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111.1 Purpose

To provide for the search for and selection of technical college presidents by the Utah System of Technical Colleges Board of Trustees (UCA 53B-2a-107[1]).

111.2 Approval

USTC Board of Trustees approval: January 12, 2017. Revised: September 13, 2017; March 15, 2018.

111.3 References

UCA 53B-2a-107, Technical College Presidents – Appointments – Duties
UCA 53B-4, Open and Public Meetings Act
USTC Policy 110, Technical College President Functions
USTC Policy 113, Technical College President Compensation

111.4 Presidential Vacancy

- 4.1 **President Notification of Planned Vacancy:** It is the preference of the Board of Trustees that a technical college president inform the Commissioner of Technical Education via written communication of his or her intention to vacate the president's position as early as possible, preferably at least six months before the effective date.
- 4.2 **Notification to Boards of Presidential Vacancy:** Within 24 hours of notification of a planned or unplanned presidential vacancy, the Commissioner of Technical Education shall inform all members of the USTC Board of Trustees and the president's technical college board of directors via email of the vacancy and of provisions for leadership continuity and selection of a replacement as set forth in this policy.
- 4.3 **Leadership Continuity**
 - 4.3.1 **Unplanned Vacancy or Incapacitation:** In the event of a technical college president's unplanned vacancy or short-term unavailability to serve, the Commissioner shall, within 48 hours and after consultation with the chair of the technical college board of directors and with the approval of the Chair of the Board of Trustees, designate a vice president or other senior executive of the college to function in the capacity of the president until a new president or acting president is appointed.
 - 4.3.2 **Acting President:** For a vacancy that is expected to exceed four weeks, the college board of directors shall, within two weeks of notification (111.4.2), submit to the Board of Trustees in nomination the names of individuals who could serve as acting technical college president. The Board of Trustees shall, within one week of receiving nominations, select an acting technical college president. The acting president shall commence service immediately upon the Board of Trustees' approval until a new president is appointed (as provided in this policy) and begins service. The acting president's compensation shall be set during the



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term of service at the minimum salary in the range established for that technical college president's position (as provided in Policy 113), or ten percent above the acting president's salary prior to assuming the position, whichever is greater.

111.5 Presidential Search and Recommendation of Finalists

5.1 Search Committee

- 5.1.1 **Committee Appointment:** The Chair of the USTC Board of Trustees, after consultation with the Commissioner of Technical Education and the chair of the technical college board of directors, and with the approval of the Board of Trustees, shall appoint a Presidential Search Committee and committee leadership within thirty days of a presidential vacancy notification (111.4.2).
- 5.1.2 **Committee Composition:** The Presidential Search Committee shall, in accordance with UCA 53B-2a-107(1)(b)(i), consist of an equal number of Board of Trustees members and members of the technical college board of directors. Technical college faculty, students, or other individuals may also be appointed to serve on the Committee, though their number shall not exceed the number of Trustees appointed to the Committee.
- 5.1.3 **Committee Leadership and Staffing:** The leadership of the Presidential Search Committee shall be appointed by the Chair of the USTC Board of Trustees from among the members of the Committee, with one of the Trustees serving as the chair, and the chair of the college board of directors as the vice chair. The Commissioner shall provide one or more members of the Commissioner's staff to serve as staff support to the Committee.
- 5.1.4 **Committee Duties:** The responsibility of the Presidential Search Committee shall be, as detailed in this policy, to search for qualified candidates for the technical college president position, and to recommend up to four applicants for further consideration by the USTC Board of Trustees. The Committee shall meet within two weeks of its appointment to: (1) finalize the position posting and application requirements using a template similar to 111.7; (2) develop the schedule for the search and selection process set forth in this policy, to be completed in three to four months (or as determined by the Committee) at a regular or special meeting of the USTC Board of Trustees scheduled with the Chair of the Board of Trustees; and (3) determine the criteria for which applications and interviews will be scored by the Committee in 111.5.3 and 111.5.4.
- 5.1.5 **Confidentiality:** The Presidential Search Committee shall keep all information about applicants strictly confidential during and after the search process.

- 5.2 **Recruitment of Candidates:** The Office of the Commissioner of Technical Education shall advertise and recruit applicants for the position, with consideration to national, regional, and statewide educational, professional, and industry channels. Postings shall



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announce the availability of the position and an invitation to all interested persons to apply for the position. Applications shall be made to the USTC Commissioner's Office and shall be accepted until the deadline established by the Committee. Acceptance of applications for the position shall last for a minimum of 30 days and shall close upon a deadline established by the Committee.

5.3 Screening of Applications

5.3.1 Review of Applications: The Office of the Commissioner shall, within two weeks of the application deadline, provide the Presidential Search Committee members electronically with: (1) confidential files containing each application received that met the basic requirements of the process, as determined by the USTC Commissioner and staff; (2) a list of those that did not meet the basic requirements; and (3) the criteria for scoring the applications, as determined in 111.5.1.4(3).

5.3.2 Scoring of Applications: Each search committee member shall, within two weeks of receiving the files, confidentially submit applicants' scores to the Office of the Commissioner.

5.3.3 Selection for Search Committee Interviews: The Presidential Search Committee shall meet electronically or in person to review applicants' cumulative scores (111.5.3.2) and, after discussion, identify a group of up to eight candidates to be interviewed by the Committee.

5.4 Search Committee Interviews and Recommendations: The USTC Commissioner shall notify all applicants whether they were selected for interviews under 111.5.3.3 and will schedule the interviews with the Presidential Search Committee within one to two weeks following the screening. The Presidential Search Committee shall confidentially interview the candidates utilizing a standardized question and answer form designated in 111.5.1.4(3). After concluding the interviews and discussing applicants' qualifications, Committee members shall vote by anonymous ballot on each interviewee who has indicated his or her willingness to serve as president. The voting procedure shall be as follows:

5.4.1 Each Committee member shall write the name of the candidate on one side of a sheet of paper.

5.4.2 On the other side of the sheet of paper, each Committee member shall answer the question, "Is this applicant fully qualified to be president of this institution?", by writing the word "yes" or "no."

5.4.3 All papers will be folded and handed to the Committee staff support appointed by the Commissioner (111.5.1.3). The Committee staff support and the chair will then compile the responses.



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- 5.4.4 The chair shall then announce to the Committee the names of those candidates that received a majority of “yes” responses to the question. The response counts on other candidates shall not be reported to the Committee.
- 5.4.5 After further discussion regarding the qualified candidates as identified in 111.5.4.4, the anonymous ballot voting process is repeated using the question, “Relative to the other remaining applicants, is this applicant sufficiently qualified to be recommended to the Board of Trustees for further consideration?”, until the Committee agrees upon at least three but not more than four candidates to recommend to the Board of Trustees as persons qualified to serve as president of the institution.
- 5.4.6 The Committee chair shall report to the Board of Trustees the results of the voting of the Presidential Search Committee on all candidates that were interviewed.
- 5.4.7 Unless the Board of Trustees calls upon the Committee for more information, or unless the Board votes to recommence the presidential search process, the work of the Presidential Search Committee shall be finished after it has concluded its balloting on each candidate and submitted its written report and recommendations to the Board.

111.6 Consideration of Recommended Applicants and Presidential Appointment

- 6.1 **Notification and Interview Scheduling of Recommended Applicants:** After the Presidential Search Committee recommends up to four applicants for full USTC Board consideration (111.5.4), the Commissioner shall notify all applicants whether they were recommended for further interviews. For each recommended applicant, the Commissioner shall: (a) inform the applicant of the salary range currently specified for the technical college’s president under USTC Policy 113; (b) verbally confirm with the applicant his or her willingness to be considered for compensation in the starting salary range prescribed in USTC Policy 113, or the applicant’s rationale for consideration of another starting salary; (c) verbally confirm with the applicant his or her willingness for his or her name being made available to the public as the applicant meets with college faculty/staff and directors (111.6.4-5); and (d) schedule the applicant’s meetings with college faculty/staff and directors, and the applicant’s interview with the USTC Board of Trustees (111.6.4-6).
- 6.2 **Notification and Transmittal to Boards:** The Commissioner of Technical Education shall confidentially notify the members of the Board of Trustees and the college board of directors of the recommended applicant selection and interview schedule; shall transmit to them the confidential application materials for each recommended applicant; and shall, with the chair of the Board of Trustees, develop standardized questions and metrics for use in the applicant interviews specified in 111.6.4.
- 6.3 **Reference/Background Checks:** Utilizing the USTC Commissioner’s staff and/or a professional provider, the Commissioner, within one week of recommended applicant



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selection and for each applicant, shall confidentially: (a) conduct a criminal background check in accordance with statutory and college requirements; (b) contact the applicant's previous employers and references; and (c) conduct a review of internet and social media. The three checks may be done simultaneously.

6.4 Meetings with College Faculty/Staff and the Board of Directors: Each applicant recommended for further Board of Trustees consideration shall, prior to being interviewed by the Board, meet informally with college faculty and staff to tour the technical college, introduce him/herself, and answer questions from college employees.

6.5 Meeting with the College Board of Directors: Each applicant recommended for further Board of Trustees consideration shall, prior to being interviewed by the Board, meet with the technical college's board of directors in a closed session thereof (in accordance with UCA 52-4-204 through 206) to introduce him/herself, discuss his/her professional competence to serve as technical college president, and answer questions from board members. A member of the USTC Commissioner's staff shall be assigned to report to the Board of Trustees observations made by the board of directors (111.6.6.3[c]).

6.6 Interviews of Recommended Applicants

6.6.1 Confidentiality: The Presidential Search Committee, college board of directors, USTC Board of Trustees, and all others participating in the interview and selection process shall keep all information about applicants strictly confidential during and after the search process.

6.6.2 Scheduling and Notice of USTC Board Meeting: The Chair of the Board of Trustees shall, after consultation with the chair of the college board of directors and the Commissioner of Technical Education, schedule the interviewing of the recommended applicants and potential selection of a technical college president at a regular or special meeting of the Board of Trustees on location at the technical college's main campus one to four weeks after the Presidential Search Committee's recommendation of applicants to further interview (111.5.4). The Board shall convene and provide public notice of the meeting in accordance with the Utah Open and Public Meetings Act (UCA 52-4-202) and USTC bylaws (USTC Policy 101.8.8-11).

6.6.3 USTC Board Meeting: The USTC Board of Trustees shall convene in open session then vote to move to closed session for discussion of applicants' character and professional competence, as provided in UCA 52-4-205(1)(a). In accordance with UCA 53B-2a-107(1)(b)(iii), two members of the technical college board of directors, as appointed by the chair of the board of directors, shall join the Board in closed session and participate in recommended applicants' interviews.

(a) *Commissioner Briefing:* The Commissioner of Technical Education shall, while the Board is in closed session, report on proposed salary expectations (111.6.1[b]), the reference and background checks (111.6.3), and any other



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input received regarding the character and professional competence of each applicant.

- (b) *Interviews:* After the USTC Commissioner’s briefing, the Board of Trustees and the two appointed members of the technical college board of directors (111.6.4.3) shall interview each finalist in closed session, utilizing a standardized question and answer form with metrics developed for the Board in 111.6.2. In accordance with the Utah Open and Public Meetings Act (UCA 52-4-202), the Board shall not take any action during the closed session to vote on applicants but shall limit discussion to individual Board members’ observations and assessments of the applicants’ character and professional competence.
- (c) *Board of Directors’ Observations:* After Board discussion of each interviewed applicant, a report made by a member of the Commissioner’s staff detailing observations made by members of the technical college’s board of directors upon meeting with each applicant (111.6.5) will be shared with the Board of Trustees. Further information on directors’ impressions of candidates’ qualifications may be provided by the college directors participating in the Board of Trustees’ interviews (111.6.6.3).

6.7 Appointment of President: In accordance with UCA 53B-2a-107(1)(b)(iv), the Board of Trustees shall, after discussion of applicants’ character and professional competence, return from closed session into open meeting in compliance with UCA 52-4. The Board shall then vote: (1) to appoint a technical college president; and (2) to authorize the Chair and Vice Chair of the Board of Trustees, in consultation with the chair of the college board of directors and the Commissioner of Technical Education, to negotiate and finalize the technical college president’s compensation within the range and parameters provided in USTC Policy 113, with consideration to the college’s budget. In accordance with statute, only voting members of the Board of Trustees may vote in the selection of the president, after having considered input provided. In the event the Board of Trustees does not appoint a technical college president, it shall specify additional action to be taken to identify and appoint a president.

111.7 Position Posting and Application Template: As provided in 111.5.1.4(1), the Presidential Search Committee shall establish position posting and application requirements using a template similar to the following:



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College Logo Here

(College Name) PRESIDENT SEARCH

The Utah System of Technical Colleges (USTC) Board of Trustees and the _____ Technical College (___TECH) Board of Directors, in consultation with the USTC Commissioner of Technical Education, are accepting applications for the position of Technical College president.

In support of the _____ Technical College’s mission, “_____,” the institution serves _____, _____, and _____ Counties from a main campus in _____ and branch campuses in _____ and _____. The college provides upwards of _____ hours of instruction each year to more than _____ part-time, full-time, adult, and secondary students. _____ Technical College offers _____ accredited occupational certificate programs and many other skills training courses.

PRESIDENT PROFILE

The _____ Technical College president is the executive officer of the ___TECH Board of Directors and the chief administrative officer of the college. The president is appointed by the USTC Board of Trustees, after consultation with the local Board of Directors. The president serves at the discretion of the USTC Board of Trustees and administers the day-to-day operations of the college. In consultation with the local Board of Directors, the president administers the human resource policies and employee compensation plans in accordance with the requirements of the Board of Trustees. In addition, the president needs to be an innovative leader committed to meeting the technical education needs of regional employers and be involved in strengthening business and industry competitiveness.

Required Qualifications:

- Extensive experience in career and technical education.
- A _____ degree is _____ [preferred or required, as determined by local Board – or consideration of related experience].
- Proven record of administrative and leadership experience at a senior management level.
- Successful experience in budgeting, strategic and long-range planning, and managing fiscal resources.
- An understanding and commitment to the mission of an established, multi- campus technical college.



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- Strong communication and interpersonal skills, and a demonstrated ability to interact effectively with faculty, students, staff, the Board of Directors, the USTC Commissioner, the USTC Board of Trustees, government and education officials, employers, and the community at large.

Primary Responsibilities:

- [Bulleted list to include each of the functions specified in UCAT Policy 110 – Technical College President Functions, adapted to the specific college and including any other priority responsibilities identified by the college Board or Directors and USTC Board of Trustees]

For a complete list of college president functions, go to [URL location of USTC Policy 110, Technical College Presidents – Functions].

APPLICATION PROCESS:

To be considered, each applicant must submit the following:

- Cover Letter
- Current Resume
- Written description of how the candidate meets each of the required qualifications and primary responsibilities listed above, using specific examples.
- List the names and phone numbers of six references who can be contacted.

Salary and benefits will be competitive. All application materials will be treated confidentially. A background check will be required for finalists. Additionally, finalists' names will be available to the public as the candidate meets with college faculty/staff and members of the technical college board of directors as part of the interviewing process. A finalist's unwillingness for his/her name to be made available to the public may preclude the applicant from consideration for the position.

To ensure full consideration, application materials should be submitted by 5:00 PM (MDT/MST) on _____ (date).

For further information visit: www.utech.edu.

Please submit completed applications by e-mail to:

_____ [Name], Executive Assistant to the Commissioner of Technical Education

Utah System of Technical Colleges

Email: _____ | Phone: (801) 341-6000