



# POLICIES

<b>Subject:</b>	Delegations of Authority
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## 102.1 Purpose

To provide for delegations of authority to the respective applied technology colleges.

## 102.2 Approval

UCAT Board of Trustees approval: June 18, 2009. Revised: October 18, 2012; June 8, 2016.

## 102.3 References

[UCA 53B-2-101](#), Institutions of Higher Education – Corporate Bodies – Powers  
[UCA 53B-2a-106](#), Applied Technology Colleges – Duties

## 102.4 Centralization

All authority granted to the Utah College of Applied Technology (UCAT) by statute shall reside in the Board of Trustees and/or Commissioner of Technical Education. The office of the UCAT Commissioner is the agent authorized to interpret Board policy and/or develop policy implementation guidelines. No applied technology college Board of Directors (college Board) or college president shall act in any manner to bind UCAT or any of its colleges unless granted authority pursuant to this policy.

When acting as a UCAT authorized representative, an applied technology college Board of Directors and/or college president binds the Trustees, the UCAT Administration and all UCAT colleges to perform in accordance with the specified actions. Actions undertaken by one applied technology college reflect upon all colleges.

## 102.5 Delegations of Joint Authority to College Boards of Directors and College Presidents

Each applied technology college is authorized to act on the following matters. Such actions shall be consistent with the law and the policies of the Board of Trustees, and apply within the college's designated service region.

- 5.1 Facilitate communication between the college and the community;
- 5.2 Assist in planning, implementing, and executing fund raising and development projects aimed at supplementing college appropriations;
- 5.3 Perpetuate and strengthen alumni and community identification with the college's tradition and goals;
- 5.4 Establish vacation, sick, and other leave programs;
- 5.5 Enact rules for regulating and safeguarding the well-being of persons and the security of property at the college; and
- 5.6 Approve gift agreements.



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## 102.6 Board of Directors Responsibilities

Each college Board may act in behalf of the college in performing duties, responsibilities, and functions as may be specifically authorized by statute or by the UCAT Commissioner or Board of Trustees.

College Board actions shall be consistent with the law and the policies of the Board of Trustees and apply within their college's designated service region.

In addition to its statutory grants of authority, each college Board of Directors has the following general powers and duties:

- 6.1 Consult and give advice to the college president on college matters;
- 6.2 Approve or disapprove college president initiatives to establish college policy;
- 6.3 Monitor implementation of the approved college mission, including periodic review and update; and
- 6.4 Approve all college-specific student fees.

## 102.7 College President Responsibilities

Each college president, as a UCAT officer, owes a responsibility first to the Utah College of Applied Technology as a whole and then to his or her assigned college. It is the duty of the college president to support the decisions of the UCAT Board of Trustees including, but not limited to, budget, finance, facilities, planning, roles, curriculum, programs, and policies.

College presidents shall maintain effective informational liaison with the various UCAT stakeholders including the Legislature, the Board of Trustees, the various Boards of Directors and others. College presidents should keep these groups and individuals informed so that they can better understand and resolve problems and appreciate UCAT and the accomplishments of each applied technology college.

Each college president, in coordination with the college Board, is delegated the following powers subject to the restrictions stated herein. College presidents' actions shall be consistent with the law and policies of the Board of Trustees, and shall apply only within the college's designated service region.

- 7.1 Appoint, prescribe duties, and fix salaries of the faculty, staff, officers, and employees of the college;
- 7.2 Enter into agreements to provide a program of employee benefits including insurance and retirement;
- 7.3 Develop the college's capital facilities requests;
- 7.4 Enter into grants and contracts for operations of the college;



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- 7.5 Enter into agreements allowing students to receive federal financial aid and the college to participate in federal grants and awards;
- 7.6 Enter into agreements with local school boards, government agencies, or other entities;
- 7.7 Enter into agreements for the purchase or sale of real property pursuant to an instructional program;
- 7.8 Approve equipment leases;
- 7.9 Issue a college catalog;
- 7.10 Obtain college accreditation; and
- 7.11 Grant waivers of tuition as authorized by statute (UCA, 53B-8-101, as amended).

**102.8 Specific Delegations to a College President**

The UCAT Commissioner may grant limited authority for a specific matter to any college president. Each such grant will be acknowledged in writing and reported as an information item at the next Trustees meeting.

**102.9 Restrictions**

The following restrictions will be observed notwithstanding any of the foregoing:

- 9.1 In accordance with state law, all real property transactions except those specified in Policy 102.7.7 will be approved by the UCAT Commissioner and the Board of Trustees.
- 9.2 Notice of pending legal actions or scheduled court proceedings will be communicated to the Office of the UCAT Commissioner. The manner and timing of reporting will be as set forth by the UCAT Commissioner.
- 9.3 In accordance with state law, all real property lease agreements of more than one year and all real property lease-purchase agreements will be approved by the UCAT Commissioner and the Board of Trustees.
- 9.4 A UCAT college may not offer non-credit career and technical education or non-credit basic instruction outside the geographic area served by the UCAT college. Exceptions may be made with the written approval of the UCAT Commissioner if a college complies with the following provisions:
  - 9.4.1 A cooperative agreement between the college and an affected institution has been established; or



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- 9.4.2 The career and technical education or basic instruction is specifically requested by an employer or a craft, trade, or apprenticeship program, and the UCAT college notifies the affected institution about the request. The affected institution will then have the opportunity to make a proposal prior to any contract being finalized or training being initiated by the UCAT college for the employer, or craft, trade, or apprenticeship program which requested the instruction. The affected institution's proposal must be presented no later than one week from the delivery of the notice by the UCAT college.
- 9.4.3 The requirements contained in 9.4.1 and 9.4.2 do not apply if there is a prior training relationship.