

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.2.1

Title: President's Cabinet	
Originated by: President	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on: July 2011

Policy Statement: Manhattan Area Technical College is committed to soliciting input from all areas of the organization. Towards that end, many college-level committees and advisory committees have been formed, and they provide input on an ongoing basis. The President's Cabinet serves as the penultimate advisory body within the College.

Rationale: Purpose of the President's Cabinet

The role of the Cabinet is to advise the President, provide effective, responsive, and informed leadership to the College, and provide review of recommendations on matters of broad institutional significance.

The Cabinet will ensure the College makes timely progress toward its goals by:

- ensuring the College successfully meets its mission;
- instilling the College's core values throughout the organization;
- setting professional, productive, ethical, and behavioral expectations throughout the College's policies and practices;
- maintaining the institution's financial and legal integrity; and
- enabling successful leadership throughout the College that reflects trust, integrity, openness, accountability, and timely responsiveness.

In practice, the Cabinet discusses most major policy and operational issues affecting the College. The Cabinet never votes but, rather, its members offer recommendations and perspectives on College-wide policies and practices, and provide advice to other Cabinet members in decisions that are more specific to various programs and parts of the College.

Responsibilities of the Members of the Cabinet

The primary responsibility of each member of the Cabinet is to bring his or her perspectives to issues of importance to the College. The prevailing objective is to bring together the best ideas for the good of the College.

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Although individual perspectives are shaped by many influences, including individual responsibilities, the Cabinet is not “representative” in the sense that it is expected to advocate based on positional responsibilities.

This focus on the value of perspective instead of representation enables the members to think and speak about issues in an open environment.

Thus, the greatest good for the College is the sole criterion that guides intellectual contributions to the deliberations of the Cabinet.

Leadership Style of the Cabinet

The Cabinet engages a definite leadership style that includes a set of expectations for members and their work together. These expectations guide the work of Cabinet members at all times—whether working alone, with others on and off campus, or as a group.

The leadership style of the Cabinet is based on relationships, both interpersonal and to the College. The basis of these relationships is one of support—support for each member and for the College.

Although the entirety of this style encompasses more than a simple list of behaviors, the following core expectations and responsibilities guide the Cabinet in its work.

The Cabinet:

- Repeatedly affirms that diversity of thought, dissent, and alternative ideas are valued and encouraged
- Views each member as equal-status peers; in that each member is expected to share his or her thoughts openly without deferring to perceived authority
- Agrees to effectively work together to maintain positive individual and group relationships during and between meetings
- Endeavors to be sensitive to the challenges each member faces, and to examine issues based on this reciprocal understanding
- Is expected to participate in deliberations about all topics, which means that every topic of consideration is owned by all
- Expects conversations to be forthright and with full disclosure, but also with understanding and respect for each member
- Takes responsibility for distinguishing when ideas, opinions, or conclusions should be shared only within the Cabinet; these instances usually concern issues of personal confidence or when deliberations are preliminary
 - Note: In cases where the rights of individuals, negotiations, or other appropriate subject matter requires confidentiality beyond that expressed here, the President’s Executive Committee will meet in private.
- Takes responsibility to identify important issues that would benefit from the attention of the Cabinet
- Seeks to consider issues in a manner that efficiently facilitates the most productive outcomes

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- Recognizes there are times when individual opinions do not prevail, and compromises are made for the benefit of the College or particular programs
- Agrees to help facilitate the implementation of decisions in a manner consistent with core expectations and responsibilities

Relationship of the Cabinet within the College

Just as the Cabinet's work depends on supportive relationships among its members, the role of the Cabinet in providing leadership to the College also depends on similar relationships. A major strength of the leadership style of Manhattan Area Technical College is the presence of an organization that values inclusion while also being nimble, responsive, and entrepreneurial. There is sufficient structure for recognizing individual and organizational responsibilities, authorities, and accountabilities. In addition, and not in opposition, there are multiple pathways of communication. These networks of communication are important because they invite and empower ideas and contributions from throughout the College. These networks also foster responsiveness by eliminating unnecessary barriers to information flow.

Membership

Membership of the President's Cabinet consists of ten persons, all of whom have College-wide leadership responsibilities or the need to be aware of college-wide activities. The composition of the Cabinet is designed to ensure a broad reflection of perspectives. Although the Cabinet discusses changes in its membership, the President makes the final decision.

Membership List:

- President*
- Vice President of Instructional Services*
- Vice President of Student Services*
- Vice President of Business Services*
- Associate Vice President of Institutional Advancement
- Faculty Senate President
- Professional Staff Senate President
- Classified Senate President
- Student Government Organization President
- Foundation Director

* (*Members of the Executive Committee*)