

E. Executive Officers

This policy section shall apply to the Board's chief executive officers, as defined in Section II. D. 2. b. This policy section does not apply to the executive director of the State Library Commission.

1. Executive Director

The Executive Director serves as the administrative director of the Board's staff. Pursuant to Idaho Code 33-102A the Executive Director shall be under the direction of the Board and shall have such duties and powers as are prescribed by the Board. The Executive Director is charged with ensuring the effective articulation and coordination of institution, agency, and school concerns and is advisor to the Board and the Presidents/Agency Heads on all appropriate matters.

2. Presidents/Agency Heads

a. Responsibilities

The President/Agency Head is the chief program and administrative officer of the institution or agency. The President/Agency Head has full power and responsibility within the framework of the Board's Governing Policies and Procedures for the organization, management, direction, and supervision of the institution or agency and is held accountable by the Board for the successful functioning of the institution or agency in all of its units, divisions, and services.

For the higher education institutions, the Board expects the Presidents to obtain the necessary input from the faculty, classified and exempt employees, and students, but it holds the Presidents ultimately responsible for the well-being of the institutions, and final decisions at the institutional level rest with the Presidents.

b. The Chief Executive Officer is held accountable to the Board for performing the following duties within his or her designated areas of responsibility:

(1) Relations with the Board

- (a) Conduct of the institution or agency in accordance with the Governing Policies and Procedures of the Board and applicable state and federal laws.**
- (b) Effective communication among the Board, the Board office, and the institution or agency.**
- (c) Preparation of such budgets as may be necessary for proper reporting and planning.**

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- (d) Transmittal to the Board of recommendations initiated within the institution or agency.
 - (e) Participation and cooperation with the office of the Board in the development, coordination, and implementation of policies, programs, and all other matters of statewide concern.
 - (f) Notification to Board President or Executive Director of any out-of-state absence exceeding one week.
- (2) Leadership of the Institution or Agency
- (a) Recruitment and retention of employees
 - (b) Development of programs, in accordance with an evolving plan for the institution or agency.
 - (c) In cooperation with appropriate parties, the promotion of the effective and efficient functioning of the institution or agency.
 - (d) Development of methods that will encourage responsible and effective contributions by various parties associated with the institution or agency in the achievement of the goals of the institution or agency.
- (3) Relations with the Public
- (a) Development of rapport between the institution or agency and the public that each serves.
 - (b) Official representation of the institution or agency and its Board-approved role and mission to the public.
- c. Appointment Terms and Conditions

Each chief executive officer is employed and serves at the pleasure of the Board as an at-will employee. Appointments to the position of President of the higher education institutions and Executive Director of the Board are made by the Board. The Executive Director shall have authority to identify candidates and make recommendations for the appointment of Agency Heads, which must be approved and appointed by the Board. The Board and institutional President shall sign an annual letter of agreement that documents the period of appointment, salary, and any additional terms. The Executive Director and Agency Heads shall not serve under annual appointment agreements. The Board's Policies regarding Non-classified Employees, Section II, Subsection F, do not apply to the Board's chief executive officers.

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d. Evaluations

The Agency Heads are evaluated by the Executive Director annually, who makes recommendations to the Board with respect to compensation and employment actions. The Presidents and Executive Director are evaluated by the Board annually. The performance evaluation is based upon the duties outlined in the policy and mutually agreed upon goals. Final decisions with respect to compensation and employment actions with regard to chief executive officers are made by the Board.

e. Compensation and Benefits

Each chief executive officer's annual salary shall be set and approved by the Board. The chief executive officers shall not receive supplemental salary compensation from an affiliated institutional foundation or from any other source except that institutional Presidents may receive perquisites or benefits as permitted by topic 3, subtopic E, below and as such is specifically approved by the Board in each instance.

In addition to the salary referred to above, each chief executive officer shall receive the usual and ordinary medical, retirement, leave, educational, and other benefits available to all institutional, agency, and school employees.

- f. Each chief executive officer shall receive reasonable and adequate liability insurance coverage under the state's risk management program.
- g. Relocation and moving expenses incurred by each chief executive officer will be paid in accordance with the policies and rates established by the State Board of Examiners.
- h. Each chief executive officer earns annual leave at a rate of two (2) days per month or major fraction thereof of credited state service.

3. Institutional Presidents: Housing, Automobile, Expense Reimbursement, and Termination Policy

- a. The institutional Presidents are responsible for hosting official functions to promote their respective institutions. The University of Idaho, Idaho State University, and Lewis-Clark State College each own homes that are the most suitable facilities available for this purpose. At these institutions, the Presidents of such institutions are required to live in the official residences provided.

To preserve the image of the institutions and to provide adequate maintenance of state-owned property, the institutions shall provide support services for these residences. This support shall include maintenance and repairs, utilities, and grounds keeping.

In the event that the institution does not own an official residence, a housing allowance will be provided that is similar in value to living in an official residence. In addition, this

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allowance shall cover reasonable maintenance and repair expenses related to the use of this home as the President's official residence.

- b. Each institutional President shall be provided an automobile. Maintenance, repairs, gas for business use, and insurance shall be provided for this vehicle.

If an institutional President does not elect to use a vehicle provided by the institution, the institution will provide the President a vehicle allowance in lieu of the cost of leasing, automobile maintenance, and insurance. Documented business travel will be reimbursed to compensate for gasoline costs.

- c. The institutional Presidents shall receive reimbursement for official entertainment expenses. Public relations and other out-of-pocket expenses may be reimbursed if they are directly related to the function of the institution as determined by the President. (See fiscal policy for entertainment and related expenses.)

- d. Terminations

In the event an institutional President's appointment is terminated by Board action (for or without cause), the President shall be paid all compensation and benefits under the terms of his or her annual letter of agreement until the end of such annual period of appointment.

- e. Foundation Provided Perquisites or Benefits

(1) Perquisites or benefits for the institutional Presidents, may be provided by the institution's affiliated foundation meeting all requirements of Section V, Subsection E of the Board's Governing Policies and Procedures if approved by the Board on a case-by-case basis.

4. President Emeritus/Emerita Designation

The Board may choose to grant President Emeritus/Emerita status to a retiring President. President Emeritus/Emerita status should be reserved to honor, in retirement, a president who has made distinguished professional contributions to the institution and who has also served a significant portion of his/her career at the institution. The intent of conferring President Emeritus/Emerita status is to bestow an honorary title in recognition of successful tenure in the Presidential role.

- a. Appointment Procedure

An institution may forward a recommendation to the Board that this honorary title be conferred upon a President that is retiring or has retired from the institution. Each institution shall provide for input into the recommendation from the campus community.

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b. Rights, Privileges and Responsibilities

Rights and privileges of such a distinction shall be, insofar as resources will allow, similar to those of active institutional staff, including such privileges as:

- (1) staff privileges for activities, events and campus facilities;
- (2) receipt of institutional newspaper and other major institutional publications and receipt of employee/spouse fee privilege (see Section V. R.).