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| Subject: | Technical College Presidents – Selection |
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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.

111.2 Approval

UTech Board of Trustees approval: January 12, 2017. Revised: September 13, 2017; March 15, 2018; September 19, 2019.

111.3 References

UCA 53B-2a-107, Technical College Presidents – Appointments – Duties
UCA 53B-4, Open and Public Meetings Act
UTech Policy 110, Technical College President Functions
UTech 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 intent 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: As soon as practicable after receiving notification of a planned or unplanned presidential vacancy, the Commissioner of Technical Education shall inform all members of the UTech Board of Trustees and the president's technical college board of directors 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, after consultation with the chair of the technical college board of directors and with the approval of the Chair of the Board of Trustees, immediately 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, as soon as practicable after receiving 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, as soon as practicable after 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



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president’s compensation shall be set during the 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 Appointment

5.1 Confidentiality: In all activities herein described, Presidential Search Committee members, local college directors, the UTech Commissioner and relevant staff, and UTech Trustees shall maintain strict confidentiality. Information about applicants, scoring, background and reference checks, internal discussions, etc. shall not be disclosed to anyone outside of formal meetings herein described.

5.1.1 Engagement with Relevant Parties: Technical college presidential applicants shall be strongly discouraged from soliciting or engaging in discussions with Search Committee members, local college directors, or UTech Trustees during the search process.

5.1.2 External Information: Search Committee members, local college directors, the UTech Commissioner and staff, and UTech Trustees shall not seek, solicit, or otherwise invite information on applicants from sources or persons outside of submitted application materials or reference/background checks (111.5.3.3).

5.1.3 Lobbying: Invitations, inquiries, emails, texts, letters, phone calls, etc. from outside persons to Presidential Search Committee members for purposes of discussing the search process or recommending or detracting from any and all candidates shall be avoided and strongly discouraged.

5.2 Presidential Search Committee

5.2.1 Committee Appointment: The Chair of the UTech 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 as soon as practicable after receiving the presidential vacancy notification (111.4.2).

5.2.2 Committee Composition: The Presidential Search Committee shall, in accordance with UCA 53B-2a-107(1)(b)(i), consist of an equal number, not to exceed four, of Board of Trustees members and members of the technical college board of directors. The Committee chair may also appoint college faculty, students, community leaders, etc. to serve on the Committee, though their number shall not exceed that of the Trustees. These community members shall not have previously served as UTech trustees or college directors.

5.2.3 Committee Leadership and Staffing: Leadership of the Search Committee shall be appointed by the Chair of the UTech Board of Trustees from among Committee members, with a Trustee serving as chair and the college board of directors’ chair or his/her



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designee as the Committee vice chair. The Commissioner shall provide one or more members of his or her staff to support the Committee.

5.2.4 Committee Duties: The responsibility of the Presidential Search Committee shall be to establish search timelines, recruit applicants, screen and interview applicants, and resultantly recommend up to four candidates for further consideration by the UTech Board of Trustees. Committee members shall meet as soon as practicable after appointment and as frequently as necessary thereafter to fulfill these duties.

5.3 Preliminary Discussions with Recommended Candidates

5.3.1 Notification and Interview Scheduling of Recommended Applicants: Upon recommendation of up to four candidates for full UTech Board consideration (111.5.2.4), the Commissioner shall notify all applicants whether they were recommended for further consideration. For recommended candidates, the Commissioner shall: (a) inform them of the salary range currently established for the technical college’s president under UTech Policy 113; (b) confirm their willingness to be considered given the starting salary range prescribed in UTech Policy 113, or seek their rationale for requesting another starting salary; and (c) schedule their respective meetings and interviews with college directors and the UTech Board of Trustees (111.5.3.4 and 111.5.4.2[b], respectively).

5.3.2 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 candidate selection and interview schedule; shall transmit to them the confidential application materials for each recommended candidate; and shall, with the chair of the Board of Trustees, develop standardized questions and metrics for use in the applicant interviews specified in 111.5.4.2(b).

5.3.3 Reference/Background Checks: Utilizing staff and/or a professional provider, the Commissioner shall, prior to candidates’ respective meetings and interviews with college directors and the UTech Board of Trustees: (a) conduct a criminal background check in accordance with statutory and college requirements; (b) contact previous employers and references; and (c) other work-related reference checks as determined by the Chair of the Board of Trustees for each candidate recommended for full Board consideration.

5.3.4 Meeting with the College Board of Directors: Each candidate recommended for 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 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 UTech Commissioner’s staff shall attend this meeting and report to the Board of Trustees observations made by local directors (111.5.4.2[c]).



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5.4 Interviews of Recommended Candidates and Potential Appointment

5.4.1 Scheduling and Notice of UTech 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 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 as soon as practicable but not to exceed two weeks after the Presidential Search Committee’s recommendation of candidates to further interview (111.5.2.4).

5.4.2 UTech Board Meeting: The UTech Board of Trustees shall convene in open session then vote to move to closed session for discussion of candidates’ 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 as non-voting members.

(a) *Commissioner Briefing:* The Commissioner of Technical Education shall, while the Board is in closed session, report on proposed salary expectations (111.5.3.1[b]) and results from reference and background checks (111.5.3.3).

(b) *Interviews:* After the UTech Commissioner’s briefing, the Board of Trustees and the two appointed members of the technical college board of directors shall interview each finalist in closed session, utilizing a standardized questionnaire with metrics developed for the Board in 111.5.3.2. 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 candidates but shall limit discussion to individual Board members’ observations and assessments of the candidates’ character and professional competence.

(c) *Board of Directors’ and College Faculty/Staff Observations:* After Board discussion of each interviewed candidate, 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 (111.5.3.4) will be shared with the Trustees. Further information on directors’ impressions of candidates’ qualifications may be provided by the college directors participating in the Board of Trustees’ interviews.

5.4.3 Appointment of President: In accordance with UCA 53B-2a-107(1)(b)(iv), the Board of Trustees shall, after discussion of candidates’ character and professional competence, return into open meeting in compliance with UCA 52-4. The Board may then vote: (a) to appoint a technical college president; and (b) 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 parameters of UTech Policy 113 and with consideration to the college’s budget. Only voting members of the Board of Trustees may vote in the selection of the president. In the event the Board of Trustees does not appoint



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a technical college president, it shall specify additional action to be taken to identify and appoint a president.