

**BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 11, 2016**

TAB	DESCRIPTION	ACTION
	AMENDMENT TO BOARD POLICY	
1	Section II.F. – Policies Regarding Non-classified Employees	Motion to approve
	IDAHO STATE UNIVERSITY	
2	Reclassification of Provost to Executive Vice President and Provost	Motion to approve

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SUBJECT

Idaho State Board of Education Policy II.F. – first reading

REFERENCE

June 2016 Board approved the second reading of amendment to Board policy II.F (related to coach and athletic director employment agreements)

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section II.F.
Section 49-2426, Idaho Code

BACKGROUND/DISCUSSION

The proposed amendment is the result of extended discussions among the State Board of Education (Board) Athletics Committee, the Board's Deputy Attorney General and institutional legal counsel, and the State Risk Management office. Language has been added to the policy to emphasize state regulations with respect to state-owned or leased vehicles and the insurance requirements applicable when local dealerships provide courtesy vehicles to institution personnel who choose to make personal use of those vehicles.

IMPACT

The proposed amendment fills a gap in previous Board policy with respect to courtesy vehicles. The revised wording reiterates existing State policy that personal use by employees of agency-owned/leased vehicles—as well as institution-controlled courtesy vehicles which are insured through the State's Risk management program—is not permitted. The amendment also provides the minimum coverage limits, special endorsements, and “additional insured” requirements when employees obtain personal insurance for courtesy vehicles.

ATTACHMENTS

Attachment 1: Amendment to Board Policy Section II.F.

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STAFF COMMENTS AND RECOMMENDATIONS

The proposed amendment to Policy II.F.b.vi. is being forwarded in parallel with a proposed amendment (under separate cover) to Policy I.E., which will clarify employment benefits (car allowances) and insurance requirements applicable to institutional presidents. Taken together, the proposed amendments will help ensure compliance and consistency with respect to use of institution-owned vehicles, including dealer-provided courtesy vehicles for college/university employees. Staff recommends approval.

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BOARD ACTION

I move to approve the first reading of the proposed amendment to Board Policy Section II.F "Policies Regarding Non-classified Employees" as provided in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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IDAHO STATE UNIVERSITY

SUBJECT

Authorization to establish new vice-president level position: Executive Vice President and Provost

APPLICABLE STATUTES, RULE OR POLICY

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

BACKGROUND / DISCUSSION

Idaho State University (ISU) continues to evaluate its programs, processes, and organizational structure to enhance the student experience, increase support to the faculty, and provide superior service and administrative oversight. ISU is proposing a revised leadership structure which will support these goals while eliminating duplication of effort and enhancing unity of effort. ISU seeks State Board of Education (Board) approval to establish a new position: Executive Vice President and Provost. The new position would serve as the President's senior administrator and academic leader, providing unified oversight of administrative as well as academic functions. The new position would replace the current Provost position. Under the new model, the President would continue to directly interact with the senior leaders under the authority of the Executive Vice President and Provost through the Institutional Effectiveness Council and the President's Executive Council. The revised structure will reduce the need for day-to-day operational decision-making tasks by the President, enabling the Chief Executive to focus on the University's mission and strategic goals/objectives.

Details of the proposed new vice-president position are provided below, in accordance with Board Policy II.B.3.a.

- i. Position title: Executive Vice President and Provost
- ii. Type of position: Administrative, Non-Classified
- iii. FTE: 1.0
- iv. Term of appointment: 12 months
- v. Effective date: August 14, 2016
- vi. Salary: \$235,000
- vii. Funding source: Appropriated Funds
- viii. A description of the duties and responsibilities of the position is provided in Attachment 1.

IMPACT

By combining the administrative and academic oversight of the functional areas under this new position, ISU will be able to more closely align the budget process with academic requirements and with the institution's strategic priorities. This realignment will help ISU's leadership prioritize its resources to fully support student learning outcomes. The proposed leadership structure is similar to that in

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place at the University of Idaho and at many other universities across the country. Subject to Board approval of the new position, ISU intends to promote the current Provost into the position, at an annual salary level of \$235,000 (this represents a 10.9% increase above the current salary for the Provost position and is in line with national CUPA-HR market data).

ATTACHMENTS

Attachment 1 – Duties and Responsibilities	Page 3
Attachment 2 – Revised Executive Organization Chart	Page 7
Attachment 3 – Dr. Laura Woodworth-Ney C.V.	Page 9

STAFF COMMENTS AND RECOMMENDATIONS

The proposed executive vice president/provost model has been used successfully at other institutions, and it has the potential to enhance integrated strategic planning, programming, resource allocation, and assessment operations at ISU in support of the Board’s strategic goals and objectives. Clear lines of authority and responsibility are essential to the success of any organization. Implementation of the revised leadership structure (upon Board approval of the new position) has an excellent prospect of success in light of the ISU president’s plan to appoint a highly-capable, proven leader—ISU’s current provost—as the Executive Vice President and Provost.

BOARD ACTION

I move to authorize Idaho State University to establish the position of Executive Vice President and Provost, with terms and duties as described in the documentation provided.

Moved by _____ Seconded by _____ Carried Yes _____ No _____