

Board of Directors Meeting  
Manhattan Area Technical College  
Thursday July 1, 2004 - 7:00 p.m.  
Minutes – Regular Meeting

1. Call to Order

2. ROLL CALL

The Board of Directors of the Manhattan Area Technical College met in regular session at Manhattan Area Technical College on Thursday, July 1, 2004 at 7:00 p.m.

Members present: Craft, David  
Davin, Beverly  
Flowles, Brad  
Kice, John  
Kohlmeier, Stacy  
Mayo, Jerry  
Shipps, Dale K.  
Thornberg, Willie  
Wika, Norris

Also present were President Joe Emmons; Blake Flanders, Vice President of Instructional Services; Kim Kickhaefer, Vice President of Student Services; Jane Bloodgood, Director of Business Services, and media.

2.a OATH OF OFFICE

Dr. Emmons administered the Oath of Office to the Board of Directors

3. ADOPTION OF AGENDA AS AMENDED

**Wika moved to approve agenda as amended. Mayo seconded. Motion carried 9/0.**

4. RECOGNITION OF VISITORS

None.

5. CONSENT AGENDA AS AMENDED

**Wika moved to approve the Consent Agenda as amended with the June 8th minutes, and approve the Personnel report. Kohlmeier seconded. Discussion. Motion carried 9/0.**

EMPLOYMENT:

Justin Ostrander, Mathematics Instructor  
Tamara L. Heine, Part-time Clinical Instructor

Salary TBD  
Salary TBD

## RESIGNATIONS:

Blake Flanders

**Mayo moved to recognize Blake Flanders' contribution to Manhattan Area Technical College. Kice seconded. Discussion. Motion carried 9/0**

## 6. INTERIM PRESIDENT'S COMMENTS

Dr. Emmons reported:

- Organization of MATC and historical significance of meeting.

## 7. BUSINESS

## A. REORGANIZATION OF THE BOARD OF Directors

## 1) ELECTION OF THE CHAIR

Thorngerg nominated Dr. Norris Wika to serve as Chair for 2004-2005. Kholmeier seconded. Motion carried 9/0.

Joseph Emmons presented newly elected Chair, Dr. Norris Wika with the gavel.

## 2) ELECTION OF THE VICE CHAIR

Craft nominated Jerry Mayo to serve as Vice Chair for 2004-2005. Fowles seconded. Motion carried 9/0.

## 3) APPOINTMENT OF THE CLERK

Administration recommended the appointment of Nancy Rewerts to serve as Clerk of the Board.

## 4) APPOINTMENT OF LEGAL COUNSEL

Administration recommended appointment of the Kansas Association of School Boards to serve as legal council.

## 5) APPOINTMENT OF TREASURER

Administration recommended the appointment of Jane Bloodgood to serve as Treasurer of the Board.

**Mayo moved to accept 7A, 3-5 as recommended. Davin seconded. Motion carried 9/0.**

## B. ESTABLISHING TIME &amp; PLACE OF REGULAR MEETING

**Davin moved to establish time and place of regular meetings as the second Tuesday of each month at 7:00 p.m. at Manhattan Area Technical College as amended to read "and other locations with notification." Thornberg seconded. Discussion. Motion carried 9/0.**

**C. APPROVAL OF ORGANIZATIONAL CHART**

Administration recommended affirmation of the revised Organizational Chart.

**D. REAFFIRMATION OF Colleges' MISSION & VISION**

Administration recommended the reaffirmation of the Mission and Vision of MATC.

Mission Statement - Manhattan Area Technical College provides quality technical and general education to prepare individuals to pursue technology advanced careers and lead productive lives.

Vision Statement - As a leader in technical education, Manhattan Area Technical College will enhance student-centered learning and service to business, industry and community members.

**E. Appointment of Mandated INSTITUTIONAL POSITIONS****1) FREEDOM OF INFORMATION OFFICER**

Administration recommend the appointment of Kim Kickhaefer, Vice President of Student Services to serve as the Freedom of Information Officer.

**2) REPRESENTATIVE FOR FEDERAL PROGRAMS**

Administration recommended the appointment of the Chair to serve as the college's representative for federal programs.

**3) OFFICER TO APPROVE PAYMENT OF PURCHASE ORDERS**

Administration recommended the President be appointed to authorize payment of claims against the College in accordance with USD 383 policies (Section D) except for DJEJ-R requiring monthly authorization of bills by the Board of Directors. Discussion.

**4) DESIGNATION OF KPERS REPRESENTATIVE FOR USD 383**

Administration recommended the appointment of Jane Bloodgood, Director of Business Services to serve as the KPERS representative for the Manhattan Area Technical College.

**5) ADA AND SECTION 504 COMPLIANCE OFFICER**

Administration recommended the appointment of Kim Kickhaefer, Director of Student Services to serve as ADA and Section 504 Compliance Officer.

**6) AFFIRMATIVE ACTION CHAIRPERSON/TITLE IX COORDINATOR**

Administration recommended the appointment of Kim Kickhaefer, Director of Student Services to serve as Manhattan Area Technical College's Affirmative Action and Title IX Compliance Officer.

**F. ADOPT OFFICIAL DEPOSITOR FOR MATC FUNDS**

Administration recommended the following financial institution(s) be designated as eligible depositories of any and all monies belonging to and under the control of the Board of Directors of the Manhattan Area Technical College

Firstbank

and that the Director of Business Services, the Clerk of the Board and the Accounting Manager be designated and authorized 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.

**G. AUTHORIZATION OF PETTY CASH FUNDS**

Administration recommended to adopt the resolution authorizing the establishment of petty cash fund(s).

**H. AUTHORIZATION TO ESTABLISH ACTIVITY FUNDS**

Administration recommended the adoption of the resolution to authorize creation of activity fund(s), as designated for College related activities that are created for the purpose of receiving and expending funds for student activities, i.e. S.G.O.

**I. RESCIND POLICY STATEMENTS FOUND IN BOARD MINUTES**

Administration recommended adoption of the resolution stating "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 college during the 2004-2005 school year, subject to periodic review, amendment, and revision by the Board of Directors."

**J. KANSAS ASSOCIATION OF SCHOOL BOARDS**

**1) MEMBERSHIP**

Administration recommended renewal of membership in the Kansas Association of School Boards at \$3,175.00 for the 2004-2005 year. Discussion.

**2) LEGAL ASSISTANCE FUND**

Administration recommended the Board adopt the KASB Legal Assistance Fund Agreement and Consultant Service Contract for a fee of \$900.00 for 2004-2005. Discussion.

**K. NON-DISCRIMINATION STATEMENT**

Administration recommended reaffirmation of MATC's position of non-discrimination in accordance with Title VI of the Civil Right Act of 1964

"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, 3136 Dickens Ave, Manhattan, KS 66503, 785-587-2800."

L. OFFICIAL MEDIA DESIGNATION

Administration recommended The Mercury be 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 County, The Smoke Signal in Pottawatomie County, The Daily Union in Geary County, Dispatch in Clay County and KMAN Radio in Riley County.

**Craft moved to accept C-L as recommended. Kice seconded. Motion carried 9/0**

M. KBOR PERFORMANCE AGREEMENTS

Administration recommended approval of the Performance Agreement Goals and authorization to submit these to the Kansas Board of Regents. Thornberg moved to approve the Performance Agreement Goals and authorization to submit these to the Kansas Board of Regents. Craft seconded. Discussion. Motion carried 9/0.

N. Business Services - Jane Bloodgood

1) BUDGET

2) INSURANCE PROPOSAL

Jane Bloodgood recommended the Board accept the insurance quotation provided by Charlson & Wilson Insurance Companies as follows:

General Liability - \$ 4,787.

Workers Compensation - \$10,513.

Property - \$20,065.

Fleet - \$ 7,702.

For a total annual premium of \$43,067.

**Davin moved to accept the insurance quotation provided by Charlson & Wilson with the following changes - \$5,000 deductible on property and \$1,000 on the fleet. Kice seconded. Discussion. Motion carried 9/0.**

2.a COMPUTER BID

Administration recommended the bid from Dell for \$27,845 for computers to be used in the BCT computer lab.

**Kohlmeier moved to accept the Bid for \$27,845 from Dell to be used in the BCT computer lab. Mayo second. Discussion. Motion carried 9/0.**

3) TRANSFER OF FUNDS

Administration recommended that all funds currently under the management of USD 383 Schools Foundation be transferred to the umbrella of the Manhattan Community Foundation. It is also recommended that all future requests to establish funds for the sole use and benefit of Manhattan Area

Technical College and/or its students also be directed to the Manhattan Community Foundation.

**Davin moved to approve that all funds currently under the management of USD 383 Schools Foundation be transferred to the umbrell of the Manhattan Community Foundation. It is also recommended that all future requests to establish funds for the sole use and benefit of Manhattan Area Technical College and/or its students also be directed to the Manhattan Community Foundation. Kohlmeier seconded. Discussion. Motion carried 9/0.**

4) MECNet MEMORANDUM OF AGREEMENT

Dr. Flanders presented a recommendation that the MECNet Memorandum of Agreement with Kansas State University be approved.

**Shipps moved to approve the recommendation that the MECNet Memorandum of Agreement with Kansas State University by approved. Mayo seconded. Discussion. Motion carried 9/0.**

5) PRESIDENTS SEARCH

Kim Kickhaefer presented a recommendation that the search for the new MATC president position be filled by January 1, 2005. To that end, a tentative position description has been drafted for the Board's review and revision.

**Shipps moved to accept the recommendation that the search for a new president be filled by January 1, 2005 and adopted the position description. Davin seconded. Discussion. Motion carried 9/0.**

9. FUTURE AGENDA ITEMS

Appointment of Deputy Clerk  
Structure of Manhattan Community Foundation  
Presidential search

10. ADJOURN

Wika, Chair, adjourned the meeting at 10:23 p.m.

Respectfully submitted,

Nancy Rewerts, Clerk  
Manhattan Area Technical College  
Board of Directors