



Title: DELEGATION OF AUTHORITY FROM BOARD OF DIRECTORS TO PRESIDENT	Code: A0202
Authority: Wis. Stats. § 38.12 (3)(a)(b)	Original Adoption: 12/13/72 Revised: 5/17/23 Reviewed: 5/17/23 Effective: 6/27/23

The MATC District Board (“MATC District Board” or “District Board”) employs a President and delegates the administrative responsibilities of carrying out the details of instruction, operation, employee relations, student services, finance, and other operational functions of MATC to the President. The President is Chief Executive Officer of the MATC District (“MATC District” or “District”).

A. Business and Financial Operations

The President and the President’s designee shall administer, supervise, and coordinate the business affairs of the MATC District and shall be responsible for the preparation and administration of the District’s budget.

The President also has jurisdiction over the planning, operation, and maintenance of the MATC District’s physical plant and equipment.

B. Personnel

The President and the President’s designee shall administer, supervise and coordinate all personnel policies and procedures within the MATC District.

The President is responsible for establishing a code of ethics for all employees of the District.

C. Educational

The President shall provide leadership to the faculty, staff, and students on all aspects of the educational process.

The President is responsible for the administration, supervision, and coordination of the educational programs and the educational services of the District to meet the needs and purposes of technical, and adult education within the MATC District. This also includes providing educational leadership, advice, and counsel to state and federal agencies, labor, business, industry, and the general public.



D. Student Services

The President is responsible for the planning, coordination, and administration of all services provided to the students attending all educational programs and courses in the MATC District.

These services shall include, but not limited to, admissions, registration and records, psychological and testing services, student financial aid, counseling and guidance, student resource center, student housing, and implementation of the District's official calendar.

E. Community Relations

The President is responsible for providing leadership and communication in school community relations with emphasis on a cooperative relationship with the participating high school districts, the Congress, the State Legislature, the U.S. Departments of Health, Education, and Welfare, the Wisconsin Technical College System Board, and other governmental and educational agencies.

F. Internal Audit

The President is responsible for daily oversight, supervision, and coordination of all Internal Audit procedures for the District. Additionally, the Audit Advisory Committee shall monitor the on-going activities of the Internal Audit function for the District.

The MATC Audit Advisory Committee is responsible for providing oversight assistance to the MATC Board of Directors in fulfilling its responsibility relative to the auditing, accounting and financial reporting processes, including a reliable system of operational, financial and compliance internal controls, corporate compliance oversight functions, and assessing the quality and integrity of the financial reports of the organization.