

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

Date of approval by LCSC authority: 04/01/09

Date of State Board Approval: NA

Date of Most Recent Review: April, 2009

Summary of Major Changes incorporated in this revision to the policy: Changes were made to reflect the current organizational structure of Lewis-Clark State College.

1. President

The President is the chief 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 and 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. <http://www.boardofed.idaho.gov/policies/i/I.E.%20Executive%20Officers%2010-07.pdf>

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 recommending budgetary priorities to the President and for administering the instructional budget.

The Provost/Vice President for Academic 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. The Provost/Vice President for Academic Affairs is responsible for coordinating student services with the other units of the campus and for recommending programs to enhance student development.

The Provost/Vice President for Academic Affairs assists students, in cooperation with the Vice President for Finance and Administration, with the preparation and administration of the Associated Students of Lewis-Clark State College budget, and administers the student academic advisory program. The Provost/Vice President for Academic Affairs is responsible for developing and recommending budget priorities in the student services area.

3. Vice President for Finance and Administration and Bursar

The Vice President for Finance and Administration and Bursar is the chief fiscal officer and is responsible for the financial management of the College. Responsibilities include policy direction and general supervision of accounting, budgeting, purchasing, central receiving and mail service, physical plant operations, human resources office, campus security, financial management of auxiliary enterprises and direct supervision of the Grants and Contracts Office. This officer fulfills the duties of Bursar as specified in the Idaho Code and regulations of the State Board of Education. Within delegated authority and responsibility, the Vice President for Finance and Administration and 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 liaisons among various financial units and with the other units of the College.

4. 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

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C. Director of Institutional Planning, Research and Assessment

D. Controller

E. Budget Director

The organizational chart can be found at

<http://intranet.lcsc.edu/ir/Strategic%20Planning%20References/OrgChartNames.pdf>