

Finance Committee Agenda  
April 20 - 21, 2000

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**Action Item**

**Item #1**

**SUBJECT:**

Approval of Finance Committee Minutes

**BACKGROUND:**

The minutes from the March 16, 2000 Finance Committee meeting are attached.

**DISCUSSION:**

Not Applicable

**FISCAL IMPACT:**

Not Applicable

**STAFF COMMENTS:**

Review, make necessary corrections, and approve minutes.

**COMMITTEE ACTION:**

A motion to approve the minutes of the Finance Committee meeting held March 16, 2000 at Boise State University.

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

**BOARD ACTION:**

No action required.

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Unapproved Minutes  
Idaho State Board of Education  
Finance Committee  
March 16, 2000

Boise State University, Alexander Room, Boise Idaho

Present at Finance Committee Meeting:

Curtis Eaton  
Jim Hammond  
Sam Haws  
Keith Hasselquist, OSBE  
Rita Foltman OSBE  
Stacy Pearson, BSU  
Chuck Winn, BSU  
Linda Petlichkoff, BSU  
Dave O'Neill, BSU  
Amanda Horton, BSU

Mike Mason, CSI  
Ken Prolo, ISU  
Leo Herrman, ISU  
Jerry Wallace, UI  
Wayland Winstead, UI  
Bill Robertson, EITC  
Dean Froehlich, LCSC  
Charles Bolles, ISL  
Gene Peterson, ISDB  
Steve Guerber, ISHS

Phillip Kottraba, IPTV  
Kirk Dennis, PTE  
Barry Thompson, VR  
Scott Engum, VR  
Sue Paine, VR  
Catherine Larson, VR  
Gary Felt, DFM  
Erin Walter, Lwstn Trib

The meeting was called to order at 8:45 AM.

Mr. Eaton began the meeting with a review of a meeting of the Permanent Building Fund Advisory Council members (PBFAC) on March 15, 2000. Attending were Curtis Eaton, Tom Boyd, Harold Davis; PBFAC members Robert Yamashita, Chairman, Glenn Arrington, member; Pam Ahrens, Director of the Department of Administration; and Larry Osgood, Administrator of Division of Public Works (DPW). The purpose of the discussion was to determine if the request process has been working from PBFAC's point of view. Agencies statewide (including the State Board of Education) submit requests to DPW in priority order. DPW then investigates and reviews all of the requests and submits a statewide recommendation to the governor in priority order. Mr. Eaton expressed his concern about the changes made to the Board's priority list as it goes through the PBFAC process. He suggested on-going conversations with PBFAC regarding reprioritizing the Board's request for their recommendation to the governor.

**Item #1          Action Item**  
**Approval of the Finance Committee Minutes**

The minutes of the Finance Committee meeting held January 24, 2000 at Boise State University were approved.

No discussion.

ACTION:      Approved.

**Item #2      Routine Action Item**  
**Institutional Agency Routine Agenda**

Summary of Routine Action Items:

**2.1      BOISE STATE UNIVERSITY**

- 5.1.1    Action Item  
Reconfigure Student Union Parking Lot
- 5.1.2    Action Item  
Remodeling of Science/Nursing Rooms 151, 165 and 215

**2.2      UNIVERSITY OF IDAHO**

- 4.10.1   Information Item  
Housing Room and Board Rates  
Exhibit A
- 5.1.2    Action Item  
Construction of Isolated Large Animal Shelter  
Exhibit B
- 5.5.1    Action Item  
Exchange with the City of Moscow for Wastewater Plant Expansion

**2.3      LEWIS CLARK STATE COLLEGE**

- 4.9      Information Item  
LCSC Foundation Audit FY 1999
- 5.1      Action Item  
Lighting fixture replacement with lease-purchase agreement with Avista  
Utilities

**2.4      IDAHO SCHOOL FOR THE DEAF AND THE BLIND**

- 4.9      Action Item  
Audits and Financial Reports  
Attachment A

Mr. Eaton led the discussion beginning with Item #2.1, Boise State University's Physical Plant request. The goal of the request is to reconfigure the parking behind the Student Union Building. The purpose is to add extra parking slots and to gain additional control over the parking for special events. No further discussion of this request.

Ms. Stacy Pearson, BSU interim Financial Vice President, clarified the request for the Vertebrates Museum by reporting that it was a request for a new museum. BSU does not, at this time, have a vertebrates museum.

Mr. Eaton addressed the large animal shelter at the University of Idaho. The original request was submitted and authorization given in June 1999 for the renovation of the large animal barn. The remodel lead to structural problems that ended with this request to build a new facility. No further discussion of this request.

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Mr. Eaton then addressed the exchange with the City of Moscow for wastewater plant expansion (RE: exchange chart on page 18). He asked the Finance Committee attendees if an attorney had signed off on the exchange and if handling the Level 1 hazardous material had been reviewed. Mr. Wallace indicated they had been. Mr. Eaton explained that this request is an extension of an agreement that was entered into several years ago and planned for at that time.

Mr. Dean Froehlich, LCSC Financial Vice President, responded to the request for additional information regarding their request for \$258,000 (estimated amount) for replacing lighting fixtures in seven campus buildings. He anticipated the repayment of the lease/purchase agreement to be completed in approximately six years. Two years ago, LCSC and Washington Water Power (now Avista Utilities) entered into an agreement that resulted with LCSC hiring a manager to investigate potential energy conservation measures on campus. This request is the result of the studies performed by the manager during the last 18 months. Four energy conservation projects have been identified at this time that have the potential for substantial cost savings. This is the largest of the four and the only one required by policy to bring before the Board.

The financing is provided by Avista Utilities and includes a lower interest rate than could be obtained from a local bank. In addition, Avista Utilities will provide LCSC with a grant to reduce the overall cost. Mr. Froehlich added that the program is set-up so theoretically the financing will not exceed the utility costs. The anticipated utility saving are \$38,000 annually and is theoretically the amount of the lease payment. This request is for approval to enter into the lease/purchase agreement.

ACTION: M/S/C (Hammond/Haws)

**Item #3.1 Non-routine Action Item**  
**Boise State University**  
**Use of Unallocated Surplus Bond Funds and General Building Fee**  
**Monies**

The item returned to the Finance Committee after being tabled at the January Finance Committee meeting. Mr. Eaton recommended that the request to approve BSU's use of unallocated surplus bond funds for Project ACCESS be discussed and action taken by the full Board during the meeting March 17, 2000 following the presentation to the Board by Dr. Ruch, Ms. Pearson, and Mr. O'Neill from BSU.

Mr. Hammond moved that the Finance Committee takes no action on this item and that the matter be considered by the full Board.

ACTION: M/S/C (Hammond/Haws)

**Item #3.2      Non-routine Action Item**  
**Idaho State University**  
**Purchase of Telecommunications Equipment**

Mr. Prolo, ISU, stated the purchase of CISCO switches would provide much needed improvements to the telecommunications capabilities on the ISU campus. The Computer Center director has identified a vendor (following RFP/bid process and review by both ITRMC and DPW) and the Computer Center will also provide funding for the project. Anticipated repayment is three years. The scope of the project includes replacement wiring and new wiring to increase capacity totaling \$500,000. The campus is experiencing failures and slow response times due to the existing wiring.

The motion was amended as follows (strikethrough/underlined text):

I would move to recommend to the Board to approve ISU's request for approval to purchase over a period of three years necessary equipment to replace current cabling with UTP cable and switched 10/100 Mbps Ethernet ports for the telecommunications department—for a total amount of \$500,000.

ACTION:      M/S/C              (Hammond/Haws)

**Item #3.3      Non-routine Action Item**  
**University of Idaho**  
**J.A. Albertson College of Business & Economics**

The item returned for approval by the Finance Committee and Board due to the increase from \$12,400,000 to \$13,300,000. The project is funded entirely with private contributions.

Mr. Wallace, UI, stated the scope of the project expanded to allow additional work on the external site development including a courtyard area between the construction site and the Administration Building.

The motion was amended as follows (underlined text added):

A motion to recommend to the Board to approve University of Idaho's request to revise the project scope and budget as detailed above from \$12,445,000 to \$13,300,000.

ACTION:      M/S/C              (Haws/Hammond)

**Item #3.4      Non-routine Action Item**  
**Idaho State Historical Society**  
**Acceptance of Gift and Project Approval**

Mr. Guerber reported to the Committee that during December 1999 the Idaho State Historical Society finalized receipt of a gift with an initial estimated value of approximately \$3,000,000. The revised value is now \$5,000,000 and may increase as the inventory is completed. The items gifted have been collected by the donor during the past 60 years and include weapons and military memorabilia that date back to the bronze age; 5,000 year old daggers; Army gattling guns from the 1880s; a flyable MIG jet from the Korean War; and stock to be used to renovate a building at the Old Penitentiary. The stock sold for \$600,000, which was a \$7,000 increase from the \$593,000, value when it was gifted. The donor will also create an endowment. The endowment earnings will be used for ongoing maintenance of the facility.

The donor, Boise resident Mr. J. Curtis Earl, also considered the Remington Museum in Montana and the Cody Museum in Wyoming as recipients of his collection. Safety for the collection and ongoing public interest were deciding factors in selecting ISHS.

ISHS is requesting approval from the Board to expend the funds. Project bids were opened during the previous week and work is ready to begin as soon as approval is received.

Mr. Eaton stated the motion has two parts: the first is approval to accept the gift of the memorabilia and the second to approve the renovation of the facilities.

ACTION:      M/S/C              (Haws/Hammond)

**Item #4              Action Item**  
**Approval of FY2001 Salary Guidelines**

The annual guidelines for developing the FY2001 operating budgets were provided to the institutions and agencies.

Mr. Hasselquist, OSBE, reported that the largest component of the operating budgets is personnel and salary increases. The guidelines dovetail with HCR No. 35 recommended and funded a 3.5% merit-based increase for FY2001. Included in the 3.5% total dollar amount is a 5% payline adjustment. The challenge before the agencies/institutions will be how to manage the 5% payline adjustment while providing merit increases not exceeding the designated 3.5% total increase.

He added that HCR No. 35 focused mainly on the personnel classified by the new Division of Human Resources (DHR). The guidelines included faculty and administrative employees. The guidelines provide for faculty promotions, other promotions, salary adjustments, and equity adjustments as funds are available. One change to the previous year's guidelines is

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the minimum salary level for full-time teaching faculty at the university can be no less than \$24,200. That's a 3.5% increase from last year's minimum level.

Discussion followed among the Committee members and institution/agency representatives regarding the potential problems of funding a 3.5% increase and at the same time increasing the payline 5%. The magnitude of the problem varies according to how many positions are at entry level of a paygrade, any salary savings generated during the year, and the total amount of merit increase adjustments. Merit increases will be funded with the funds that remain of the 3.5% after the 5% adjustments have been made. Mr. Wallace noted that this policy (5% payline adjustment but only 3.5% funded) is in direct conflict with a six-year goal to have the classified positions at the mid-point range of the paygrade.

ACTION: M/S/C (Hammond/Haws)

**Item #5            Action Item**  
**Approval of FY2002 Budget Request Process**

Mr. Eaton asked that preliminary budgets be set by the April meeting or the June meeting at the latest rather than waiting for the August meeting as done in years past. He acknowledged that the budgets might require adjustments prior to the September 1 submission date as new information is received from agencies such as DFM, LSO, and/or DOA.

The operating budgets are based on MCO guidelines that the Board, Committee, colleges, universities, and agencies have no control over. Mr. Eaton added that opportunity is given to request an amount beyond the MCO and he suggested a 5% cap on those requests and that contingent planning for one-time expenditures may be advisable in the event that surplus funds become available. He continued that agencies/institutions are not required to have a request in each of the three enhancement categories: salary competitiveness, role and mission, and infrastructure. A revised request form will require that enhancements be listed in priority order; referenced to the associated budget request category; and a brief description of the enhancement with the appropriate Statewide Strategic Plan Goal and Objective cited. Consensus among the agency/institution representatives was that salary competitiveness should continue to be the top priority system wide to reiterate and emphasize the importance of the issue. Salary competitiveness was an implied top priority item and not a directive from the Board. Mr. Wallace stressed the significance of consistency and the long-term value of connecting the request to the Board's Statewide Strategic Plan.

Discussion followed regarding submitting the MCO request. Mr. Wallace stated that he would prefer salary competitiveness be included in the MCO calculation.

Mr. Hasselquist explained that the FY01 budget requests were submitted with a 1% CEC increase according to the guidelines. The governor's recommendation included a 3.5% CEC increase. With that increase, members of JFAC reasoned that agencies/institutions would receive more than requested so salary equity was not needed in the enhancement category.

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He suggested that once the CEC decision is made by the governor it would be helpful to retroactively adjust all the budget request amounts to that higher amount.

Gary Felt, Financial Management Analyst Senior in the Division of Financial Management, responded that, in his opinion, there is nothing to preclude agencies/institutions from asking for that type of item in the MCO request. Also, the 1% was used as a figure to calculate CEC through the whole process.

Mr. Eaton asked for clarification on a point he understood Mr. Felt to say that whatever the percentage is, agencies/institutions still have the right to request an additional amount outside of that percentage.

Mr. Felt responded that wasn't necessarily so. Referring to personnel costs, he stated that it could be included in the MCO decision unit. He added that if there are legitimate costs that agencies/institutions have and DFM isn't aware of them, it's not the fault of the process but of those submitting the request. He referred to the Non-Standard Adjustment category of MCO which is a wide-open category. If there are costs that are basic maintenance costs they should go in the Non-Standard Adjustment category. There may be some disagreement on the definition of maintenance. His approach as a budget analyst is different than others in that he felt maintenance should be defined by the agencies/institutions that are making the request.

Mr. Eaton recalled having a similar conversation with Mr. Felt's predecessor who said that MCO is defined by DFM and they will tell the agencies/institutions what the percentage is and they will take what they get.

Mr. Wallace stated that he believed the agencies/institutions are looking for a process to request identifiable increases. It is possible to compute the cost of the payline adjustments. That was done in the past and part of the roll-up cost. He wanted to make the point that the users should not take lightly the assessment of the MCO. Health insurance and utility increases are a burden and the potential exists for library and technology increases to also be a burden.

Mr. Hammond stated that previous meetings included discussion regarding agencies/institutions providing health insurance separate from the State's coverage at a lower cost. He would be interested in pursuing this topic again.

Mr. Eaton summarized by affirming the budget request should be in two parts: MCO and enhancements. He also requested that Mr. Hasselquist continue to have conversations with the financial vice presidents to develop a proposal to DFM explaining that Higher Education would like to have input into the development of the enhancement percentage. He thought that DFM might then offer ideas as to how Higher Education should present that input in a reasonable manner. He also suggested that as a contingency plan, if input does not occur, the budgets should be prepared, as Mr. Felt mentioned, with Non-Standard Adjustments to ensure that the salary component is included. This would also announce in advance that the CEC is ok, however, it should be a different number.

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Mr. Felt responded that this appeared to be a major concern. DFM and LSO staff jointly agree upon the budget guidelines in the spring. If there are concerns about the process, he suggested that a letter should be written to each DFM and LSO administrator regarding changes. The administrators should hear new ideas about the process. Mr. Felt stated his philosophy is to include all requests knowing that all will not be approved or funded.

Mr. Peterson, ISDB, added that a concern for many is the timing of preparing a request based on budget guidelines and at a much later date receiving the actual costs from Bureau of Risk Management. The delay in receiving the actual numbers has created problems for ISDB as they prepare teacher contracts which include pay and benefit information. He asked if the Board would consider addressing this process also in hopes that the timing could be adjusted allowing the requests to be built on firm numbers.

Mr. Guerber asked for clarification regarding institutions. The Trustees of the ISHS, who set the budget, have identified projects that go beyond the guidelines established for the institutions. He asked if his agency is under the same guidelines as all other Higher Education agencies/institutions.

Dr. Bolles, ISL, agreed that his agency has the same situation. In the past, ISL has asked for exemptions for those items beyond the guidelines. He asked if the exemption process could be included in the budget request process.

Mr. Eaton responded that if the agencies would like to request more, it would be considered. He noted three possibilities for preparing and submitting the budget:

- MCO plus 5% and nothing beyond that amount;
- MCO plus 5% and any items beyond that amount will be reviewed; or
- submit everything for review.

Mr. Eaton requested that, at the next meeting, the Finance Committee adopt a budget process for recommendation to the Board. A component of the process should address the policy as it relates to the agencies versus institutions. To meet the timeline established for preliminary budget information, all budgets should be prepared with 5% for enhancements. Any items beyond that will be designated as exceptions and handled separately.

Action on Item #5, Approval of the FY2002 Budget Request Process, was deferred until the April 2000 meeting. It will remain a consensus guideline awaiting formalization.

**Item #6            Action Item**  
**Approval of Primary Fields of Study that are Eligible for Nonresident Waivers**

This item was discussed at the Academic Affairs and Program Committee meeting and not discussed at the Finance Committee meeting.

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**Item #7      Action Item**  
**First Reading of Proposed Policy Change**  
**Naming/Memorializing Buildings**

No discussion of this item.

ACTION:      M/S/C      (Hammond/Haws)

**Item #8      Information Item**  
**Background Information on Student Fees**

No discussion of this item.

**Item #8      Information Item**  
**Update on JFAC Appropriations Recommendations**

No discussion of this item.

Following a request by Mr. Eaton for any additional items for the good of the order (there were none), the meeting was adjourned at 10:15 AM.

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**Routine Action Item**

**Item #2**

**Institutional/Agency Routine Agendas**

**SUMMARY OF ROUTINE AGENDA ITEMS** (see following pages for details):

**2.1 BOISE STATE UNIVERSITY**

KBSU Expansion to Northern Nevada  
Proposed Residence Hall Rates 2000-2001  
Student Health Insurance Renewal 2000-2001

**2.2 IDAHO STATE UNIVERSITY**

FY2000-2001 Housing Room & Board Rates

**2.3 UNIVERISTY OF IDAHO**

Agreement with BET ON JAZZ  
Lease of Space for Architectural Study Program in Boise  
Lease of Space for Parent Mentoring and Education Program in Boise  
Sweet Avenue District Improvements  
Demolition of Three Buildings

**2.4 LEWIS-CLARK STATE COLLEGE**

Acquisition of Property – 624 11<sup>th</sup> Avenue  
Approval of Silverthorne Auditorium Project  
FY2000-2001 Room & Board Rates

**2.5 IDAHO SCHOOL FOR THE DEAF AND THE BLIND**

Audits and Financial Reports

**DISCUSSION:**

Review routine agenda and move items to nonroutine agenda, if appropriate.

**STAFF COMMENTS:**

Approve routine agenda.

**COMMITTEE ACTION:**

A motion to recommend to the Board the approval of the institutional/agency routine agendas.

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

**BOARD ACTION:**

A motion to approve the routine finance agenda items for Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, and the Idaho School for the Deaf and the Blind.

Moved by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

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**Routine Action Item**  
**Boise State University**

**Item #2.1**

8.1.3 KBSU Expansion to Northern Nevada

**SUBJECT:**

New Station -- KBSJ, Jackpot (Boise State Radio)

**BACKGROUND:**

Boise State University has been funded by the United States Department of Commerce (Public Telecommunications Facilities Program) to assist in constructing a new FM radio station for northeastern Nevada and south central Idaho. At present, there is no local television or radio service (either commercial or noncommercial) for this area.

The transmitter and antenna tower will be located on Ellen D Mountain, 8.5 kilometers west of Contact, Elko County, Nevada. The coverage area will encompass northwest Elko County, as well as rural areas of Cassia County, Twin Falls County, and Owyhee County in Idaho.

**DISCUSSION:**

The objective of the project is to provide first public radio service and first radio service for a population of 1,534 within the coverage area (12,457 square kilometers). Throughout this area, there is presently no reliable radio reception. The northeastern corner of Nevada has a greater affinity to Idaho than to other parts of Nevada. Unlike the rest of Nevada, Jackpot shares the Mountain Time zone with Idaho. Idaho provides the closest hospital services for Jackpot, as well as the closest shopping, cultural, business, and commercial air transportation services. It is logical to add this region to the Boise State Radio Network's existing service area.

U.S. Highway 95 is the only paved passage between Jackpot and Wells, Nevada. This is the only direct route for residents in southern Idaho communities like Twin Falls, Buhl, Filer, Kimberly, and Jerome to take for travel to California, Nevada, or Arizona. According to the Nevada Department of Transportation, 1,915 vehicles travel this route daily. That means every day the number of people traveling through this region exceeds the number of people who live within the proposed service area. This highway is used to transport hazardous waste materials to and from federal repository sites including the Idaho National Engineering and Environmental Laboratory. According to civil defense officials, there is a critical need for highway alerts, such as *HazMat* spills — and associated road closures.

**FISCAL IMPACT: (Project Costs)**

Federal Amount:	\$251,461
Boise State Amount (local funds*):	<u>\$ 83,821</u>
Total Project	\$335,282

\* Donations to Boise State Radio from members

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**Information Item**

**Item #2.1**

**Boise State University**

**continued**

8.1.2 Proposed Residence Hall Rates 2000-2001

**Meal Plan/**

<b>Double Occupancy</b>	<b>Current Rate</b>	<b>Proposed Rate</b>	<b>Dollar Difference</b>	<b>% Difference</b>
1 or 4	\$3,588.00	\$3,685.00	127.00	3.4%
2 or 5	\$3,466.00	\$3,570.00	124.00	3.5%
3 or 6	\$3,279.00	\$3,395.00	116.00	3.4%
<b>Meal Plan/Single Occupancy</b>				
1 or 4	\$4,040.00	\$4,185.00	145.00	3.5%
2 or 5	\$3,928.00	\$4,065.00	137.00	3.4%
3 or 6	\$3,762.00	\$3,895.00	133.00	3.4%

**Proposed Apartment Rates for 2000-2001**

<b>University Courts</b>	<b>Current Rent</b>	<b>With 1.5% Increase</b>	<b>Difference</b>
Small 1 bedroom	\$ 356.00	\$ 361.00	\$ 5.00
Large 1 bedroom	\$ 419.00	\$ 425.00	\$ 6.00
Small 2 bedroom	\$ 435.00	\$ 442.00	\$ 7.00
Large 2 bedroom	\$ 472.00	\$ 479.00	\$ 7.00
3 bedroom	\$ 516.00	\$ 524.00	\$ 8.00
<b>University Heights</b>			
1 bedroom	\$ 400.00	\$ 406.00	\$ 6.00
1 bedroom remodeled	\$ 410.00	\$ 416.00	\$ 6.00
2 bedroom	\$ 435.00	\$ 442.00	\$ 7.00
2 bedroom remodeled	\$ 445.00	\$ 452.00	\$ 7.00
<b>University Manor</b>			
1 bedroom	\$ 400.00	\$ 406.00	\$6.00
1 bedroom remodeled	\$ 410.00	\$ 416.00	\$6.00
2 bedroom	\$ 435.00	\$ 442.00	\$7.00
2 bedroom remodeled	\$ 445.00	\$ 452.00	\$7.00
<b>University Park</b>			
Grad unit	\$ 250.00	\$ 254.00	\$4.00
2 bedroom	\$ 450.00	\$ 457.00	\$7.00
3 bedroom	\$ 482.00	\$ 489.00	\$7.00
<b>University Village</b>			
2 bedroom	\$ 490.00	\$ 497.00	\$7.00

**Other Rentals**

1103 Grant	\$ 490.00	\$ 502.00	\$11.00
1111 Grant	\$ 490.00	\$ 502.00	\$12.00
1113 Grant	\$ 490.00	\$ 502.00	\$12.00
1115 Grant	\$ 490.00	\$ 502.00	\$12.00
1803 Donald Circle	\$ 590.00	\$ 605.00	\$15.00
1809 Donald Circle	\$ 590.00	\$ 605.00	\$15.00

**Information Item**  
**Boise State University**

**Item #2.1**  
**continued**

**8.0 Other**

**8.1.1 Student Health Insurance Renewal 2000-2001**

The University Student Health Advisory Board has negotiated with Mega Life and Health Insurance Company a student health insurance rate not to exceed \$198 per semester for the 2000-2001 academic year. This rate represents a maximum increase pending final negotiations. We plan to continue negotiations until a satisfactory rate is determined. This rate is a \$17 increase, or 9.39%, over the current rate. Included with this rate increase is an enhancement which provides 100% coverage of service charge fees at the Boise State Student Health Center which has not been previously available to students.

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**Information Item**  
**Idaho State University**

**Item #2.2**

**8.0 Other/Information Items**

**8.1 FY2000-2001 Housing Room & Board Rates**

The University has approved the following room and board rates effective Fall 2000-2001.

	<u>1999-2000</u>	<u>2000-2001</u>	<u>% Increase</u>
Residence Halls			

Room & Board/Double Occupancy:

Plan A (7 day)	\$3,780	\$ 3,920	3.70%
Plan B (5 day)	3,580	3,720	3.91%
Plan C (10 meals/week)	3,370	3,500	3.86%
Plan D (\$500 munch)	2,640	2,720	3.03%

Room & Board/Single Occupancy:

Plan A (7 day)	4,330	4,520	4.39%
Plan B (5 day)	4,130	4,320	4.60%
Plan C (10 meals/week)	3,920	4,100	4.59%
Plan D (\$500 munch)	3,190	3,320	4.08%

Graduate Student Residence Complex/Suites

Double Occupancy/Schubert Heights	1,800	1,890	5.00%
Single Occupancy/Graduate House	2,300	2,400	4.35%
Single Occupancy/West Campus	2,500	2,620	4.80%
Single Occupancy/Studio Suites	2,700	2,820	4.44%

Apartment Units (monthly)

One Bedroom/West Campus	395	415	5.06%
One Bedroom	370	390	5.41%
Two Bedroom/1 bath	440	460	4.55%
Two Bedroom/1½ bath	470	495	5.32%
Two Bedroom/2 bath	495	520	5.05%

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**Routine Action Item**  
**University of Idaho**

**Item #2.3**

**4.0 FINANCE COMMITTEE**

**4.8 Contracts for Services, Agreements, Authorizations**

**4.8.1 Agreement with BET ON JAZZ: THE JAZZ CHANNEL, a division of Black Entertainment Television, Inc.**

**SUBJECT:**

Request approval to execute an agreement for broadcast rights with BET ON JAZZ: THE JAZZ CHANNEL, a division of Black Entertainment Television, Inc.

**BACKGROUND:**

Black Entertainment Television, Inc., owns several cable program services including the BET cable channel and a cable jazz channel, BET on Jazz: The Jazz Channel". BET on Jazz (BOJ) desires an association with the University of Idaho and to broadcast a television special based on the 2000 Lionel Hampton Jazz Festival. UI desires exposure to BOJ's viewers and other promotional and advertising services.

**DISCUSSION:**

Under the proposed agreement, BOJ will produce and broadcast a "Jazz Scene" show that features footage from the Festival. BOJ will undertake the broadcast at its expense, and the parties will exchange limited rights to use each other's trade names, trademarks and logos for purposes associated with the broadcast.

**FISCAL IMPACT:**

The total value of this Agreement to UI is \$85,000, characterized as \$5,000 in cash and \$80,000 in in-kind promotional and advertising services.

**Routine Action Item**  
**University of Idaho**

**Item #2.3**  
**continued**

## **5.10 Items Not Covered in Other Sections – Leases and Easements**

### **5.10.1 Lease of Space for Architectural Study Program in Boise**

Ref: Regents' Minutes for September 24-25, 1998, page 22  
Regents' Minutes for June 17-18, 1999, page 21

#### **SUBJECT:**

Request approval to execute revised lease for studio space for Architectural Student Program in Boise.

#### **BACKGROUND:**

In June 1999 the Board approved execution of a lease for studio space for approximately 12 graduate Architecture students in the Urban Research and Design program in Boise. In addition to required course work and thesis preparation, the students are also working with various local planning agencies on a Community and Systems Preservation Pilot Program for the greater Boise area.

#### **DISCUSSION:**

The proposed studio space will be developed in a multi-use building located at 8<sup>th</sup> and Fulton Streets in downtown Boise. The space assigned to the design studio has been modestly reconfigured from the initial proposal described in the June 1999 agenda item to accommodate other building occupants. The proposed design studio space contains 2,930 square feet. In addition, during the design of the tenant improvements, it was determined that the main entrance could not be located where initially planned, for building code and access reasons.

The redesign work is now complete including the new building entrance location and other required life safety/code items. Construction of the tenant improvements will take approximately six weeks. The addition of space allocated to the UI will prove extremely valuable as students begin conducting the community design workshops in conjunction with the Treasure Valley Futures program: New Choices for the American West.

#### **FISCAL IMPACT:**

The revised monthly payments for the lease will be \$1,230.60 rather than the \$700 to \$900 estimated in the June 1999 agenda. The increase in the monthly payment is due entirely to the increase in square footage included in the lease. The rental rate remains \$5.04/square foot/year with a three-year lease term ending in May 2003. Funding for the lease and tenant improvements remains a combination of grant funds and institutional funding.

**Routine Action Item**  
**University of Idaho**

**Item #2.3**  
**continued**

**5.10.2 Lease of Space for the Parent Mentoring and Education Program in Boise**

**SUBJECT:**

Request approval to execute lease for office space for the Parent Mentoring and Education For Families and Children Program in Boise.

**BACKGROUND:**

The UI School of Family and Consumer Sciences recently received a grant to develop a parent mentoring and education program through the Idaho Department of Health and Welfare and the Governor's Parenting Initiative Steering Committee. The program, known as the "Parents as Teachers Project" includes development and distribution of educational materials and training for families throughout Idaho.

**DISCUSSION:**

The proposed office lease, containing 310 s.f., is located in a building owned by the Children's Home Society of Idaho in Boise. The office lease would provide space for UI's program staff and take advantage of programmatic synergies created by the co-location of the program with the "Success by Six" program also located in the building. The lease would last for the term of the grant and any grant extensions on a month-to-month basis.

**FISCAL IMPACT:**

Funding for the lease, totaling \$253.33 per month, was included in the program grant.

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**5.10.3 Sweet Avenue District Improvements: Utility Easements**

Ref: FY2000 Capital Improvement Detail; June, 1999 Regent's Agenda

**SUBJECT:**

Request execution of utility easements to Avista, Adelphia, and GTE as part of the Sweet Avenue District Improvements and Campus Electrical Upgrade Projects as shown at Item #2.3.a.

**BACKGROUND:**

The Sweet Avenue District Improvements and Campus Electrical Upgrade Projects include construction of a new parking lot, upgrades to current streets in the area, construction of entrance signage and relocation of existing overhead utility infrastructure underground on the east side of campus.

**DISCUSSION:**

To accomplish the utility relocation, the UI, in conjunction with Avista, Adelphia, and GTE, is planning to construct two shared underground utility duct banks. One paralleling Sweet Avenue and another paralleling Railroad Street to provide the required pathways for the existing and future utility infrastructure components serving the district and the east side of campus. The proposed easements provide for the location, maintenance and operation of the infrastructure various components within the new duct banks. The easements will be presented for execution by the Board President at the April meeting.

**FISCAL IMPACT:**

The cost of constructing the duct banks and relocating the utilities is included in the Campus Electrical Upgrade project.

Please call the  
Office of the Idaho State Board of Education  
208.334.2270  
To request a copy of the map of  
Sweet Avenue

**Information Item**  
**University of Idaho**

**Item #2.3**  
**continued**

#### **5.10.4 Demolition of Three Buildings**

Ref: Regents' Minutes for January 16, 1986, pages 36 & 37

**SUBJECT:**

Demolition of the TAAC/Women's Center Building, the Theater Arts Building (U-Hut) and the SUB Annex.

**BACKGROUND:**

The Idaho Commons project included plans to demolish five buildings over the course of the project. Three buildings, the Communications Building, Art & Architecture Annex, and the Media Center Annex were demolished at the start of the project to clear the project site for construction. During the course of construction, the Theater Arts Building (U-Hut) was used by the project contractors for offices and a staging facility, and the TAAC/Women's Center Building housed a program that was subsequently relocated to the Commons and another program to be moved until the Teaching and Learning Center is complete. Conversion of the Student Union Building to the Student Business Services Center included plans to demolish the SUB Annex, a former fraternity house located on property purchased by the University in January 1986.

**DISCUSSION:**

With completion of construction of the Idaho Commons, the TAAC/Women's Center Building and the Theater Arts Building (U-Hut) will now be demolished. Both of the buildings are wood frame type construction and have serious structural and condition deficiencies. The buildings have each provided several decades of use and have far exceeded their realistic functional lives. The SUB Annex is currently vacant, has serious structural deficiencies, and does not meet applicable life-safety codes for any University purpose; it is scheduled for demolition in early summer. Removal of these buildings supports development of outdoor open spaces planned during the design of the Idaho Commons and the Student Business Services Center.

**FISCAL IMPACT:**

The cost of demolition of the buildings was included in the Idaho Commons and Student Business Services Center project budgets.

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**Routine Action Item**

**Item #2.4**

**Lewis-Clark State College**

5.0 PHYSICAL PLANT

5.5 Purchase or Sale of Land and Facilities

5.51 Acquisition of Property

**SUBJECT:**

Board approval is requested for the college to purchase a piece of property.

**BACKGROUND:**

The Campus Master Plan indicates the long-range need for the college to acquire additional property near campus which will eventually be used for parking. The property listed below is immediately adjacent to the campus.

	Appraisal Value	Purchase Price
Property (624 11 <sup>th</sup> Avenue)	\$91,000	\$94,000

Because this property includes a two-bedroom living unit, it will be incorporated into the Housing/Food Service auxiliary until such time that it can be converted into parking. Funds for the acquisition will be borrowed and repaid from the income generated from the rental.

**DISCUSSION:**

Because of the College's more immediate need for replacement parking required by the upcoming construction of the Campus Activity Center, property owners have placed higher values on their property. Thus, the price of \$94,000 is slightly above the market appraisal on this property.

The college administration seeks authority to:

Complete the loan agreement, by using First Security Loan Agreement approved by the Board in January 1999, for the purchase of the property. The loan amount will not exceed \$94,000.

Complete the purchase agreement for the property.

Authorization is also requested for the college Vice President for Administrative Services and Bursar to execute the loan and purchase agreement on behalf of the Board.

**FISCAL IMPACT:**

The college will borrow the funds necessary for the purchase of the property and will repay the loan with the revenue from the rental of the house.

**Routine Action Item**  
**Lewis-Clark State College**

**Item #2.4**  
**continued**

- 5.0 PHYSICAL PLANT
- 5.1 Approval of Projects and/or Architects

**SUBJECT:**

Board approval is requested to begin the planning for a renovation and addition to the College's Silverthorne Auditorium. The project will be funded by a \$60 dedicated student fee to be phased in over five years beginning with the Summer 2000 semester. Private donations will also be solicited for the project.

**BACKGROUND:**

For the past five years the College has had the planning for the Silverthorne renovation as the second highest priority capital project in its request to the Board. However, because of the amount of annual available resources in the Permanent Building Fund and because the College Activity Center project should be funded over the next two fiscal years out of the Permanent Building Fund, it is believed that state funding for the Silverthorne renovation is not probable in the near future. Therefore, with the concurrence and support of the student leadership, the College proposes that the project be funded by a dedicated student fee with additional financial support coming from local fundraising.

**DISCUSSION:**

The College's theater program currently stages its production and practices in the Administration Building Auditorium, Silverthorne, which was constructed in 1921 as an auditorium rather than a theatre. As such, it lacks a fly loft and stage wings. The present scene shop and dressing room are located in basement rooms which were not designed for that purpose, are too cramped and do not meet current code requirements. The balcony is currently not usable because the front half of the stage, which was added in the 1970's, is not visible from most of the balcony. The renovation project would include an expanded fly loft type stage, black box theatre, scene shop, dressing rooms, prop stage, and other spaces related to the performing arts. The balcony would also be remodeled to gain additional quality seating. A feasibility study, performed by a local architectural firm, was completed in March 2000. This study estimated the cost of the project to be \$3.1 million to \$3.2 million and concluded that the project was feasible from both a structural and code perspective.

**FISCAL IMPACT:**

The project will be funded by a \$60 per semester student fee to be phased in over the next five years. The following fee increases would be needed to complete the \$60 fee increase: FY 2001 - \$10, FY 2002 - \$12, FY 2003 - \$14, FY 2004 - \$12 and FY 2005 - \$12.

Finance Committee Agenda  
April 20 - 21, 2000

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**Information Item**

**Lewis-Clark State College**

**Item #2.4**

**continued**

8.0 FINANCE COMMITTEE

8.10 FY 2000-2001 Room and Board Rates - Information Only

The College has approved the following room and board rates effective Fall 2000-01.

	<u>1999-2000</u>	<u>2000-2001</u>	<u>% Change</u>
<b>Residence Halls</b>			
Room & Board/Double Occupancy:			
Meal Plan A	\$3500	\$3580	+2.3%
Meal Plan B or D	3280	3360	+2.4%
Meal Plan C or E	3060	3150	+2.9%
Room & Board/Single Occupancy:			
Meal Plan A	\$3860	\$3950	+2.3%
Meal Plan B or D	3640	3730	+2.5%
Meal Plan C or E	3420	3520	+3.4%
<b>Parrish House (Room Only)</b>			
Single Room	\$1850	\$1890	+2.2%
Double Room	1585	1620	+2.2%
Double or Triple w/o bath	1310	1340	+2.3%

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**Routine Action Item**  
**Idaho School for the Deaf and the Blind**

**Item #2.5**

**4.0 FINANCE COMMITTEE**

**4.9 Audits and Financial Reports**

ISDB submits the attached record of the Student Activity Funds for Board review in accordance with Idaho Code 33-705. (Item #2.5.a)

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Finance Committee Agenda  
April 20 - 21, 2000

**Routine Action Item**

**Item #2.5.a**

**Idaho School for the Deaf and the Blind**

"STUDENT ACTIVITY FUNDS AS OF MARCH 20, 2000, BELOW LISTING"  
OF STUDENT ACTIVITY FUNDS IS A REPORT SUBMITTED TO STATE  
BOARD OF EDUCATION IN ACCORDANCE WITH IDAHO CODE 33-705

	BAL-02/17/00	BAL-03/20/00	INC/(DEC)
SALES TAX	91.34	111.74	20.40
ATHLETICS	5,941.15	5,945.91	4.76
WSBC	4,291.90	2,291.90	(2,000.00)
ATHLETIC APPAREL	124.45	158.05	33.60
GIRLS SOCCER FUND	194.87	194.87	0.00
CHEERLEADING	415.37	415.37	0.00
CLASS OF 2000	185.02	185.02	0.00
CLASS OF 2001	119.20	140.20	21.00
CLASS OF 2002	166.07	152.95	(13.12)
CLASS OF 2003	338.00	338.00	0.00
MAINT. BREAK ROOM	126.14	168.33	42.19
COTTAGE FUND	308.07	308.07	0.00
ELEM ACTIVITIES	61.65	61.65	0.00
FHA ACCT	131.61	131.61	0.00
PARENTS ADVISORY COM	168.61	168.61	0.00
M.S. STUDENT COUNCIL	47.16	36.67	(10.49)
H.S. STUDENT COUNCIL	385.53	385.53	0.00
JOURNALISM	584.98	584.98	0.00
JR NAD	294.98	294.98	0.00
ED STAFF POP MACH	1,229.39	1,229.39	0.00
HEALTH & WELLNESS	290.00	230.00	(60.00)
STUDENT ACT. FUND	4,717.03	4,848.17	131.14
WORK EXP (PREV CANDY)	304.85	284.85	(20.00)
STUDENT BOOK STORE	183.10	72.15	(110.95)
ACCELERATED READER	69.22	69.22	0.00
DRAMA FUND	30.81	30.81	0.00
ADVENTURERS	134.34	134.34	0.00
CLASS 8-B M A BATON	11.91	11.91	0.00
SUMMER DEAF CAMP	2,500.91	2,500.91	0.00
VOLLEYBALL FUND	267.00	267.00	0.00
GREENHOUSE FUND	(43.47)	(43.47)	0.00
J. WILDING SCHOLARSHIP	200.00	0.00	(200.00)
ART FUND	195.66	195.66	0.00
TECH CLUB (VIDEO YB)	80.86	80.86	0.00
YEARBOOKS	1,885.94	1,177.84	(708.10)
LIONS WINTER CAMP	52.17	52.17	0.00
HRG AID FUND-MOLDS	167.49	263.98	96.49
HA GIFT F/HRG CM TCH	68.58	68.58	0.00
HEARING AID REPAIRS	256.12	101.09	(155.03)
PERS. STUDENT ACCT	861.12	865.64	4.52
STUDENT AID	<u>858.37</u>	<u>830.09</u>	<u>(28.28)</u>
TOTALS.....	28,297.50	25,345.63	(2,951.87)

**Non-routine Action Item**  
**University of Idaho**

**Item #3.1**

**5.0 PHYSICAL PLANT**

**5.1 Approval of Projects and/or Architects**

**5.1.1 Early-Start FY2001 Capital Projects**

**SUBJECT:**

Request approval of the projects enumerated on Item #3.1.a as part of FY2001 Capital Projects.

**BACKGROUND:**

Conditions of weather and the academic calendar favor beginning work on construction projects immediately after Commencement in mid-May. The regular approval cycle for capital projects often delays work until mid-June.

**DISCUSSION:**

The projects enumerated on Item #3.1.a are either revisions in budget and scope, or progression to the next phase of, projects previously authorized to be initiated, regularly recurring annual maintenance projects, or projects required for compliance with ADA or safety requirements.

**FISCAL IMPACT:**

Total cost of early-start FY 2001 capital projects is \$2,760,000. Sources of funds include \$150,000 from the FY2001 General Education allocation to capital and maintenance projects, \$250,000 from institutional capital reserves, \$175,000 from Auxiliary Services reserves, and \$2,185,000 from grants and private gifts.

**STAFF COMMENTS:**

Recommend approval of the request.

**COMMITTEE ACTION:**

A motion to recommend to the Board approval of the request from University of Idaho for projects as detailed on Item #3.1.a.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**BOARD ACTION:**

A motion to approve the request from University of Idaho for projects as detailed on Item #3.1.a.

Moved by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**University of Idaho**  
**PROJECT SUMMARY OF CAPITAL IMPROVEMENT BUDGET DETAIL**  
**July 1, 2000 – June 30, 2001**  
**EARLY-START FY2001 PROJECTS SUBMITTED APRIL 2000**

**Major Renovation/Remodeling**

**Kibbie Center East End Renovation Planning**

Original Authorization: \$500,000  
Supplementary Authorization: \$1,500,000  
Total Authorization: \$2,000,000

Preparation of planning and design documents for renovation of and addition to the east end of the ASUI Kibbie Activity Center was authorized in April 1999. This project will reconfigure existing space, provide additional space, enhance the support for facility operations and academic areas, and increase space for the intercollegiate athletic program consistent with recommendations of the NCAA Certification process and internal space planning. The project will also provide better and more equitable support for the women's athletic program consistent with the guidelines of Title IX.

Approval is now requested to (1) continue with the architectural and engineering design of this project, and (2) construct the first phase of the planned addition and renovation. Phase I will include performing initial site and infrastructure work and constructing an addition on the south portion of the existing facility to house storage and service areas. Planning and design activities completed to date have indicated the need for a phased construction process that will allow for continued occupancy and use of the east end during the life of the project, enabling critical support functions and athletic programs to remain functional during the renovation. During this phase, design work will continue to be refined on the remainder of the facility spaces.

This request will increase the project budget to \$2,000,000. The source of funds is private donations. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

**Other Renovation/Remodeling**

**Classroom Improvement**

\$100,000

This is part of an annual minor capital program to improve and enhance instructional spaces to facilitate teaching and learning at the university through a series of modernization initiatives in classrooms and instructional laboratories. Project elements include: installation of fixed instructional equipment (computers, audio-visual, etc.), upgrades to electrical and lighting systems, modification of rooms to correct code deficiencies and improve disabled access, correction of structural/architectural deficiencies, installation of acoustical and window treatments, and repair/renovation of room features and fixtures. This is part of the university's FY01 capital budget plan. Authorization is requested to proceed with the project

to take advantage of access to instructional spaces beginning after commencement. Funds to support this work are from the general education allocation to capital and maintenance projects. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

**Systems Repair and Replacement**

South Hill Apartments Re-Roofing Project

\$75,000

This project will address several South Hill Terrace student apartment building roofs selected as being the most critically in need of repair. These apartment roofs are at a critical stage due to age and pose a high risk of leaking. Repair work is needed at this time to prevent further deterioration and leakage at an inopportune time, which would necessitate relocating students while repairs are done. This is part of the university's FY01 capital budget plan. Authorization is requested to proceed with the project to take advantage of seasonal weather and access to apartment spaces beginning after commencement. Funds to support this project will be provided for this work from auxiliary services repair and renovation funding. Approval of this project includes approval to execute necessary contracts for construction contracts to accomplish the project.

**Exterior Campus and Site Development**

Street Renewal and Repair Program

\$50,000

This project continues a successful program of maintaining roads, streets and accesses throughout the campus area. It includes design and construction of these concrete or asphalt travel ways. The source of funds for the projects is the general education maintenance allocation. This is part of the university's FY01 capital budget plan. Authorization is requested to proceed with the project to take advantage of seasonal weather patterns conducive to this work. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

**Safety, Security ADA**

Memorial Gym & Physical Education Building Restrooms, ADA Compliance

\$100,000

This project involves construction of accessible restroom facilities in the Memorial Gym and Physical Education Building (PEB), correcting ADA and related deficiencies, replacing existing sani-fixtures, and installing directional signage. The Memorial Gym and PEB are shared-use facilities housing both academic programs and recreational activities. Provision of adequate access capabilities is vital to the public nature of both facilities. This project is being funded from auxiliary services repair and renovation funds. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

**Feasibility and/or Planning Studies & Evaluations**

Idaho Falls Center for Science and Technology

\$925,000

This project involves planning and design for a Center for Science and Technology (CST) facility at the Idaho Falls Center for Higher Education that will provide a critical linkage in the research and technology partnership between UI, ISU, INRA, and the INEEL. The facility will house research and development laboratories, distance learning and conferencing facilities, and office spaces, providing an environment where multidisciplinary colleagues collectively participate in professional research, development, and education. This initial planning and design work will be funded through federal HUD grant funding. Approval of this project includes approval to execute necessary contracts for architectural/engineering services to accomplish the project.

A&A Center for Design Technology and Integrated Learning

\$200,000

The College of Art & Architecture Center for Design Technology & Integrated Learning is envisioned as a facility that will create technologically advanced and flexible learning environments that accommodate rapid technological change not possible in current facilities. The Center will accommodate interdisciplinary design research that requires special equipment not available in present facilities. A recent accreditation report also raised concerns about the amount and types of spaces available to the college for program delivery. College spaces are currently decentralized across several campus locations. The university requests approval to fund the pre-design, programming, and space analysis phase of this project. This effort will (1) make recommendations for space uses consistent with the college mission, (2) identify potential building sites for the new Center, (3) provide initial cost estimates for renovations, design development and construction, and (4) provide schematic sketches of the proposed facility. The funding source for the planning phase will be from private donations.

Performing Arts Center

\$300,000

The university wishes to build upon its tremendously successful Lionel Hampton School of Music programs by providing a facility that enhances the cultural environment. The Performing Arts Center will enhance outreach efforts by attracting university faculty, staff and students, and an extended community to concerts and other productions. It will also be an educational center that fosters interdisciplinary collaboration among music, jazz studies, cultural studies, and history programs. It will build community not only locally and regionally, but nationally and internationally by providing a rich venue for jazz performance and education through artists-in-residence, visiting scholars, and students coming to Moscow from around the world. Planned spaces in the Center include a performance hall, the Lionel Hampton Jazz Center, and support spaces for the Lionel Hampton School of Music. Approval is requested to fund the pre-design, programming, and space analysis phase of this project. This phase will be funded by private donations.

**Revisions to Previously Authorized Projects:**

Administration Building Renovations

\$250,000

Several Finance and Administration offices are being relocated from the Administration Annex to the Administration Building to make way for the J. A. Albertson College of Business and Economics Building approved by the Board in June 1999. This request authorizes additional funding beyond that included in the CBE project, to increase budget and scope associated with relocation of several administrative offices. As these offices are relocated to the historic Administration Building, the university is seeking to include historically respectful and appropriate features in renovated spaces. The university is also taking advantage of the necessary relocation of these offices to provide adequate and accessible restroom facilities as part of the renovation project. This request provides additional funding needed to appropriately modify spaces first constructed in 1907 and 1936 in a respectful but compliant manner. A total of \$250,000 for this project will be provided from institutional capital reserves. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

**Post Falls--Multi-Tenant Research Park Facility**

Original Authorization: \$2,190,000

Supplementary Authorization: \$760,000

Total Authorization: \$2,950,000

This project was originally authorized in the FY2000 Capital Budget and included planning, design, and construction of a facility for UI programs and services in northern Idaho oriented to business and industry. A HUD grant provided funding for construction of the building shell and associated site preparation and infrastructure. Approval is requested to proceed with the second phase of construction at the Post Falls site that will include a 10,000 gross square foot addition to the existing structure, finishing out office and conference spaces, providing tenant improvements and laboratory spaces, installing associated mechanical, electrical, and communications systems, and completing site work for the facility. The project budget for this second phase of facility development is \$1,950,000, increasing the originally authorized scope by \$760,000 from additional federal grant funding and private contributions. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

**Non-routine Action Item**  
**Division of Professional-Technical Education**

**Item #3.2**

- 4.0 FINANCIAL RECOMMENDATIONS
- 4.1 Budget and Budget Transfers

**SUBJECT:**

Allocation of the State Division of Professional-Technical Education Appropriation

**BACKGROUND:**

The Idaho Legislature appropriates funds for Professional-Technical Education to the Division of Professional-Technical Education in four designated programs: State Leadership and Technical Assistance; General Programs; Postsecondary Programs; and Underprepared Adults/Displaced Homemakers. The Division of Professional-Technical Education requests approval of the allocation of the FY01 appropriated funds (Item #3.2.a).

**DISCUSSION:**

The allocation is based on the level of funding in the appropriation bill and the provisions of the State Plan for Professional-Technical Education. The postsecondary allocation is based on the Annual Plan and Budget Request from the respective Technical Colleges. In addition to finding the standard maintenance of current operations, funds were appropriated for increased enrollment in the secondary programs, professional-technical schools and capacity building in the postsecondary programs. Funds were also appropriated to address salary equity at the Technical Colleges, to replace lost federal set-aside funds for the displaced homemaker program, and to help support the Career Information System.

**FISCAL IMPACT:**

Establish FY2001 operating budget.

**STAFF COMMENTS:**

Approve Professional-Technical Education's allocation request.

**COMMITTEE ACTION:**

Approve Professional-Technical Education's FY2001 appropriation allocation request as detailed on Exhibit #3.2.a.

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

**BOARD ACTION:**

Approve Professional-Technical Education's FY2001 appropriation allocation request as detailed on Exhibit #3.2.a.

Moved by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

Please click for link to  
Division of Professional-Technical Education  
Budget & Budget Transfers  
Pages 42 - 44

**Item #3.2.a  
continued**

Division of Professional-Technical Education  
Budget & Budget Transfers  
Page 2 of 3

**Item #3.2.a  
continued**

Division of Professional-Technical Education  
Budget & Budget Transfers  
Page 3 of 3

**Action Item**

**Item #4**

**SUBJECT:**

Fy2001 College & Universities Allocation

**BACKGROUND:**

House Bill No. 755 (Item #4.a) appropriates \$287,518,800 to the State Board of Education and the Board of Regents monies for the general education programs at BSU, ISU, LCSC, UI, and OSBE for FY01. Legislative intent sections of HB 755 limits the amount to be used by OSBE (\$75,000), establishes the amount to be expended for research (\$1,600,000), establishes amount to be spent for competitive technology grants and for participation in the WGU (\$1,750,000) and expresses intent on coordination with the State Council for Technology in Learning. Section #5 appropriates \$500,000 for teacher preparation activities associated with Idaho's Comprehensive Literacy Act. Section #6 appropriates \$1,300,000 for the College and University Excellence Initiative. Item #4.b is the fiscal note for HB 755 which reflects how JFAC funded MCO and enhancement increases. The Board allocates the lump-sum appropriation to the four institutions based on Board Policy, Section V.T. (Item #4.c).

**DISCUSSION:**

According to the Board policy, the allocation is made in the following order: 1) each institution shall be allocated its prior year base; 2) the Enrollment Workload Adjustment; 3) new occupancy costs; 4) special allocations; and 5) general allocation based on proportionate share to total budget request. The fiscal note has become implied legislative intent which allocates funds to the MCO items and to specific enhancements. Item #4.d represents the recommended allocation for FY2001 for Lewis-Clark State College and the universities.

**FISCAL IMPACT:**

The lump-sum appropriation of \$287,518,800 will be allocated for FY2001.

**STAFF COMMENTS:**

Approve the allocation as presented.

**COMMITTEE ACTION:**

A motion to recommend to the Board the approval of the FY2001 allocation as presented on Item #4.d.

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

**BOARD ACTION:**

A motion to approve the FY2001 allocation as presented on Item #4.d.

Moved by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

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Office of the Idaho State Board of Education  
208.334.2270  
to request copies of House Bill No. 755  
Pages 47-48

**Item #4.a  
continued**

House Bill No. 755  
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**Idaho State Board of Education**

**Item #4.c**

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: V FINANCIAL AFFAIRS**

**SUBSECTION: T Allocation of the Lump Sum Appropriation**

**Published February 2000**

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**ALLOCATION OF THE LUMP SUM APPROPRIATION**

**1. Objectives**

- a. The funding process should offer maximum institutional flexibility to allocate funds internally to carry out roles and missions established by the Board.
- b. The funding process should be a straightforward approach which can be used by the Board to express system-wide priorities.
- c. There should be a clear and understandable relationship between institutional needs, the system-wide funding request, the legislative appropriations, the allocation of funds, and the ultimate use of the funds.
- d. The funding process should not penalize institutions as the result of decisions related to the internal allocation of resources by other institutions.
- e. Any incentives that the Board uses in the funding process should be explicit.
- f. The funding process should be applied consistently from year-to-year so that there can be some level of predictability in the allocation as well as increased confidence in the outcome.
- g. The funding process should encourage cooperative programs among institutions.
- h. The funding process should be compatible with the Statewide Plan for Higher Education.

**2. Methodology**

The allocation shall consist of the total of the lump sum general account appropriation and actual land grant endowment receipts. The allocation shall be made in the following order:

- a. Each institution shall be allocated its base allocation of the prior year.
- b. An enrollment Workload Adjustment shall be applied to the allocation of each institution. The adjustment shall be calculated as follows:

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**

**Item #4.c**  
**continued**

**SECTION: V FINANCIAL AFFAIRS**

**SUBSECTION: T Allocation of the Lump Sum Appropriation** **Published February 2000**

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- (1) A three-year moving average of credit hours multiplied by the program weights shall be used. The three (3) years to be used shall be those which precede the year of the allocation and shall consist of two (2) years of actual and one (1) year of estimated credit hours.
- (2) Effective with the FY 1990 allocation, credit hours generated from externally funded sources and contracts shall be removed from this adjustment. Credit hours for in-service teacher education shall not be removed.
- (3) The total budget base of the institutions shall be multiplied by 0.33 and divided by the three-year moving average of total weighted credit hours for the prior year. The resultant amount per credit hour shall be multiplied by the change from the prior three-year moving average of weighted credit hours for each institution to calculate the adjustment by institution.
- (4) Program weights are the weighting factors applied to four (4) categories of instructional disciplines with different weight factors by category and course level. The groups and factors follow.

**Group I**

Physical Education  
Law  
Letters  
Library Sciences  
Mathematics  
Military Science  
Psychology  
Social Sciences

**Group II**

Area Studies  
Business & Management  
Education  
Communications  
Home Economics  
Public Affairs  
Interdisciplinary Studies

Finance Committee Agenda  
April 20 - 21, 2000

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**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**

**Item #4.c**  
**continued**

**SECTION: V FINANCIAL AFFAIRS**

**SUBSECTION: T Allocation of the Lump Sum Appropriation**

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Group III

Agricultural & Natural Resources  
Architecture & Environmental Design  
Biological Sciences  
Fine & Applied Arts  
Foreign Languages  
Physical Sciences

Group IV

Engineering  
Health Professions  
Computer & Information Sciences

The weighting factors for the above categories are as follows:

<u>Course Level</u>	<u>Category</u>			
	I	II	III	IV
Lower Division	1.00	1.30	1.60	3.00
Upper Division	1.50	1.90	2.50	3.50
Graduate	3.50	3.50	6.00	6.50
Law	2.60	--	--	--

An additional 5% emphasis factor is given to the Primary Emphasis areas at each institution. These areas are:

Boise State University

Business  
Social Science (includes Economics)  
Public Affairs  
Performing Arts (excluding Art)  
Education  
Engineering

**Idaho State Board of Education**

**GOVERNING POLICIES AND PROCEDURES**

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**Item #4.c  
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Idaho State University

Health Professions  
Biological Sciences  
Physical Sciences  
Education

University of Idaho

Agriculture  
Forestry  
Mines  
Engineering  
Architecture  
Law  
Foreign Languages  
Education

Lewis-Clark State College

Business  
Criminal Justice  
Nursing  
Social Work  
Education

- c. Operations and maintenance funds (custodial, maintenance, and utilities) for new, major general education capital improvement projects shall be allocated to affect institutions.
- d. Decision units above the base shall be consistent with the legislative budget request. The allocation of these decision units to the institutions shall be based on the proportionate share of each institution in the total budget request for these decision units applied to the increase in appropriations above the base excluding special allocations.
- e. The Board may also allocate funds for special activities or projects at the discretion of the Board.

**Item #4.d**

Please click for link to  
College & Universities  
Allocation of FY2001 Appropriation

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**Action Item**

**Item #5**

**SUBJECT:**

FY2001 Community College Allocation

**BACKGROUND:**

House Bill No. 758 (Item #5.a) appropriates to the State Board of Education monies for Community College Support. There is no legislative intent attached to the bill. The Board allocates the funds equally among College of Southern Idaho and North Idaho College.

**DISCUSSION:**

Based on the agreement by the presidents of the two colleges, the funds are allocated equally to the two colleges.

**FISCAL IMPACT:**

Each college would be allocated \$7,923,400 for FY2001.

**STAFF COMMENTS:**

Item #5.b reflects the staff comments on splitting the funds equally.

**COMMITTEE ACTION:**

A motion to recommend to the Board the approval of the FY2001 allocation of community college support.

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

**BOARD ACTION:**

A motion to approve the FY2001 allocation of community college support to College of Southern Idaho and to North Idaho College equally as shown on Item #5.b.

Moved by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

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Please contact the  
Office of the Idaho State Board of Education  
208.334.2270  
to request copies of House Bill No. 758  
Page 59

**Item #5.b**

**COMMUNITY COLLEGES  
FY2001 ALLOCATION**

	<u>Appropriation</u>	<u>CSI</u>	<u>NIC</u>	<u>TOTAL</u>
1	<b>Fiscal Year 2001:</b>			
2	<b>House Bill No. 758</b>			
3	<b>Community College Support</b>	<b>7,923,400</b>	<b>7,923,400</b>	<b>15,846,800</b>
4				
5				
6				
7	<b>Fiscal Year 2000:</b>			
8	<b>Senate Bill No. 1272</b>			
9	<b>Community College Support</b>	<b>7,180,900</b>	<b>7,180,900</b>	<b>14,361,800</b>
10				
11				
12	<b>% Increase from FY00</b>	<b>10.34%</b>	<b>10.34%</b>	<b>10.34%</b>

**Action Item**

**Item #6**

**SUBJECT:**

Student Fee and Tuition Rates for FY2001

**BACKGROUND:**

Section V.R. (Item #6.a) contains the Board policy on defining fees and the establishment of fees. Section V.R.2 is the Board's policy on student fees. It states "...the institutions shall maintain fees that are competitive with those of western peer institutions." And, "An institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board." Section V.R.4.b. details the process used by the institutions in proposing to alter student fee rates by issuing an initial notice and conducting a public hearing. BSU, ISU, UI, LCSC, and EITC have notified students of proposed fee increases, have conducted public hearings, and have made recommendation to the Board on student fee and tuition rates for FY2001.

**DISCUSSION:**

Item #6.b summarizes the recommended fee increases. In addition, for each institution there will be: 1) a schedule detailing the fee and tuition changes; 2) a schedule reflecting the amount of revenue generated from the fee and tuition changes and projected enrollment changes; and 3) a narrative justification of the planned uses of the additional revenue (Items #6: c BSU, d ISU, e UI, f LCSC, and g EITC).

The institutions do not have Board approved peer institutions so the average for the WICHE states has been used for fee comparisons. Item #6.h compares WICHE states' fees and tuition averages for residents and nonresidents for the universities and college. Item #6.i provides a history of the average fees/tuition in Idaho versus WICHE states. Item #6.j compares fees as a percent of median household income and per capita personal income for the WICHE states. Item #6.k provides student financial aid history at LCSC and the universities.

**FISCAL IMPACT:**

The increased fee and tuition rates generate additional revenue to the institutions for their FY2001 operating budget while increasing the cost to students attending college.

**STAFF COMMENTS:**

Approve the fees and tuition rates for FY2001 as recommended.

**COMMITTEE ACTION:**

A motion to recommend to the Board the approval of fees and tuition for FY2001 as recommended by the institutions and as detailed on Items #6c – 6.g.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**BOARD ACTION:**

Finance Committee Agenda  
April 20 - 21, 2000

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A motion to approve the fees and tuition for FY2001 for Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, and Eastern Idaho Technical College as recommended and displayed on Items #6.c – 6.g.

Moved by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**  
**SECTION: V FINANCIAL AFFAIRS**  
**SUBSECTION: R Establishment of Fees**

**Item #6.a**

**Published February 2000**

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**ESTABLISHMENT OF FEES, TUITION, AND OTHER CHARGES**

**1. Definitions and Types of Fees.**

The following definitions are applicable to fees charged to students at the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, and Eastern Idaho Technical College.

Cost analysis terms used in this section shall be defined as they are defined in the Idaho College and Universities Statewide Cost Study: General Education Funds (Final Costs Analysis).

**a. General Education Fees.**

General education fees are to be deposited into the miscellaneous receipts accounts as required by Section V, Subsection Q.

**(1) Tuition.**

Tuition is defined as the fee charged for the cost of instruction at the colleges and universities. The cost of instruction shall not include those costs associated with said colleges and universities, such as maintenance and operation of physical plant, student services and institutional support, which are complementary to, but not part of the instructional program. Tuition may be charged only to nonresident, full-time and part-time students enrolled in any degree-granting program and to vocational students enrolled in pre-employment, preparatory programs.

**(2) Matriculation Fee.**

Matriculation fee is defined as the fee charged for maintenance and operation of physical plant, student services, and institutional support for full-time students enrolled in academic credit courses and vocational pre-employment, preparatory programs.

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**Item #6.a**  
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(3) Vocational Education Fee.

Vocational education fee is defined as the fee charged for educational costs for students enrolled in vocational pre-employment, preparatory programs.

(4) Part-time Education Fee.

Part-time education fee is defined as the fee per credit hour charged for educational costs for part-time students enrolled in any degree program.

(5) Graduate Fee.

Graduate fee is defined as the additional fee charged for educational costs for full-time and part-time students enrolled in any post-baccalaureate degree-granting program.

(6) Summer School Fee.

Summer school fee is defined as the fee charged for educational costs for students enrolled in academic programs in summer semester.

(7) Western Undergraduate Exchange (WUE) Fee.

Western Undergraduate Exchange fee is defined as the additional fee for full-time students participating in this program and shall be equal to fifty percent (50%) of the total of the matriculation fee, facility fee, and activity fee.

(8) Employee/Spouse Fee.

The fee for eligible participants shall be a registration fee of twenty dollars (\$20.00) plus five dollars (\$5.00) per credit hour. Eligibility shall be determined by each institution. Employees at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Special course fees may also be charged.

**Idaho State Board of Education**  
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**SECTION: V FINANCIAL AFFAIRS**  
**SUBSECTION: R Establishment of Fees**

**Item #6.a**  
**continued**

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(9) Senior Citizen Fee.

The fee for Idaho residents who are 60 years of age or older shall be a registration fee of twenty dollars (\$20.00) plus five dollars (\$5.00) per credit hour. This fee is for courses on a space available basis only. Special course fees may also be charged.

(10) In-Service Teacher Education Fee.

The fee shall be one-third of the average part time undergraduate credit hour fee or one-third of the average graduate credit hour fee. This special fee shall be applicable only to approved teacher education courses. The following guidelines will determine if a course or individual qualifies for this special fee.

- (a) The student must be an Idaho public school teacher or other professional employee of an Idaho school district.
- (b) The costs of instruction are paid by an entity other than an institution.
- (c) The course must be approved by the appropriate academic unit(s) at the institution.
- (d) The credit awarded is for professional development and cannot be applied towards a degree program.

(11) Course Overload Fee.

This fee may be charged to full-time students with excessive course loads as determined by each institution.

b. Local Fees.

Local fees are both full-time and part-time student fees which are to be deposited into the local institutional accounts. Local fees shall be expended for the purposes for which they were collected.

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**  
**SECTION: V FINANCIAL AFFAIRS**  
**SUBSECTION: R Establishment of Fees**

**Item #6.a**  
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(1) Facilities Fee.

Facilities fee is defined as the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of general education facilities.

(2) Activity Fee.

Activity fee is defined as the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students. The activity fee shall not be charged for educational costs or major capital improvement or building projects. Each institution shall develop a detailed definition and allocation proposal for each activity for internal management purposes.

(3) Technology Fee.

Technology fee is defined as the fee charged for campus technology enhancements and operations.

(4) Professional Fee.

Professional fee is defined as the additional fee charged for educational costs for students enrolled in specialized degree granting programs such as pharmacy, law, medicine, veterinary medicine, dentistry, physician assistant, physical therapy, architecture and landscape architecture.

(5) Contracts and Grants.

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**  
**SECTION: V FINANCIAL AFFAIRS**  
**SUBSECTION: R Establishment of Fees**

**Item #6.a**  
**continued**

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(6) Continuing Education.

Continuing education fee is defined as the additional fee to part-time students which is charged on a per credit hour basis to support the costs of continuing education.

**2. Board Policy on Student Fees.**

Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain fees that are competitive with those of western peer institutions. Therefore the total fee for full-time undergraduate and graduate students for both residents and nonresidents shall not exceed the peer group average of the prior year. An institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board.

**3. Fees Approved by the Chief Executive Officer of the Institution.**

a. Special Course Fees or Assessments.

A special course fee is a fee required for a specific course or special activity and therefore not required of all students enrolled at the institution. Fees such as penalty assessments, library fines, continuing education fees, parking fines, laboratory fees, breakage fees, fees for video outreach courses, late registration fees, and fees for special courses offered for such purposes as remedial education credit that do not count toward meeting degree requirements are considered special course fees. All special course fees or penalty assessments, or changes to such fees or assessments, are established and become effective in the amount and at the time specified by the chief executive officer of the institution. The chief executive officer is responsible for reporting these fees to the Board upon request.

b. Student Health Insurance Premiums or Room and Board Rates.

Fees for student health insurance premiums paid either as part of the uniform student fee or separately by individual students, or charges for room and board at the dormitories or family housing units of the institutions. Changes in insurance premiums or room and board rates or family housing charges shall be approved by the chief executive officer of the institution no later than three (3) months prior to the semester the change is to become effective. The chief executive officer shall report such changes to the Board at its next meeting.

**Idaho State Board of Education**  
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c. Activity and Facility Fees.

The chief executive officer of the institution shall approve the amount of each of these fees no later than April 1 of each year prior to the academic year the change is to become effective. The chief executive officer or his or her designee shall meet and confer with the associated student body before approving these fees. The institution shall hold a public meeting on the fee changes, and a report of the meeting shall be made available to the Board.

**4. Fees Approved by the Board.**

a. Fees Requiring Board Approval.

- (1) Tuition
- (2) Matriculation
- (3) Professional-Technical Education Fee
- (4) Part-time Education Fee
- (5) Graduate Fee
- (6) Summer School Fee
- (7) Professional Fee
- (8) Course Overload Fee

b. Initial Notice.

A proposal to alter a student fee covered by Subsection V.R.4.a shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made. Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper during the months of publication of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

**Idaho State Board of Education**  
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**Item #6.a**  
**continued**

**Published February 2000**

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The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board.

c. Board Approval.

Generally, Board approval for fees will be considered at the April Board meeting of each year. This requirement is intended to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

d. Effective Date.

Any change in the rate of fees or tuition becomes effective on the date approved by the Board unless otherwise specified.

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Please click here for link to  
Colleges & Universities  
Summary of FY2001 Annual Student Fees  
As Recommended by the Institutions

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Please click here for link to  
Boise State University  
FY2001 Student Fee Schedules  
Pages 73-74

BOISE STATE UNIVERSITY  
FY2001 Student Fee Schedules  
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**Boise State University**  
**Student Fee Increase Requests**

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General Education Fees

Increase: Full time - \$70/sem  
Part time/summer - \$7/cr

The State Board of Education policy defines general education fees as the matriculation, vocational education, nonresident tuition, undergraduate per credit, graduate full-time, graduate per credit, summer school per credit, Western Undergraduate Exchange (WUE), employee/spouse, senior citizen, and in-service teacher education. These fees are used to support the operation and maintenance of the University. The proposed increase for the matriculation fee is \$70.00 per semester or just over six percent. The proposed increase for undergraduate part-time students is \$7.00. This proposed increase would be utilized to address numerous needs to meet the University's increasing enrollments. Including the areas of technology, facilities, student support and general institutional support functions, based on accreditation recommendations. The fee proposal attempts to balance the anticipated needs of the campus by spreading the costs across the broadest student groups while maintaining a fee structure that is competitive with student charges at other Western states.

Children's Center

Increase: Full time - \$1.50/sem

The Boise State University Children's Center provides exceptional, high quality childcare for students at a cost that is below the local market. This service enhances the learning process by providing student parents the opportunity to focus on their educational goals, while providing observation, intern and practicum experience for student in a variety of academic programs. The Center currently receives \$3.50 per full-time student for fall and spring semesters and \$.35 per credit hour for part-time and summer students. The total yearly amount is approximately \$85,000. The annual budget for the Children's Center is \$580,000. The additional revenue from this increase will assist in maintaining the quality of care by continuing to allow the Center to charge reasonable rates to students and promoting the ability to hire quality staff and maintain small class sizes.

Student Computer Fee

Increase: Full time - \$2.50/sem  
Part time/summer - \$.25/cr

The demand for up-to-date computing resources readily available for student use continues to grow rapidly. Past fee rates have not been able to completely equip the lab in the Engineering/Technology building and fees have not been sufficient to upgrade existing equipment in a timely manner. In addition to the demand for up-to-date hardware and software general use computing labs have experienced and will continue to experience significant increases in the total number of pages being printed. The current fee is \$24.75 for full time students and the projected revenue for 2000/2001 is approximately \$618,100.

**Boise State University**

**Item #6.c.3 continued**

Intercollegiate Athletics

Increase: Full time - \$5/sem  
Part time/summer - \$.50/cr

Student fees for athletics have not been increased to keep pace with inflation. The cost of fees, room, board and books increases annually at a rate of 5% to 8%. The fee increase is necessary to help fund the addition of women's soccer, which was mandated by the US Office of Civil Rights in an agreement with Boise State, signed in December of 1997. Women's soccer will be starting its third year of competition and will be adding new grants-in-aid to the program. The increased cost of existing grants-in-aid is expected to exceed \$80,000 next year (200 grants x estimated \$400 per grant = \$80,000). Part time students are eligible to receive approximately \$325 in discounts and free tickets to athletic events. This fee increase would still put Boise State University below the same fee at the University of Idaho and Idaho State University. The current fee for athletics is \$70 per semester for full time students and \$3 per credit hour for part time. The total budget for the Athletic Department is \$8.6 million.

Student Union and Activities

Increase: Full time - \$6/sem  
Part time/summer - \$.60/cr

With expected increase in wages of 3% to 4.5% for FY01, the Student Union and Activities requests and operation/activities fee increase to respond to state employee wage increases, increases in minimum wage and wage enhancements for part-time student employees. In addition, the increase will allow the Union to continue to address the recommended return to reserves of no less than 3% per year of the valuation of the facility. Without this fee it will be necessary to reduce services and programs in the Union. The Union absorbed budget shortfalls in FY00 through cost reduction and reduction of expense lines, and through deferred maintenance projects. The proposed fee increase is necessary for the long-term health of the facility and the activities programs. Otherwise, the Union will be required to reduce or eliminate some of the existing services and/or programs. Current activity fee is \$60 per semester and \$6 per credit hour for part-time and summer students. The total SUB/Housing Building and Operations Fee is \$144 per semester and \$14.40 per credit hour for part-time and summer students. The split is \$60 Union Operations and Activities, \$57.05 residence hall and apartment construction, and \$26.95 Student Union construction. The Student Union's current annual operating budget is \$3,125,600.

Blue Thunder Marching Band

Increase: Full time - \$2/sem  
Part time/summer - \$.50/cr

The Marching Band program has grown over the past few years and the limited budget can no longer sustain basic needs. The band has increased to 200 hard working and dedicated individuals who represent Boise State University and the Bronco spirit on a daily basis. Band members provide service not only to the University but also act as ambassadors for BSU during frequent performances for public functions. Additional funding would assist in

**Boise State University**

**Item #6.c.3 continued**

paying for basic operational needs, including travel with the athletic teams, the ability to recruit talented students to BSU and to pay for uniforms.

The current activity fee is \$3 per full time student. The total annual budget is \$208,020, based on 1999-2000 funds.

Distinguished Lecturer Series

Increase: Full time - \$2/sem  
Part time/summer - \$.20/cr

As a growing, urban university in the primary metropolitan area of the upper, Intermountain West, Boise State University has an obligation to be a leader in the discourse of important issues. Boise State has hosted various eminent speakers over the years but has no continuing institution wide program. The Boise State University Distinguished Lecture Series would serve that need. One lecture would be delivered each semester. Lecturers will be chosen by an intra-university committee composed of students, faculty and staff and will be selected to serve a number of criteria. Lectures will be presented in the BSU Student Union Building Jordan Ballroom at a convenient time. Admission will be free. The Associate Vice President of Academic Affairs will supervise the lecture series administration and an intra-university committee will manage the Series. The current activity fee amount and total annual budget is \$0. 10% (\$.20) will be charged for part time credit generated in fall and spring semesters plus the same amount will be charged for summer session credits generated. This charge would begin in 2000-2001 and continue each year thereafter.

Volunteer Services Board

Increase: Full time - \$2/sem  
Part time/summer - \$.20/cr

The Volunteer Services Board's program has rapidly expanded in the number of student participants as well as the number of programs produced. The level of student involvement has increased from 164 participants in 1992-93, to 1,459 participants last year. This year, the projected number of participants is 1,700. In the last two years, the following new programs were introduced into VSB's programming: Make a Difference Day, a national day of service; The Hunger Banquet; the Hunger Cleanup; Earth Day volunteer events; Mentoring Program. The Volunteer Services Board is financed through a portion of a dedicated student fee of \$3.50 per semester for full-time students and \$.35 per credit for part-time and summer students. Approximately 75% of this fee is directed to BSU's Service-Learning program and the remaining 25% funds the Volunteer Services Board. The Volunteer Services Board's total annual budget for the current fiscal year is

\$25,018 including \$3,000 from the Student Union work-study fund. This budget covers the cost associated with events, projects, referral system expenses, promotions, staffing, office expenses, travel, training, publications, and association memberships. This proposed increase in revenue would bring VSB's total annual budget to \$74,258.

**Boise State University**

**Item #6.c.3 continued**

The Arbiter

Increase: Full time - \$1/sem  
Part time - \$.50/cr

The Arbiter has had a goal of moving from a weekly publication to a twice weekly for at least the past four years. During that time, several steps have been taken to move towards that goal. In order to publish twice a week, The Arbiter must upgrade ten of its existing computers, purchase two more computers to act as internal servers and spend a significant amount on updating old software as well as getting new software to support the move. In the past, The Arbiter has funded it's own capital expenditures through cuts in overhead or increased advertising revenue. Currently, eighteen out of twenty two computers used to put together the paper each week are over eight years old. In addition to the need for new computers, the Arbiter must also allow for an increase in printing costs. A price increase in paper products of approximately 30% is expected this summer. This will result in an estimated increase of 5-10% in current actual printing costs. The Arbiter is also trying to expand as the student enrollment increases. Circulation for the Arbiter now stands at 5,000 copies every week. Based on figures from institutions similar to Boise State, the circulation should be at 8,000 to 9,000 copies to adequately serve the current student population.

The Arbiter has received the same amount in student fees since 1990. At the same time, the paper has lowered costs to students and student organizations to run advertisements, offered alternative sources of free advertising for student events and has increased learning opportunities for student employees by sending them to conferences. It is the goal of The Arbiter to continue to provide these services and continue to expand upon them with the move to twice a week. Current activity fee: \$4 for full-time undergraduate and graduate students. No fee for part-time students. Total annual budget is \$173,570.

Outdoor Program

Increase: Full time - \$2/sem  
Part time/summer - \$.30/cr

In 1998 the Boise State University Student Union made a commitment to provide extra curricular non-academic wilderness experiences and rentals available to the student population. During the past year the Outdoor Program served the campus population by renting over 21,000 rental items, offering 18 instructional seminars for 284 students, and 17 leadership-training seminars. During the spring of 2000, the Outdoor Program will serve approximately 700 student participants through seminars, wilderness training and adventure trips. Additionally the Outdoor Program has expanded services by adding instructional workshops, an outdoor reference library of maps, videos and books. There has not been an increase in this activity fee for 15 years, however, the commitment and interest has proven this a vital program for the campus community. The current fee is \$1.00 per semester for full-time students. There is no summer fee or any fee at this time for part-time students. The total Outdoor Program budget for fiscal year 1999-2000 is \$90,301.

**Boise State University**

**Item #6.c.3 continued**

Campus Recreation

Increase: Full time - \$7/sem  
Part time/summer - \$1.60/cr

With the new Student Recreation Center opening in just 15 months, recreation at Boise State University has become paramount. Over the past three-year period, ASBSU and the student population have overwhelmingly supported the expansion of Boise State University's Campus Recreation facilities and programs.

The new facility will sponsor inclusive programs that are centered around healthy lifestyle behaviors through active participation in multifaceted recreational sports and leisure opportunities. For the first time, this new facility will consolidate every aspect of campus fitness and recreation opportunities necessary for all students of the university. These programs include Informal Recreation, ChildCare, Fitness and Wellness, Injury Prevention, Instructional Programming, Intramural Sports, Club Sports, Outdoor Recreation, and Programs for People with Disabilities. The proposed increase will increase the Activity Fee to \$16 per semester. This increase, with the resulting programs and services for students, will only enhance our university and aid in the recruitment and retention of our student population. The recreation program is financed through student and user fees, \$9 for full-time students, .40 per credit hour for fall and spring semester's part-time students, \$1.40 per credit for summer session. The total department budget for fiscal year 1999-2000 is \$343,781.

Student Housing-Residence Hall  
Room and Board Rates

Increase: Full time – 3.5% for each  
meal plan

Student Housing  
University Apartment Rates

Increase: 2.5%, 3.5% other University  
rentals

The current annual Student Housing budget, including food services, is \$4,332,385. In addition, we share an annual facilities debit service budget of \$2,088,385 with the Student Union. The increase would fund a 3.5% increase in food costs to the Fine Host Corporation, a 3.5% personnel increase recommended by the Governor, expected increases in water, sewer and other utilities, and a general Cost of Living (CPI) increase of 2.9%. The proposed increases are minimal as we attempt to keep housing costs down and the facilities maintained and occupied for the 2000-2001 academic year.

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Anticipated Use of Proposed  
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**University of Idaho  
Student Fees and Tuition Information**

**General Education Fees and Tuition:**

The attached worksheet, which estimates potential fee and tuition revenue changes for FY2001, is predicated on the fee and tuition rates contained in the UI Notice of Intent to Adopt Student Fee and Rate Increases and adjusted for current enrollment levels. Due to the high nonresident tuition rates adopted a few years ago and additional waivers of nonresident tuition, nonresident tuition revenues are expected to continue to decline in FY2001. Internal funding shifts will be used to modify the loss of nonresident tuition that is spent for instructional programs. General Account funds from non-instructional areas will be used to fund a slightly larger percentage of total instructional activities in the transition period. Increases in student numbers will ultimately replace the lost revenues.

Although the university has not completed an FY2001 allocation plan for General Education, allocations in the three areas of Student Services, Physical Plant and Institutional Support will be partially funded by the additional matriculation fee revenues. Primary initiatives and funding issues being considered include:

**Student Services:**

- 504 Compliance (testing programs and assistance for hearing and sight impaired students)
- Student Financial Aid Programs (matching funds, scholarships, international study programs)
- Student Service Programs (recruitment and retention)

**Improve and Maintain Facilities and Infrastructure:**

- Fire Response Contract (City of Moscow)
- Police Contract Adjustments (City of Moscow)
- Enhancing Campus Lighting and Safety Programs
- Technology Infrastructure (administrative systems maintenance, equipment, software)
- Improving and Expanding Facilities (classrooms, labs, rental spaces)
- Liability Insurance
- Fire and Property Insurance
- Utilities (rate and usage increases)

An increase is also proposed for the Architecture Professional Fee. This fee was initiated three years ago and has not been increased since that time. The proposed increase represents the first year of a three-year phased increase. Revenue increases will be used to address a variety of the college's needs including the computer studios (hardware, software, workstations), the Visual Resource Center (slides, facility improvements, equipment), and other college equipment and resource needs.

Increases in the fees for Summer Programs and Outreach Programs (off campus programs) are also proposed. Both programs rely extensively on generated income and will use the additional revenues to enhance program offerings and sustain the delivery infrastructure.

**University of Idaho  
Student Fees and Tuition Information**

**Non-General Education Fees:**

The following information briefly summarizes the uses of the dedicated facility and activity fee revenues that were contained in the fee notice (revenue estimates are net of enrollment and fee changes):

Recreational Facilities R&R (\$31,600): Provides additional funds for renovation and repairs to outdoor recreation fields and other recreation facilities.

Student Computing (\$37,600): Augments funds dedicated to student computing labs (hardware, software, modems, lab assistants) and provides additional bandwidth capabilities.

Intercollegiate Athletics (\$60,600): Provides additional resources for the multi-year funding plan which will result in compliance with federal gender equity mandates (Title IX).

Student Recreation Center Operations (\$93,800): Provides start-up operating funds to support the student recreation center.

Kibbie Center Operations (\$27,100): Provides additional operating costs and funds for repairs and maintenance.

Student Advisory Services (\$32,100): Augments funds available for new student orientation and related retention activities.

Student Accident Insurance (\$34,900): Maintains current levels of mandatory student accident insurance.

Commons/Union Operations (\$46,300): Augments operating funds for the Commons/Union facilities.

Vandal Card (\$17,500): Provides a portion of the funds needed to enhance campus card services.

Marching Band (\$23,900): Provides travel and support funds for the marching band's additional travel requirements.

Campus Recreation/Intramurals (\$23,400): Augments support for campus recreation and sport club activities.

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LEWIS-CLARK STATE COLLEGE  
FY2001 Student Fee Schedules  
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**Lewis-Clark State College**  
**Utilization of Proposed FY 2001 Fee**  
**Increase Revenues**

The College's FY 2001 fee proposal for Board approval reflects a 7.26% (\$80/semester) increase to the full-time resident fee, a 7.84% (\$8/credit hour) increase to the part-time fee and a 3.15% (\$83/semester) increase to non-resident tuition. The current proposal also reflects a \$3/semester decrease from the "Initial Notice" of fee increase presented to the students in early March. This decrease was the result of student input received from the ASB leadership and from a general student fee hearing conducted on March 14, 2000.

The largest increase to the full-time resident fee is the matriculation fee increase. This \$58/semester increase to the matriculation fee will be utilized in the following ways:

1. To help offset a reduction in enrollment revenue which is exacerbated by a negative EWA.
2. To help offset inflation of operating funds, which was not funded by legislative appropriation.
3. To address needs in the areas of technology and accreditation.

The remaining changes to the full-time student fee are:

1. A new \$10/semester fee, the first of a five year plan to reach a total of \$60/semester, to renovate and expand the Silverthorne Theatre. The College seeks Board approval for a five year plan of the following increases which total \$60 – FY 2001 - \$10, FY 2002 - \$12, FY 2003 - \$14, FY 2004 - \$12 and FY 2005 - \$12.
2. An increase of \$2.50/semester to the athletic fee to continue implementation of the College's five year Title 9 (Gender Equity) plan.
3. Increases of \$1.75 and \$1.25/semester to the Student Health Center and SUB, respectively, to provide for salary increases for employees of these two auxiliaries.
4. A new \$4.50/semester fee for student co-curricular activities. This new fee will provide a funding source for additional student competitions.

The proposal also includes an increase to the credit hour fee of \$8 per credit or 7.84%. Increases to this fee will be used to fund needs in most of the areas funded by increases in the full-time resident fee discussed above. Finally, the proposal includes an increase of 3.15% to the non-resident fee. This income will be used to offset costs in the same areas addressed by the matriculation fee increase.

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EASTERN IDAHO TECHNICAL COLLEGE  
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**Eastern Idaho Technical College**

Discussion Related To Proposed FY 2001 Fee Increase

Eastern Idaho Technical College is proposing to increase by 4% the full-time resident and full-time non-resident student enrollment fees for the 2000 – 2001 instructional year. Similarly, the College is proposing to increase the part-time resident and part-time non-resident enrollment fees by 3.3% as part of the College financial plan. As mentioned, the increase in student enrollment fees is anticipated to commence with the 2000 fall semester.

Further, the proposed student enrollment fee increases will generate approximately \$17,500. The College proposes to use the additional revenue in support of student financial aid and to enhance educational support.

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**Item #6.i**

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History of WICHE States  
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Comparison of Median Household Income &  
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FINANCIAL AID INFORMATION  
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IDAHO STATE UNIVERSITY

FINANCIAL AID INFORMTAION  
UNIVERSITY OF IDAHO

**Item #6.k  
continued**

FINANCIAL AID INFORMTION  
LEWIS-CLARK STATE COLLEGE

**Action Item**

**Item #7**

**SUBJECT:**

FY2000 Revenue Adjustment Request

**BACKGROUND:**

For the college and universities, the funds appropriated include revenue from state endowments in addition to the general account. Revenue projections are used for the endowments earnings. Since actual revenue depends on timber sales and investment return, it is highly unlikely that actual revenue will match the projected revenue. Institutional spending is limited to the lesser of actual receipts or the appropriated amount. Receipts in excess of the appropriated amounts exist on the endowment accounts (Item #7.a). A recent attorney general opinion states the institutions have the authority to spend the funds that are deposited in the accounts.

**DISCUSSION:**

Item #7.a, line 14, identifies \$1,164,300 of excess endowment revenues. The college and universities request the spending authority for FY00 to be increased in order to expend these one-time funds on one-time expenditures.

**FISCAL IMPACT:**

The request would provide additional one-time funds for FY00. The funds will be allocated to the institutions based on the FY00 general account and endowment allocation.

**STAFF COMMENTS:**

Since the revenue is dedicated to support the college and universities, approve the request.

**COMMITTEE ACTION:**

A motion to request the Board to approve an increase in the FY00 spending authority based on funds available in the endowment accounts.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**BOARD ACTION:**

A motion to approve an increase in the FY00 spending authority for BSU, ISU, UI, and LCSC based on available endowment funds as detailed on Item #7.a.

Moved by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**Item #7.a**

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College & Universities  
Analysis of Endowment Funds

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**Action Item**

**Item #8**

**SUBJECT:**

FY2002 Budget Request Process

**BACKGROUND:**

The budget request process provides the institutions and agencies the opportunity to communicate to the Board and the State their short-term goals in terms of financial resources needed. The process is detailed in the request guidelines approved by the Board at the March meeting (Item #8.a). The Board approved requests are then forwarded to the Governor and legislature for their considerations.

**DISCUSSION:**

As indicated on the guidelines, the request consists of two components: MCO requests and enhancement requests. The MCO requests are calculated per State guidelines, with the enhancement requests identifying unique requests. Institutions are agencies are allowed to request up to 5% of their budget base for enhancements. These agenda requests will be mailed to Board members separate of the agenda approximately one week prior to the Board meeting.

**FISCAL IMPACT:**

Provides opportunities for FY2002 funds.

**STAFF COMMENTS:**

Review the enhancement requests and approve if appropriate.

**COMMITTEE ACTION:**

A motion to recommend to the Board the approval of the FY2002 enhancement requests as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**BOARD ACTION:**

A motion to approve the FY2002 enhancement request as presented.

Moved by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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## **State Board of Education FY2002 Budget Request Guidelines**

### **Background:**

The State Board of Education is responsible for submitting approved budget requests for institutions, agencies and programs under its supervision and/or governance to the executive and legislative branches of government by September 1, 2000. The Board must follow the budget process as detailed in the Division of Financial Management's Budget Development Manual. The process begins with the budget base and adds requests for maintenance of current operations (MCO) and enhancements. The MCO request uses inflationary factors in the Development Manual to calculate the cost of maintaining operations (salary adjustments, inflationary increases, enrollment workload adjustments, etc.). The enhancement requests represent funding for unique issues, initiatives or programs identified by the institutions or agencies. The Board's major focus on the request is the enhancement requests since they are the requests that the Board can direct.

### **MCO Request Guidelines:**

The MCO request will be generated using the guidelines provided in the Budget Development Manual. Additional MCO requests will be generated for nonstandard adjustments that will be calculated per Board policy. Since the guidelines will not be available until early June, the MCO requests will be due in the Board office July 28, 2000.

### **Enhancement Request Guidelines:**

In order to connect the FY02 budget request to the Board's 2000 – 2005 Statewide Strategic Plan, each enhancement request must identify the goal and objective it will accomplish within the strategic plan. This will link the short-term tactical plans with the long-range strategic plans.

Enhancement requests will be limited to 5% of the general account budget base. Exception to the limit will be the college and universities (general account and endowment funds) and Vocational Rehabilitation (total funds). Specific enhancement categories, in priority order, are:

**Post Secondary Education Programs:** (Professional/Technical -Post Secondary Program, Community Colleges, College and Universities, Health Programs and Special Programs)

#### **A. Salary Competitiveness:**

The 1994 HayGroup Compensation Survey (updated for current salaries) and/or peer institutions identified by the institutions, will be used to support the request for salary comparisons for faculty and other non-classified positions. If a peer comparison is used other than the HayGroup Survey, the detail calculations must be submitted to the Board office to support the request.

**FY2002 Budget Request Guidelines**

**Item #8.a continued**

**B. Infrastructure:**

Infrastructure is broadly defined as needs to support the instruction, research and public service programs. This could include technology, physical facilities needs, operating budget support, institutional support, etc.

**C. Role & Mission:**

Requests for critical issues unique to the role & mission of each institution or program.

**Agencies and Other Programs:** (OSBE, ISDB, Professional Technical Education, IPTV, State Library, Historical Society, Vocational Rehabilitation and Special Programs)

**A. Role & Mission: (100% of enhancement requests)**

Because the needs of the agencies and programs are unique and have limited commonality, requests fall within one general category.

**Building Fund (Capital Budget) Requests:**

The FY2002 Capital Budget Requests will be developed according to the guidelines in the Budget Development Manual and as provided by the Division of Public Works (DPW). DPW's guidelines usually require the submission of a preliminary list followed by the required detailed forms. The Board will approve and prioritize projects at the June Board meeting. Guidelines for presenting Building Fund request will be distributed at a later date.

**Special One-Time Requests:**

Special requests will be developed in anticipation of the potential one-time funds that might be available due to actual revenue in excess of anticipated revenue and/or due to other possible one-time funding sources. Special one-time requests will be limited to 2% of the budget base determined above.

**Timetable:**

The Finance Committee/Board will conduct preliminary budget discussion and establish the process and the budget timeframe at the March 2000 Board meeting. The enhancement requests will be presented for Board review at the April 2000 Board meeting. If additional consideration is necessary, the enhancement request will be finalized at the June 2000 Board meeting. The MCO request will be developed during the summer according to DFM guidelines and Board policy.

**Action Item**

**Item #9**

**SUBJECT:**

Acceptance of Intercollegiate Athletic Report.

**BACKGROUND:**

The Board approved revisions to the athletic policy at the January 2000 meeting. The policy requires a series of financial reports. It states "At the April Board meeting, the institutions shall submit a budget plan for the upcoming fiscal year beginning July 1. The plans shall detail the sources of revenue by category."

**DISCUSSION:**

Item #9.a provides the budget plan for FY2001 as compared to the original FY2000 budget. The sources of revenue are detailed on the first page. This is a preliminary athletic budget for FY2001. The Board will be presented with a final FY2001 Athletic Operating Budget for approval at the June meeting.

**FISCAL IMPACT:**

Information only.

**STAFF COMMENTS:**

Review detail of revenue to ensure compliance with Board policy.

**COMMITTEE ACTION:**

A motion to recommend the acceptance of the Intercollegiate Athletic Report as prescribed.

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

**BOARD ACTION:**

A motion to accept the Intercollegiate Athletic Report as prescribed.

Moved by\_\_\_\_\_ Carried Yes\_\_\_\_\_ No\_\_\_\_\_

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Please click for link to  
Intercollegiate Athletic Report  
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**Item #9.a  
continued**

**INTERCOLLEGIATE ATHLETIC REPORT**

**Item #9.a  
continued**

**INTERCOLLEGIATE ATHLETIC REPORT**

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