

**BOARD POLICY GOVERNANCE MANUAL**

**SALINA AREA TECHNICAL COLLEGE**



**SALINA AREA TECHNICAL COLLEGE  
BOARD POLICY INDEX**

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## BOARD POLICY

TYPE: **BOARD ENDS**

TITLE: SATC Strategic Plan: 2009 - 2012

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

## SATC Strategic Plan: 2009 - 2012

### Mission

Salina Area Technical College will meet employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth and lifelong learning.

### Vision

To create a culture of excellence through innovation, collaboration, responsiveness, and empowerment.

### Values

#### Leadership

- We always strive for academic excellence.
- We support new ideas and creative risk taking.
- We demonstrate behavior that is ethical.
- We value open, honest, participative governance.

#### Every Student

- Our central priority is the education, safety, and welfare of our students.
- We create self sufficient, empowered learners.
- We encourage student participation and input in decision making.
- We value diversity and strive to increase access to education.

#### Accountability

- We are accountable to our students, our community, and each other.
- We will work as a team.

#### Responsiveness

- We are responsive to the needs of employers and our community.

#### Nurturing Culture

- We put the needs of others before our own.
- We create a “fear-less” environment.
- We embrace Lifelong Learning for ourselves, our students, and our community.
- We enjoy and encourage humor.

## Strategic Priorities

### **Strategic Priority One: Provide quality instructional programs that are responsive to the needs of the community.**

#### Goals:

1. Create processes to assess the quality of our graduates' work skills, communication skills, numeracy skills, and work habits.
2. Develop a general education program that promotes intellectual development.
3. Create a technology plan that supports and encourages innovation in instruction and the curriculum.
4. Create a supportive environment that allows faculty to improve their teaching skills.
5. Develop learning resources that support student success.
6. Improve the quality of instruction by providing faculty access to training, business, and technology.

#### Monitoring Reports:

- Program Review Reports
- Assessment of Student Learning
- Employment Competencies Report
- Graduate and Employer Satisfaction Survey
- Three Year Instructional Technology Plan

### **Strategic Priority Two: Improve the visibility and perception of the college and its programs.**

#### Goals:

1. Advance from Preliminary Information Form through "initial" accreditation.
2. Create a strategy to improve communications in media, publications, web, and recruiting.
3. Expand and improve the appearance of campus facilities.
4. Create a strategy to measure internal and external satisfaction with SATC.
5. Promote the college nationally, statewide, and locally.

#### Monitoring Reports:

- Acceptance of Preliminary Information Form
- Facilities Master Plan
- Survey of Current Students
- Faculty and Staff Survey
- Employer and Graduate Survey
- Annual report on national, state, and local promotional efforts.

### **Strategic Priority Three: Increase enrollment and access.**

Goals:

1. Increase post secondary headcount in Technical Programs.
2. Increase enrollment in General Education Classes.
3. Add at least one new instructional program a year.

Monitoring Report:

- Enrollment Report

### **Strategic Priority Four: Build partnerships with business and industry.**

Goals:

1. Increase participation and visibility in community groups and organizations that influence the area economy.
2. Increase faculty and student visibility in area businesses.
3. Create an “advisory board” satisfaction survey on quality of programs, partnerships, and curriculum at SATC.
4. Integrate Business Leaders into the SATC orientation programs.
5. Build Business Leader strategies for evaluating work habits into the curriculum.
6. Improve integration of advisory committee recommendations into the program curriculum.

Monitoring Reports:

- Community Involvement Report
- Advisory Board Satisfaction Survey

### **Strategic Priority Five: Assure financial stability for our future.**

Goals:

1. Create an Enrollment Management Plan.
2. Implement a College Information System.
3. Create a budget forecast and model for sustainability.
4. Utilize grant resources to sustain funding.
5. Build an alumni organization.
6. Create a College Foundation.

Monitoring Reports:

- Annual Budget
- Three-year budget projection
- Semi annual budget reports
- Foundation and Alumni Report



**BOARD POLICY**

TYPE: **BOARD ENDS**

TITLE: Ends.

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The President will prepare Monitoring Reports for the Board to demonstrate progress toward achievement of the Salina Area Technical College Strategic Plan.

The Board has the right of inspection of college records, documents, and finances.



## BOARD POLICY

TYPE: **BOARD ENDS**

TITLE: President's Job Description

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The President is the Chief Executive Officer (CEO) of the College. The President is the Board's single official link with the operating organization. The President is accountable to the Board acting as a body. The President's performance will be considered synonymous with the organizational performance of the college as a whole. The President's responsibilities include:

1. Provide direction and leadership to transition the college's accreditation status from North Central Association Commission on Accreditation and School Improvement to the Higher Learning Commission.
2. Foster strong relationships to advance the College as a positive contributor to the Salina community and surrounding region.
3. Promote the College's visibility locally, state-wide, nationally, and internationally.
4. Build and expand partnerships between the College and business and industry.
5. Work closely with business and industry and all secondary and post-secondary public and private education institutions to further the mission of the College.
6. Manage the development function and play a leadership role in fundraising and community relations by serving as an ambassador and advocate for the growth of all aspects of the College.
7. Expand multi-generational alumni participation and an active alumni association in support of program enrollment, advisory and career advancement for students, and financial support of the College.
8. Articulate and demonstrate a passion and vision for technical education in both today's and tomorrow's world.
9. Provide inspiration and direction for program evaluation and improvement.
10. Establish and maintain a climate for the development and retention of exceptional talent, a high level of morale and engagement, and a pervasive culture of high quality service.
11. Lead development and implementation of multi-year strategic plans for institutional innovation and growth.
12. Understand the application and support the use of technology in higher education.
13. Ensure prudent financial management and operation to meet the needs and interests of students, alumni, faculty, staff, administration, and external stakeholders.
14. Model and require dedication and excellence in all phases of operation and all programs of study.
15. Perform other related duties as assigned or delegated by the Board.



## BOARD POLICY

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board Governance Emphasis

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The Board of Trustees will govern Salina Area Technical College in accordance with federal and state laws, Board of Regents policies and procedures, and the Board Policy Manual. The Board will:

- Focus on long term vision (ends) rather than administrative process of attainment of those ends (means).
- Focus on strategic leadership (ends) rather than administrative procedures (means).
- Encourage diversity in viewpoints and collective thinking rather than individual decisions.
- Look to the future rather than the past.
- Be proactive rather than reactive.
- Annually evaluate the Board's own processes and performance.
- Be responsible for edits, additions, deletions in the Board Policy Manual.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board Governance Beliefs

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The board deliberates with many voices but governs with one. In the support of effective college governance, the Board believes:

1. That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community.
2. That its trustee members should vote their conscience and support the decision or policy made.
3. That the Board's behavior must exemplify ethical behavior and conduct.
4. That it is committed to the pursuit of excellence in the college programs, services, and governing relationships.
5. That academic freedom encompasses the right of faculty to full freedom in research and in the publication of results, freedom in the classroom in discussing their subject, and the right of faculty to be free from institutional censorship or discipline when they speak or write as citizens.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: College Policy and Procedures

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The board is the initiator of broad policy directions through the Board Policy Manual. The development of administrative processes and procedures (means) is the responsibility of the President. The President should work with employees and students as appropriate to develop operational policies and procedures. The President will define operational college policy and procedure through:

1. Administrative Handbook – policies for personnel, fiscal management, financial management.
2. College Catalog – student information, policy, procedure.
3. Employee Handbook – employee information, policy, procedure.
4. Student Handbook - student information, policy, procedure not covered in the catalog.
5. Faculty Agreement – faculty policy and procedure.
6. Other policy manual, documents, and handbooks as necessary.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board approvals

ADOPTED: July 1, 2009

LAST APPROVED: January 25, 2009

The board reserves the right to approve the following:

1. The annual budget.
2. Educational program additions, suspensions or terminations.
3. College expenditures over \$20,000.
4. Name changes in college buildings.
5. The Faculty Agreement.
6. Changes in tuition and fees.
7. Changes in its own Board Policy Manual.
8. Facilities remodeling.
9. Lease agreements or modifications to lease agreements.
10. Disposal of assets greater than \$5,000.
11. Final approval for hire of new full-time employees or faculty covered under the negotiated agreement.
12. Final approval for termination or reduction in force of full-time employees or faculty covered under the negotiated agreement.
13. SATC College Foundation creation and dissolution.
14. SATC College Foundation board member appointment and foundation policy creation.
15. Authorization to spend reserve funds.



## BOARD POLICY

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board Members' Code of Conduct

ADOPTED: July 1, 2009

LAST APPROVED: April 26, 2010

The Board expects ethical conduct by itself and its members. This expectation includes proper use of authority and appropriate decorum whether in a group or individually when acting as a Board member. Failure to uphold board policy may result in removal from office (see page 23).

1. Board members must avoid any conflict of interest in services between a board member and the college. See page 20 for Conflict of Interest Policy.
2. Board members must not use their positions to obtain employment by the College, including family members, friends or associates. Former board members may be employed by the college after a one year separation from the board.
3. Board members do not have nor should they attempt to exercise individual authority over the college.
4. Only the Board Chair interacts with the public, press, or other entities on behalf of the Board of Trustees.
5. Board members are encouraged to participate in educational activities and professional development, including state, regional and national meetings, to enhance their ability to serve effectively as members of the College's governing Board.
6. Board members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances within the College.
7. Board members shall respect the confidentiality of privileged information including discussions which occur at legally held, closed meetings of the Board.
8. Board members will not present an item for action or discussion which is not on the published agenda for a Board meeting but may request the inclusion of an item on a future agenda.
9. Board members shall prepare for and attend regularly scheduled meetings of the Board.
10. Board members shall demonstrate high ethical standards and adherence to local, state, and federal laws.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Officer Election

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The officers of the Board shall be Chair and Vice-Chair, who shall be selected at the July meeting each year by a majority vote of the members of the Board present at the meeting. The Board Chair shall preside at all meetings of the Board. In the absence of the Board Chair, the Vice-Chair shall preside. In the absence or inability to act of both the Board Chair and Vice-Chair, the remaining Board members shall elect a member to act in that capacity for that meeting.



## BOARD POLICY

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Chairperson's Role

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The responsibilities of the Chairperson are, primarily, the integrity of the Board's process and, secondarily, occasional representation of the Board. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

The Chairperson shall ensure the Board and individual Board members act consistent with the Board's own rules and policies.

- A. The Chairperson shall preside at board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
- B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly and to the point.
- C. The Chairperson will attempt to develop a consensus by the Board members on Board decisions.
- D. The Chairperson shall appoint members of committees established by the Board.



## BOARD POLICY

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Meetings

ADOPTED: July 1, 2009

LAST APPROVED: January 25, 2010

### Regular Meetings

Regular meetings of the Board shall be held on the fourth Monday of each month unless otherwise decided by the Board. All regular meetings shall be held on the campus of the College at 5 p.m., unless the Board or Board Chair sets a different hour or place for any regular meeting.

### Special Meetings

Special meetings may be called at any time by the Board Chair or by joint action of at least one third of the Board members. Written notice stating the time, place, and purpose of any special meeting shall be given to each member of the Board at least two days in advance of any meeting, unless waived. For purposes of this provision, written notice may be provided via email, pdf, facsimile copy, or other electronic means.

### Open Meetings

The Board shall conduct business only when the Board is in open session at a regular or special meeting and a quorum of its members is present. Decisions by the Board shall be recorded in the minutes of the meeting, including dissenting votes. Once a decision is made, it is binding on the Board, the President and the College. Each Board member is expected to support a decision of the Board, no matter how they may have voted on that particular issue.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Committees

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

Board committees may conduct business only within the authority specifically granted to them by the Board. All business conducted by a Board committee must be reported at the next board meeting and recorded in the minutes of that meeting.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Records

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

All records of the Board of Trustees shall be available to citizens for inspection at the office of the President during regular office hours.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Quorum

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

A quorum shall consist of five members of the Board.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board Expenses

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

No member of the Board of Trustees may receive any compensation for any services rendered to the College. Expenses of Board members will be reimbursed in accordance with College policy.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Conflict of Interest

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

All members of the Board shall disclose any direct or indirect interest they may have in any proposed contract with the college, or in any action, or situation in which they have a direct or indirect conflict of interest.

- A. In the event of any duality of interest, or possible conflict of interest on the part of any governing board member, that member shall abstain from voting.
- B. The foregoing requirement shall not be construed as preventing the governing Board Member from stating his/her position in the matter, nor from answering pertinent questions of any other Board Members since his/her knowledge may be of great assistance.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Agenda

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The following is the preferred outline of the meeting agenda for regularly scheduled Board meetings:

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Communications
- V. Action Items
- VI. Monitoring Reports
- VII. Informational Items
- VIII. Executive Session (if needed)
- IX. Approval of any action deemed necessary as a result of Executive Session (if needed)
- X. Adjournment

Other agenda items may be added as needed. The agenda will be sent to board members and media a minimum of four days before the meeting.

Agenda items must be submitted at least seven days prior to the meeting.



**BOARD POLICY**

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Executive Session

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The Board will conduct Executive Sessions only as prescribed by law. Matters that may be properly considered by the Board in Executive Session include:

- A. Personnel matters for non-elected personnel.
- B. Consultation with an attorney for the Board, which would be deemed privileged in attorney-client relationships.
- C. Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the Board.
- D. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.
- E. Matters relating to actions adversely or favorably affecting a student, except that any such person shall have the right to a public hearing if requested by that person.
- F. Preliminary discussion relating to the acquisition of real property.

No binding action shall be taken during closed or executive session.



## BOARD POLICY

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Appointment, Terms of Members

ADOPTED: July 1, 2009

LAST APPROVED: February 22, 2010

### Composition

The Board of Trustees of the Salina Area Technical College shall consist of nine members selected as follows:

- The City of Salina, Saline County, USD 305, and the Salina Area Chamber of Commerce each shall appoint a representative according to procedures developed by the individual entity.
- Two (2) “At-Large” positions and three (3) positions representing Health, Manufacturing, and Service industries shall be appointed by the Board of Trustees from a list of applicants.

### Terms of Office

To create a staggered schedule, board members selected prior to July 1, 2009, shall serve the following terms:

- July 1, 2009-June 30, 2011—USD 305 representative, At-Large Position 1, Health representative
- July 1, 2009-June 30, 2012—City of Salina representative, Salina Area Chamber of Commerce representative, Service representative
- July 1, 2009-June 30, 2013—Saline County representative, At-Large Position 2, Manufacturing representative

Terms thereafter shall be for three years with each trustee holding office until a successor is elected or until he or she dies, resigns, or is removed. No trustee shall serve more than two (2) three-year terms. Trustees may resign by giving written notice to the Chairperson of the Board of Trustees. Trustees may be removed from office for cause by a majority vote of the Board of Trustees or without cause by a 2/3rds vote of the Board of Trustees. Such action shall occur in executive session following any regular meeting provided written notice of such action has been given to Board of Trustees members two weeks prior. **See appendix C for terms of individual board members.**

### Filling of Vacancies

Vacancies in unexpired terms held by representatives of the City of Salina, Saline County, USD 305, and the Salina Area Chamber of Commerce shall be filled as soon as possible by the individual entity. The Board of Trustees shall also fill unexpired terms for the At-Large positions and the representatives of Health, Service and Manufacturing as soon as possible.

Notice of vacancies to be filled by the Board of Trustees, whether regular or unexpired terms, shall be widely publicized and interest forms available at the College and on the College website. This form shall request information regarding the applicant’s educational and employment background and such other information as the Board of Trustees deems necessary. The form shall also include a statement

by the applicant indicating his or her willingness to serve on the Board. No applicant shall be considered without completion of the requisite form. Interest forms for regularly occurring vacancies shall be received by the Board Chairperson no later than April 1 of any year. New Board members shall be appointed by the Board no later than May 31<sup>st</sup> of the year in which their term begins and shall begin their duties on July 1.

Upon selection of new members to the Board of Trustees, the Chairperson of the Board shall send a notice of appointment to all applicants, both those chosen and those not chosen.



**BOARD POLICY**

TYPE: **BOARD-PRESIDENT RELATIONSHIP**

TITLE: Delegation to the President

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The Board shall delegate to the President all matters of decision and administration which come within the scope of the duties of the Chief Administrative Officer. While the Board reserves to itself the ultimate decision in all matters concerning general policy, it will normally proceed in those areas only after receiving recommendations from the President.

The President is authorized to establish administrative policies, make all decisions, take all actions, establish all practices, and develop activities within the scope of the Board Policy Manual.



## BOARD POLICY

TYPE: **BOARD-PRESIDENT RELATIONSHIP**  
TITLE: Evaluating Presidential Performance  
ADOPTED: July 1, 2009  
LAST APPROVED: July 1, 2009

The Board shall evaluate the President annually using evaluation forms and methods approved by the Board. These forms and methods may be used by the President as a self-evaluation instrument prior to the Board's evaluation. A draft of an evaluation is in Appendix B.

Each Board member shall complete and submit appraisal forms to the Board Chair who will formulate a summary of the individual responses. The summary shall use the same format as the appraisal form used by the individual Board members and shall be approved by the Board prior to providing it to the President. The Board authorizes the Board Chair to sign the summary as the Board's agent and the evaluator.

The Board shall review the summary with the President in an Executive Session and allow time for necessary discussion. After the composite evaluation is completed, individual Board member evaluation forms shall be destroyed, and the summary and any rebuttal thereto shall be maintained in the President's personnel file, which will be maintained by the Board Secretary.

The President's evaluation shall be confidential and made available only to the President, Board members, and others as provided by law.



**BOARD POLICY**

TYPE: **BOARD-PRESIDENT RELATIONSHIP**

TITLE: Nonrenewal

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The Board may elect not to renew the President's contract in accordance with applicable laws and contractual agreements.



## BOARD POLICY

TYPE: **BOARD-PRESIDENT RELATIONSHIP**

TITLE: Resignation

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The President may resign at any time by submitting a written resignation to the Board chair at a regular or special board meeting. The Board shall consider accepting the resignation in light of the needs of the College and in consideration of any contractual obligations.



## BOARD POLICY

TYPE: **BOARD-PRESIDENT RELATONSHIPS**

TITLE: Presidential Limitations

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The President must act ethically, morally, and uphold institutional values, follow policies and procedures, and act legally.

1. **General Presidential Constraint.** The President may not cause or allow any practice, activity, decision or organizational circumstance which is illegal, imprudent or in violation of commonly accepted business and professional ethics.
2. **People Treatment.** The President may not treat others in a way that is inhumane, unfair or undignified. The President must uphold institutional values.
3. **Board Communication.** The President may not provide information and advice to the Board, which is untimely, incomplete or inaccurate.
4. **Financial Condition.** The President may not permit financial conditions, which risk fiscal jeopardy or compromise Board ENDS priorities. The President may not: risk fiscal jeopardy of the college through inappropriate, unlawful, or unethical practices. The President may not violate Kansas Board of Regents or State rules regarding budgeting.
5. **Compensation and Benefits.** The President may not change his/her own compensation and benefits without board approval.
6. **Policy, Rules and Ethics.** The President will not operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, insure due process and protect against wrongful conditions.
7. **Asset Protection.** The President may not allow assets to be unprotected, inadequately maintained or unnecessarily risked; or acquire, encumber or dispose of real property without Board approval.
8. **Communication and Counsel to the Board.** The President may not permit the Board to be inadequately informed or allow the Board to operate out of compliance with its own policies on Governance Process.



**BOARD POLICY**

TYPE: **MONITORING REPORTS**

TITLE: Instruction

ADOPTED: July 1, 2009

LAST APPROVED: January 25, 2010

Strategic Priority One: Provide quality instructional programs that are responsive to the needs of the community.

**MONITORING REPORTS:**

1. Annually administration will present Program Review information to the board which will include student success data, assessment data, financial viability data, and a brief SWOT analysis.
2. Annually administration will prepare the percentage of students who have met or exceeded the employment competencies established by the faculty by program to include program skills and work skills.
3. Annually administration will conduct a Graduate and Job Placement Survey for board review.
4. Annually the board will review the three-year instructional equipment and technology plan.



**BOARD POLICY**

TYPE: **MONITORING REPORTS**

TITLE: Visibility

ADOPTED: July 1, 2009

LAST APPROVED: January 25, 2010

Strategic Priority Two: Improve the visibility and perception of the college and its programs.

**MONITORING REPORTS:**

1. Periodic updates of accreditation process.
2. The board will review the Facility Master Plan annually.
3. Administration will prepare an annual Survey of Current Students for Board review.
4. Administration will prepare a Faculty and Staff Survey for Board review.
5. Annually Administration will prepare a report on national, state, and local promotional efforts.



**BOARD POLICY**

TYPE: **MONITORING REPORTS**

TITLE: Growth

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

Strategic Priority Three: Increase enrollment and access to college services.

**MONITORING REPORTS:**

1. Each fall administration will prepare an enrollment report indicating number enrolled by program, enrollment by zip code, enrollment by high school and post secondary, enrollment by gender, age, and ethnicity.



**BOARD POLICY**

TYPE: **MONITORING REPORTS**

TITLE: Partnering

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

Strategic Priority Four: Build Partnerships with Business and Industry

**MONITORING REPORTS:**

1. Administration will prepare an annual Community Involvement Report for Board review.
2. Advisory Board Satisfaction Survey.



**BOARD POLICY**

TYPE: **MONITORING REPORTS**  
TITLE: Financial Stability  
ADOPTED: July 1, 2009  
LAST APPROVED: January 25, 2010

Strategic Priority Five: Assure Financial Stability for our future.

**MONITORING REPORTS:**

1. Annual budget approval process.
2. Annual three-year budget projection.
3. Semi-annual budget report.
4. Create a 501c3 Foundation.
5. Create an alumni organization.
6. Annual Audit Review.
7. Administrative Verifications Report, to include:
  - Inventories.** An accounting shall be made annually for all property, real and personal, owned by the College.
  - Long-Range Maintenance Program.** Each year the President shall develop priority lists outlining long-range maintenance of the College property, buildings and grounds.
  - Bloodborne Pathogen Exposure Control Plan.** The President shall adopt an exposure control plan, reviewed annually, which conforms with OSHA, KDHR. All staff shall receive the training and equipment necessary to implement the plan.
  - Bonded Employees.** Proof of bonding for the “The President, Dean of Administrative Services, cashier, payables clerk and administrative assistant in the amount of \$100,000 each.
  - Insurance Coverage p. 21:** All college-owned property, real and personal, shall be insured to cover losses from natural causes, fire, vandalism and other casualties. Insurance shall also cover theft of college funds.
  - Safety.** The President, department heads and maintenance personnel shall periodically inspect each building, each boiler, and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.
  - Hazardous Waste Inspection and Disposal.** Inspection of the College facilities for hazardous waste shall be conducted as required by regulation. Written records of these inspections shall be maintained.
  - Vehicles.** All college vehicles will be adequately insured. Every vehicle will have accurate records pertaining to transportation usage.
  - Job Descriptions.** The President shall develop a job description for each category of employee.
  - I-9 files.** I-9s are required for every employee.



**BOARD POLICY**

TYPE: **MONITORING REPORTS**

TITLE: Board Policy Manual

ADOPTED: July 1, 2009

LAST APPROVED: July 1, 2009

The President will suggest policy changes to the Board regarding the Board Policy Manual as needed.

## Appendix A: Terms of Individual Board Members

Carol Brandert	USD 305	July 1, 2011
James Barker	Healthcare	July 1, 2011
Robert Miller	at Large #1	July 1, 2011
Thomas Mertz	City of Salina	July 1, 2012
Tom Pestinger	Chamber of Commerce	July 1, 2012
Ken Ebert, Vice Chair	Service Industry	July 1, 2012
Mike Haug, Chair,	Saline County	July 1, 2013
Jayne Cornish	at Large #2	July 1, 2013
Kathern Platten	Manufacturing	July 1, 2013