

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

TAB	DESCRIPTION	ACTION
LEWIS-CLARK STATE COLLEGE		
1	New Position - Vice President for Administrative Services	Motion to approve

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BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE

SUBJECT

A request by Lewis-Clark State College for approval of a position with a salary equal to/greater than 75% of the Chief Executive base salary

APPLICABLE STATUTE, RULE, OR POLICY

State Board of Education Governing Policies & Procedures, Section II.B.3.

DISCUSSION

A request by Lewis-Clark State College for approval of:

- One (1) position with a salary equal to/greater than 75% of the Chief Executive Officer base salary supported by appropriated funds - Vice President for Administrative Services.

IMPACT

Once approved the changes can be processed on the State Employee Information System.

STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed this agenda item for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Lewis-Clark State college for One (1) position with a salary equal to/greater than 75% of the Chief Executive Officer base salary supported by appropriated funds - Vice President for Administrative Services.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE - continued

NEW POSITION

Position Title	Vice President for Administrative Services (PCN 8019)
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	8/14/2006
Salary Range	\$106,114
Funding Source	Appropriated Funds
Area/Department of Assignment	Administrative Services
Duties and Responsibilities	Executive management of administrative and financial services for institution
Justification of Position	Key member of executive management of institution.

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

- (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.)