



Subject:	Commissioner of Technical Education – Functions
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105.1 Purpose

To prescribe the duties and functions of the Commissioner of Technical Education (UCA 53B-2a-102(2)(b)).

105.2 Approval

USTC Board of Trustees approval: June 8, 2016. Revised: September 13, 2017.

105.3 References

UCA 53B-2a-102, Commissioner of Technical Education – Appointment – Duties

UCA 53B-2a-104, Utah System of Technical Colleges Board of Trustees – Powers and Duties

UCA 53B-2a-106, Technical Colleges – Duties

UCA 53B-2a-107, Technical College Presidents – Appointments – Duties

UCA 53B-2a-112, Technical Colleges – Relationships with other Public and Higher Education Institutions – Agreements – Priorities – New Capital Facilities

105.4 Functions

The Utah System of Technical Colleges (USTC) Commissioner of Technical Education is the chief executive officer of the USTC Board of Trustees (the Board), and the chief administrative officer of the Utah System of Technical Colleges. He or she is appointed by the Board upon approval by the Utah State Governor and with consent of the Senate. The USTC Commissioner serves at the discretion of the Board and performs the following functions:

- 4.1 **Policy/Program Execution:** Facilitates, coordinates, and ensures that all Board policies, programs, and procedures are properly executed. Provides information and recommendations to the Board.
- 4.2 **Leadership:** Provides state-level leadership in activities affecting the Utah System of Technical Colleges and its member technical colleges, taking a collaborative approach that enhances the ability of colleges to contribute to state and Board goals.
- 4.3 **Strategic Planning:** Develops and implements statewide strategic planning efforts for the Utah System of Technical Colleges, which support the strategic plans of the technical colleges under the direction of the Board of Trustees. Ensures that USTC maintains a vision and further elevates its position as the statewide leader in career and technical education.
- 4.4 **Career and Technical Education Program Oversight:** Under the direction of the Board, establishes benchmarks, provides oversight, evaluates program performance, and obtains independent audits to ensure that the technical colleges follow their non-credit career and technical education mission. Collaborates with college presidents to establish benchmarks for evaluating career and technical education provided by the technical colleges, including a system of common definitions, standards, and criteria for tracking



Subject:	Commissioner of Technical Education – Functions
-----------------	--

and measuring program effectiveness. Creates/promotes CTE pathways by coordinating and correlating CTE with public education and higher education.

- 4.5 **Accreditation:** Provides system-wide support of accreditation efforts by the technical colleges. Maintains positive, productive relationships with accrediting agencies.
- 4.6 **Relationships and Accountability:** Establishes and maintains positive, productive relationships and accountability with the Utah State Legislature, Governor, USTC Board of Trustees, government and education boards and officials, state economic development leaders, business/industry and community leaders, and citizens. Carries ultimate responsibility for the outcomes of the Utah System of Technical Colleges.
- 4.7 **Budget Development and Fiscal Oversight:** Coordinates development of system budget requests for consideration by the Board of Trustees. Promotes additional funding for the colleges and the USTC system through the legislature and other revenue sources. Accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the USTC Board of Trustees, the Governor's Office, the Utah State Legislature, and auditors.
- 4.8 **Public Information/Spokesperson:** Serves as the spokesperson for the Utah System of Technical Colleges and Board of Trustees, consistent with direction established by the Board. In collaboration with the technical colleges, develops and implements statewide plans and supports college plans to inform citizens about the availability, cost, and advantages of career and technical education.
- 4.9 **Presidents' Cabinet:** Serves as Chair of the Presidents' Cabinet. Leads the Cabinet in a collegial and collaborative manner, including coordination of meeting agendas/minutes and Cabinet recommendations to the Board. Facilitates communication among the technical college presidents.
- 4.10 **Presidential Hiring/Review:** Assists as directed by the Board in its statutory responsibility to appoint, oversee, and evaluate each technical college president in accordance with UCA 53B-2a-107. Supports the work of individual presidents and serves as a liaison between presidents and the USTC Board.
- 4.11 **Consultation:** Provides leadership, advice, and consultation as may be sought by technical college presidents or directed by the Board.
- 4.12 **Policy Considerations:** Provides sound professional advice and recommendations independent of any one group's or interest's perspective to the Board on all Board agenda items and all matters that do or should come to the attention of the USTC Board, including advice on institutional and system budget requests, new programs, policy proposals, and an overall legislative agenda.
- 4.13 **System Communication:** Facilitates continuous communication among the technical colleges, the Board, and the Office of the Commissioner related to problems and issues of



Subject:	Commissioner of Technical Education – Functions
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common interest to the USTC system. Establishes and maintains positive, productive relationships with the USTC Board of Trustees, technical college presidents, and college boards of directors.

4.14 Secondary Student Access: Provides coordination and encouragement to the colleges to ensure that secondary students in the public education system have access to career and technical education through the technical colleges, and that college curricula meet the needs of school districts and charter schools. Works closely with the State Superintendent of Public Instruction and CTE Director to promote secondary participation.

4.15 Rural Access: Develops strategies for providing career and technical education in rural areas of the state.

4.16 Committee Service: Serves on various boards, councils, committees, and commissions as required by Utah statute or as otherwise necessary to promote and advance the mission of USTC.

4.17 Other Duties: Provides leadership and carries out other tasks and assignments as requested by the Board of Trustees, Governor's Office, or Legislature.

4.18 Commissioner's Office Management: Appoints, hires, and leads a staff of professional and administrative personnel to provide coordination, prioritization, support, and reporting as needed to fulfill the duties and responsibilities of the USTC Board, Commissioner of Technical Education, and USTC system, such as:

4.18.1 Budgets and audits;

4.18.2 Development of policies;

4.18.3 Facilities, including capital development and facility/property leases;

4.18.4 Management information systems, general data collection, and security;

4.18.5 Master planning efforts of the USTC system and strategic planning;

4.18.6 Instructional programs, certificates, and curriculum, including articulation with institutions of higher education and public education;

4.18.7 Contact and relationships with the Legislature, Governor, State System of Public Education and Board of Education, Utah System of Higher Education and Board of Regents, and other state agencies and constituencies; and

4.18.8 Public relations.