

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

08 June 2016

ITEM: II.P

TOPIC: UCAT Commissioner Search

#### BACKGROUND

The Board appointed a committee in its 6 April 2016 meeting to develop a draft position description and process for selecting a permanent Commissioner of Technical Education. The committee consisted of Chair Jim Evans, Vice Chair Steve Moore, Trustees Jim Olsen and Mike Jensen; Presidents Mike Bouwhuis, Clay Christiansen, Collette Mercier, and Scott Snelson; and Jared Haines and Tyler Brinkerhoff from the UCAT Commissioner's Office.

The committee considered approaches to positions and processes for previous UCAT President searches, the USHE Commissioner of Higher Education, Senate Bill 131, input from the ATC presidents, and other sources in developing its recommendations. The position description is provided in the form of proposed Policy 105, "Commissioner of Technical Education – Functions". A process for selecting the Commissioner is outlined in "UCAT Commissioner Selection Process".

Upon approval by the Board, the position will be posted as outlined for candidates to apply by 29 July 2016, with interviews of approximately eight candidates by a search committee on 23 August 2016, and interviews of 3-4 finalists by the full Board of Trustees for final selection and appointment on 14 September 2016. The Board's appointment will then be subject to approval by the Governor with the consent of the Senate.

#### RECOMMENDATIONS

It is recommended that the Board consider the committee's recommendations and then approve: (1) Policy 105, "Commissioner of Technical Education – Functions"; (2) the "UCAT Commissioner Selection Process"; (3) the naming of a search committee as outlined in the "Selection Process"; and (4) the rescheduling of the September Board Meeting to 14 September 2016 (full day, 8:00 a.m. to 5:00 p.m.) instead of 21 September 2016.

#### Attachment:

Policy 105, "Commissioner of Technical Education – Functions"  
UCAT Commissioner Selection Process





# POLICIES

Date: May 31, 2016  
(DRAFT)

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<b>Subject:</b>	<b>Commissioner of Technical Education – Functions</b>
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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

UCAT Board of Trustees approval: June 8, 2016 (pending).

## 105.3 References

[UCA 53B-2a-102](#), Commissioner of Technical Education – Appointment – Duties  
[UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees – Powers and Duties  
[UCA 53B-2a-106](#), Applied Technology Colleges – Duties  
[UCA 53B-2a-107](#), Applied Technology College Presidents – Appointments – Duties  
[UCA 53B-2a-112](#), Applied Technology Colleges – Relationships with other Public and Higher Education Institutions – Agreements – Priorities – New Capital Facilities

## 105.4 Functions

The Utah College of Applied Technology (UCAT) Commissioner of Technical Education is the chief executive officer of the UCAT Board of Trustees (the Board), and the chief administrative officer of the Utah College of Applied Technology. He/she is appointed by the Board, upon approval by the Utah State Governor and with consent of the Senate. The UCAT 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 College of Applied Technology and its member 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 College of Applied Technology which support the strategic plans of the colleges, under the direction of the Board of Trustees. Ensures that UCAT 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 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 colleges, including a system of common definitions, standards and criteria for tracking and measuring program



# POLICIES

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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 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, UCAT 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 UCAT System.
- 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 UCAT 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 UCAT 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 College of Applied Technology system and Board of Trustees, consistent with direction established by the Board. In collaboration with the 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; and facilitating communication among the presidents.
- 4.10 **Presidential Hiring/Review:** Assists as directed by the Board in its statutory responsibility to appoint, oversee, and evaluate each college president in accordance with UCA 53B-2a-107. Supports the work of individual presidents and serves as a liaison between presidents and the UCAT Board.
- 4.11 **Consultation:** Provides leadership, advice, and consultation as may be sought by 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 UCAT Board, including advice on institutional and system budget requests, new programs, policy proposals, and an overall legislative agenda.



# POLICIES

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- 4.13 **System Communication:** Facilitates continuous communication among the colleges, the Board, and the Office of the Commissioner related to problems and issues of common interest to the UCAT System. Establishes and maintains positive, productive relationships with the UCAT Board of Trustees, the college presidents, and the 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 applied technology 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 UCAT.
- 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 UCAT Board, Commissioner, and 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 UCAT 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 Legislature, Governor, Utah State Office of Education/Board of Education, Utah System of Higher Education/Board of Regents, and other state agencies and constituencies; and
  - 4.18.8 Public relations.

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

**UCAT COMMISSIONER SELECTION PROCESS**

*Draft 31 May 2016*

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

6/8/2016(W): Board of Trustees meeting: consider and approve process recommended by committee. Appoint Commissioner Search Committee (see below). Reschedule September Board Meeting to September 14<sup>th</sup> full day (instead of September 21<sup>st</sup>) to accommodate Governor appointment and Senate consent schedule.

**Step Two: Recruitment of Candidates**

6/13/2016(M): Post UCAT Commissioner position announcement:

- (1) UCAT website and campus websites.
- (2) Consider statewide, nationwide and limited international sites: KSL.com, higheredjobs.com, CUPA, LinkedIn, professional associations, legislators, COE, other channels reaching CTE executives.
- (3) Include candidate release signature for reference checks.

\*7/29/2016(F): Position closes for applications at 5:00 p.m. MDT (7 weeks).

**Step Three: Pre-Screening of Applications (Selection Committee – approx. 8 candidates)**

8/3/2016(W): The UCAT Commissioner Search Committee will receive confidential PDF files containing each application received that met the basic requirements of the process, and a list of those that did not meet the basic requirements. They will be provided criteria for scoring the applications.

8/10/2016(W): (Deadline) Commissioner Search Committee members confidentially submit scores to the UCAT office.

By 8/15/2016(M): The UCAT Commissioner Search Committee will review cumulative scores and identify a group of approximately eight candidates to be interviewed.

**Step Four: Selection of Finalists (Selection Committee – approx. 3-4 finalists)**

\*8/23/2016(T): (Full day) The UCAT Commissioner Search Committee will confidentially interview the candidates, utilizing a standardized question and answer form with metrics for scoring the candidates. After concluding the interviews, the Committee will review the scores, discuss the candidates, and identify 3-4 potential finalists.

By 8/31/2016(W): Confidential reference checks on the potential finalists will be completed, possibly by a professional company. UCAT staff will conduct a review of internet and social media references. Results of the reference checks and internet review will be reported to and considered by the Committee Chair. The Committee Chair will then consult with the potential finalists to confirm their determination to proceed with public consideration of their candidacy.

By 9/2/2016(F): Committee Chair will consult confidentially with the Governor and with Senate leaders to assess the viability of each potential finalist for gubernatorial approval and senate consent. The names of the finalists will then be made public, according to state law. In the public announcement, members of the public will be invited to provide input on the finalists via a specified email address. The public comments will be compiled for Board review.



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

**\*9/14/2016(W):** As part of its regular September meeting, expanded to a full-day, the UCAT Board of Trustees will meet in closed session (to include other Search Committee members) to interview the finalists, and the UCAT Presidents' Cabinet and UCAT Commissioner's staff will also separately interview the finalists. The Board and the Presidents' Cabinet/Commissioner's Staff will each utilize a standardized question and answer form with metrics developed for each group. After review of public input, review of Presidents' Cabinet/Commissioner's Staff input, and discussion of the finalists' character and professional competence, the Board will move to open session to identify a new, potential Commissioner of Technical Education.

The potential selection will be communicated to Governor Herbert seeking his approval. Communication will also be made with Senate President Niederhauser for his input. A public announcement of the new UCAT commissioner will be made by the UCAT Board of Trustees at the conclusion of the meeting and in conjunction with Governor Herbert. Announcement would indicate the appointment is pending consent of the Utah State Senate.

### **Step Six: Governor Approval and Senate Consent**

9/19/2016(M): Governor Herbert documents formal approval of the appointment and files for Senate consent.

10/10/2016(M): (date and committee to be confirmed) Senate Education Confirmation Committee conducts hearing to consider recommendation of Senate consent for appointment of Commissioner.

**\*10/19/2016(W):** (date to be confirmed) Senate considers consent for appointment of the new Commissioner of Technical Education at October interim meeting.

### **Step Seven: New Commissioner of Technical Education Begins Service**

By 11/1/2016(F): New Commissioner of Technical Education begins service.

### **UCAT Commissioner Search Committee (10-13 members):**

(To be recommended by UCAT Board Chair and approved by the Board of Trustees)

Eight members affiliated with all ATCs, to include:

4 Trustees (UCAT Board Chair, Vice Chair, two others representing ATCs)

3 ATC Presidents

1 ATC Board member

One additional Trustee (not affiliated with an ATC, not on the Executive Committee)

One UCAT Associate Commissioner

Up to three government representatives, if designated by Governor, Senate President, or House Speaker

