house and state senator committee regarding funding for higher education, particularly for technical colleges.
- 3/18: Tracy and I attended the Greater Manhattan Community Foundation awards event.
- 3/19: Tracy and I met with Ron Dickey and Ravi Sachdeva concerning the MATC Foundation.
- 3/20: Tracy and I attended the Greater Manhattan Community Foundation after hours event.





INTERNAL MONITORING REPORT  
FINANCIAL CONDITION  
March 26, 2019  
(Period of July 1 – December 31, 2018)

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

**BROADEST POLICY PROVISION:**

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

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

**President’s INTERPRETATION:**

The attached Statements of Net Position and Statements of Revenues, Expenses and Changes in Net Position provide the College financial condition as of December 31, 2018. The full fiscal year budget and financial condition at December 31, 2017 is presented on both of these reports with comparison to actual results in an effort to show trends. The Statement of Revenues, Expenses, and Changes in Net Assets reflects a net position of \$111,863 for the six months ended December 31, 2018.

I report compliance.

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

**President’s INTERPRETATION:**

The current cash position is reported on the attached Statements of Net Position. Total cash balance \$453,621 as of December 31, 2018, would support operations of the College for approximately 30 days without any additional income. Constantly monitored are the sources and uses of funds and will be adjusted as needed.

I report compliance.

Signed \_\_\_\_\_, President  
*Jim Genandt*

Date March 26, 2019



March 26, 2019

Attachment 5a

MEMORANDUM TO: The Board of Directors

FROM: Carmela Jacobs, Vice President of Operations/CFO

SUBJECT: 1Q - 2Q (July 1- December 30) Statement of Net Position

	12/31/2018	6/30/2018	12/31/2017	% change 2017->2018
<b>ASSETS</b>				
<b>Current Assets:</b>				
Cash and cash equivalents	453,621 \$	419,058 \$	1,821,927	-75%
Accounts receivable, net	270,677 \$	157,969 \$	236,451	14%
Prepaid Expenses/Other Assets	42,746 \$	23,817 \$	55,352	-23%
Due to/from - Activity Accounts	29,444 \$	11,107 \$	99,879	-71%
<b>Total Current Assets</b>	<b>796,489 \$</b>	<b>611,951 \$</b>	<b>2,213,609</b>	<b>-64%</b>
<b>Noncurrent Assets:</b>				
Property, Plant and Equipment	6,953,392 \$	6,953,392 \$	6,368,031	9%
Less: Accumulated depreciation	(3,332,399) \$	(3,212,544) \$	(3,047,314)	9%
<b>Total Noncurrent Assets</b>	<b>3,620,992 \$</b>	<b>3,740,848 \$</b>	<b>3,320,717</b>	<b>9%</b>
<b>TOTAL ASSETS</b>	<b>4,417,481 \$</b>	<b>4,352,799 \$</b>	<b>5,534,326</b>	<b>-20%</b>
<b>LIABILITIES AND NET POSITION</b>				
<b>Current Liabilities</b>				
Accounts payable and accrued liabilities	308,078 \$	392,346 \$	231,509	33%
Deposits	13,415 \$	23,650 \$	33,433	-60%
Funds held for others - activity funds	63,066 \$	39,603 \$	29,355	115%
Deferred revenue	87,204 \$	- \$	1,130,479	-92%
Notes Payable-current portion	152,445 \$	152,445 \$	194,936	-22%
<b>Total Current Liabilities</b>	<b>624,209 \$</b>	<b>608,044 \$</b>	<b>1,619,712</b>	<b>-61%</b>
<b>Non-Current Liabilities</b>				
Notes Payable - non current portion	195,357 \$	258,702 \$	344,053	-43%
<b>Total Non-Current Liabilities</b>	<b>195,357 \$</b>	<b>258,702 \$</b>	<b>344,053</b>	<b>-43%</b>
Total Liabilities	819,565 \$	866,746 \$	1,963,765	-58%
<b>Net Position</b>				
Invested in capital assets, net of related debt	3,273,191 \$	3,329,701 \$	2,781,728	18%
Unrestricted	324,725 \$	156,352 \$	788,833	-59%
<b>Total Net Position</b>	<b>3,597,916 \$</b>	<b>3,486,053 \$</b>	<b>3,570,561</b>	<b>1%</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>4,417,481 \$</b>	<b>4,352,799 \$</b>	<b>5,534,326</b>	<b>-20%</b>

March 26, 2019

Attachment 5b

MEMORANDUM TO: The Board of Directors

FROM: Carmela Jacobs, Vice President of Operations/CFO

SUBJECT: 1Q - 2Q (July 1- December 30) Statement of Revenues, Expenses, and Changes in Net Assets

	Actual	Budget	% of budget	Actual	% change
	12/31/2018	6/30/2019		12/31/2017	2017 ->2018
<b>OPERATING REVENUES</b>					
Student tuition and fees	\$ 1,717,393	\$ 4,328,396	40%	\$ 1,615,634	6.30%
Federal grants and contracts	\$ 234,398	\$ 870,267	27%	\$ 399,418	-41.32%
State and local grants and contracts	\$ 259,167	\$ 546,735	47%	\$ 99,478	160.53%
Sales and services of educational departments	\$ 14,922	\$ 5,000	298%	\$ 12,250	21.81%
Other	\$ 41,257	\$ 37,950	109%	\$ 55,524	-25.70%
Total operating revenues	\$ 2,267,137	\$ 5,788,348	39%	\$ 2,182,304	3.89%
<b>OPERATING EXPENSES</b>					
Salaries:	1,849,554	\$ 4,220,343	44%	\$ 1,754,939	5.39%
Benefits	368,420	\$ 799,633	46%	\$ 320,023	15.12%
Contractual Services	187,826	\$ 522,000	36%	\$ 245,570	-23.51%
Supplies and other operating expenses	625,990	\$ 2,076,041	30%	\$ 777,282	-19.46%
Utilities	40,213	\$ 139,000	29%	\$ 31,705	26.84%
Repairs and Maintenance	115,407	\$ 151,800	76%	\$ 15,854	627.94%
Scholarships and financial aid	-			\$ 418,097	-100.00%
Depreciation and amortization	119,250	\$ 250,000	48%	\$ 125,000	-4.60%
Total operating expenses	3,306,661	\$ 8,158,817	41%	\$ 3,688,470	-10.35%
<b>OPERATING INCOME (LOSS)</b>	\$ (1,039,524)	(2,370,469)		(1,506,166)	14.24%
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
State appropriations	1,153,000	\$ 2,305,998	50%	\$ 2,384,563	-51.65%
Interest Income	3,231	\$ 17,000	19%	\$ 7,457	-56.67%
Federal Grants	-	\$ -		\$ 407,259	-100.00%
Gain on disposal of property, plant and equip	-	\$ -		\$ -	
Transfer to/from Foundation	-	\$ -		\$ -	
Interest expense	(4,844)	\$ (6,000)	81%	\$ (5,793)	-16.38%
Total Non-Operating Revenues (Expense)	1,151,387	\$ 2,316,998	50%	\$ 2,793,486	-58.78%
<b>CHANGE IN NET POSITION</b>	111,863	\$ (53,471)		\$ 1,287,320	-91.31%
Net position - beginning of year	\$ 3,486,053	\$ 3,486,053		\$ 3,405,306	
Net position - end of year	\$ 3,597,916	\$ 3,432,582		\$ 4,692,626	



March 26, 2019

**MEMORADNUM TO: Manhattan Area Technical College Board of Directors**

**FROM: Carmela Jacobs, Vice President of Operations/CFO**

**SUBJECT: Fiscal Year 2019-2020 Tuition and Fees Proposal**

**Background Information**

In 2002, the Kansas Legislature authorized each technical school or college governing board to set tuition and fee rates (K.S.A. 72-4430 et seq.). Legislation requires each technical school or college to submit tuition and fee rates to the Kansas Board of Regents annually. Since 2014, the amount of support provided to Manhattan Area Technical College, ("The College") through the Kansas Board of Regents has been unpredictable. For instance, in FY16, the amount of support increased by two (2) percent; FY 17 the amount of support decreased by four (4) percent; FY18 the amount of support remained flat; and FY19 the amount of support increased by three (3) percent. As a result, tuition and fees are constantly needing adjusting to offset the change in allocations and the increased cost of instruction and operations.

**Current Rates and Proposed New Rates**

The College utilizes a multi-tier tuition rate schedule. Both cost of program operations and potential earnings of the graduates were considered when determining the proposed tuition rates.

Program	2018-2019 Tuition Rates	Proposed 2019-2020 Tuition Rates	Tuition \$\$ Increase/ (Decrease)	Tuition % Increase/ (Decrease)
Air Conditioning & Refrigeration	\$ 170	\$ 180	\$ 10	5.88%
Auto Collision Repair	\$ 170	\$ 180	\$ 10	5.88%
Auto Technology	\$ 170	\$ 180	\$ 10	5.88%
Biotechnology	\$ 170	<i>Suspended</i>		
Building Trades	\$ 170	\$ 180	\$ 10	5.88%
Business Administration	\$ 145	\$ 125	\$ (20)	-13.79%
Digital Drafting and Design Technologies	\$ 170	<i>Suspended</i>		
Electric Power & Distribution	\$ 190	\$ 190	\$ -	0.00%
Dental Hygiene	\$ 425	\$ 425	\$ -	0.00%
General Education	\$ 145	\$ 125	\$ (20)	-13.79%
Allied Health Stand Alone Programs	\$ 145	\$ 150	\$ 5	3.45%
Information & Network Technology	\$ 190	\$ 190	\$ -	0.00%
Clinical Medical Laboratory Technology	\$ 170	\$ 180	\$ 10	5.88%
Nursing – Associates	\$ 190	\$ 190	\$ -	0.00%
Nursing – Practical	\$ 170	\$ 180	\$ 10	5.88%
Welding Technology	\$ 170	\$ 180	\$ 10	5.88%

Administration is proposing an increase for some technical course rates and a decrease for General Education and Business Administration course rates, as indicated in the chart above. The theory for decreasing General Education and Business Administration courses is so the College can remain competitive.

The increase in tuition rates for technical courses is an average of four (4) percent while the decrease in tuition rates for General Education and Business Administration is fourteen (14) percent. The average adjustment for all tuition rates is flat, at zero (0) percent and the overall average tuition rate is \$185 per credit hour.

For fiscal year 2019-2020, Administration is also recommending a \$5 increase in the institutional fees from \$55 per credit hour to the new rate of \$60 per credit hour. This fee is utilized to fund several specific and critical institutional costs.

- Technology including hardware, software maintenance, and upgrades.
- Student Assessment
- Graduation
- Student Life Activities
- Student Improvements
- Security
- Facilities
- Teaching & Learning Center

### **Financial Implications**

The adjustment to tuition and fees will produce approximately \$225,720 (\$101,556 in tuition and \$124,164 in institutional fees) in additional general revenue. Administration anticipates the revenue generated by this adjustment will help offset the ever-shifting state allocations to the institution. In addition, it will help mitigate the cost of additional operational costs, due to growth of the institution, as well as create a pro-active growth strategy in lieu of unpredictable fiscal forecast for the State of Kansas in the coming years, and reductions to other funding sources i.e. Title III.

If the state funding formula were appropriated to meet the formula, the College would be in line to receive an estimated additional \$500,000. As state funds will stay steady or continue to be adjusted over the next 1-2 fiscal years, the College has to take action to both generate revenue replacement and control expenditures.

### **Recommendation**

Administration respectfully requests that tuition and fee rates for the fiscal year 2019-2020 be adopted as proposed.

**Manhattan Area Technical College  
2019-2020 Projected Tuition Calculation**

Kansas allocation for 2018 - 2019

\$ 2,244,129

**Assumptions:**

1. Four percent (average) increase in tuition rate for some tech courses;
2. Fourteen percent decrease in tuition rate for GE/BA Courses;
3. Zero reduction in state allocation;
4. Seven percent (average) increase in enrollment;
5. Nine percent increase in credit hour fees;
6. No change to online fee rate.

SCH by Dpt		Total FY18-19 Tuition Budget			Total FY19-20 Tuition Projection			Increase (Decrease)			
		Total SCH	Rate	SCH * Rate	Total SCH	Rate	SCH * Rate	Total SCH	Rate	SCH * Rate	%
802	HVAC	681	\$ 170	\$ 115,770	681	\$ 180	\$ 122,580	-	\$ 10	\$ 6,810	5.88%
804	ACR	238	\$ 170	\$ 40,460	238	\$ 180	\$ 42,840	-	\$ 10	\$ 2,380	5.88%
806	AMT	611	\$ 170	\$ 103,870	816	\$ 180	\$ 146,880	205	\$ 10	\$ 43,010	5.88%
807	BIO	164	\$ 170	\$ 27,880	-	\$ -	\$ -	(164)			
808	BTR	306	\$ 170	\$ 52,020	306	\$ 180	\$ 55,080	-	\$ 10	\$ 3,060	5.88%
810	BA	1,164	\$ 145	\$ 168,780	1,200	\$ 125	\$ 150,000	36	\$ (20)	\$ (18,780)	-13.79%
812	3DT	283	\$ 170	\$ 48,110	-	\$ -	\$ -	(283)			
814	EPD	702	\$ 190	\$ 133,380	702	\$ 190	\$ 133,380	-	\$ -	\$ -	0.00%
816	DHT	515	\$ 425	\$ 218,875	515	\$ 425	\$ 218,875	-	\$ -	\$ -	0.00%
818	GE	2,924	\$ 145	\$ 423,980	3,070	\$ 125	\$ 383,775	146	\$ (20)	\$ (40,205)	-13.79%
820	ALH	407	\$ 145	\$ 59,015	407	\$ 150	\$ 61,050	-	\$ 5	\$ 2,035	3.45%
822	INT	543	\$ 190	\$ 103,170	543	\$ 190	\$ 103,170	-	\$ -	\$ -	0.00%
823	MLT	207	\$ 170	\$ 35,190	207	\$ 180	\$ 37,260	-	\$ 10	\$ 2,070	5.88%
824	NUR (ADN)	1,024	\$ 190	\$ 194,560	1,024	\$ 190	\$ 194,560	-	\$ -	\$ -	0.00%
825	SCI	827	\$ 145	\$ 119,915	1,824	\$ 125	\$ 227,981	997	\$ (20)	\$ 108,066	-13.79%
826	NUR (PN)	1,036	\$ 170	\$ 176,120	1,036	\$ 180	\$ 186,480	-	\$ 10	\$ 10,360	5.88%
828	WLD	1,624	\$ 170	\$ 276,080	1,624	\$ 180	\$ 292,320	-	\$ 10	\$ 16,240	5.88%
Grand Total		13,256		\$ 2,297,175	14,193		\$ 2,356,231	\$ 937		\$ 59,056	0.22%

Institutional Fees			
	Total SCH	fees	
Credit hour fees			
FY 18-19	13,256	\$ 55.00	\$ 729,080
FY 19-20	14,193	\$ 60.00	\$ 851,594
increase (decrease)			9%
Online fees			
	Total SCH	fees	
FY 18-19	949	\$ 25.00	\$ 23,725
FY 19-20	1015	\$ 25.00	\$ 25,375
Total Projected Increase (Decrease) - All Fees			\$ 124,164
High School (Concurrent) Tuition			
			Per MOU 25% (KS 80%)
Total SCH	Tuition		
FY 18-19	1,630	\$ 145.00	\$ 236,350
FY 19-20	1,700	\$ 125.00	\$ 212,500
increase (decrease)			-14%

7%	Total Projected Increase (Decrease) - tuition	\$ 59,056
	Total Projected Increase (Decrease) - institutional fees	\$ 124,164
	Total Projected - high school students	\$ 42,500
	Total Projected Increase (Decrease) - state allocation	\$ -
	<b>Total Projected Increase (Decrease) - tuition, fees and allocation</b>	<b>\$ 225,720</b>



TO: MATC Board of Directors

FROM: Sarah Phillips, VP of Student Success/CAO/CSSO

DATE: March 26, 2019

RE: Academic Program Proposals – Building Trades Construction Technology

### **Background Information**

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

Through this assessment, the Curriculum Committee, on March 22, 2019, approved program changes to the Construction Technology Program.

### **Program Proposals**

**Associate of Applied Science and Certificate B in Construction Technology course changes and program updates** – to maintain compliance with the Kansas Board of Regents it is being recommended that the previously known Building Trades program be updated to reflect aligning course outcomes and objectives with the NCCER curriculum being taught within the program. This includes renaming the program to Construction Technology. With updates to current courses, course deletions and additions of new courses the overall credit hours of the Associate of Applied Science remains at 63 credit hours. The previously offered Certificate C qualifies now as a Certificate B, which still includes all the required program technical courses and math component recommended by the construction industry to equal 39 credit hours.

### **Recommendation**

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

**March 26, 2019**

**MEMORADUM TO: Board of Directors**  
**FROM: James Genandt – President/CEO**  
**SUBJECT: Recommendation to award contract for Installation of Welding Ventilation System (RFP# MATC 2018-0003)**

**Background Information**

Manhattan Area Technical College (“the College”) comprises of a main building and ten ancillary facilities totaling approximately 80,000 square feet. Each program requires a variety of environments ranging from and not limited to medically clinical to industrial to business office space. In all environments, a clean, safe workspace is top priority and currently, the welding shop’s environment is a primary concern.

**Current and Future Considerations**

The welding shop is 3,353 square feet of open space with equipment placed throughout to facilitate instruction. The current ventilation system for the welding lab has not met the needs of the program due to increased number of stations and reconfiguration of the lab, and changes in technology and acquisition of equipment. For that reason, the College published a ‘Request for Proposal “RFP” to solidify a contract associated with designing, building, installation, and commission of the Camfil welding ventilation system.

The RFP was published January 14, 2019 with a due date of February 22, 2019 at 3:00 p.m.; however, at the request of the only bidder at the time, the deadline was extended to March 4, 2019 at 5:00 p.m. A second bidder was notified at the time of their submission that the deadline had been extended. The publication was issued in the newspaper, via email to local contractors and on our website. We received the following bids:

<b>Vendor</b>	<b>Total Bid Price</b>
Trinium Contractors	\$235,000.00
Matheson	\$74,752.29

**Fiscal Implications**

Both bids met the requirements of the RFP but Matheson’s bid is the most advantageous for the College. Capital Outlay funds were budgeted and will be used for the installation of this system.





**Recommendation**

The Administration respectfully requests the Board authorize the College to enter into a contract with Matheson to design, build, install, and commission a ventilation system to meet current and projected expansion capacity of the welding lab.



TO: MATC Board of Directors

FROM: Sarah Phillips, VP of Student Success/CAO/CSSO

DATE: March 26, 2019

RE: Credit for Prior Learning Policy 5.1.3

**Background Information**

The Credit for Prior Learning Policy 5.1.3 allows MATC to award college credit based on learning experiences where individuals have gained knowledge and/or skills that correlate to outcomes within a program. Students can request college credit to be applied based on scores obtained through Advanced Placement testing, College-Level Examination Program (CLEP), VA National Testing Program (DSST), ACE and JST credit. The cost is \$50 per course to evaluate official transcripts/scoring documents. Students can also pursue credit for Advanced Standing, which is credit for experience or training earned, and Credit by Examination. The cost to students is \$50 per credit hour as this is credit that hasn't been transcribed by any other entity.

**Notice of Policy Revision**

The Administration provides respectively provides this notice of policy revision to the Board of Directors.

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 5.1.3**

<b>Title: Credit for Prior Learning</b>	
Originated by: Dr. Robert Edleston, President Revised by Marilyn Mahan, Vice President of Academic Affairs	
Signature _____	Date _____
Approved by: VPSS/President	
Signature _____	Date _____
Reviewed on: August 1, 2014	Revised on: 1/2015, 3/2017,3/2019

**Policy Statement:** Awarding credit for prior learning is a process by which formal college credit is granted for learning experiences in formal or informal educational settings. It provides the opportunity for individuals who have gained knowledge, skills, and abilities to have that education recognized as being valuable and legitimized through the assignation of equivalent semester credit hours.

**Rationale:**

Credit for Prior Learning (CPL) is a comprehensive term used to describe credit awarded for learning gained outside a traditional postsecondary academic environment. “Prior Learning Assessment” (PLA) is also used to describe CPL. CPL involves the evaluation and assessment of an individual’s learning obtained through activities such as working, participating in employer training programs, serving in the military, studying independently, completing advanced secondary level coursework, studying open source coursework, volunteering or doing community service. CPL may take the form of postsecondary credit, credentials, or advanced standing toward further education or training.

**Procedure:**

1. Students may seek award of credit for prior learning through Advanced Placement (AP), Advanced Standing, College Level Examination Program (CLEP), VA National Testing Program (DSST) formally known as DAN TES, education credit for training programs, or credit by examination.
  - A. Advanced Placement (AP) Exams. The Advanced Placement test is one way to earn college credit by examination. These tests are given by the College Entrance Examination Board (CEEB) in May of the junior or senior years in high schools offering advanced placement courses. Students who have completed any of the following CEEB Advanced placement tests should have the Educational Testing Service (ETS) forward an official report of their scores to the Registrar’s Office in order to receive credit. If students did not originally have scores sent to MATC, they must have ETS forward a copy of their scores to the Registrar’s Office. To order reports students must provide ETS with the year the Advanced Placement test was taken, subject of the exam, birth date or Social Security number, and the

required fee. Requests should be sent to: Advanced Placement Program, PO Box 6671, Princeton, NJ 08541-6671.

When calculating grades from the Advanced Placement tests, scores of 5, 4, or 3 are granted as indicated. No credit is granted for scores of 2 or 1. If the letter grade is awarded, it will become part of the student's GPA at MATC. Advanced Placement courses can be used toward MATC's General Education requirements.

The following list of course equivalencies, credit hours, and grades shown indicate MATC's acceptance policy only. Other institutions may interpret recommendations differently.

<u>AP Course</u>	<u>AP Score</u>	<u>MATC Course</u>	<u>MATC Cr. Hrs.</u>	<u>Grade</u>
Biology	5	BSC 110 Biology	5	A
Biology	4	BSC 110 Biology	5	B
Biology	3	BSC 110 Biology	5	Cr.
Chemistry	5	CHM 110 Chemistry I	5	A
Chemistry	4	CHM 110 Chemistry I	5	B
Chemistry	3	CHM 110 Chemistry I	5	Cr.
English Composition	5	COM 105 English Composition I	3	A
English Composition	4	COM 105 English Composition I	3	B
English Composition	3	COM 105 English Composition I	3	Cr.
Psychology	5	PSY 100 General Psychology	3	A
Psychology	4	PSY 100 General Psychology	3	B
Psychology	3	PSY 100 General Psychology	3	Cr.
Statistics	5	MAT 135 Elementary Statistics	3	A
Statistics	4	MAT 135 Elementary Statistics	3	B
Statistics	3	MAT 135 Elementary Statistics	3	Cr.

- B. Advanced Standing. Credit may be given for previous college course work for required or elective courses completed and, in some situations, for specific practical experience. Advanced standing in programs of study is determined on an individual basis by Manhattan Area Technical College program instructors and/or the Vice President of Academic Affairs.
- C. CLEP is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas. Students must arrange for an official report of CLEP examination scores to be sent to MATC from The College Board in order to receive credit. MATC will grant credit to students who earn a score of 50 or higher on CLEP examinations. MATC will grant credits for an equivalent course when a CLEP examination covers material that is substantially similar to an existing lower division course. Equivalent course credits may be applied to certificate, diploma,

and/or degree programs as either a required course or as an elective course. MATC will grant lower division elective course credits when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing course. Elective course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

- D. Credits for the Subject Standardized Tests Program for the VA National Testing Program (DSST) formally known as DAN TES will be evaluated using the ACE (American Council on Education) recommendations.
- E. Credit for training programs, including military training, will be evaluated according to the ACE Guide. For Military training, credit will be evaluated from the student’s military documents using the “ACE Guide to the Evaluation of Experiences in the Armed Forces.” For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOSs) held, and examinations passed. For Industry Training, credit will be evaluated using the “ACE College Credit Recommendation.”
- F. Credit by Examination. Students who have knowledge or experience in an area paralleling instruction in an MATC class may apply for credit by examination for specific classes to a maximum of nine (9) hours of credit by examination per transcript. This examination, developed by the program instructor(s), will be comparable to a comprehensive review of the class content and will be administered by either an MATC instructor or administrator.

2. Costs associated with CPL vary according to the chart below:

<u>CPL</u>	<u>Cost</u>
Advanced Placement	Administrative Cost for Evaluation of Transcripts - \$50
Advanced Standing	No cost for transcribing already earned post-secondary credits; evaluation of experience or other training - <b>\$50 per credit hour</b>
CLEP	Administrative Cost for Evaluation of Transcripts - \$50
DSST (formally known as DAN TES)	Administrative Cost for Evaluation of Transcripts - \$50
Credit for Military Training and Other Training Programs	Administrative Cost for Evaluation of Transcripts - \$50
Credit by Examination	Administrative Cost for Administering Test - <b>\$50 per credit hour</b>

3. Credit Limit. Manhattan Area Technical College shall not limit the total number of **traditional credits** a student may earn through transfer as long as at least 25% of the credit toward graduation comes from MATC course work. The award or transfer of

**non-traditional credit** used toward a degree or certificate award shall not exceed 25% of the credit hours required for the requested degree or certificate.

### **Steps for Obtaining Credit**

1. An MATC Admissions Application and corresponding application fee must be submitted prior to requesting any credit for prior learning. No credit for prior learning requests will be reviewed prior to the completion of this requirement.
2. Advanced Placement (AP) – forward transcripts to:  
  
Registrar  
Manhattan Area Technical College  
3136 Dickens Avenue  
Manhattan, KS 66503
3. Advanced Standing, CLEP, DANTES, ACE – Complete request form and submit all applicable transcripts and/or documentation to the Registrar, and pay appropriate fee.
4. Credit by Examination – Requests for Credit by Examine must be made prior to the beginning of the academic year. Student must complete the application for Credit by Examine and pay the appropriate fee prior to a time being set for the exam to be proctored and graded. Student and Registrar will receive the results of the exam. Credit earned will be transcribed.

### **Procedure**

1. Student must be accepted for enrollment in a specified certificate or degree program.
  2. Student may apply for a maximum of 9 credit hours by examination.
  3. Student may seek credit by examination for a course provided the following criteria have been met:
    - a. Student has not previously taken and/or received credit for the course at MATC.
    - b. Student has not failed the course at a prior institution.
    - c. Student must have completed the credit by examination prior to the first day of class.
  4. Student must complete the Application for Credit by Examination and pay appropriate fee.
  5. Credit earned by examination will be transcribed as “credit.”
- 
5. Advanced Standing
    - a. Students desiring to receive approval to substitute previous college course work for required or elective courses must complete the required form and provide applicable transcripts and/or documentation to the Registrar. Credit pertaining technical courses

the Registrar will collaborate with respective program of study instructor and/or Vice President of Academic Affairs to ensure satisfactory achievement of the course outcomes and competencies of credit has been met. Upon approval credit earned by examination will be transcribed as “credit.”

- b. Students desiring to receive approval for experience and/or training to substitute for specific courses must complete the required form, provide applicable certification and/or documentation to the Registrar, and pay appropriate fee. Registrar will collaborate with respective program of study instructor and/or Vice President of Academic Affairs to obtain approval of satisfactory achievement of the course outcomes and competencies of credit. Upon approval credit earned by examination will be transcribed as “credit.”



TO: MATC Board of Directors

FROM: Josh Gfeller, Chief Information Security Officer

DATE: March 26, 2019

RE: Computer Usage Policy 9.1.1

**Background Information**

The Computer Usage Policy 9.1.1 was established in 2009, with a revision in 2011. We have combined policy 9.1.2, Computer Ethics and Internet Policy with the current Computer Usage Policy 9.1.1 to update as one comprehensive policy. The updated policy includes the latest practices and NIST standards to protect all MATC employees, students, and affiliates against prohibited technology use.

**Notice of Policy Revision**

The Administration provides respectively provides this notice of policy revision to the Board of Directors.



**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 9.1.1**

<b>Title: Computer Usage Policy</b>	
Originated by: Director of IT - Updated by: Josh Gfeller- Chief Information Security Officer	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on: August 26, 2011, January 15, 2019

**Policy Statement:**

Manhattan Area Technical College intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to MATC’s established culture of openness, trust, and integrity. MATC is committed to protecting employees, partners and the college from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of MATC. These systems are to be used for business purposes in serving the interests of the company, and of our customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every MATC employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

**Rationale:**

Employees, students, and guests are responsible for maintaining an environment free of malicious, inappropriate, and illegal acts. MATC is not responsible for unacceptable or unethical use of the information technology systems including internet access, network usage, and electronic mail. However, policies and best practices will be employed to protect the institution, authorized users and electronic data stored on MATC systems. Unacceptable uses of the computer system will result in the revoking of computer access. Faculty and staff may utilize laptop computers or portable computing devices in the performance of their duties including but not limited to traveling to conferences, workshops, or other off-campus activities. Due to the mobile nature of such items, additional measures must be taken to secure College property and data.

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**Policy No. 9.1.1**

**Scope:**

This policy applies to the use of information, electronic and computing devices, and network resources to conduct MATC business or interact with internal networks and business systems, whether owned or leased by MATC, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at MATC and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with MATC policies and standards, and local laws and regulation.

This policy applies to employees, contractors, consultants, temporaries, and other workers at MATC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by MATC.

**Procedure:**

**1.1 General Use and Ownership**

- 1.1.1 MATC's proprietary information stored on electronic and computing devices whether owned or leased by MATC, the employee or a third party, remains the sole property of MATC. You must ensure through legal or technical means that proprietary information is protected by the *Data Protection Standard*.
- 1.1.2 You have a responsibility to promptly report the theft, loss or unauthorized disclosure of MATC's proprietary information.
- 1.1.3 You may access, use or share MATC's proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- 1.1.4 Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- 1.1.5 For security and network maintenance purposes, authorized individuals within MATC may monitor equipment, systems, and network traffic at any time.
- 1.1.6 MATC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

**1.2 Security and Proprietary Information**

- 1.2.1 All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- 1.2.2 Postings by employees from an MATC email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of MATC unless posting is in the course of business duties.
- 1.2.3 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

**1.3 Portable or Remote Computing**

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Institutional Policy and Procedure Manual**

**Policy No. 9.1.1**

- 1.3.1 Laptop computers and/or portable computing devices will be under the control of the IT Department. The IT Department will check out the equipment for use by faculty and staff in conducting college business. Please notify Helpdesk@manhattantech.edu at least one week before needing the laptop or portable-computing device. Include in the request any software that will need to be loaded.
- 1.3.2 No personal or student information should be saved to the laptop or portable-computing device.
- 1.3.3 Staff members that have checked out laptop computers and/or portable-computing devices will take all reasonable measures to secure the device and data contained therein including but not limited to the following.
- Keep the device within your immediate control while traveling
  - Do not leave the device in an unlocked car, residence or hotel room
  - Use the case provided to protect the device from accidental damage
  - Do not loan the device to any other individual including another staff member
  - In the event the device has been damaged, lost, or stolen, report the incident to the IT Department immediately.
- 1.3.4 Failure to take reasonable measures to protect MATC-owned portable-computing devices may result in the employee being responsible for any financial loss.

**1.4 Student E-mail Accounts**

- 1.4.1 Email as official communication  
Emails are to be considered an appropriate mechanism for official communication by MATC with faculty, staff, and students. MATC has the right to send official communications by email to faculty, staff, and students with the full expectations that those communications will be received and read in a timely fashion. The same expectation may be held for faculty, staff, and students communicating via email.
- 1.4.2 Use of college account  
Official email communication will be sent to the recipients' official college email address. Faculty, staff, and students are expected to check their email frequently and consistently to stay current with MATC and faculty-student related communication. It should be recognized that certain communications may be time-critical. Faculty, staff, and students will not be held responsible for an interruption in their ability to access an email message due to a College system-related problem that may prevent timely delivery or access to the message.
- 1.4.3 Forward email  
Setting up auto-forward rules from your MATC email account to a private, unofficial email address outside matc.net or manhattantech.edu is prohibited.
- 1.4.4 Communicating confidential information  
Users of electronic mail systems should be aware that, in addition to being subject to authorized access, electronic mail in its present form is not secure and is, therefore, vulnerable to unauthorized access and modification by third parties. Confidential information, such as student grades or social security numbers should not be sent to a student with a private, unofficial, non-College email account (i.e., aol.com, yahoo.com, hotmail.com, cox.net, etc.). Faculty may require students to provide their official College email address (matc.net or manhattantech.edu) to receive a reply. A recommended step is to provide general replies directing students to College tools that require authentication, such as MATCOnline.

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**Policy No. 9.1.1**

1.4.5 Passwords

Users are responsible for protecting their own passwords and should not share their login information.

1.4.6 Student email account standards

The account of any faculty, staff, or student who deliberately violates this or other relevant College policies, such as the non-tolerance policies, using the College email account, may be terminated immediately. A member of Administration will be responsible for determining if such a violation has occurred and subsequently notifying the IT Department to terminate the account. Certain types of email, including but not limited to harassing messages, may also incur civil or criminal penalties.

**1.5 Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of MATC authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing MATC owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

1.5.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by MATC.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which MATC or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting MATC business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to the export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using an MATC computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

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**Policy No. 9.1.1**

8. Making fraudulent offers of products, items, or services originating from any MATC account.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless prior notification to MATC is made.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Introducing honeypots, honeynets, or similar technology on the MATC network.
14. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
15. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
16. Providing information about, or lists of, MATC employees to parties outside MATC is strictly prohibited without written consent from MATC administration.

**1.5.2 Email and Communication Activities**

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation with the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to the IT Department

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within MATC's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by MATC or connected via MATC's network.

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**Policy No. 9.1.1**

7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

**1.5.3 Blogging and Social Media**

1. Blogging by employees, whether using MATC's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of MATC's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate MATC's policy, is not detrimental to MATC's best interests, and does not interfere with an employee's regular work duties. Blogging from MATC's systems is also subject to monitoring.
2. MATC's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any MATC's confidential or proprietary information, trade secrets or any other material covered by MATC's Confidential Information policy when engaged in blogging.
3. Employees may also not attribute personal statements, opinions or beliefs to MATC when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of MATC. Employees assume any and all risk associated with blogging.

Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, MATC's trademarks, logos, and any other MATC intellectual property may also not be used in connection with any blogging activity.

**Policy Compliance:**

**1.6 Compliance Measurement**

MATC administration will verify compliance with this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

**1.7 Exceptions**

Any exception to the policy must be approved by the MATC administration team in advance.

**1.8 Non-Compliance**

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



TO: MATC Board of Directors

FROM: Josh Gfeller, Chief Information Security Officer

DATE: March 26, 2019

RE: Clean Desk Policy 9.1.4

**Background Information**

The Clean Desk Policy 9.1.4 has been written to establish the minimum requirements for maintaining a “clean desk” – where sensitive/critical information about our employees, students our intellectual property, and our vendors are secure in locked areas and out of site. A Clean Desk policy is not only ISO 27001/17799 compliant, it is also part of standard basic privacy controls.

**Notice of Policy Revision**

The Administration provides respectively provides this notice of policy revision to the Board of Directors.

**Manhattan Area Technical College  
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**Policy No. 9.1.4**

<b>Title: Clean Desk Policy</b>	
Originated by: Josh Gfeller- Chief Information Security Officer	
Signature	Date 02-15-19
Approved by:	
Signature	Date
Reviewed on:	Revised on:

**Policy Statement:**

The purpose for this policy is to establish the minimum requirements for maintaining a “clean desk” – where sensitive/critical information about our employees, students our intellectual property, and our vendors are secure in locked areas and out of site. A Clean Desk policy is not only ISO 27001/17799 compliant, but it is also part of standard basic privacy controls.

**Procedure:**

1. Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period. Examples of sensitive/confidential information include but are not limited to financial account numbers, social security numbers, driver’s license numbers, and medical records.
2. Computer workstations must be locked when the workspace is unoccupied.
3. Any Restricted or Sensitive information must be removed from plain sight and secured when the desk is unoccupied and at the end of the workday.
4. File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
5. Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.
6. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
7. Printouts containing Restricted or Sensitive information should be immediately removed from the printer.
8. Upon disposal, Restricted and/or Sensitive documents should be shredded in the official shredder bins or placed in the lock confidential disposal bins.
9. Whiteboards containing Restricted and/or Sensitive information should be erased.
10. Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and secure them in a locked drawer
11. All printers and fax machines should be cleared of papers as soon as they are printed; this helps to



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ensure that sensitive documents are not left in printer trays for the wrong person to pick up

**Policy Compliance**

1. Compliance Measurement

MATC's administration team will verify compliance to this policy through various methods, including but not limited to, periodic walk-through, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

2. Exceptions

Any exception to the policy must be approved by the administration team in advance.

3. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.