



March 19, 2020

Board of Higher Education Transition

During the 2020 Legislative Session, the Legislature passed SB 111, which merges the Utah System of Higher Education and the Utah System of Technical Colleges into one system. Beginning July 1, 2020, Utah's two systems of postsecondary education will combine to create the Utah System of Higher Education and will be comprised of eight technical colleges, two community colleges, four regional universities, and two research universities. The system will be governed by the Utah Board of Higher Education.

The Higher Education Strategic Planning Commission created a committee to oversee the transition into the new, combined system. The transition committee approved the attached transition timeline and plan, which outlines the key milestones and specific tasks for each major element of the merger, including:

- Appointment of new Board members
- Recruitment and appointment of a new commissioner
- Combining system operating budgets
- Build out of additional offices in the Regents' building.
- Onboarding of UTech employees
- Physical office move
- Transfer of IT resources and data
- Preparation for the inaugural board meeting

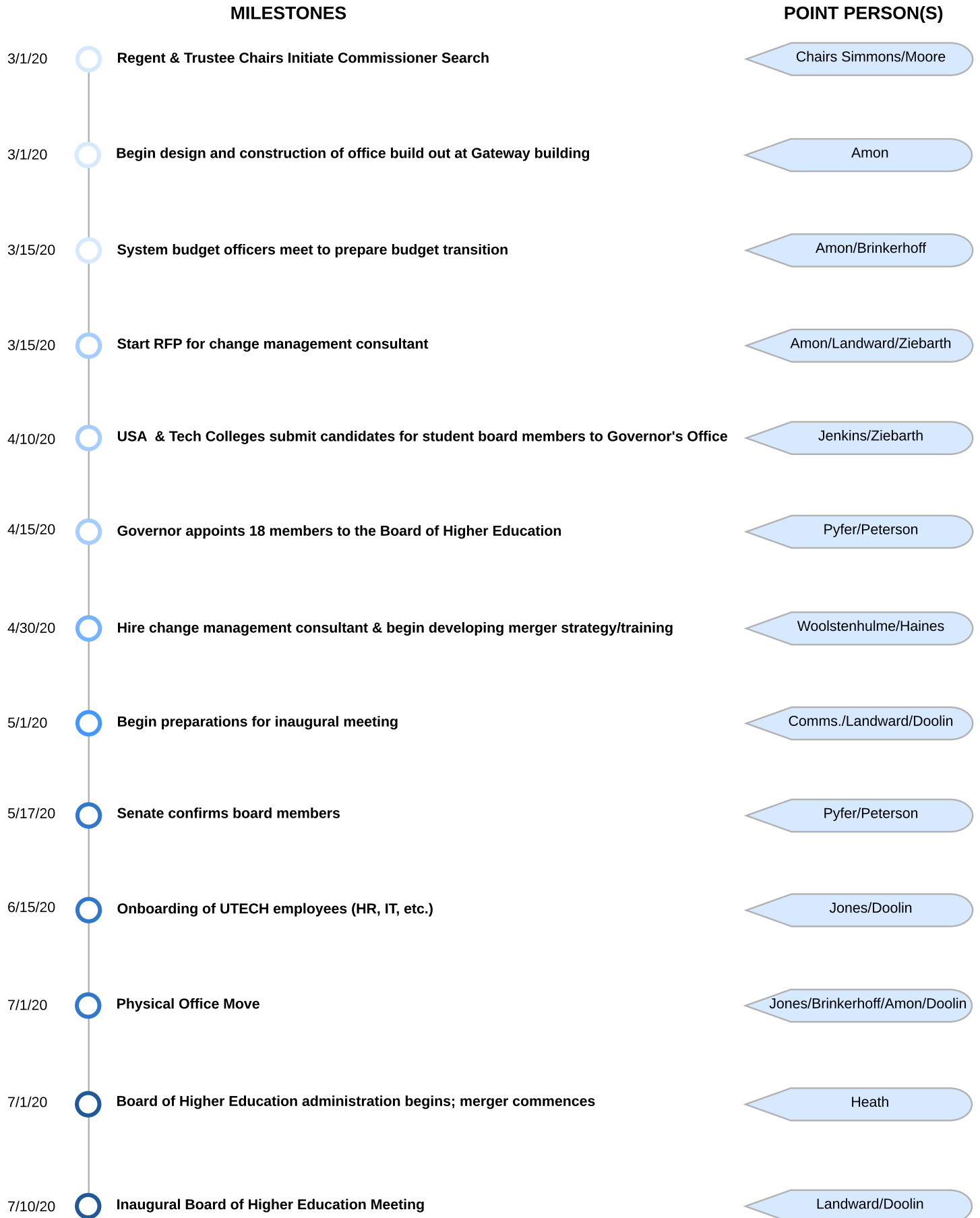
Commissioner's Recommendations

The Commissioner recommends the Board adopt the transition plan and associated documents.

Attachments:

Board of Higher Education Transition Plan

Transition Committee | March 17, 2020



Commissioner Search	Task	Date	Assigned Staff
	• Chairs develop position description	3/27/20	Landward
	• Chairs may form a search committee	4/20/20	Chairs
	• Chairs or search committee recruit candidate(s)	3/27-4/30	Chairs
	• Chairs or search committee forwards recommended candidate(s) to the Boards	5/14/20	Chairs
	• Boards submit recommended candidate to Board of Higher Ed. for appointment	6/1/20	Chairs

Gateway Office Expansion	Task	Date	Assigned Staff
	• Design three offices NE interior corner/extend interior SW wall to access two offices	3/1/20	Amon
	• Inventory all UTECH non-capital assets (Computers, printers, vehicles, furniture)	3/15/20	Brinkerhoff
	• Assess physical storage needs for UTECH and adjust design and construction	3/15/20	Brinkerhoff
	• RFP for construction, order furniture	3/27/20	Amon
	• Complete construction & install furniture	6/30/20	Amon

Budget Officers Prepare for Transition	Task	Date	Assigned Staff
	• Develop combined zero-based budget process for FY21	3/15/20	Brinkerhoff/Amon
	• Identify positions and assign them to appropriate line items w/ associated funding	3/15/20	""
	• Complete final base budget--determine available funding for business cases	5/1/20	"
	• Staff submit FY21 business cases for funding priorities beyond base budget	5/1/20	
	• Commissioners & Executive Staff finalize FY21 budget	6/1/20	

Change Management Consultant	Task	Date	Assigned Staff
	• Develop & publish RFP for change management consultant to guide transition	4/1/20	Haines/Wool.
	• Establish RFP committee	4/1/20	Haines/Wool.
	• Submit final scoring to Board chairs & commissioners for final selection	4/30/20	Haines/Wool.
	• Hire consultant and begin developing merger strategy/training	4/30/20	Haines/Wool.

Appointment & Confirmation of Board Members	Task	Date	Assigned Staff
	• USA solicits applications for student member & select three for Governor to consider	4/10/20	Jenkins
	• Tech colleges submit three nominees for the Governor to consider	4/10/20	Ziebarth
	• Governor consults w/ boards' leadership to select six members from each board	4/10/20	Pyfer
	• Governor selects four at-large board members	4/15/20	Pyfer
	• Governor submits 18 members to Senate for confirmation on 5/17/20	4/15/20	Pyfer

Begin Preparations for Inaugural Meeting	Task	Date	Assigned Staff
	• Identify date and venue--preferably July 10	5/1/20	Landward/Doolin
	• Develop basic bylaws for Board to adopt	5/30/20	Landward/Barrus
	• Prepare current policies and administrative rules for Board to adopt	5/30/20	Landward
	• Prepare for officer elections per bylaws		Haines/Wool.
	• Prepare to establish committees--including executive--and make assignments		Haines/Wool.
	• Prepare agenda including booking Speaker Wilson, Sen. Millner & Governor	5/30/20	Landward/Doolin

Integrate System Employees

Task	Date	Assigned Staff
• Provide Tech employees with full comparison of benefits	6/1/20	Jones
• Develop system office organizational structure and assign positions	ongoing	Haines/Wool.
• HR initiates employee onboarding to gather needed information	6/15/20	Jones
• Assess and determine how accrued leave and other benefits will transfer	6/1/20	Jones
• Office orientation/training/welcome party	TBD	Jones

IT Onboarding

Task	Date	Assigned Staff
• Assess IT needs, including databases, data storage, equipment, access	5/15/20	Barrus
• Plan for physical and electronic transfer of IT resources/order equipment	6/1/20	Jenkins/Barrus
• Set up network accounts, migrate employee files, migrate email	6/21/20	U of U IT
• Set up existing equipment or new equipment	7/1/20	U of U IT

Office Move

Task	Date	Assigned Staff
• Identify all non-capital assets that will be moved to Gateway	4/1/20	Brinkerhoff
• Select vendor to move all non-capital assets including IT equipment	6/1/20	Amon
• Plan for disposing/selling/return/surplussing for remaining assets	6/1/20	Brinkerhoff
• Move and set up offices/equipment/procure parking space	7/1/20	Amon
• Work with landlord for lease terms/finding tenant to take over UTECH lease	ongoing	Amon

New Board Administration/ System Merger

Task	Date	Assigned Staff
• Update digital presence & branding stock photography, for July 1 System launch	6/15/20	Heath
• Schedule professional photographer for new Board and System staff photos	6/15/20	Heath
• Prepare communication plan for launch, including press release, press conference	6/15/20	Heath/Haines
• Begin incorporating technical education into committees, events, work groups		Heath/Haines

Inaugural Board Meeting

Task	Date	Assigned Staff
• Administration of Oath (Supreme Court Justice) in Gold Room	7/10/19	Landward
• Remarks--Governor, Speaker, Senator Millner in Gold Room	7/10/19	
• Adopt bylaws, policies	7/10/19	
• Elect officers, establish committees	7/10/19	
• Appoint Commissioner, approve assc. commissioners of tech ed. and academic ed.	7/10/19	
• Adopt FY21 Budget	7/10/20	



Commissioner Recruitment Plan

March 2020

Utah System of Technical Colleges Board of Trustees & Utah State Board of Regents



As our boards prepare for the merger of the Utah System of Technical Colleges and the Utah System of Higher Education, one of our statutory responsibilities is to recruit and recommend a candidate or candidates to the Utah Board of Higher Education to consider for appointment as commissioner. SB 111 specifically states the two boards “shall jointly develop and post a job description for the commissioner, recruit candidates for the commissioner, and may provide one or more candidates identified for the position of commissioner to the Utah Board of Higher Education.” To meet these obligations, the leadership of both boards jointly developed the following plan and timeline.

TASK	COMPLETION
1. Develop a draft position description to circulate among both boards and institutional presidents for feedback.	3/11/20
2. Finalize position description and have each board formally adopt the document. Post the position description the systems’ websites.	3/27/20
3. Board members, presidents and others to submit names of individuals who would be strong candidates for commissioner for targeted recruitment.	3/27/20-4/3/20
4. Contact candidates to assess interest and request application materials.	4/3/20-4/30/20
5. Establish a search committee from the Governor’s nominees for Board of Higher Education as follows: three of the six appointees from the Board of Trustees, three of the six appointees from the Board of Regents, and two from the four at-large appointees.	4/20/20
6. The search committee reviews the application materials from the targeted candidates and selects those they wish to meet.	4/30/20
7. The search committee meets with the candidate(s) and recommends one or more candidates for the combined boards to consider.	5/14/20
8. Combined boards may select one or more candidates to forward to the Board of Higher Education.	6/1/20

Steve Moore
Chair, Board of Trustees

Harris Simmons
Chair, Board of Regents

Aaron Osmond
Vice Chair, Board of Trustee

Nina Barnes
Vice Chair, Board of Regents

draft

UTAH BOARD OF HIGHER EDUCATION

COMMISSIONER OF HIGHER EDUCATION

The Utah State Board of Regents and Utah System of Technical Colleges Board of Trustees invite nominations and applications for the position of Commissioner of Higher Education for the Utah System of Higher Education.

Beginning July 1, 2020, Utah's two systems of postsecondary education will combine to create the Utah System of Higher Education and will be comprised of eight technical colleges, two community colleges, four regional universities, and two research universities. The system will be governed by the Utah Board of Higher Education. The Commissioner of Higher Education will serve as the system's chief executive officer and the primary representative of higher education in Utah.

The commissioner will help the Board of Higher Education provide strategic, statewide leadership and set a vision for the future of higher education. The commissioner will position the system to meet Utah's economic and workforce needs, enhance the system's impact and efficiency, expand affordable access, increase completion, and develop a plan with measurable goals to achieve these objectives. The commissioner will identify challenges and innovations in academic and technical education and provide the Board with informed advice and recommendations for policies, programs, and resources to best meet the needs of current and future students. The commissioner will also lead a comprehensive effort to increase the system's effectiveness and efficiency by identifying and establishing shared administrative services among the institutions.

The new commissioner will be responsible to unify two separate but effective organizations into one flourishing system, while navigating the inevitable challenges of large-scale change. The commissioner must possess the necessary qualities to build trust and credibility with diverse groups and individuals, including the members of the Board of Higher Education, students, the state legislature, the governor, business and industry leaders, state and local K-12 leaders, and peers throughout the country. The commissioner will use these relationships to build strong public and private support for higher education. The commissioner must specifically nurture strong, trusting partnerships with institutional presidents, work to understand their specific challenges, and seek opportunities to help them and their institutions succeed.

Candidates should have broad administrative, executive, and educational leadership experience in academic and technical education. Successful candidates will demonstrate a proven record of innovation in technical and academic education, show achievements working with national, state and local policymakers, and will have an established commitment to student success. Candidates must show a deep understanding of the challenges, changes, and advances in academic education and technical education, and express how technical education and academic education contribute shared and distinct roles in economic and workforce development. A terminal degree is preferred.

Interested candidates should submit a resume or CV and a cover letter explaining their qualifications and vision for the position by April 30, 2020. Please email materials to commissionersearch@ushe.edu.

The Utah Board of Higher Education is an equal opportunity employer.