



## **BOARD OF DIRECTORS MEETING**

**Date: October 24, 2017**  
**Place: Manhattan Area Technical College**  
**Room 104a at 5:30 p.m.**

2017  
Therese Adams – Chair (Riley)

### **Board of Directors**

Wendy King-Luttman (Clay)  
Marla Brandon (Pottawatomie)  
Randall Anderes (Riley)  
John Pagen (Riley)  
Irma O'Dell (Geary)  
LJ Baker (Geary)  
David Fritchen (Riley)

### **Administration/Staff**

Jim Genandt (President/CEO)  
Tracy Geisler (Exec. Assistant/Board Clerk)  
Carmela Jacobs (CFO)  
Dr. Richard Fogg (AVPIA)  
Sarah Phillips (VPSS)  
Keith Zachariasen (VPAS)  
Cris Fanning (GPD)  
Josh Gfeller (CIO)  
Alex Anderson (Faculty Senate)



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
October 24, 2017  
Board meeting at 5:30 p.m.**

**Board of Directors:**

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

**Administration/Staff:**

\_\_\_ Genandt, Jim (President/CEO)      \_\_\_ Geisler, Tracy (Board Clerk)      \_\_\_ Fanning, Cris (GPD)  
\_\_\_ Zachariasen, Keith (VPAS)      \_\_\_ Dr. Fogg, Richard (AVPIA)      \_\_\_ Phillips, Sarah (VPSS)  
\_\_\_ Jacobs, Carmela (CFO)      \_\_\_ Gfeller, Josh (CIO)      \_\_\_ Anderson, Alex (Faculty Senate)  
\_\_\_ Student Senate

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

- Introductions:

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

- Teaching Learning Center – Cris Fanning
- Skills USA – Frank Avila
- Electric Power and Distribution – Rex Fair and Justin Meuli

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

- Additions/Changes to Agenda
- BOD Member Community Reports
- Board member recognition

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

- Approval of September 2017 Meeting Minutes (Attachment 1) \*
- September Check Register w/ Threshold Expenditures (Attachment 2) \*
- Organizational update (Attachment 3) \*

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

- Monitoring Report: Budget/Financial Planning/Forecasting (Attachment 4)\*

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

- Grants update – Jim

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

- Opportunity Funding Update (Jim and Tracy)
- President's Report (Attachment 5)

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

- Holiday board meeting schedule
  - November – no meeting (College closed November 20<sup>th</sup> – 24<sup>th</sup> if necessary, conference call can be added).
  - December - December 19<sup>th</sup> (College Closed December 25<sup>th</sup> -January 1<sup>st</sup> )

**Executive Session**

- Student Matter

**Meetings and Upcoming Events:**

- **Next board meeting: Tuesday, December 19 at 5:30 room 104a.**
- **MATC Commencement: Saturday, December 16 at the K-State Union Ballroom.**
  - **Commencement @ 9:30 a.m.**
  - **Nursing Pinning Ceremony @ 1:00 p.m.**

\* Requires BOD Action

Manhattan Area Technical College  
Board of Directors Meeting  
September 26, 2017 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met 2017 at 5:30 p.m. in room 104a.

Members present: Therese Adams, John Pagen, Irma O'Dell, and David Fritchen, Randall Anderes, and Wendy King-Luttman.

Members absent:: L J Baker, and Marla Brandon

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk; Keith Zachariasen, Vice President for Administrative Services; Carmela Jacobs, Sarah Phillips, Vice President for Student Services; Dr. Rich Fogg, Associate Vice President of Institutional Advancement, and Cris Fanning, Title III Grant Project Director.

- a. Faculty/Staff/SGO/Visitors: Alex Anderson, Chris Nichols, Laurie Anderson, Sara Fisher, Frank Avila, Jason York, Gary Pryor, Justin Meuli, Jeff Pishny, Rex Fair, Jennifer Brunenn, Darren Ortega, Brian Koch, Linn Schroll, and Marlene Sedillos.

2. CALL TO ORDER

Therese Adams called the meeting to order at 5:30 p.m.

- Introduction was made of Jennifer Brunenn – Activity Coordinator/Distance Learning Specialist.

3. PROGRAM/DEPARTMENT HIGHLIGHTS

- Linn Schroll presented highlights from the MATC cart show that was held in September.
- Brian Koch educated the board on the Mathematics program that he teaches and his retention efforts.
- Chris Nichols educated the board on the Welding program, including the night class that is taught by Blaise Wilson.

4. INCIDENTAL INFORMATION

- a. NONE

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

- a. Randall Anderes moved to approve the Consent Agenda (Attachments 1, 2, and 3). Wendy King-Luttman seconded. Motion carried 6 yeas, 0 nays.

6. GENERAL AGENDA (items possibly requiring BOD action)

- a. Dr. Fogg updated the board on enrollment (unofficial), and presented them with a handout.

7. DISCUSSION OF ENDS (Demonstration, Testimonial, or Report of Results related to Board Mission).
  - a. Faculty in attendance gave a brief update on their program/students.
8. OWNERSHIP LINKAGE (related to Owner Expectations, “Gaps”, Meeting Expectations, Identifying New Needs of Employers, etc.).
  - a. Jim Genandt and Tracy Geisler shared the update on the Opportunity Funding progress.
  - b. Jim Genandt discussed his President’s report (Attachment 4).
9. EVALUATION OF BOARD PROCESS
  - a. NONE

EXECUTIVE SESSION: CONFIDENTIAL MATTERS

- Randall Anderes moved to go into executive session at 6:23 p.m. and return to open session at 6:43 p.m. Wendy King-Luttman seconded. Motion carried 6 yeas, 0 nays. At 6:43 p.m., Randall Anderes moved to return to open session. Wendy King-Luttman seconded. Motion carried 6 yeas, 0 nays.

EXECUTIVE SESSION: STUDENT MATTER

- Randall Anderes moved to go into executive session at 6:43 p.m. and return to open session at 6:53 p.m. David Fritchen seconded. Motion carried 6 yeas, 0 nays. At 6:53 p.m., Randall Anderes moved to return to open session. Wendy King-Luttman seconded. Motion carried 6 yeas, 0 nays.

EXECUTIVE SESSION: PERSONNEL MATTER

- Randall Anderes moved to go into executive session at 6:53 p.m. and return to open session at 7:04 p.m. Irma O’Dell seconded. Motion carried 6 yeas, 0 nays. At 7:04 p.m., Randall Anderes moved to return to open session. Irma O’Dell seconded. Motion carried 6 yeas, 0 nays.
  - In open session; Therese Adams moved to approve 4 more years of board membership for John Pagen. Randall Anderes seconded. Motion carried 6 yeas, 0 nays. A consensus was made to leave the other positions open at this time.

Meeting adjourned at 7:05 p.m.

ADJOURNMENT: Marla Brandon, Board Vice Chair, adjourned the meeting at 7:10 p.m.

---

MATC Board Clerk

Date



October 24, 2017

Attachment 2

To: MATC Board of Directors  
 From: Carmela Jacobs, Chief Financial Officer  
 Re: September 2017 Expenditures

Category	Costs
Payroll Withholdings and Benefits	\$ 146,919.93
Facilities	\$ 95,476.80
Student Payments	\$ 444,992.24
Program Expenditures	\$ 136,029.86
Other Operating costs	\$ 113,211.61
<b>Total August Expenditures</b>	<b>\$ 936,630.44</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Department	Cost	Funding
All Star Custodial Services	Custodial Services	All School	\$ 6,100.00	general fund
Charlson & Wilson	Insurance - Worker's Comp, Liability, etc.	All School	\$ 39,644.94	general fund
Westar	Utilities	All School	\$ 6,808.12	general fund
Manhattan Carpet & Interiors	Carpet for Mods	All School	\$ 19,695.82	Capital Outlay
Parsons Communication	Data/Voice Calling - North Mod	All School	\$ 14,277.43	Capital Outlay
Rave Wireless Inc	Rave Security Alert Renewal	All School	\$ 5,000.00	Tech Credit Hour Fee
A Book Company	Student Textbooks	Students	\$ 12,263.15	Student Financial Aid
College Board	PowerFaid's Renewal	Financial Aid	\$ 9,281.00	Tech Credit Hour Fee
DBI	Chairs for Commons	Students	\$ 6,069.00	Student Credit Hour Fee
Eagle Technologies	Dell Switches	All School	\$ 46,149.92	Title III
CDW Government, Inc	Lenova ThinkPad/Accessories	All School	\$ 8,233.09	Title III
Bentley Systems	MicroStation Renewal	3DT	\$ 5,000.00	3DT Course Fees
ATI	Carp RN	Nursing	\$ 13,080.00	ADN Course Fees
Hu-Friedy	DH Instrument Kits	Dental Hygiene	\$ 23,020.00	Student Financial Aid
Matheson Gas, Inc	Student Toolkits	Welding	\$ 14,192.07	Student Financial Aid
TechSource Tools	Student Toolkits	HVAC	\$ 14,908.08	Student Financial Aid
MakerBot	3D Printers/Accessories	3DT	\$ 7,091.91	Capital Outlay
KPERS	Remit PR 9.14.17 Deductions	All School	\$ 9,601.86	general fund
KPERS	Remit PR 9.29.17 Deductions	All School	\$ 9,126.16	general fund
IRS	Federal Tax Payment/Remit PR 9.14.17 Deductions	All School	\$ 40,795.08	general fund
IRS	Federal Tax Payment/Remit PR 9.29.17 Deductions	All School	\$ 40,952.76	general fund
Blue Cross Blue Shield	Health Insurance Coverage	All School	\$ 33,908.16	general fund
<b>Total September Expenditures Exceeding Threshold</b>			<b>\$ 385,198.55</b>	



*Jim Genandt*  
*President*

3136 Dickens Ave., Manhattan, KS 66503-2499

Phone: 785-587-2800, FAX 785-587-2804

**MEMORANDUM**

TO: MATC Board of Directors  
RE: Organizational Update

DATE: October 24, 2017

---

Consent Agenda:

Organizational Update

1. **Revisions to organizational structure/positions:**
  - a. None
2. **Personnel changes**
  - a. Resignation of Dorothy Soldan – Allied Health Coordinator
3. **Advertised positions**
  - Admissions Coordinator



INTERNAL MONITORING REPORT  
BUDGETING/FINANCIAL PLANNING/FORECASTING  
OCTOBER 2017

I hereby present my monitoring report on your Executive Limitations policy “Budgeting/Financial Planning/Forecasting” according to the annual schedule of reports. I certify that the information contained in this report is true.

**BROADEST POLICY PROVISION:**

Budgeting shall not deviate significantly from Board ends priorities, or risk financial jeopardy.

Accordingly, the President shall not cause or allow budgeting which:

1. Contains too little information to enable accurate financial planning projections;

The Board receives quarterly financial updates and monthly expenditure reports detailing institutional bills and has access to all financial data used by the College.

2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period;

The MATC operating budget is compiled by adding Tiered and Non-tiered State Post-secondary aid, Perkins funds, and Capital Outlay funds identified by the Kansas Board of Regents. In addition, the institution applies for and receives various private, state, and federal grants annually. The remainder of the budget comes from projection of revenue obtained through student tuition and fees based on the prior year’s enrollment. These sources of revenue, combined with several other estimated sources, provide the basis for the annual budget. In order to provide for the welfare of the institution, the budget is developed by estimating revenues slightly lower than expected and expenses slightly higher than expected.



3. Does not provide a prioritized menu of Capital Outlay Funds;

The use of the Capital Outlay funds is determined by several factors. First, the amount of funds received by the College must be matched 2:1 from other institutional funds. During fiscal year 2018, MATC will receive \$140,434 in Capital Outlay funds to use toward the areas identified above. The College is required to match a minimum of \$70,217. Secondly, the use of the funds is determined by the program and College needs as identified through internal self-study of the programs, the facilities, and the mission. MATC will continue to pursue funds from contributors to enhance programs on campus and to create additional instructional space for future growth.

4. Does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development, Board and committee meetings, and Board professional fees.

The MATC BOD projected total budget for 2017 - 2018 is

- Financial statement audit - \$8,100
- Legal fees - \$4,000
- Board development - \$1,500

The operating budget includes appropriations for the annual financial statement audit, legal and professional fees and miscellaneous Board related expenditures.

5. CEO's INTERPRETATION:

I report that none of the limitations listed above have been compromised or deviated from during my tenure. I therefore report compliance.



Signed \_\_\_\_\_ President/CEO  
James Genandt

Date October 24, 2017

## President's Report: October 2017

## Owner Expectations:

- Working with Brian Koch, we are proactive in using the Transitions to College Algebra course with USD 383, including their virtual academy. We have articulated the course as equivalent to Tech Math I as well in support of more early college opportunities for secondary students.
- Rich and I met with members of the assessment committee to begin the review and revisions of the assessment of student learning per the findings of the HLC team. We will develop a proposed revised process that addresses the concerns of the HLC team, with the goal of implementing the revised plan across the college by the fall semester of 2018.
- I attended the Credit for Prior Learning task force of KBOR on Sept. 29. This group will meet 2-3 times this academic year to review the guidelines approved by the Regents, with specific focus on reporting data, impact on college policies and procedures (for KBOR-coordinated institutions), and related issues.
- I attended the KBOR Developmental Education task force on Oct. 11. This group will also meet 2-3 times this academic year, with the initial focus on placement testing and recommended cut scores for math, writing, and reading.
- I met with the Superintendent and High School Principal of Rock Creek USD, we discussed their future bond issue and design to add on their high school vo-ag area for more technical education.
- Brandon Fabac interviewed me for a television project for the communications area at KSU, concerning our enrollment and the need for technical education, as well as how we can engage in support of KSU.
- I attended the Manhattan Chamber of Commerce monthly board meeting on Oct. 17, and gave a quick update.

## Employer Needs &amp; Response:

- Working with several folks, we have successfully submitted a grant proposal to the National Science Foundation for their review targeting the Critical Environment Technology program to support NBAF and the Animal Health Corridor. We have requested close to the maximum amount allowed: \$200,000 per year for 3 years.
- Several of us, including Tracy and Cris, are working with the Chamber's Education & Workforce task force to continue efforts to inform USD 383 students, parents, teachers, and staff about technical education, and related projects from elementary through high school.
- On October 10, Barb Wenger, David Fritchen and I met with 5 representatives of General Dynamics to discuss NBAF and the Animal Health Corridor and the programs and resources we have available to support those efforts. We believe that corporation will submit a proposal to operate NBAF.
- I attended the INT, 3DT, and Auto Collision advisory committee meetings. Linn received fast response from his members for a project, and the INT group has provided me guidance on an option for IT coursework targeting area high school students. The 3DT group is tasked with reviewing direct measures to support that program.
- Two recent grants will help several of our programs. AT&T Kansas is providing \$25000 for us to acquire training devices for building automation systems. These devices will be used in HVAC, Biotech/Biosafety, Building Trades, and 3DT. KBOR awarded the College \$77000 through the Perkins Reserve Fund to obtain and implement a robotic welder.

## Resource Development:

- Tracy, Fred Willich, and I had a successful visit with Ed Klimek of KS State Bank in support of our fundraising campaign.
- We held our fall Foundation Scholarship Reception on Oct. 12 and over 2 dozen students received scholarships. Thanks to Tracy for handling the details, and to John and David for attending and posing with the recipients!