



BOARD OF DIRECTORS MEETING

**March 30, 2021
Manhattan Area Technical College**

Zoom/live stream at 5:30 p.m.

2021

L.J. Baker – Chair (Geary)

Board of Directors

Wendy King-Luttman (Clay)
David Fritchen (Riley)
Tim Flanary (Pottawatomie)
David Urban (Riley)
Brett Ballou (Riley)
Will Allen (Geary)

Administration/Staff

Jim Genandt (President/CEO)
Mary Bell (Exec. Assistant/Board Clerk)
Sarah Phillips (VPSS/CAO/CSAO)
Carmela Jacobs (VP Operations/CFO/HR)
Josh Gfeller (Chief Info Security Officer)
Nathan Roberts (Dean Career/Tech Ed)
Neil Ross (Dean of Student Services)
Chris Boxberger (Director Title III/Adult Ed)



**Board of Directors Meeting Agenda
Manhattan Area Technical College
Tuesday, March 30, 2021
Board Meeting at 5:30 p.m.**

Board of Directors:

___ Baker, L.J. Chair (Geary)	___ Urban, David (Riley)
___ King-Luttman, Wendy Vice Chair (Clay)	___ Ballou, Brett (Riley)
___ Fritchen, David (Riley)	___ Allen, Will (Geary)
___ Flanary, Tim (Pottawatomie)	

Administration/Staff:

___ Genandt, James (President/CEO)	___ Bell, Mary (Board Clerk)	___ Phillips, Sarah
___ Jacobs, Carmela	___ Gfeller, Josh	___ Ross, Neil
___ Roberts, Nathan	___ Boxberger, Chris	___ Watts, Harry
___ Faculty Senate	___ Dietrick, John	___ Zerbe, Allison
___ Caponera, Andreww		

Call to Order

___ **Executive Session:** Consultation with College Attorney to protect the interest of the business to be discussed.

___ **Incidental Information**

- BOD Member Community Report

___ **Program/Department Highlights**

- Student Services CTE Signing Day (Neil)

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

- Approval of February 2021 Meeting Minutes (Attachment 1) *
- Approval of February 2021 Check Register w/Threshold Expenditures (Attachment 2)*(Carmela)
- Organizational Update (Attachment 3)*(Carmela)
- President's Report (Attachment 4)*(Jim)

___ **Executive Session:** Financial - Relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

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

- Recommendation - Tuition and Fees (Attachment 5)* - Carmela and Jim
- Financial Monitoring Report (Attachments 6a, 6b, & 6c)* - Carmela and Jim
- Xerox Proposal Recommendation (Attachment 7)* - Carmela, Josh, and Andrew
- Approval of Policy #9.1.6 Institutional Effectiveness (Attachment 8)* - Sarah
- Updated Policy Review #9.1.3 Verification of Student Identity (Attachments 9a & 9b) - Neil
- Updated Policy Review #4.5.2 Program Advisor Committee/Business and Industry Leadership Team - (Attachment 10) - Nathan

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

- President Updates -KSLEG/KBOR-TEA (Jim)
- Title III Update (Attachment 11) (Chris)
- HLC Criterion 3 & 4 Update (Sarah)
- Possible Special Board Meeting for Curriculum Approval (Sarah)
- Covid Updates (Neil)
- Senate Faculty Update (Brian and Jeff)

___ **Evaluation of Board Process**

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

- Foundation/Resource Development Update (Jim and Harry)

___ **Executive Session:** Personnel Matters Relating to Presidential Evaluation Preparation

Meetings and Upcoming Events

- Next Board Meeting: Tuesday, April 27, 2021 @ 5:30 p.m. room 406a

* Requires BOD Action

Manhattan Area Technical
College Board of Directors
February 23, 2021 Room 104a
Zoom/Live Stream Meeting
At 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met February 23, 2021 at 5:30 p.m. in room 104a using social distancing with zoom and live streaming for employees.

Members present: L.J. Baker, Will Allen, David Urban, David Fritchen, and Brett Ballou

Members absent: Wendy King-Luttman and Tim Flanary

Administration Present: Jim Genandt, President/CEO; Mary Bell, Executive Assistant/Board Clerk; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/HR; Josh Gfeller, Chief Information Security Officer; Neil Ross, Dean of Student Services; Chris Boxberger, Director of Adult Education; Nathan Roberts, Dean of Career and Technical Education.

Faculty/Staff/SGO Visitors: Laura Weiss-Cook; Sicilee Lansbury; Brian Koch; Jeff Pishny; Cindy Boxberger; Darren Ortega.

Meeting was livestreamed

2. CALL TO ORDER:
 - L.J. Baker called the meeting to order at 5:32 p.m.
3. INCIDENTAL INFORMATION:
 - BOD Member Community Report
 - Regional Testing Center Presentation by Darren and Cindy
 - Laura and Sicilee Presented Update on Student Loan Default Rate
4. CONSENT AGENDA (Routine items requiring BOD action)*
 - David Urban moved to approve the Consent Agenda (attachments 2-5), Brett Ballou seconded. Motion carried 5 yeas, 0 nays.
5. GENERAL AGENDA (items possibly requiring BOD action)
 - Jim Genandt presented HLC Criterion One and Two update. No action taken.
 - Sarah Phillips presented an update of Faculty Senate Policy #3.2.4 (attachment 6). No action taken.
6. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission)
 - Jim Genandt presented February 2021 Achievement of Ends (attachment 7).
 - Jim Genandt updated board on USD 383 partnership, Covid-19, etc.

- The following updates were given by administration:
 - Title III Update – Chris Boxberger
 - Facility/Update – Carmela Jacobs
 - Covid-19 Update – Neil Ross
 - Faculty Senate Update – Brian Koch and Jeff Pishny

7. EVALUATION OF BOARD PROCESSES

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

- Jim Genandt discussed the updates with resource development and the foundation.

9. EXECUTIVE SESSION: Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trust, and individual proprietorships. David Urban moved to go into executive session at 7:08 p.m. and return to open session at 7:18 p.m. Will Allen seconded. Motion carried 5 yeas and 0 nays. At 7:18 p.m., David Urban moved to return to open session. Brett Ballou seconded. Motion carried 5 yeas and 0 nays. No action was taken.

ADJOURNMENT: L.J. Baker, Board Chair adjourned the meeting at 7:20 p.m.



March 30, 2021
 To: MATC Board of Directors
 From: Carmela Jacobs, VP Operations/CFO
 Re: February 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 395,471.49	29.66%
Facilities	\$ 39,219.42	2.94%
Student Payments	\$ 350,251.08	26.27%
Program Expenditures	\$ 323,979.01	24.30%
ALC Operating Costs (excluding salary/benefits)	\$ 295.00	0.02%
Wamego	\$ 8,782.43	0.66%
Other Operating costs	\$ 215,412.42	16.15%
Total February Expenditures	\$ 1,333,410.85	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Evergy	Jan Energy Bill	\$ 8,782.21	All School	general fund
Central Bank	Wamego Lease Payment 1 of 20	\$ 100,969.43	All School	general fund
Anixter, Inc	Student Tools - EPD	\$ 29,874.30	EPD	student fees
USD 383 - Manhattan High School	Gen. Ed Reimbursement (Fall 2020)	\$ 27,843.75	All School	general fund
CDW Government, Inc	Air Purifiers/Distance Learning Equipment	\$ 19,642.36	All School	CARES grant
A Book Company	Student Textbooks	\$ 8,270.95	All School	student fees
Innovative Education Systems	Festo Lab Equipment	\$ 293,435.34	All School	Dept of Commerce grant
BBN Architects	Architect Services - Wamego Campus (98% completion)	\$ 6,212.04	All School	general fund
CINTAS	Santization Services and Custodial Supplies	\$ 7,531.54	All School	general fund/CARES grant
Marta and Son, Inc	Campus Custodians	\$ 6,050.00	All School	general fund
Flightpath Agency	Pandora Radio Advertising	\$ 6,000.00	All School	general fund
Brainfuse	Online Tutor Hours	\$ 5,400.00	All School	general fund
BCBS	Health Insurance	\$ 45,643.28	All School	general fund
IRS	PR 02.12.2021 Payroll deductions	\$ 37,663.10	All School	payroll ded/gen fund
IRS	PR 02.26.2021 Payroll deductions	\$ 39,834.63	All School	payroll ded/gen fund
KS Dept of Revenue	PR 02.26.2021 Payroll deductions	\$ 7,505.32	All School	payroll deduction
KPERS	PR 02.12.2021 Payroll deductions	\$ 9,502.96	All School	payroll deduction
KPERS	PR 02.26.2021 Payroll deductions	\$ 9,850.15	All School	payroll deduction
Nationwide Trust Company	PR 02.12.2021 Payroll deductions	\$ 5,699.93	All School	payroll ded/gen fund
Nationwide Trust Company	PR 02.26.2021 Payroll deductions	\$ 5,760.85	All School	payroll ded/gen fund
Total February Expenditures Exceeding Threshold		\$ 681,472.14		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: March 30, 2021
SUBJECT: Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
William Gilligan	Information and Network Technology Instructor	6/30/2021	Academics	Operating	Resigning at the end of contract year
Advertised Positions					
Position Title			Department	Funding Source	Status
Adjunct Opportunities for Consideration			All Departments	Operating	Open
Part-Time Allied Health Instructor			Allied Health	Operating	Open
Director of Nursing			Nursing	Operating	Open
Accountant I			Financial Services	Operating	Open
Academic Advisor			Student Services	Operating	Open
Full-time Information & Network Technology Instructor			Academics	Operating	Open

President's Report: March 2021

Owner Expectations:

- 2/25 I presented for the state's technical college to the Technical Education Authority
- 2/25, 3/4, 3/11, 3/18 I hosted the weekly meetings of the technical college presidents
- 2/26 Sarah, Carmela, and I met with the Faculty Senate leadership
- 3/3 I worked with staff and renewed our agreement with the National Clearinghouse which provides support for transcripts, and student outcomes tracking
- Many MATC employees received their first COVID vaccine shot from the Riley County Health Department at CICO Park
- 3/12 I participated in the Leadership Manhattan Board meeting
- 3/12 Carmela, Chris and I met with Dr. Wade, Superintendent of USD 383 concerning the adult learning center and progress on a timeline for the career academy project
- 3/17 I participated for the technical colleges with the System Council of Presidents with KBOR, then I presented for the technical colleges to the state regents
- 3/22-3/26 I participated in the Teaching Leadership Intensive workshop of the Kansas Leadership Center
- 3/22 I hosted the Wamego School Board and senior administrators at our Wamego Center for part of their board retreat
- 3/23 I participated in a Zoom meeting with the consultant and other participants of the City of Manhattan city government strategic planning project
- 3/23 I testified for the tax credit proposal to the State Senate Assessment and Tax Committee in Topeka
- 3/23 I presented about MATC to the 2021 Leadership Manhattan Class
- 3/25 I visited with Scott Smathers, KBOR, with MATC updates and questions

Employer Needs & Response:

- 3/2 I participated in the board meeting of the Greater Manhattan Economic Partnership (I am an ex officio member of the board)
- 3/3 Sarah, Harry, and I met with Jack Allston (Pott Co Economic Development) and Paul Allen (CAT) via Zoom to discuss welding needs and our Wamego Center
- 3/10 I participated in the state's regional Work-Based Learning meeting through the state department of education, and presented on HirePaths, a significant project designed by Kristin Brighton and implemented by New Boston
- 3/11 Sarah, Carmela, Chris, Nathan, and I helped host Wake Up Wamego at our Wamego Center for their chamber of commerce
- 3/11 I participated in the TEA Curriculum Committee meeting
- 3/16 Harry, Sarah, and I met with Jeff Wick and Lisa Diederich at our Wamego Center
- 3/16 Harry, Sarah, and I met with Jack Allston on a follow up about workforce needs in Pott. Co.
- 3/16 Mary and I participated in an orientation session with Trish Truitt of the National Association of Community College Entrepreneurship (we are members of that organization)
- 3/16 I participated in the Manhattan Chamber of Commerce board meeting
- 3/24 With Nathan, Chelsea, and Gary, I participated in a group of regional employers for updates on our Critical Environment Tech program, and our new FESTO Lab and industrial engineering technology. David Fritchen was also in attendance

Resource Development:

- 2/26 Harry and I met with Nancy Burton (BBN) and Lance White (Bank of the Flint Hills) at our Wamego Center about our work there
- 3/2 Harry, Sarah, and I met with Jason Toll, Wamego Chamber of Commerce, at our Wamego Center
- 3/29 I met with Jarrod Willich to give some foundation updates and to schedule a meeting of the trustees
- 3/30 We met with Dan of BBN to discuss the elements of a master plan for the college



March 30, 2021

MEMORADNUM TO: Manhattan Area Technical College Board of Directors
FROM: Carmela Jacobs, Vice President of Operations/CFO
SUBJECT: Fiscal Year 2021-2022 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.) and also requires that those institutions submit tuition and fee rates to the Kansas Board of Regents annually.

Tuition and fees constantly need adjusting to offset the change in state allocations, the fluctuations of enrollment, and the increased cost of instruction and operations. Therefore, each year Manhattan Area Technical College, (“The College”) conducts an extensive tuition and fee analysis. The College considers trends in enrollment, state allocations, and wage data for graduates from each program from the Kansas Department of Labor. This year’s analysis included an additional criterion -- the potential effects of the COVID-19 pandemic in the upcoming academic year.

Current Rates and Proposed New Tuition Rates

The College utilizes a multi-tier tuition rate schedule. As previously mentioned, many factors are considered when determining proposed tuition rates. This includes both cost of program operations and potential earnings of the graduates.

Program		Proposed	Tuition	Tuition
	2020-2021	2021-2022	\$\$	%
	Tuition Rates	Tuition Rates	Increase/(Decrease)	Increase/(Decrease)
Air Conditioning & Refrigeration	\$180	\$184	\$4	2.22%
Auto Technology	\$180	\$184	\$4	2.22%
Construction Technology	\$180	\$184	\$4	2.22%
Critical Environment Technology	\$180	\$184	\$4	2.22%
Biotechnology	<i>suspended</i>	\$184	\$0	0%
Business Administration	\$125	\$128	\$3	2.40%
Electric Power & Distribution	\$190	\$194	\$4	2.11%
Emergency Medical Technician	\$150	\$153	\$3	2.00%
General Education	\$125	\$125	\$0	0.00%
Allied Health Stand Alone Programs	\$150	\$153	\$3	2.00%
*Industrial Engineering Technology	<i>*new</i>	\$184	\$0	0.00%
Information & Network Technology	\$190	\$194	\$4	2.11%
Clinical Medical Laboratory Technology	\$180	\$184	\$4	2.22%
Nursing – Associates	\$190	\$194	\$4	2.11%
Nursing – Practical	\$180	\$184	\$4	2.22%
Welding Technology	\$180	\$184	\$4	2.22%

Administration is proposing an increase to tuition rates at an average of 2% for the 2021-2022 Academic Year. The COVID-19 pandemic has brought a lot of uncertainty with the upcoming school year, specifically in the areas of enrollment. The increase will NOT be applied to general education courses.

Recent years have shown that the amount of support provided to 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 decreased by four (4) percent; FY18 remained flat; FY19 increased by three (3) percent; FY20 increased by two (2) percent; FY21 remained flat and the initial indication for FY22 is that there will be a two (2) percent decrease.

Additionally, administration is recommending to keep credit hour fees flat for FY22. 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
- Reserves

Financial Implications

The adjustment to program tuition will produce approximately \$29,028 in additional general revenue if enrollment is at least 11,000 credit hours. If the College's tiered and non-tiered funding were to be reduced by two (2) percent, the amount of aid would be reduced by \$38,196.88 and \$9,962.06 respectively. Therefore, the proposed tuition increase allows us to partially recover the continued state reductions so we can maintain a level operating budget based on what we know at this time.

Recommendation

Administration respectfully requests that the Board adopt that tuition and fee rates for the 2021-2022 fiscal year, as proposed.



MANHATTAN AREA TECHNICAL COLLEGE

INTERNAL MONITORING REPORT
FINANCIAL CONDITION
March 2021
(Period ending December 31, 2020)

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/Chief Financial Officer, 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 Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position provide the College financial condition as of December 31, 2020. The full fiscal-year budget and year-to-date budget is presented on the Statement of Revenues, Expenses and Changes in Net Position with comparison to actual results. The statement reflects a change of the net position of \$47,722 for the first half of fiscal year of 2021 which shows our revenues exceeded our expenses.

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 as of December 31, 2020 would support operations of the College for approximately 90 days without any additional income. Administration is acutely aware that this reserve level is not sufficient to support the College long-term. Sources and uses of funds are constantly being monitored and will be adjusted as needed.

I report compliance.

Signed , President Date March 30, 2021
Jim Genandt



March 30, 2021

TO: MATC Board of Directors

RE: 2Q Statement of Revenues, Expenses, and Changes in Net Assets (July 1, 2020 - December 31, 2020)

Prepared By: Carmela Jacobs, VP of Operations/CFO

	Actual	Budget	% of budget	Actual
	12/31/2020	6/30/2021		6/30/2020
OPERATING REVENUES				
Student tuition and fees	\$ 1,579,997	\$ 3,942,008	40%	\$ 3,314,050
Federal grants and contracts	\$ 905,770	\$ 967,000	94%	\$ 1,013,212
State and local grants and contracts	\$ 93,165	\$ 597,028	16%	\$ 921,279
Sales and services of educational departments	\$ 12,628	\$ 30,000	42%	\$ 21,137
Other	\$ 26,676			\$ 174,560
Total operating revenues	\$ 2,618,236	\$ 5,536,036		\$ 5,444,238
OPERATING EXPENSES				
Salaries:	1,795,095	\$ 3,516,980	51%	\$ 4,105,288
Benefits	375,797	\$ 923,834	41%	\$ 768,566
Contractual Services	346,008	\$ 609,102	57%	\$ 727,978
Supplies and other operating expenses	1,164,149	\$ 2,425,994	48%	\$ 1,280,263
Utilities	48,519	\$ 140,000	35%	\$ 126,103
Repairs and Maintenance	33,471	\$ 78,000	43%	\$ 93,229
Scholarships and financial aid	-			
Depreciation and amortization	145,000	\$ 290,000	50%	\$ 242,485
Total operating expenses	3,908,040	\$ 7,983,910		\$ 7,343,912
OPERATING INCOME (LOSS)	\$ (1,289,804)	(2,447,874)		(1,899,674)
NON-OPERATING REVENUES (EXPENSES)				
State appropriations	1,336,733	\$ 2,427,422		\$ 2,389,912
Interest Income	1,030	\$ 27,000		\$ 18,916
Federal Grants	-	\$ -		\$ 18,953
Gain on disposal of property, plant and equipment	-	\$ -		\$ -
Transfer (to)/from Foundation	-	\$ -		\$ 25,000
Interest expense	(238)	\$ (6,000)		\$ (73,696)
Total Non-Operating Revenues (Expense)	1,337,525	2,448,422		2,379,085
CHANGE IN NET POSITION	47,722	\$ 548		\$ 479,411
Net position - beginning of year	\$ 4,399,321	\$ 4,399,321		\$ 3,919,910
Net position - end of year	\$ 4,447,043	\$ 4,399,869		\$ 4,399,321



MANHATTAN AREA TECHNICAL COLLEGE

March 30, 2021

TO: MATC Board of Directors

RE: 2Q Financial Monitoring - Statement of Net Position (July 1, 2020-December 31, 2020)

Prepared By: Carmela Jacobs, VP of Operations/CFO

	Actual 12/31/2020	Actual 6/30/2020
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 874,259	\$ 1,343,039
Short-term investments	\$ -	
Accounts receivable, net	\$ 242,588	\$ 233,963
Inventories	\$ -	
Prepaid Expenses/Other Assets	\$ 52,982	\$ 23,817
Due to/from - Activity Accounts	\$ 6,019	\$ 9,652
Total Current Assets	\$ 1,175,848	\$ 1,610,471
Noncurrent Assets:		
Property, Plant and Equipment	\$ 9,498,776	\$ 9,133,976
Less: Accumulated depreciation	\$ (3,886,506)	\$ (3,704,107)
Total Noncurrent Assets	\$ 5,612,270	\$ 5,429,869
TOTAL ASSETS	\$ 6,788,118	\$ 7,040,340
LIABILITIES AND NET POSITION		
Current Liabilities		
Accounts payable and accrued liabilities	92,777	\$ 382,121
Deposits	1,600	\$ 12,450
Funds held for others - activity funds	57,760	\$ 58,892
Deferred revenue	43,655	\$ -
Notes Payable-current portion	118,413	\$ 160,687
Total Current Liabilities	314,205	\$ 614,150
Non-Current Liabilities		
Notes Payable - non current portion	2,026,869	\$ 2,026,869
Total Non-Current Liabilities	\$ 2,026,869	\$ 2,026,869
Total Liabilities	\$ 2,341,075	\$ 2,641,019
Net Position		
Invested in capital assets, net of related debt	\$ 3,466,988	\$ 3,242,313
Unrestricted	\$ 980,055	\$ 1,157,008
Total Net Position	4,447,043	\$ 4,399,321
TOTAL LIABILITIES AND NET POSITION	\$ 6,788,118	\$ 7,040,340



March 30, 2021

To: Manhattan Tech's Board of Directors
From: Carmela Jacobs, Vice President of Operations/CFO
Re: Copier Lease Renewal with ImageQuest (Xerox)

Background Information

Manhattan Tech currently leases nine (9) multi-function copy machines, capable of printing, scanning, and copying through ImageQuest. For the past 5 years, the copier leases have been on multiple contracts and billing cycles. This is due to adding machines to our account, as needed, thereby creating separate contracts for those machines. Working with multiple contracts on different cycles is inefficient; therefore, one goal for this new contract is to consolidate our entire fleet into one renewal cycle.

The current lease with ImageQuest is a five (5) year lease that expires 6/30/2021. Upon lease expiration, the agreement states that Manhattan Tech is to purchase the copiers and all maintenance and service are the responsibility of the College.

The lease for the copiers is \$1,181.94 per month, plus \$.007512 for each black and white copy and \$.0707 for each color copy produced on the nine (9) copy machines. The average cost for the copiers per month is \$1,373.25.

In addition to leasing the 9 copiers, Manhattan Tech also has a maintenance agreement with ImageQuest for twenty-nine (29) campus printers. The maintenance agreement does not limit the number of printers serviced, and includes replacement toner and service to each printer.

The printer maintenance contract base payment is \$558.50 per month, with a threshold of 4,943 and 835 allowable printed pages for black & white and color, respectively. The College has not exceeded the allowable printed pages for the printers.

ImageQuest has proposed a new agreement to begin July 1, 2021. The agreement proposes that Manhattan Tech will receive nine (9) brand new copy machines, 14,082 (b&w) and 1,209 (color) pages per month that will be included in the lease price, as well as the maintenance of all twenty-nine (29) College printers, with a print threshold of 4,943 (b&w) and 1,180 (color) for a monthly price of \$1,693.14. The College has yet to exceed the current thresholds for the printer contract.



Fiscal Implications

The current average contract price for all machines is \$1,887.25 per month. The cost per month can vary depending on the amount of copies produced on the copy machines. Although Manhattan Tech is increasing digitizing documents, there is still a need for copiers. The current proposal allows for a more accurate budgeting of costs and a cost savings of \$2,329.32 per year.

Lastly, it is also best practice to utilize operating leases, rather than purchasing the machines in the end because maintenance on older machines is far costlier than the value of the machine. Multifunction copiers depreciate quickly in terms of value but not usability.

Recommendation

The Administration respectfully requests the Board of Directors, accept as presented, the five-year contract lease agreement and corresponding printer maintenance agreement with ImageQuest at a rate of \$1,693.14 per month or \$20,317.68 per year. ***Note: This lease agreement is not required to undergo the Sealed Bid process as bids are not required for the procurement of services. (See Policy 6.2.2).*



Manhattan Area Technical College

There Is A Difference... And Xerox Proves It.

	Current:	Proposed:
Equipment:	Xerox 5330 – fax with M505 EFI Xerox 5330 – fax, finisher Xerox 5335 – fax, finisher w/ 3-hole Xerox 5875 – finisher w/ 3-hole Xerox 7225 Xerox 7225 EFI M505 Xerox B7030 Xerox C8035	Xerox – C8145 – Finisher w/ 3-Hole Xerox B7035 Xerox B7035 – Finisher w/ 3-hole Xerox C8170 – Booklet Maker Fin w/3hole Xerox B7030 Xerox B7030 – Current Machine Xerox C8035 – Current Machine Xerox C8145 – Finisher w/ 3-Hole - (Wamego) PaperCut Complete Solution
Lease:	$\$497.82 + \$19.00 + \$310.00 + \$97.12 + \$258.00 = \underline{\$1,181.94}$	\$1,668.71
Average Monthly Usage Copiers:	B&W – 14,082 @ .007512 = <u>\$105.79</u> Color – 1,209 @ .0707 = <u>\$85.52</u>	B&W – 14,082 – included in lease Color – 1,209 – included in lease
Average Monthly Usage Printers:	B&W – 4,943 Color – 1,180 Base Payment - <u>\$514.00</u>	B&W – 4,943 – included in lease Color – 1,180 – included in lease
Total:	\$1,887.25	\$1,693.14

10% Savings and Service LOCKED for Term

PaperCut Solution Included

Xerox B7030 – B7035

- Monochrome 30 or 35 page per minute MFP
- Copy, Scan, Fax, Print, Scan to Cloud and Network
- Touchscreen User Interface with Xerox App Gallery
- McAfee and Cisco Imbedded Security
- Increased warm up and first page out speed



Xerox C8170

- Color 70 page per minute MFP
- Copy, Scan, Print, Scan to Cloud and Network
- Staple, Collate, 3-hole Punch
- Touchscreen User Interface with Xerox App Gallery
- McAfee and Cisco Imbedded Security
- Increased warm up and first page out speed



Xerox C8145

- Color Capable 45 page per minute MFP
- Copy, Scan, Print, Scan to Cloud and Network
- Staple, Collate, 3-hole Punch
- Touchscreen User Interface with Xerox App Gallery
- McAfee and Cisco Imbedded Security
- Increased warm up and first page out speed



60 Month Total Care Rental:

\$1,693.14 per month plus tax.

Full Service Maintenance includes 14,082/4,943 black & white pages and 1,209/835 color pages. This includes all service, parts, labor, and toner (paper and staples excluded). Excess pages will be billed at .0065/.014 B&W and .07/.14 Color.

CLARIFICATIONS:

- The current agreement will be cancelled upon authorization of the new agreement.
- All outstanding invoices for service and overages are still due.
- One time documentation fee (\$125) will be waived.
- Price includes all delivery, install, setup, training and removal of equipment.

PaperCut Details

Part #	Description	Qty
MFEG-EMXEL2	Xerox MFD via JBA Level 2 (10-24)**PCMF-US01EGMFXE2	10
MFXL-PGG1	Payment Gateway Connector Group 1 (PayPal WPS/PayFlow; Authorize.Net ; My Student Acct; RBS; TX File)**PCMF-US01P1	1
MFMS-NW05	5 Years Support @75% of License Total (\$800.00 minimum)	1
EQPS-RA01	PaperCut Remote Assistance/ per day/ 6 hours	2
EQPS-RA02	PaperCut Remote Assistance/ hourly rate	1
EQPS-RAMP	Mobile Print Solutions Implementation Kit	1
ELRE-MTAL	ELATEC -P- Kit-Reader, RFID, Xerox®(Internal) AltaLink® B8XXX; C8XXX	8
EQEW-RE04	Reader & Converter Extended Warranty (Four Years)	8

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

Policy No. 9.1.6

Title: Institutional Effectiveness	
Originated by: Director of Institutional Reporting and Instructional Technology	
Originated Approver: President/Board of Directors	Originated Date: 3/30/2021
Revised by:	Revised Date:
Reviewed on:	

Policy Statement:

It is the policy of Manhattan Area Technical College that the Data Team committee be devoted to Institutional Effectiveness (IE). The Data Team will provide a forum for college representatives to participate in the coordination and evaluation of data to determine institutional effectiveness based upon established criteria and critical success factors.

Rationale:

The Data Team's purpose is to improve and support the College's data management and reporting functions in an effort to assist administrators and faculty in making data-informed decisions. The committee facilitates best practices in data management, maintenance, sharing, and reporting.

Procedure:

The mission of the Data Team is to improve and support the College's data management and reporting functions. The Data Team will be comprised of representatives across campus functional groups that use data on a regular basis. Members have complementary roles in creating, managing and promoting a common understanding of the institution's administrative, academic, and financial data (see Composition of the Committee).

In order to improve and support the College's data management and reporting functions, the Data Team will:

- Discuss best practices related to the consistency, accuracy, and availability of institutional data
- Review and implement institution-wide data management policies and operation procedures related to college institutional data assets
- Develop consistent processes for collecting, aggregating, reporting, and distributing data throughout the institution
- Ensure proper use and handling of data being created, collected, reported, updated, or deleted
- Evaluate data to determine institutional effectiveness based upon established criteria and critical success factors.

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

Policy No. 9.1.6

Criteria for Evaluating Institutional Effectiveness:

1. Mission and Integrity
2. Preparing for the Future
3. Student Learning and Effective Teaching
4. Acquisition, Discovery, and Application of Knowledge
5. Engagement and Service
6. Distance Education

Critical Success Factors:

1. Accessible, Comprehensive Programs of High Quality
2. Student Satisfaction and Retention
3. Post Education Satisfaction and Success
4. Economic Development and Community Involvement
5. Sound, Effective Resource Management
6. Dynamic Organization Development

Composition of the Committee:

1. The following standing members (or designee)
 - Vice President of Student Success / CAO / CSSO
 - Vice President of Operations / CFO / Chief Human Resources Officer
 - Chief Information Security Officer
 - Dean of Career & Technical Education
 - Dean of Student Services / Director of Admissions
 - Director of Title III and Adult Education
 - Director of Institutional Reporting and Instructional Technology
 - Operations Coordinator
 - Director of Financial Aid
 - Human Resources Generalist
 - Database Report Writer
 - Registrar
 - Director of Academic Resources & Testing
 - Senior Administrative Assistant to the VPSS
2. Resources experts (ad hoc): Representatives will consist of, but not be limited to, individuals from Admissions, Financial Aid, Information Technology, Facilities, and HR/Business Office as deemed necessary by the committee chair.
3. The Data team is chaired by the Director of Institutional Reporting.

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

Policy No. 9.1.6

Responsibilities of the Committee:

1. Use existing institutional data and additional evidence to inform its work.
2. Make recommendations, based upon evaluation of data, for the development and/or revision of college policies and procedures, programs, or other initiatives that support the College's mission and vision and the critical success factors indicated above.
3. Forward educational program and curriculum recommendations to appropriate governance committee. *(NOTE: Program reviews remain under the purview of the Assessment Committee. Data Team looks at overall program review numbers in relation to the Criteria and Critical Success Factors listed above.)*
4. Lead and coordinate accreditation activities and reporting to the Higher Learning Commission (HLC).
5. Forward strategic plan recommendations to the College's strategic planning team.
6. Provide college-wide forums for the discussion of college outcomes and achievements.
7. Subcommittees and/or ad hoc committees may be created with specific duties and responsibilities as determined and defined by the Data Team.

Meetings:

The committee will meet at least monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.

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

Policy No. 9.1.3

Title: Verification of Student Identity	
Originated By: Marilyn Mahan, Vice President Instructional Services	
Signature	August 10, 2009
Reviewed:	
Signature	Date
Approved: August 10, 2009	Revised: Jim Genandt, March 2017

Policy Statement: This policy was developed in response to Public Law 110-315, the Higher Education Opportunity Act (HEOA) of 2008, Section 602.17, Subsection G., which addresses the way in which online postsecondary institutions verify and validate that the students who are awarded college degrees actually completed the coursework.

Rational: The HEOA requires institutions that offer distance education or correspondence education to have processes in place through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in, completes the course or program, and receives the academic credit.

The institution meets the requirement if it:

1. Verifies the identity of a student who participates in class or coursework by using methods, such as—
 - i. A secure login and pass code or proctored examinations; and
 - ii. New identification technologies as they become widely accepted; and
2. Does not use or rely on technologies that interfere with student privacy (H.R. 4137: HEOA, 2007).

Procedure:

1. Once an MATC admissions application is processed, each student receives a username, *FirstnameLastname*, and a temporary password that is automatically generated.
 - a. The student receives an initial admissions email at their personal email address provided on the admissions application containing their username, temporary password, student email address, and a link to reset the temporary password.
 - b. To change the temporary password, students will follow the provided link and use their username and temporary password provided in the initial admissions email.
 - c. This login information allows access to the computer system, student email, and learning management system (LMS) used for online coursework.
2. While online coursework is accessible via the LMS, one proctored testing event is required per 8 weeks.
 - a. Computer-based testing (CBT) is used for the majority of proctored exams
 - i. Depending on number of students testing and the student location, students test in the Learning Resource Center (LRC), a computer lab set up for that purpose, or an approved and verified proctor site

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Policy No. 9.1.3

- ii. CBT exams are administered via the LMS
- iii. After completing the CBT test, the student submits the exam and the testing session closes
- b. Some exams are administered via paper
 - i. Depending on number of students testing and the student location, students test in the LRC, a computer lab set up for that purpose, or an approved and verified proctor site
 - ii. The paper exams are in the possession of the proctor until the exam begins
 - iii. After completing the paper test, the student submits the exam to the proctor

Policy Revisions:

This policy will be revised in an ongoing manner based on:

1. Mandates handed down by the U.S. Department Education via our primary accrediting body; the Higher Learning Commission
2. Mandates handed down by the Kansas Board of Regents, and/or other appropriate program accreditation agency
3. Changes in online teaching and/or testing methodologies
4. Changes in available technology

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Policy No. 9.1.3

Title: Verification of Student Identity	
Originated by: Marilyn Mahan, Vice President Instructional Services	
Originated Approver: President/BOD	Originated Date: 8/10/2009
Revised by: Neil Ross, Dean of Student Services	Revised Date: 3/15/2021
Reviewed on:	

Policy Statement: This policy ensures that Manhattan Area Technical College operates in compliance with the provisions of the United States Federal [Higher Education Opportunity Act \(HEOA\) of 2008, Public Law 110-315](#) that requires the verification of student identity in distance or correspondence education. All methods of verifying student identity in distance education must protect the privacy of student information. The student must be notified of any projected fees associated with student identity verification. Responsibilities for the consistent application of student identity verification procedures must be clearly stated and described.

Verification Methods:

- The College uses a secure login and complex password to ensure that the student who registers for a course is the same student who participates in the course.
- During the Admission's process, each student receives a unique Student ID Number.
- Upon matriculation, each student receives a unique and secure network account that is linked to the Student ID Number. This network account is used to authenticate into the College's Learning Management System, Canvas, as well as other major applications i.e. MATC Online, Email, etc.
- First time users must establish their identity by visiting the Password Reset Portal to set up a complex password. Users can manage their password resets through this Portal by having a unique security code sent to them using their email or a mobile number.
- If a student requires assistance from the College's IT Help Desk that requires access to any student information, three forms of identity must be verified before proceeding with a telephone/email request. Possible identifiers are: Student ID Number, Birthdate, Last 4 digits of Social Security Number, Home Address, and Home Phone Number. During an in-person request, the student's identity is verified with their Student ID Card that contains their picture and Student ID Number.
- Students are required to authenticate each time they log into the Learning Management System to access their course(s).
- All online course work that is graded or contributes to a student's grade is submitted via a system that verifies a student's identity through a unique and secure login. For courses delivered through interactive video, the identity of the students is verified visually by the instructor.

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Policy No. 9.1.3

Student Privacy:

- The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the confidentiality of education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. The College ensures FERPA rights of students through the following methods:
- Students gain access to their education records and courses through a secure login with their unique username and complex password.
- Students can manage their password resets through this Portal by having a unique security code sent to them using their email or a mobile number.
- The College has installed up-to-date network security that safeguards against unauthorized access that could threaten student privacy. This includes an Intrusion Prevention System, Firewall, and Anti-Virus Software.
- Strict identity verification methods are employed by the College's IT Help Desk as described earlier in this document.

Fees:

HLC mandates that students must be informed at the time of registration of any costs associated with identity verification procedures. The College does not charge students for the use of any identity verification technology.

Compliance and Update Statement:

The College will implement new or other technologies and practices that are effective in verifying student identification in accordance with federal and state regulations when financially feasible and available. The College will make every possible attempt to protect student privacy and will report any student who has falsified any documentation. Incidents will be reported to the Office of the Inspector General of the U.S. Department of Education.

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Institutional Policy and Procedure Manual**

Policy No. 4.5.2

Title: Program Advisory Committee / Business and Industry Leadership Team	
Originated by: Vice President of Instructional Services	
Originated Approver: President / Board of Directors	Originated Date: 07/22/2013
Revised by: Dean of Career & Technical Education / Vice President of Student Success	Revised Date: 03/30/2021
Reviewed on: 7/2013; 10/2020; 03/2021	

Guideline Statement: Each MATC program of study will have a Program Advisory Committee (PAC) or Business and Industry Leadership Team (BILT) to advise program faculty and administration concerning curriculum, student learning outcomes, facilities, instruction methods, equipment, enrollment, job opportunities, and other issues critical to the quality and success of technical education. The PAC/BILT role is to critically appraise and ultimately endorse strategic action plans.

Rationale: This guideline will ensure the effectiveness of a PAC/BILT by providing procedures on committee membership, responsibilities and duties, minutes of meetings, information distribution to committees, and frequency of meetings.

Advisory Committee Structure

Role and Purpose

1. To provide advice and insight to the college concerning trends and needs of the employment community.
2. To review the program of study and learning outcomes needed by graduates to be employed in the field.
3. To serve as a communication link between the college and employment community.
4. To identify community resources that will help support or contribute to the success of the program.
5. To assist in recruitment, provide work-based learning opportunities, and assist in placing graduates with prospective employers.
6. To serve as field experts to the program by interacting with faculty and students.
7. To provide assessment of the curriculum and student learning outcomes.

PAC/BILT Characteristics

1. Cross section of business and industry served by the program.

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2. Cross section of levels of responsibility within individual companies; consideration should be given to those who are decision-makers or who have access to decisionmakers.
3. Employers of program graduates, representatives from educational institutions, former students. **NOTE: No more than 33% of PAC/BILT will be made up of former students.**
4. Members who are representative of the local diversity within the industry—minority, non-traditional, underserved populations.
5. Members with both influence and affluence and an interest in MATC's program as well as a passion for their industry.
6. Members representing Riley, Clay, Geary, Pottawatomie, Dickinson, and Marshall Counties as well as other geographic areas in which program graduates are employed.

Terms and Methods of Appointment

1. Appointment of initial membership will be for a two-year term; members can be reappointed beyond two years.
2. Faculty/Directors/Coordinators of programs are responsible for recruiting advisory committee members; utilize workforce development director and other members for ideas about new members.
3. If a member does not attend two consecutive meetings, consideration of replacing that member can be made.

Size of PAC/BILT

1. Size varies with nature and size of program.
2. Minimum of seven members should be considered.

College Representation (Ex Officio Members)

1. President, VPSS, and/or Dean of CTE
2. Faculty members of program
3. Other college representatives as dictated by agenda

Meetings

1. Must meet a minimum of two times each academic year; ideally one meeting during the fall and spring terms respectively.
2. Meetings may be called more frequently as necessary; ad hoc committees may also be formed to study particular issues of the program.
3. Action items require a simple majority vote.

Faculty Responsibilities

1. Schedule meetings; send out notices of meetings, including appropriate materials, at least two weeks prior to the meeting. Packets sent to advisory members should include, but are not limited to, agenda, minutes of previous meeting, student learning objectives, learning assessment plans and results, updates to program review, inventory or recommendations

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for purchase/disposal of equipment and software, updated advisory committee contact list, or other information related to agenda.

2. Ensure changes are submitted to Curriculum Committee (documentation of action must be submitted to KBOR).
3. Submit PAC/BILT membership list to the Dean of Career and Technical Education at the beginning of each academic year. Verify that all information is accurate.
4. Work with committee chair to determine agenda for meetings.
5. Record of committee lists, agendas, and meeting minutes must submit electronically through Canvas.
6. Communicate regularly with members outside structured meetings.
7. Provide follow-up of meeting with appropriate college staff.
8. Conduct Survey at the end of the academic year.

Welcome

PR/Award Number: **P031A160195**Reporting Period: **10/1/2019 to 09/30/2020**Grantee Name: **Manhattan Area Technical College**Program Officer: **Christopher Smith**
(christopher.smith@ed.gov)

Grant Identification

General Information

PR Award Number:	P031A160195	Unit ID:	155487
Program:	Title III - Part A Strengthening Institutions		
Grantee Name (Institution Name):	Manhattan Area Technical College		
Address 1:	3136 DICKENS AVE		
Address 2: (Optional)			
City:	Manhattan		
State:	KANSAS	Zip:	66503
		Zip + 4:	
Project Title:	Accessible Instructional Modalities and Services (AIMS)		
Institution Type/Control:	2-year Public	Grant Type:	Individual Development Grant

Project Director

First Name:	Chris	Last Name:	Boxberger
Title	Title III Program Director		
Email	chrisboxberger@manhattantech.edu		
Office Phone:	(785)-320-4583	Ext.	
		Cell Phone:	(630)-258-2055

Additional Contact Person Information

First Name:	James	Last Name:	Genandt
Email:	jamesgenandt@manhattantech.edu		
Office Phone:	(785)-320-4500	Ext.	
		Cell Phone:	()--

Grant and Report Information

Grant Award Year:	10/01/2016
Reporting From:	10/1/2019 to 09/30/2020
Grant End Year:	09/30/2021
	Total Duration of Grant: 5 Yrs
Reporting To:	Christopher Smith (christopher.smith@ed.gov)

Section 1

Section 1: Executive Summary

All questions are limited to 1500 characters or less (approximately 250 words) unless otherwise stated. Keep in mind that all questions, unless otherwise stated, pertain to the reporting period indicated above.

1. The goals of Titles III, V, and VII grants are to strengthen an institution's capacity to serve low-income and minority students. Use the following questions to summarize how your grant is enabling your institution to fulfill the legislative intent of the Titles III, V, or VII program during the most recently completed grant period.

Title III Strengthening Institutions

Project AIMS: Accessible Instructional Modalities and Services

Component A: Expand access to certificate, degree and transfer options. Activities include:

1. Purchase of a new learning management system (LMS)
2. Creation of a faculty studio for professional development in course design and conversion/revision of 47 general education and technical courses.

Component B: Developing comprehensive, interactive and accessible student services for both on-campus and online users. Activities include:

1. Creation of a Teaching and Learning Center to provide space and resources for tutoring, collaboration, and access to online study and support services
2. Purchase of support services software. Employees and students will be trained to utilize the new tutoring, degree audit, advising, early alert and financial aid programs
3. Infrastructure upgrades to support the new LMS, data storage, increased bandwidth and wireless access capacity for online and on-campus access to academic and student support services.

The main focus of Project AIMS is to increase student retention through quality academics and improve student services campus wide.

1a. Summarize the impact your institution's Titles III, V, or VII grant has had on enrollment this year.

Through our formal evaluation, faculty and staff feedback, and our quantitative data, it has been stated numerous times that "Without Title III, the institution would not have weathered the SARS-CoV-2 Pandemic as easily as it did." Even while neighboring institutions saw a drop in enrollment due to COVID-19; enrollment during this project year increased from Fall 2019 to Fall 2020 from 777 students to 912 students, an increase of 17.4%. The purchase of the new Learning Management System (LMS) Canvas in the early stages of our project, revision and conversion of courses for online instruction, the addition of our Jenzabar Online Degree Audit module, and the development and pilot of our new Starfish Retention Software (Early Alert/Referral System) allowed the institution to reopen quickly and safely to keep all students enrolled on schedule with the Spring 2020 Semester.

1b. Summarize the impact your institution's Titles III, V, or VII grant has had on graduation rates this year.

Our institution continues to make progress towards improving graduation rates through piloting and evaluating the courses converted in years 1-3 of Project AIMS and the most recent year 4 with 6 additional technical electives revised and converted for online learning. With the implementation and continued development of our online tutoring software, and the completion of the construction and renovation of the Teaching and Learning Center (TLC), the Title III grant funding is playing a role in creating a strong foundation for both students and faculty at Manhattan Tech.

1c. Summarize the impact your institution's Titles III, V, or VII grant has had on student persistence/retention this year.

During Year 4 of our project, student persistence/retention increased from 52% (Year 3) to 68% (Year 4). During the past reporting year, the institution implemented a new Jenzabar module that allowed for an interactive online degree audit. This new module engages students and allows them to see their progress in real-time and ask meaningful questions about their progress when meeting with an academic advisor. Another important piece of software that had a large impact on our students persisting is Brainfuse, an online resource that allows for 24/7 access to a tutor. Brainfuse allows students to access assistance at any point during the day even when the TLC is closed. During normal operating hours, the TLC provides face-to-face tutoring opportunities for students, as included in the approved grant. Year 4 also allowed the institution to develop and pilot Starfish, an early alert/referral system that integrates with Canvas and our Jenzabar Student information system. Starfish helps student support staff and faculty monitor and assist students more efficiently in order to increase student retention college-wide.

1d. Summarize the impact your institution's Titles III, V, or VII grant has had on fiscal stability this year.

As an institution, due to the increased retention, as a result of our project, the college has been able to direct non-grant funds to other campus projects to increase the number of programs, locations, and modes of delivery

available to students. In the Fall of 2020, Manhattan Tech was able to open an off-campus center in the neighboring town of Wamego, to expand our current program offerings and increase student headcount. An Estimated \$323,000 has been generated due to the increased enrollment at MATC.

As stated previously, the institution and the students have benefited greatly from the Title III grant. In regards to fiscal stability, the institution has been able to make great strides in helping students not default on loans due to the addition of the Jenzabar PowerFAIDS and NetPartner programs purchased, developed and implemented in the early stages of this project. The financial aid process has reduced the amount of time of award decisions by 2-3 weeks (originally a 4-6 week process). In all, financial aid personnel are providing more efficient services and resources to students as a result of the resources developed with Title III funds. With these resources, the college's current student loan default rate 8%. With this low default rate, the college is considered low risk/fiscally stable and allows the college to continue to disperse federal aid for our students.

2. Based on the goals set forth in your comprehensive development plan and/or grant application, summarize the major milestones reached during this grant period.

Year 4 Milestones:

A.) Expanding Access to Certificate, Degree, and Transfer Options

1.) During Project Year 4, Six Technical Elective Courses (a revision approved by the program officer on April 14, 2020) were successfully revised and/or converted for distance education delivery. Instructors of these courses completed 40 hours of professional development training to better align the courses to best practice for distance education. These Instructors also held their own professional development sessions available to all college faculty to share what they had learned and to demonstrate how their classes functioned.

2.) With a 91% response rate of all students enrolled in hybrid and/or distance education courses, satisfaction in those courses was an average of 4.62 on a 5-pt Likert scale.

B.) Developing comprehensive and accessible Student Services

1.) During Year 4, with the assistance of Title III funding and staff knowledge, an Online Degree Audit module was developed through the Jenzabar EXi Module. While being developed in year 3 we were able to pilot with 100 students. Due to further development and feedback received from students, over 300 students accessed the online degree audit during year 4.

2.) The success of the new Teaching and Learning Center(constructed in Year 1) continues in Year 4 with an average of 4.34 approval on a 5pt Likert scale.

3. What additional ways do you think the Education Department can support you in implementing the grant project?

The support we have received to date has been adequate. Continued support from our USDE Program officer is appreciated. Continued communication of available professional development opportunities are also greatly appreciated.

4. Has your institution's project(s) contributed to evidence-based (a) research, (b) knowledge, (c) practice, and/or (d) policy over the past year?

Yes No

5. If your institution has experienced any unexpected outcomes because of this project, which affect, for better or worse, its capacity to fulfill the goals of the legislation, tell us about them here. Additionally, tell us about any challenges, such as natural and national disasters, that you have had during the reporting period or that you anticipate in the coming year which may affect your ability to meet the goals of your grant. Include, if applicable, your institution's plans to combat these challenges.

Because of the technology and personnel that Project AIMS provided, MATC had a fantastic, unanticipated response from ALL instructional faculty to adopt our new Learning Management system, Canvas. This unexpected campus-wide participation required MATC to purchase several more wireless access points than what the Project AIMS goal was. This extra expansion allowed more of our course materials to be available to students in an online format, and also gave us the capacity to offer more online testing opportunities for MATC in our Teaching and Learning Center. New coursework and improved access to coursework, testing, and student support services is invaluable to forging new partnerships. Luckily, as MATC was negotiating with area telecommunications companies to increase bandwidth we were able to negotiate for free broadband through 2022, freeing up funds to purchase the extra wireless access points to support access to new online courses and new student support services.

COVID-19

The COVID Pandemic has reshaped much of higher education. Thankfully, due to Project AIMS, we were ready to weather the storm that no one saw coming. Thanks to Canvas, and the training our staff and faculty received, the college was able to resume online instruction and services with only one week of closure. Students were able to finish the semester on time and have continued to persevere through this challenging time. All our student services have been streamlined and are much for efficient.

6. Under the competition for which your grant application was funded, did you respond to any Education Department evidence standards?

Yes No

7. Have you conducted any formative evaluation relating to your grant?

Yes No

7a. If yes, summarize the results of the formative evaluation.

Each Semester, students are given a required survey with a multitude of questions about varying aspects of the college. Many of these questions provide data for our accreditation through the Higher Learning Commission. Since the beginning of our project, the college has utilized "Evaluation Kit" for every performance measure and objective each year of the project. This reporting year, several questions were queried regarding online and hybrid class satisfaction and student and faculty experience with the Teaching & Learning Center. With a 90.57% response rate, the average response to all survey questions was 4.33 out of 5, with 5 representing Exceeds expectations/Very satisfied with services.

The data provided in these surveys are also reviewed by the Internal Monitoring Team monthly. Project decisions and the effectiveness of college programs and courses are discussed and adjusted if necessary.

7b. Have the results of the formative evaluation yielded any improvements in your projects and/or campus?

"Evaluation Kit" has provided the college the ability to personalize surveys that are sent to both faculty and students. With this personalization, we have the ability to ask for feedback on all questions. In the past students have left feedback stating that "Peer Tutors' schedules are not convenient for students that have class all morning and work in the afternoon." With this feedback we adjusted the tutors' schedule to allow some evening hours, and presented a tutorial on how to use our 24/7 tutoring service Brainfuse. Since making this improvement, student satisfaction has increased.

Instructors are also given the survey results each and are constantly evaluating their effectiveness as an instructor. An example from one of our online courses: "The instructor provided high quality feedback on tests, reports, projects, etc to enhance learning in a timely and appropriate manner." 69.68% of students state this is true, 14.03% stated this is "mostly true" and 16.29% find this to be either neutral or "somewhat false." Instructors will often reflect and ask themselves what can they do better and this leads to improvement inside each program at MATC.

8. If you have conducted any other program evaluation, assessment, or research related to the grant, please summarize your results.

Manhattan Tech contracts Pinnacle Evaluation Services to perform an annual evaluation of the project and the progress made towards meeting the project objectives. Pinnacle also reviews all documentation and checks for compliance with applicable U.S. Department of Education and OMB rules.

Due to the COVID-19 pandemic, a virtual Year 4 evaluation was performed by Carolyn Brown via Zoom meetings on September 18 and October 9, 2020 and project documents were posted on a Google share drive. The purpose of the evaluation was to achieve the following:

The purpose of the evaluation:

- Assess the progress of the college toward completion of stated objectives.
- Verify compliance with applicable federal regulations.
- Provide advice and recommendations for continuous improvement.
- To assist the College in ensuring its readiness for Year V of the project.

Ms. Brown, concluded that, "The dedication to student success is evident throughout MATC and is the driving force behind effective implementation of Project AIMS. A solid foundation has been set for meeting Year 5 objectives and sustaining Title III programs. Title III systems are not addendums to business operations but are central to operations and allow the College to nourish a culture of student success. "Life after Title III" looks promising."

9. Please attach any evaluation results including formative evaluations, summative evaluations, journal articles, presentations, and publications relating to your grant projects. These documents may provide greater detail of your results, or items that you would like to highlight.

Please indicate if the assessments were conducted by an evaluator hired specifically to monitor the grant, your institution's research office, or grant personnel (director, etc.).



Yes



No

Section 2: Institutional Profile

Institutional Measures (GPRA indicators):

The Government Performance and Results Act of 1993 (GPRA) is a statute that requires all Federal agencies to manage their endeavors and corresponding results. Each agency states what it intends to accomplish, identifies the resources required, and periodically reports its progress to Congress. It is expected GPRA indicators will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction. As of 2017, the GPRA indicators for Title III, Title V, and Title VII grants within the Higher Education Act (HEA) are (1) Enrollment, (2) Retention, (3) Graduation, and (4) Fiscal Stability.

2A Institutional Measures (GPRA Indicators)

Complete the following table up through the current Reporting Period. Your "Total Fall Enrollment" and "Fall to Fall Retention %" should come from the Fall Census Data.

Grant Year Collection Year	Pre-Grant (2015-16)	Year 1 (2016-17)	Year 2 (2017-18)	Year 3 (2018-19)	Year 4 (2019-20)	Year 5 (2020-21)
Total Fall Enrollment	870	825	922	777	912	0
Fall-to-Fall Retention %	64	49	52	52	68	0
2-Year Graduation Rate (2-Year)	53	39	53	53	43	0
4-Year Graduation Rate (2- & 4-Year)	0	0	0	0	0	0

2B Institutional Leadership

1. Have there been changes in institutional leadership (presidents, vice-presidents, provosts, etc.) or in the Grant Leadership (project director, activity director, etc.)?

Yes No

2. Have there been changes in grant leadership (project director, activity director, etc.)?

Yes No

2C Accreditation

1. Which is your institution's primary accrediting agency? [Please check only one]

- Middle States Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- The Higher Learning Commission of the North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges Senior College and University Commission
- Other (please specify)

Accreditation Changes

1. Has the accreditation of your institution changed since you began the project (e.g., status changes or the addition of new programs)? (Include guidance around accreditation changes in user manual and FAQs).

Yes No

2D Audit

1. Institutions that expend \$750,000 worth of federal funds in one year must complete an audit annually pursuant to 2 CFR part 200, subpart F. Were you required to complete an audit pursuant to 2 CFR part 200, subpart F?

Yes No

2. If yes, has an audit pursuant to 2 CFR part 200, subpart F been completed?

Yes No

2a. If yes, were there any findings in the audit?

Yes No

2E Endowment

1. Do you have an Endowment Challenge Grant that has not matured?

Yes No

2. Are grant funds from this award being used for an endowment activity?

Yes No

3. Do you have an endowment activity on a previous award not matured?

Yes No

4. If yes to the above questions, please list the associated award numbers.

Endow PRNO

P031A160195

If yes to any of the above questions, you will be required to complete the FY 2021 Endowment Financial Report (OMB 1840-0564) by the deadline. The report is available on the EFRS tab in this system.

Section 3: Grant Project Status and Budget

3A Project Objectives

1. What is the overall goal of your grant?

The overall goal of Project AIMS is to increase student retention through quality academics and improve student services campus wide.

Project AIMS: Accessible Instructional Modalities and Services and has two primary components.

Component A: Expanding access to certificate, degree and transfer options. Activities include purchase of a new learning management system (LMS) and creating a faculty studio for professional development in course design and conversion/revision of 47 general education and technical courses for online/hybrid delivery.

Component B: Developing comprehensive, interactive and accessible student services for both on-campus and online users. Activities include creation of a Teaching and Learning Center (TLC) and the purchase of support services software. Employees and students will be trained to utilize the new tutoring, degree audit, advising, early alert and financial aid programs.

2. What is the expected long-term impact of the grant project on the institution?

The current President of the College believes the impact of the Title III grant will be felt for 20-30 years at minimum.

The long-term impact of the Title III grant for Manhattan Area Technical College aligns with the current strategic plan in several components:

1. The Endowment Challenge directly positively impacts the first goal of the college of resource development targeting sustainability and improvement of teaching and learning. It is projected that the endowment will provide an additional \$843,879 after 20 years post grant;
2. The Grant Project has provided improvements to the institution's data systems that will remain with the college for a minimum of 10 years post grant;
3. Starfish and Canvas improvements through the grant directly relate to the strategic planning goal of student retention and completion. These software are projected to be used indefinitely post grant;
4. Improvements with IT and hybrid learning through the resources of the grant impact both student retention and completion. The College's Information Technology Director believes that college will not have to upgrade systems provided by the grant for a minimum of 7 years post grant

3B Grant Activities

Number of Grant Activities: 2

Grant Activity 1/2

Activity Description:

Activity 1. Project AIMS: Accessible Instructional Modalities and Services

Component A: Expanding access to certificate, degree and transfer options. Activities include purchase of a new learning management system (LMS) and creating a faculty studio for professional development in course design and conversion/revision of 47 general education and technical courses for online/hybrid delivery.

Component B: Developing comprehensive, interactive and accessible student services for both on-campus and online users. Activities include creation of a Teaching and Learning Center (TLC) and the purchase of support services software. Employees and students will be trained to utilize the new tutoring, degree audit, advising, early alert and financial aid programs.

Objective 1/2

Objective Description:

By Sept. 30, 2020, increase online/hybrid enrollment by at least 75 through fall pilots of new online/hybrid courses (Technical Program Electives) (baseline Fall 2014 online enrollment of 205).

Fall 2020 Headcount enrollment in all online/hybrid courses was 280, an increase of 75 unique students. By converting courses to distance education, more sections of designated courses could be opened for larger enrollments. Student wait lists for courses in the Technical Electives have been on the decline since after Year one of Project AIMS due to the continued resources and effort of faculty to train, convert, and/or revise courses.

Objective Status: Completed

Performance Measure 1/2

Performance Measure Description:

By Aug. 1, 2020, following at least 20 hours of training, target faculty convert at least 6 courses (Technical Program Electives) to address best practices and strategies for online and hybrid delivery.

Measure Type:	Date Measured:	Frequency Measured:
Project	10/01/2020	Annually

Data Type: Raw Number
 Ratio

Target	Actual
6.00	6.00

Performance Measure 2/2

Performance Measure Description:

By Sept. 30, 2020, at least 85% of all students enrolled in online/hybrid course offerings report satisfaction with online/hybrid instruction and course materials. (Baseline of 205 from all online/hybrid courses offered in Fall of 2014)

Measure Type:	Date Measured:	Frequency Measured:
Project	10/01/2020	Annually

Data Type: Raw Number
 Ratio

Target	Actual
174.25	221.00
/	/
205	244
85%	91%

Objective 2/2

Objective Description:

By Sept. 30, 2019, at least 75% of students in online/ hybrid course pilots succeed with grades of "C" or better (2014 baseline: avg. of 72% success in targeted courses).

86.4% of students enrolled in online/hybrid course pilots succeeded with grades of "C" or better. Several factors fostering student success include faculty training, heavy usage of the Brainfuse Online Tutoring program, and increased number of appointments with peer tutors in the Teaching and Learning Center.

In total, 280 students were in 27 course sections. Of those 280, 242 students (86.4%) received a grade of "C" or better.

Objective Status: Completed

Performance Measure 1/2

Performance Measure Description:

By Aug. 31, 2020, at least 100 students have piloted new online Degree Audit.

Measure Type: Project **Date Measured:** 10/01/2020 **Frequency Measured:** Annually

Data Type: Raw Number
 Ratio

Target	Actual
100.00	373.00

Performance Measure 2/2

Performance Measure Description:

By Sept. 30, 2020, at least 85% of students and faculty using Teaching/Learning Center (TLC) rate the space and its resources at least a "4" on a 5-point Likert scale.

Measure Type: Project **Date Measured:** 10/01/2020 **Frequency Measured:** Annually

Data Type: Raw Number
 Ratio

Target	Actual
314.50	365.00
/	/
370	370
85%	99%

Grant Activity 2/2

Activity Description:

Activity 2: Project AIMS - Endowment

To help sustain new initiatives beyond the grant period, MATC will match endowment funds of \$103,225 over the period of five years. It is projected that after five years Title III Endowment will have increased by over \$560,000, including estimated interest, appreciation, and dividends of 4%. A portion of the interest generated (no more than 50%) will be available to offset ongoing costs to continue initiatives developed via Project AIMS. The College has designated the Manhattan Area Technical College Foundation (MATCF) as the agency responsible for raising the local match and establishing a Title III Endowment Fund. The MATCF Foundation has selected the Greater Manhattan Community Foundation (GMCF) to manage the Title III Endowment Fund.

Objective 1/1

Objective Description:

MATC will match endowment funds of \$103,225 over the period of five years.

To help sustain new initiatives beyond the grant period, MATC originally requested and will match endowment funds of \$103,225. It is projected that after five years Title III Endowment will have increased by over \$560,000, including estimated interest, appreciation, and dividends of 4%. A portion of the interest generated (no more than 50%) will be available to offset ongoing costs to continue initiatives developed via this Title III project.

Objective Status: On schedule

Performance Measure 1/1

Performance Measure Description:

By September 30, 2020, the Manhattan Tech Foundation will raise matching funds of \$23,750.

Measure Type:	Date Measured:	Frequency Measured:
Project	10/01/2020	Annually

Data Type:

- Raw Number
- Ratio

Target	Actual
23750.00	29224.42

3C Budget

Enter your budget. If you click the "changes" box, a text field will display within that section for you to enter a line item budget narrative explaining the changes

A	B	C	D	E	F	G	H	I	
Budget Category	Carryover Balance (Previous Year)	Actual Budget	Total Budget (B+C)	Expenditure	Non-Federal Expenditure	Carryover Balance (Current Year)(D-E)	Carryover Percentage (G/D as %)	Next Year's Actual Budget	Change
Personnel	0.00	158,564.00	158,564.00	104,147.54	0.00	54,416.46	34.32	101,876.00	<input checked="" type="checkbox"/>
<p>Please state the changes made to Personnel below:</p> <p>Approved on October 18, 2019 the program director was approved at 75% effort and compensation. Compensation in Year 4 was budgeted at \$60,241, actual expense was \$45,180.75, a savings of \$15,060.25. The Student Services Specialist departed the College in March 2020 and due to the COVID-19 pandemic, the position was vacant until a revision request was approved on January 5, 2021. This resulted in a savings of \$19,162.97. Student Tutors were also affected by the pandemic and resulted in a savings of \$8,293.24. Due to a change in faculty since 2014, the number of faculty receiving a stipend for course revisions was reduced and led to a savings of \$11,900.</p> <p>Due to the increase cost of available equipment, \$19,916.86 was moved from personnel to equipment (see below). To offset higher than anticipated cost in the contractual budget line item, a savings of \$245.57 was moved from personnel to contractual. With prior approval from our USDE program officer, the remaining savings of \$34,254.03 will be carried over into the year five equipment budget line item to assist with the purchasing of equipment not available by vendors in year 4.</p>									
Fringe Benefits	0.00	38,601.00	38,601.00	26,036.88	0.00	12,564.12	32.55	27,047.00	<input checked="" type="checkbox"/>
<p>Please state the changes made to Fringe Benefits below:</p> <p>Vacancy in positions during the reporting period resulted in a savings of \$12,564.12. With prior approval from our USDE Program Officer, this amount will be carried over to the year 5 equipment budget line item to assist with the purchase of equipment not available by vendors in year 4.</p>									
Travel	0.00	7,035.00	7,035.00	1,581.33	0.00	5,453.67	77.52	7,035.00	<input checked="" type="checkbox"/>
<p>Please state the changes made to Travel below:</p> <p>Due to the COVID-19 Pandemic Travel was for the most part cancelled during year four. This resulted in a savings of \$5,453.67. With prior approval from our USDE Program Officer, this amount will be carried over to the year 5 equipment budget line item to assist with the purchase of equipment not available by vendors in year 4.</p>									
Equipment	0.00	118,800.00	118,800.00	138,716.86	0.00	-19,916.86	-16.77	99,800.00	<input checked="" type="checkbox"/>
<p>Please state the changes made to Equipment below:</p> <p>Due to the COVID-19 pandemic, key components of the approved Service Area Network were not available by multiple vendors during the reporting year(later available and purchased in January 2021). The cost of approved equipment that was available (switches, servers, core servers) by vendors was higher than anticipated in the original 2014 grant application; originally budgeted for \$51,800, actual cost \$138,716.86. The savings from the personnel vacancy previously mentioned was transferred to cover this amount.</p>									
Supplies	0.00	8,244.00	8,244.00	8,244.00	0.00	0.00	0.00	58,725.00	<input type="checkbox"/>
Contractual	29,419.95	76,985.00	106,404.95	106,650.52	0.00	-245.57	-0.23	68,074.00	<input checked="" type="checkbox"/>
<p>Please state the changes made to Contractual below:</p> <p>Approved on April 18, 2019, MATC purchased the Starfish Retention Software by Hobsons. This annual software license is more than originally budgeted by the grant application. This resulted in a higher than expected cost of \$245.57. This amount was transferred from the savings from the personnel budget line item.</p>									
Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

Endowment	0.00	23,750.00	23,750.00	23,750.00	0.00	0.00	0.00	69,425.00	<input type="checkbox"/>
Other	0.00	18,000.00	18,000.00	0.00	0.00	18,000.00	100.00	18,000.00	<input checked="" type="checkbox"/>

Please state the changes made to Other below:

The initial bandwidth expansion cost with our new telecommunications company were substantially lower than originally estimated resulting in a savings of \$18,000. With prior approval from our USDE Program Officer, this amount will be carried over to the year 5 equipment budget line item to assist with the purchase of equipment not available by vendors in year 4.

A	B	C	D	E	F	G	H	I	
Budget Category	Carryover Balance (Previous Year)	Actual Budget	Total Budget (B+C)	Expenditure	Non-Federal Expenditure	Carryover Balance (Current Year)(D-E)	Carryover Percentage (G/D as %)	Next Year's Actual Budget	Changes
Total	\$29,419.95	\$449,979.00	\$479,398.95	\$409,127.13	\$0.00	\$70,271.82		\$449,982.00	

3D Summary Budget Narrative

Please explain budget changes, as needed, particularly the use of funds from cost savings, carryover funds and other expanded authorities changes to your budget. Provide an explanation if you are NOT expending funds at the expected rate. Describe any significant changes to your budget resulting from modifications of Grant activities.

1. Have all funds that were to be drawn down during this performance period been drawn down?

No Yes

2. Did you have any unexpended funds at the end of the performance period?

No Yes

If you did, explain why, provide the amount, and indicate how you plan to use the unexpended funds (carryover) in the next budget period.

As listed in the line item narratives, carryover funds of \$70,271.82 are available for year five. Expenditures will be utilized as follows:

Year 4 Personnel to Year 5 Equipment: \$34,254.03

Year 4 Fringe to Year 5 Equipment: \$12,564.12

Year 4 Travel to Year 5 Equipment: \$5,453.67

Year 4 Other to Year 5 Equipment: \$18,000

Total Carryover Year 4 to Year 5 Equipment: \$70,271.82

Due to the COVID-19 pandemic, the cost of equipment increased substantially, and an integral piece of equipment (the Service Area Network) required to complete our objectives was made unavailable. We were unable to purchase the approved Service Area Network due a supply shortage caused by the pandemic. The carryover funds of \$70,271.82 will be used to purchase the remaining equipment approved in Year 4. In January 2021, the Service Area Network became available. The entire carryover amount of \$70,271.82 is encumbered as of this report.

3. Do you anticipate any changes in your budget for the next performance period that will require prior approval from the Department (as designated by EDGAR, 34 CFR 74.25 and 80.30, as applicable).

No Yes

4. Is this a cooperative arrangement grant?

No Yes

5. Many grantees include community partners, other institutions of higher education, and secondary schools in their work. Please complete the table below (if applicable) with information related to any partners that you might be working with on your grant. Also describe if and how these partners roles have changed, and whether this had any impact on your ability to achieve your approved project objectives and/or grant activities.

6. Do you wish to make any changes in the grant's activities for the next budget period?

No Yes

7A. Were there any changes to key personnel during this reporting period?

No Yes

7B. If yes, did you receive approval from your Program Officer?

No Yes

8. Have you met your goals and objectives as outlined in your approved activities for this reporting period?

No Yes Partially

9. Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project in the space below:

As stated previously, all objectives for year 4 were completed and grant activities are on schedule with our project timeline.

Section 4: LAAs

LAAs

Grant Activity	LAAs	Total Dollars Spent
<p><u>Grant Activity 1:</u></p> <p>Activity 1. Project AIMS: Accessible Instructional Modalities and Services Component A: Expanding access to certificate, degree and transfer options. Activities include purchase of a new learning management system (LMS) and creating a faculty studio for professional development in course design and conversion/revision of 47 general education and technical courses for online/hybrid delivery. Component B: Developing comprehensive, interactive and accessible student services for both on-campus and online users. Activities include creation of a Teaching and Learning Center (TLC) and the purchase of support services software. Employees and students will be trained to utilize the new tutoring, degree audit, advising, early alert and financial aid programs.</p>	<p><u>LAAs:</u></p> <ul style="list-style-type: none"> • Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty. <u>Dollars Spent: \$39,630.00</u> • Development and improvement of academic programs <u>Dollars Spent: \$101,191.13</u> • Funds management, administrative management, and acquisition of equipment for use in strengthening funds management. <u>Dollars Spent: \$108,043.00</u> • Academic tutoring, counseling, and student support service programs designed to improve academic success. <u>Dollars Spent: \$15,200.00</u> • Creating or improving facilities for Internet or other distance learning academic instruction capabilities, including purchase or rental of telecommunications technology equipment or services. <u>Dollars Spent: \$121,313.00</u> 	<p>\$385,377.13</p>
<p><u>Grant Activity 2:</u></p> <p>Activity 2: Project AIMS - Endowment To help sustain new initiatives beyond the grant period, MATC will match endowment funds of \$103,225 over the period of five years. It is projected that after five years Title III Endowment will have increased by over \$560,000, including estimated interest, appreciation, and dividends of 4%. A portion of the interest generated (no more than 50%) will be available to offset ongoing costs to continue initiatives developed via Project AIMS. The College has designated the Manhattan Area Technical College Foundation (MATCF) as the agency responsible for raising the local match and establishing a Title III Endowment Fund. The MATCF Foundation has selected the Greater Manhattan Community Foundation (GMCF) to manage the Title III Endowment Fund.</p>	<p><u>LAAs:</u></p> <ul style="list-style-type: none"> • Establishing or improving an endowment fund. <u>Dollars Spent: \$23,750.00</u> 	<p>\$23,750.00</p>
<p>Total Dollars Spent on All Activities</p>		<p>\$409,127.13</p>

Section 5: Institutionalization

Grant Activity 1

Activity 1. Project AIMS: Accessible Instructional Modalities and Services Component A: Expanding access to certificate, degree and transfer options. Activities include purchase of a new learning management system (LMS) and creating a faculty studio for professional development in course design and conversion/revision of 47 general education and technical courses for online/hybrid delivery. Component B: Developing comprehensive, interactive and accessible student services for both on-campus and online users. Activities include creation of a Teaching and Learning Center (TLC) and the purchase of support services software. Employees and students will be trained to utilize the new tutoring, degree audit, advising, early alert and financial aid programs.

Financial Cost (\$)

99,028.75

Approved Line Items

Activity Coordinator Position, Student Tutors, Teaching and Learning Center, Canvas LMS, Brainfuse Tutoring license, and Starfish Retention Software.

Institutionalization Plan

The College started its insitutionalization plan in Year 3 of the Project with the College absorbing an increasing percentage of the Activity Coordinator Position from Year 3 through Year 5 to Post Grant.

Due to the success of the project objectives and initiatives, MATC will retain the following items from Project AIMS: Activity Coordinator Position, Student/peer Tutors, Teaching and Learning Center, Canvas LMS, Brainfuse Tutoring license, Zoom Campus License, and Starfish Retention Software. The financial cost will be \$99,028.75 annually, post grant.

Grant Activity 2

Activity 2: Project AIMS - Endowment To help sustain new initiatives beyond the grant period, MATC will match endowment funds of \$103,225 over the period of five years. It is projected that after five years Title III Endowment will have increased by over \$560,000, including estimated interest, appreciation, and dividends of 4%. A portion of the interest generated (no more than 50%) will be available to offset ongoing costs to continue initiatives developed via Project AIMS. The College has designated the Manhattan Area Technical College Foundation (MATCF) as the agency responsible for raising the local match and establishing a Title III Endowment Fund. The MATCF Foundation has selected the Greater Manhattan Community Foundation (GMCF) to manage the Title III Endowment Fund.

Financial Cost (\$)

0.00

Approved Line Items

Endowment

Institutionalization Plan

MATC will match endowment funds of \$103,225 over the period of five years. It is projected that after five years Title III Endowment will have increased by over \$560,000, including estimated interest, appreciation, and dividends of 4%. A portion of the interest generated (no more than 50%) will be available to offset ongoing costs to continue initiatives developed via Project AIMS. The College has designated the Manhattan Area Technical College Foundation (MATCF) as the agency responsible for raising the local match and establishing a Title III Endowment Fund. The MATCF Foundation has selected the Greater Manhattan Community Foundation (GMCF) to manage the Title III Endowment Fund.

2. In the space provided below please explain any notable experiences you have had in institutionalizing this project. Please list any considerable challenges, successes, or failures.

Echoing our external evaluator: "The dedication to student success is evident throughout MATC and is the driving force behind effective implementation of Project AIMS.... Title III systems are not addendums to business operations but are central to operations and allow the College to nourish a culture of student success. "Life after Title III" looks promising. During the evaluation process, the list was long for statements that began with "But not for Title III"...

- 52 faculty (14 Project AIMS) and staff would not have gone through Kung Fu Canvas training for creating courses in the Canvas LMS.
- MATC would not have the Starfish retention module which is compatible with Canvas and allows a cadre of employees to recognize and timely address the needs of at-risk students.
- MATC would not have Brainfuse online tutoring which students can access 24/7 from any device with internet capability.
- MATC may not have seen enrollment growth without Canvas to support increased online courses and services.

- MATC would not have the technology infrastructure to support increased bandwidth, Canvas LMS, and online access to support services.
- it would not be possible to establish an education center in nearby Wamego, Kansas (20 miles). Plans are to begin offering courses and services in Spring 2021.
- MATC could not have added 48 Wi-Fi hot spots on campus"

3. Has the grant facilitated or contributed to bringing additional resources to your institution, for example, new Federal, State, or local dollars that can be attributed partly to your grant activities? Please explain.

Additional Local Resources can be attributed partly to our grant activities as an estimated \$323,000 annually has been added to the college's funding due to increased enrollment and retention of students.

Certification

You do NOT need to send a signed certification form to ED or upload a signed certification form.

1. Reporting Period

10/1/2019 to 09/30/2020

2. PR Award Number

P031A160195

3. Project Title

Accessible Instructional Modalities and Services (AIMS)

4. Recipient Information

Name: Manhattan Area Technical College

Address: 3136 DICKENS AVE , Manhattan, KANSAS 66503

5. Contact Information

Name: Chris Boxberger

Title: Title III Program Director

Phone: (785)-320-4583 Ext:

Email: chrisboxberger@manhattantech.edu

6. Authorized Representative

(The Institutions President or someone with the institutional authority to sign off on federal sponsored agreements) **To the best of my knowledge and belief, all data in this performance report are true and correct.**

Name

Email

Phone

Date
