



NUMBER: 105

SUBJECT: CAMPUS PRESIDENT AND OTHER ADMINISTRATIVE OFFICERS

EFFECTIVE DATE: AUGUST 15, 2005

EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011

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### ***105.1 — PREFACE***

This section contains information regarding the authority, functions, and responsibilities of Bridgerland Applied Technology College's (BATC's) chief administrative officer, the Campus President, who is selected and appointed, as outlined in Section 104.3, by the President of the Utah College of Applied Technology (UCAT). The remainder of this section contains information regarding the functions and responsibilities of BATC's administrators, who are appointed by the Campus President and the Campus Board of Directors.

### ***105.2 — ADMINISTRATIVE POLICY***

The success of BATC depends upon an administrative policy that is flexible and oriented toward maximum freedom for each employee and student within the bounds of academic excellence, professional responsibility, and established democratic principles.

### ***105.3 — CAMPUS PRESIDENT OF BRIDGERLAND APPLIED TECHNOLOGY COLLEGE***

#### **105.3.1 — Executive Office; Authority and Responsibility as Determined by the Legislature**

According to the law,

##### **53B-2a-107. Campus presidents -- Appointments -- Duties.**

(1) (a) The president of the Utah College of Applied Technology shall, after consultation with a campus board of directors and with the approval of the board of trustees, appoint a campus president for a college campus.

(b) A campus president shall serve as the chief administrative officer of the college campus.

(c) A campus president does not need to have a doctorate degree, but shall have extensive experience in career and technical education.

(d) A campus president is subject to regular review and evaluation administered by the Utah College of Applied Technology president, in cooperation with the campus board of directors, through a process approved by the board of trustees.

(e) A campus president serves at the discretion of the Utah College of Applied Technology president, in cooperation with the campus board of directors and the board of trustees.

(2) Each campus president of a college campus shall:

(a) serve as the executive officer of the campus board of directors;

(b) administer the day-to-day operations of the college campus;

(c) consult with the campus board of directors; and

(d) administer human resource policies and employee compensation plans in accordance with the requirements of the Utah College of Applied Technology Board of Trustees.

#### **105.3.2 — Responsibility to Direct and Supervise the College; Public Relations**

The administrative organization of BATC is headed by the Campus President. The Campus President has general responsibility for the direction and supervision of the College, its divisions, and branches. The Campus President is responsible for developing and maintaining good relations with state, national, and international organizations. The Campus President is also responsible for presenting to the public a favorable image of the College and its mission.

#### **105.3.3 — Responsibility to Administrative Staff and Faculty**

The Campus President is responsible for assembling a well-trained administrative staff and faculty and for organizing it in such a way that the College will receive maximum service from each in achieving the objectives of the College. The Campus President is also responsible for the promotion of high morale and professional ethics among personnel and for the establishment and maintenance of those traditions and standards which contribute to the overall educational and service functions of the College.

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#### **105.3.4 — Presiding Officer, Official Spokesman, Member of College Faculty**

The Campus President is a member and ex officio member of all faculty committees including Faculty Senate. The Campus President (or designated representative) is the presiding officer at all general faculty meetings, assemblies, commencements, and other official functions.

#### **105.3.5 — Responsibility to Inform the Utah College of Applied Technology President and Campus Board of Directors**

As chief administrative officer, the Campus President is responsible for keeping the Utah College of Applied Technology (UCAT) President and the Campus Board of Directors fully informed concerning:

1. the progress, activities, and problems of the College,
2. the performance of the administrative officers, including the vice presidents, department heads, and other principal administrative assistants,
3. the effectiveness of the teaching of the faculty, and
4. all other important matters pertaining to the College.

All announcements of change in policy, staff, contract and salary schedules, and other important matters pertaining to the College will be made by the Campus President or delegated representative. Faculty and staff of the College desiring to communicate with the legislature, the UCAT President, the UCAT Board of Trustees, or the Campus Board of Directors concerning any matter related to the administration of the College shall do so through the Campus President or as directed by the Campus President.

#### **105.3.6 — Additional Specific Duties**

In addition to the general responsibilities mentioned above, the Campus President shall have the following specific duties:

1. to administer the operation of the College in accordance with the law and policies and procedures approved by the UCAT Board of Trustees and the Campus Board of Directors
2. to be responsible for the planning and construction of buildings in accordance with the provisions of applicable law and Building Board policies
3. to supervise the preparation of all budget requests with the assistance of the vice presidents and to present the requests to the Campus Board of Directors, the UCAT President, the UCAT Board of Trustees, and the Utah State Legislature
4. to maintain proper and adequate control over the financial operations of the College with the advice and approval of the Campus Board of Directors
5. to appoint the members of the Faculty Senate and to transmit the appointees' names to the Faculty Senate chair, and
6. to appoint members of all College committees, which are not committees of the Faculty Senate.

#### **105.4 — EXECUTIVE OFFICERS OF THE COLLEGE**

The executive officers are administratively responsible for the functions and duties of their office and report to the Campus President. They serve at the discretion of the Campus President and the Campus Board of Directors.

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#### **105.4.1 — The Vice President for Finance**

The Vice President for Finance is the second ranking executive officer of the College. In the absence of, and with the consent of the Campus President, the Vice President for Finance serves as the College's chief administrative officer in the President's stead. When such authority is delegated to the Vice President for Finance by the Campus President, the Vice President for Finance is responsible to represent the College in such a manner as to ensure the orderly and efficient conduct of the College's affairs.

The Vice President for Finance is the chief business officer and treasurer for the College. The Vice President for Finance is responsible for the effective maintenance and utilization of physical resources of the institution. This officer interfaces and coordinates with other officers of the College to establish, promote, and maintain sound administrative, business, fiscal, and financial management programs for the institution. The Vice President for Finance has three (3) principal areas of responsibility: general administrative duties, business affairs, and fiscal management.

The Vice President for Finance, in close coordination with the Campus President, executes all property transactions, leases, contracts, and financial commitments of the College. The Vice President for Finance administers the functions of human resource management as assigned to the Personnel Office. Other important aspects of the responsibility include the development of the College Strategic Plan for the anticipated expansion of the campus, and the planning and supervision of all aspects of construction of capital development and capital improvement projects.

The Vice President for Finance also has the following responsibilities and functions:

- material acquisition in accordance with state statute
- business management and fiscal operations of auxiliaries and service enterprises of the College
- programs of public safety and risk management
- management of investments of College monies
- finance College projects
- prepare and report of financial accounts
- management of the real property holdings of the College, external audits of financial reports, and the necessary controls for proper budget expenditures, and
- interface with other administrative officers in regards to budget, contracts and grants, and financial aid.

#### **105.4.2 — Vice President for Student Services**

The Vice President for Student Services serves as the chief student affairs officer for the College, directing a variety of enrollment, development, and student services programs which support the educational mission of the College. The Vice President for Student Services informs the Campus President of changes in trends, laws, rules, or regulations in his or her area of responsibility. The Vice President for Student Services reports to the Campus President and works closely with the Vice President for Finance, Vice President for Brigham City Campus, and the Vice President for Industrial Relations and Special Programs to formulate policies, procedures, and plan College activities. The Vice President for Student Services represents the College on various state and community committees as directed by the Campus President. The Vice President for Student Services is responsible for timely and accurate reporting of student data as required by the Utah College of Applied Technology guidelines and UCAT Data Dictionary Rules.

The Vice President for Student Services also has the following responsibilities and functions:

- provide leadership and vision for the development and implementation of pre-enrollment and student support services, including intake/assessment, career advising, educational planning, disabled/special population student services, placement, counseling, and worker retraining programs

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- supervision of the enrollment services operations, including admissions, registration, Data Reporting/Student Information Systems, financial aid, etc.
- provide direction for the development of policies and procedures related to student services, and facilitate change in policies and procedures to meet student needs.

#### **105.4.3 — Vice President for Brigham City Campus**

The Vice President for Brigham City Campus coordinates the operations of the College's Brigham City Campus. Specific responsibilities and functions of this officer include:

1. Directs, administers, and coordinates the day-to-day operations, including Student Services and the Bookstore of the Campus.
2. Develop and maintain close contacts with all segments of the community and school system to identify the educational and occupational needs of the community and promote the College.
3. Support the Campus President and vice presidents in the continuous review and revision of operational goals and objectives, while developing and making recommendations to the Campus President regarding the operation of the Brigham City Campus.
4. Coordinate the writing, implementation, and evaluation of grants and special projects to include the development of such projects that are possible through state or federal legislation, local or cooperative partnerships, and/or grants.
5. Direct administrative services, safety, and security needs of the Campus.
6. Direct staff where policies and procedures are concerned.
7. Develop and maintain a plan for fire evacuation and disaster response. Serve as the facility Emergency Response Coordinator.
8. Manage administrative staff of the Brigham City Campus.
9. Conduct performance evaluations of administrative staff of the Brigham City Campus.
10. Market programs to the high schools and community
11. Other duties as directed by the Campus President to include serving on college committees, attending meetings, involvement with community/boards/organizations, and other as assigned.

#### **105.4.4 — Vice President for Industrial Relations and Special Programs. (Note: This position is currently vacant as a result of natural attrition and budget reduction strategies.)**

The Vice President for Industrial Relations and Special Programs administers the policies and procedures which apply to all College programs. This officer provides leadership for the planning, developing, and implementing of industrial relations and special programs which meet the present and future needs of the community and is in keeping with the purpose of the College and supervises all Custom Fit specialists and Custom Fit instructors.

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The Vice President for Industrial Relations and Special Programs promotes partnerships and collaboration with local business, industry, and community organizations. The Vice President for Industrial Relations and Special Programs works closely with the Vice Presidents to formulate policies, procedures, and plan college activities. The Vice President for Industrial Relations and Special Programs represents the College on various state and community committees as directed by the Campus President.

***105.5 — ASSOCIATE VICE PRESIDENT(S) FOR INSTRUCTION***

The Associate Vice President for Instruction functions as a management/supervisory liaison between the administration and the department heads and administers the policies and procedures which apply to all College programs. The Associate Vice President for Instruction provides leadership and support to department heads for the planning, developing, and implementing of instructional programs which meet the present and future needs of the community and is in keeping with the purpose of the College. The Associate Vice President for Instruction supervises assigned College department heads.

The Associate Vice President for Instruction will assist department heads in the day-to-day operations of technical programs or instruction within the College. The Associate Vice President for Instruction is responsible for the management of the College's educational programs and as such develops and/or supervises the development of programmatic policies and procedures relating to academic affairs, instructional affairs, and faculty roles and activities. The Associate Vice President for Instruction exercises leadership in the development of goals, objectives, and philosophy of the College as applicable through all assigned program areas and assists department heads with budgets, curriculum, and personnel.

***105.6 — INSTRUCTIONAL DEPARTMENT HEAD***

The department head is responsible to report directly to the applicable Associate Vice President for Instruction. However, the department head is responsible to report directly to the Vice President for Finance regarding budget, facility, and human resources matters and is responsible to report directly to the Vice President for Student Services regarding matters pertaining to student affairs. Decisions regarding departmental policy will be made after consultation with the department faculty and will have the approval of the department head and the applicable Associate Vice President for Instruction. The department head has responsibility to their specific instructional program including academic and technical content as well as student activities related to the program. The department head works closely with the Vice Presidents on matters in their respective areas.

In addition to the general responsibilities mentioned above, the department head shall specifically:

1. provide leadership in the instructional program including maintenance of high-quality teaching, student advisement activities, and the integration of the curricula within the instructional program
2. provide leadership and coordination for research and other professional, creative activities within the instructional program in cooperation with the applicable Associate Vice President for Instruction
3. provide leadership and coordination for recruiting activities within their instructional program
4. represent the instructional program in all administrative matters in coordination with the appropriate Vice Presidents
5. prepare a budget request and administer the approved budget for the instructional program in cooperation with College administration, including procurement of the necessary supplies and equipment by following the procurement rules of the College and the state
6. recommend all personnel to be employed in the instructional program along with recommended salary, duties, type of contract for each professional employee, and advancement in rank
7. arrange for adequate and suitable faculty office, lab, shop, and/or classroom space

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8. advise and counsel instructional program faculty and staff on all matters pertaining to their responsibilities
9. in accordance with College policy, accept or exclude students in the instructional program and provide for advisement of those accepted;
10. encourage faculty and staff to support and participate in student / College functionscoordinate with the Vice Presidents regarding advertising for and recruitment of students
11. coordinate with the Vice President for Student Services regarding student activities, and coordinate with the Vice President for Finance regarding business and physical facilities programs in their academic departments, and
12. perform such other duties as may be assigned by the Campus President, the Vice President for Finance, the Vice President for Student Services, or the applicable Associate Vice President for Instruction.