

BUSINESS AFFAIRS AND HUMAN RESOURCES
NOVEMBER 16, 2005

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

A request by the University of Idaho for approval of one position with a salary equal to/greater than 75% of the Chief Executive base salary.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section II.3.b and Section II.F.2.b.(1).

BACKGROUND

Over the past three years, the position of Vice President for Finance and Administration at the University of Idaho has had four incumbents (two in interim appointments). This unusual level of turnover is reflective of the significant institutional change and renewal underway. Concomitantly, the University has removed some senior and staff positions from the Finance and Administrative division of the university to meet budgetary realities, and improve effectiveness and efficiency. Consequently, the duties of the Vice President for Finance and Administration now reflect a larger and more strategic portfolio than in the past.

The University recently completed a national search for a Vice President for Finance and Administration, and were assisted by Isaacson and Miller executive search consultants. Two finalists for the position were identified in the search process and participated in broad university-wide interviews with a variety of constituencies around the state. Out of this finalist group, Nancy Dunn was selected as the most strongly qualified person for this important leadership position at the university.

With 30 years of strategic finance, higher education and public administration experience, Dunn brings a broad range of administrative, information technology, and facilities knowledge, and has strong, well-rounded understanding of a variety of settings, including higher education, government offices, private ventures and not-for-profit organizations.

Dunn most recently served as vice president for finance and administration and chief financial officer for the World Wildlife Fund-US, the largest of a 27-member conservation network operating worldwide. Throughout her career, she has held positions of responsibility, overseeing budget, finance, human resources, facilities, administrative services and information technology. She has developed extensive business plans, updated investments and helped develop a successful \$100 million fundraising campaign.

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She previously held positions at Radcliffe College (Vice President for Finance and Administration/CFO; Treasurer), John F. Kennedy School of Government at Harvard University (Administrative Dean), the University of Massachusetts and Alaska's Office of the Governor and the Department of Commerce and Economic Development.

Dunn received a master's degree in public administration from Harvard University and a bachelor's degree from Wellesley College in Massachusetts.

DISCUSSION

This request is forwarded for Board approval because the salary for this appointment is equal to/greater than 75% of the Chief Executive Officer base salary and is also higher than the College and University Professional Association for Human Resources (CUPA) median.

IMPACT

The salary for this appointment is \$182,000. The College and University Professional Association (CUPA) salaries for the comparable position at institutions within the University of Idaho's profile (doctoral institution with budgets ranging from \$231 million to \$439 million) are as follows: from the 2004-05 administrative compensation survey of (N=47 cases), salary for the Chief Business Officer was \$165,450 (median), \$179,473 (60th percentile), and \$194,000 (80th percentile).

STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed this request for conformance with Board policy, including notation by the institution of the relationship of the requested salary to the College and University Personnel Association (CUPA) salary levels, and recommends approval.

BOARD ACTION

A motion to approve the appointment of Nancy J. Dunn as Vice President for Finance and Administration of the University of Idaho, at an annual salary of \$182,000.00.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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UNIVERSITY OF IDAHO - continued**

**SALARY EQUAL TO/GREATER THAN 75% OF CHIEF EXECUTIVE OFFICER BASE
SALARY**

Nancy J. Dunn	Vice President for Finance and Administration
FTE	1.0
Term of Appointment	12 months
Effective Date	January 30, 2006
Annual Salary	\$182,000.00
Funding Source	Appropriated Funds
Area/Department of Assignment	Finance and Administration
Justification	New appointment

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.

2. **Delegation of Authority**

The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.

3. **Specifically Reserved Board Authority**

(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:

a. **Position Authorizations**

(1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:

- (a) position title;
- (b) type of position;
- (c) FTE
- (d) Term of appointment;
- (e) Effective date;
- (f) approximate salary range;
- (g) funding source;
- (h) area or department of assignment;
- (i) a description of the duties and responsibilities of the position;

and

- (j) a complete justification for the position

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(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY - continued

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

F. Policies Regarding Nonclassified Employees

August 2002

F. Policies Regarding Nonclassified Employees

2. Compensation

b. Salaries, Salary Increases and other Compensation related items

- (1) Salaries for new appointments to dean, associate/assistant dean, vice president, and president/vice president direct-report positions may not exceed the median rate for such position established by the College and University Professional Association for Human Resources (CUPA), or its equivalent, without prior Board approval.