

## **Subject: Board Committee Restructure – Changes to the Bylaws**

### **Background**

The five standing committees of the Board were developed over time. The three primary standing committees, in their charge and composition, closely mirror the governance structure of some of the state's institutions of higher education. As other needs and focuses have arisen related to the Board's governance over all of public education, new committees were added. As discussed at the Board's retreat, the staff recommends that the Board revisit the committee structure to create a more streamlined, functional design that will foster a seamless education system and address the expanded role of service supported by the State Board of Education.

### **Discussion**

Proposed changes to the Board's Bylaws for discussion and/or adoption are attached and include the following general components.

- A definition of which entities are included in the reference to “institutions” and “agencies” as used in the Bylaws only. Recognizing that the Board governance relationship varies with each of these entities, the intent in including representatives of each of the agencies and institutions as much as possible in a newly defined committee structure is to ensure proper and adequate representation, but is not intended to obligate or interfere with any other local boards or governing entities.
- Provisions to create a reporting mechanism for the Presidents' Council through the newly formed Planning, Policy and Governmental Affairs Committee. (see description below)
- Formalizing of the Agency Heads' Council and defining the membership as the chief executive officers or representatives from all of the Board agencies, and providing a reporting mechanism for this council through the Planning, Policy and Governmental Affairs Committee.
- Reorganization of the current five standing committees to three standing committees and a clearly defined advisory council. The purpose of the committee system remains to make recommendations to the Board, with the scope of each divided as follows:
  - The Planning, Policy and Governmental Affairs Committee would be comprised of two or more Board members, with nonvoting representatives including the presidents of the institutions, all of the agency heads and the Board's executive director. The charge to this committee would be to coordinate, develop and initiate long range planning, strategic policy initiatives, and goals; to ensure policies, rules and statutes are aligned and consistent with the Board's strategic direction; to coordinate proposals for and cultivate relationships with the governor and the legislature; and to receive reports and recommendations from the Presidents' Council and Agency Heads' Council. All functions previously performed by the Legislative Affairs Committee of the Board are absorbed into this newly defined committee. Additionally, references to joint agenda items have been stricken and the procedures previously intended for joint agenda items have been built into the function of this new Committee. Additionally, it gives the Board President discretion to refer any item to this Committee for initial action or consideration.
  - The Instruction, Research and Student Affairs Committee would be comprised of two or more Board members, with nonvoting representatives including the chief academic officers of the institutions, representatives from professional-technical education, the state department of education, the newly formed targeted educational groups advisory council, a chief postsecondary student affairs officer, a postsecondary student body officer, and the

Board's chief academic and technology officers. The charge to this committee would be to coordinate all items related to instruction, research and student affairs, including academic and professional-technical program review and approval; issues related to technology and outreach; student organizations and activities; and to provide a reporting mechanism for the targeted education groups advisory council. All functions previously performed by the Academic Affairs Committee and the 70% committee will be absorbed into this newly defined committee. Additionally, a voice for targeted educational groups previously provided for through the 70% committee will now be expanded and built into a standing advisory council that will report to the Board through this newly developed committee. (see Targeted Educational Groups Advisory Council below)

- The Business Affairs and Human Resource Committee would continue with the same functions as previously defined for the Finance Committee, but with an expanded membership that includes representatives from all of the institutions and agencies. Additionally, the intent is to also absorb personnel related items as of 1/1/2001, following a thorough review of personnel policies by the newly formed Planning, Policy and Governmental Affairs Committee.
- The Targeted Educational Groups Advisory Council would be comprised of one or more Board member(s), along with representatives from the institutions, agencies and other groups with targeted educational needs, including but not limited to the Five Tribes, the Hispanic Education Task Force, and the Departments of Correction and Juvenile Justice. The charge to this council is to develop and recommend initiatives and improvements to the educational system for the benefit of the groups represented. This council would report to the Board through the newly formed Instruction, Research and Student Affairs committee. The function previously performed by the 70% committee related to targeted educational issues and groups will now be absorbed into this newly defined advisory council.

### **Board Action**

An action to make changes to the Board's Bylaws requires that notice has been given at the preceding meeting of the Board. Because the Board gave notice of these possible changes at their May meeting, it is allowable for the Board to approve these changes for final adoption at this meeting.

If changes are adopted, the Board may also wish to direct the staff to develop guidelines, for Board approval, to be used to review existing Board policies and rules for compatibility with this new configuration and to ensure that they foster the Board's ability to govern.

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H. Committees of the Board

The Board may organize itself into standing and other committees as necessary. Committee members are appointed by the Board president after informal consultation with other Board members. Any such standing or other committee may make recommendations to the Board, but may not take any action, except when authority to act has been delegated by the Board. The Board president may serve as an ex-officio member of any standing or other committee. The procedural guidelines for Board committees appear in the Board Governing Policies and Procedures.

For purposes of the bylaws, the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, Eastern Idaho Technical College, the College of Southern Idaho and North Idaho College are included in references to the “institutions;” and Idaho Educational Public Broadcasting System, the Division of Vocational Rehabilitation, the Division of Professional-Technical Education, the School for the Deaf and the Blind, the State Department of Education, the State Historical Society, and the State Library are included in references to the “agencies.”\* An institution or agency may, at its option and with concurrence of the Board president, comment on any committee report or recommendation.

1. Personnel/Student Planning, Policy and Governmental Affairs Committee

a. Purpose

The Personnel/Student Planning, Policy and Governmental Affairs Committee is a standing advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy, ~~and procedure~~ planning, and governmental affairs, concerning personnel and administrative affairs. ~~Joint session agenda items related to personnel/student affairs are routed to the Executive Council prior to Board action. The committee, in conjunction with the chief executive officers and chief administrators of the Board governed agencies and institutions, will develop and recommend to the Board future planning initiatives and goals. This committee shall also advise the Board on collaborative and cooperative measures for all education entities and branches of state government necessary to provide for the general supervision, governance and control of the state educational institutions, agencies and public schools, with the goal of producing a seamless educational system.~~

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\* Definition provided for purposes of the Bylaws only. Recognizing the Board governance relationship varies with each of these entities, the intent in including representatives of each of the agencies and institutions as much as possible in the committee structure is to ensure proper and adequate representation, but is not intended to obligate or interfere with any other local boards or governing entities.

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b. Composition

The ~~Personnel/Student~~ **Planning, Policy and Governmental** Affairs Committee is composed of two (2) or more members of the Board, appointed by the president of the Board, who designates one (1) to serve as chairperson of the committee. In addition, it includes as ex-officio, nonvoting members the ~~institutions'~~ **chief executives of the institutions; the chief deputy superintendent of public instruction; the chief executive officers or chief administrators of the other agencies;** and the Board's executive director, ~~who establishes agendas and schedules committee meetings at the direction of the chairperson.~~ The chairperson presents all committee recommendations to the Board.

c. Responsibilities and Procedures

The ~~Personnel/Student~~ **Planning, Policy and Governmental** Affairs Committee is responsible for making recommendations to the Board in the following general areas:

- (1) **long range planning and coordination;**
- (2) **initial discussions and direction on strategic policy initiatives and goals;**
- (3) **legislative proposals and administrative rules for Board agencies and institutions;**
- (4) **coordination and communication with the Governor, the Legislature, and all other governmental entities with regard to items of legislation, Board policy and planning initiatives;**
- (5) **review and revision of Board policies, administrative rules and education-related statutes for consistency and compatibility with the Board's strategic direction;**
- (6) **reports and recommendations from the Presidents' Council and the Agency Heads' Council;**
- (7) ~~(4)~~ agency and institutional personnel agenda items **(until transferred to the Business Affairs and Human Resources Committee as of 1/1/2001);**
- ~~(2) policy decisions or changes at variance with existing Board policy;~~
- ~~(3) changes in such policies as salary, tenure, appointment, promotion, and termination; and~~
- (8) (4) any related matters other matters as assigned by the Board.**

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At the direction of the Board President, any matter before the Board that may be assigned to another standing committee may be removed to the Planning, Policy and Governmental Affairs Committee for initial action or consideration.

The Planning, Policy and Governmental Personnel/Student Affairs Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures. The Board's executive director, under the direction of the chairperson, prepares the agenda for and schedules each meeting of the Personnel/Student Planning, Policy and Governmental Affairs Committee and maintains a written record of the committee's activities and recommendations. A copy of the written record is included in the official minutes of the State Board of Education and Board of Regents of the University of Idaho.

2. Instruction, Research and Student Affairs ~~Academic Affairs and Program~~ Committee

a. Purpose

The Instruction, Research and Student Affairs ~~Academic Affairs and Program~~ Committee is a standing advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy and procedure concerning ~~academic and program~~ instruction, research and student affairs. ~~Joint session agenda items related to academic and program affairs are routed to the Executive Council prior to Board action.~~

b. Composition

The Instruction, Research and Student Affairs ~~Academic Affairs and Program~~ Committee is composed of two (2) or more members of the Board, appointed by the president of the Board, who designates one (1) to serve as chairperson of the committee. In addition, it includes as ex-officio, nonvoting members the chief academic officers of the institutions ~~University of Idaho, Idaho State University, Boise State University, Lewis Clark State College, College of Southern Idaho, North Idaho College and Eastern Idaho Technical College~~; a representative ~~the administrator of the Division of Vocational Professional-Technical Education; the deputy superintendent of public instruction~~ a representative of the state department of education; a postsecondary chief student affairs officer representative; a postsecondary student body officer representative; a representative of the Targeted Educational Groups Advisory Council; and the Board's chief ~~technology officer and chief academic officer~~, who establish agendas and schedule committee meetings at the direction of the chairperson. The chairperson presents all committee recommendations to the Board.

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c. Responsibilities and Procedures

The **Instruction, Research and Student Affairs** ~~Academic Affairs and Program~~ Committee is responsible for making recommendations to the Board in the following general areas:

- (1) agency and institutional ~~academic~~ **instruction, research and program and student** affairs agenda items;
- (2) ~~new policy decisions in academic and program affairs or changes in those at variance with existing Board policy;~~
- (2) (3) **instruction, academic or professional-technical** program approval;
- (3) (4)—instruction, academic or professional-technical program review, consolidation, modification, and discontinuance, and course offerings;
- (4) (5)—**outreach**, technology and distant learning impacting programs and their delivery;
- (5) (6)—long-range **instruction, academic and professional-technical** planning;
- (6) (7)—registration of out-of-state institutions offering programs or courses in Idaho;
- (7) (8)—continuing education, **professional development, workforce training, programs for at-risk populations, career guidance**;
- (8) **student organizations' activities and issues; and**
- (9) ~~any related matters~~ **other matters as assigned by the Board.**

The **Instruction, Research and Student Affairs** ~~Academic Affairs and Program~~ Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures. The Board's chief academic officer, **in conjunction with other Board governed agencies and** under the direction of the chairperson, prepares the agenda for **and schedules** each meeting of the **Instruction, Research and Student Affairs** ~~Academic Affairs and Program~~ Committee and maintains a written record of the committee's activities and recommendations. A copy of the written record is included in the official minutes of the State Board of Education and Board of Regents of the University of Idaho.

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3. Business Affairs and Human Resources Finance Committee

a. Purpose

The Business Affairs and Human Resources Finance Committee is a standing advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy and procedures concerning business affairs and human resources fiscal affairs. ~~Joint session agenda items related to fiscal affairs are routed to the Executive Council prior to Board action.~~

b. Composition

The Business Affairs and Human Resources Finance Committee is composed of two (2) or more members of the Board appointed by the president of the Board, who designates one (1) to serve as chairperson of the committee. In addition, it includes as ex-officio, nonvoting members the financial vice presidents of the institutions ~~University of Idaho, Idaho State University, Boise State University, and Lewis Clark State College;~~ the fiscal officers of the ~~Division of Vocational Education~~ agencies; and the Board's chief fiscal officer, ~~who establishes agendas and schedules committee meetings at the direction of the chairperson.~~ The chairperson presents all committee recommendations to the Board.

c. Responsibilities and Procedures

The Business Affairs and Human Resources Finance Committee is responsible for making recommendations to the Board in the following general areas:

- (1) Selection of the external auditor and review of the fiscal and internal audit operations of the agencies and institutions;
- (2) Agency and institutional financial agenda items;
- (3) Coordination and development of guidelines and information for agency and institutional budget requests and operating budgets;
- (4) Long-range fiscal planning;
- (5) Fiscal analysis of the following
  - (a) New and expanded financial programs;
  - (b) Establishment, discontinuance or change in designation of administrative units;

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- (c) Consolidation, relocation, or discontinuance of programs;
  - (d) New facilities and any major modifications to facilities which would result in changes in programs or program capacity; and
  - (6) ~~Any related matters~~ **other matters as assigned by the Board.**

The **Business Affairs and Human Resources** ~~Finance~~ Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures. The Board's chief fiscal officer, under the direction of the chairperson, prepares the agenda for **and schedules** each meeting of the committee and maintains a written record of the committee's activities and recommendations. A copy of the written record is included in the official minutes of the State Board of Education and Board of Regents of the University of Idaho.

**4. Targeted Educational Groups Advisory Council**

**a. Purpose**

**The purpose of the Targeted Educational Groups Advisory Council (TEGAC) is to provide an advisory and reporting function to the Board regarding the needs and viewpoints of the represented populations with regard to all Board operations. It is intended this Council will provide a mechanism for feedback and ensure the responsiveness of the educational system to the needs and viewpoints of the groups represented. The Targeted Educational Groups Advisory Council shall report to the Board through its representative on the Instruction, Research and Student Affairs Committee.**

**b. Composition**

**The Targeted Educational Groups Advisory Council is comprised of one (1) or more member(s) of the Board, appointed by the president of the Board, who designates one (1) to serve as chair of the committee. Representatives from the institutions, agencies and other groups with targeted educational needs, including but not limited to the Five Tribes in Idaho, the Hispanic Education Task Force, and the education system for the Department of Correction and the Department of Juvenile Justice, will be members of the Advisory Council. In addition, it includes as ex-officio, nonvoting members, designated Board staff. The TEGAC member assigned as the representative to the Instruction, Research and Student Affairs Committee will work with the Council chairperson to present Council recommendations to the Instruction, Research and Student Affairs Committee.**

c. Responsibilities and Procedures

The Targeted Educational Groups Advisory Council is responsible for advising the Board in the following general areas:

- (1) initiatives and improvements to the educational system for the benefit of the represented groups;
- (2) related matters pending before the Board's standing committees; and
- (3) policy recommendations, budget items and other matters related to the targeted educational population.

Board staff, under the direction of the Council chairperson, prepares the agenda for and schedules each meeting of the Council and maintains a written record of the Council's activities and recommendations.

~~4. 70 Percent Committee.~~

~~a. Purpose~~

~~The 70 Percent Committee is a standing committee of the Board. The committee will study issues and make recommendations to the Board relating to the needs of students who are not seeking baccalaureate or advanced degrees. Additionally, the Committee will:~~

- ~~(1) Address career, technical and adult education issues.~~
- ~~(2) Establish and review accountability measures and standards pertinent to applied technology education, industry training, tech prep, work based learning, school-to-work and vocational education programs.~~
- ~~(3) Address programmatic issues of at risk populations including academic skills development, work based literacy, dislocated worker training and displaced homemaker services.~~
- ~~(4) Coordination with K 12 (remedial education, career planning, GED preparation).~~
- ~~(5) Address Hispanic and Native American education issues.~~
- ~~(6) Address career development needs of students (comprehensive guidance programs, delivery of career information, etc.).~~
- ~~(7) Address short term training issues (Workforce Training Network).~~
- ~~(8) Address evaluation and transferability of credits in career related programs to advanced degrees and among applied technical institutions.~~
- ~~(9) Coordinate workforce training with the Governor's Workforce Development Council.~~

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~~(10) Review and develop policies pertaining to the Community/Technical College function.~~

~~b. Composition~~

~~The 70 Percent Committee is composed of two (2) or more members of the Board, appointed by the president of the Board, who shall designate the chair(s) of the committee. Representatives from institutions, agencies and other groups will be non-voting members of the Committee. The non-voting members are:~~

~~Community College Presidents or designees (Applied Tech)~~

~~President EITC~~

~~Applied Tech representatives of the four-year institutions (BSU, ISU, LCSC)~~

~~School-to-Work representative~~

~~Department of Education representative~~

~~OSBOE Staff Member~~

~~SDVE Staff Member~~

~~Representative from the Five Tribes in Idaho~~

~~Hispanic Education Task Force representative~~

~~High School Principal~~

~~Career Information System Officer~~

~~Adult Education representative~~

~~Vocational Rehabilitation representative~~

~~Legislator(s)~~

~~Staffed by SDVE and coordinated with Executive Director of State Board of Education~~

~~c. Responsibilities and Procedures~~

~~The 70 Percent Committee is responsible for making recommendations to the Board in the following general areas:~~

~~(1) Recommend to the Board improvements in the current system of education for postsecondary students not attending a college or university.~~

~~(2) Applied Technical Education Programs including certificate and Associate of Applied Science degree programs~~

~~(3) Career guidance initiatives and programs~~

~~(4) Tech Prep~~

~~(5) School To Work~~

~~(6) Statewide Programs (e.g. Farm Management; Emergency Services Training; Apprenticeship; Customized Training)~~

~~(7) Workforce Training Network (short-term training)~~

~~(8) Targeted programs for at-risk populations: Unprepared/Under-prepared Adults (Centers for New Directions/Displaced Homemaker Center Services;~~

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~~Workplace Literacy; Academic Skills Development; Adult Basic Education;  
Vocational Rehabilitation clients)~~

~~(9) Outreach to secondary schools~~

~~(10) Outreach instruction~~

~~(11) Review Vocational Student Organization activities and issues~~

~~(12) Review professional development issues and activities (summer conference;  
technical assistance, etc.)~~

~~(13) Targeted educational issues: alternative schools, Hispanic and Native American  
education, correction education, juvenile justice system~~

~~(14) Career Information System~~

~~5. Legislative Affairs Committee~~

~~a. Purpose~~

~~The Legislative Affairs Committee is a standing committee of the Board and is responsible for coordinating all legislative activities of the Board. This will include, at the direction of the Board, development and processing legislative proposals from Board governed agencies and institutions, keeping the Board informed of other legislative proposals which would significantly impact legislation in the state and coordinating Board responses concerning legislative issues or legislative requests.~~

~~b. Composition~~

~~The Legislative Affairs Committee is composed of two (2) or more members of the Board, appointed by the president of the Board, who shall designate one (1) to serve as chairperson of the committee. Representatives from each institution and agency governed by the Board will be non-voting members of the Committee.~~

~~c. Responsibilities and Procedures~~

~~The Legislative Affairs Committee works with the full Board to communicate its priorities to the Legislature and the Governor. It is responsible for making recommendations to the Board in the following general areas:~~

~~(1) Agency and institutional legislative items.~~

~~(2) Legislation to enhance and/or improve education in Idaho.~~

~~(3) Proposed legislation from other sources that may impact education in Idaho.~~

~~(4) Coordination of Board member legislative activities to ensure the Legislature is fully informed of the Board's vision and goals for education in Idaho and the Board's position on important legislative issues.~~

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I. Presidents' Council

1. Purpose

The Presidents' Council convenes prior to each Board meeting to discuss and make recommendations, as necessary, on ~~joint-session~~ agenda items scheduled for Board consideration. The Presidents' Council may also choose or be directed by the Board to meet with the Agency Heads' Council for exchanges of information or to discuss projects of benefit to the entire system. The Presidents' Council reports to the Board through the Planning, Policy and Governmental Affairs Committee of the Board.

2. Composition

The Presidents' Council is composed of the presidents of the University of Idaho, Idaho State University, Boise State University, Lewis-Clark State College, Eastern Idaho Technical College; and the presidents of North Idaho College and the College of Southern Idaho; each of whom has one (1) vote. One (1) of the voting members shall serve as chair of the Council, with a new chair elected each academic year, such that the chair will rotate among the respective members. The administrator of the Division of ~~Vocational~~ Professional-Technical Education and the Board's Executive Director shall be non-voting members of the council.

3. Duties of the Chair

The chair:

- a. presides at all Presidents' Council meetings with full power to discuss and vote on all matters before the Council;
  - b. establishes the Presidents' Council agenda in consultation with the executive director; and
  - c. maintains open communications with the Board on agenda matters through the Planning, Policy and Governmental Affairs Committee, ~~executive director~~.
4. The executive director will communicate openly and in a timely manner with the Presidents' Council for discussion and recommendation on ~~joint-session~~ agenda items.

J. Agency Heads' Council

1. Purpose

The Agency Heads' Council convenes prior to each Board meeting to discuss and make recommendations, as necessary, on agenda items scheduled for Board

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consideration. The Agency Heads' Council may also choose or be directed by the Board to meet with the Presidents' Council for exchanges of information or to discuss projects of benefit to the entire system. The Agency Heads' Council reports to the Board through the Planning, Policy and Governmental Affairs Committee of the Board.

**2. Composition**

The Agency Heads' Council is composed of the chief executive officers of Idaho Educational Public Broadcasting System, the Division of Vocational Rehabilitation, the Division of Professional-Technical Education, the School for the Deaf and the Blind; and representatives from the State Department of Education, the State Library and the State Historical Society; each of whom has one (1) vote. The Board's Executive Director shall serve as chair of the Council.

**3. Duties of the Chair**

The chair:

- a. presides at all Agency Heads' Council meetings with full power to discuss and vote on all matters before the Council;
- b. establishes the Council's agenda in consultation with the Council's members; and
- c. maintains open communications with the Board on agenda matters through the Planning, Policy and Governmental Affairs Committee.

**K. Adoption, Amendment, and Repeal of Bylaws**

Bylaws may be adopted, amended, or repealed at any regular or special meeting of the Board by a majority vote of the Board, provided notice has been presented at the preceding meeting of the Board.