



BOARD OF DIRECTORS MEETING

**May 24, 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)
Casey Field (Admin. Assistant to 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
Monday, May 24, 2021
Board Meeting at 5:30 p.m.**

Board of Directors:

<input type="checkbox"/> Baker, L.J. Chair (Geary)	<input type="checkbox"/> Urban, David (Riley)
<input type="checkbox"/> King-Luttman, Wendy Vice Chair (Clay)	<input type="checkbox"/> Ballou, Brett (Riley)
<input type="checkbox"/> Fritchman, David (Riley)	<input type="checkbox"/> Allen, Will (Geary)
<input type="checkbox"/> Flanary, Tim (Pottawatomie)	

Administration/Staff:

<input type="checkbox"/> Genandt, James (President/CEO)	<input type="checkbox"/> Bell, Mary (Board clerk)	<input type="checkbox"/> Phillips, Sarah
<input type="checkbox"/> Jacobs, Carmela	<input type="checkbox"/> Field, Casey	<input type="checkbox"/> Ross, Neil
<input type="checkbox"/> Roberts, Nathan	<input type="checkbox"/> Gfeller, Josh	<input type="checkbox"/> Watts, Harry
<input type="checkbox"/> Faculty Senate	<input type="checkbox"/> Boxberger, Chris	<input type="checkbox"/> Zerbe, Allison
	<input type="checkbox"/> Dietrick, John	

Call to Order

Incidental Information

- BOD Member Community Report

Consent Agenda (Routine items requiring BOD action) *

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

General Agenda (Items possibly requiring BOD Action)

- Wamego Center Update (Jim)
- Career Academy Update (Jim)

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

- President Updates (USD 383, Covid-19, etc.) - (Jim)
- Title III and Adult Ed Update - (Chris)
- Commencement Update - (Sarah)
- Faculty Senate Update - (Brian and Jeff)

___ **Evaluation of Board Process**

- Board Members - Terms Review/Notice of Board Vacancies

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

- Foundation/Resource Development Update (Jim and Harry)

___ **Executive Session:** Negotiations - To discuss employee/employer negotiations to protect the matters being discussed with the exception for negotiations under KOMA.

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

Meetings and Upcoming Events

- Next Board Meeting: Tuesday, June 29, 2021 @ 5:30 p.m. room 406a

* Requires BOD Action

Manhattan Area Technical
College Board of Directors
April 27, 2021 Room 406
Zoom/Live Stream Meeting
At 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met April 27, 2021 at 5:30 p.m. in room 406 using social distancing with zoom and live streaming for employees.

Members present: L.J. Baker, Wendy King-Luttman, David Urban, David Fritchen, Tim Flanary, Will Allen

Members absent: Brett Ballou

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: Harry Watts; Frank Avila and SkillsUSA Team

Meeting was livestreamed

2. CALL TO ORDER:
 - Wendy King-Luttman called the meeting to order at 5:31 p.m.
3. PROGRAM/DEPARTMENTS HIGHLIGHTS:
 - HVAC-SkillsUSA Team - Professional Development and Updates Provided by Frank Avila
4. DISCUSSION OF ENDS (Part 1-Demonstration, Testimonial, or Report of Results Related to Board Mission)
 - Commencement, Signing Day, Fall Enrollment Updates Provided by Neil
5. INCIDENTAL INFORMATION:
 - BOD Member Community Report
6. CONSENT AGENDA (Routine items requiring BOD action) *
 - Wendy King-Luttman moved to approve the Consent Agenda (attachments 1-4), Tim Flanary seconded. Motion carried 6 years, 0 nays.
7. GENERAL AGENDA (items possibly requiring BOD action)
 - Sarah Phillips presented an update of Instructor Evaluations Policy #4.1.2 (attachment 5). No action taken.

- Sarah Phillips presented a Regional Testing Center (RTC) Proposal (attachment 6). Wendy King-Luttman moved to approve as presented. David Fritchen seconded. Motion carried 6 yeas, 0 nays
8. DISCUSSION OF ENDS (Part 2-Demonstration, Testimonial, or Report of Results related to Board Mission)
- Jim Genandt updated board on KSLEG/KBOR - TEA
 - The following updates were given by administration:
 - HLC Update – Sarah Phillips
 - Faculty Senate Update – Brian Koch and Jeff Pishny
9. EVALUATION OF BOARD PROCESSES
- Jim Genandt discussed the Board of Directors Position Description with the members of the Board.
10. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).
- Jim Genandt and Harry Watts discussed the updates with resource development and the foundation.
 - Jim Genandt discussed the upcoming Foundation meeting on May 7.
 - Jim Genandt discussed grow green updates.
11. EXECUTIVE SESSION: Negotiations—to discuss/employee negotiations to protect the matters being discussed with the exceptions for negotiations under KOMA. Wendy King-Luttman moved to go into executive session at 6:58 p.m. and return to open session at 7:10 p.m. Will Allen seconded. Motion carried 6 yeas and 0 nays. At 7:10 p.m., Tim Flanary moved to return to open session. Wendy King-Luttman seconded. Motion carried 6 yeas and 0 nays. No action taken.
12. EXECUTIVE SESSION: Personnel Matters—Relating to personnel matters of non-elected personnel and to protect the interest of the business to be discussed. Wendy King-Luttman moved to go into executive session at 7:10 p.m. and return to open session at 7:20 p.m. Will Allen seconded. Motion carried 6 yeas and 0 nays. At 7:20 p.m., Wendy King-Luttman moved to return to open session. Tim Flanary seconded. Motion carried 6 yeas and 0 nays. Wendy King-Luttman moved to go back into executive session at 7:20 p.m. and return to open session at 7:25 p.m. Will Allen seconded. At 7:25, Wendy King-Luttman moved to return to open session. Will Allen seconded. Motion carried 6 yeas and 0 nays. No action taken.
13. EXECUTIVE SESSION: To discuss financial matters relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships. Wendy King-Luttman moved to go into executive session at 7:25 p.m. and return to open session at 7:35 p.m. Tim Flanary seconded. Motion carried 6 yeas and 0 nays. At 7:35 p.m., Wendy King-Luttman moved to return to open session. Will Allen seconded. Motion carried 6 yeas and 0 nays. No action taken.
14. EXECUTIVE SESSION: Personnel matters relating to President’s Evaluation preparation. Wendy King-Luttman moved to go into executive session at 7:35 p.m. and return to open session at 7:45. Will Allen seconded. Motion carried 6 yeas and 0 nays. At 7:45 p.m., Wendy King-Luttman moved to return to open session. Tim Flanary seconded. Motion carried 6 yeas and 0 nays.

ADJOURNMENT: L.J. Baker, Board Chair adjourned the meeting at 7:45 p.m.



May 24, 2021
 To: MATC Board of Directors
 From: Carmela Jacobs, VP Operations/CFO
 Re: April 2021 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 399,770.63	39.59%
Facilities	\$ 37,314.70	3.70%
Student Payments	\$ 181,929.63	18.02%
Program Expenditures	\$ 16,237.61	1.61%
ALC Operating Costs (excluding salary/benefits)	\$ 525.00	0.05%
Wamego (excluding salary/benefits)	\$ 4,298.56	0.43%
Other Operating costs	\$ 369,691.19	36.61%
Total April Expenditures	\$ 1,009,767.32	100%

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
Docusign	Docusign Licensing	\$ 7,400.00	All School	CARES Funding
Scott Rice Office Works	Student Furniture	\$ 7,256.62	All School	Title III grant
Eagle Technologies	Servers and Switches	\$ 166,897.30	All School	Title III grant
KS State Bank	Capital Lease Payment (Roof) Payment 2 of 10	\$ 108,893.60	All School	general fund
KSU-Office of Ed. Innovation and Eval	OEIE Evaluation Services (NSF Grant)	\$ 15,200.00	All School	NSF grant
KS Dept of Labor	Q1 2021 - State Unemployment Tax	\$ 9,738.83	All School	general fund
Evergy	March Energy Bill	\$ 6,866.67	All School	general fund
BCBS (May 2021)	Health Insurance Premiums	\$ 41,908.55	All School	payroll ded/gen fund
IRS	PR 04.15.2021 Payroll deductions	\$ 38,653.66	All School	payroll ded/gen fund
IRS	PR 04.30.2021 Payroll deductions	\$ 39,742.47	All School	payroll ded/gen fund
KS Dept of Revenue	PR 04.15.2021 Payroll deductions	\$ 7,762.56	All School	payroll deduction
KS Dept of Revenue	PR 04.30.2021 Payroll deductions	\$ 7,915.11	All School	payroll deduction
KPERS	PR 04.15.2021 Payroll deductions	\$ 8,164.65	All School	payroll deduction
Nationwide Trust Company	PR 04.15.2021 Payroll deductions	\$ 5,734.37	All School	payroll ded/gen fund
Nationwide Trust Company	PR 04.30.2021 Payroll deductions	\$ 7,216.92	All School	payroll ded/gen fund
Total April Expenditures Exceeding Threshold		\$ 479,351.31		



MEMORADUM TO: The Board of Directors
FROM: Jim Genandt, President
 Human Resources
DATE: May 24, 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
Malissa Bourbina	Assistant Director of Operations	5/1/2021	Business Office/Operations	Operating	Promotion
Josh Gfeller	Chief Information Security Officer/Director of Facilities	5/1/2021	IT	Operating	Promotion
Nathan Roberts	Dean of Academic Affairs	5/1/2021	Academics	Operating	Title Change
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Tony Kim	Dental Hygiene Instructor	5/18/2021	Dental Hygiene	Operating	Termination of Program
William Gilligan	Information Network & Technology Instructor	5/18/2021	INT	Operating	Resigned
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
Distance Education Grant Activity Coordinator			Title III	Title III/Operating	Open
Database Report Writer			IT	Operating	Open
Full-time Business Administration Instructor			BA	Operating	Open
Full-time Information & Network Technology Instructor			INT	Operating	Open

President's Report: May 2021

Owner Expectations:

- April 28: I attended the Wamego Chamber Legislative Forum followed by a tour of the MATC. Center at Wamego with State Representative Highland, Mrs. Highland, and State Senator O'Shea.
- April 29: I participated in the Governor's Education Council quarterly meeting.
- April 29: I represented the technical colleges with the monthly Technical Education Authority meeting.
- April 29, May 6, 18: I led the weekly meeting of the Kansas Technical College Presidents Council.
- April 29: I met with USD 383 Superintendent Dr. Marvin Wade concerning the career academy project and support for the adult learning center.
- May 3-4: HLC VISIT!!!
- May 7: Carmela, Sarah, and I met with the Faculty Senate leadership.
- May 7, 21: Carmela, Sarah, and I met with the bargaining unit leadership for negotiations.
- May 10: I met with Heather Morgan, lobbyist for the community colleges, to discuss the omnibus budget bill, the Promise Act, and areas of possible collaboration among the state's two-year colleges.
- May 13: I participated in TEA committee meetings for budget and finance, advocacy and marketing, and program and curriculum.
- May 14/15: COMMENCEMENT CEREMONIES!!!
- May 19: I participated in the System Council of Presidents meeting with KBOR, and then presented for the technical colleges at the state regents meeting.

Employer Needs & Response:

- May 4: Keven Ward from TRANE and two of his staff presented on their Data Analytics program to Kent Glasscock (KSU) and me.
- May 6: I participated in the board meeting of the Greater Manhattan Economic Partnership.
- May 6: Josh Gfeller and I met with the City Manager and Public Works Director of Wamego concerning utilities projects we need at our center in Wamego.
- May 10: I participated in the Advantage Kansas Coordinating Council work group.
- May 10: I participated in the final Manhattan High School site council meeting of the academic year.
- May 11: Harry and I updated Daryn Soldan and George Kandt of the Manhattan Chamber of Commerce.
- May 11: I participated in the state department of education Work-Based Learning committee meeting.
- May 12: I participated in the BILT meeting of MATC's Construction Trades program.
- May 13: I worked with Keven Ward of TRANE on a data analytics project concept.
- May 18: I attended the Manhattan Chamber of Commerce board meeting.
- May 19: I attended the USD 383 board meeting as they had the career academy and the adult learning center on their agenda related to collaboration with MATC.
- May 21: I participated in a meeting of the governor's education council and areas of focus.
- May 24: I attended a meeting of the Advantage KS Jump Start committee in Topeka.

Resource Development:

- May 5: I worked with Scott Anglemeyer of the state department of Commerce regarding our Advanced Manufacturing Grant project and closing out the required start-up phase of the grant.
- May 11: Josh and I met with Dan Crouch from BBN to discuss the phases of renovation to be done at Wamego.
- May 14: I played in the Flint Hills Area Builders golf scramble which raises money for student scholarships that benefit some of our students.