

Manhattan Area Technical College
Board of Directors Meeting
Thursday, August 17, 2006
MATC Library 6:30 p.m.

Call to Order – Stacy Kohlmeier, Board Chair

1. The Board of Directors of the Manhattan Area Technical College met in Regular Session at the MATC library on Thursday, August 17, 2006, at 6:30 p.m.

Members present: Kohlmeier, Stacy
Kice, John
Dr. Wika, Norris
Dr. Craft, David
Brandon, Marla
Thornberg, Willie
Loub, Arthur

Members absent: Fowles, Brad

Also present were Dr. Robert Edleston, President; Dr. Linda Hertzell, Vice President of Instructional Services; Kelly Hoggatt, Vice President of Student Services; Jane Bloodgood, Vice President of Business Services; Dr. Richard Fogg, Associate Vice President of Institutional; Ron Bell, President of the Faculty Senate; and Thad Russell, President of Faculty Association.

Guest(s) present: Kevin Belt, Konza Uniserv Director.

2. CONSENT AGENDA & AGENDA MODIFICATIONS

Changes to the agenda included the following - Stacy Kohlmeier added Approval of Expenditure Report to the Consent Agenda and removed Jerry Mayo off as interim Clay County director. Compensation & Benefits was also added to the Confirmation of Monitoring Reports section and Performance Agreements and End of Program Test Results were added to Discussion of Ends, Status of Negotiations under General Agenda was deleted, and an Executive Session was added, following Incidental Information. Stacy noted that the format of the agenda has been changed to make it more specific.

Dr. Norris Wika moved to approve the Consent Agenda as amended. Arthur Loub seconded. Motion carried 7/0.

3. CONFIRMATION OF MONITORING REPORTS

Dr. Edleston stated that the Compensation and Benefits Reports are due in August of each year and requested a delay due to impasse (later corrected to a lack of settlement at this time). Dr. Wika moved to approve the delay. Willie Thornberg seconded. Motion carried 7/0.

Dr. Edleston presented the Financial Monitoring Report to the board and explained that Item 1 states that the President shall not exceed the budget for the fiscal year and that revenues exceeded expenditures by \$64,261.00. Policy Item 2 states that the President shall not fail to maintain an adequate cash reserve. \$13,844.50 was deposited into the cash reserve account to bring the cash reserve to \$688,217.44. John Kice asked what our goal for the reserves is and Jane Bloodgood stated there should be about a 1 million dollar target reserve for 3 to 4 months of operating expenditures. Willie Thornberg moved to accept the Financial Monitoring Report. Marla Brandon seconded. Motion carried 7/0.

Dr. Edleston stated that he had violated the board process by not seeking approval from the board for expenses more than \$20,000. Dr. Edleston provided a timeline of the BT project discussions plus expenses beginning in March 2005 and running to date, and anticipated costs for the remainder of the project. The original project was projected to cost \$100,000, however, is now projected to cost \$260,000 for completion. One of the reasons for the cost increase is because we are paying Schultz for labor, when the original plan was to use Building Trades students for much of the construction. Arthur Loub moved to accept the Internal Monitoring Report. Marla Brandon seconded. Motion carried 7/0.

3. DISCUSSION OF ENDS

Don Jensen provided a summary of the Automotive Technology Program, which can be found as an attachment in the board packet.

Dr. Edleston briefed on the Governor's Commission to examine Technical and Career education. Their purpose is to examine the structure and funding of Kansas Technical Schools and Colleges and provide recommendations about how Technical Education should be funded and governed. A list of appointees is provided as an attachment in the board packet.

Dr. Edleston briefed on the expansion of the Nursing Program and MATC's need for more faculty and students.

Dr. Edleston stated that Cloud County CC is starting a Wind Power Energy Program. Cloud County will hire an instructor, but teach on our campus. The students would take the General Education classes on our campus. Classes may begin in the spring. Hands-on training with windmills will occur in Concordia.

Dr. Hertzfel briefed on the Performance Agreements, which can be found as an attachment to the board packet.

Dr. Fogg briefed on the End of Program Test Results, which can be found as an attachment to the board packet.

4. GENERAL AGENDA

The board proposed to change the timing and format of the Schedule for Financial Monitoring Reports from July and December to "Quarterly", and to use the format that was presented as an attachment in the August board packet, including the Cash Balance. Marla Brandon moved to accept the timing and format of the Schedule for Board Monitoring Reports. John Kice seconded. Motion carried 7/0.

The board proposed to change #7 Executive Limitations/Asset Protection Policy in the Policy Governance Manual, pg. 6, to read the President shall not: 7) Acquire, encumber, lease, or dispose of real property. 8) Initiate construction, remodeling, or alterations of real property in excess of \$20,000. John Kice moved to accept the revised statement. The original number 8 will become number 9. Willie Thornberg seconded. Motion carried 7/0.

Administration requested that the board approve the Building Trades construction project. The total estimated cost of the 5,000 square foot building is \$260,000. MATC has spent \$126,920 to date. The remaining balance is \$133,080. \$50,000 will come from the Capital Outlay Fund and the rest will come from the General Fund. Dr. David Craft asked Jane Bloodgood if the College budget can handle a project of this scope at this time and wanted assurance that the College would not be in

financial risk in doing so. Jane indicated the funds were budgeted and that the project could be completed and would not put the College in financial risk. Willie Thornberg moved to accept the Building Trades project. Marla Brandon seconded. Motion carried 7/0.

Jane Bloodgood requested approval from the board to accept the Nursing Faculty and Supplies Grant for \$24,790 and the Facilities and Equipment Grant for \$33,554. MATC applied for and was awarded both grants for the fiscal year 2006-2007. The grant for nursing faculty and supplies would be used to hire 1.75 new faculty members and would expand the program from 32 students per year to 48 students per year. The facilities and equipment grant would be used to purchase equipment for the program including manikins, seven headwall units and miscellaneous equipment needed to accommodate the new students. Manhattan Area Technical College is required to match a total of \$41,566 for the 2006-2007 fiscal year. Dr. Norris Wika moved to accept the Nursing Grant. Dr. David Craft seconded. Motion carried 7/0.

Mark Claussen requested approval from the board to accept the six Katrina flood vehicles donated by Enterprise Rent-A-Car. Dr. David Craft moved to accept the flood vehicles. Arthur Loub seconded. Motion carried 7/0.

5. OWNERSHIP LINKAGE

There were no BOD individual reports at this time.

Dr. Edleston stated that there has been feedback from the community expressing the need for more CNA, EMT, EMS, and Paramedic Programs and classes. The College is currently working to support these requests.

6. INCIDENTAL INFORMATION

Dr. Edleston commented on the campus beautification and encouraged the Board to look around the campus.

Dr. Edleston reported that he provides College news and updates during monthly KMAN Radio Broadcasts and others are invited to participate.

Dr. Edleston introduced the following employees at MATC: Justin Pfeifer, Counselor; Kody Carlson, Financial Aid Director; Linn Schroll, Auto Collision Repair; Andy Duggan, Auto Technology; Marlene Sedillos, English; James Norris, Math; and Jean Sommer, Student Services Specialist.

Mark Claussen and Dr. Edleston made a public acknowledgement of donations by Landmark Bank for the new phone system and Enterprise Rent-A-Car for the 6 Katrina flood vehicles. Thanks to Dave Olgeirson for getting the phone system donated. Stacy Kohlmeier commented that the board had approved the phone system donation via an email vote in order to expedite the approval process so the phone system could be installed prior to school starting. Mark Claussen also advised that Little Apple Toyota donated a \$2,000 scholarship to the Automotive Technology Program.

Thad Russell introduced himself to the board as the new Faculty Association President. Mr. Russell stated that the entire faculty is focused and dedicated to student learning and has the interest and concern in every aspect of Manhattan Area Technical College.

Helen Estes stated her position of concern on behalf of the faculty. A full report can be found as an attachment in the board packet.

Mr. Ron Bell stated that the Compensation and Benefits Report is dated August 2, 2006 and yet

there was another meeting of the negotiating committee on August 8, 2006, so it looks like a decision was predetermined. Dr. Edleston stated that he prepares his reports in advance. At the time the report was written salary negotiations had not been settled. Had this changed before the BOD meeting the report would have been changed prior to the meeting. Dr. Edleston also stated that a decision was not predetermined. Stacey Kohlmeier stated that the Board had not made any predeterminations either.

Dr. Norris Wika moved for the Board to go into Executive Session with the Board members and Jane Bloodgood, to discuss personnel matters related to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed, and that they return to open session in this room at 9:35 p.m. Dr. David Craft seconded. Motion carried 7/0. Board returned to regular session at 9:40 p.m.

Stacy Kohlmeier proposed that all personnel not included in the bargaining unit receive an average pay increase of 7.29%. The determination of pay increases for specific positions is to be decided by Administration and may include a cost of living, merit or equity adjustment. This percentage is consistent with the average pay increase of 7,29% proposed to the members of the bargaining unit (5.3% added to pay schedule, plus 1.99% associated with horizontal and vertical movement within the schedule. The pay adjustments will become effective 08/16/06. It is noted on the attached statement that the President is excluded from the present pay increases. Dr. David Craft stated that the amount of this year's raise should not be considered standard or expected each year. Dr. David Craft then motioned to accept the proposal. Marla Brandon seconded. Motion carried 6/1.

7. EVALUATION OF BOARD PROCESS

Dr. Wika provided an evaluation of the meeting, stating that the attachments should be more organized and there should be a brief summary at the top of each document (if it is lengthy) explaining its contents. Dr. Wika commented that all parties should be more concise.

8. FUTURE AGENDA ITEMS

Next meeting is scheduled for Tuesday, September 12, 2006 at 7:00 p.m. at the MATC Library.

9. ADJOURNMENT

Stacy Kohlmeier, Chair, adjourned the meeting at 9:48 p.m.

Caroline Katt, Administrative Assistant to the President/Board Clerk
Manhattan Area Technical College
Board of Directors