



Subject:	Technical College Presidents – Functions
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### 110.1 Purpose

To prescribe the duties and functions of technical college presidents.

### 110.2 Approval

USTC Board of Trustees approval: January 12, 2017. Revised: September 13, 2017.

### 110.3 References

[UCA 53B-2a-106](#), Technical Colleges – Duties

[UCA 53B-2a-107](#), Technical College Presidents – Appointments – Duties

[UCA 53B-2a-112](#), Technical Colleges – Relationships with other Public and Higher Education Institutions – Agreements – Priorities – New Capital Facilities

### 110.4 Functions

A technical college president (president) serves as the executive officer of a technical college board of directors (directors), and the chief administrative officer of a technical college. He/she is appointed by the USTC Board of Trustees (Trustees) after consultation with a technical college board of directors. The president serves at the discretion of the USTC Board of Trustees in cooperation with the college board of directors and performs the following functions:

- 4.1 **Leadership:** Represents and is the spokesperson for the college and directors to the business and educational communities, regional organizations, the community at large, USTC Commissioner, Trustees, the Governor's Office and the Utah State Legislature. Ensures the college is addressing regional employer requirements for a technically-skilled workforce. Ensures that secondary students have access to career and technical education through the technical college in their region. Participates in the Presidents' Cabinet in a collegial and collaborative manner to address system-wide goals, issues, policies, and processes.
- 4.2 **Relationship Building:** Establishes and maintains positive, productive relationships with college faculty and staff, the college board of directors, other college presidents, the USTC Commissioner, and the USTC Board of Trustees. Initiates and develops collaborative partnerships with leadership of other higher education institutions and regional secondary education providers. Develops articulation agreements where applicable. Fosters close relationships with area employers and business/industry organizations, ensuring that the technical training their current and future employees need is provided by the college. Establishes and maintains positive relationships and accountability with the Utah State Legislature, Governor, government and education boards and officials, state and local economic development leaders, and community leaders. Engages proactively in the legislative funding and statutory processes.
- 4.3 **Strategic Planning:** Coordinates the strategic planning efforts of the college, in consultation with the directors and in support of USTC strategic planning efforts, to ensure



# POLICIES

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that the college offers programs that: (1) support business/industry competitiveness; and (2) provide students with opportunities for skill development, advancement, and competitive employment. Develops, maintains, and annually reviews a business plan or strategic plan in compliance with accreditation requirements and/or institutional planning needs.

- 4.4 **Management:** Facilitates and coordinates the execution of all directors' policies, procedures, and programs. Provides information and recommendations to the college board of directors. Administers human resource policies and employee compensation plans in accordance with directors' and Trustees' requirements. Administers day-to-day operations, establishes benchmarks, evaluates program performance, and promotes quality improvements to ensure that the college follows its career and technical education mission. Ensures continuance of the college's institutional accreditation status with the Council on Occupational Education (COE) and any program-specific accreditation.
  
- 4.5 **Budgetary:** Directs expenditures for all operational and instructional budgetary items. Coordinates preparation of budgetary analysis, annual operation, capital facilities, and other reports to the directors and Trustees for approval. Coordinates development of institutional budget requests for consideration by the directors and Trustees. Accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the directors and Trustees, the Governor's Office, and the Utah State Legislature. Maintains responsibility for supplementing funding provided by the legislature and student tuition by engaging in appropriate fundraising activities and solicitations for donations.
  
- 4.6 **Other Duties:** Carries out other tasks and assignments as requested by the directors, USTC Commissioner, Board of Trustees, Governor's Office, or Legislature. Serves on various boards, councils, committees, and commissions as needed to promote and advance the mission of the college and USTC.