

POLICY GOVERNANCE MANUAL

SALINA AREA TECHNICAL COLLEGE



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TYPE: **BOARD ENDS**

TITLE: FY16-FY18 Strategic Plan

ADOPTED: July 1, 2009

APPROVED: July 27, 2015; Aug. 22, 2016

Our Mission

Salina Area Technical College will meet the 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.

Our Vision

Be the college of choice for the region where students are equipped to succeed in the dynamic world of business and industry.

Our Values

Collaboration: To build a stronger community, SATC values partnerships with K-12, business, and community organizations. Together, we can achieve more.

Lifelong Learning: SATC values supporting individual goals that encourage students to learn, grow, collaborate, and innovate throughout their life.

Diversity: SATC values embracing the diversity of our students, employees and community by promoting inclusion and access for all.

Excellence: SATC values its students and is committed to providing an education that encourages responsible, successful, and ethical employees.

Innovation: SATC values innovative technology and delivery methods to keep student learning relevant within a rapidly changing world.

Our Strategic Goals: FY16 – FY18

1. Expand access to educational opportunities
2. Improve visibility and perception
3. Provide quality instruction that meets community needs
4. Enhance fiscal strength
5. Obtain/Maintain HLC accreditation
6. Validate student learning and success



BOARD POLICY

TYPE: **BOARD ENDS**

TITLE: Ends

ADOPTED: July 1, 2009

APPROVED: December 17, 2012;

Aug. 22, 2016

At the direction of the Board, the President will prepare monitoring reports that demonstrate achievement of the Strategic Plan.

TYPE: **BOARD ENDS**

TITLE: President's Job Description

ADOPTED: July 1, 2009

APPROVED: July 1, 2009; Aug. 22, 2016

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 POLICYTYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board Governance Emphasis

ADOPTED: July 1, 2009

APPROVED: July 1, 2009; Aug. 22, 2016

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 POLICYTYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board Governance Beliefs

ADOPTED: July 1, 2009

APPROVED: July 1, 2009; Aug. 22, 2016

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 POLICYTYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: College Policy and Procedures

ADOPTED: July 1, 2009

APPROVED: July 1, 2009; Aug. 22, 2016

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 manuals, documents, and handbooks as necessary.

The Board reserves the right to approve the following:

1. The annual budget.
2. Educational program - AAS requirements, additions, suspensions or terminations.*
3. College expenditures over \$20,000.*
4. Name changes in college buildings.
5. The negotiated 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. Acquisition of real property and 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.
16. Authorization of the annual financial audit.
17. Entering into lawsuits.*
18. Appoint and fix the compensation and term of office of the college president.*
19. Additions, deletions, or changes in college policies.

***Per KSA 74-32,452**

The Board also reserves the right to inspect college records, documents, and finances.

BOARD POLICYTYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board Members' Code of Conduct

ADOPTED: July 1, 2009

APPROVED: April 26, 2010; Aug. 22, 2016

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

APPROVED: July 1, 2009; Sep. 26, 2016

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

APPROVED: July 1, 2009; Sep. 26, 2016

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 POLICYTYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Meetings

ADOPTED: July 1, 2009

APPROVED: January 25, 2010

REVISED: Sep. 26, 2016

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 5:30 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

APPROVED: July 1, 2009; Sep. 26, 2016

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

APPROVED: July 1, 2009; Sep. 26, 2016

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

APPROVED: July 1, 2009; Oct. 24, 2016

A quorum shall consist of five members of the Board.



BOARD POLICY

TYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Board Expenses

ADOPTED: July 1, 2009

APPROVED: July 1, 2009; Oct. 24, 2016

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 POLICYTYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Conflict of Interest

ADOPTED: July 1, 2009

APPROVED: July 1, 2009; Oct. 24, 2016

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
APPROVED: July 1, 2009
Revised: Oct. 24, 2016

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

- I. Call to Order
- II. Approval of Agenda
- III. Public Comment
- IV. Approval of Consent Agenda
- 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 POLICYTYPE: **BOARD GOVERNANCE & OPERATIONS**

TITLE: Executive Session

ADOPTED: July 1, 2009

APPROVED: July 1, 2009; Oct. 24, 2016

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, resignation, termination,
and Terms of Members
ADOPTED: July 1, 2009
APPROVED: June 28, 2013; Oct. 24, 2016
Revised: February 25, 2019

The Board of Trustees of Salina Area Technical College shall consist of nine members recruited and selected by the Board of Trustees. Members will serve staggered three-year terms, not to exceed two consecutive terms. Members filling expired terms shall be eligible for two additional three-year terms.

In recruiting new members, the Board will try to maintain a diversity of members from various industries represented by the curricula of the College.

A board member may resign upon written notice to the Chair of the Board of Trustees or the College President. The resignation will be announced at the next regular or special board meeting available.

A board member may be terminated by a majority vote of the Board of Trustees if, in the opinion of the Board of Trustees at its sole discretion, the member

- Violates the established and approved Board Policies; or
- Fails to attend three (3) consecutive board meetings without notification to the Chair or the President; or
- Is convicted of violating local, state, or federal laws beyond such laws classified as misdemeanor offenses.



BOARD POLICY

TYPE: **BOARD-PRESIDENT RELATIONSHIP**

TITLE: Delegation to the President

ADOPTED: July 1, 2009

APPROVED: July 1, 2009; Oct. 24, 2016;
February 25, 2019

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 POLICYTYPE: **BOARD-PRESIDENT RELATIONSHIP**

TITLE: Evaluating Presidential Performance

ADOPTED: July 1, 2009

APPROVED: December 17, 2012; Oct. 24, 2016

Revised: February 25, 2019

The Board shall evaluate the President annually using evaluation forms and methods approved by the Board.

Each Board member shall complete and submit an evaluation to the Board Chair who will formulate a summary of the individual responses. The summary shall use the same format as the evaluation form used by the individual Board members. After the composite evaluation is completed, individual Board member evaluation forms shall be destroyed. After the summary is approved by the Board, the Board authorizes the Board Chair to sign the summary as the Board's agent.

The Board Chair shall review the summary with the President. The summary and any rebuttal thereto shall be maintained in the President's personnel file which will be maintained by the Human Resources Office.

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

APPROVED: July 1, 2009; Oct. 24, 2016;
February 25, 2019

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

APPROVED: July 1, 2009; Oct. 24, 2016:

February 25, 2019

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 POLICYTYPE: **EXECUTIVE LIMITATIONS**

TITLE: General Executive Constraint

ADOPTED: July 1, 2009

APPROVED: December 17, 2012; Oct. 24, 2016;
February 25, 2019

The President shall 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.

Accordingly, the President may not:

1. Deal with students, staff or persons from the community in an inhumane, unfair, undignified or unethical manner.
2. Cause or allow the development of fiscal jeopardy or a material deviation from the Board approved budget.
3. Permit the Board to be inadequately informed.
4. Cause or allow fiscal integrity or public image to be jeopardized with respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers.
5. Allow assets to be unprotected, inadequately maintained or unnecessarily risked.

BOARD POLICYTYPE: **EXECUTIVE LIMITATIONS**

TITLE: Treatment of People

ADOPTED: July 1, 2009

APPROVED: December 17, 2012; Oct. 24, 2016;
February 25, 2019

The president shall not deal with students, staff or persons from the community in an inhumane, unfair, undignified or unethical manner.

Accordingly, the President may not:

1. 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.
2. Fail to comply with all state and federal laws, rules and regulations pertaining to employees and students including those pertaining to discrimination and equal opportunity.
3. Prevent students and staff from using established grievance procedures.
4. Fail to acquaint students and staff with their rights and responsibilities.
5. Fail to take prompt and appropriate action when the President becomes aware of any violation of state or federal laws, rules or regulations or Board policies.

BOARD POLICYTYPE: **EXECUTIVE LIMITATIONS**

TITLE: Financial Condition

ADOPTED: July 1, 2009

APPROVED: December 17, 2012; Oct. 24, 2016;
February 25, 2019

The President shall not cause or allow the development of fiscal jeopardy or a material deviation from the Board approved budget.

Accordingly, the President may not:

1. Expend more funds than have been received in the fiscal year without prior Board approval.
2. Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
3. Repeatedly fail to provide a monthly report of the college's current financial condition.
4. Make any purchase of over \$20,000 without a) Board approval and b) following Kansas statutes on bid processes.
5. Operate without establishing and maintaining an adequate internal control structure and procedures for financial reporting and auditing.

BOARD POLICY

TYPE: **EXECUTIVE LIMITATIONS**
TITLE: Communication/Counsel to the Board
ADOPTED: July 1, 2009
APPROVED: December 17, 2012; Oct. 24, 2016; February 25, 2019

The President shall not permit the Board to be inadequately informed.

Accordingly, the President shall not:

1. Neglect to submit written monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored.
2. Permit the Board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, significant external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.
4. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
5. Fail to report, in a timely manner, an actual or anticipated noncompliance with any policy of the board.

BOARD POLICY

TYPE: **EXECUTIVE LIMITATIONS**
TITLE: Compensation and Benefits
ADOPTED: July 1, 2009
APPROVED: December 17, 2012; Oct. 24, 2016;
February 25, 2019

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the President shall not cause or allow fiscal integrity or public image to be jeopardized.

Accordingly, the President shall not:

1. Change his/her own compensation and benefits;
2. Promise or imply permanent or guaranteed employment;
3. Establish compensation and benefits that:
 - A. Deviate significantly from the geographic area or market for the skills employed;
 - B. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year.

BOARD POLICYTYPE: **EXECUTIVE LIMITATIONS**

TITLE: Asset Protection

ADOPTED: July 1, 2009

APPROVED: December 17, 2012; Oct. 24, 2016;
February 25, 2019

The President may not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the President shall not:

1. Fail to insure against property and casualty losses or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law;
2. Allow unbonded personnel access to significant amounts of funds;
3. Allow improper wear and tear or inadequate maintenance of the plant and equipment;
4. Unnecessarily expose the organization, its board or staff to claims of liability.

Appendix A: Term Expiration of Individual Board Members

Frieda Mai-Weis	June 30, 2020
LuAnn Puvogel	June 30, 2020
Mike McCall*	June 30, 2020
Alysia Starkey	June 30, 2021
Dustin Pestinger	June 30, 2021
Kristin Nulik	June 30, 2021
Jeff Shamburg	June 30, 2022
Jeff Montgomery	June 30, 2022
Brian Blackwood	June 30, 2022

*represent a unexpired term of prior board member