

SECTION: 1. GENERAL

SUBJECT: ADMINISTRATION OF LEWIS-CLARK STATE COLLEGE

Subject: Administration of Lewis-Clark State College

Background: The purpose of this policy, **Administration of Lewis-Clark State College 1.101** is to define the senior administrative positions and duties assigned to those positions. This policy outlines the succession of administrative authority and responsibility in the absence or the incapacity of the President.

Point of Contact: President

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Provost/Vice President for Academic Affairs, Vice President for Finance and Administration and Bursar, and Vice President for Student Affairs

Date of approval by LCSC authority: April 6, 2015

Date of State Board Approval: NA

Date of Most Recent Review: February 23, 2017

Summary of Major Changes incorporated in this revision to the policy: 04/06/15 Change to respective duties of Provost, VP of Finance and Administration and VP of Student Affairs. 2/2014 No change. 9/2012 Changes in organizational structure to include Vice President for Student Affairs and the order of administrative succession.

1. President

The President is the chief program and administrative officer of the college and is delegated authority by the Idaho State Board of Education to supervise the administration of all operations of the college and is held accountable by the Board for the successful functioning of the institution. The Board expects the President to obtain the necessary input from the faculty, classified staff, professional staff, and students, but it holds the President ultimately responsible for the well-being of the institution. Final decisions at the institutional level rest with the President. The President is accountable to the Idaho State Board of Education as outlined in Board policy Section: I. General Governing Policies and Procedures, Subsection: E. Executive Officers.

2. Provost/Vice President for Academic Affairs

The Provost/Vice President for Academic Affairs is responsible for giving general direction to the instructional programs and services of the college. As the senior officer of the President's executive staff, the Provost/Vice President for Academic Affairs serves in the President's stead as requested and, within delegated authority and responsibility, assures compliance with administrative directives as appropriate and with the policies of the faculty and State Board of Education.

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The Provost/Vice President for Academic Affairs has general responsibility for curriculum planning, maintenance of instructional standards, and the program of student evaluation of instructional personnel. The position has direct administrative responsibility for the quality of instruction programs, for meeting accreditation standards and requirements including but not limited to those for the Northwest Commission on Colleges and Universities, for recommending budgetary priorities to the President and for administering the instructional budget.

3. Vice President for Finance and Administration

The Vice President for Finance and Administration (VPFA) is the chief fiscal officer of the college and is responsible for the financial management of the institution. Responsibilities include policy direction and operational supervision of controller/accounting, budgeting, purchasing, grants and contracts, human resource services, physical plant operations, events and campus card services, and campus security. The VPFA also provides oversight over a number of auxiliary operations including dining services, bookstore, childcare, and the tennis center. This officer also fulfills the duties of Bursar as specified in the Idaho Code and State Board of Education policy. Within delegated authority and responsibility, the Vice President for Finance and Administration/Bursar assures compliance with administrative directives as appropriate, the policies of the State of Idaho, the State Board of Education, and the college. Responsibilities include maintaining liaison among various financial functions at the college, functional counterparts at sister institutions, the Governor's budget office (Division of Financial Management), Legislative Services Office, and the Office of the State Board of Education.

4. Vice President for Student Affairs

The Vice President for Student Affairs is the chief administrative officer for student services campus-wide, the advisor to the President regarding student concerns, enrollment management, and the liaison between student government and the college administration. Responsibilities include policy direction and operational supervision of student recruitment, international programs, Institute for Intensive English, financial aid, admission/registrar, student counseling/student health services, residence life, First-Year Experience, career and advising services, student activities, TRIO programs, Native American and minority services, veterans services, orientation, and student discipline. Within delegated authority and responsibility, the Vice President for Student Affairs assures compliance with administrative directives as appropriate, the policies of the State of Idaho, the State Board of Education, and the college. The Vice President for Student Affairs is responsible for coordinating student services with the other units of the campus and for recommending programs to enhance student development.

The Vice President for Student Affairs assists students, with the preparation and administration of the Associated Students of Lewis-Clark State College budget. The Vice President for Student Affairs is responsible for developing and recommending budget priorities in the student services area.

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5. Order of Succession

In order to insure that administrative authority and responsibility are properly allocated in the absence from the campus or the incapacity of the President, the following order of succession applies unless the President has provided written order to the contrary and subject to the presence on campus of the officer next in line as well as to the ability of the officer to serve:

- A. Provost/Vice President for Academic Affairs
- B. Vice President for Finance and Administration and Bursar
- C. Vice President for Student Affairs
- D. Dean for Academic Programs
- E. Dean for Professional-Technical Programs
- F. Dean for Community Programs and Governmental Relations

6. Organizational Chart

The Lewis-Clark State College Organizational Chart is posted on the Policies and Procedures web page.