COLLEGE BOARD OF TRUSTEES BYLAWS

Uintah Basin Technical College
1100 E Lagoon Street
Roosevelt, UT 84066
Uintah Basin Technical College Board of Trustees Bylaws

Purpose: To provide bylaws for the Board of Trustees that will govern how the Board administers Uintah Basin Technical College (UBTech) and conducts regular Board business.

1. References
   1.1 Title 53B, Chapter 2, Section 10
   2.2 Title 53B, Chapter 2, Section 104
   2.3 Title 53B, Chapter 2, Section 106
   2.4 Title 53B, Chapter 2A

2. Bylaws

2.1 Offices: The principal office of the Board shall be located at the Roosevelt Campus, 1100 East Lagoon Street, Roosevelt, Utah. The Board may have such other offices as the Board may designate or as the business of the Board may from time to time require.

2.2 General Powers: Under 53B-2a-108, the Board is vested with the power to govern the UBTech as outlined in 53B-2a-110, and as delegated by the Utah System of Higher Education Board in 53B-1-402. The Board shall address all issues requiring its action in a properly convened meeting. The Board may adopt rules and regulations to govern the conduct of its meetings, to manage the Board and to manage and supervise UBTech, in accordance with applicable state statute, these bylaws, and the laws of this State.

2.3 Board Members: The Board shall consist of 11 members who are residents of the state of Utah as outlined in 53B-2a-108. Seven (7) members appointed by the governor with the advice and consent of the Senate. Three (3) members of the local school boards, one from Daggett school board, one from Duchesne school board, one from Uintah school board, each appointed by the local school board to which the member belongs. One (1) individual who is a member of Utah State University board of trustees, appointed by Utah State University board of trustees; If no member of Utah State University board of trustees lives within UBTech’s service area, Utah State University board of trustees may nominate an individual to be appointed by the governor with the advice and consent of the Senate instead of appointing a member of their board of trustees. Except as provided in 53B-
2a-109, subsection (1), the Governor shall appoint Board members to four-year staggered terms. Each member shall hold office until his or her successor has been appointed.

3. Board Duties

3.1 The Board shall assist the College President as stated in Utah State Code 53B-2a-110 and listed herein:

3.1.1 Assist the technical college president in preparing a budget request for the technical college’s annual operations to the board

3.1.2 After consulting with the board, other higher education institutions, school districts, and charter schools within the technical college’s region, prepare a comprehensive strategic plan for delivering technical education with the region

3.1.3 Consult with business, industry, the Department of Workforce Services, the Governor’s Office of Management and Budget on an ongoing basis to determine what workers and skills are needed for the employment in Utah businesses and industries

3.1.4 In accordance with Section 53B-16-102, develop programs based upon the information described in Subsection (1)(c), including expedited program approval and termination procedures to meet market needs

3.1.5 Adopt an annual budget and fund balances

3.1.6 Develop policies for the operation of technical education facilities under the technical college board of trustees’ jurisdiction

3.1.7 Establish human resources and compensation policies for all employees in accordance with policies of the board

3.1.8 Approve credentials for employees and assign employees to duties in accordance with board policies and accreditation guidelines
3.1.9 Conduct annual program evaluations

3.1.10 Appoint program advisory committees and other advisory groups to provide counsels, support, and recommendations for updating and improving the effectiveness of training programs and services

3.1.11 Approve regulations, both regular and emergency, to be issued and executed by the technical college president

3.1.12 Coordinate with local school boards, school districts, and charter schools to meet the technical education needs of secondary students

3.1.13 Develop policies and procedures for the admission, classification, instruction, and examination of students in accordance with the policies and accreditation guidelines of the board and the State Board of Education and

3.1.14 Approve a strategic plan for the technical college that is aligned with
   A. State attainment goals
   B. Workforce needs and
   C. The technical college’s role, mission, and distinctiveness and
   D. Monitor the technical college’s progress toward achieving the strategic plan

3.2 A policy described in Subsection (3.1.7) does not apply to compensation for a technical college president.

3.3 A technical college board of trustees may not exercise jurisdiction over career and technical education provided by a school district or charter school or provided by a higher education institution independently of the technical college.

3.4 If a program advisory committee or other advisory group submits a printed recommendation to a technical college board of trustees, the technical college board of trustees shall acknowledge the recommendation with a printed response that explains the technical college board of trustees action regarding the recommendation and the reasons for the action.
3.5 The Board shall participate in the appointment and evaluation processes of the College President, in accordance with 53B-1-402, and as delegated by the Utah System of Higher Education Board.

3.6 The Board shall approve the college’s master plan and associated changes and periodically submit the master plan and/or changes to the commissioner’s office.

3.7 The Board shall verify and assess the tuition and fee needs of the college and recommend tuition and fee increases to the Utah System of Higher Education Board.

3.8 The Board shall establish and oversee internal accounting and operating controls, monitor use of discretionary funds, establish institutional debt policy, and oversee all auxiliary enterprises.

3.9 The Board may approve construction projects of new facilities less than $500,000 and remodels or improvements of existing facilities less than $3,500,000.

3.10 The Board may approve property acquisition or disposal less than $500,000.

3.11 The Board may approve capital leases of less than $100,000.

3.12 The Board shall review and may approve requests to submit to the Utah System of Higher Education Board for all other capital facilities.

3.13 The Board shall set internal audit priorities, review internal audits, and report audit findings annually to the Utah System of Higher Education Board.

3.14 The Board shall approve the acceptance of all research and training grants.

3.15 The Board shall facilitate communication between the college and the community; assist in planning, implementing, and executing fund raising and development projects; and perpetuate and strengthen alumni and community identification with the college’s tradition and goals.
4. **Oath of Office**: A member shall take the official oath of office before entering upon the duties of office.

5. **Simultaneous Service on Institutions’ Boards of Trustees**: An individual may not serve simultaneously on the Utah System of Higher Education Board and on an UBTech’s Board of Trustees.

6. **Terms**: Trustees appointed to the Board shall be appointed to a four-year term. The governor may appoint a member to a two-year term to ensure members appointed by the governor expire every other year. Terms of trustees appointed by the governor shall expire upon the date indicated upon the initial appointment document.

7. **Consecutive Terms**: A member of the board of trustees may not hold office for more than two consecutive full terms. An appointed member holds office until a successor is appointed in accordance with Section 53B-2a-108.

8. **Vacancies**: A vacancy on the Board occurring before the expiration of a member's full term shall be immediately filled by the original appointing authority, for the vacant position described in Section 53B-2a-108. An individual appointed to fill a vacancy shall be appointed to serve for the remainder of the unexpired term.

9. **Removal of Board Members**: The governor may remove a member of the board for cause after consulting with the president of the Senate.

10. **Resignation**: A member of the Board may resign at any time by giving written notice to the Board’s chair and College President. Unless otherwise specified in the notice, the resignation shall take effect upon receipt.

11. **Compensation**: A member of the Board may not receive compensation or benefits for service, but may receive per diem and travel expenses in accordance with: (a) Section 63A-3-106; (b) Section 63A-3-107; and (c) rules made by the Division of Finance pursuant to Sections 63A-3-106 and 63A-3-107.
12. **Meetings:** The Board shall meet regularly at a time and place it shall determine. The Board may also meet, in full or executive session, at the request of the chair, the college president, or a majority of the Board.

12.1 **Special Meetings:** The Board may convene a special meeting, in full or executive session, when called by the Board chair, the President, or a majority of the Board. The chair or president may designate the location or method for holding any special meeting.

12.2 **Notice to Members of Board:** The Board secretary shall notify Board members of the time and place of regular meetings of the Board at least five days prior to the meeting, together with an agenda explaining the nature of the business to be acted upon. The Board secretary may provide shorter notice for special meetings.

12.3 **Notice to the Public:** The Board and Executive Committee—when taking action on behalf of the Board in accordance with Section 3.9.6—shall give public notice of their meetings as required by Section 52-4-202 of the Open and Public Meetings Act.

13. **Conducting Board Business**

13.1 **Open and Public Meetings Act:** The Board shall conduct its meetings in compliance with the Open and Public Meetings Act. If the Executive Committee intends to act on behalf of the Board in accordance with Section 3.9.6, it shall conduct its meeting in compliance with the Open and Public Meetings Act. The board may elect to enter a closed session in compliance with the Open and Public Meetings Act as outlined in Section 52-4-204.

13.2 **Electronic Meetings:** The Board and the Executive Committee may convene and conduct an electronic meeting in accordance with Section 52-4-207 of the Open and Public Meetings Act. The members of those committees who participate by electronic communication may be counted in the quorum that is necessary to conduct and transact the Board’s business. Such participation does not alter the requirements of notice, open and public meetings, and other applicable rules of the Board.

13.3 **Quorum:** The Board must have a quorum to take action. A quorum consists of 6 members. A quorum of the Executive Committee shall consist of a majority of its members. If less than a
quorum is present at the time and place for any such meeting called, the Board or Executive Committee meeting may be adjourned without further notice.


13.5 Agenda and Regular Order of Business: The Board chair and the President shall set the agenda for Board meetings in consultation with the Leadership Committee. The official agenda shall constitute the principal business at regular meetings of the Board.

13.6 Categories of Agenda Items: The Board’s business shall be listed in the agenda within the following categories:

13.6.1 Action Items: Items that are recommended for action and that require full discussion by the Board.

13.6.2 Consent Calendar: Items that are recommended for action and that have been fully discussed by the president’s cabinet and do not require discussion by the full Board.

13.6.3 Information Items: Items that are not recommended for action, but are for information, such as presentation of institutional reports by members of the president’s cabinet, or other items for informational purposes.

13.7 Voting: Each member of the Board and Executive Committee are voting members.

13.7.1 Consent Calendar: The Board may act on items in the Consent Calendar by voting on items either as a group or as items individually. Any item listed upon the Consent Calendar may, by majority vote of the Board, be transferred to the Action Items at the same or a subsequent meeting and made subject to full discussion and deliberation.

13.8 Recording of Votes: Any member so requesting shall have her or his vote recorded in the minutes, or on request of any member the vote of each member shall be recorded.
13.9 **Proxy Voting**: Proxy voting shall not be permitted at meetings of the Board or the meetings of its committees.

14. **Policy Approval**: Policies may be adopted by the full Board in a regularly schedule meeting of the Board, or by the Executive Committee in extenuating circumstances as determined by the Board Leadership Committee.

15. **Board Leadership**: The Board Leadership Committee shall consist of the board chair, a vice-chair, and the college president.

16. **Appointment, Election and Term of Office**

16.1 **Chair and Vice-Chair(s)**: The Board shall elect a chair and vice-chair from among its members at its January meeting in each even numbered year. Beginning on the date of election, the chair and vice-chair(s) shall serve concurrently for two years and until their successors are chosen and qualified. A member may not serve more than two terms as chair.

16.2 **Secretary**: The college president shall appoint a member of his/her staff to act as the board secretary and will serve in this capacity at his/her discretion.

16.3 **Duties of Chair and Vice-Chair and Secretary**:

16.3.1 **Chair**: The chair shall preside at all meetings of the Board and shall have such other duties, powers and responsibilities as directed by the Board or by these bylaws. In the absence of such specifications, the chair shall have the powers and authority and shall perform and discharge the duties of similar officers serving organizations with similar purposes and objectives as the Board.

16.3.2 **Vice-Chair(s)**: The vice-chair(s) shall act as chair in the absence or disability of the chair and shall have such other duties, powers and responsibilities as the Board or chair may assign. In the event the office of chair becomes vacant, a vice-chair shall act as interim chair until the next regular meeting, at which time the Board shall elect a new chair to serve the balance of the unexpired term. If the office of vice-chair is similarly
vacated, the Board shall elect a new vice-chair from among its members at the next regular meeting.

16.3.3 Secretary: The secretary shall make a record and maintain a record of all Board meetings and shall perform such other duties as the college president may direct.

16.4 Removal of Board Chair or Vice-Chair

16.4.1 Chair and Vice-Chair: The Board may remove a chair or vice-chair of the Board upon majority vote of its members, at a regularly scheduled meeting of the Board.

17. Appointment of College President

17.1 College President: The Utah System of Higher Education Board shall appoint the College President. The president shall serve as the chief executive officer of the UBTech and Board. The president is vested with power and authority to ensure the effective and efficient administration and operation of UBTech. The president shall act as the Board’s chief executive officer and, subject to the control of the Board, shall supervise and control all the business and affairs of the Board. The president may enter contracts or execute and deliver instruments that do not exceed $100,000 on behalf of the Board, in accordance with UBTech policy 504 without Board approval. For contracts or instruments exceeding $100,000 shall require Board approval in accordance with UBTech policy 504.

17.2 President Interprets Board Policy: The president shall be responsible for interpreting the Board’s policies.
18. President:

18.1 Leadership: The president develops and implements UBTech’s vision, mission, and goals, and manages progress toward achieving them. The President is vested with power and authority to ensure the effective and efficient administration and operation of UBTech. The president guides the colleges contribution to the vision, mission, and goals of the Utah System of Higher Education. The president is responsible to lead as part of a larger alliance of the Utah System of Higher Educations institutions, sharing a central mission of providing world-class, affordable higher education. The president is responsible for leading UBTech in collaboration and support of all college and university presidents, the commissioner’s office, and the Utah System of Higher Education Board for the benefit of all students in Utah.

18.2 External Relations: The president represents UBTech with key stakeholder communities, including but not limited to: Alumni; Private, Foundation and Corporate Donors; State and Federal Legislators and other Governmental Leaders; Community Members and Non-Profit Partners; Employers, Industry; K-12 Education; etc. The President is responsible for effective and high integrity stewardship of both relationships with and resources received from external stakeholders.

18.3 Advocacy: The president is authorized to advocate on behalf of the Board before the governor, the legislature, and other officials and governmental entities.

18.4 Board Policies Properly Executed: After the Board has adopted a new policy, program, or taken an action, the president shall ensure that it is properly carried out.

18.5 Faculty and Staff: The president may appoint, support staff, support personnel, administrative officers, deans, faculty members and other professional personnel, prescribe their duties, and determine their salaries from UBTech’s position classification plan. Where applicable, provide for the constitution, government, and organization of the faculty, administration, and enact implementing rules; enact rules for administration and operation of UBTech consistent with the prescribed role established by the Utah System of Higher Education Board, rules enacted by the Utah System of higher Education Board, or the laws of the state of Utah. The president may exercise powers relating to all college employees, including but not limited to; furloughs, reduction in force, benefit adjustments, program reductions or discontinuance, early retirement incentives
that provide cost savings to the college, and other measures that may provide cost savings to UBTech.

18.6 Strategic Planning: The president will lead and guide the development of a strategic plan that leads UBTech in achieving their institutional goals; USHE statewide goals, and performance matrix.

18.7 Master Planning: The president will oversee the development and maintenance of UBTech’s campus master plan(s), 5-year financial plans, and other applicable master plans; submitting them to the Board for approval as needed.

18.8 Finance and Budget: The president oversees the institutions fiscal health, budgetary priorities, and the efficient and effective use of UBTech’s resources. Establishing priorities for all resources that help the college achieve their institutional goals, performance measures, and statewide goals of the Utah System of Higher Education.

18.9 Student Success: The president will establish and oversee the development of institutional goals and initiatives that encourage student success and well-being, including student retention, graduation rates, course and program affordability, safety and mental health, career and academic counseling and workforce alignment. The president prioritizes, fosters, and celebrates a vibrant, challenging, and positive learning environment for UBTech students.
19. Advisory Committees: The Board shall establish advisory committees and such other special committees as the Board, or Board Leadership Committee may determine to be necessary or appropriate. Except for the Board Leadership Committee, the board chair in consultation with the college president shall appoint the membership, and a chair, of all standing and special committees. Advisory committee terms shall be established by the Board Leadership Committee at the time of appointment.

19.1 The Board shall form the following advisory committees:

19.1.1 Board Leadership Committee
19.1.2 Executive Committee
19.1.3 Fiscal Committee
19.1.4 Policy Committee
19.1.5 Program & Student Committee
19.1.6 UBTech Way Committee

19.2 Special Committees: In addition to the standing committees, the Board may form other special committees as needed.

19.3 Staff Support: The president shall provide staffing support to each advisory and special committee as needed.

19.4 Committee Membership / Voting of Board Chair and Advisory Committee Chair(s): The chair of the board and/or chair of any college advisory committee may serve as regular members of one or more advisory committees, with full power to vote.

19.5 Committee Meetings: Meetings of all committees of the Board may be held upon the call of the committee chair, the Board chair, or at the request of the president.

19.6 Executive Committee

19.6.1 Composition: The Executive Committee shall be comprised of the Board chair, the Board vice-chair, the college president, the chairs of the Fiscal, Policy, UBTech Way, and Program & Student advisory committees.
19.6.2 Authority: The Executive Committee may meet to address issues, identify areas of concern, set priorities or agenda items, or conduct other business requiring the Board’s action during the interim period between Board meetings as provided in this section. The Executive Committee shall report to the Board at the Board's next meeting following an action undertaken.

19.6.3 Routine Matters: The Board authorizes the Executive Committee to act upon routine matters during the interim between the Board’s regular meetings.

19.6.4 Non-routine Matters: The Executive Committee may not act on non-routine matters except under extraordinary and emergency circumstances.

20. Public Information

20.1 Official Pronouncements: The Board chair is the only member of the Board authorized to make official pronouncements for the Board, and then only as authorized by the Board. The president as the chief executive officer of the Board is authorized to speak for the Board and UBTech with respect to all functions, responsibilities, and duties of the president’s office, policy matters that have received the approval of the Board, and administrative matters.

20.2 Releases and General Information: The president or designee may issue news releases, general information, and other communications regarding administration of UBTech, consistent with the duties of the president’s office, Board policies and/or directives.

21. Conflict of Interest

21.1 A potential conflict of interest is any direct and immediate interest or relationship, including financial interest exceeding $2,000, with persons or businesses regulated by or directly affected by decisions of the Board, or persons or organizations which may present requests or issues before the Board. The interest of a spouse or other members of the immediate family/household or the interest of any other person which is constructively controlled by the member is included.
21.2 Board members shall disclose potential conflicts of interest, in a signed written document provided by the President’s Office. In the event the Board is taking action that involves issues with which a Board member has a potential conflict, the Board member shall orally disclose the conflict during a regularly scheduled public meeting and abstain from participating in discussion or voting on the issue.

21.3 Board members are subject to the Ethics Act, Utah Code 67-16-7. The President’s Office will provide training materials to Board members that explain the obligations of the Ethics Act. Board members are also encouraged to counsel with the college president and seek general counsel from the Attorney General’s office if there is any potential doubt as to the applicability of this section or the Ethics Act.

22. Amendment of Bylaws: The Board may amend these bylaws at any regular meeting, provided that copies of any proposed amendments shall be submitted in writing to each member and to the president at least seven days before the meeting at which they are to be proposed for vote.