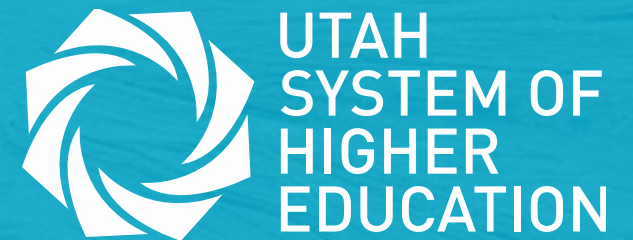


# Responsibilities: Board of Higher Education, Board of Trustees, & President

Board of Higher Education Chair Amanda Covington  
Commissioner Geoffrey Landward

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# Overview of Responsibilities

Board of Higher Education	Board of Trustees	President
<p>The <b>governing</b> board that <b>controls, oversees, and regulates</b> the Utah System of Higher Education.<sup>1</sup></p>	<p>The board that acts on behalf of an institution to <b>perform responsibilities and duties authorized by the Board of Higher Education or the Legislature.</b><sup>2</sup></p>	<p><b>Manages the institution</b> as delegated by the Utah Board of Higher Education.<sup>3</sup> <b>Ensures the effective and efficient administration and operation of the institution</b> consistent with the statewide strategic plan for higher education.<sup>4</sup></p>

1. Utah Code 53B-1-402(2)
2. Utah Code 53B-2-103(1); Utah Code 53B-2a-110(1)
3. Utah Code 53B-4-102(2)(n)
4. Utah Code 53B-2-106(2); Utah Code 53B-2a-107

# **Responsibilities: Board of Higher Education & Board of Trustees**

# Presidential Appointment

## Board of Trustees

- May conduct first phase of search and submit finalists to the Board of Higher Education if authorized.

## Board of Higher Education

- Appoints president who serves at the pleasure of the Board of Higher Education from among finalists.
- Sets and adjusts presidential salaries.
- May remove a president.

# Presidential Evaluation

## Board of Trustees

- Establishes Key Performance Indicators for presidents and annually evaluates a president's performance based on those KPIs except during the year the president is subject to a comprehensive evaluation.

## Board of Higher Education

- Sets criteria and procedures for comprehensive evaluation.
- Conducts comprehensive evaluation every four years or if otherwise needed.
- Using identified benchmarks, takes appropriate action based on presidential performance and recommendations.



# Master Planning, Strategic Planning & Goals

## Board of Trustees

- Approves a strategic plan for the institution aligned with: state attainment goals, workforce needs, and the institution's role, mission, and distinctiveness.
- Sets performance metrics in consultation with Board of Higher Education.
- Monitors the institution's progress toward achieving the strategic plan and reports to Board of Higher Education on the institution's progress.

## Board of Higher Education

- Sets and assesses systemwide performance on statewide goals and System performance metrics.
- Requires institutions to provide a five-year capital plan, which requires Board of Higher Education approval.
- Institutions provide ongoing financial reporting to the Board of Higher Education.

# Master Planning, Strategic Planning & Goals

## Board of Trustees

- Approves institution's master plan and associated changes.
- Submits master plan and changes to the Commissioner's office.

# Institutional Missions & Roles

## Board of Trustees

- Approves an institutional mission that aligns with the institution's role as established in statute and Board of Higher Education policy.

## Board of Higher Education

- Except for institutional roles specifically assigned by the Legislature, establishes and defines the roles of institutions.
- Maintains institutional role integrity.
- Adopts the institutional mission into policy.



# Institutional Policies/System Policies

## Board of Trustees

- Approves institution policies needed for the effective administration of the institution, ensuring such policies maintain parameters set by the Board of Higher Education.

## Board of Higher Education

- Establishes System policies and practices that advance the vision and goals.

# Tuition & Fees

## Board of Trustees

- Institution presents tuition and fee needs to trustees; trustees are responsible to verify data supporting requests for increases in tuition or fees.
- Based on their assessment of the institution's request and underlying data, trustees recommend tuition and fee increases to the Board of Higher Education.

## Board of Higher Education

- Establishes criteria trustees will use in evaluating tuition and fee increase requests.
- Sets criteria and process trustees follow to conduct due diligence for tuition and fee requests.
- The Commissioner's office assesses whether trustees have properly assessed the institution's request.
- Reviews and may approve trustees' recommendations.

# Budget & Finance Oversight

## Board of Trustees

- Approves and oversees budgetary policy, such as policy regarding benefits and endowment investments.

## Board of Higher Education

- Sets parameters in policy and requires necessary reporting on budget and finance.
- May intervene if institutions exceed parameters or policy.

# Capital Facilities

## Board of Trustees

- May approve construction projects for new facilities less than \$500,000 and remodels or improvements of existing facilities less than \$3,500,000.
- May approve non-state funded projects that do not exceed \$5,000,000.

## Board of Higher Education

- Sets System parameters in policy and requires necessary reporting on facilities
- Their approval is required for capital projects that exceed threshold amounts.

# Capital Facilities

## Board of Trustees

- May approve property acquisition that does not exceed \$1,500,000 and disposal that does not exceed \$1,000,000.
- May approve capital leases of less than \$250,000 a year (\$500,000 for U of U).
- U of U trustees may approve all U of U hospital/health sciences capital projects.
- Trustees review and may approve requests to submit to the Board of Higher Education for approval all other capital facilities.

# Audit

## Board of Trustees

- Forms the institution's internal audit committee, sets internal audit priorities, reviews internal audits, and reports audit findings at least annually to Board of Higher Education.

## Board of Higher Education

- Board of Higher Education audit committee identifies areas of risk within the System and prioritizes System audits accordingly.



# Academic Programs

## Board of Trustees

- Approves new programs that fit within the institution's mission and role and meet Board of Higher Education criteria, subject to Board of Higher Education review for pathway articulation.

## Board of Higher Education

- Establishes criteria for whether an institution may approve a new program of instruction.

# Technical Education Programs

## Board of Trustees

- Trustees over a technical college or an institution with a technical college role approve technical education programs that meet Board of Higher Education criteria.
- Report all new programs to the Board of Higher Education.

## Board of Higher Education

- Establishes missions and roles and criteria for new programs.

# Program Review

## Board of Higher Education

- Shall conduct a periodic review of all new programs no later than two years after the first cohort completes the program.
- May conduct a periodic review of any program at an institution.
- At least once every seven years, shall conduct at least one review of each program at each institution; and annually, a qualitative and quantitative review of academic disciplines across the System, including enrollment, graduation rates, and workforce placement, ensuring the Board of Higher Education conducts a review of all disciplines at least once every seven years.

# Award & Credential Approval

## Board of Trustees

- Reviews, considers, and approves new award and credential requests (certificates, associate, bachelor's, master's, and doctoral), minors, and emphases added to approved programs that conform to the institution's role and mission.

## Board of Higher Education

- May consider and approve new award and credential requests (certificates, associate, master's, and doctoral), minors, and emphases added to approved programs that fall outside of the institution's role and mission.

# Research & Training Grants

## Board of Trustees

- Approves research and training grant funding on the Board of Higher Education's behalf.

## Board of Higher Education

- Receives annual grant reports from institutions. The institution's report highlights the most impactful research.

# Community Relations/Advancement

## Board of Trustees

- Facilitates communication between the institution and the community; assists in planning, implementing, and executing fund raising and development projects; and perpetuates and strengthens alumni and community identification with institution's tradition and goals.



# Honorary Degrees

## Board of Trustees

- Approves recipients for honorary degrees or recognitions.

# Responsibilities: President

# Overview of Presidents' Responsibilities

## President

**Manages the institution** as delegated by the Utah Board of Higher Education. <sup>1</sup>

**Ensures the effective and efficient administration and operation of the institution** consistent with the statewide strategic plan for higher education. <sup>2</sup>

1. Utah Code 53B-4-102(2)(n)
2. Utah Code 53B-2-106(2); Utah Code 53B-2a-107

# Presidents' Responsibilities

## Leadership

- Leads as part of a larger alliance of institution presidents who share a central mission to provide world-class, affordable higher education within the Utah System of Higher Education.
- Collaborates with and support each other, the Commissioner, and the Board of Higher Education for the benefit of all students and Utah.
- Develops and implements the institution's vision, mission, and goals and manages progress toward achieving institutional aims.

# Presidents' Responsibilities

## Leadership

- May exercise grants of power and authority to ensure the effective and efficient administration and operation of the institution consistent with the statewide strategic plan for higher education.
- Guides the contributions of their institution to the vision, mission, and goals of the Utah System of Higher Education.

# Presidents' Responsibilities

## Strategic Planning/Master Planning

- Develops and executes strategic plans that lead to the institution achieving institutional and systemwide goals and performance metrics.
- Develops and maintains an institutional master plan and a five-year financial plan associated with the master plan. As part of the master planning process, the president identifies needed capital improvements or new facilities and submits requests and planning to the trustees for approval.



# Presidents' Responsibilities

## External Relations

Serves as the representative of the institution with key stakeholders including alumni, donors, legislators and government leaders, community members, industry, and K-12.

# Presidents' Responsibilities

## Student Success

- Establishes goals and initiatives that encourage student success and well-being, including areas of retention, graduation rates, affordability, safety and mental health, career and academic counseling, and workforce attachment.
- Prioritizes, fosters and celebrates a vibrant, challenging and positive learning environment for the institution's students.

# Presidents' Responsibilities

## Faculty and Staff

May:

- Appoint or employ administrative officers, deans, faculty members, professional personnel, and support personnel;
- Prescribe duties for a position; and
- Determine the salary for an employed position, in accordance with the institution's human resources policies.

# Presidents' Responsibilities – in Consultation with Trustees

## Faculty and Staff

May, after consultation with trustees, exercise powers related to the institution's employees, by implementing:

- Policies governing personnel;
- Furloughs and reductions in force;
- Program reductions or discontinuance;
- Early retirement incentives that provide cost savings to the institution; or
- Other measures that provide cost savings, facilitate efficiencies, or otherwise enable the institution to meet the institution's mission and role.

# Presidents' Responsibilities – Subject to Approval of Trustees

## Faculty and Staff

Subject to the approval of the Board of Trustees shall provide for the constitution, government, and organization of the faculty and administration, including:

- Enacting and implementing rules;
- Maintaining boundaries of faculty jurisdiction over related to academic requirements for admission, degrees, and certificates; and course curriculum and instructions.
- The establishment of a prescribed system of tenure; and

# Presidents' Responsibilities – Subject to Approval of Trustees

## **Faculty and Staff**

Subject to the Trustees' approval, may authorize the faculty to determine the general initiation and direction of instruction and of the examination, admission, and classification of students.



# Presidents' Responsibilities

## **Operational Management**

May establish policies for the administration and operation of the institution that are consistent with the institution's role that the Board establishes, rules which the Board enacts, and the laws of the state.

# President's Responsibilities – in Consultation with Trustees

## **Operational Management**

In consultation with the trustees, may enact policies governing the conduct of university and college students, faculty, and employees.

# Presidents' Responsibilities

## Finance & Budget

Shall:

- Control and manage the budget and finances of the institution.
- Subject to Section 53B-7-101, establish tuition and fees for the institution; and
- Establish the organization and structure of the institution, including by, as determined by the president, creating, merging, or eliminating a college, department, or other administrative or academic unit of the institution.

# Presidents' Responsibilities – Subject to Approval of Trustees

## **Finance & Budget**

Subject to the trustees' approval, shall establish a budgetary policy, such as policy regarding benefits and endowment investments.