

TO: Board of Directors Members
RE: Board Meeting July 1, 2004
FROM: Dr. Joseph Emmons, Interim President

**BOARD OF DIRECTORS
MANHATTAN AREA TECHNICAL COLLEGE**
Manhattan, Kansas

July 1, 2004 – 7:00 p.m. Library
Manhattan Area Technical College,
3136 Dickens Ave.

AGENDA

AI - Action Item
DI - Discussion Item
IO - Information Only

Mission: The mission of the Manhattan Area Technical College is to provide quality technical and general education to prepare individuals to pursue technologically advanced careers and lead productive lives.

7:00 p.m.

1. **Call to Order**
2. **Roll Call**
- (AI) 3. **Adoption of Agenda**
4. **Recognition of Visitors (Citizens Comments)**

Persons may present ideas or concerns not addressed on this agenda regarding Manhattan Area Technical College. No action will be taken by the Board at this meeting. Such items will be referred to the appropriate administrators for future information and research and reported back to the Board at a later meeting. Personalities and behavior of employees are not to be presented during this period but are to be reported to the employee's immediate supervisor. Citizen participation is limited to three (3) minutes to be timed by the Clerk.

(AI) 5. Consent Agenda

A. Approval of Minutes (June 8) (page 6)

B. Personnel Report (page 9)

6. Interim President's Comments**7. Business – Dr. Joseph Emmons/Board Chair after election****A. Organization of the Board of Directors****(AI) 1) Election of the Chair**

At the first meeting of the Board of Directors in July each year, the Board shall elect a Chair, who shall be a member of the Board of Directors. The Chair shall serve for a term of one year and until his/her successor is elected and qualified.

(AI) 2) Election of the Vice Chair

At the first meeting of the Board of Directors in July each year, the Board shall elect a Vice Chair, who shall be a member of the Board of Directors. The Vice Chair shall serve for a term of one year and until his/her successor is elected and qualified.

(AI) 3) Appointment of Clerk

The Board of Directors shall appoint a Clerk who shall serve at the pleasure of the Board and shall not be the same person as the Treasurer or the Director of Business Services.

Administration recommends Nancy Rewerts be appointed to serve in this capacity.

(AI) 4) Appointment of Legal Counsel

The statutes permit the Board to appoint legal counsel. Administration recommends using the legal services of the Kansas Association of School Boards.

(AI) 5) Appointment of Treasurer

The Board is required to appoint a treasurer who shall serve at the pleasure of the Board. The treasurer shall not be a member of the Board and shall not be the same person as the Chair or the Clerk. Administration recommends Jane Bloodgood be appointed to serve in this capacity.

B. Establishing Time & Place of Regular Meeting

(AI) 1) It is the recommendation of the Administration that meetings be held at the Manhattan Area Technical College the second Tuesday of each month at 7:00 p.m.

(AI) C. Approval of Organizational Chart (page 10)**(AI) D. Reaffirmation of College Mission & Vision (page 11)**

- E. Appointment of Mandated Institutional Positions**
- (AI) **1) Freedom of Information Officer**
The Board is required to appoint a Freedom of Information Officer. Administration recommends Kim Kickhaefer, Vice President of Student Services be appointed to serve in this capacity.
- (AI) **2) Representative for Federal Programs**
It is required that the Board appoint the Chair or another MATC employee as the official representative for MATC programs. The representative's signature is required on all reporting and applications for federal funds. (i.e. Perkins, Pells, etc.) Administration recommends the Chair be appointed to serve as MATC's representative for federal programs.
- (AI) **3) Officer to Authorize Payment of Purchase Orders**
KSA 12-105(b) authorizes claims against a municipality which provide for a discount for early payment or for the assessment of a penalty for late payment may be authorized to be paid in advance. The Board of Directors may designate and authorize an officer or employee to pay such claim(s) made against the college in advance of the presentation and authorization of the bill(s). Administration recommends the President be appointed to serve in this capacity.
- (AI) **4) Designation of KPERS Representative for MATC**
The college is required to appoint a representative for KPERS (Kansas Public Employees Retirement System). Administration recommends that the Jane Bloodgood, Director of Business Services be appointed to serve in this capacity.
- (AI) **5) ADA and Section 504 Coordinator**
Administration recommends that Kim Kickhaefer, Vice President of Student Services be appointed to serve as MATC's Section 504Coordinator/ADA Compliance Officer.
- (AI) **6) Affirmative Action Chairperson/Title IX Coordinator**
Administration recommends Kim Kickhaefer, Vice President of Student Services be appointed to serve as MATC's Affirmative Action Committee Chairperson and Title IX Coordinator.
- (AI) **F. Adopt Official Depositor for MATC Funds**
Pursuant to K.S.A. 9-1401, the following financial institution(s) are designated as eligible depositories of any monies belonging to and under the control of the Board of Directors of Manhattan Area Technical College:

Firstbank

Administration recommends the Board designate and authorize the Director of Business Services, the Clerk of the Board, and the President as individuals or collectively, to open and/or close accounts; initiate transfers and/or wires; to purchase Certificates of Deposit; to purchase U.S. Treasury securities; to release securities and pledge collateral; to secure safe deposit boxes and have access thereto; and other transactions as may be deemed necessary.

- (AI) **G. Authorization of Petty Cash Funds**
The Board is required by KSA 72-8208 to adopt a resolution authorizing the establishment of petty cash fund(s).
- (AI) **H. Authorization to Establish Activity Funds**
The Board is required by KSA 72-8208(a) to adopt a resolution authorizing establishment of activity funds designated for College related activities that are created for the purpose of receiving and expending funds for student activities, i.e. S.G.O.
- (AI) **I. Rescind Policy Statements Found in Board Minutes** (page12)
KASB recommends the following Resolution should be adopted rescinding policy statements found in Board minutes:
"Be it resolved that all policy statements found in the minutes of this Board of Directors prior to June 30, 2004, be rescinded, and that the Board of Directors adopt the policy manual (or written policies) as presented and recommended by the President of MATC, to govern this institution during the 2004-2005 school year, subject to periodic review, amendment, and revision by the Board of Directors."
- J. Kansas Association of School Boards**
- (AI) **1) Membership**
Renewal of membership in the Kansas Association of School Boards at \$3,175.00 for the 2004-2005 year.
- (AI) **2) Legal Assistance Fund**
KASB offers a legal assistance and consultant service for a fee of \$900.00 per year. Administration recommends the Board adopt the Legal Assistance Fund Agreement and Consultant Service Contract.
- (AI) **K. Non-Discrimination Statement**
The Board is required by regulations to reaffirm its position of non-discrimination for Title IX, Title VI, and ADA/Section 504: "The Manhattan Area Technical College, Manhattan, Kansas, does not discriminate on the basis of race, color, religion, national origin, sexual orientation, age, disability, veteran status, or any

other factors made unlawful under applicable federal and state laws in admission or access to, or treatment or employment in its programs and activities." If you have questions regarding the above, please contact the President, Manhattan Area Technical College, Manhattan, Kansas 66503, 587-2800.

(AI) L. Official Media Designation

Administration recommends the Board affirm The Mercury as the designated official newspaper for College notices and continue to be so until the Board takes action otherwise pursuant to K.S.A. 64-101 *et.seq.* College notices will also be provided to the following media:

Manhattan Free Press in Riley Co.

The Smoke Signal in Potawatomie Co.

The Daily Union in Geary Co.

Dispatch in Clay Co.

KMAN Radio in Riley Co.

(AI) M. KBOR Performance Agreements (page 13)

N. Business Services – Jane Bloodgood

(DI/AI) 1) Budget

(AI) 2) Insurance proposal (page 40)

(AI) 3) Transfer of Funds (page 41)

(AI) 4) MECNet Memorandum of Agreement (page 43)

(DI/AI) O. President's Search (page 47)

8. Future Agenda Items

Appointment of Deputy Clerk

9. Adjourn