



## **BOARD OF DIRECTORS MEETING**

**October 23, 2018**  
**Manhattan Area Technical College**  
**Room 104a at 5:30 p.m.**

2018  
Randall Anderes – Chair (Riley)

### **Board of Directors**

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

### **Administration/Staff**

Jim Genandt (President/CEO)  
Tracy Geisler (Exec. Assistant/Board Clerk)  
Sarah Phillips (VPSS/CAO/CSAO)  
Carmela Jacobs (VP Operations/CFO/HR)  
Josh Gfeller (Chief Info Security Officer)  
Faculty Senate



**Board of Directors Meeting Agenda  
Manhattan Area Technical College  
October 23, 2018  
Board meeting at 5:30 p.m.**

**Board of Directors:**

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

**Administration/Staff:**

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

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

- Introductions
- Timothy Flannary: Pottawatomie Introduction and Oath

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

- Safety and Security update – Josh

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

- Additions/Changes to Agenda
- BOD Member Community Report

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

- Approval of September 2018 Meeting Minutes (Attachment 1)\*
- Approval of September Check Register w/Threshold Expenditures (Attachment 2)\*
- Organizational Update (Attachment 3)\*
- President's Report (Attachment 4)\*

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

- Overview of Institutional Effectiveness: Data, information, and analysis (Jim)

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

- Enrollment Update (Jim)

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

- Board Retreat

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

- Foundation/Resource Development Update

## **EXECUTIVE SESSION:**

- Student Matters
- Consultation with body's attorney

## **Meetings and Upcoming Events:**

- November: No meeting, board retreat strategic planning for board members
- November: Scholarship reception (Fall and Spring recipients)
- Next board meeting is December 11<sup>th</sup> 5:30 in room 104a
- MATC Commencement December 15<sup>th</sup> 9:30 a.m. pinning at 11:00 a.m. K-State Union

\* Requires BOD Action

Manhattan Area Technical College  
Board of Directors Meeting  
September 25, 2018 Room 104a at 5:30 p.m.

1. The Board of Directors of the Manhattan Area Technical College met June 26, 2018 at 5:30 p.m. in room 104a.

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

Members absent: None

Also present: Jim Genandt, President/CEO; Tracy Geisler, Executive Assistant/Board Clerk/Resource Development Coordinator; Sarah Phillips, VP Student Success/CAO/CSAO; Carmela Jacobs, VP Operations/CFO/Human Resources:

- a. Faculty/Staff/SGO/Visitors: Frank Avila, Linn Schroll and Sicilee Lansbury

2. CALL TO ORDER

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

- New Employees were introduced to the board.

3. PROGRAM/DEPARTMENT HIGHLIGHTS

- Kylie Austin, Director of Dental Hygiene took the board members and guest to the Dental Hygiene building for a tour and information about the program.

4. INCIDENTAL INFORMATION

- None

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

- John Pagen moved to approve the Consent Agenda (attachments 1-4) David Fritchen seconded. Motion carried 7 yeas, 0 nays.

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

- Carmela Jacobs presented the approved budget (approved at August board meeting) (attachment 8).

## 7. GENERAL AGENDA (items possibly requiring BOD action)

- Recommendation: MATC Mission Statement Revision (Attachment 5). Therese Adams moved to approve the recommendation as presented. L J Baker seconded. Motion carried 7 yeas, 0 nays.
- Recommendation: Welding Ventilation RFP (Attachment 6). L J Baker moved to approve the recommendation as presented. Therese Adams seconded. Motion carried 7 yeas, 0 nays.
- Recommendation: Internal Monitoring Report (Attachment 7). Therese Adams moved to approve the recommendation as presented. After discussion, Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays.

## 8. EVALUATION OF BOARD PROCESS

- Recommendation: Officers of the board presented their recommendation of Timothy Flanary as the board member to represent Pottawatomie County. Randall Anderes moved to approve the recommendation as presented. L J Baker seconded. Motion carried 7 yeas, 0 nays.

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

- See President’s Report

### EXECUTIVE SESSION: PERSONNEL MATTERS OF NON-ELECTED PERSONNEL TO PROTECT THE PRIVACY INTERESTS OF INDIVIDUALS. .

Therese Adams moved to go into executive to discuss personnel matters involving employee at 7:00 p.m. and return to open session at 7:10 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:10 p.m., Therese Adams moved to return to open session. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. No action was taken.

### EXECUTIVE SESSION: CONFIDENTIAL DATA RELATING TO FINANCIAL AFFAIRS

Therese Adams moved to go into executive to discuss confidential data relating to financial affairs at 7:10 p.m. and return to open session at 7:20 p.m. L J Baker seconded. Motion carried 7 yeas, 0 nays. At 7:20 p.m., Therese Adams moved to return to open session. L J Baker seconded. Motion carried 7 yeas, 0 nays. No action was taken.

### EXECUTIVE SESSION: PERSONNEL MATTERS OF NON-ELECTED PERSONNEL TO DISCUSS TO PROTECT THE PRIVACY INTERESTS OF INDIVIDUALS – PRESIDENT’S EVALUATION

Therese Adams moved to go into executive to discuss personnel matters involving employee at 7:21 p.m. and return to open session at 7:41 p.m. Wendy King-Luttman seconded. Motion carried 7 yeas, 0 nays. At 7:41 p.m., Therese Adams moved to return to open session. L J Baker seconded. Motion carried 7 yeas, 0 nays. No action was taken.

ADJOURNMENT: Randall Anderes, Board Chair adjourned the meeting at 7:19 p.m.

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MATC Board Clerk \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_



October 23, 2018

Attachment 2

To: Board of Directors  
 From: Carmela Jacobs, Vice President of Operations/CFO  
 Re: September 2018 Expenditures

Category	Costs	%
Payroll, Withholdings and Benefits	\$ 316,533.93	25.57%
Facilities	\$ 107,883.94	8.72%
Student Payments	\$ 401,642.86	32.45%
Program Expenditures	\$ 221,769.40	17.92%
ALC Operating Costs (excluding salary/benefits)	\$ 1,692.96	0.14%
Other Operating costs	\$ 188,178.27	15.20%
<b>Total September Expenditures</b>	<b>\$ 1,237,701.36</b>	<b>100%</b>

Threshold Expenditures > \$5,000				
Vendor Name	Item(s) Purchased	Cost	Department	Funding
All Star Custodial Services	Custodial Services	\$ 6,100.00	All School	general fund
KBS	Science Reno (Final Payment)	\$ 41,663.40	All School	Foundation/Capital Outlay
Westar	Utilities	\$ 8,017.15	All School	general fund
Charleson and Wilson	Insurance (Auto, Property, Liability, etc.)	\$ 35,389.00	All School	general fund
John Dietrick, P.A.	Attorney's Fees	\$ 5,541.75	All School	general fund
EvaluationKIT LLC	Assessment Materials	\$ 5,000.00	All School	student fees
CDW	Institutional Phone/Computers Rotation	\$ 9,872.73	All School	capital outlay
CDW	Dell Camera Servers	\$ 12,131.26	IT	general fund
College Board	Powerfaids	\$ 9,745.00	Financial Aid	student fees
Midwest Card/ID Solutions	card access system for TLC	\$ 7,277.76	TLC	Title III
Bentley Systems	MicroStation Renewal	\$ 5,000.00	3DT	3DT student fees
ExamSoft Worldwide	Exam Software	\$ 7,500.00	Nursing	Nursing Grant
A Book Company	Student Textbooks	\$ 15,367.24	Students	student fees
KPERS	Remit PR 9.14.18 Deductions	\$ 9,226.29	All School	payroll deductions
KPERS	Remit PR 9.30.18 Deductions	\$ 10,496.95	All School	payroll deductions
IRS	Federal Tax Payment/Remit PR 9.14.18 Deductions	\$ 37,182.05	All School	pr ded/general fund
IRS	Federal Tax Payment/Remit PR 9.30.18 Deductions	\$ 49,064.78	All School	pr ded/general fund
Blue Cross Blue Shield	Health Insurance Coverage	\$ 36,915.80	All School	pr ded/general fund
<b>Total September Expenditures Exceeding Threshold</b>		<b>\$ 311,491.16</b>		



**To:** MATC Board of Directors  
**From:** Jim Genandt, President  
 Human Resources  
**Date:** October 23, 2018  
**Re:** Consent Agenda: Organizational Update

New Hire/Rehires/New Positions					
Employee Name	Position Title	DOH	Department	Funding Source	Status
none					
Promotions/Title Changes					
Employee Name	Position Title	DOC	Department	Funding Source	Status
none					
Separations/Retirements					
Employee Name	Position Title	DOS	Department	Funding Source	Status
Laci Heller	Building Trades Assistant	9/28/2018	Building Trades	General Fund	Position Elimination

Advertised Positions				
Position Title		Department	Funding Source	Status
CMA Instructor		Continuing Education	Operating	Open
ADN Adjunct Clinical Instructor		Nursing	Operating	Open
Adjunct Instructor Consideration Opportunity		Various	Operating	Open
Dean of Instruction/ Title III Director		Title III	Grant	Open
Information & Network Technology Instructor		Faculty	Operating	Open
ALC ESL Instructional Facilitator- 2019 hire		ALC	Grant	Open



## President's Report: October 2018

## Owner Expectations:

- I attended the September meeting of the KBOR Technical Education Authority (TEA) and was invited to stay for their strategic planning retreat as a representative of the technical colleges in Kansas. I did share very direct information on return on investment, the impact of insufficient state support, and our need to be encouraged to be innovative.
- We have begun meetings with senior administrators of Cloud County Community College discussing collaboration to enhance technical education opportunities in Junction City.
- I attended the Manhattan Chamber of Commerce retreat and shared an update about the college with that group.
- I shared updates about MATC on KMAN In-Focus (10/17).
- David Alexander and I visited with Alan Cobb and some of his staff at the Kansas Chamber of Commerce office, concerning workforce education and return on investment, particularly from the perspective of MATC and our emerging areas of critical environments in support of the Animal Health Corridor.

## Employer Needs &amp; Response:

- The Talent Attraction & Retention Group of the Region Reimagined Project has met twice since my last report. The group has developed a purpose statement and implemented a spreadsheet allowing organizations and businesses to note projects and initiatives related to the group's purpose and objectives. I co-chair the group with Bob Copple (Via Christi) and Hilary Worcester (MKC), working with Christy Rodriguez, Region Reimagined Project Director, along with input from John Pagan (Manhattan Area Chamber of Commerce).
- Sarah, Tracy, Neil, and I have had several meetings with representatives of Flint Hills Job Corps, and with that group and the Garrison Commander and staff from Ft. Riley. We are working on details for expanding our capacity in certain programs to work with those two organizations and changes in their respective regulations that allow for more workforce education. One of our meetings also included Brad Hartenstine of the Flint Hills Builders Association, and Richard Berndt, Building Trades Faculty member for MATC.

## Resource Development:

- Tracy and I are finalizing campaign materials and the initial prospect list.
- We are working with other technical colleges in the state to do more advocacy for support and investment. See the KTC website at: <https://www.kansastechicalcolleges.org/>