

AGENDA

**Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Poteau Campus
Seminar Center - Room 120-B
1509 South McKenna
Poteau, OK 74953
September 8, 2009
12:15 P.M.**

The Board can discuss, make motions and vote upon any matter appearing on the Agenda. Such motions and votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any Agenda item. The meeting will be conducted according to accepted Rules of Order, administered by the Board President as the presiding officer. Any agenda item containing multiple matters may be severed for separate consideration at the request of any Board member:

- A. ROLL CALL:**
- B. QUORUM DECLARED TO BE PRESENT AND MEETING CALLED TO ORDER:**
- C. RECOGNITION OF GUESTS, SUBMITTING PROPER REQUESTS PURSUANT TO KIAMICHI TECHNOLOGY CENTER POLICY 6.5**
- D. CONSENT AGENDA: All of the following items, which concern reports and items of a routine nature normally approved at Board Meetings, will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. The Consent Agenda consists of discussion; consideration and vote on each items 1 through 12.**
 - 1. Approval of Minutes
August 11, 2009 Regular Meeting**
 - 2. Approval of Declaration of Funds, Treasurer's Report and KTC Cash Reconciliation**

3. Approval of Resolution 9-8-09-1 Activity Fund Account Reports and Transfer of Funds

4. Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2009-2010

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Davidson, Lezley A.	Health Instructor/Clinical Skills Observer	Atoka
Maynard, Lisa	Health Instructor/Clinical Skills Observer	Atoka
Bookout, Larene	Substitute Instructor	Durant
Gobert, Nathan	Substitute – All Programs	Durant
Justus, Celesta	Clinical Skills Observer/Med. Classes Instr.	Durant
Posey, Ryan	Substitute (Automotive Service Tech)	Durant
Powell, Theresa	Student Aid/Deaf Student	Durant
Stanley, Erma L.	Bus Driver	Durant
Weatherly, Rita	Substitute Instructor	Durant
Coffey, Jacey D.	Work Study/Clerical	Idabel
Leverett, Clarissa M.	Work Study/ Clerical	Idabel
Maytubby, Lance	MaintenancelBus Driver-Feeder School	Idabel
Perry, Sheri	CPR/First Aid	McAlester
Spence, Harry	Industrial Maintenance Trng.	McAlester
Branch, William O.	Federal Work Study/Maintenance	PoteaulSpiro
Holt, Matthew B.	Federal Work Study/Maintenance	PoteaulSpiro
Hutchison, Dan	Short Term Maintenance	PoteaulSpiro
Lowe, Stephanie L.	Federal Work Study/Clerical	PoteaulSpiro
Montgomery, Devin L.	Federal Work Study/Clerical	PoteaulSpiro
Owens, Jr., Benny	STA Instructor	PoteaulSpiro
Prewitt, Lonnie	STA Instructor	PoteaulSpiro
Sullivan, Gwen	Substitute Instructor	PoteaulSpiro
Carlton, Nellwyn	Green Project	Stigler
Nourozy, Ali John Jamil	Work Study – Maintenance	Stigler
Bailey, Stacey L.	Federal Work Study/Clerical	Talihina
Carver, Donna D.	Federal Work Study/Clerical	Talihina
Galyen, Richard L.	Federal Work Study/Clerical	Talihina
Gandee, Fred	STA – First Aid & CPR	Talihina
Godsby, Jennifer D.	Federal Work Study/Clerical	Talihina
Hotella, Kristen C.	Federal Work Study/Clerical	Talihina
Ludlow, Samantha D.	Federal Work Study/Clerical	Talihina
Mathis, Melinda L.	Federal Work Study/Clerical	Talihina
Noel, Eddie	STA – First Aid & CPR	Talihina
Wilson, Bobbi Jo	Federal Work Study/Clerical	Talihina

ANY EMPLOYEE NAME SUBMITTED ABOVE MAY INCLUDE OTHER JOB DUTIES, CLASSES AND/OR SUBSTITUTE TEACHING DUTIES AS ASSIGNED.

5. Approval of New and Existing Clinical Agreements for KTC Health-Related Programs for the Purpose of Allowing KTC Students to Acquire Field Experience – FY 2009-2010

6. Approval of New PN Clinical Agreements With the Following Agencies for the Purpose of Allowing KTC Students to Acquire Field Experience - FY 2009-2010

DURANT CAMPUS

- **Wound Care Center & Hyperbaric Medicine, Durant, OK**
- **Providence of Oklahoma, Durant, OK**

ANTLERS CAMPUS

- **Carl Albert Mental Health Center, McAlester, OK**

7. Approval to Declare Equipment Located at the Hugo Campus, the Stigler Campus, the Idabel Campus and the Talihina Campus as Surplus to be Disposed of Properly (A Copy of These Lists Are Available at the Office of the Superintendent and at the Meeting.)

8. Approval to Declare Equipment Located at the Atoka Campus as Surplus to be Donated to the Whitefield Public Schools (A Copy of This List is Available at the Office of the Superintendent and at the Meeting.)

9. Approval of Out-of-State Travel

JOHN LUKE WORKMAN, District Financial Aid Coordinator – Wilburton
ANDREANNA ALLYN, Financial Aid Secretary – Wilburton
JENNIFER GOODWIN, Financial Aid Secretary – Atoka Campus
EVELYN WILKINS, Financial Aid Secretary – Hugo Campus
TINA McMURTREY, Financial Aid Secretary – McAlester Campus
2009 Federal Student Aid Conference
November 30, 2009 - December 4, 2009
Nashville, Tennessee

10. Approval of Campus Fund Raisers – FY 2009-2010

11. Approval of Advisory Committees – FY 2009-2010

12. Approval of FY 2009-2010 General Fund Encumbrance Nos. 908 Through 1271 For Accounts Payable, Encumbrance Nos. 70223 Through 70464 For Payroll, and Building Fund Encumbrance Nos. 11 Through 16 For Accounts Payable

E. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 12

F. ACTION TOPICS:

- 13. Recommendation, Consideration and Vote to Approve Authorization of the Following Individuals to Sign Documents in Absence of Director at Each Respective Campus**

<i>Atoka Campus</i>	<i>Becky Ward</i>
<i>Durant Campus</i>	<i>Vickie Richards</i>
<i>Hugo/Antlers Campus</i>	<i>Dennis Porter</i>
<i>Idabel Campus</i>	<i>Scott Garrett</i>
<i>McAlester Campus</i>	<i>Philip Mead</i>
<i>Poteau/Spiro Campus</i>	<i>Larry Brooks</i>
<i>Stigler Campus</i>	<i>James Storment</i>
<i>Talihina Campus</i>	<i>Joyce Jones</i>

- 14. Recommendation, Consideration and Vote to Approve Kiamichi Technology Centers Communications and Marketing Plan – FY 2009-2010**
- 15. Recommendation, Consideration and Vote to Approve Estimate of Needs – FY 2009-2010**
- 16. Recommendation, Consideration and Vote to Approve Plan Documents for 403(b)**
- 17. Recommendation, Consideration and Vote to Approve Change in 457 Plan Administration from Education Retirement Services to Taylor/Basden & Associates**
- 18. Recommendation, Consideration and Vote to Approve Seeking Architectural and Engineering Services and Secure Bids for Heat and Air System – Stigler Campus**
- 19. Recommendation, Consideration and Vote to Approve for Kiamichi Technology Centers to Participate with the Kiamichi Economic Development District of Oklahoma (KEDDO) and Carl Albert State College (CASC) in Submitting the Southeastern Oklahoma/Western Arkansas Green STEP (Science Training Energy Project)**

20. Proposed Executive Session for the Purpose of Discussing Resignation, Retirement, Employment/Appointment and or the Reassignment of Positions Listed Below, Including Discussions of Information, the Disclosure of Which Would Violate Confidentiality Requirements of State or Federal Law as Authorized by Title 25, O.S. Section 307 (B) (1) and (7)

Retirement:

DENNIS PORTER, Adult/Industrial Coordinator – Hugo Campus

- A. Vote to Convene in Executive Session**
- B. Vote to Acknowledge Return to Open Session**
- C. Statement of Minute of Executive Session**

21. Recommendation, Consideration and Vote to Approve the Personnel Actions Set Out Below:

Retirement:

DENNIS PORTER, Adult/Industrial Coordinator – Hugo Campus

G. REPORTS:

Superintendent's Report

H. NEW BUSINESS

I. ANNOUNCEMENT OF NEXT MEETING:

The next meeting of the Board is:

Tuesday, October 13, 2009

12:15 p.m.

KTC – Administrative Office

1004 Highway 2 North

Wilburton, OK 74578

J. VOTE TO ADJOURN:

Posted By: _____

Date Posted: _____

Time Posted: _____

Place Posted: _____

Signed: _____