

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

23 March 2016

ITEM: II.C

TOPIC: Continuation of Search Process and/or Appointment of New UCAT President/Commissioner

#### BACKGROUND

The Board voted in its December 18, 2016, meeting to delay any further action in the selection of a UCAT president until after the 2016 General Legislative Session, which ended on March 10, 2016. Senate Bill 131 calls for the UCAT president position to be renamed "commissioner of technical education" on May 10, 2016.

A discussion will be held prior to the Board taking action to either:

- (a) determine a process to initiate a new search for a UCAT President (if selected prior to May 10, 2016), and/or a UCAT Commissioner of Technical Education (selected or continuing on or after May 10, 2016); or,
- (b) determine a process to consider finalists from the previous UCAT president search for the appointment of a UCAT President (if selected prior to May 10, 2016), and/or a UCAT Commissioner of Technical Education (selected or continuing on or after May 10, 2016).

A proposed "UCAT Commissioner Selection Process" is attached for the Board's consideration if it is determined to initiate a new search. A proposed "UCAT Commissioner Search" announcement is also attached for consideration.

#### RECOMMENDATIONS

It is recommended that the Board determine and approve a process either to initiate a new UCAT President/Commissioner search or to consider finalists from the previous search, including approval of a commissioner search announcement.

#### Attachments:

Proposed UCAT Commissioner Selection Process  
Proposed UCAT Commissioner Search Announcement



**UTAH COLLEGE OF APPLIED TECHNOLOGY  
UCAT BOARD OF TRUSTEES**

**UCAT COMMISSIONER SELECTION PROCESS**

*Draft 17 March 2016*

**Step One: Formal Board Approval of Process**

- 3/10/2016(Th): Last day of Legislative Session: adjust previous UCAT President position description and selection process for provisions stipulated by SB-131.
- 3/11/2016(F): President Brems' last day.
- 3/16/2016(W): Email 3/23/2016 agenda & proposed process to Board of Trustees.
- 3/23/2016(W): Board of Trustees special meeting to review/approve process for UCAT Commissioner selection.

**Step Two: Recruitment of Candidates (if the Board elects to start a new process)**

- 3/28/2016(M): Post UCAT Commissioner position announcement:
- (1) UCAT website and campus websites.
  - (2) Statewide, nationwide and limited international sites: KSL.com, higheredjobs.com, other channels reaching CTE executives.
- 4/6/2016(W): (following Board meeting) Commissioner Search Committee convenes to develop and commence an active recruitment process. Committee will seek nominations from identified stakeholders and networks. Nominees will be contacted by the committee by 4/22/2016 and invited to apply via the regular application process which follows. Applications will not be limited to those nominated to the committee, but will be open to all applicants.
- 5/6/2016(F): Position closes for applications at 5:00 p.m. MDT.

**Step Three: Pre-Screening of Applications**

- 5/6/2016(F): The UCAT Commissioner Search Committee will receive confidential PDF files containing each application received from nominees and from independent applicants that met the basic requirements of the process. They will be provided criteria for scoring the applications.
- 5/11/2016(W): Commissioner Search Committee members confidentially submit scores to the UCAT office.
- 5/12/2016(Th): The UCAT Commissioner Search Committee will meet to review cumulative scores and identify a group of approximately ten candidates to be interviewed.

**Step Four: Selection of Finalists**

- 5/13/2016(F): The UCAT Board of Trustees, the UCAT President's Cabinet, and the UCAT staff will receive confidential PDF files containing the applications of the approximate ten candidates to be interviewed.
- 5/19/2016(Th): The Board of Trustees will meet in closed session to confidentially interview the candidates, and the UCAT President's Cabinet and UCAT staff will meet to also confidentially interview the candidates. The Board and the President's Cabinet/Staff will each utilize a standardized question and answer form with metrics developed for each group. After receiving input from the President's Cabinet/Staff, and after discussion of the candidates' character and professional competence, the Board will move to open session to select approximately three finalists to move forward in the process. Within a short period of time, Governor Herbert will be consulted and the names of the finalists will be made public, according to state law. In the public announcement, members of the public will be invited to provide input on the three finalists via a specified email address. The public comments will be compiled for Board review.



**Step Five: Board of Trustees Appointment of Commissioner**

5/26/2016(Th): The UCAT Board of Trustees will review public input and will re-interview finalists in closed session. After discussion of the finalists' character and professional competence, the Board will move to open session to identify a new, potential UCAT commissioner. The potential selection will be communicated to Governor Herbert seeking his approval. Communication will also be made with Senate President Niederhauser for his input.

**Step Six: Announcement of Appointment**

5/26/2016(Th): A public announcement of the new UCAT commissioner will be made by the UCAT Board of Trustees in an official meeting of the Trustees and in conjunction with Governor Herbert. Announcement would indicate the appointment is pending consent of the Utah State Senate.

**Step Seven: Senate Consent**

5/31/2016(T): Governor Herbert documents formal approval of the appointment and files for Senate consent.  
6/15/2016(W): (date to be confirmed) Senate considers consent for the new UCAT commissioner appointment at June interim meeting.

**Step Eight: New UCAT Commissioner Begins Service**

7/1/2016(F): New UCAT Commissioner begins service.

**UCAT Commissioner Search Committee (possible members to consider):**

New UCAT Board Chair

At least one vice chair

At least one other trustee (not more than four from executive committee, not more than seven total to avoid quorum issues)

An ATC president

A UCAT VP

An ATC board member

Others?





**Utah College of Applied Technology**  
**COMMISSIONER SEARCH**

The Utah College of Applied Technology (UCAT) Board of Trustees is seeking applications for the position of Commissioner of Technical Education.

The Utah College of Applied Technology is the parent organization for Utah's eight regional applied technology colleges (ATCs.) The UCAT system currently has an annual appropriated budget of \$70,000,000 and was established by the State of Utah in 2001 to provide industry-driven training and technical education with a primary mission of serving Utah's employers.

The UCAT Commissioner of Technical Education serves as the chief executive officer to the UCAT Board of Trustees in carrying out its statutory assignment for the control, management, and supervision of the applied technology colleges. Under the direction of the Board of Trustees, the Commissioner oversees the general operation of the ATCs with the assistance of three associate commissioners, three directors, a software engineering department and an executive assistant, working with the college president of each of the eight ATCs and their staff in consultation with a local college board of directors.

In fiscal year 2015, the UCAT system logged 5.8 million instructional membership hours to 35,756 part-time, full-time, adult and secondary students. UCAT campuses offer nearly 400 accredited occupational certificate programs and many other skills training courses. In addition, UCAT provides customized training through the Custom Fit program to over 1,300 Utah companies and 14,000 trainees per year.

**UCAT COMMISSIONER PROFILE**

The UCAT Commissioner of Technical Education is the executive officer to the UCAT Board of Trustees, and the chief administrative officer to the Utah College of Applied Technology. He/she is appointed by the UCAT Board of Trustees, upon approval from the Utah State Governor and with consent of the Senate. The UCAT commissioner serves at the discretion of the Utah College of Applied Technology Board of Trustees and the Governor. The commissioner is responsible to the Board of Trustees to ensure that the policies and programs of the Board of Trustees are properly executed, furnish information and recommendations to the Board, provide state-level leadership in activities affecting applied technology colleges, and perform other duties as assigned by the Board in carrying out the Board's duties and responsibilities. The UCAT commissioner administers the day-to-day operations of the UCAT system and is an innovative leader committed to meeting the technical education needs of employers and school districts throughout the state, strengthening business and industry competitiveness, and supporting economic development.

**Required Qualifications:**

- Extensive experience in career and technical education.
- Proven record of administrative and executive leadership experience at a senior management level.
- Demonstrated ability to build relationships with, be accountable to, and collaborate with the Legislature, Governor, UCAT Board of Trustees, government and education boards and officials, and business/industry and community leaders. Ability to lead, oversee, direct, build collaboration and consensus, and inspire ATC presidents, ATC faculty and staff, and ATC boards of directors.

- Successful experience in budgeting, long-range planning, and managing fiscal resources.
- An understanding and commitment to the mission of an established system of applied technology colleges.
- Strong communication, interpersonal and negotiation skills.
- Appropriate and relevant educational background

**Primary Responsibilities:**

- Directs the Utah College of Applied Technology under the direction of the Board of Trustees and coordinates the activities of each of its colleges.
- In consultation with the board of trustees, ATC presidents, and ATC boards of directors, prepares a comprehensive strategic plan for delivering career and technical education through the applied technology colleges. Ensures that UCAT maintains and further elevates its position as the leader in career and technical education. Oversees the planning efforts of the ATCs to respond to employer needs with state-of-the-art instruction that will allow businesses and industries to remain competitive leaders in their fields.
- Establishes and maintains positive relationships and accountability with the Legislature, Governor, the UCAT Board of Trustees, government and education boards and officials, and business/industry and community leaders.
- Oversees development of system budgets and legislative budget requests. Is accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the UCAT Board of Trustees, the Governor's Office, the Utah Legislature, and auditors.
- Fosters close relationships with state economic development leaders, business/industry organizations and employers, ensuring that campuses are meeting needs for cutting-edge training for current and future employees.
- Establishes benchmarks, provides oversight, evaluates program performance, and obtains independent audits to ensure that the ATCs follow their non-credit career and technical education mission. Establishes minimum standards for career and technical education programs of the ATCs. Develops and implements a system of common definitions, standards, and criteria for tracking and measuring the effectiveness of career and technical education.
- Maintains a central administration office for coordination, prioritization, support, and reporting of college functions dealing with budgets and audits; facilities, including capital, capital development, and leases; management information systems; master planning efforts of the ATCs and the UCAT system; strategic planning; articulation with institutions of higher education and public education; legislative, State System of Public Education, State System of Higher Education, and Board of Regents contact; general data collection; and programs, certificates, and curriculum.
- Develops and implements a plan to inform citizens about the availability, cost, and advantages of career and technical education.
- Ensures that secondary students in the public education system have access to career and technical education through the UCAT campuses, and that UCAT curricula meet the needs of school districts and charter schools.
- Assists the UCAT Board of Trustees in its appointing and supervising of each ATC president in accordance with UCA 53B-2a-107.

## **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.
- Limit total application material to 10 pages or fewer.

Salary and benefits will be competitive. All applications will be treated confidentially. A background check will be required for finalists. Names of finalists will be made public.

To ensure full consideration, application materials should be submitted by **Friday, May 6, 2016, 5:00 p.m. (MDT)**.

For further information visit: [www.ucat.edu](http://www.ucat.edu)

**Please submit completed applications by e-mail to:**

Kristin Smith, Executive Assistant to the UCAT Commissioner.

Utah College of Applied Technology

Email: [ksmith@ucat.edu](mailto:ksmith@ucat.edu) | Phone: (801) 341-6012 | Fax: (801) 341-6019

*The Utah College of Applied Technology College is an Equal Opportunity Employer*