

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

ACTION ITEM

ITEM #1

SUBJECT:

Approval of Business Affairs and Human Resources Committee Minutes from the March 22, 2001 meeting at Boise State University.

BACKGROUND:

The minutes from the March 22, 2001 Business Affairs and Human Resources Committee Meeting.

IMPACT:

Not applicable.

FISCAL IMPACT:

Not applicable.

COMMITTEE ACTION:

A motion to approve the minutes of the Business Affairs and Human Resources Committee Meeting held March 22, 2001 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
Business Affairs and Human Resources Committee
March 22-23, 2001
Boise State University

Present at Business Affairs and Human Resources Committee meeting:

MEMBERS

Curtis Eaton
Jim Hammond
Darrell Manning

Dr Greg Fitch OSBE	Peg Blake BSU	Dr Miles LaRowe EITC
Kevin Satterlee OSBE	Brook Smith BSU	Ron Darcy ISDB
Keith Hasselquist OSBE	Rachel Wheatley BSU	Gene Peterson ISDB
Rita Foltman OSBE	Dr Robert Hoover UI	Peter Morrill IPTV
Laurie Boston OSBE	Jerry Wallace UI	Phillip Kottraba IPTV
Randi McDermott OSBE	Dr Richard Bowen ISU	Mike Rush DPTE
Harvey Lyter OSBE	Ken Prolo ISU	Kirk Dennis DPTE
Vicki Barker OSBE	Leo Herrman ISU	Barry Thompson IDVR
Dr Charles Ruch BSU	Dr Niel Zimmerman LCSC	Scott Engum IDVR
Buster Neel BSU	Dean Froehlich LCSC	Steve Guerber ISHS
Michael Torak BSU	Pres Gerald Meyerhoeffer CSI	Richard Wilson ISL
Stacy Pearson BSU	Dr Michael Burke NIC	Jeff Shinn DFM
David O'Neill BSU		

The meeting was called to order at 1:15 pm MT.

BUSINESS AFFAIRS AGENDA

ITEM #1 ACTION ITEM
APPROVAL OF BAHR COMMITTEE MINUTES

The minutes of the Business Affairs and Human Resources Committee meeting held January 22-23, 2001 were accepted as submitted.

A motion to approve the minutes of the Business Affairs and Human Resources Committee meeting held January 22, 2001 at Boise State University.

ACTION M/S/C Manning/Hammond

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #2 ROUTINE ACTION ITEM
INSTITUTIONAL/AGENCY ROUTINE AGENDAS

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

- 2.1 BOISE STATE UNIVERSITY**
Acceptance of Gift of Schlumberger Software
- 2.2 IDAHO STATE UNIVERSITY**
Easement for the City of Pocatello
- 2.3 UNIVERSITY OF IDAHO**
Lease Renewal – Clarkia Fossil Bed Site
- 2.4 IDAHO SCHOOL FOR THE DEAF & THE BLIND**
Audits and Financial Reports
- 2.5 DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION**
INFORMATION ITEM
EITC Foundation Audit

Mr. Eaton requested that Item #2.1 as submitted by Boise State University be discussed further and removed from the motion for approval.

A motion to recommend to the Board the approval of the institutional/agency Routine Agendas as presented in Items #2.2-2.5 for Idaho State University, University of Idaho, Idaho School for the Deaf and the Blind, and the Division of Professional-Technical Education/EITC.

ACTION M/S/C Hammond/Manning

Mr. Neel provided the following information regarding the gift of Schlumberger Software to Boise State University:

- It will be used for the geophysics program;
- Software licensing and annual maintenance costs are estimated at \$1,386 annually (to be adjusted for inflation);
- On-going training costs estimated at \$3,200;
- The licensing, maintenance, and training expenses will be paid by indirect cost recovery from contracts obtained from the use of the software;
- The software will qualify as an in-kind match for any grant request; and
- It is a stand-alone program.

A motion to recommend to the Board approval of Boise State University's Routine Agenda Item #2.1 as presented.

ACTION M/S/C Hammond/Manning

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**ITEM #3.1 NON-ROUTINE ACTION ITEM
BOISE STATE UNIVERSITY
REQUEST TO PURCHASE SOFTWARE FOR FACILITIES
OPERATIONS AND MAINTENANCE**

Mr. Neel apprised the Committee of the benefits to the University in purchasing the software:

- Replacement of a labor-intensive manual system;
- Automation of billing, payment processing, time reporting, staff requirements, cost estimates (material and time), material requirements, and all other items associated with facilities management;
- Allow departments within the University to request facilities services online and review project status online;
- Create a data base needed to analyze future costs; and
- Automatically develop a maintenance plan for capital systems as required to comply with warranties.

Mr. Neel estimated the total cost of the purchase and installation at \$157,000 over a ten-year period. That amount excludes a portion of the personnel costs which is already included in the payroll for the University. There will not be any additional expenses for loading the data into the system.

A motion to recommend to the Board the approval of Boise State University's request to purchase and install an automated facility maintenance management program for its Facilities Operation and Maintenance Department. Total cost of purchase and installation not to exceed \$190,000.

ACTION M/S/C Hammond/Manning

**ITEM #3.1 INFORMATION ITEM
BOISE STATE UNIVERSITY
CONSTRUCTION PHASE II OF EXISTING PARKING
STRUCTURE**

Mr. Neel advised the Committee that BSU will return in April with a request for approval of this project and with a request to issue \$4,500,000 of revenue bonds. Debt service will be provided by all parking revenues and from existing building fee revenues.

The parking structure recently built on campus is already fully utilized. Approximately one-half of the facility is used for open-hourly parking. The remaining half is managed by permit of which approximately 86% is used for student or employee parking. BSU recently conducted an extensive study to review the parking plan for the Boise campus to determine future needs. It is forecasted that, over the next 10 years, BSU will need to develop approximately 2,500 additional spaces factoring in student and employee growth and any future projects requiring parking spaces. Phase II of the parking structure will net approximately 500 spaces. BSU anticipates returning to the Board in approximately 2-3 years with another parking facility request.

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BSU has developed a short- and long-range parking revenue plan. The parking rates are expected to increase annually for students and employees. The parking rate necessary to retire the bonds will not be in place for 1-2 years.

BSU West Campus' infrastructure project requires approximately 300-400 parking spaces now and a total of 1,000 spaces when completed. The majority of the parking will be in improved spaces and the remaining spaces in unimproved surface parking. Parking permits will be sold for West Campus parking and will be honored at both campuses.

Mr. Neel responded to questions regarding whether the current facility is utilized at maximum efficiency. He reported there are 648 spaces in the current lot including 295 pay-as-you-go spaces and 345 reserved spaces – 294 of those are for students. All spaces may not be used at the same time giving the perception that spaces are available. He reported that the City of Boise and BSU have had and will continue to have conversations regarding park and ride lots and shuttle services to help alleviate the traffic and parking problems. It is uncertain at this point if a shuttle service will operate between the two BSU campuses. At this time, students and employees may ride Boise Urban Stages at no charge. BSU budgets and pays for this service in the parking and transportation budget.

ITEM #3.1 INFORMATION ITEM BOISE STATE UNIVERSITY EXPANSION OF STUDENT UNION BUILDING

Mr. Neel reported the utilization of the Student Union Building (SUB) is extremely high causing a number of student-related activities to be scattered around the campus. BSU will return in April with a request to proceed with the expansion of the facility which will be contingent upon the approval of additional fee increases to pay for the expansion. The proposed fee increase is estimated to be \$25 for the current and \$35 next year. The total project will cost \$23 million and will include both remodeling and expanding the facility. The amount includes \$1 million that could be used for property acquisition which may alleviate other facility needs on campus such as SUB parking needs. Construction is estimated to start in 12-18 months.

Mr. Neel continued by stating that the long-term forecast for the BSU West Campus indicates they will need a similar facility. The current campus plans include a building that will house study areas and a small food service area. The funding will most likely be through student fees collected from all BSU students.

ITEM #3.2 INFORMATION ITEM IDAHO STATE UNIVERSITY ISSUANCE OF BONDS FOR THE L.E. & THELMA E. STEPHENS PERFORMING ARTS CENTER

Mr. Eaton stated, for the record, he would facilitate the discussion, however, he would not participate in the discussion and he would not vote on the item.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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The request for approval to issue the bonds will be presented to the Committee and the Board during the April 2001 meeting.

No further discussion.

ITEM #3.3 NON-ROUTINE ACTION ITEM
UNIVERSITY OF IDAHO
CONTRACT FOR ATHLETIC BROADCASTING SERVICES

Committee members and legal counsel reviewed the contract and requested additional detail regarding the contract. For that reason, it was decided to postpone action on the contract until the April 2001 meeting when additional information would be available.

Mr. Wallace asked that UI be allowed to continue marketing and selling advertising pending final approval of the contract by the Board. The final advertising contracts would be held until the Board granted approval.

Mr. Eaton advised Mr. Wallace to review his request with the legal counsel for both the University and the Board before taking any action.

ITEM #3.3 INFORMATION ITEM
UNIVERSITY OF IDAHO
HOUSING ROOM AND BOARD RATES

No Discussion.

ITEM #3.4 NON-ROUTINE ACTION ITEM
EASTERN IDAHO TECHNICAL COLLEGE
RENAMING/MEMORIALIZING BUILDINGS AND FACILITIES
RICHARD & LILA JORDAN LIBRARY

President LaRowe confirmed the Board's legal counsel reviewed renaming the Library and determined that EITC was in compliance with all requirements. The Foundation, Advisory Council, faculty, and staff overwhelmingly endorsed the action to honor and memorialize the generosity of Mr. and Mrs. Jordan.

A motion to recommend to the Board approval of the request from Professional-Technical Education to officially name the Eastern Idaho Technical College Library in recognition of the scholarship, college, and student support given by Richard and Lila Jordan. The new name will be the Richard and Lila Jordan Library.

ACTION M/S/C Hammond/Manning

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ITEM #4 ACTION ITEM
PROMISE SCHOLARSHIP CATEGORY A

Mr. Hasselquist reported to the Committee that the Board is required to establish the level of the Promise Scholarship Category A award for the upcoming year. The amount recommended is \$3,000 and represents the first increase since 1998. He further explained that it is set forth in Administrative Rule that 75% of the scholarships will be awarded to academic programs and 25% awarded to professional-technical students.

A motion to recommend to the Board the approval of 40 new Category A Promise Scholarships of \$3,000 each for the 2001-2002 academic year and to increase the Category A Promise Scholarship for continuing students from \$2,750 to \$3,000.

ACTION M/S/C Manning/Hammond

Mr. Hasselquist added that the Category B Promise Scholarship program is new and was funded uniquely this year by the Legislature. A \$3,000,000 supplemental was requested, however, the Legislature approved an early FY02 \$3,000,000 appropriation for the upcoming year. It is anticipated that an additional \$3,000,000 will be available for FY03 for the second year of the program. A task force is working on the details of the program and will publish and distribute a procedures manual in time for the fall semester.

Mr. Manning advised the Committee that continued funding is not guaranteed. The tax relief package being proposed in the Legislature may necessitate a budget cut next year rather than providing for a budget increase. He added that an existing program might take precedence over new programs in the event of a budget cut.

Mr. Hasselquist explained that the program is limited to four semesters per student and the student must be under 21 years of age. Each year the Board will set the amount of the award based on the availability of funds and the number of students enrolled in higher education in Idaho and eligible for the award.

Mr. Eaton was concerned about getting the information to all those who need to know about the availability of the scholarship program. Mr. Hasselquist reported that approximately 60% of the students go through the financial aid process and would be aware of the program through that contact. Additionally, financial aid officers will contact students who didn't go through the financial aid process and determine if they are eligible for the program.

ITEM #5 ACTION ITEM
FISCAL YEAR 2002 SALARY GUIDELINES

Mr. Hasselquist provided a general overview of the process. The Board will approve salary guidelines for the institutions who then develop their individual salary policy guidelines. Those guidelines will be used to determine individual salary adjustments that will make up the FY02 operating budget.

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During the current legislative session, a House Concurrent Resolution (HCR) was introduced that listed specific direction for distributing salary increases. The plan provided a \$750 increase for every employee who had a positive performance evaluation. Any funds available beyond that amount would be distributed on a merit basis. The HCR was defeated in the Senate Human Resource Committee. With that failure, the plan reverted to the governor's recommendation of 4.5% statewide (3.5% CEC based on merit and 1% salary competitiveness). In addition, the Legislature funded 2% equity increase for faculty in the colleges, universities, community colleges, professional-technical programs, and all health and special programs. It is important to note that the percentages are averages and not every employee will receive a 3.5% merit increase.

A motion to recommend to the Board the approval of the FY2002 Salary Guidelines as presented in Exhibit #5.A.

ACTION M/S/C Manning/Hammond

ITEM #6 DISCUSSION ITEM FINANCE AND PERSONNEL POLICY REVISIONS

Mr. Eaton suggested that the Committee present the Board with preliminary recommendations based on the ensuing discussion. More definitive recommendations will be made to the Board following discussions and deliberation prior to the next Board meeting. This project was brought about by the Board's request to eliminate parts of Administrative Rules. The Rules that currently govern the Board, Committees, and Office of the Board will expire on June 30, 2001. Timing and progress are critical with the first reading of the proposed policies scheduled for the April meeting and final reading at the June meeting.

Mr. Eaton stated one of the first steps will be to prevail upon counsel to create a list of the items that are code related and cannot be changed and those items that are rule related and must be move to policy. The remaining discretionary items are then available for discussion and possible delegation. He then summarized the discussion with the following major points:

- Board distinctly defines finance and personnel guidelines;
- Board remains ultimate hiring authority, however, it delegates as much authority as legally and reasonably possible to the Chief Executive Officers (CEOs);
- Guidelines and expectations are clearly communicated to (CEO) for each campus;
- CEOs will continue to be held accountable for following Board's guidelines; and
- CEOs will periodically report to the Board information as set forth by the Board.

The Board staff will develop a chart listing the current rule, proposed rule, and whether it will be eliminated, retained by the Board, or delegated to the institutions/agencies.

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ITEM #7 DISCUSSION ITEM
FISCAL YEAR 2003 BUDGET REQUEST PROCESS

September 1 is the date the budget requests are due at the Division of Financial Management (DFM). The budget request process will need to be defined at the April meeting so the final budgets can be adopted at the August meeting and delivered to DFM by their deadline.

Mr. Manning reported that DFM is currently working on the budget guidelines and that they are expected to be similar to previous guidelines with an estimated 5% growth cap. At the same time, he cautioned that the final tax relief package might have an impact on the growth percentage. The proposed tax relief package will change the fundamental tax structure at the same time the State appears to be in a downward trend. He suggested preparing an informal working paper for Board review only that would include a reductions of 1, 2, and 3%. The process will allow the institutions and agencies an opportunity to identify ways to economize or reallocate resources.

Mr. Eaton commented on the few items brought before the legislature last year by organizations, purportedly with the concurrence of the institutions, and beyond the budget request submitted by the Board. He believed the Board has the responsibility to set the budget for the institutions and whatever is brought forward in their behalf should be a part of that Board approved budget request. He viewed the goal is to present a budget the legislature deems reasonable along with issues the Governor supports to further his issues.

President Bowen remarked that he thought the situation occurred last year, in part, because of the surplus revenue and many organizations wanting additional support for their programs. He doubted that type of activity would occur this year in light of the information available regarding the surplus. It was his opinion that, if that situation came about this year, the Board may want to issue a clear statement of their position.

Mr. Eaton opened the discussion of enhancement requests promoted by the Board. There have been two enhancement categories: system-wide requests and individual institution/agency requests. He asked if the enhancements should continue in the normal format or changed to a cluster format that would require the institutions/agencies to conform to specific initiatives.

One of these specific initiatives could be identified as a result of an analysis of current funding equity, if an inequity exists. A consultant will be hired to review and analyze funding mechanisms including the allocation of the lump sum and enrollment workload adjustment. President Bowen addressed the Committee with a review of a discussion held at President's Council on this topic. He read an excerpt from the President's report regarding the funding analysis:

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“The President’s Council was assigned the task of reviewing the current allocation system for the college and universities. The Board asked them to identify the pros and cons of the current method of allocating funds and to recommend changes as necessary. The Presidents Council held a special meeting to discuss this issue. The Council also discussed HCR 29 that Representative Kunz drafted concerning inequities and the funding process for the college and universities. The issue is very complex considering the different role and mission statements of four institutions which affect the three main functional areas, instruction, research, and public service. The research mission varies considerable from institution to institution. In addition the types of programs offered at the institutions impact funding needs. It cost more, for example, to provide engineering education than a liberal arts education.”

The Presidents recognize that in the current funding system the differences in costs can be significant. In order to complete an analysis of funding equity among the four institutions all elements much be considered as well as the Board’s strategic plan.

The President’s Council agreed to hire a consultant to help with the analysis. The project, as planned, would be completed prior to the August Board meeting. If funding inequities are identified as a result of this analysis, a recommendation will be made. The institutions look forward to the analysis and will keep the Board informed of the progress. The goal is to have the work done in an expeditious manner and to allow the Board to make budget requests at the August meeting. The Presidents felt that the hiring of the respected and capable consultant will be very helpful in analyzing the possible inequities throughout the system. He added that it was important to note that the Board staff is very much a part of process. The institutions proposed paying the cost of the consultant, however, the Board staff will manage the hiring process.

ITEM #8 INFORMATION ITEM
DEVELOPMENT / FUND RAISING

No discussion.

ITEM #9 INFORMATION ITEM
JOINT FINANCE & APPROPRIATIONS COMMITTEE UPDATE

No discussion.

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ITEM #10 INFORMATION ITEM
STUDENT FEES

Student Fees will be discussed further at the April 2001 meeting.

Ingrid Layer, representing LCSC's student government, addressed the Committee with concerns of potential student fee increases to cover existing bond indebtedness in light of the declining student enrollment.

ITEM #11 INFORMATION ITEM
DATA REPOSITORY

The Office of the State Board of Education is conducting a feasibility study. A proposal will be returned to the Committee and Board at a later date.

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**ROUTINE ACTION ITEMS
INSTITUTIONAL/AGENCY ROUTINE AGENDAS**

ITEM #2

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

2.1 BOISE STATE UNIVERSITY

Towers Parking Lot Expansion Project

INFORMATION ITEM:

Student Health Insurance Renewal 2001-2002

Proposed Residence Hall Rates 2001-2002

2.2 IDAHO STATE UNIVERSITY

INFORMATION ITEM:

FY2001-02 Housing Room & Board Rates

2.3 LEWIS-CLARK STATE COLLEGE

INFORMATION ITEM:

Foundation Audit FY2000

FY2001-2002 Room and Board Rates

2.4 IDAHO SCHOOL FOR THE DEAF AND THE BLIND

Audits and Financial Reports

BACKGROUND:

Review Routine Agenda and move items to Non-Routine Agenda, if appropriate.

IMPACT:

Not applicable.

FISCAL IMPACT:

Not applicable.

COMMITTEE ACTION:

A motion to recommend to the Board the approval of the institutional/agency Routine Agendas as presented for Boise State University, Idaho State University, Lewis-Clark State College, and the Idaho School for the Deaf and the Blind.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve the institutional/agency Routine Agendas as presented for Boise State University, Idaho State University, 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

5.0 PHYSICAL PLANT

5.1 APPROVAL OF PROJECTS AND/OR ARCHITECTS

5.1.3 TOWERS PARKING LOT EXPANSION PROJECT

SUBJECT:

Boise State University requests Board approval to construct an expansion to the existing parking lot south of the Barnes Towers Housing Complex. This addition will increase the overall parking space inventory by as many as 178 spaces.

BACKGROUND:

The Barnes Towers / Morrison Center parking lot is the most heavily used on campus and currently accommodates General Parking as well as reserved parking for Towers residents. The lot is situated near the academic core of the campus where parking is at a premium. The Towers residents currently hold 213 reserved permits for the 100 available reserved spaces. The overflow of residents then park in the general spaces in the balance of the lot, reducing the total number of spaces available to the general student population.

IMPACT:

The expansion of this parking lot will increase the number of spaces available to Towers residents and the general student population in the most desirable location on campus, near the academic core area.

FISCAL IMPACT:

The University is seeking approval for a total project budget of \$235,000, to include construction, fees, contingencies, and permits. The funding for this project will be from revenue generated from Parking revenues.

ATTACHMENTS:

None

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INFORMATION ITEM

ITEM #2.1

BOISE STATE UNIVERSITY (continued)

8.0 OTHER

**8.1.1 STUDENT HEALTH INSURANCE RENEWAL 2001-2002
INFORMATION ONLY**

SUBJECT:

Student Fee Increase for Health Insurance

BACKGROUND:

Boise State conducted a formal request for proposals to provide improved student health insurance through the Department of Purchasing (DOP). The existing contract for student health insurance will expire in August. DOP issued a letter of intent to award the bid to Collegiate Risk Management on March 6, 2001.

IMPACT:

The proposed new student health insurance provides for a number of improvements for the students of Boise State. Some of the improvements include: making the insurance a primary policy, increasing the coverage cap from \$20,000 per policy year to \$50,000 per policy year, and making the maximum out-of-pocket expense \$4,000 per individual per plan year.

FISCAL IMPACT:

Rates will increase for full fee students. The current rate for a full fee student is \$396 per plan year. Rates for a full fee student will increase to \$432 per plan year (subject to minor change pending finalization of the contract with Collegiate Risk Management and DOP).

ATTACHMENTS:

None

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INFORMATION ITEM

ITEM #2.1

BOISE STATE UNIVERSITY (continued)

8.1.2 PROPOSED RESIDENCE HALL RATES 2001-2002

SUBJECT:

Proposal to increase rental rates by five percent at Residence Halls, ten percent at Residence Halls for single occupancy large rooms, and two percent at Boise State University owned apartments.

BACKGROUND:

The Student Housing area receives no state appropriated money. All operating costs are funded by rent received from Boise State University Residence Halls and Boise State University owned apartments. The proposed rent increases are needed to offset increases in costs to operate the Residence Halls and apartment complexes. Labor costs are expected to increase 4.5%, food services costs will increase six percent, utility costs are expected to increase significantly and other costs of operations are expected to increase at current rate of inflation.

IMPACT:

The proposed rent increases are needed to offset increases in costs to operate the Residence Halls and apartment complexes. Labor costs are expected to increase 4.5%, food services costs will increase six percent, utility costs are expected to increase significantly and other costs of operations are expected to increase at current rate of inflation.

FISCAL IMPACT:

There will be no fiscal impact to the University. Anticipated revenues will be used to offset rising costs.

ATTACHMENTS:

Proposed rate schedule with Residence Hall rent increases.
Proposed rate schedule with apartment rent increases

Boise State University
Proposed Residence Hall Rates 2001-2002

		Current	Proposed	Monthly	Annual	
		<u>Rate</u>	<u>Rate</u>	<u>Dollar</u>	<u>Dollar</u>	<u>Percent</u>
Meal Plan Number (Double Occupancy)				<u>Increase (a)</u>	<u>Increase</u>	<u>Increase</u>
	1or 4	\$ 3,685.00	\$ 3,869.00	\$ 20.44	\$ 184.00	5.0%
	2 or 5	\$ 3,570.00	\$ 3,749.00	\$ 19.89	\$ 179.00	5.0%
	3 or 6	\$ 3,395.00	\$ 3,565.00	\$ 18.89	\$ 170.00	5.0%
Meal Plan Number (Single Occupancy)						
	1or 4	\$ 4,185.00	\$ 4,394.00	\$ 23.22	\$ 209.00	5.0%
	2 or 5	\$ 4,065.00	\$ 4,268.00	\$ 22.56	\$ 203.00	5.0%
	3 or 6	\$ 3,895.00	\$ 4,090.00	\$ 21.67	\$ 195.00	5.0%
Meal Plan Number (Single Occupancy- Large Room)						
	1or 4	\$ 4,649.00	\$ 5,114.00	\$ 51.67	\$ 465.00	10.0%
	2 or 5	\$ 4,529.00	\$ 4,982.00	\$ 50.33	\$ 453.00	10.0%
	3 or 6	\$ 4,359.00	\$ 4,795.00	\$ 48.44	\$ 436.00	10.0%

a) Monthly increase is based on a nine month payment plan.

**Boise State University
Proposed Apartment Rates For 2001-2002**

	<u>Current Rent</u>	<u>Monthly Dollar Increase</u>	<u>Percentage Increase</u>	Proposed Rent Begin JUL 1 2001 (Due JUN 25 2001)
University Courts				
small 1 bedroom	\$ 361.00	\$ 7.00	2.0%	\$ 368.00
large 1 bedroom	\$ 425.00	\$ 9.00	2.0%	\$ 434.00
small 2 bedroom	\$ 442.00	\$ 9.00	2.0%	\$ 451.00
large 2 bedroom	\$ 479.00	\$ 10.00	2.0%	\$ 489.00
3 bedroom	\$ 524.00	\$ 10.00	2.0%	\$ 534.00
University Heights				
1 bedroom	\$ 406.00	\$ 8.00	2.0%	\$ 414.00
1 bedroom remodeled	\$ 416.00	\$ 8.00	2.0%	\$ 424.00
2 bedroom	\$ 442.00	\$ 9.00	2.0%	\$ 451.00
2 bedroom remodeled	\$ 452.00	\$ 9.00	2.0%	\$ 461.00
University Manor				
1 bedroom	\$ 406.00	\$ 8.00	2.0%	\$ 414.00
1 bedroom remodeled	\$ 416.00	\$ 8.00	2.0%	\$ 424.00
2 bedroom	\$ 442.00	\$ 9.00	2.0%	\$ 451.00
2 bedroom remodeled	\$ 452.00	\$ 9.00	2.0%	\$ 461.00
University Park				
grad unit	\$ 254.00	\$ 5.00	2.0%	\$ 259.00
2 bedroom	\$ 457.00	\$ 9.00	2.0%	\$ 466.00
3 bedroom	\$ 489.00	\$ 10.00	2.0%	\$ 499.00
University Village				
2 bedroom	\$ 497.00	\$ 10.00	2.0%	\$ 507.00
Other Rentals				
1803 Donald Circle	\$ 605.00	\$ 12.00	2.0%	\$ 617.00
1809 Donald Circle	\$ 605.00	\$ 12.00	2.0%	\$ 617.00

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

INFORMATION ITEM
IDAHO STATE UNIVERSITY

ITEM #2.2

8.0 OTHER/INFORMATION ITEMS

8.1 FY2001-2002 HOUSING ROOM & BOARD RATES

The University has approved the following room and board rates effective Fall 2001-2002.

	<u>2000-2001</u>	<u>2001-2002</u>	<u>% Increase</u>
Residence Halls			
Room & Board/Double Occupancy:			
Plan A (7 day)	\$ 3,920	\$4,230	7.9%
Plan B (5 day)	3,720	4,020	8.0%
Plan C (10 meals/week)	3,500	3,790	7.7%
Plan D (\$500 munch)	2,720	2,940	8.0%
Room & Board/Single Occupancy:			
Plan A (7 day)	4,520	4,870	7.7%
Plan B (5 day)	4,320	4,660	7.8%
Plan C (10 meals/week)	4,100	4,430	8.0%
Plan D (\$500 munch)	3,320	3,580	7.8%
Graduate Student Residence Complex/Suites			
Double Occupancy/Schubert Heights	1,890	2,120	12.2%
Single Occupancy/Graduate House	2,400	2,660	11.0%
Single Occupancy/West Campus	2,630	2,900	10.2%
Single Occupancy/Studio Suites	2,830	3,110	9.9%
Apartment Units (monthly)			
One Bedroom/West Campus	415	445	7.2%
One Bedroom	385	415	7.8%
Two Bedroom/1 bath	460	495	7.6%
Two Bedroom/1 1/2 bath	495	530	7.0%
Two Bedroom/2 bath	520	560	7.7%

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

INFORMATION ITEM
LEWIS-CLARK STATE COLLEGE

ITEM #2.3

4.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
4.9 AUDITS AND FINANCIAL REPORTS
LCSC FOUNDATION AUDIT FY 2000

In compliance with Board Policy, a copy of the audit of the Lewis-Clark State College Foundation, Inc., for the fiscal year ended June 30, 2000, is on file at the Office of the State Board of Education. Copies of the report are available in the Administrative Services office at Lewis-Clark State College.

4.10 OTHER - INFORMATION ITEM
FY 2001-2002 ROOM AND BOARD RATES

The College has approved the following room and board rates effective Fall 2001.

	<u>2000-2001</u>	<u>2001-2002</u>	<u>% Change</u>
Residence Halls			
Room & Board/Double Occupancy:			
Meal Plan(Platinum)	\$3,580	\$3,730	+4.19%
Meal Plan (Diamond or Gold)	3,360	3,510	+4.47%
Meal Plan (Silver)	3,150	3,240	+2.86%
Room & Board/Single Occupancy:			
Meal Plan (Platinum)	\$3,950	\$4,115	+4.18%
Meal Plan (Diamond or Gold)	3,730	3,895	+4.43%
Meal Plan (Silver)	3,520	3,625	+2.99%
Parrish House (Room Only)			
Single Room	\$1,890	\$1,975	+4.50%
Double Room	1,620	1,690	+4.32%
Double or Triple w/o bath	1,340	1,400	+4.48%

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

ROUTINE ACTION ITEM

ITEM #2.4

IDAHO SCHOOL FOR THE DEAF AND THE BLIND

4.0 BUSINESS AFFAIRS AND HUMAN RESOURCES 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 #2.3.a)

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE**APRIL 19-20, 2001**

IDAHO SCHOOL FOR THE DEAF AND THE BLIND**ITEM #2.4.a**

**STUDENT ACTIVITY FUNDS BALANCES AS OF MARCH 27, 2001, LISTED BELOW
IS A REPORT SUBMITTED TO STATE BOARD OF EDUCATION IN ACCORDANCE
WITH IDAHO CODE 33-705.**

	BAL-02/23/01	BAL-03/27/01	INC/(DEC)
SALES TAX	80.44	102.34	21.90
ATHLETICS	6,788.99	6,796.61	7.62
WSBC	4,501.90	4,501.90	0.00
ATHLETIC APPAREL	187.35	273.96	86.61
GIRLS SOCCER FUND	292.04	292.04	0.00
CHEERLEADING	415.37	415.37	0.00
M.S. CHEERLEADING	70.00	70.00	0.00
CLASS OF 2001	357.46	357.46	0.00
CLASS OF 2002	185.95	185.95	0.00
CLASS OF 2003	842.43	842.43	0.00
CLASS OF 2004	20.00	20.00	0.00
MAINT. BREAK ROOM	206.09	198.03	-8.06
COTTAGE FUND	313.07	313.07	0.00
ELEM ACTIVITIES	61.65	61.65	0.00
PARENTS ADVISORY COM	168.61	168.61	0.00
M.S. STUDENT COUNCIL	62.46	62.46	0.00
H.S. STUDENT COUNCIL	812.12	812.12	0.00
JOURNALISM	584.98	584.98	0.00
ED STAFF POP MACHINE	1,299.38	1,299.38	0.00
HEALTH & WELLNESS	335.00	335.00	0.00
STUDENT ACT. FUND	5,091.73	5,070.45	-21.28
WORK EXPERIENCE	189.85	189.85	0.00
RAPTOR JAVA (NEW)	235.96	334.28	98.32
STUDENT BOOK CLUB	24.68	79.53	54.85
ACCELERATED READER	69.22	69.22	0.00
DRAMA FUND	36.92	36.92	0.00
ADVENTURERS	106.09	106.09	0.00
SUMMER DEAF CAMP	3,239.41	3,239.41	0.00
ART FUND	276.52	276.52	0.00
YEARBOOKS	1,841.36	1,841.36	0.00
LIONS WINTER CAMP	2.17	2.17	0.00
HRG AID MOLD & REPAIRS	76.97	219.97	143.00
HA GIFT F/HRG CM TCH	68.58	68.58	0.00
PERSONAL STUDENT ACCT	861.87	887.55	25.68
STUDENT AID	<u>1,348.52</u>	<u>1,450.25</u>	<u>101.73</u>
TOTALS	31,055.14	31,565.51	510.37

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM
BOISE STATE UNIVERSITY

ITEM #3.1

5.0 PHYSICAL PLANT

5.1 APPROVAL OF PROJECTS AND/OR ARCHITECTS

5.1.1 CONSTRUCTION OF PARKING FACILITY

SUBJECT:

Boise State University requests approval to proceed with the construction of Phase II of its existing parking structure.

BACKGROUND:

In April of 1998, the State Board of Education approved the issuance of \$4,500,000 in revenue bonds for the construction of a 649-space parking facility on the Boise State campus. This facility opened Fall Semester 2000 and is currently fully utilized through permits and hourly parking.

A comprehensive parking study of the Boise campus by Walker Parking Consultants was completed on January 23, 2001. This report estimates that over 2500 new parking spaces will be required on the Boise campus by the year 2010. A tentative schedule calls for the construction of the second phase of Parking Structure #1 in 2002 (628 spaces with a net gain of 499 spaces); an 834-space structure in 2004; and a 1,298-space structure in 2006.

IMPACT:

The addition of the 628-space parking facility will help meet the growing campus parking demands caused by increased enrollment; expanding campus activities; and governmental requirements resulting from the addition of campus facilities.

FISCAL IMPACT:

The approximate construction costs of \$4,500,000 for this second phase of Parking Structure #1 will be covered by the issuance of revenue bonds. Debt service will be provided by the pledge of all parking revenues and the existing General Building Fee revenues. It is anticipated that parking permit rates will be increased for faculty, students and staff to help cover the additional cost. There will be no increase in the General Building Fee for the student body.

COMMITTEE ACTION:

A motion to recommend to the Board approval of Boise State University's request to proceed with Phase II of the existing parking structure.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve Boise State University's request to proceed with Phase II of the existing parking structure.

Moved by_____ Carried Yes_____ No_____

ATTACHMENTS:

ITEMs #3.1.a - 3.1.d

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BOISE STATE UNIVERSITY
PARKING STRUCTURE PHASE II
APRIL 2001

HISTORY

In April of 1998, the State Board of education approved the issuance of \$4,500,000 in revenue bonds for the construction of the 649-space Parking Structure Phase I on the Boise campus of Boise State University. Debt service for this facility is generated from the \$99.00 per semester General Building fee paid by all full-time students and the \$9.00 per credit hour fee paid by all part-time students.

CURRENT OPERATIONS

Parking Structure Phase I became operational during the last week of August 2000. Initially, this facility was operated on a pay-as-you-go basis, during which time it operated at 50% of capacity. In January 2001, reserved permits were sold to 254 students and 91 employees, which has raised the overall usage to approximately 95% of capacity during peak hours.

The average length of stay for pay-as-you-go users is 2 hours, 19 minutes. Through March 2001, there have been 94,327 pay-as-you-go customers, or an average of 456 paid stays per day, based on a seven day week. Through this same time period, permits have generated \$16,240 while pay-as-you-go revenue is \$163,893. It is projected that FY 2001, revenues will exceed projections by over \$50,000.00

In addition to the normal daily use of the facility, patrons attending events on campus are allowed use of the facility at a cost to the appropriate venue. During large events on campus, this facility may be occupied close to 100% of capacity.

WALKER PARKING CONSULTANTS

In January of 2001, a parking study of the Boise campus was completed by Walker Parking Consultants. This report estimates that over 2,500 additional parking spaces will be required by the year 2010. A tentative schedule constructs the second phase of the existing parking structure in 2002 (628 spaces with a net gain of 499 spaces; an 834-space structure in 2004; and a 1,298-space structure in 2006. It is likely that Boise State will not meet this aggressive schedule, but the plan presents a road map for future decisions.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

BOISE STATE WEST

It is anticipated that the new Boise State West Campus will begin operation Fall Semester of 2003. Parking at this location will be incorporated into the overall Parking and Transportation System of the institution, and it will include permit parking. There may be little or no impact on the Boise campus parking situation, as it is possible that the initial class enrollments at Boise State West will be composed primarily of students who will not attend classes in Boise. There may not be a significant number of students who will switch from the Boise Campus to the West Campus. As the institution grows over the next five to ten years, it is expected that more students will utilize both campuses.

ALTERNATIVE TRANSPORTATION

The Parking and Transportation System of Boise State currently sponsors at an annual cost of \$183,000 (for FY 2001) a city-wide bus system free ride program for its student and employees, as well as a campus shuttle free ride program. Approximately 140 riders take advantage of the bus program each day, and there are 700 shuttle rides daily.

The Ada County Highway Department sponsors Commuteride, an effort to reduce downtown congestion in Boise. Currently, individuals are served in West Boise, Meridian, Kuna, Caldwell, Middleton, Nampa, Mountain Home, Emmett and Payette County. Boise State will continue to educate its population on these opportunities and will continue to explore additional partnerships which may help to alleviate its parking challenges.

**FUNDING FOR PARKING STRUCTURE PHASE II AND OTHER
ADDITIONAL PARKING INVENTORY**

Attached are the parking permit rates for fiscal years 2002, 2003, and 2004 which will be required to fund Phase II of the parking structure and potentially another 438 surface lot spaces. Also attached are the operating budgets for each of the fiscal years.

Permit rates will increase approximately 30% Fall Semester 2001; 20% Fall 2002; and 10% Fall 2003. Over this three-year time period, the number of parking spaces on the Boise campus may increase by as many as 937 spaces.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

ITEM #3.1.b

BOISE STATE UNIVERSITY
ANNUAL PARKING PERMIT RATES
APRIL 2001

Parking Permit Category	Current Rate	FY 2002 Fall 2001	FY 2003 Fall 2002	FY 2004 Fall 2003
Individual Designated	\$260	\$338	\$406	\$447
Employee Reserved	\$130	\$169	\$203	\$223
Student Reserved	\$110	\$143	\$172	\$189
Employee General	\$60	\$78	\$94	\$103
Student General	\$40	\$52	\$62	\$69
Residence Halls	\$40	\$52	\$62	\$69

ITEM #3.1.c

BOISE STATE UNIVERSITY
PROJECTED PARKING ENHANCEMENTS
FY 2002 - 2004

Parking Facility Phase II	499 spaces
Towers Lot	178 spaces
Stadium Restriping	<u>60 spaces</u>
	737 spaces
University/ Manitou (pending)	50 spaces
University (pending)	<u>150 spaces</u>
	937spaces

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

ITEM #3.1.d

BOISE STATE UNIVERSITY
CAMPUS PARKING
APRIL 2001

	FY 2002	FY 2003	FY 2004
<u>Revenue</u>			
Parking Fees and Fines	1,749,507	1,900,747	1,991,491
<u>Expenses</u>			
Salaries	640,750	666,363	693,016
Benefits	216,574	225,253	234,263
Travel	2,600	2,704	2,812
Supplies and Services	129,960	136,155	141,597
Equipment	39,520	41,100	42,744
Debt Service	250,000	300,000	300,000
Towers Expansion	235,000		
Capital Outlay	150,000	150,000	150,000
BUS Contract	193,000	203,000	214,000
Canyon County	10,000	10,400	10,816
Bond Reserve	50,000	100,000	150,000
Total Expense	1,917,404	1,834,975	1,939,248
Annual Net	(167,897)	65,772	52,243
Carry Over	391,143	223,246	289,018
Fund Balance	223,246	289,018	341,261

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM

ITEM #3.1

BOISE STATE UNIVERSITY (continued)

5.1.2 EXPANSION OF STUDENT UNION BUILDING

SUBJECT:

Boise State University requests approval to proceed with the expansion of its Student Union Building.

BACKGROUND:

The current Student Union building at Boise State University was constructed in 1967, expanded in 1972 and expanded once again in 1991. A university study team composed of students and Student Affairs representatives, with the assistance of Opsi architectural firm, has developed an expansion program which will provide additional space for a variety of student-related and community activities.

IMPACT:

Program elements include an expansion of student activities program space/retail food service by 400 seats; an additional 14,000 sq. ft. of ballroom/multipurpose space; a computer laboratory; an additional 10,000 square feet of Bookstore space; appropriate space for the Multi-Ethnic center, the Women's Center, student organizations, and the Arbiter; the creation of a Student Service Center; the development of "learning commons" public spaces; an expansion of the Campus I.D. office; an HVAC upgrade; the creation of outdoor gathering and program spaces; improved southwest and southeast entrances; additional marketing and solicitation points; and the purchase of property for a future student services development.

FISCAL IMPACT:

The proposed budget for this project is approximately \$23 million. Funding will be provided by the issuance of revenue bonds in 2002, the debt service of which will be provided by an increase in the SUB/Housing Building and Operations Fee of no more than \$60 per semester. A \$25 per semester increase will be requested in April 2001 and the remainder in April 2002. These increases will be included in the overall increase requested by the institution.

COMMITTEE ACTION:

A motion to recommend to the Board approval of Boise State University's request to proceed with the expansion of the Student Union Building at an estimated cost of \$23,000,000.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BOARD ACTION:

A motion to approve the request from Boise State University to proceed with the expansion of the Student Union Building at an estimated cost of \$23,000,000.

Moved by _____ Carried Yes _____ No _____

ATTACHMENTS:

None

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

**NON-ROUTINE ACTION ITEM
BOISE STATE UNIVERSITY (continued)**

ITEM #3.1

5.1.4 CONSTRUCTION OF HIGH-TECHNOLOGY CENTER

SUBJECT:

Boise State University requests approval to construct a high-technology center at the Boise State West campus (Canyon County).

BACKGROUND:

At the September 2000 meeting of the State Board of Education, Boise State informed the Board of plans to construct such a facility, pending the receipt of federal funding. The U.S. Department of Commerce has now awarded Boise State a grant of \$1,990,168 for the project. The Technology and Entrepreneurial Center (TECenter) will work in partnership with Boise State's Idaho Small Business Development Center, TechHelp, the College of Business and Economics, and the College of Engineering. This 40,000 square foot facility will provide space for up to twenty (20) businesses with conference rooms, office equipment, internet access, and other support, including business and technical consultants.

IMPACT:

The TECenter will take a leadership role in the State's investment in research and development and will promote collaboration between private industry and higher education, which are goals of Governor Dirk Kempthorne's Science and Technology Council. The TECenter will provide assistance to entrepreneurs in developing products and businesses. Higher education students will also have their educational experience enhanced by working with these businesses.

FISCAL IMPACT:

Construction costs are fully covered by the grant and by the investment already made in the infrastructure of Boise State West. Fees charged to the users of the TECenter will cover ongoing costs of the facility and its operations.

COMMITTEE ACTION:

A motion to recommend to the Board the approval of Boise State University's request to construct a high-technology center at the Boise State West Campus. Construction costs are fully covered by a \$1,990,168 grant from the U.S. Department of Commerce.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM

ITEM #3.1

BOISE STATE UNIVERSITY (continued)

BOARD ACTION:

A motion to approve Boise State University's request to construct a high-technology center at the Boise State West Campus. Construction costs are fully covered by a \$1,990,168 grant from the U.S. Department of Commerce.

Moved by_____ Carried Yes_____ No_____

ATTACHMENTS:

None

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM
UNIVERSITY OF IDAHO

ITEM #3.2

4.0 FINANCE

4.8 CONTRACTS FOR SERVICES/AGREEMENTS/AUTHORIZATIONS

4.8.1 CONTRACT FOR ATHLETIC BROADCASTING SERVICES

Ref: Regents' Minutes for June 13-14, 1996, p. 3.

Regents' Minutes for March 22-23, 2001, p.31 (Item tabled for further review)

SUBJECT:

Request approval to enter into a five-year agreement with Radio Palouse, Inc., (RPI) for radio broadcasts of intercollegiate football and men's and women's basketball games.

BACKGROUND:

In 1996, UI entered into an agreement granting to RPI the right to produce, engineer, and distribute radio broadcasts of certain intercollegiate athletic events. Under this contract, the University receives \$60,000 per year. The contract terminates on June 30, 2001.

DISCUSSION:

The University has negotiated a new agreement with RPI. Under the proposed agreement, UI pays RPI an average of \$26,000 per year over five years to produce and distribute live radio broadcasts of football and men's and women's basketball games. In exchange, UI gains the right to establish and own a radio network to broadcast the games and gains control of all network advertising spots, which UI can market to corporate sponsors with whom UI has an established relationship. RPI will also provide UI with 1800 commercial units per year and 40 promotional spots per week on RPI's radio stations, as well as other consideration. UI expects to generate approximately \$150,000 per year from the sale of broadcast advertising time, and will net approximately \$120,000 to \$128,000 after its yearly payment to RPI. This changed relationship will generate for the University at least a \$60,000 increase per year over the \$60,000 in rights fees that the current agreement with RPI generates. The relationship contemplated by the new agreement is being used increasingly by institutions located outside of a major media market and thus unable to generate the substantial rights fees often accorded to institutions in major markets.

The term of the new agreement is five years, commencing on July 1, 2001, and may be extended on the same terms and conditions for up to five one-year increments upon the mutual agreement of the parties. Regents' approval of the agreement includes approval for up to five one-year extensions and also includes approval to sell the network advertising spots to corporate sponsors. A copy of the agreement is on file in the Board Office.

FISCAL IMPACT:

By gaining control of all network advertising spots and the right to market these spots to corporate sponsors, UI expects to net approximately \$120,000 per year as a result of this agreement, an increase of \$60,000 over the current agreement

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM
UNIVERSITY OF IDAHO (continued)

ITEM #3.2

COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from the University of Idaho to enter into a five-year agreement with Radio Palouse, Inc. for radio broadcasts of intercollegiate football and men's and women's basketball games. The contract commences July 1, 2001 and may be extended on the same terms and conditions for up to five one-year increments upon the mutual agreement of the parties.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve the request from the University of Idaho to enter into a five-year agreement with Radio Palouse, Inc. for radio broadcasts of intercollegiate football and men's and women's basketball games. The contract commences July 1, 2001 and may be extended on the same terms and conditions for up to five one-year increments upon the mutual agreement of the parties.

Moved by_____ Carried Yes_____ No_____

ATTACHMENTS:

Unexecuted copy on file at the Office of the State Board of Education. Copies available upon request.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM
UNIVERSITY OF IDAHO (continued)

ITEM #3.2

4.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
4.2 PURCHASE AND SALE OF PROPERTY AND EQUIPMENT
4.2.1 WELLS FARGO MASTER LEASE AGREEMENT

SUBJECT:

Request approval to enter into a Master Lease Agreement with Wells Fargo Bank (formerly First Security Bank) for future financing of equipment purchases as the need arises.

BACKGROUND:

Under the current Master Lease Agreement with First Security Bank, each lease is entered into based on its own merit. UI Departments, and UI Business and Accounting Services, determine the appropriateness of lease financing. Upon meeting all purchasing requirements, including Board approval when required, a lease is entered into between the University and First Security Bank. During calendar year 2000 UI entered into 11 separate lease agreements totaling \$319,983. The average interest rate was 6.5% and payments varied from monthly to annually. Each lease requires a \$100 origination fee.

DISCUSSION:

As part of First Security's transition to Wells Fargo Bank, a new Master Lease Agreement (MLA) is required. Under the MLA, each time a lease is required, the University and Wells Fargo will negotiate a "supplemental" lease agreement with terms satisfactory to both parties. Each supplemental lease will provide for a tax-exempt interest rate based on a Wall Street Standard index plus 20 basis points (currently approximately 5%). There will be no lease origination fee.

The University has determined that it will achieve a more advantageous interest rate by designating leases under the MLA as "qualified tax exempt obligations" under IRC Code Section 265(b)(3). This designation--"bank qualified"--is available only if the University's tax-exempt obligations incurred in calendar year 2001 do not exceed \$10 million. The Bank has agreed to charge interest at the bank-qualified rate except that the rate would increase to the non-bank-qualified rate if the University exceeds \$10 million of obligations issued in 2001.

FISCAL IMPACT:

There is no fiscal impact associated with the Master Lease Agreement. Fiscal impact will only occur when supplemental leases are entered into under the MLA. Approval of all supplemental leases will be obtained as required by applicable policies.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

**NON-ROUTINE ACTION ITEM
UNIVERSITY OF IDAHO (continued)**

ITEM #3.2

COMMITTEE ACTION:

A motion to recommend to the Board approval of University of Idaho's request to enter into a Master Lease Agreement with Wells Fargo Bank, formerly First Security Bank, for future financing of equipment purchases as the need arises.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve University of Idaho's request to enter into a Master Lease Agreement with Wells Fargo Bank, formerly First Security Bank, for future financing of equipment purchases as the need arises.

Moved by_____ Carried Yes_____ No_____

ATTACHMENTS:

Unexecuted copy on file at the Office of the State Board of Education. Copies available upon request.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM
UNIVERSITY OF IDAHO (continued)

ITEM #3.2

4.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
4.2 PURCHASE AND SALE OF PROPERTY AND EQUIPMENT
4.2.2 REPLACEMENT OF ADMINISTRATIVE SYSTEMS HARDWARE

SUBJECT:

Request approval to execute an agreement with Sun Microsystems, a Unix computer equipment provider, for equipment to replace the University's administrative systems hardware.

BACKGROUND:

The University needs to replace the current administrative systems computer hardware in order to improve the reliability, responsiveness, and performance of the system. The hardware for this system is composed of three Sequent computers, ranging from five to eight years old. The total cost of the annual service contract for this hardware is greater than the value of the hardware.

DISCUSSION:

The University issued a Request for Proposals (No. 01-120) for the provision of administrative systems hardware and associated software and services. Acceptable bids were received from IBM and Sun Microsystems. The evaluation criteria included:

- Philosophy and considerations for developing a strategic relationship with the University
- Experience and relationship with UI software partners
- Previous performance, qualifications, and market leadership
- Overall design and reduction of complexity of the UI's Unix computing environment
- Future upgrade path and migration to new technologies
- Presentation
- Cost
- Service and support

The unanimous recommendation from the seven member RFP evaluation committee and the Vice Provost for Outreach and Technology is to award the project to Sun Microsystems.

To meet a summer installation and fall cutover schedule, equipment orders need to be placed by April 23, 2001.

FISCAL IMPACT:

The cost for the equipment and installation is not expected to exceed \$1.06 million and will be financed under the Master Lease Agreement with First Security Bank (Wells Fargo). Payment will be made from local funds.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

**NON-ROUTINE ACTION ITEM
UNIVERSITY OF IDAHO (continued)**

ITEM #3.2

COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from University of Idaho to execute an agreement with Sun Microsystems for equipment to replace the University's administrative systems hardware. The cost for equipment and installation not to exceed \$1.06 million.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to recommend to the Board approval of the request from University of Idaho to execute an agreement with Sun Microsystems for equipment to replace the University's administrative systems hardware. The cost for equipment and installation not to exceed \$1.06 million.

Moved by_____ Carried Yes_____ No_____

ATTACHMENTS:

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM
UNIVERSITY OF IDAHO (continued)

ITEM #3.2

5.0 PHYSICAL PLANT

5.1 APPROVAL OF PROJECTS AND/OR ARCHITECTS

5.1.1 EARLY-START FY2002 CAPITAL PROJECTS

SUBJECT:

Request approval of the projects enumerated at ITEM # 3.2.a as part of FY2002 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 at ITEM #3.2.a are regularly recurring capital or maintenance projects, improvement projects which must be completed prior to fall semester, or revisions in budget and scope to previously authorized initiatives.

FISCAL IMPACT:

Total cost of early-start FY 2002 capital projects is \$1,895,000. Sources of funds include \$275,000 from the FY2002 General Education allocation to capital and repair/replacement projects, \$950,000 from institutional funds, \$250,000 from bond/unrestricted reserves/investment funds, and \$420,000 from private gifts.

COMMITTEE ACTION:

A motion to recommend to the Board approval of projects for the University of Idaho as listed on ITEM #3.2.a.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve projects for the University of Idaho as listed on ITEM #3.2.a.

Moved by_____ Carried Yes_____ No_____

ATTACHMENTS:

ITEM #3.2.a: Project Summary of Capital Improvement Budget Detail

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UNIVERSITY OF IDAHO
PROJECT SUMMARY OF CAPITAL IMPROVEMENT BUDGET DETAIL
July 1, 2001 – June 30, 2002
EARLY-START FY2002 PROJECTS SUBMITTED APRIL 2001

New Facilities

Taylor Ranch – Reconstruction of Facilities \$150,000

This project replaces two structures lost to the firestorm of summer 2000 at the UI Taylor Ranch Field Station under the College of Natural Resources. Lost in the fire were a cookhouse and a bunkhouse that provided housing, kitchen and dining facilities, and shower facilities for employees working at the field station. The scope of this project is for planning, design, and construction of a replacement facility or facilities to restore these critical services.

The source of funds for this project is from insurance settlement funds and from college resources. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

Major Renovation/Remodeling

POLYA Math Learning Center \$800,000

In summer of 2000, the University of Idaho was awarded a PEW grant to implement an innovative new math learning program on campus. The POLYA Math Learning Center will transform introductory mathematics from a lecture style to studio courses taught in groups utilizing computer technologies. The goal of this program is to improve the progression of students through introductory courses and to reduce the number of students taking the same course again. This will free valuable teaching and space resources.

The program will be housed in the Brink-Phinney Hall complex, which offers a central campus location with proximity to the Math Department and ensures a convenient and accessible environment for all POLYA users. The scope of the project includes renovation and upgrade of existing spaces to house an interactive computer cluster site of approximately 72 stations, a reception area with lab support, study/seminar rooms, and office areas in support of the Center.

The PEW grant provides \$114,000 toward furnishings and equipment; the source of funds for the remaining project elements is institutional funding. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

UNIVERSITY OF IDAHO (continued)

ITEM #3.2.a

Other Renovation/Remodeling

Classroom Improvement

\$125,000

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 FY02 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 repair/replacement projects. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and 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 repair/replacement allocation. This is part of the university's FY02 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.

Feasibility and/or Planning Studies & Evaluations

Utilities/Infrastructure Planning Study

\$100,000

This planning study will update the last comprehensive utilities and infrastructure assessment completed in 1996. As the university continues to develop its Moscow campus and facilities consistent with the UI Strategic Plan and Long Range Campus Development Plan (LRCDP), it must plan for critical infrastructure components needed to support strategic initiatives. This study will evaluate current and future infrastructure capacity and needs in campus generation and supply of chilled water, steam, electrical, domestic water, and sewer systems in light of the 10-Year Capital Improvement Plan. The study will look for opportunities to create synergies and to coordinate infrastructure developments in areas where multiple facility developments are planned. The source of funds for this project is the general education allocation to capital and repair/replacement projects. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

UNIVERSITY OF IDAHO (continued)

ITEM #3.2.a

Revisions to Previously Authorized Projects:

Food Innovation Center

Original Authorization: \$940,000

Supplementary Authorization: \$420,000

Total Authorization: \$1,360,000

Request approval to revise project budget to align with fundraising achievements and estimated project costs. This project was originally authorized in the FY2001 Capital Budget. It included planning, design, and construction for renovation of laboratory facilities in the 1951 wing of the Agricultural Sciences Building. This facility improvement project is funded as a component of the USDA-CSREES facilities grant to Oregon State University for the University of Idaho's participation in the PNW Food Innovation Center. The federal grant provides a total of \$470,000. Fundraising efforts by the university cultivated \$470,000 in matching funds and an additional \$420,000 in support for the project. The supplemental funds will offset inflationary impacts since preparation of the original grant proposal and will support the renovation and related fixed equipment needs critical to laboratory space. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

Student Recreation Center/Facilities Services Complex

Original Authorization: \$23,862,800

Supplementary Authorization: \$250,000

Total Authorization: \$24,112,800

Request approval to revise project budget to provide for selection of preferred materials for the Student Recreation Center rock-climbing wall as an add-alternate. In January 1999 the Regents approved student fee supported bonds to fund construction of a new Student Recreation Center and for demolition and replacement of the Facilities Services Complex. At the time of the original request for project authorization, potential interest income earnings on the bond funds were held as contingency but not specifically allocated to the project budget. In June 2000, the Regents approved a supplemental authorization of \$2,300,000 from interest earnings on the bond and from private donations.

This request is for an additional budget increase of \$250,000 for the Student Recreation Center to allow for selection of materials for the rock-climbing wall preferred by the steering committee for the project. When construction bids were accepted, a base package was selected and any decision to upgrade to the preferred materials was deferred pending availability of funds.

The source of funds for this budget increase is interest earnings on the Student Recreation Center bond.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

UNIVERSITY OF IDAHO (continued)

ITEM #3.2.a

Parking and Transportation Enhancements (Change in Scope Only)

Request approval to revise scope of work for remaining funds provided for a series of parking lot improvement projects. In June 1999, the Regents approved two parking improvement projects funded from Bond Series 1999B: (1) a project to expand the existing paved area on the Kibbie west end parking lot; and (2) a project including a comprehensive redevelopment of a 10-12 acre parcel at the southeast entry to campus along Sweet Avenue, including construction of a 340-space parking lot. In November 1999, the Regents approved a third parking improvement project (funded from Bond Series 1999C) to improve a parking lot west of the College of Law Building. In June 2000, the Regents approved a supplementary authorization for this series of parking improvements to (1) take advantage of cost savings achieved on the Sweet Avenue project; (2) allocate additional funds from auxiliary services repair and renovations funds; and (3) recognize interest income earned on the bond issues related to these projects.

Over the past year, several university planning and development efforts have provided additional focus to key campus neighborhoods. Master planning for the north campus district and for residential student housing has identified preferred sites for new housing developments. Master planning for athletic and recreational fields has focused on the area west of the Kibbie as well as on field areas adjoining the north campus district. Finally, a university task force has performed a comprehensive evaluation of parking and transportation needs and opportunities throughout the Moscow campus. These planning efforts, along with the 10-Year Capital Improvement Plan, have highlighted key areas where current parking improvements can bring the most benefit.

These plans have resulted in a recommendation to redirect funds available for the Kibbie west end lot to two other parking improvements: (1) a new parking lot on the east side of the Wicks field area adjoining the residential student housing district; (2) a new parking lot behind the Student Union Building.

This request has no net fiscal impact. This action will redirect funds originally planned for the Kibbie west parking lot development to the two other parking improvements described above. Approval of this project includes approval to execute necessary contracts for architectural/engineering services and construction contracts to accomplish the project.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM

ITEM #3.3

DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

4.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

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 FY02 appropriated funds ITEM #3.3.a.

IMPACT:

The allocation is based on the level of funding in appropriation bill SB1227 ITEM #3.3.b 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 funding 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, for facilities maintenance at Eastern Idaho Technical College and to fund a Career Guidance/Information Manager at the State Division of Professional-Technical Education.

FISCAL IMPACT:

Establish FY2002 operating budget.

COMMITTEE ACTION:

A motion to recommend to the Board approval of the request from the Division of Professional-Technical Education for the allocation of the Fiscal Year 2002 appropriation as detailed in ITEM #3.3.a.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

NON-ROUTINE ACTION ITEM

ITEM #3.3

DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION (continued)

BOARD ACTION:

A motion to approve the request from the Division of Professional-Technical Education for the allocation of the Fiscal Year 2002 appropriation as detailed in ITEM #3.3.a.

Moved by_____ Carried Yes_____ No_____

ATTACHEMENTS:

Allocation of State Division of Professional-Technical Education
Senate Bill No. 1227

ROUTINE ACTION ITEM
DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

ITEM #3.3.a

4.0 Financial Management
4.1 Budget and Budget Transfers

Allocation of State Division of Professional-Technical Education
FY 2002 Appropriation

	FY01 Allocation	FY02 Allocation
Program 01 (State Leadership and Technical Assistance)		
By Standard Class:		
Personnel Costs	\$ 1,639,300	\$ 1,782,600
Operating Expenses	329,000	348,400
Capital Outlay	40,000	46,300
Totals	\$ 2,008,300	\$ 2,177,300
By Source of Revenue:		
General Funds	\$ 1,705,000	\$ 1,862,900
Federal Funds	303,300	314,400
Totals	\$ 2,008,300	\$ 2,177,300
Program 02 (General Programs)		
By Major Program Area:		
Secondary Formula	\$ 9,912,922	\$ 10,506,982
Professional-Technical School Added Cost Units	1,140,000	1,335,000
Special Programs		
Leadership	606,600	628,852
Tech Prep	646,718	649,906
Adult/Retraining	780,900	832,440
Fire Services/Haz Mat Training	393,800	404,400
Ancillary Services	1,340,260	1,426,520
Totals	\$ 14,821,200	\$ 15,784,100
By Source of Revenue		
General Funds	\$ 10,149,600	\$ 10,949,700
Federal Funds	4,604,800	4,767,600
Dedicated Funds	66,800	66,800
Totals	\$ 14,821,200	\$ 15,784,100

ROUTINE ACTION ITEM
DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

	FY01 Allocation	FY02 Allocation
Program 03 (Postsecondary Programs)		
By Technical College:		
Boise State University	\$ 6,217,064	\$ 6,775,388
College of Southern Idaho	4,984,745	5,459,492
Eastern Idaho Technical College	4,581,565	5,199,268
Idaho State University	8,764,672	9,614,185
Lewis-Clark State College	3,441,768	3,706,085
North Idaho College	3,481,586	3,875,282
Totals	\$ 31,471,400	\$ 34,629,700
By Source of Revenue:		
General Funds	\$ 31,254,400	\$ 34,412,700
Unrestricted Funds	217,000	217,000
Totals	\$ 31,471,400	\$ 34,629,700
Program 04 (Underprepared Adults/Displaced Homemaker Program)		
By Major Program:		
Postsecondary Formula	\$ 1,804,600	\$ 1,870,800
Displaced Homemaker Program	401,400	404,600
Totals	\$ 2,206,000	\$ 2,275,400
By Source of Revenue:		
General Funds	\$ 231,400	\$ 234,600
Federal Funds	1,804,600	1,870,800
Dedicated Funds	170,000	170,000
Totals	\$ 2,206,000	\$ 2,275,400
Summary		
By Source of Revenue:		
General Funds	\$ 43,340,400	\$ 47,459,900
Federal Funds	6,712,700	6,952,800
Dedicated Funds	236,800	236,800
Unrestricted Funds	217,000	217,000
Other Funds	0	0
Totals	\$ 50,506,900	\$ 54,866,500

Fifty-sixth Legislature

First Regular Session - 2001

IN THE SENATE

SENATE BILL NO. 1227

BY FINANCE COMMITTEE

AN ACT

APPROPRIATING MONEYS FOR PROFESSIONAL-TECHNICAL EDUCATION FOR FISCAL YEAR 2002; REAPPROPRIATING ANY UNEXPENDED AND UNENCUMBERED GENERAL FUND BALANCES; AND SETTING FORTH CONDITIONS FOR THE REAPPROPRIATION.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. There is hereby appropriated to the State Board for Professional-Technical Education the following amounts, to be expended by the Division of Professional-Technical Education for the designated programs according to the designated expense classes from the listed funds for the period July 1, 2001, through June 30, 2002:

	FOR PERSONNEL COSTS	FOR OPERATING EXPENDITURES	FOR CAPITAL OUTLAY	FOR TRUSTEE AND BENEFIT PAYMENTS	FOR LUMP SUM	TOTAL
I. STATE LEADERSHIP AND TECHNICAL ASSISTANCE:						
FROM:						
General						
Fund	\$1,561,900	\$254,700	\$46,300			\$ 1,862,900
Federal Grant						
Fund	<u>220,700</u>	<u>93,700</u>				<u>314,400</u>
TOTAL	\$1,782,600	\$348,400	\$46,300			\$ 2,177,300
II. GENERAL PROGRAMS:						
FROM:						
General						
Fund	\$ 232,400	\$ 38,000	\$ 5,300	\$10,674,000		\$10,949,700
Hazardous Materials/ Waste Enforcement						
Fund				66,800		66,800
Federal Grant						
Fund	<u>213,700</u>			<u>4,553,900</u>		<u>4,767,600</u>
TOTAL	\$ 446,100	\$ 38,000	\$ 5,300	\$15,294,700		\$15,784,100
III. POSTSECONDARY PROGRAMS:						
FROM:						
General Fund						
				\$34,412,700		\$34,412,700
Unrestricted Current						
Fund				<u>217,000</u>		<u>217,000</u>
TOTAL				\$34,629,700		\$34,629,700
IV. UNDERPREPARED ADULTS/DISPLACED HOME MAKERS:						
FROM:						
General						
Fund			\$ 234,600			\$ 234,600
Displaced Homemaker						
Fund			170,000			170,000
Federal Grant						

1					FOR		
2		FOR	FOR	FOR	TRUSTEE AND		
3		PERSONNEL	OPERATING	CAPITAL	BENEFIT	FOR	
4		COSTS	EXPENDITURES	OUTLAY	PAYMENTS	LUMP SUM	TOTAL
5	Fund				<u>1,870,800</u>		<u>1,870,800</u>
6	TOTAL				\$ 2,275,400		\$ 2,275,400
7	GRAND						
8	TOTAL	\$2,228,700	\$386,400	\$51,600	\$17,570,100	\$34,629,700	\$54,866,500

9 SECTION 2. There is hereby reappropriated to the State Board for
10 Professional-Technical Education for the Division of Professional-Technical
11 Education, subject to the provisions of Section 3 of this act, the unexpended
12 and unencumbered balance of any General Fund appropriation contained in Sec-
13 tion 1, Chapter 384, Laws of 2000, to be used for nonrecurring expenditures
14 for the period July 1, 2001, through June 30, 2002.

15 SECTION 3. The reappropriation granted in Section 2 of this act shall be
16 subject to the following provisions:

17 (1) If the unexpended and unencumbered balance in the General Fund on
18 June 30, 2001, is zero, the reappropriation in Section 2 of this act is hereby
19 declared to be null and void.

20 (2) If the unexpended and unencumbered balance in the General Fund on
21 June 30, 2001, is greater than zero but less than the total General Fund re-
22 appropriation authority granted to all state agencies, the amount reappropri-
23 ated in Section 2 of this act shall be in the proportion that the reappropria-
24 tion for the Division of Professional-Technical Education bears to the total
25 General Fund reappropriation authority granted to all state agencies.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

ACTION ITEM

ITEM #4

SUBJECT:

FY2002 College & Universities Allocation

BACKGROUND:

House Bill No. 330 (ITEM #4.a) appropriates \$314,936,100 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 FY02. Legislative intent sections of HB 330 limits the amount to be used for system-wide needs (\$75,000), appropriates funds for HERC (\$1,600,000), and appropriates funds for competitive technology learning grants and for Idaho's Electronic Campus (\$1,750,000). 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 330, which reflects the funding for MCO and enhancements. The Board allocates the lump-sum appropriation to the four institutions based on Board Policy, Section V.T. (ITEM #4.c).

DISCUSSION:

According to Board policy, the allocation is made in the following order: 1) each institution shall be allocated its prior year base; 2) funds for the Enrollment Workload Adjustment; 3) funds for new occupancy costs; 4) funding of special allocations; and 5) a 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 for specific enhancements

IMPACT:

The Board has some discretion on allocating the enhancement funding among the institutions. ITEM #4.d represents the presidents' recommendation (PR) on the FY02 allocation. ITEM #4.e represents an alternative recommendation (AR) based on different criteria. For salary competitiveness, the PR allocated the funds based on an average of the percent share of salary competitiveness requested and 2% for each institution. The AR distributes the funds based on 2% for each institution. For faculty, health professions, law, sciences and engineering, the PR allocated the funds on meeting the needs for additional faculty. The AR allocated the funds based on the current level of credit hour production in these areas. For the college & university initiative, both recommendations allocate the funds based on the University Research Initiative. For the one-time funds for science and technology projects and equipment, the PR allocates the funds based on a fair share. The AR allocates the funds based on the amount requested, modified to equalize share for the universities.

The Board can either select one of the recommendations or modify a recommendation to direct the funds based on their direction.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

ACTION ITEM

ITEM #4

FY2002 COLLEGE & UNIVERSITIES ALLOCATION (continued)

FISCAL IMPACT:

This action allocates the FY02 college and universities lump-sum appropriation to the institutions for the general education program.

COMMITTEE ACTION:

A motion to recommend to the Board, the approval of the FY2002 allocation as presented on ITEM #4._____.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve the FY2002 allocation as presented on ITEM #4._____.

Moved by_____ Carried Yes_____ No_____

IN THE HOUSE OF REPRESENTATIVES
HOUSE BILL NO. 330
BY APPROPRIATIONS COMMITTEE

AN ACT

APPROPRIATING MONEYS FOR GENERAL EDUCATION PROGRAMS AT BOISE STATE UNIVERSITY, IDAHO STATE UNIVERSITY, LEWIS-CLARK STATE COLLEGE, THE UNIVERSITY OF IDAHO AND FOR THE OFFICE OF THE STATE BOARD OF EDUCATION FOR FISCAL YEAR 2002; LIMITING THE AMOUNT OF THE GENERAL FUND APPROPRIATION TO BE USED BY THE OFFICE OF THE STATE BOARD OF EDUCATION; ESTABLISHING AN AMOUNT OF THE GENERAL FUND APPROPRIATION THAT IS TO BE EXPENDED FOR RESEARCH; ESTABLISHING AN AMOUNT OF THE GENERAL FUND APPROPRIATION TO BE EXPENDED FOR COMPETITIVE TECHNOLOGY GRANTS, AND FOR PARTICIPATION IN THE WESTERN GOVERNORS' ASSOCIATION'S VIRTUAL UNIVERSITY AND THE IDAHO ELECTRONIC CAMPUS; ESTABLISHING AN AMOUNT OF THE GENERAL FUND APPROPRIATION TO BE EXPENDED FOR TEACHER PREPARATION ACTIVITIES; ESTABLISHING AN AMOUNT OF THE GENERAL FUND APPROPRIATION TO BE EXPENDED FOR THE GOVERNOR'S COLLEGE AND UNIVERSITY EXCELLENCE INITIATIVE; MAKING CERTAIN IDAHO CODE PROVISIONS SPECIFICALLY AVAILABLE TO THE STATE BOARD OF EDUCATION AND THE BOARD OF REGENTS OF THE UNIVERSITY OF IDAHO; REQUIRING THE STATE BOARD OF EDUCATION TO TRACK AND REPORT FACULTY, NONFACULTY EXEMPT AND CLASSIFIED STAFF TURNOVER; REAPPROPRIATING ANY UNEXPENDED AND UNENCUMBERED BALANCES; AND SETTING FORTH CONDITIONS FOR THE REAPPROPRIATION.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. There is hereby appropriated to the State Board of Education and the Board of Regents of the University of Idaho for Boise State University, Idaho State University, Lewis-Clark State College, the University of Idaho, and the Office of the State Board of Education the following amount, to be expended for the designated programs from the listed funds for the period July 1, 2001, through June 30, 2002:

FOR:

General Education Programs	\$314,936,100
----------------------------	---------------

FROM:

General Fund	\$235,939,800
Agricultural College Endowment Fund	1,427,100
Charitable Institutions Endowment Earnings Fund	1,246,200
Normal School Endowment Earnings Fund	4,149,400
Science School Endowment Fund	4,996,700
University Endowment Fund	4,087,300
Unrestricted Current Fund	24,010,100
Restricted Current Fund	39,079,500
TOTAL	<u>\$314,936,100</u>

SECTION 2. Of the amount appropriated from the General Fund in Section 1 of this act, an amount not to exceed \$75,000 shall be used by the Office of the State Board of Education for system-wide needs.

SECTION 3. Of the amount appropriated from the General Fund in Section 1

1 of this act, \$1,600,000 shall be used for matching awards, research centers,
2 and infrastructure, with commercial application as a goal.

3 SECTION 4. Of the amount appropriated from the General Fund in Section 1
4 of this act, \$1,750,000 shall be used for a competitive grant program to fos-
5 ter innovative learning approaches using technology and to develop, enhance
6 and promote the Idaho Electronic Campus; and for Idaho's participation in the
7 Western Governors' Association's Virtual University.

8 SECTION 5. Of the amount appropriated from the General Fund in Section 1
9 of this act, \$500,000 shall be used for teacher preparation activities associ-
10 ated with Idaho's Comprehensive Literacy Act as prescribed in Section
11 33-1207A, Idaho Code.

12 SECTION 6. Of the amount appropriated from the General Fund in Section 1
13 of this act, \$1,300,000 shall be used for the Governor's College and Univer-
14 sity Excellence Initiative.

15 SECTION 7. The provisions of Sections 67-3608, 67-3609, 67-3610 and
16 67-3611, Idaho Code, are hereby made available to the State Board of Education
17 and the Board of Regents of the University of Idaho for the period July 1,
18 2001, through June 30, 2002, the provisions of Section 67-3516(1), Idaho Code,
19 with respect to the Unrestricted Current Fund and Restricted Current Fund
20 only, and Section 67-3516(3) and (4), Idaho Code, notwithstanding.

21 SECTION 8. The State Board of Education shall establish a standardized
22 system for tracking and reporting meaningful data about faculty, nonfaculty
23 exempt and classified staff turnover at the state's institutions for higher
24 education. These statistics shall be included with each year's higher educa-
25 tion appropriation request.

26 SECTION 9. There is hereby reappropriated to the State Board of Education
27 and the Board of Regents of the University of Idaho for Boise State Univer-
28 sity, Idaho State University, the University of Idaho, Lewis-Clark State Col-
29 lege and the Office of the State Board of Education, subject to the provisions
30 of Section 10 of this act, the unexpended and unencumbered balance of any
31 appropriation contained in Section 1, Chapter 473, Laws of 2000, to be used
32 for nonrecurring expenditures, for the period July 1, 2001, through June 30,
33 2002.

34 SECTION 10. The reappropriation for the General Fund granted in Section 9
35 of this act shall be subject to the following provisions:

36 (1) If the unexpended and unencumbered balance in the General Fund on
37 June 30, 2001, is zero, the reappropriation for the General Fund in Section 9
38 is hereby declared to be null and void.

39 (2) If the unexpended and unencumbered balance in the General Fund on
40 June 30, 2001, is greater than zero but less than the total General Fund re-
41 appropriation authority granted to all state agencies, the amount reappropri-
42 ated in Section 9 of this act shall be in the proportion that the reappropria-
43 tion for Boise State University, Idaho State University, the University of
44 Idaho, Lewis-Clark State College and the Office of the State Board of Educa-
45 tion bears to the total General Fund reappropriation authority granted to all
46 state agencies.

Statement of Purpose / Fiscal Impact

Statement of Purpose

RS10386

This is the FY 2002 appropriation for the general education programs at the state's 4-year college and universities: the University of Idaho, Idaho State University, Boise State University and Lewis-Clark State College.

Fiscal Note

	FTP	Gen	Ded	Fed	Total
FY 2001 Original Appropriation	3,525.61	214,986,500	72,532,300	0	287,518,800
Reappropriations	0.00	243,600	21,672,700	0	21,916,300
Recover Gain Sharing (Neg Supp)	0.00	(2,544,000)	(423,200)	0	(2,967,200)
Other Approp Adjustments	0.00	0	0	0	0
FY 2001 Total Appropriation	3,525.61	212,686,100	93,781,800	0	306,467,900
Expenditure Adjustments	105.39	0	5,028,800	0	5,028,800
FY 2001 Estimated Expenditures	3,631.00	212,686,100	98,810,600	0	311,496,700
Base Adjustments	(0.80)	(243,600)	(23,510,800)	0	(23,754,400)
Other Base Adjustments	0.00	2,544,000	801,200	0	3,345,200
FY 2002 Base	3,630.20	214,986,500	76,101,000	0	291,087,500
Personnel Cost Rollups	0.00	1,238,800	360,100	0	1,598,900
Inflationary Adjustments	0.00	507,000	367,300	0	874,300
Replacement Items	0.00	0	0	0	0
Nonstandard Adjustments	23.00	2,676,100	975,500	0	3,651,600
Change in Employee Compensation	0.00	7,251,600	2,386,600	0	9,638,200
Fund Shifts	0.00	3,738,000	(3,738,000)	0	0
FY 2002 Program Maintenance	3,653.20	230,398,000	76,452,500	0	306,850,500
Enhancements					
College and Universities					
1. Priority 1: Salary Competitiveness	0.00	716,800	1,543,800	0	2,260,600
2. SBOE Priority 2	15.00	1,325,000	0	0	1,325,000
3. SBOE Priority 3	9.00	1,500,000	0	0	1,500,000
4. SBOE Priority 4	0.00	0	0	0	0
5. SBOE Priority 5	0.00	0	0	0	0
6. SBOE Priority 6	0.00	0	0	0	0
7. SBOE Priority 7	0.00	0	0	0	0
8. Special Request, One-Time Funds	0.00	1,000,000	1,000,000	0	2,000,000
9. Collaborative Centers	0.00	1,000,000	0	0	1,000,000
Lump-Sum Adjustments	0.00	0	0	0	0
FY 2002 Total	3,677.20	235,939,800	78,996,300	0	314,936,100
Chg from FY 2001 Orig Approp	151.59	20,953,300	6,464,000	0	27,417,300
% Chg from FY 2001 Orig Approp.	4.3%	9.7%	8.9%	0	9.5%

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Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS

ITEM #4.c
Published February 2000

Allocation of 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
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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.

<u>Group I</u> Physical Education Law Letters Library Sciences Mathematics Military Science Psychology Social Sciences	<u>Group II</u> Area Studies Business & Management Education Communications Home Economics Public Affairs Interdisciplinary Studies
<u>Group III</u> Agricultural & Natural Resources Architecture & Environmental Design Biological Sciences Fine & Applied Arts Foreign Languages Physical Sciences	<u>Group IV</u> Engineering Health Professions Computer & Information Sciences

Idaho State Board of Education
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ITEM #4.c

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:

<u>Boise State University</u> Business Social Science (includes Economics) Public Affairs Performing Arts (excluding Art) Education Engineering	<u>Idaho State University</u> Health Professions Biological Sciences Physical Sciences Education
<u>University of Idaho</u> Agriculture Forestry Mines Engineering Architecture Law Foreign Languages Education	<u>Lewis-Clark State College</u> 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.

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COLLEGE & UNIVERSITIES

Allocation of FY2002 Appropriation Based on President's Recommendation

1	<u>Appropriations</u>	<u>FY01 Appr</u>	<u>FY02 Appr</u>	<u>% Chge</u>	<u>System Needs:</u>		
2	General Educ Approp				HERC	1,600,000	
3	General Account	214,986,500	234,939,800	9.28%	Tech Grants	1,750,000	
4	Endowment Funds	13,011,400	14,906,700	14.57%	Sys Nds	75,000	
5	Student Fees/Misc Revenue	59,520,900	63,089,600	6.00%	Total	<u>3,425,000</u>	
6	One-time Funding:						
7	General Account		1,000,000				
8	Endowment Funds		1,000,000				
9	Total Ongoing Gen Educ Approp	<u>287,518,800</u>	<u>314,936,100</u>	9.54%			
10							
11	<u>Allocation</u>	<u>B.S.U.</u>	<u>I.S.U.</u>	<u>U.I.</u>	<u>L.C.S.C.</u>	<u>SYSTEM</u>	<u>TOTAL</u>
12	<u>FY02 Base-Gen Acct & Endow (DU9.00)</u>	<u>66,494,200</u>	<u>60,509,700</u>	<u>85,576,400</u>	<u>11,992,600</u>	<u>3,425,000</u>	<u>227,997,900</u>
13							
14	Additional Funding for FY02:						
15	MCO Adjustments:						
16	Benefits/Inflation/CEC	3,706,900	3,345,800	4,375,400	683,300		12,111,400
17	Nonstandard Adjustments:						
18	Risk Mgmt/Controller/Treasurer	67,600	165,000	196,800	72,900		502,300
19	External Nonstandard Adjustments:						
20	Enrollment Workload Adj	687,400	(113,000)	228,300	71,200		873,900
21	New Occupancy Costs	0	35,300	367,500	25,500		428,300
22	Libr Books & Periodicals	131,800	110,700	178,800	11,400		432,700
23	Utility Increases	375,600	473,300	512,500	53,000		1,414,400
24	Total Nonstd Adj	<u>4,969,300</u>	<u>4,017,100</u>	<u>5,859,300</u>	<u>917,300</u>	<u>0</u>	<u>15,763,000</u>
25	Enhancements:						
26	Salary Competitiveness	709,100	648,900	729,800	172,800		2,260,600
27	Faculty for Hlth, Law, Sci, & Engr	400,000	400,000	400,000	125,000		1,325,000
28	College & Universities Initiative	420,000	420,000	510,000	150,000		1,500,000
29	Collaborative Centers	\$1,000,000 Equally Among the Four Regions				1,000,000	1,000,000
30	One-time for Sci & Tech & Equip	600,000	600,000	600,000	200,000		2,000,000
31	Total Enhancements	<u>2,129,100</u>	<u>2,068,900</u>	<u>2,239,800</u>	<u>647,800</u>	<u>1,000,000</u>	<u>8,085,600</u>
32	General Allocation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
33	FY02 Gen Acct & Endow Allocation	<u>73,592,600</u>	<u>66,595,700</u>	<u>93,675,500</u>	<u>13,557,700</u>	<u>4,425,000</u>	<u>251,846,500</u>
34	% Change From Base Orig Base	10.68%	10.06%	9.46%	13.05%	29.20%	10.46%
35	% Chge From Base Exclud One-time Fds	9.77%	9.07%	8.76%	11.38%	29.20%	9.58%
36							
37	FY02 Est Std Fee Rev (Per Request) *	21,333,600	17,648,000	20,270,200	3,837,800	0	63,089,600
38	FY02 Oper Bdgt Excluding Fee Rate Changes	<u>94,926,200</u>	<u>84,243,700</u>	<u>113,945,700</u>	<u>17,395,500</u>	<u>4,425,000</u>	<u>314,936,100</u>
39	* Does not include Recommended fee rate changes for FY02.						
40							
41	FY01 Funding:						
42	FY01 Budget per Approp (Orig Alloc)	86,269,100	76,779,600	105,468,400	15,576,700	3,425,000	287,518,800
43	% Change in Ongoing Appropriation	10.03%	9.72%	8.04%	11.68%	29.20%	9.54%
44							
45	<u>Revised Board Approved Request (Excl Nonstd Adjustments) Used for General Allocation</u>						
46	MCO Requests:						
47	10.12 Personnel Benefit Roll-ups	498,900	463,500	526,700	109,800		1,598,900
48	10.21 Infl - O.E. & C.O. @ 1.5%	267,200	223,300	336,000	47,900		874,400
49	10.60/6 CEC @ 4.5%	2,940,800	2,659,000	3,512,700	525,600		9,638,100
50	Total MCO Revised Request	<u>3,706,900</u>	<u>3,345,800</u>	<u>4,375,400</u>	<u>683,300</u>	<u>0</u>	<u>12,111,400</u>
51	Enhancements:						
52	12.01 Salary Equity	831,200	756,400	750,000	261,800		2,599,400
53	12.02 Priority #2	1,329,700	624,100	900,000	138,000	Not Funded	2,991,800
54	12.03 Priority #3 thru #7	1,163,700	1,645,000	2,628,800	199,800		5,637,300
55	12.04 One-time Request	Allocated to the Institutions Directly on Line 28					0
56	Total Enhancements	<u>3,324,600</u>	<u>3,025,500</u>	<u>4,278,800</u>	<u>599,600</u>	<u>0</u>	<u>11,228,500</u>
57	Less Enhancements Funded Above	<u>1,529,100</u>	<u>1,468,900</u>	<u>1,639,800</u>	<u>447,800</u>	<u>1,000,000</u>	<u>6,085,600</u>
58	Enhancement Requests Unfunded	<u>1,795,500</u>	<u>1,556,600</u>	<u>2,639,000</u>	<u>151,800</u>	<u>(1,000,000)</u>	<u>5,142,900</u>
59	Total Revised Request Excluding Spec Fdg	<u>5,502,400</u>	<u>4,902,400</u>	<u>7,014,400</u>	<u>835,100</u>	<u>(1,000,000)</u>	<u>17,254,300</u>
60		<u>30.143%</u>	<u>26.856%</u>	<u>38.426%</u>	<u>4.575%</u>	<u>-5.478%</u>	<u>94.522%</u>

COLLEGE & UNIVERSITIES

Allocation of FY2002 Appropriation Based on Criteria for Each Enhancement

Appropriations	FY01 Appr	FY02 Appr	% Chge	System Needs:		
General Educ Approp				HERC	1,600,000	
General Account	214,986,500	234,939,800	9.28%	Tech Grants	1,750,000	
Endowment Funds	13,011,400	14,906,700	14.57%	Sys Nds	75,000	
Student Fees/Misc Revenue	59,520,900	63,089,600	6.00%	Total	3,425,000	
One-Time Funding:						
General Account		1,000,000				
Endowment Funds		1,000,000				
Total Ongoing Gen Educ Approp	287,518,800	314,936,100	9.54%			
Allocation	B.S.U.	I.S.U.	U.I.	L.C.S.C.	SYSTEM	TOTAL
FY02 Base-Gen Acct & Endow (DU9.00)	66,494,200	60,509,700	85,576,400	11,992,600	3,425,000	227,997,900
Additional Funding for FY02:						
MCO Adjustments:						
Benefits/Inflation/CEC	3,706,900	3,345,800	4,375,400	683,300		12,111,400
Nonstandard Adjustments:						
Risk Mgmt/Controller/Treasurer	67,600	165,000	196,800	72,900		502,300
External Nonstandard Adjustments:						
Enrollment Workload Adj	687,400	(113,000)	228,300	71,200		873,900
New Occupancy Costs	0	35,300	367,500	25,500		428,300
Libr Books & Periodicals	131,800	110,700	178,800	11,400		432,700
Utility Increases	375,600	473,300	512,500	53,000		1,414,400
Total MCO & Nonstd Adj	4,969,300	4,017,100	5,859,300	917,300	0	15,763,000
Enhancements:						
Salary Competitiveness-@2% for each inst.	695,300	640,000	807,700	117,600		2,260,600
Faculty for Hlth, Law, Sci, & Engr-Cr Hr Prod	376,400	513,400	397,600	37,600		1,325,000
College & Universities Initiative-Research Init	420,000	420,000	510,000	150,000		1,500,000
Collaborative Centers		\$1,000,000 Equally Among the Four Regions			1,000,000	1,000,000
One-time for Sci & Tech & Equip-Mod Req	625,000	625,000	625,000	125,000		2,000,000
Total Enhancements	2,116,700	2,198,400	2,340,300	430,200	1,000,000	8,085,600
General Allocation						0
FY02 Gen Acct & Endow Allocation	73,580,200	66,725,200	93,776,000	13,340,100	4,425,000	251,846,500
% Change From Base	10.66%	10.27%	9.58%	11.24%	29.20%	10.46%
% Chge From Base Exclud One-time Fds	9.72%	9.24%	8.85%	10.19%	29.20%	9.58%
FY02 Est Std Fee Rev (Per Request) *	21,333,600	17,648,000	20,270,200	3,837,800	0	63,089,600
FY02 Oper Bdgt Excluding Fee Rate Changes	94,913,800	84,373,200	114,046,200	17,177,900	4,425,000	314,936,100
* Does not include Recommended fee rate changes for FY02.						
FY01 Funding:						
FY01 Budget per Approp (Orig Alloc)	86,269,100	76,779,600	105,468,400	15,576,700	3,425,000	287,518,800
% Change in On-going Appropriation	10.02%	9.89%	8.13%	10.28%	29.20%	9.54%
Revised Board Approved Request (Excl Nonstd Adjustments) Used for General Allocation						
MCO Requests:						
10.12 Personnel Benefit Roll-ups	498,900	463,500	526,700	109,800		1,598,900
10.21 Infl - O.E. & C.O. @ 1.5%	267,200	223,300	336,000	47,900		874,400
10.60/6 CEC @ 4.5%	2,940,800	2,659,000	3,512,700	525,600		9,638,100
Total MCO Revised Request	3,706,900	3,345,800	4,375,400	683,300	0	12,111,400
Enhancements:						
12.01 Salary Equity	831,200	756,400	750,000	261,800		2,599,400
12.02 Priority #2	1,329,700	624,100	900,000	138,000	Not Funded	2,991,800
12.03 Priority #3 thru #7	1,163,700	1,645,000	2,628,800	199,800		5,637,300
12.04 One-Time Request			Allocated to the Institutions Directly on Line 28			0
Total Enhancements	3,324,600	3,025,500	4,278,800	599,600	0	11,228,500
Less Enhancements Funded Above	1,491,700	1,573,400	1,715,300	305,200		5,085,600
Enhancement Requests Unfunded	1,832,900	1,452,100	2,563,500	294,400	0	6,142,900
Total Revised Request Excluding Spec Fdg	5,539,800	4,797,900	6,938,900	977,700	0	18,254,300
	30.348%	26.284%	38.012%	5.356%	0.000%	100.000%

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

ACTION ITEM

ITEM #5

SUBJECT:

FY2002 Community College Allocation

BACKGROUND:

Senate Bill No. 1196 (ITEM #5.a) appropriates to the State Board of Education monies for Community College Support. Section 2, appropriates \$3,200,000 for property tax relief for the two community college districts. The Board allocates the funds equally among College of Southern Idaho and North Idaho College.

DISCUSSION:

Based on an agreement by the presidents of the two colleges, the funds are allocated equally to the two colleges. ITEM #5.b is the fiscal note that reflects the funding decisions.

IMPACT:

Approve the allocation as presented in ITEM #5.c

FISCAL IMPACT:

Each college would be allocated \$10,290,700 for FY2002. Item #5.c reflects the allocation.

COMMITTEE ACTION:

A motion to recommend to the Board, the approval of the FY2002 allocation of community college support to College of Southern Idaho and to North Idaho College equally as shown on ITEM #5.c.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BOARD ACTION:

A motion to approve the FY2002 allocation of community college support to College of Southern Idaho and to North Idaho College equally as shown on ITEM #5.c.

Moved by _____ Carried Yes _____ No _____

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ITEM #5.a

LEGISLATURE OF THE STATE OF IDAHO
Fifty-sixth Legislature First Regular Session - 2001

IN THE SENATE
SENATE BILL NO. 1196
BY FINANCE COMMITTEE

1 AN ACT
2 APPROPRIATING MONEYS FOR COMMUNITY COLLEGE SUPPORT FOR FISCAL YEAR 2002; AND
3 EXPRESSING LEGISLATIVE INTENT REGARDING PROPERTY TAX RELIEF IN COMMUNITY
4 COLLEGE DISTRICTS.

5 Be It Enacted by the Legislature of the State of Idaho:

6 SECTION 1. There is hereby appropriated to the State Board of Education
7 for Community College Support the following amount, to be expended according
8 to the designated expense class from the listed fund for the period July 1,
9 2001, through June 30, 2002:

10 FOR:

11 Trustee and Benefit Payments \$20,581,400

12 FROM:

13 General Fund \$20,581,400

14 SECTION 2. It is legislative intent that \$3,200,000 of the amount appro-
15 priated in Section 1 of this act be applied directly to dollar-for-dollar
16 property tax relief through a corresponding reduction of the FY2002 property
17 tax levies in Kootenai County for the North Idaho College Community College
18 District, and in Twin Falls and Jerome Counties for the College of Southern
19 Idaho Community College District.

Statement of Purpose / Fiscal Impact

Statement of Purpose RS10381

This is the FY 2002 appropriation for Community College Support. Idaho's two community colleges are North Idaho College in Coeur d'Alene and the College of Southern Idaho in Twin Falls.

Excluding the \$3.2 million Property Tax Relief Fund Shift, this budget is a 9.7% increase over last year's appropriation. That is the same percentage growth as the College & Universities appropriation. The Property Tax Relief Fund Shift is simply a dollar-for-dollar replacement of local property taxes. It does not increase the total amount of money received by either NIC or CSI.

Fiscal Note

	FTP	Gen	Ded	Fed	Total
FY 2001 Original Appropriation	0.00	15,846,800	0	0	15,846,800
Recover Gain Sharing (Neg Supp)	0.00	(291,800)	0	0	(291,800)
FY 2001 Total Appropriation	0.00	15,555,000	0	0	15,555,000
Expenditure Adjustments	0.00	0	0	0	0
FY 2001 Estimated Expenditures	0.00	15,555,000	0	0	15,555,000
Other Base Adjustments	0.00	291,800	0	0	291,800
FY 2002 Base	0.00	15,846,800	0	0	15,846,800
Personnel Cost Rollups	0.00	165,800	0	0	165,800
Inflationary Adjustments	0.00	37,000	0	0	37,000
Replacement Items	0.00	0	0	0	0
Nonstandard Adjustments	0.00	426,000	0	0	426,000
Change in Employee Compensation	0.00	521,100	0	0	521,100
Fund Shifts	0.00	13,500	0	0	13,500
FY 2002 Program Maintenance	0.00	17,010,200	0	0	17,010,200
Enhancements					
Community Colleges					
1. Salary Competitiveness	0.00	241,200	0	0	241,200
2. Infrastructure Improvements	0.00	70,000	0	0	70,000
3. Technology Support	0.00	60,000	0	0	60,000
4. Special Request, One-Time Funds	0.00	0	0	0	0
5. Property Tax Relief Fund Shift	0.00	3,200,000	0	0	3,200,000
Lump-Sum Adjustments	0.00	0	0	0	0
FY 2002 Total	0.00	20,581,400	0	0	20,581,400
Chg from FY 2001 Orig Approp	0.00	4,734,600	0	0	4,734,600
% Chg from FY 2001 Orig Approp.	0.00	29.9%	0	0	29.9%

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

ITEM #5.c

COMMUNITY COLLEGES
FY2002 ALLOCATION

	<u>APPROPRIATION</u>	<u>CSI</u>	<u>NIC</u>	<u>TOTAL</u>
1	Fiscal Year 2002:			
2	Senate Bill No. 1196			
3	Community College Support	10,290,700	10,290,700	20,581,400
4				
5				
6				
7	Fiscal Year 2001:			
8	House Bill No. 758			
9	Community College Support	7,923,400	7,923,400	15,846,800
10				
11				
12	% Increase from FY01	29.88%	29.88%	29.88%

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

ACTION ITEM

ITEM #6

SUBJECT:

Approval of Student Fee and Tuition Rates for FY2002

BACKGROUND:

Section V.R. ITEM #6.a) contains the Board policy on defining fees, the process of changing fees, and the approval level required. Section V.R.2 states “fees shall be “competitive with those of western peer institutions” and that “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 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 now recommend to the Board, approval of student fee and tuition rates for FY2002.

DISCUSSION:

ITEM #6.b summarizes the recommended fee and tuition increases followed by each institutions detailed schedules (ITEMs #6: c BSU, d ISU, e UI, f LCSC, and g EITC). Information provided consists of: 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.

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.

IMPACT:

The recommended fee increases are below the 10% limit and Idaho’s fees are below the WICHE average. The Instruction, Research and Student Service Committee is defining professional fees. That definition will impact the consideration of UI’s recommendation for a professional fee for the College of Business students.

FISCAL IMPACT:

Increasing student fees and tuition generates additional revenue to the institutions for the FY2002 operating budget but increases the cost of attending college for the students.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

ACTION ITEM

ITEM #6

STUDENT FEE AND TUITION RATES FOR FY2002 (continued)

COMMITTEE ACTION:

A motion to recommend (forward institutional recommendations) to the Board the approval of (consideration of) the recommended fees and tuition rates for FY2002.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve the fee and tuition rates for FY2002 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_____

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS

ITEM #6.a
Published February 2000

R. Establishment of Fees

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.

(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.

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(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.

(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.

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- (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.

(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.

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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.

(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

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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.

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.

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

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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.

Colleges & Universities

Summary of FY2002 Annual Student Fees As Recommended by the Institutions

		Recommended Fee Increases					Recomded
		FY01	Board Apprpd Fees		Total Fees		FY2002
Institution		Fees	Amount	% Incr	Amount	% Incr	Fees
1	Full-time Fees & Tuition:						
2	Resident Noninstructional Fees:						
3	Undergraduate:						
4	Boise State University	2,450.50	130.00	5.31%	214.00	8.73%	2,664.50
5	Idaho State University	2,578.00	145.60	5.65%	222.00	8.61%	2,800.00
6	University of Idaho	2,476.00	52.00	2.10%	244.00	9.85%	2,720.00
7	Lewis Clark State College	2,360.00	100.00	4.24%	194.00	8.22%	2,554.00
8	Eastern Idaho Tech College	1,248.00	24.00	1.92%	50.00	4.01%	1,298.00
9							
10	Graduate:						
11	Boise State University	3,048.50	130.00	4.26%	214.00	7.02%	3,262.50
12	Idaho State University	3,178.00	177.60	5.59%	254.00	7.99%	3,432.00
13	University of Idaho	3,016.00	52.00	1.72%	244.00	8.09%	3,260.00
14							
15	Nonresident Tuition and Fees:						
16	Undergraduate						
17	Boise State University	8,450.50	330.00	3.91%	414.00	4.90%	8,864.50
18	Idaho State University	8,818.00	145.60	1.65%	222.00	2.52%	9,040.00
19	University of Idaho	8,476.00	52.00	0.61%	244.00	2.88%	8,720.00
20	Lewis Clark State College	7,798.00	100.00	1.28%	194.00	2.49%	7,992.00
21	Eastern Idaho Tech College	4,570.00	152.00	3.33%	188.00	4.11%	4,758.00
22							
23	Graduate:						
24	Boise State University	9,048.50	460.00	5.08%	414.00	4.58%	9,462.50
25	Idaho State University	9,418.00	323.20	3.43%	254.00	2.70%	9,672.00
26	University of Idaho	9,016.00	104.00	1.15%	244.00	2.71%	9,260.00
27							
28							
29	Part-time Credit Hour Fees & Tuition:						
30	Resident Fees:						
31	Undergraduate:						
32	Boise State University	124.70	6.50	5.21%	10.55	8.46%	135.25
33	Idaho State University	129.00	5.75	4.46%	11.00	8.53%	140.00
34	University of Idaho	123.00	4.40	3.58%	17.00	13.82%	140.00
35	Lewis Clark State College	110.00	5.25	4.77%	9.00	8.18%	119.00
36	Eastern Idaho Tech College	62.00	3.00	4.84%	3.00	4.84%	65.00
37	In-Service Teacher Fee	41.00	2.00	4.88%	4.00	9.76%	45.00
38							
39	Graduate:						
40	Boise State University	156.70	6.50	4.15%	10.55	6.73%	167.25
41	Idaho State University	159.00	7.75	4.87%	13.00	8.18%	172.00
42	University of Idaho	150.00	4.40	2.93%	17.00	11.33%	167.00
43	In-Service Teacher Fee	51.00	2.00	3.92%	5.00	9.80%	56.00
44							
45	Nonresident Tuition and Fees:						
46	Additional Nonresident Cr Hr Tuition						
47	Idaho State University	90.00	0.00	0.00%	0.00	0.00%	90.00
48	University of Idaho	95.00	0.00	0.00%	0.00	0.00%	95.00

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BOISE STATE UNIVERSITY

Recommendations for Changes to Student Fees for FY2002 Annual Full-Time Fees and Part-Time Credit Hours Fees

		Bd	FY01	FY02	Recommended Fees		
Student Fees:		Appv	Fees	Initial Notice	FY02 Fees	Amt Incr	% Incr
1	Full-time Fees:						
2	Matriculation Fee	**	1,362.00	1,532.00	1,492.00	130.00	9.54%
3	Technology Fee		82.50	82.50	82.50	0.00	0.00%
4	Facilities Fees		506.00	556.00	556.00	50.00	9.88%
5	Student Activity Fees		500.00	588.00	534.00	34.00	6.80%
6	Total Full-time Fees		<u>2,450.50</u>	<u>2,758.50</u>	<u>2,664.50</u>	<u>214.00</u>	8.73%
7							
8	Part-time Credit Hour Fees:						
9	Education Fee	**	79.65	88.15	86.15	6.50	8.16%
10	Technology Fee		4.40	4.40	4.40	0.00	0.00%
11	Facilities Fees		22.40	22.40	22.40	0.00	0.00%
12	Student Activity Fees		18.25	22.50	22.30	4.05	22.19%
13	Total Part-time Cr Hr Fees:		<u>124.70</u>	<u>137.45</u>	<u>135.25</u>	<u>10.55</u>	8.46%
14							
15	Summer Fees:						
16	Education Fee	**	79.65	88.15	86.15	6.50	8.16%
17	Technology Fee		4.40	4.40	4.40	0.00	0.00%
18	Facilities Fees		22.40	22.40	22.40	0.00	0.00%
19	Student Activity Fees		14.80	17.30	17.30	2.50	16.89%
20	Total Summer Fees:		<u>121.25</u>	<u>132.25</u>	<u>130.25</u>	<u>9.00</u>	7.42%
21							
22	Other Student Fees:						
23	Graduate Fees:						
24	Full-time Grad/Prof	**	598.00	598.00	598.00	0.00	0.00%
25	Part-time Graduate/Hour	**	32.00	32.00	32.00	0.00	0.00%
26	Nonresident Tuition:						
27	Nonres Tuition	**	6,000.00	6,200.00	6,200.00	200.00	3.33%
28	Other Fees:						
29	Western Undergrad Exchge		1,225.00	1,379.25	1,332.25	107.25	8.76%
30	Overload fee		124.70	131.20	131.20	6.50	5.21%
31	In-service Fees/Cr Hr - Undergrad		41.00		45.00	4.00	9.76%
32	In-service Fees/Cr Hr - Grad		51.00		56.00	5.00	9.80%
33	Total Other Student Fees						
34							
35							
36							
37	1) Changes to Student Activity Fees:						
38	Full-time:						
39	Intercollegiate Athletics		150.00	160.00	160.00	10.00	6.67%
40	Marching Band		10.00	16.00	12.00	2.00	20.00%
41	Campus Recreation		32.00	52.00	52.00	20.00	62.50%
42	Alumni Relations		2.50	4.50	4.50	2.00	80.00%
43	SUB Operations		132.00	182.00	182.00	50.00	37.88%
44	Part-time						
45	Intercollegiate Athletics		3.50	4.00	4.00	0.50	14.29%
46	Marching Band		0.50	0.80	0.60	0.10	20.00%
47	Campus Recreation		2.00	2.60	2.60	0.60	30.00%
48	Alumni Relations		0.00	0.35	0.35	0.35	NA
49	SUB Operations		6.60	9.10	9.10	2.50	37.88%
50	2) Changes to General Education Fees						
51	Full-time: Matriculation Fee		1,362.00	1,532.00	1,492.00	130.00	9.54%
52	Part Time: Part-Time Fee		79.65	88.15	86.15	6.50	8.16%
53	Continuing Education Fee		79.65	88.15	86.15	6.50	8.16%
54	3) Changes to Other Student Fees						
55	Full-time:						
56	Non resident Tuition		6,000.00	6,200.00	6,200.00	200.00	3.33%
57	Western Undergraduate Exchange		1,225.00	1,310.00	1,310.00	85.00	6.94%
58	Part Time: In-Service Grad		52.00	55.00		(52.00)	-100.00%
59	Overload Fee		124.70	133.20	131.20	6.50	5.21%

BOISE STATE UNIVERSITY

Potential Student Fee Revenue Changes for FY2002 Due to Enrollment and Fee Changes

	Projected		Potential Revenue Generated Due to Enrollment and Fee Changes					
	HC/SCH Enrollmt		Enrollment Changes		Fee Changes		Total Rev Chge	
	FY01	FY02	Gen Educ	Local	Gen Educ	Local	Gen Educ	Local
Student Fees:								
1 Full-time Fees:								
2 Matriculation Fee	9,974	10,074	135,800		1,309,600		1,445,400	
3 Technology Fee	9,974	10,300		26,900		0		26,900
4 Facilities Fees	9,974	10,300		165,000		498,700		663,700
5 Student Activity Fees	9,974	10,300		163,000		339,100		502,100
6 Total Full-time Fees			135,800	354,900	1,309,600	837,800	1,445,400	1,192,700
7								
8 Part-time Credit Hour Fees:								
9 Education Fee	43,200	44,064	68,800		286,400		355,200	
10 Technology Fee	34,200	34,884		3,000		0		3,000
11 Facilities Fees	34,200	34,884		15,300		0		15,300
12 Student Activity Fees	34,200	34,884		12,500		216,300		228,800
13 Total Part-time Cr Hr Fees:			68,800	30,800	286,400	216,300	355,200	247,100
14								
15 Summer Fees:								
16 Education Fee	23,682	24,156	37,700		157,000		194,700	
17 Technology Fee	19,100	19,482		1,700		0		1,700
18 Facilities Fees	19,100	19,482		8,600		0		8,600
19 Student Activity Fees	19,100	19,482		5,700		48,700		54,400
20 Total Summer Fees:			37,700	16,000	157,000	48,700	194,700	64,700
21								
22 Other Student Fees:								
23 Graduate Fees:								
24 Full-time Grad/Prof	298	250	(28,700)		0		(28,700)	
25 Part-time Graduate/Hour	7,219	7,000	(7,000)		0		(7,000)	
26 Nonresident Tuition:								
27 Nonres Tuition-Fall	232	210	(132,000)		42,000		(90,000)	
28 Other Fees:								
29 Western Undergrad Exchge	204	260	68,600		27,900		96,500	
30 Overload Fee	360	370	1,200		2,400		3,600	
31 In-service Fees/Cr Hr - Undergrad			0		0		0	
32 In-service Fees/Cr Hr - Grad	9,020	9,000	(1,000)		45,000		44,000	
33 Total Other Student Fees			(99,100)	0	69,900	0	(29,200)	0
34								
35 Total Additional Student Fee Revenue			143,200	401,700	1,822,900	1,102,800	1,966,100	1,504,500
36								
37 1) Changes to Student Activity Fees:								
38 Full-time:								
39 Intercollegiate Athletics	9,974	10,300		48,900		103,000		151,900
40 Marching Band	9,974	10,300		3,300		20,600		23,900
41 Campus Recreation	9,974	10,300		10,400		206,000		216,400
42 Alumni Relations	9,974	10,300		800		20,600		21,400
43 SUB Operations	9,974	10,300		43,000		515,000		558,000
44 Part-time								
45 Intercollegiate Athletics	34,200	34,884		2,400		87,210		89,610
46 Marching Band	34,200	34,884		300		0		300
47 Campus Recreation	34,200	34,884		1,400		4,534,920		4,536,320
48 Alumni Relations	34,200	34,884		0		226,750		226,750
49 SUB Operations	34,200	34,884		4,500		226,750		231,250
50 2) Changes to General Education Fees								
51 Full-time: Matriculation Fee	9,974	10,074	135,800			0		135,800
52 Part Time: Part-Time Fee	34,200	34,884		54,500		6,976,800		7,031,300
53 Continuing Education Fee	34,200	34,884		54,500		2,965,140		3,019,640
54								
55								
56								
57								
58								
59								

BOISE STATE UNIVERSITY
STUDENT FEE INCREASE REQUESTS

General Education Fees

Increase: Full-Time - \$65/semester
Part-Time/Summer - \$6.50/cr

General Education Fees are revenues collected from students that are used for the operation and maintenance of the University's physical plant, student services and institutional support. The proposed increase for the matriculation fee is \$65.00 per semester or 9.54 percent. The proposed increase for undergraduate part-time and summer students is \$6.50 per semester.

The President will submit the institution's budget to the State Board for approval at the June Board meeting. Based on current projections, the campus will use these new revenues from student fees to help meet the significant increases in energy and utility costs and to meet other infrastructure and student services needs that will not be funded by the state.

It has become increasingly important to use student fee revenue to fund needed services. This request 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 state institutions.

Intercollegiate Athletics

Increase: Full-Time - \$5.00/semester
Part-Time - \$.50/cr

The student fee for athletics helps offset the expense of operating the athletic program. More than \$1.6 million is spent annually on fees, room, board, and books for students who participate in athletics.

The current fee is \$75/semester for full-time students, \$3.50/credit hour for part-time students. The total Athletic department budget is \$10.8 million.

The increase in fee revenue would be used to help pay for an Assistant Women's Gymnastics Coach along with helping pay increased costs of fees, room, board, books and travel for student athletes as the University moves into the Western Athletic Conference (WAC).

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

BOISE STATE UNIVERSITY (continued)

ITEM #6.c

Blue Thunder Marching Band

Increase: Full-Time - \$1/semester
Part-Time - \$.10/cr

The Marching Band, including the Mane Line dancers and the Boise State University Spirit Squad, are Ambassadors for Boise State. There is hardly a function on campus that does not include Blue Thunder members. They provide entertainment and support at all Athletic events. A fee increase would help off set the cost of operations of such a large group (200 members) and increased activities and travel costs are anticipated as the University moves to the WAC.

Annual expenses for FY2002 are estimated at \$417,521. The requested increase will be used to increase scholarships, assist with travel expenses, and to apply towards purchase of new band uniforms (regular band uniforms have a life expectancy of 7 to 8 years. BSU's uniforms are 13 years old.

General Recreation/Intramural

Increase: Full-Time - \$10/sem
Part-Time/Summer - \$.60/cr

The current fee is \$16.00 for full-time students, \$2.00 per credit hour for part-time students, \$3.00/credit hour for summer session. The annual budget is \$443,554. This student activity fee helps offset the expense of operating the following programs: informal recreation, intramural sports, equipment checkout, and special events (e.g., New Student Orientation, Homecoming).

Recreational opportunities at Boise State will change radically over the next six months with the opening of the new Student Recreation Center in September 2001. The new facility will sponsor programs that are centered around healthy lifestyle behaviors and encourage active participation in recreational sports and leisure opportunities. This new facility will consolidate every aspect of campus fitness and recreation opportunities for all students at the University. This includes informal recreation, childcare, fitness and wellness, injury prevention, instructional programming, intramural sports, club sports, outdoor recreation, and programs for people with disabilities. This proposed increase, with the resulting programs and services for students, will provide needed program improvements and aid in the recruitment and retention of our student population. The Department will need to increase the number of student and staff support employees and implement programming requirements to meet the needs and interests of the students.

In addition to the above, Student Activities will transfer approximately 25-30 sports clubs from their area of responsibility to that of Campus Recreation. The Office of Campus Recreation currently works with various sports clubs on travel, equipment purchases, budget requests and extramural competition and will be assuming responsibility for administering these additional sports clubs.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

BOISE STATE UNIVERSITY (continued)

ITEM #6.c

**Student Union and
Housing Operations**

**Increase: Full-Time - \$25.00 semester
Part-Time/Summer - \$2.50/cr**

The Student Union and Activities serves as the community center for the University. The Union hosts over 10,000 meetings and events each year ranging from Admissions recruiting programs, faculty and staff association meetings and conferences, development activities, and recognition events for students, faculty and staff.

The Student Union and Activities/Housing Building and Operations Fee retires the bonds that were issued to finance the construction of the present building. The balance contributes to, but does not cover, the expenses of the facility and the Student Activities Program. Revenue generated from lease income, contract board revenue, Games Center, food service commissions and other sources is used to meet the total cost of current programs and services of the Student Union and activities. The additional fees requested will be used to add approximately 99,000 square feet of space to the current building.

The Student Union currently receives \$150 per student per semester and \$15 per credit hour for part-time and summer students. The fee is broken down as follows:

- | | | |
|---|---|---------|
| ▪ | Residence Hall/Student Housing Debt Service | \$57.05 |
| ▪ | Student Union service | \$26.95 |
| ▪ | Student Union Operating/Activity Fee | \$66.00 |

The Total Annual Budget of \$3,200,900 excludes payments of bonded debt.

The Student Union proposes a 99,000 square foot addition to the existing building. The fee will cover the costs of new construction, remodeling, architectural and engineering services, site work, property acquisition, equipment, fixtures and furnishings, and contingency fund. The additional fee revenue would also be used to retire new bonds that would be issued for this project. Preliminary program elements include: computer lab, patio and green space, expanded bookstore (to be funded by Bookstore), student involvement includes space for - the Women's Center, Multi-Cultural Center, Arbiter, Student radio, Volunteer Services Board, 14,000 sq. ft. ballroom with proportionate ceiling, property acquisition on the blocks south of the student union along Lincoln Avenue, increased dining space and retail outlets, upgrade of HVAC system, self-service/one-stop direct Students Services Center (satellite operation, not administrative offices). A study team of 14 student leaders, Vice President for Student Affairs, and several members of the Student Affairs auxiliary services and Student Union staff determined these additional elements. These elements strive to meet the diverse needs of a growing institution.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

BOISE STATE UNIVERSITY (continued)

ITEM #6.c

Alumni Activities Increase: Full-Time - \$1.00/semester
Part-Time/Summer - \$.35/cr

The Alumni Relations Office provides educational programming as well as tradition-building programming for students - - such as the Top 10 Scholars Banquet, the Graduation Celebration, Homecoming, Alumni speakers, and support for individual clubs and organizations. The Alumni Office also sponsors student activities such as Leadership Quest, ASBSU lobbying efforts, Spring Fling and much more. The Alumni Association helps students by coordinating alumni in outlying areas to help with student recruitment. Through a partnership with the Career Center, the association is piloting a mentor program to link current students with alumni working in their field of study. This program will debut in Fall 2001. Alumni currently receives a \$2.50 per semester fee, a total of about \$50,000 per year.

This fee has not increased since 1981, when it went from \$1.00 per semester to \$2.50. Since that time, the Alumni base at Boise State has risen from 17,000+ to over 50,000. At the same time, the Alumni Office has gone from offering just a handful of events to providing more than 150 events each year, many of which are targeted at current students. This additional revenue would be applied to increased programming for students and to cover the increased cost of mailing, printing, and the overall Alumni Office costs.

Student Housing-Residence Hall Increase: All rates-5 percent increase
Student Housing-University Apartments Increase: All rates-2 percent increase

Student Housing provides residential life experiences in four facilities and is an integral part of the educational program and academic support services at Boise State. The primary mission of the housing program is to provide living/learning environments and educational programs which provide growth and development opportunities for students.

The current annual budget total is \$4,568,000. We are requesting approval of a 5% increase in the general room and board rates in the University residence halls and a 2% increase for University Apartments.

The anticipated increase in fee revenue would be used to offset the anticipated 6% increase in cost of food service in the University's contract with Fine Host. As per the contract terms, this figure is based on CPI food plus government agencies labor indices. CPI has increased 3.5%, utilities will increase at a rate unprecedented in recent history, natural gas is projected to increase 66% while electric is projected to increase 15%. The cost of water and sewer service will increase 8%, labor and benefits for staff are projected to increase approximately 5% in salaries and wages and 1% in benefits. The cost of general administrative functions is expected to increase the same amount, including architect's, account maintenance, auxiliary service management, and security.

IDAHO STATE UNIVERSITY

Recommendations for Changes to Student Fees for FY2002

Annual Full-Time Fees and Part-Time Credit Hours Fees

Student Fees:		Bd Appv	FY01 Fees	FY02 Initial Notice	Recommended Fees		
					FY02 Fees	Amt Incr	% Incr
1	Full-time Fees:						
2	Matriculation Fee	**	1,415.60	1,561.20	1,561.20	145.60	10.29%
3	Technology Fee		62.00	72.00	72.00	10.00	16.13%
4	Facilities Fees		350.00	360.00	360.00	10.00	2.86%
5	Student Activity Fees		750.40	806.80	806.80	56.40	7.52%
6	Total Full-time Fees		<u>2,578.00</u>	<u>2,800.00</u>	<u>2,800.00</u>	<u>222.00</u>	8.61%
7							
8	Part-time Credit Hour Fees:						
9	Education Fee	**	100.35	106.10	106.10	5.75	5.73%
10	Technology Fee		5.50	6.00	6.00	0.50	0.00%
11	Facilities Fees		0.00	0.00	0.00	0.00	0.00%
12	Student Activity Fees		23.15	27.90	27.90	4.75	20.52%
13	Total Part-time Cr Hr Fees:		<u>129.00</u>	<u>140.00</u>	<u>140.00</u>	<u>11.00</u>	8.53%
14							
15	Other Student Fees:						
16	Graduate Fees:						
17	Full-time Grad/Prof	**	600.00	632.00	632.00	32.00	5.33%
18	Part-time Graduate/Hour	**	30.00	32.00	32.00	2.00	6.67%
19	Nonresident Tuition:						
20	Nonres Tuition	**	6,240.00	6,240.00	6,240.00	0.00	0.00%
21	Part-time Nonres Tuition	**	90.00	90.00	90.00	0.00	0.00%
22	Professional Fees:						
23	PharmD - Resident	**	1,126.00	1,186.00	1,186.00	60.00	5.33%
24	PharmD - Nonres '95	**	3,860.00	4,060.00	4,060.00	200.00	5.18%
25	Phys Therapy - Resident	**	1,126.00	1,186.00	1,186.00	60.00	5.33%
26	Phys Therapy - Nonres	**	3,860.00	4,060.00	4,060.00	200.00	5.18%
27	Occu Therapy - Resident	**	1,126.00	1,186.00	1,186.00	60.00	5.33%
28	Occu Therapy - Nonres	**	3,860.00	4,060.00	4,060.00	200.00	5.18%
29	Physician Assistant - Res	**	8,685.00	9,150.00	9,150.00	465.00	5.35%
30	Physician Assistant - Nonres	**	10,530.00	11,100.00	11,100.00	570.00	5.41%
31	Idaho Dental Education (IDEP)		11,095.00	11,752.00	11,752.00	657.00	5.92%
32	Other Fees:						
33	Western Undergrad Exchge		1,289.00	1,400.00	1,400.00	111.00	8.61%
34	In-service Fees/Cr Hr - Undergrad		41.00	45.00	45.00	4.00	9.76%
35	In-service Fees/Cr Hr - Grad		52.00	56.00	56.00	4.00	7.69%
36							
37							
38							
39							
40	1) Changes to Facility Fee- Facilities						
41	Full-time:						
42	Student Facility Expansion & Upgrade		350.00	360.00	360.00	10.00	2.86%
43	2) Changes to Facility Fee- Technology						
44	Full-time		62.00	72.00	72.00	10.00	16.13%
45	Part-time		5.50	6.00	6.00	0.50	9.09%
46	3) Changes to Student Activity Fees:						
47	Full-time:						
48	Student Union Operations		184.00	204.00	204.00	20.00	10.87%
49	Intercollegiate Athletics		184.90	198.80	198.80	13.90	7.52%
50	ASISU		125.50	133.50	133.50	8.00	6.37%
51	Janet C Anderson Center		8.00	9.00	9.00	1.00	12.50%
52	Childcare Services		15.50	16.00	16.00	0.50	3.23%
53	Recreation Facility		22.00	33.00	33.00	11.00	50.00%
54	Student Band/Choir		6.00	8.00	8.00	2.00	33.33%
55	Part-time						
56	Student Union Operations		5.50	6.50	6.50	1.00	18.18%
57	Janet C Anderson Center		0.50	1.00	1.00	0.50	100.00%
58	Childcare Services		0.00	1.00	1.00	1.00	New
59	Recreation Facility		2.00	3.75	3.75	1.75	87.50%
60	Student Health Center		1.50	2.00	2.00	0.50	33.33%

IDAHO STATE UNIVERSITY

Potential Student Fee Revenue Changes for FY2002

Due to Enrollment and Fee Changes

	Projected		Potential Revenue Generated Due to Enrollment and Fee Changes					
	C/SCH Enrollment		Enrollment Changes		Fee Changes		Total Rev Chge	
	FY01	FY02	Gen Educ	Local	Gen Educ	Local	Gen Educ	Local
Student Fees:								
1 Full-time Fees:								
2 Matriculation Fee	8,897	8,775	(172,700)		1,277,600		1,104,900	
3 Technology Fee	8,897	8,775		(7,600)		87,800		80,200
4 Facilities Fees	8,897	8,775		(42,700)		87,800		45,100
5 Student Activity Fees	8,897	8,775		(91,500)		494,900		403,400
6 Total Full-time Fees			<u>(172,700)</u>	<u>(141,800)</u>	<u>1,277,600</u>	<u>670,500</u>	<u>1,104,900</u>	<u>528,700</u>
7								
8 Part-time Credit Hour Fees:								
9 Education Fee	30,800	32,800	200,700		188,600		389,300	
10 Technology Fee	30,800	32,800		11,000		16,400		27,400
11 Facilities Fees	30,800	32,800		0		0		0
12 Student Activity Fees	30,800	32,800		46,300		155,800		202,100
13 Total Part-time Cr Hr Fees:			<u>200,700</u>	<u>57,300</u>	<u>188,600</u>	<u>172,200</u>	<u>389,300</u>	<u>229,500</u>
14								
15 Other Student Fees:								
16 Graduate Fees:								
17 Full-time Grad/Prof	526	598	43,200		19,100		62,300	
18 Part-time Graduate/Hour	7,367	7,825	13,700		15,700		29,400	
19 Nonresident Tuition:								
20 Nonres Tuition	246	203	(268,300)				(268,300)	
21 Part-time Nonres Tuition	900	900	0				0	
22 Professional Fees:								
23 PharmD - Resident	174	174		0		10,400		10,400
24 PharmD - Nonres '95	34	34		0		6,800		6,800
25 Phys Therapy - Resident	41	41		0		2,500		2,500
26 Phys Therapy - Nonres	15	15		0		3,000		3,000
27 Occu Therapy - Resident	22	22		0		18,700		18,700
28 Occu Therapy - Nonres	2	2		0		400		400
29 Physician Assistant - Res	37	37		0		17,200		17,200
30 Physician Assistant - Nonres	2	2		0		1,100		1,100
31 Idaho Dental Education (IDEP)	7	7		0		5,600		5,600
32 Other Fees:								
33 Western Undergrad Exchge	233	282	63,200		31,300		94,500	
34 In-service Fees/Cr Hr - Undergrad			0		0		0	
35 In-service Fees/Cr Hr - Grad	9,366	8,680	(35,700)		34,700		(1,000)	
36 Total Other Student Fees			<u>(183,900)</u>	<u>0</u>	<u>100,800</u>	<u>65,700</u>	<u>(83,100)</u>	<u>65,700</u>
37								
38 Total Additional Student Fee Revenue			<u>(155,900)</u>	<u>(84,500)</u>	<u>1,567,000</u>	<u>908,400</u>	<u>1,411,100</u>	<u>823,900</u>
39								
40 1) Changes to Facility Fee- Facilities								
41 Full-time:								
42 Student Facility Expansion & Upgr	8,897	8,775		(42,700)		87,800		45,100
43 2) Changes to Facility Fee- Technology								
44 Full-time	8,897	8,775		(7,600)		87,800		80,200
45 Part-time	30,800	32,800		11,000		16,400		27,400
46 3) Changes to Student Activity Fees:								
47 Full-time:								
48 Student Union Operations	8,897	8,775		(22,400)		175,500		153,100
49 Intercollegiate Athletics	8,897	8,775		(22,600)		121,970		99,370
50 ASISU	8,897	8,775		(15,300)		70,200		54,900
51 Janet C Anderson Center	8,897	8,775		(1,000)		8,780		7,780
52 Childcare Services	8,897	8,775		(1,900)		4,390		2,490
53 Recreation Facility	8,897	8,775		(2,700)		96,530		93,830
54 Student Band/Choir	8,897	8,775		(700)		17,550		16,850
55 Part-time								
56 Student Union Operations	30,800	32,800		11,000		32,800		43,800
57 Janet C Anderson Center	30,800	32,800		1,000		16,400		17,400
58 Childcare Services	30,800	32,800		0		32,800		32,800
59 Recreation Facility	30,800	32,800		4,000		57,400		61,400
60 Student Health Center	30,800	32,800		3,000		16,400		19,400

IDAHO STATE UNIVERSITY

ANTICIPATED USE OF PROPOSED FEE REVENUE INCREASE
FY 2001-2002

Matriculation & Other General Education Fees	1,411,100	
Idaho Falls Expansion (Instructional Staff)		90,100
ADA Support Staff		100,000
Occupational Therapy		56,000
General Non-Personnel Inflation		375,000
Student Financial Aid Matching (Federal)		40,000
Academic Programming		262,600
Utilities		350,000
Support Staff - Financial Services/Student Services		137,400
		<u>1,411,100</u>
 FACILITY FEE	 45,100	
Student Facility Enhancements (Intramural Fields, Student Union & Other Student Facilities)		
 TECHNOLOGY FEE	 107,600	
General Inflation		
 ACTIVITY FEES		
Student Union	196,900	
General Inflation (Pocatello & Idaho Falls)		
Intercollegiate Athletics	99,370	
Increased Value of Scholarships		93,370
Gender Equity		6,000
Student Health Center	19,400	
General Inflation		
ASISU	54,900	
Radio Station		27,450
General Inflation		27,450
Janet C Anderson Center	25,180	
Increase in Clerical Support & General Inflation		
Childcare Services	35,290	
General Inflation		
Recreation Facility	155,230	
Enhanced Program and Inflation		
Student Band/Choir	16,850	
Band/Choir Tours		

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UNIVERSITY OF IDAHO

Recommendations for Changes to Student Fees for FY2002 Annual Full-Time Fees and Part-Time Credit Hours Fees

	Bd Appv	FY01 Fees	FY02 Initial Notice	Recommended Fees		
				FY02 Fees	Amt Incr	% Incr
Student Fees:						
Full-time Fees:						
Matriculation Fee	**	1,319.20	1,371.20	1,371.20	52.00	3.94%
Technology Fee		117.00	117.00	117.00	0.00	0.00%
Facilities Fees		444.50	590.50	590.50	146.00	32.85%
Student Activity Fees		595.30	641.30	641.30	46.00	7.73%
Total Full-time Fees		2,476.00	2,720.00	2,720.00	244.00	9.85%
Part-time Credit Hour Fees:						
Education Fee	**	79.45	83.85	83.85	4.40	5.54%
Technology Fee		6.00	6.00	6.00	0.00	0.00%
Facilities Fees		13.50	20.85	20.85	7.35	0.00%
Student Activity Fees		24.05	29.30	29.30	5.25	21.83%
Total Part-time Cr Hr Fees:		123.00	140.00	140.00	17.00	13.82%
Other Student Fees:						
Graduate Fees:						
Full-time Grad/Prof	**	540.00	540.00	540.00	0.00	0.00%
Part-time Graduate/Hour	**	27.00	27.00	27.00	0.00	0.00%
Summer Session FY02	**	133.00	140.00	140.00	7.00	5.26%
Summer Session FY03	**	140.00	154.00	154.00	14.00	10.00%
Continuing Educ/Outreach Programs	**	127.00	140.00	140.00	13.00	10.24%
Nonresident Tuition						
Nonres Tuition - Full-Time	**	6,000.00	6,000.00	6,000.00	0.00	0.00%
Part-time Nonres Tuition	**	95.00	95.00	95.00	0.00	0.00%
Professional Fees:						
Law-Resident & Nonresident	**	1,400.00	1,900.00	1,900.00	500.00	35.71%
Architecture Programs	**	528.00	616.00	616.00	88.00	16.67%
Business Programs - Undergrad	**	0.00	400.00	400.00	400.00	{new}
Business Programs - Grad	**	0.00	200.00	200.00	200.00	{new}
Other Fees:						
Western Undergrad Exchge	**	1,238.00	1,360.00	1,360.00	122.00	9.85%
In-service Fees/Cr Hr - Undergrad		41.00		45.00	4.00	9.76%
In-service Fees/Cr Hr - Grad		52.00		56.00	4.00	7.69%
1) Changes to Facility Fee- Facilities						
Full-time						
Recreational Facilities R&R		44.00	50.00	50.00	6.00	13.64%
Recreational Center		24.00	164.00	164.00	140.00	583.33%
Part-time						
Recreational Facilities R&R		1.80	2.15	2.15	0.35	19.44%
Recreational Center		1.20	8.20	8.20	7.00	583.33%
2) Changes to Student Activity Fees:						
Full-time:						
Associated Students		88.00	90.00	90.00	2.00	2.27%
Intercollegiate Athletics		173.00	181.00	181.00	8.00	4.62%
Student Recr Center Operations		11.00	29.00	29.00	18.00	163.64%
Commons/Union Operations		103.00	121.00	121.00	18.00	17.48%
Part-time						
Commons/Union Operations		3.00	4.00	4.00	1.00	33.33%
Student Recr Center Operations		0.75	2.00	2.00	1.25	166.67%
Intercollegiate Athletics		0.00	3.00	3.00	3.00	{new}

UNIVERSITY OF IDAHO

Potential Student Fee Revenue Changes for FY2002 Due to Enrollment and Fee Changes

	Student Fees:	Projected		Potential Revenue Generated Due to Enrollment and Fee Changes					
		HC/SCH Enrollmt		Enrollment Changes		Fee Changes		Total Rev Chge	
		FY01	FY02	Gen Educ	Local	Gen Educ	Local	Gen Educ	Local
1	Full-time Fees:								
2	Matriculation Fee	8,325	8,420	125,300		437,800		563,100	
3	Technology Fee	8,325	8,420		11,100		0		11,100
4	Facilities Fees	8,325	8,420		42,200		1,229,300		1,271,500
5	Student Activity Fees	8,325	8,420		56,600		387,300		443,900
6	Total Full-time Fees			125,300	109,900	437,800	1,616,600	563,100	1,726,500
7									
8	Part-time Credit Hour Fees:								
9	Education Fee	4,830	5,140	24,600		22,600		47,200	
10	Technology Fee	4,830	5,140		1,900		0		1,900
11	Facilities Fees	4,830	5,140		4,200		37,800		42,000
12	Student Activity Fees	4,830	5,140		7,500		27,000		34,500
13	Total Part-time Cr Hr Fees:			24,600	13,600	22,600	64,800	47,200	78,400
14									
15	Other Student Fees:								
16	Graduate Fees:								
17	Full-time Grad/Prof	1,040	1,095	29,700		0		29,700	
18	Part-time Grad/Prof/CrHr	13,660	14,230	15,400		0		15,400	
19	Summer Session FY02	11,000	11,250	33,300	0	78,800	0	112,100	0
20	Summer Session FY03	11,250	11,250	0	0	27,000	130,500	27,000	130,500
21	Continuing Educ/Outreach Programs	10,600	10,600			99,850	21,220	99,850	21,220
22	Nonresident Tuition								
23	Nonres Tuition - Full-Time	700	640	(360,000)		0		(360,000)	
24	Part-time Nonres Tuition	1,130	1,200	6,700		0		6,700	
25	Professional Fees:								
26	Law-Resident & Nonresident	280	270	(14,000)		135,000		121,000	
27	Architecture Programs	305	325	10,600		28,600		39,200	
28	Business Programs	530	530	0		212,000		212,000	
29	Business Programs	20	20	0		4,000		4,000	
30	Other Fees:			0		0		0	
31	Western Undergrad Exchge	445	520	92,900		63,400		156,300	
32	In-service Fees/Cr Hr - Undergrad			0		0		0	
33	In-service Fees/Cr Hr - Grad			0		0		0	
34	Total Other Student Fees			(185,400)	0	648,650	151,720	463,250	151,720
35									
36	Total Additional Student Fee Revenue			(35,500)	123,500	1,109,050	1,833,120	1,073,550	1,956,620
37									
38	1) Changes to Facility Fee- Facilities								
39	Full-Time:								
40	Recreational Facilities R&R	8,325	8,420		4,200		50,520		54,720
41	Recreational Center	8,325	8,420		2,300		1,178,800		1,181,100
42	Part-time								
43	Recreational Facilities R&R	4,830	5,140		600		1,800		2,400
44	Recreational Center	4,830	5,140		400		36,000		36,400
45	2) Changes to Student Activity Fees:								
46	Full-time:								
47	Associated Students	8,325	8,420		8,400		16,840		25,240
48	Intercollegiate Athletics	8,325	8,420		16,400		67,360		83,760
49	Student Recr Center Operations	8,325	8,420		1,000		151,560		152,560
50	Commons/Union Operations	8,325	8,420		9,800		151,560		161,360
51	Part-time								
52	Commons/Union Operations	4,830	5,140		900		5,140		6,040
53	Student Recr Center Operations	4,830	5,140		200		6,430		6,630
54	Intercollegiate Athletics	4,830	5,140		0		15,420		15,420

University of Idaho
Student Fees and Tuition Information

The New Fee Process

This year we undertook a major reengineering of the process we use to develop the fee proposal. We began in October with regular meetings that brought the Vice President for Student Affairs, the Executive Director of Institutional Planning and Budgeting, and the Budget Director to the table with student leaders from the ASUI, Graduate Students and Law Students.

The initial meetings were used to brief students on the issues associated with each fee and the legal constraints on the use of restricted activity fees. We also provided an historical summary of fee increases and discussed the factors that contributed to increased fees (e.g., the Idaho Commons, gender equity in Athletics). We also discussed the history of the Student Recreation Center project which was the major contributor to the large fee increase we anticipated for FY02.

While some of the activities supported by student fees chose not to request fee increases, we instructed each of the areas that did intend to propose a fee to prepare a budget request and briefing. These materials were posted on the IPB web site to provide any interested student or stakeholder with access to background materials about each fee increase request.

In December we held an open budget forum with student leaders where a formal budget presentation was made for each requested increase. In many instances (e.g., Recreation, Idaho Commons) students advisory groups had been constructively involved in the development of these requests. In other instances (e.g., the new fee for a Volunteer Center), students developed the proposal and presented the request. The administration also made a presentation on funding issues that would be addressed with the proposed increase in the matriculation fee. Students were permitted to ask questions and discuss each proposed fee increase in detail. The administration also provided a summary of the proposed increases indicating that if all of the proposals were funded, the fee increase would be 20%.

We continued to work with student leaders in regular weekly meetings after the start of the Spring semester. Through a collaborative process of negotiations and compromise on every aspect of the fee increase request we were able to reach agreement on a proposal. We discussed with student leadership every aspect of our fee increase including our intention to ask for flexible pricing authority of off-campus and summer courses. We also discussed our intention of expanding the scope of the student benefits, health and wellness fee as part of a general restructuring of our student health services that is planned for FY03.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

UNIVERSITY OF IDAHO (continued)

ITEM #6.e

Proposals for increase in the Professional Fee in Law and a new professional fee in the College of Business and Economics were discussed with student leadership in these colleges. The details of these fee increase proposals were posted on the IPB web site and readily available to students and stakeholders during the process.

On the evening of March 28th, we held a community workshop in the Idaho Commons. The administration made a comprehensive presentation of the fee increase request including the impact of proposed professional fee increases for Architecture, Landscape Architecture, Law and programs in the College of Business and Economics. The fee requests were discussed in small groups moderated by student leaders and the comments from each group were reported out to the assembled group.

Keeping the fee increase below 10% for FY02 leaves us with several operational issues that will need to be addressed in the FY03 fee request process. We concluded the process this year by documenting these issues so that there is a continuing record from this year to the next.

Both the administration and student leaders are pleased with the reengineered process for developing the fee request. Not only have we significantly improved communications with student leaders over potentially contentious fee issues, but we have also significantly expanded web-based access to information about fees for all students and stakeholders in the process. Moreover, we have also managed to make an administrative process into a significant learning experience for our student leaders, who have gained considerable experience in a collaborative process of negotiation and compromise that is inherent in the development of any budget request.

General Education Fees and Tuition:

The attached worksheet, which estimates potential fee and tuition revenue changes for FY2002, 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. Uses for the new revenues generated by the fee increases have not been finalized since the university has not completed an FY2002 allocation plan for General Education. Primary initiatives and funding issues being considered include:

Student Services:

Student Financial Aid Programs (matching funds, scholarships)

Improve and Maintain Facilities and Infrastructure:

Internet2 Connection

Technology Infrastructure (system equipment, software)

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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UNIVERSITY OF IDAHO (continued)

ITEM #6.e

Increases are also proposed for the Architecture Professional Fee and the Law Professional Fee. These requests represent multi-year-phased increases. The Architecture Professional Fee 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. The Law College Professional Fee increases will be used to address needs such as faculty salaries, Law Library holdings, support funds, scholarships and support staff.

A new Professional Fee is proposed for programs in the College of Business and Economics. The revenues will support additional faculty positions, faculty salary competitiveness and information technology (IT) support services. The university is prepared to be flexible with respect to how this fee is described and assessed in order to adapt the request to any policy decisions that the SBOE may make concerning professional fees and/or alternative fee policies.

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. The university would like to expand access to off-campus and summer courses by allowing the published fee for some courses or sections of a course to vary from the typical fee by +/- 50%. The Summer Program fee for FY03 (summer of 2002) is also included to enable Summer Programs to advertise Board-approved fee levels in advance.

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 (\$57,120): Provides additional funds for renovation and repairs to outdoor recreation fields and other recreation facilities.

Intercollegiate Athletics (\$120,400): Provides additional resources for the multi-year funding plan, which provides continued progress toward compliance with federal gender equity mandates (Title IX).

Student Recreation Center Operations (\$159,190): Provides funds to support the operations of the student recreation center.

Student Recreation Center (\$1,217,500): Provides debt service funding for the student recreation center.

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Commons/Union Operations (\$167,400): Augments operating funds for the Commons/Union facilities.

Associated Students (\$25,240): Provides additional funds to the Associated Students for activities programming.

LEWIS-CLARK STATE COLLEGE

Recommendations for Changes to Student Fees for FY2002

Annual Full-Time Fees and Part-Time Credit Hours Fees

Student Fees:		Bd Appv	FY01 Fees	FY02 Initial Notice	Recommended Fees		
					FY02 Fees	Amt Incr	% Incr
1	Full-time Fees:						
2	Matriculation Fee	**	1,349.00	1,449.00	1,449.00	100.00	7.4%
3	Technology Fee		62.00	62.00	62.00	0.00	0.0%
4	Facilities Fees		434.00	492.00	492.00	58.00	13.4%
5	Student Activity Fees		515.00	551.00	551.00	36.00	7.0%
6	Total Full-time Fees		<u>2,360.00</u>	<u>2,554.00</u>	<u>2,554.00</u>	<u>194.00</u>	8.2%
7							
8	Part-time Credit Hour Fees:						
9	Education Fee	**	78.25	83.50	83.50	5.25	6.7%
10	Technology Fee		2.50	2.50	2.50	0.00	0.0%
11	Facilities Fees		12.00	14.75	14.75	2.75	22.9%
12	Student Activity Fees		17.25	18.25	18.25	1.00	5.8%
13	Total Part-time Cr Hr Fees:		<u>110.00</u>	<u>119.00</u>	<u>119.00</u>	<u>9.00</u>	8.2%
14							
15	Other Student Fees:						
16	Graduate Fees:						
17	None						
18	Nonresident Tuition:						
19	Nonres Tuition	**	5,438.00	5,438.00	5,438.00	0.00	0.0%
20	Nonres Tuition-Asotin County	**	3,168.00	3,168.00	3,168.00	0.00	0.0%
21	Nonres Tuition-Spring '94	**	0.00	0.00	0.00		
22	Professional Fees:						
23	None						
24	Other Fees:						
25	Western Undergrad Exchge		1,180.00	1,277.00	1,277.00	97.00	8.2%
26	In-service Fees/Cr Hr - Undergrad		41.00		45.00	4.00	9.8%
27							
28							
29							
30							
31							
32	1) Changes to Facility Fees						
33	Full-time:						
34	SUB/SUB Expansion		290.00	312.50	312.50	22.50	7.8%
35	Activity Center		60.00	73.50	73.50	13.50	22.5%
36	Silverthorne Theatre Expansion		20.00	42.00	42.00	22.00	110.0%
37	Part-time:						
38	SUB/SUB Expansion		7.50	8.50	8.50	1.00	13.3%
39	Activity Center		3.00	3.75	3.75	0.75	25.0%
40	Silverthorne Theatre Expansion		1.00	2.00	2.00	1.00	100.0%
41	2) Changes to Student Activity Fees:						
42	Full-time:						
43	Alumni Development		6.00	6.50	6.50	0.50	8.3%
44	Associated Student Body		39.00	39.50	39.00	0.00	0.0%
45	Athletics (Gender Equity)		17.00	23.50	23.50	6.50	38.2%
46	Athletics		110.00	116.00	116.00	6.00	5.5%
47	Daycare		8.00	9.50	10.00	2.00	25.0%
48	Student Health		67.50	71.50	71.50	4.00	5.9%
49	SUB Operations		40.50	46.50	46.50	6.00	14.8%
50	Co-Curricular Activities		9.00	20.00	20.00	11.00	122.2%
51	Part-time:						
52	Athletics		4.50	5.00	5.00	0.50	11.1%
53	SUB Operations		8.50	8.75	8.75	0.25	2.9%
54	Student Health		3.25	3.50	3.50	0.25	7.7%

LEWIS-CLARK STATE COLLEGE

Potential Student Fee Revenue Changes for FY2002

Due to Enrollment and Fee Changes

	Projected		Potential Revenue Generated Due to Enrollment and Fee Changes					
	-C/SCH Enrollmt		Enrollment Changes		Fee Changes		Total Rev Chge	
	FY01	FY02	Gen Educ	Local	Gen Educ	Local	Gen Educ	Local
Student Fees:								
1 Full-time Fees:								
2 Matriculation Fee	1,950	1,893	(76,900)		189,300		112,400	
3 Technology Fee	1,950	1,893		(3,500)		0		(3,500)
4 Facilities Fees	1,950	1,893		(24,700)		109,800		85,100
5 Student Activity Fees	1,950	1,893		(29,400)		68,100		38,700
6 Total Full-time Fees			(76,900)	(57,600)	189,300	177,900	112,400	120,300
7								
8 Part-time Credit Hour Fees:								
9 Education Fee	7,834	8,122	22,500		42,600		65,100	
10 Technology Fee	7,834	8,122		700		0		700
11 Facilities Fees	7,834	8,122		3,500		22,300		25,800
12 Student Activity Fees	7,834	8,122		5,000		8,100		13,100
13 Total Part-time Cr Hr Fees:			22,500	9,200	42,600	30,400	65,100	39,600
14								
15 Other Student Fees:								
16 Graduate Fees:								
17 None								
18 Nonresident Tuition:								
19 Nonres Tuition	85	56	(157,700)		0		(157,700)	
20 Nonres Tuition-Asotin County	55	47	(25,300)		0		(25,300)	
21 Nonres Tuition-Spring '94	0	0	0				0	
22 Professional Fees:								
23 None								
24 Other Fees:								
25 Western Undergrad Exchge	52	36	(18,900)		3,500		(15,400)	
26 In-service Fees/Cr Hr - Undergrad			0		0		0	
27 Total Other Student Fees			(201,900)	0	3,500	0	(198,400)	0
28								
29 Total Additional Student Fee Revenue			(256,300)	(48,400)	235,400	208,300	(20,900)	159,900
30								
31								
32 1) Changes to Facility Fees								
33 Full-time:								
34 SUB/SUB Expansion	1,950	1,893		(17,800)		42,600		24,800
35 Activity Center	1,950	1,893		(4,200)		25,600		21,400
36 Silverthorne Theatre Expansion - N	1,950	1,893		(2,400)		41,600		39,200
37 Part-time:								
38 SUB/SUB Expansion	7,834	8,122		2,400		8,100		10,500
39 Activity Center	7,834	8,122		1,100		6,100		7,200
40 Silverthorne Theatre Expansion	7,834	8,122		600		8,100		8,700
41 2) Changes to Student Activity Fees:								
42 Full-time:								
43 Alumni Development	1,950	1,893		(400)		900		500
44 Associated Student Body	1,950	1,893		(2,300)		0		(2,300)
45 Athletics (Gender Equity)	1,950	1,893		(1,300)		12,300		11,000
46 Athletics	1,950	1,893		(6,600)		11,400		4,800
47 Daycare	1,950	1,893		(500)		3,800		3,300
48 Student Health	1,950	1,893		(4,100)		7,600		3,500
49 SUB Operations	1,950	1,893		(2,700)		11,400		8,700
50 Co-Curricular Activities	1,950	1,893		(1,100)		20,800		19,700
51 Part-time:								
52 Athletics	7,834	8,122		1,400		4,100		5,500
53 SUB Operations	7,834	8,122		2,500		2,000		4,500
54 Student Health	7,834	8,122		1,000		2,000		3,000

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #6.f

Lewis-Clark State College
Utilization of Proposed FY 2002 Fee
Increase Revenues

The College's FY 2002 fee proposal for Board approval reflects an 8.2% (\$97/semester) increase to the full-time resident fee, and an 8.2% (\$9/credit hour) increase to the part-time fee. The nonresident tuition fee will remain frozen at the FY 2001 amount.

The largest increase to the full-time resident fee is the matriculation fee increase. This increase of \$50/semester will be utilized in the following ways:

1. To help offset a reduction in enrollment revenue.
2. To help offset inflation of operating funds.
3. To address needs in the areas of physical plant, student services and institutional support.

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

1. An \$11/semester increase for the Silverthorne Theatre Renovation. This fee is the second of a five-year plan which totals \$60. (FY 2001 - \$10, FY 2002 - \$11, FY 2003 - \$12, FY 2004 - \$13, and FY 2005 - \$14)
2. An increase of \$11.25 and \$6.75 per semester for the SUB expansion and the Activity Center bonded debt obligations due to a decline in student enrollment revenue.
3. An increase of \$3.25/semester to the athletic fee to continue implementation of the College's five-year Title IX (Gender Equity) plan.
4. An increase of \$3.00/semester to the SUB, \$2.00/semester to Student Health Center, \$.25/semester to Alumni Development, \$3.00/semester to Athletics, and \$1.00/semester to Daycare to provide salary increases for employees and to cover rapidly rising utility costs.
5. An increase of \$5.50/semester to the co-curricular fee to provide funding for student competition.

The proposal also includes an increase to the credit hour fee of \$9 per credit or 8.2%. 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.

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EASTERN IDAHO TECHNICAL COLLEGE

Recommendations for Changes to Student Fees for FY2002 Annual Full-Time Fees and Part-Time Credit Hour Fees

Annual Fees		Bd Appv	FY01 Fees	FY02 Initial Notice	Institutional Recommendation		
					FY02 Fees	Amt Incr	% Incr
1	Full-time Fees:						
2	Vocational Education Fee	**	790.00	814.00	814.00	24.00	3.04%
3	Technology Fee		40.00	40.00	40.00	0.00	0.00%
4	Student Activity Fees 1)		418.00	444.00	444.00	26.00	6.22%
5	Total Full-time Fees		<u>1,248.00</u>	<u>1,298.00</u>	<u>1,298.00</u>	<u>50.00</u>	<u>4.01%</u>
6							
7	Part-time Credit Hour Fees:						
8	Education Fee	**	62.00	65.00	65.00	3.00	4.84%
9	Total Part-time Cr Hr Fees:		<u>62.00</u>	<u>65.00</u>	<u>65.00</u>	<u>3.00</u>	<u>4.84%</u>
10							
11	Additional Nonresident Tuition:						
12	Full-time Nonresident Tuition	**	3,322.00	3,460.00	3,460.00	138.00	4.15%
13	Part-time Nonresident Tuition/Cr	**	62.00	65.00	65.00	3.00	4.84%
14							
15							
16							
17							
18							
19	1) Changes to Student Activity Fees:						
20	Full-time:						
21	Bookstore		16.00	16.00	16.00	0.00	0.00%
22	Institutional Development		30.00	30.00	30.00	0.00	0.00%
23	Library		158.00	158.00	158.00	0.00	0.00%
24	Parking		24.00	24.00	24.00	0.00	0.00%
25	Registration		72.00	98.00	98.00	26.00	36.11%
26	Scholarship		62.00	62.00	62.00	0.00	0.00%
27	Student Body		40.00	40.00	40.00	0.00	0.00%
28	Student Union		16.00	16.00	16.00	0.00	0.00%
29	Total		<u>418.00</u>	<u>444.00</u>	<u>444.00</u>	<u>26.00</u>	<u>6.22%</u>

EASTERN IDAHO TECHNICAL COLLEGE

Recommendations for Changes to Student Fees for FY2002 Annual Full-Time Fees and Part-Time Credit Hour Fees

Annual Fees		Projected		Potential Revenue Generated Due to Enrollment and Fee Changes					
		HC/SCH Enrollmt		Enrollment Changes		Fee Changes		Total Rev Chge	
		FY01	FY02	Gen Educ	Local	Gen Educ	Local	Gen Educ	Local
1	Full-time Fees:								
2	Vocational Education Fee	285	285	0		6,800		6,800	
3	Technology Fee	285	285		0				0
4	Student Activity Fees 1)	285	285		0		7,410		7,410
5	Total Full-time Fees			0	0	6,800	7,410	6,800	7,410
6									
7	Part-time Credit Hour Fees:								
8	Education Fee	2,550	2,550			7,700		7,700	
9	Total Part-time Cr Hr Fees:			0	0	7,700	0	7,700	0
10									
11	Other Student Fees:								
12	Full-time Nonresident Tuition	0	0			0		0	
13	Part-time Nonresident Tuition/Cr	0	0			0		0	
14	Total Other Student Fees			0	0	0	0	0	0
15									
16	Total Additional Student Fee Revenue			0	0	14,500	7,410	14,500	7,410
17									
18									
19	1) Changes to Student Activity Fees:								
20	Full-time:								
21	Bookstore	285	285		0		0	0	0
22	Institutional Development	285	285		0		0	0	0
23	Library	285	285		0		0	0	0
24	Parking	285	285		0		0	0	0
25	Registration	285	285		0		7,410	0	7,410
26	Scholarship	285	285		0		0	0	0
27	Student Body	285	285		0		0	0	0
28	Student Union	285	285		0		0	0	0
29	Total			0	0	0	7,410	0	7,410

ITEM #6.g

Eastern Idaho Technical College
Brief Discussion Related To Proposed FY 2002 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 2001 – 2002 instructional year. Similarly, the College is proposing to increase the part-time resident and part-time non-resident enrollment fees by 4.5% as part of the College financial plan. As mentioned, the increase in student enrollment fees is anticipated to commence with the 2001 fall semester.

Further, the proposed student enrollment fee increases will generate approximately \$22,600. The College proposes to use the additional revenue in support of student services, enhance educational support and to help offset rising utility costs.

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College & Universities

State Ranking by Type of Institution - WICHE States

2000 - 2001 Tuition & Fees

Resident Undergraduate Annual Fees

Universities: (BSU, ISU,UofI)			Other Institutions: (LCSC)		
	Amount	% of Average		Amount	% of Average
1 Oregon	3,666	135.28%	1 South Dakota	3,423	127.22%
2 South Dakota	3,407	125.73%	2 Oregon	3,389	125.96%
3 Colorado	3,158	116.54%	3 Washington	2,864	106.44%
4 Hawaii	3,157	116.50%	4 Montana	2,838	105.48%
5 Washington	3,146	116.09%	5 North Dakota	2,790	103.69%
6 Montana	3,073	113.40%	Average	2,691	100.00%
7 North Dakota	3,049	112.51%	6 Colorado	2,431	90.35%
8 Alaska	2,938	108.42%	7 Idaho	2,360	87.71%
9 New Mexico	2,768	102.15%	8 Hawaii	2,118	78.72%
Average	2,710	100.00%	9 Utah	2,092	77.75%
10 Utah	2,650	97.79%	10 New Mexico	2,092	77.75%
11 Wyoming	2,575	95.02%			
12 Idaho	2,501	92.29%			
13 California	2,461	90.82%			
14 Arizona	2,344	86.50%			
15 Nevada	2,340	86.35%			

Nonresident Undergraduate

Universities: (BSU, ISU,UofI)			Other Institutions: (LCSC)		
	Amount	% of Average		Amount	% of Average
1 Colorado	13,826	136.06%	1 Washington	10,003	122.60%
2 Oregon	13,078	128.70%	2 Oregon	9,209	112.87%
3 California	10,780	106.09%	3 Colorado	8,960	109.82%
4 Washington	10,506	103.38%	Average	8,159	100.00%
Average	10,162	100.00%	4 Montana	8,153	99.93%
5 New Mexico	9,831	96.75%	5 Idaho	7,798	95.57%
6 Hawaii	9,637	94.84%	6 New Mexico	7,576	92.85%
7 Arizona	9,459	93.08%	7 Hawaii	7,470	91.55%
8 Nevada	9,320	91.72%	8 South Dakota	7,376	90.40%
9 Montana	8,735	85.96%	9 Utah	6,366	78.02%
10 Idaho	8,581	84.44%	10 North Dakota	6,167	75.58%
11 Utah	8,050	79.22%			
12 Alaska	7,858	77.33%			
13 Wyoming	7,693	75.71%			
14 North Dakota	7,398	72.80%			
15 South Dakota	7,359	72.42%			

History of WICHE States Fees and Tuition For Universities Only - Undergraduate

Status/State	FY96	FY97	FY98	FY99	FY00	FY01	% Chge FY96 - FY01
Resident Fees							
Alaska	2,478	2,544	2,605	2,774	2,853	2,938	18.56%
Arizona	1,950	2,009	2,058	2,158	2,259	2,344	20.21%
California	2,563	2,745	2,603	2,511	2,450	2,461	-3.98%
Colorado	2,795	2,869	2,957	3,037	3,086	3,158	12.99%
Hawaii	1,631	2,421	2,944	3,045	3,141	3,157	93.56%
Idaho	1,615	1,763	1,967	2,149	2,343	2,501	54.83%
Montana	2,397	2,495	2,654	2,823	2,966	3,073	28.20%
Nevada	1,830	1,920	1,995	2,070	2,145	2,340	27.87%
New Mexico	2,043	2,133	2,181	2,295	2,466	2,768	35.49%
North Dakota	2,369	2,469	2,622	2,780	2,921	3,049	28.70%
Oregon	3,292	3,443	3,505	3,586	3,616	3,666	11.36%
South Dakota	2,602	2,678	2,777	2,974	3,196	3,407	30.94%
Utah	2,250	2,301	2,388	2,477	2,552	2,650	17.78%
Washington	2,570	2,667	2,771	2,915	3,035	3,146	22.41%
Wyoming	2,005	2,144	2,326	2,330	2,416	2,575	28.43%
Average	2,446	2,522	2,586	2,627	2,640	2,710	10.79%
Nonresident Fees & Tuition							
Alaska	6,798	6,954	7,105	7,394	7,623	7,858	15.59%
Arizona	7,707	8,093	8,415	8,765	9,066	9,459	22.73%
California	10,039	10,279	10,449	10,529	10,641	10,780	7.38%
Colorado	11,633	12,133	12,590	13,031	13,319	13,826	18.85%
Hawaii	4,825	7,869	9,429	9,525	9,621	9,637	99.73%
Idaho	7,000	7,320	7,853	8,189	8,383	8,581	22.59%
Montana	6,679	6,980	7,485	8,029	8,396	8,735	30.78%
Nevada	6,730	7,020	7,460	7,840	8,492	9,320	38.48%
New Mexico	7,170	7,487	7,663	8,057	8,669	9,831	37.11%
North Dakota	5,893	5,993	6,356	6,724	7,063	7,398	25.54%
Oregon	10,375	11,146	11,494	11,895	12,424	13,078	26.05%
South Dakota	5,257	6,128	6,410	6,649	7,015	7,359	39.98%
Utah	6,875	7,040	7,307	7,527	7,749	8,050	17.09%
Washington	8,369	8,996	9,423	9,907	10,255	10,506	25.53%
Wyoming	6,403	6,872	7,414	7,418	7,684	7,693	20.15%
Average	8,730	9,112	9,422	9,745	9,886	10,162	16.40%

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

ACTION ITEM

ITEM #7

SUBJECT:

Approval of FY2003 Budget Request Process

BACKGROUND:

Board approved budget requests for FY03 must be submitted to the executive and legislative branches of government by September 1, 2001. To meet this deadline, the Board must begin the process now. The requests are developed in two parts; maintenance of current operations (MCO) and enhancements as directed by the Division of Financial Management's Budget Development manual. The MCO requests are controlled by the state guidelines and Board policy for nonstandard adjustments. Enhancement requests are defined by the Board, representing the unique needs of the institutions and agencies. The proposed FY2003 budget request guidelines (ITEM #7.a) focuses on the development of the enhancement requests, the capital budget requests, the timeframe for the request process, and contingency planning.

DISCUSSION:

The budget request provides an opportunity for the institutions or agencies to present to the Board what it would like to do within a short-term plan. It also provides a sense of direction an institution or agency is headed. However, with limited state funds, the requests must also be sensitive to realistic funding. Since the Board advocates education, they have taken the position of allowing institutions and agencies to request enhancements of 5% or \$100,000, whichever is greater, of their base. This combined with MCO increases could create a request increase in excess of 10% of the base.

IMPACT:

Approve the guidelines.

FISCAL IMPACT:

Approved budget requests allows institutions and agencies the ability to lobby the governor and legislators for additional funding, the fiscal impact is not determined until those funding decisions are completed.

COMMITTEE ACTION:

A motion to recommend to the Board the approval of the FY2003 Budget Request Guidelines as presented in ITEM #7.A.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve the FY2003 Budget Request Guidelines as presented in ITEM #7.A.

Moved by_____ Carried Yes_____ No_____

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State Board of Education

FY2003 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, 2001. 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 and Board policy to calculate other MCO costs. The enhancement requests represent funding for unique issues, initiatives or programs identified by the Board, institutions or agencies. The Board's major focus during the request process is the enhancement requests since they are the requests that the Board has the most discretion.

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. The request areas are:

- Benefit Costs Rollups – personnel benefit increases, calculated per DFM's Budget Manual
- Inflationary Adjustments – cost increases related to inflation, the inflationary factor is provided by the Budget Development Manual.
- Replacement Items – cost of replacing operating expenditure and capital outlay items on an individual basis.
- Change in Employee Compensation (CEC) – cost of providing salary adjustments for all state employees as directed by the Budget Development Manual.
- Interagency Nonstandard Adjustments – adjustments resulting from changes in State Controller fees, State Treasurer fees, Attorney General costs, Risk Management Insurance costs, Refactored Classes, Legislative Audit costs, and State Building Lease costs.
- External Nonstandard Adjustments – adjustments necessary to maintain current operations due to occupancy of new facilities, enrollment changes (Enrollment Workload Adjustment), increased utility costs, and higher inflationary factor for library books and periodicals.
- Fund Shift – adjustment to shift the cost of the MCO increases from student fees and endowment funds to the general account.

FY2003 Budget Request Guidelines (continued)

ITEM #7.a

Enhancement Request Guidelines:

The Board's 2000 – 2005 Statewide Strategic Plan should be used in developing the FY03 requests, so 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% or \$100,000, whichever is greater, of the general account budget base. Exception to the general account 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 each 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.

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.

FY2003 Budget Request Guidelines (continued)

ITEM #7.a

Building Fund (Capital Budget) Requests:

The FY2003 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 August Board meeting. Guidelines for presenting the Building Fund request will be distributed at a later date.

Timetable:

The Finance Committee/Board will establish the process and the budget timeframe at the April 2001 Board meeting.

Contingency Plans:

In anticipation of a potential funding shortfall for FY03, the institutions and agencies are instructed to develop contingency plans for a potential budget reduction. The contingency plans should provide plans for a potential reduction in the general account of 1%, 2% or 3%. These plans will not be part of the budget process but will be provided to the Board as information. Guidelines for these contingency plans will be provided at a later date.

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

ACTION ITEM

ITEM #8

SUBJECT:

Assignment of Members to a Task Force

BACKGROUND:

The colleges and universities must interact with various state agencies (Division of Financial Management, the State Controller's Office, and the Division of Human Resources) in the normal course of many activities. Occasionally, situations occur on campus that causes the institutions to seek exceptions to policies, practices, and/or guidelines of these agencies. Issues usually arise as problems are identified, putting everybody in a reactive mode. The Division of Financial Management is creating a working group (Task Force) to proactively address these issues.

DISCUSSION:

The membership of this Task Force would consist of three financial officers from the institutions, two human resource officers from the institutions, a representative from the Office of the State Board of Education, a representative from the Division of Financial Management, a representative from the State Controller's Office, and a representative from the Division of Human Resources. The Board is asked to appoint the "educational" members to this Task Force.

IMPACT:

The results of these meetings should increase the understanding and efficiency of the institutions and the state agencies.

FISCAL IMPACT:

The fiscal impact is the cost of attending regular meetings.

COMMITTEE ACTION:

A motion to the Board to recommend the following individual to the Task Force:

Moved by_____ Seconded by_____ Carried Yes_____ No_____

BOARD ACTION:

A motion to approve the following individual to the Task Force:

Moved by_____ Carried Yes_____ No_____

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

APRIL 19-20, 2001

INFORMATION ITEM

ITEM #9

SUBJECT:

Intercollegiate Athletic Report.

BACKGROUND:

Board policy requires a series of financial reports for the Intercollegiate Athletic programs. 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 FY2002 as compared to revised budgets for FY2001. The sources of revenue are detailed on the first page. This is a preliminary athletic budget for FY2002. The Board will be presented with a final FY2002 Athletic Operating Budget for approval at the June meeting.

IMPACT:

Review detail of revenue to ensure compliance with Board policy.

FISCAL IMPACT:

Information only.

COMMITTEE ACTION:

No action required.

BOARD ACTION:

No action required.

College & Universities
Intercollegiate Athletics Report
Revised Estimates for FY01 and Proposed Spending Plan for FY01

	Boise State University				Idaho State University				University of Idaho				Lewis Clark State Coll.			
	FY01 Est as of 10/00	FY01 Est as of 4/01	FY02 Proj as of 4/01	Variance 4/01Est-Proj	FY01 Est as of 10/00	FY01 Est as of 4/01	FY02 Proj as of 4/01	Variance 4/01Est-Proj	FY01 Est as of 10/00	FY01 Est as of 4/01	FY02 Proj as of 4/01	Variance 4/01Est-Proj	FY01 Est as of 10/00	FY01 Est as of 4/01	FY02 Proj as of 4/01	Variance 4/01Est-Proj
Revenues/Expend/Fund Balance																
1 Revenue (Detail):																
2 Program Revenue:																
3 Ticket Sales/Event Revenue	1,910,065	2,019,995	2,064,272	44,277	379,075	366,803	363,500	(3,303)	328,197	275,180	394,000	118,820	23,500	23,500	23,500	0
4 Tournament/Bowl/Conf Receipts	551,498	356,430	505,286	148,856	201,000	289,163	213,000	(76,163)	358,109	425,609	296,743	(128,866)				0
5 Media/Broadcast Receipts	144,800	277,718	148,300	(129,418)	28,500	15,655	33,500	17,845	81,000	81,000	215,000	134,000	3,600	3,600	3,600	0
6 Concessions/Prog/Parking/Advert	727,254	766,880	900,905	134,025	243,500	233,571	233,000	(571)	427,771	402,291	429,000	26,709				0
7 Game Guarantees	850,000	850,000	505,000	(345,000)	126,000	126,000	129,000	3,000	1,290,000	1,290,000	1,330,000	40,000				0
8 Foundation/Booster/Priv Donatim	1,244,300	1,257,129	1,414,980	157,851	264,570	375,470	409,358	33,888	1,304,914	1,333,677	1,270,726	(62,951)	300,000	335,400	335,400	0
9 Other	205,380	236,650	225,980	(10,670)	8,000	5,413	5,000	(413)	219,660	191,807	189,900	(1,907)	12,000	12,000	12,000	0
10 Total Program Revenue	5,633,297	5,764,802	5,764,723	(79)	1,250,645	1,412,075	1,386,358	(25,717)	4,009,651	3,999,564	4,125,369	125,805	339,100	374,500	374,500	0
11 Non-Program Revenue:																
12 Special Events Revenue:																
13 NCAA/Bowl/World Series	1,625,000	1,625,000	575,000	(1,050,000)				0				0	350,000	360,000	350,000	(10,000)
14 Student Fee Revenue:																
15 Student Fees	1,612,200	1,612,200	1,746,200	134,000	1,645,148	1,632,416	1,768,823	136,407	1,455,866	1,458,634	1,573,190	114,556	240,800	240,800	255,000	14,200
16 State Support::																
17 Approp Funds - Limit	1,704,900	1,704,900	1,786,547	81,647	1,704,900	1,704,900	1,867,500	162,600	1,704,900	1,704,900	1,867,500	162,600	560,000	623,100	628,000	4,900
18 Approp Funds - Gender Equity	0	0	0	0	200,000	200,000	300,000	100,000	174,700	174,700	192,200	17,500	10,700	10,700	19,700	9,000
19 Total State Support	1,704,900	1,704,900	1,786,547	81,647	1,904,900	1,904,900	2,167,500	262,600	1,879,600	1,879,600	2,059,700	180,100	570,700	633,800	647,700	13,900
20 Institutional Support:																
21 Auxiliary Eneterprises				0	46,000	46,000	46,000	0	393,233	393,233	50,000	(343,233)				0
22 Institutional	266,800	266,800	285,000	18,200	304,000	304,000	363,100	59,100	140,367	140,367	534,500	394,133	74,400	74,400	74,400	0
23 Total Institutional Support	266,800	266,800	285,000	18,200	350,000	350,000	409,100	59,100	533,600	533,600	584,500	50,900	74,400	74,400	74,400	0
24 Total Non-Program Revenue	5,208,900	5,208,900	4,392,747	233,847	3,900,048	3,887,316	4,345,423	458,107	3,869,066	3,871,834	4,217,390	345,556	1,235,900	1,309,000	1,327,100	28,100
25 Total Revenue:	10,842,197	10,973,702	10,157,470	233,768	5,150,693	5,299,391	5,731,781	432,390	7,878,717	7,871,398	8,342,759	471,361	1,575,000	1,683,500	1,701,600	28,100
26																
27 Expenditures:																
28 Coaches Salaries & Bonuses	1,695,866	1,843,604	1,746,835	(96,769)	893,937	871,374	1,026,430	155,056	1,375,345	1,435,507	1,520,663	85,156	217,400	217,400	228,300	10,900
29 Other Salaries and Wages	1,552,649	1,551,406	1,599,228	47,822	728,115	721,953	781,440	59,487	1,160,821	1,153,194	1,231,077	77,883	177,970	177,970	178,000	30
30 Fringe Benefits	974,081	974,081	1,003,303	29,222	503,344	497,193	584,350	87,157	679,669	693,012	756,135	63,123	126,000	126,000	138,600	12,600
31 Athletic Scholarship/Grants in Aid	1,568,291	1,568,291	1,648,291	80,000	1,237,706	1,228,493	1,343,485	114,992	1,375,442	1,337,234	1,466,390	129,156	199,900	240,000	240,000	0
32 Game Guarantees	388,800	388,800	253,800	(135,000)	65,500	38,100	64,000	25,900	398,600	382,100	226,600	(155,500)				0
33 Medical Insurance/Medical Fees	21,000	38,057	21,630	(16,427)	60,243	59,272	66,191	6,919	174,531	175,000	182,500	7,500	20,000	18,000	20,000	2,000
34 Travel:				0				0				0				0
35 Team and Coaches	841,911	817,926	1,077,797	259,871	478,375	539,001	501,503	(37,498)	874,081	859,594	994,137	134,543	174,000	190,000	185,000	(5,000)
36 Recruiting and Other	245,700	255,200	253,124	(2,076)	212,934	242,191	253,275	11,084	265,055	256,470	269,895	13,425	23,200	24,000	24,000	0
37 Supplies, Equip, Serv & Op Exp	1,119,514	1,182,509	1,152,568	(29,941)	787,329	897,700	1,024,284	126,584	1,447,670	1,434,404	1,536,295	101,891	291,530	370,130	341,000	(29,130)
38 Facility Use Charges	360,110	284,652	376,393	91,741	85,000	85,000	85,000	0	110,000	110,000	110,000	0	30,000	30,000	30,000	0
39 Debt Service on Athletic Facilities	412,000	409,000	412,000	3,000				0	0	0	0	0	290,000	290,000	290,000	0
40 Special Events	1,536,275	1,572,550	575,000	(997,550)				0				0				0
41 Capital Improvements	98,913	30,000	35,000	5,000	0	0		0	12,000	33,303	48,063	14,760				0
42 Total Expenditures:	10,815,110	10,916,076	10,154,969	(761,107)	5,052,483	5,180,277	5,729,958	549,681	7,873,214	7,869,818	8,341,755	471,937	1,550,000	1,683,500	1,674,900	(8,600)
43																
44 Excess (Deficiency) of Revenues																
45 Over Expenditures	27,087	57,626	2,501		98,210	119,114	1,823		5,503	1,580	1,004		25,000	0	26,700	
46																
47 Ending Fund Balance 6/30	2,705	33,244	35,745		86,524	107,428	109,251		256,559	252,636	253,640		(78,458)	(103,458)	(76,758)	
48																
49 Nonresident Fee Waivers	1,057,100	1,057,100	1,060,000	2,900	767,520	705,120	705,120	0	1,080,000	1,080,000	1,080,000	0	325,000	325,000	325,000	0
50																
51 Athletic Camp Activity:																
52 Camp Revenue	350,000	350,000	350,000	0	150,000	100,000	100,000	0	246,000	246,000	254,175	8,175	36,000	30,000	30,000	0
53 Camp Expenditures	350,000	350,000	350,000	0	150,000	100,000	100,000	0	246,000	246,000	254,175	8,175	24,000	20,000	20,000	0
54 Camp Surplus(Deficit)	0	0	0	0	0	0	0	0	0	0	0	0	12,000	10,000	10,000	0

College & Universities
Intercollegiate Athletics Report
Revised Estimates for FY01 and Proposed Spending Plan for FY01

ITEM #9.a

		Boise State University				Idaho State University				University of Idaho				Lewis Clark State Coll.			
		FY01 Est	FY01 Est	FY02 Proj	Variance	FY01 Est	FY01 Est	FY02 Proj	Variance	FY01 Est	FY01 Est	FY02 Proj	Variance	FY01 Est	FY01 Est	FY02 Proj	Variance
		as of 10/00	as of 4/01	as of 4/01	4/01Est-Proj	as of 10/00	as of 4/01	as of 4/01	4/01Est-Proj	as of 10/00	as of 4/01	as of 4/01	4/01Est-Proj	as of 10/00	as of 4/01	as of 4/01	4/01Est-Proj
Revenue by Program:																	
55	General Revenue:																
56	Foundation/Booster/Priv Donations	1,244,300	1,257,129	1,414,980	157,851	264,570	375,470	409,358	33,888	1,304,914	1,333,677	1,270,726	(62,951)	300,000	335,400	335,400	0
57	Student Fees	1,612,200	1,612,200	1,746,200	134,000	1,645,148	1,632,416	1,768,823	136,407	1,455,866	1,458,634	1,573,190	114,556	240,800	240,800	255,000	14,200
58	Appropriated Funds	1,704,900	1,704,900	1,786,547	81,647	1,904,900	1,904,900	2,167,500	262,600	1,879,600	1,879,600	2,059,700	180,100	570,700	633,800	647,700	13,900
59	Institutional Support	266,800	266,800	285,000	18,200	350,000	350,000	409,100	59,100	533,600	533,600	584,500	50,900	74,400	74,400	74,400	0
60	Special Events	1,625,000	1,625,000	575,000	(1,050,000)				0				0	350,000	360,000	350,000	(10,000)
61	Other	799,979	839,570	961,946	122,376	251,500	238,984	238,000	(984)	962,690	912,857	840,243	(72,614)	12,000	12,000	12,000	0
62	Total General Revenue	7,253,179	7,305,599	6,769,673	(535,926)	4,416,118	4,501,770	4,992,781	491,011	6,136,670	6,118,368	6,328,359	209,991	1,547,900	1,656,400	1,674,500	18,100
63	Revenue By Sport:																
64	Men's Programs:																
65	Football																
66	Ticket Sales	1,249,054	1,375,829	1,363,913	(11,916)	218,530	195,977	200,000	4,023	273,803	240,171	335,000	94,829	NA	NA	NA	0
67	Game Guarantees	815,000	815,000	475,000	(340,000)	70,000	70,000	70,000	0	1,240,000	1,240,000	1,285,000	45,000				0
68	Media/Broadcast Receipts	123,440	229,774	126,468	(103,306)	16,672	3,092	18,715	15,623	51,000	51,000	15,000	(36,000)				0
69	Other (Tourn/Bowl/Conf)	343,407	276,263	334,232	57,969	117,109	102,921	86,351	(16,570)	6,500	70,000	37,000	(33,000)				0
70	Basketball																
71	Ticket Sales	631,116	620,414	687,335	66,921	148,045	151,771	150,000	(1,771)	46,394	27,120	50,000	22,880	4,000	3,400	3,400	0
72	Game Guarantees	35,000	35,000	30,000	(5,000)	55,000	55,000	55,000	0	45,000	45,000	45,000	0				0
73	Media/Broadcast Receipts	41,360	67,944	42,432	(25,512)	11,294	2,395	14,036	11,641	30,000	30,000		(30,000)				0
74	Other (Tourn/Bowl/Conf)	112,703	86,674	106,838	20,164	79,336	151,134	119,763	(31,371)	20,000	24,000	24,000	0				0
75	Track & Field/Cross Country	28,340	18,587	26,037	7,450	250	1,072	500	(572)	3,500	4,000	4,000	0				0
76	Tennis	11,030	7,129	10,106	2,977				0				0				0
77	Baseball Ticket Sales	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0	15,000	13,600	13,600	0
78	Wrestling	17,820	11,968	16,446	4,478	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0
79	Golf	11,030	7,129	10,106	2,977				0	4,500	0	3,150	3,150				0
80	Media/Broadcast Receipts	0	0		0				0			200,000	200,000	3,600	3,600	3,600	0
81	Total Men's Sport Revenue	3,419,300	3,551,711	3,228,913	(322,798)	716,236	733,362	714,365	(18,997)	1,720,697	1,731,291	1,998,150	266,859	22,600	20,600	20,600	0
82	Women's Programs																
83	Volleyball																
84	Ticket Sales				0	1,500	958	1,000	42	4,000	3,825	4,000	175	500	1,200	1,200	0
85	Game Guarantees	0	0		0				0	0	0	0	0				0
86	Other (Tourn/Bowl/Conf)	24,355	16,552	22,529	5,977	804	504	432	(72)	1,250	1,250	100	(1,150)				0
87	Basketball																
88	Ticket Sales	21,395	15,250	21,609	6,359	7,000	10,671	8,000	(2,671)	4,000	4,064	5,000	936	4,000	5,300	5,300	0
89	Game Guarantees	0	0	0	0	1,000	1,000	4,000	3,000	5,000	5,000	0	(5,000)				0
90	Media/Broadcast Receipts	0	0	0	0	534	168	749	581	0	0	0	0				0
91	Other (Tourn/Bowl/Conf)	19,536	14,873	18,480	3,607	3,751	14,604	6,454	(8,150)	0	0	0	0				0
92	Track & Field/Cross Country	33,855	22,151	31,090	8,939	250	1,072	500	(572)	3,500	4,000	4,000	0				0
93	Tennis	11,030	7,129	10,106	2,977				0				0				0
94	Gymnastics	26,457	19,051	24,753	5,702	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0
95	Golf	11,030	7,129	10,106	2,977				0	3,600	3,600	3,150	(450)				0
96	Soccer	22,060	14,257	20,211	5,954	3,500	5,282	3,500	(1,782)	0	0		0	NA	NA	NA	0
97	Rodeo	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0				0
98	Total Women's Sport Rev	169,718	116,392	158,884	42,492	18,339	34,259	24,635	(9,624)	21,350	21,739	16,250	(5,489)	4,500	6,500	6,500	0
99	Total Revenue	10,842,197	10,973,702	10,157,470	(816,232)	5,150,693	5,269,391	5,731,781	462,390	7,878,717	7,871,398	8,342,759	471,361	1,575,000	1,683,500	1,701,600	18,100

**College & Universities
Intercollegiate Athletics Report**

ITEM #9.a

Revised Estimates for FY01 and Proposed Spending Plan for FY01

		Boise State University				Idaho State University				University of Idaho				Lewis Clark State Coll.			
		FY01 Est	FY01 Est	FY02 Proj	Variance	FY01 Est	FY01 Est	FY02 Proj	Variance	FY01 Est	FY01 Est	FY02 Proj	Variance	FY01 Est	FY01 Est	FY02 Proj	Variance
		as of 10/00	as of 4/01	as of 4/01	4/01Est-Proj	as of 10/00	as of 4/01	as of 4/01	4/01Est-Proj	as of 10/00	as of 4/01	as of 4/01	4/01Est-Proj	as of 10/00	as of 4/01	as of 4/01	4/01Est-Proj
Expenditures by Admin/Sport																	
100	Administrative and General																
101	Athletic Director Office	820,663	847,895	846,022	(1,873)	714,693	726,857	847,472	120,615	750,110	640,036	701,015	60,979	230,952	230,900	240,000	9,100
102	Fund Raising Office	500,635	510,312	514,672	4,360	137,397	157,477	174,062	16,585	349,696	350,798	374,660	23,862	48,100	48,100	50,600	2,500
103	Sports Information	288,518	291,927	295,047	3,120	111,976	111,679	121,874	10,195	154,714	160,751	170,786	10,035				0
104	Trainer/Equipment Manager	183,943	183,943	190,761	6,818	142,836	124,515	128,967	4,452	312,211	326,343	354,987	28,644	33,500	33,500	37,000	3,500
105	Equipment Manager	73,706	75,900	75,867	(33)	56,161	46,136	48,991	2,855	0	0		0				0
106	Ticket Office	193,114	193,000	194,606	1,606		0		0	23,151	20,258	17,503	(2,755)				0
107	Medical/Insurance	21,000	38,057	21,630	(16,427)	86,016	80,294	87,963	7,669	355,584	353,568	382,561	28,993	20,000	18,000	20,000	2,000
108	Special Events	1,536,275	1,572,550	575,000	(997,550)				0				0	290,000	290,000	290,000	0
109	Other Miscellaneous	631,156	640,258	762,896	122,638	134,918	135,432	145,389	9,957	579,653	572,081	684,550	112,469				0
110	Facilities Maintenance & Debt Service	1,072,738	994,280	1,091,218	96,938				0				0				0
111	Capital Improvements	98,913	30,000	35,000	5,000				0	12,000	33,303	48,063	14,760				0
112	Total Admin & General	5,420,661	5,378,122	4,602,719	(775,403)	1,383,997	1,382,390	1,554,718	172,328	2,537,119	2,457,138	2,734,125	276,987	622,552	620,500	637,600	17,100
113																	
114	Men's Programs:																
115	Football	2,424,195	2,560,179	2,378,224	(181,955)	1,363,922	1,419,446	1,501,927	82,481	2,600,927	2,611,840	2,652,427	40,587	NA	NA	NA	0
116	Basketball	548,397	552,438	579,549	27,111	507,860	556,573	548,635	(7,938)	720,636	761,410	811,521	50,111	184,478	191,900	189,900	(2,000)
117	Track & Field/Cross Country	220,266	219,307	237,940	18,633	198,114	188,185	229,541	41,356	217,257	214,690	233,751	19,061	8,000	14,000	14,000	0
118	Tennis	146,772	145,813	149,426	3,613	85,279	81,387	87,569	6,182	83,460	85,371	89,004	3,633	19,103	21,500	22,000	500
119	Baseball	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0	319,771	364,300	337,600	(26,700)
120	Wrestling	246,289	243,411	251,799	8,388	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0
121	Golf	35,660	44,160	36,852	(7,308)	56,503	60,913	58,439	(2,474)	88,735	92,596	95,998	3,402	9,500	9,500	9,500	0
122	Volleyball	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0
123	Rodeo	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0				0
124	Total Men's Programs	3,621,579	3,765,308	3,633,790	(131,518)	2,211,678	2,306,504	2,426,111	119,607	3,711,015	3,765,907	3,882,701	116,794	540,852	601,200	573,000	(28,200)
125																	
126	Women's Programs																
127	Volleyball	311,204	311,204	356,346	45,142	275,888	295,614	293,667	(1,947)	342,483	329,233	365,023	35,790	115,951	160,700	160,700	0
128	Basketball	450,702	454,796	483,881	29,085	426,146	428,899	481,273	52,374	508,593	540,347	534,534	(5,813)	192,078	206,600	206,600	0
129	Track & Field/Cross Country	257,475	256,516	278,369	21,853	242,852	244,934	315,908	70,974	271,790	268,303	291,336	23,033	11,000	16,000	16,000	0
130	Tennis	157,875	157,395	162,640	5,245	121,350	117,091	126,202	9,111	128,533	126,530	135,728	9,198	20,767	19,500	22,000	2,500
131	Gymnastics	269,327	266,928	276,126	9,198	NA	NA	NA	0	NA	NA	NA	0	NA	NA	NA	0
132	Golf	91,336	90,856	94,000	3,144	77,268	80,220	86,775	6,555	113,065	117,848	124,074	6,226	9,500	9,500	9,500	0
133	Soccer	234,951	234,951	267,098	32,147	313,304	324,625	330,561	5,936	260,618	264,513	274,234	9,721	NA	NA	NA	0
134	Rodeo/New Sport	NA	NA	NA	0			114,743	114,743	NA	NA	NA	0	37,300	49,500	49,500	0
135	Total Women's Programs	1,772,870	1,772,646	1,918,460	145,814	1,456,808	1,491,383	1,749,129	257,746	1,625,082	1,646,774	1,724,929	78,155	386,596	461,800	464,300	2,500
136																	
137	Total Expenditures	10,815,110	10,916,076	10,154,969	(761,107)	5,052,483	5,180,277	5,729,958	549,681	7,873,216	7,869,819	8,341,755	471,936	1,550,000	1,683,500	1,674,900	(8,600)

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20, 2001

INFORMATION ITEM

ITEM #10

SUBJECT:

Designation of Peer Institutions

BACKGROUND:

Until 1991, the Board approved the peer institutions to be used by the institutions. In 1991, the Board did not approve a proposed list of peer institutions. The institutions became “peerless”! We have used WICHE averages for fee comparison purposes and HayGroup designated comparison institutions for salary comparisons. Some institutions have identified peer institutions and have been using them for other comparisons. Most recently, the institutions identified peers to use in the funding analysis and outlook project directed by the Board. The list is presented in Item #10.a. The criteria used to select peers could be the following; type of institution (land grant, research mission, Carnegie classification), location (urban/rural, regional), student characteristics (number of students, mix of students), budget size, and types of programs offered.

DISCUSSION:

As the Board and the institutions begin using peer comparisons to differentiate themselves between the in-state institutions, the peer lists are brought to the Board as an information item. Board policy does not require the approval of peer institutions. However, the use of peer institutions will have an impact on the current funding equity analysis being conducted by the Board. As a step of this analysis, the consultant is charged with validating the peer lists. This will assist the Board in evaluating the list.

IMPACT:

The designation of peer institutions is very important in order to conduct many comparisons. Therefore it is important that the Board understands and accepts the designated peer institutions.

FISCAL IMPACT:

No direct fiscal impact.

COMMITTEE ACTION:

No action is necessary, however, the committee could make a motion if appropriate.

BOARD ACTION:

Contingent upon committee action.

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**State Board of Education
Peer Institution Information Profile**

University of Idaho	FY1999 {Fall 1998}	FY1999 {Fall 1998}	FY1999 E&G Exp	CUPA Survey Category	Carnegie Classification
Institution	Headcount	FTE			
University of Idaho	11,437	9,288	\$224,589,800	Doctoral Institution: Budget \$184-\$337.7MIL	Doctoral/Research - Extensive
Colorado State Univ	22,523	19,992	\$486,679,000	Doctoral Institution: Budget \$337.7-\$705.6MIL	Doctoral/Research - Extensive
Iowa State University	25,585	23,248	\$488,824,200	Doctoral Institution: Budget \$337.7-\$705.6MIL	Doctoral/Research - Extensive
Kansas State Univ	20,885	18,337	\$300,816,300	Doctoral Institution: Budget \$184-\$337.7MIL	Doctoral/Research - Extensive
Montana State Univ	11,746	10,169	\$208,173,500	Doctoral Institution: Budget \$184-\$337.7MIL	Doctoral/Research - Intensive
Univ of Nebraska	22,408	20,157	\$337,723,100	Doctoral Institution: Budget \$337.7-\$705.6MIL	Doctoral/Research - Extensive
Univ of Nevada - Reno	12,303	9,138	\$259,247,000	Doctoral Institution: Budget \$184-\$337.7MIL	Doctoral/Research - Extensive
New Mexico State Univ	15,409	12,275	\$254,634,100	Doctoral Institution: Budget \$184-\$337.7MIL	Doctoral/Research - Extensive
Oklahoma State Univ	20,466	16,780	\$310,938,900	Doctoral Institution: Budget \$184-\$337.7MIL	Doctoral/Research - Extensive
Oregon State Univ	14,618	14,229	N. A.		Doctoral/Research - Extensive
Utah State Univ	19,322	14,544	\$275,632,200	Doctoral Institution: Budget \$184-\$337.7MIL	Doctoral/Research - Extensive
Washington State Univ	20,379	19,903	\$369,955,000	Doctoral Institution: Budget \$337.7-\$705.6MIL	Doctoral/Research - Extensive
Univ of Wyoming	11,124	9,408	\$190,775,600	Doctoral Institution: Budget \$184-\$337.7MIL	Doctoral/Research - Extensive

Boise State Univeristy	FY1999 {Fall 1998}	FY1999 {Fall 1998}	FY1999 Instruct Bdgt E&G Exp	CUPA Survey Category	Carnegie Classification
Institution	Headcount	FTE			
Univ of Alaska - Anchorage	16,041		\$48,426,080		Masters I
Calif State Univ - Fresno	17,213		\$73,286,854		Masters I
Metro State College of Denver	17,343		\$34,362,842		Baccalaureate Colleges
Boise State University	15,079		\$47,569,777		Masters I
Wichita State Univ	13,419		\$42,526,368		Doctoral/Research Intensive
Saint Cloud State Univ	13,994		\$44,143,726		Masters I
Univ of Nebraska - Omaha	14,474		\$39,606,664		Masters I
Univ of Nevada - Las Vegas	18,709		\$58,323,854		Masters I
Portland State Univ	16,843		\$55,593,952		Doctoral/Research Intensive
Univ of Texas at El Paso	15,389		\$49,912,845		Masters I
Weber State Univ	13,906		\$38,913,435		Masters II

**State Board of Education
Peer Institution Information Profile**

Idaho State Univeristy	FY1999	FY1999	FY1999		
	{Fall 1998}	{Fall 1998}	Total Funds		Carnegie
Institution	Headcount	FTE	E&G Exp	CUPA Survey Category	Classification
Idaho State University	12,666		\$143,395,715	Doct/<184 Mil	Doctoral/Research Intensive
Northern Arizona	19,981		\$240,092,866	Doct/184-337 Mil	Doctoral/Research Intensive
University of Colorado - Denver	14,113		\$107,993,826	Doct/<184 Mil	Doctoral/Research Intensive
University of Northern Colorado	12,163		\$123,679,767	Doct/<184 Mil	Doctoral/Research Intensive
Indiana State University	10,985		\$166,904,571	Doct/<184 Mil	Doctoral/Research Intensive
University of Northern Iowa	13,811		\$184,610,956	Comp/>94 Mil	Masters I
Wichita State University	14,062		\$141,116,449	Doct/<184 Mil	Doctoral/Research Intensive
University of Montana	11,484		\$155,230,416	Doct/<184 Mil	Doctoral/Research Intensive
University of Nebraska - Omaha	13,264		\$114,610,928	Comp/>94 Mil	Masters I
University of Nevada - Las Vegas	21,820		\$221,580,000	Comp/>94 Mil	Doctoral/Research Intensive
University of Nevada - Reno	12,532		\$278,997,644	Doct/184-337 Mil	Doctoral/Research Extensive
Portland State University	18,184		\$163,524,622	Doct/<184 Mil	Doctoral/Research Intensive
University of Wyoming	10,940		\$219,420,689	Doct/184-337 Mil	Doctoral/Research Extensive

Lewis-Clark State College	FY1999	FY1999	FY1999		
	{Fall 1998}	{Fall 1998}	Total Funds		Carnegie
Institution	Headcount	FTE	E&G Exp	CUPA Survey Category	Classification
Lewis-Clark State College	3,138	2,409	\$20,894,240		Baccalaureate II
Fort Lewis College	4,274	4,003	\$22,283,570		Baccalaureate II
Montana State Univ - Billings	3,767	3,090	\$23,263,410		Masters I
Minot State University	3,761	3,302	\$21,151,120		Masters I
New Mexico Highlands Univ	2,813	2,223	\$14,651,930		Masters I
Western Oregon State College	4,090	3,707	\$32,236,500		Baccalaureate II
Black Hills State College	3,670	2,877	\$13,745,670		Baccalaureate II
Southern Utah University	5,053	4,338	\$35,735,780		Baccalaureate II
The Evergreen State College	3,625	3,334	\$32,048,470		Baccalaureate II

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20,2001

SUBJECT:

ITEM 11

First Reading: Board Governing Policies and Procedures, Section II. Personnel

BACKGROUND:

The Board has maintained both policies and rules in the area of Personnel for some time. This legislative session, the Board successfully requested that the administrative rules on Personnel be repealed, thus allowing the Board to govern personnel matters by policy rather than rule. The repeal of these rules is effective on July 1, 2001.

Repeal of the Board's personnel rules results in the need to combine provisions in rule with policy provisions, and provides a prime opportunity to review and revise the personnel policies completely. As was intended in repealing the rules and per discussions with the Board, the revisions are focusing on three objectives, (1) converting all rules and policies into one document, (2) increasing delegation to the chief executive officers at the institutions and agencies while requiring more accountability and reporting, and (3) streamlining the existing procedures without substantially changing employee benefits.

Staff met with the delegates from the affected institutions and agencies to develop the proposed revisions. There was some interest from the Board entities in making additional changes in the areas of accrued annual leave, nonrenewal of nonclassified employees, and sick leave, along with possibly adding sections on early retirement, litigation and violence in the workplace. It was decided that these other sorts of major changes that add or take away current employee benefits or that introduce new concepts were beyond the scope of the current project and should be dealt with separately. Additionally, the subsections on the Retirement Program and Staff Reduction Procedures were transferred from rule almost verbatim and will likely need to be reworked in the near future.

DISCUSSION:

The biggest change from the old provisions to the new is that overall authority for personnel is delegated to the chief executive officers, except where specifically reserved by the Board. Previous policy provided that only areas specifically delegated by the Board were the responsibility of the chief executive officers.

The first reading policy document is presented as it will read. (Full text copies of the Board's existing Personnel Policies and Rules will be made available upon request, and can also be found on the Board's website.) Because the order of subsections was reclassified and reorganized, including existing text from the rules and policies and indicating where changes were made with stricken and underlined text would have been extremely cumbersome and difficult to read. Thus, staff has attached two documents in an effort to indicate the major changes that occur in the proposed revision.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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TABLE 1: Summary of Board Approval Requirements – Outlines areas where Board approval is currently required and how it will or will not be changed in the proposed revision. (ITEM 11.a)

TABLE 2: Summary of Major Revisions – Outlines some of the major revisions, by subsection, other than those listed in Table 1. (Item 11.b)

Although the revision is essentially a new version of the Board's Personnel Policies, with the exception of the overall change in Board delegation, a majority of the provisions outlined in current policy remain, they are just organized in new way in an attempt to make the policy more user friendly.

IMPACT:

Delegating more authority in the area of personnel matters to the institution/agency heads will free up time on the Board agenda that was otherwise spent on routine personnel items. The Board remains as the final authority for all personnel related matters, except that the Board will not be required to hear appeals unless it so chooses.

COMMITTEE ACTION:

A motion to recommend to the Board approval of the first reading of Section II. Personnel, of the Board's Governing Policies and Procedures Manual. (ITEM 11.c)

Moved by _____ Seconded by _____ Carried? Yes No

BOARD ACTION:

A motion to approve the first reading of Section II. Personnel, of the Board's Governing Policies and Procedures Manual.

Moved by _____ Carried? Yes No

**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
APRIL 19-20,2001**

TABLE 1

ITEM 11.a

**SUMMARY OF BOARD APPROVAL REQUIREMENTS
FROM CURRENT PERSONNEL POLICIES/RULES TO PROPOSED REVISION**

CURRENT PERSONNEL POLICIES	PROPOSED PERSONNEL POLICIES
Establishment of new positions and initial salaries	Still requires Board approval
Position appointments	Only those appointments to positions with salaries at or higher than salary threshold set by the Board require Board approval. All other appointments delegated to the chief executive officer. A list of appointments to positions at the level of dean, assistant vice president, or higher must be reported to the Board quarterly. A list of employees appointed to any type of nonclassified position must be reported to the Board quarterly.
Promotions for exempt employees	Delegated to the chief executive officer
All salary changes	Delegated to the chief executive. A listing of any salary changes in excess of 20% or \$15,000 must be reported to the Board quarterly
Senior administrator salaries that exceed the CUPA median for such position	Still requires Board approval
Dismissal of employees for adequate cause	Delegated to the chief executive officer
Nonrenewal of employment contract	Delegated to the chief executive officer
Layoff as a result of financial exigency	Still requires Board approval
Criteria for faculty rank and promotion and exceptions to the criteria	Still requires Board approval
All faculty promotions using approved criteria	Delegated to the president
Procedures established for periodic review of tenure	Still requires Board approval
<ul style="list-style-type: none"> - Granting of tenure - Transfer of tenure from one department to another - Granting of tenure to an individual hired in an academic administrative position - Tenure review committee 	Delegated to the president. A listing of all faculty members receiving tenure must be reported to the Board quarterly
Waiver of conditions on sabbatical leave	Delegated to the president
Employment agreements for head coaches and athletic directors	Still requires Board approval
Internal procedures for grievance and appeals	Requires review by executive director and maintenance on file in OSBE
Designation of a holiday different from those outlined in Board policy	Requires notification to the executive director

**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM 11.b

TABLE 2: SUMMARY OF MAJOR REVISIONS

CURRENT PERSONNEL POLICIES	PROPOSED PERSONNEL POLICIES
<p style="text-align: center;">Authority and Scope</p> <p>Board is employer for 5 institutions, IDPTE, IDVR, IPTV, ISDB, OSBE, and SDE</p> <p>Gives chief executive officers personnel authority only as delegated by the Board</p> <p>Allows board entities to establish additional personnel policies and procedures</p> <p>Board policies apply if conflict with any internal policies</p> <p>Board retains authority for taking final action on any matter</p>	
<p style="text-align: center;">Appointment Authority and Procedures</p> <p>Board approval required for appointment of any new position; reauthorization of any position; actual position appointments; etc.</p> <p>All appointments forwarded to the Board at the earliest possible time following the appointment for review and action</p> <p>Agenda format for new positions requires position title, type of position, FTE, term of appointment, effective date, salary range, funding source, area of assignment, and description of duties</p>	
<p style="text-align: center;">Reporting and Accountability</p> <p>Not in previous policy or rules</p>	
<p style="text-align: center;">Categories of Employees</p> <p>Student employee definition provided for in policy</p>	

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Policies regarding Classified Employees	
Provided that UI classified employees subject to same rules as state classified employees	Allows the UI to establish internal policies for classified employees, to be parallel to state requirements in so much as practical
Policies regarding Nonclassified Employees	
Nonclassified employees designated as "exempt"	Nonclassified employees designated as "nonclassified"
Rules required Board approval for nonrenewal of these employees	Delegates to the chief executive officers discretion for nonrenewal
Provides if employee alleges nonrenewal is based on illegally permissible reason, said employee may use the internal grievance procedures	Employee may now use internal <u>illegal discrimination</u> grievance procedures
Policies Regarding Faculty (Institutions Only)	
Faculty employees differentiated by institutional faculty and school faculty	Faculty employees differentiated by professional-technical and academic and school faculty
Provides for four primary faculty ranks at each institution	Provides for same four primary ranks, but excludes professional-technical faculty from this provision
Promotion recommendations must be submitted to the executive director for approval	Delegated to the presidents
Provides for periodic performance review of tenured faculty members	Same provisions for this, with addition of new provision that allows, if certain criteria are met, that consideration for tenure or post tenure review may be postponed and combined with consideration for promotion in rank
Sabbatical allowable for all faculty	Sabbatical allowable only for tenured and professional-technical faculty
Policies Regarding Coaches and Athletic Directors (Institutions Only)	
Provides for 1-5 year contracts for coaches or athletic directors, and includes incentives for academic performance be part of the contract. Contracts require Board approval.	Same as current provision, with added requirement to use the Board approved model contract as the form for establishing contracts and provides that the contract comprises the entire employer-employee relationship.
Leaves – all employees	
Provisions for the use of sick leave, disability leave and military leave detailed in policy, some of which conflict with provisions of law	Removal of most detail replaced with a provision that use of sick leave, disability leave and military leave shall be used in accordance with state and federal law
Other Benefits – all employees	
Provided for in policy	No change to current provisions
Retirement Program – All Employees	
Provided for in rule previously	Transferred to policy language with no major changes. Suggested revisions will be forwarded after adopted into policy.

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Discipline – Adequate Cause – All Employees	
Rules provided for dismissal for adequate cause	Provide for <u>discipline, up to and including dismissal</u> for adequate cause
Provides detailed internal hearing and appeal procedures for the institutions, agencies, etc. and the Board in cases of employee termination. Board must hear appeals if filed in accordance with procedures.	Provides the Board may hear an appeal at its discretion. Simplifies the internal hearing and appeal procedures, but retains major aspects, i.e., right to be heard, adequate notice and statement of reasons, etc.
Grievance and Appeal Procedures – All Employees	
Required Board approval of internally established procedures for grievances and appeals	Requires review by the executive director and maintenance on file in OSBE
Staff Reduction Procedures	
Provided for in rule previously	Transferred to policy language with no major changes. Suggested revisions will be forwarded after adopted into policy.
Search Guidelines	
Provided for in policy	Same as current provisions, with addition of provision for release of final candidates names to the public following board approval
General Policies & Procedures – All employees	
Required applications for vacant positions be retained for at least one year	Removes this requirement Includes information from several subsections previously in policy, including nondiscrimination policy, equal employment opportunity, sexual harassment policy, drug education guidelines (may eventually be transferred to postsecondary affairs), personnel files, and other miscellaneous policies and procedures. Previous policy section on AIDS guidelines has been removed as not in compliance with current law.
Conflict of Interest and Ethical Conduct – All employees	
Not in previous personnel policies or rules, but some provisions were included in the intellectual property and conflict of interest rules.	New section addresses general principles of ethical conduct, conflict of interest and consideration of transactions

GOVERNING POLICIES AND PROCEDURES**SECTION: II. PERSONNEL POLICIES AND PROCEDURES****Subsection: A. Authority and Scope****First Reading April 2001****Published February 2000**

II. Personnel Policies and Procedures

A. Authority and Scope

The State Board of Education and the Board of Regents of the University of Idaho (the Board) is designated by the Idaho Constitution and Code as the employer for the institutions (Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho, and Eastern Idaho Technical College), agencies (Division of Professional-Technical Education, Division of Vocational Rehabilitation, Idaho Educational Public Broadcasting System), school (Idaho School for the Deaf and the Blind) and office (Office of the State Board of Education) under its governance.

All employees at the institutions, agencies, school and office are governed by these personnel policies and procedures. The employees of the State Department of Education are subject to Section 33-127, Idaho Code, which authorizes the state superintendent of public instruction to hire and dismiss employees of the State Department of Education.

The primary responsibility for personnel management is delegated to the chief executive officers by the Board. The Board establishes these general personnel policies and procedures as an integral part of efficient and effective personnel management. The institutions, agencies, school, and office may establish additional policies and procedures necessary for the management of personnel which further amplify and are consistent with the Governing Policies and Procedures of the Board. Such policies and procedures as established by the institutions, agencies and school shall be submitted to the executive director on July 1 annually, who shall review them for consistency and maintain them on file at the office of the state board of education.

Any personnel policies and procedures created by the chief executive officers must be described in the context of the respective purposes and missions of the various entities under the governance of the Board. It shall be the responsibility of each chief executive officer to ensure that all employees under their supervision have access to such policies and procedures and that a copy of such procedures is on file at the Office of the State Board of Education. If there is a conflict between a Board governing policy or procedure and an institutional or agency policy or procedure, the provisions of these Governing Policies and Procedures will apply and control.

GOVERNING POLICIES AND PROCEDURES

SECTION: II. PERSONNEL POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

First Reading April 2001

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B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho constitution or code.

2. Delegation of Authority

The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.

3. Specifically Reserved Board Authority

(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:

a. Position Authorizations

- (1) Any permanent new position, regardless of funding source, requires Board approval prior to any form or manner of recruitment of applicants.
- (2) If another position is being deleted or reallocated, the affected position should be identified by type, title, salary, area or department of assignment, funding source, and a brief explanation of the modification of position duties and responsibilities.

Agenda Item Format: Requests for new position authorizations or position reauthorizations must include the following information:

- (a) position title;
- (b) type of position;
- (c) FTE
- (d) Term of appointment;
- (e) Effective date;
- (f) approximate salary range;
- (g) funding source;
- (h) area or department of assignment;

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. PERSONNEL POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

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- (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position
- b. The appointment of all employees to any type of position at a salary that is equal to or higher than the salary designated annually by the Board for this purpose.
- c. The employment agreement of any head coach or athletic director (at the institutions only), and all amendments thereto.
- d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.
- e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

GOVERNING POLICIES AND PROCEDURES

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Subsection: C. Reporting and Accountability

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C. Reporting and Accountability

1. The Board, in entrusting its vested personnel authority to the chief executive officers, expects compliance with these policies and procedures and with the directives and orders of the Board. To ensure this, the Board requires complete accountability from the chief executive officers.
2. The Board may, at any time, require reports or schedules of any and all personnel actions delegated to the chief executive officers.

The executive director is hereby delegated the full authority to call for, at any time, any such reports or schedules that the Board itself could require.

3. All reports and schedules shall be uniform and in the form and content as directed by the Board or, in the absence of Board specifications, as prescribed by the executive director.
4. In addition to any reports or schedules requested by the Board, the following schedules and reports shall be standing directives to the chief executive officers:
 - a. In October of each year, a report of the supplemental or additional compensation (or payment of bonuses or contractual incentive pay) made to athletic department personnel (at the institutions only) in the preceding year, and including anticipated costs in the ensuing year.
 - b. A quarterly report of all items listed below, which should include, the name of the appointee, position to which appointed, area or department of assignment, salary and effective date of appointment, and any other information as prescribed by the executive director:
 - (1) a list of those employees granted or paid any compensation or benefit, in any form, other than those expressly provided for in these policies.
 - (2) a list of those employees receiving an increase in salary in excess of twenty percent (20%) or greater than \$15,000.
 - (3) a list of those employees appointed to positions at the level of dean or assistant vice president or higher, or who report directly to the chief executive officer, not otherwise reported or requiring Board approval.
 - (4) a list of employees appointed to any type of nonclassified position, not otherwise reported or requiring prior Board approval.
 - (5) a list of payments to employees in addition to their regular salaries.

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- (5) a list of faculty members that were granted tenure.
 - (6) a list of employees granted a change in faculty rank.
 - (7) a list of employees granted professional leave or sabbatical leave with or without compensation.
- c. An annual report that includes the following:

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Subsection: D. Categories of Employees – General Definitions

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D. Categories of Employees – General Definitions

1. Classified Employee

"Classified employee" means any person appointed to or holding a position at an institution, agency, school or office whose position is subject to the provisions of the merit examination, selection, retention, promotion, and dismissal requirements of the Idaho Division of Human Resources as provided under Chapter 53, Title 67, Idaho Code, or the policies and procedures of the University of Idaho for classified employees.

a. Classified Employees -- Idaho Division of Human Resources

Appointments, employment status, personnel actions, and primary employment benefits concerning classified employees of the Board must be administered in accordance with the rules and regulations established by the Idaho Division of Human Resources.

b. Classified Employees -- University of Idaho

Classified employees at the University of Idaho are subject to the policies and procedures of the University of Idaho for its classified employees. Such policies and procedures require approval by the Board, and should be, in so much as practical, parallel to the provisions provided for state of Idaho classified employees in Chapter 53, Title 67, Idaho Code.

2. Non Classified Employees

"Non Classified employee" means any person appointed to or holding a non-faculty position at an institution, agency, school, or office in a position designated by the Board as non-classified and thus is not subject to the provisions of Chapter 53, Title 67, Idaho Code or the policies and procedures of the University of Idaho for its classified employees. The Board's designation of a position or employee as exempt constitutes any designation necessary under Idaho law to designate such position or employee as non-classified.

a. The Board's executive director and the chief executive officers of the institutions, agencies, and school are appointed by the Board and serve at the pleasure of the Board, and may therefore be dismissed at any time, with or without cause, and without notice.

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- b. As used in these personnel policies, the term “chief executive officer” shall mean the following, with reference to the appropriate entity:
- (1) Institutions – the president
 - (2) Idaho School for the Deaf and Blind – the superintendent
 - (3) Office of the State Board of Education – the executive director
 - (4) The Division of Vocational Rehabilitation – the administrator
 - (5) The Division of Professional-Technical Education – the administrator
 - (6) Idaho Educational Public Broadcasting System – general manager

3. Faculty Employees

a. Institutional Faculty

- (1) "Academic faculty" means all employees who hold the rank of instructor/lecturer or a higher academic rank in an academic department at the University of Idaho, Idaho State University, Boise State University, or Lewis-Clark State College,
- (2) “Professional-Technical faculty” means all employees who hold the rank of instructor in any of the five area professional-technical colleges or Eastern Idaho Technical College.

References to “institutional faculty” or “faculty” in these policies include both academic and professional-technical faculty. Institutional faculty are generally subject to all of the same policies and procedures unless one group is specifically addressed or exempted.

b. School Faculty

"School faculty" means employees holding instructional or instructional support appointments at the State School for the Deaf and the Blind. School faculty are subject to the laws and rules of Idaho regarding certified teachers and are not considered “faculty” in these policies and procedures as are institutional faculty with regard to faculty rights and benefits (i.e. tenure, sabbatical, etc.).

4. Temporary or Special Nonclassified Employees

- a. This category includes (1) employees who are appointed to positions that are either temporary or special and who generally meet specific position requirements for (a) grants or contracts of specified duration or (b) part-time teaching or other responsibilities, and (2) employees who are appointed to fulfill the responsibilities of continuing positions on an emergency or temporary basis.

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b. Student Employees

A student enrolled in an undergraduate, graduate, or professional-technical program at and employed by a state college, university, community college or professional-technical center when such employment is predicated on student status.

- 5. Head Coaches and Athletic Directors (Institutions Only)** – Serve pursuant to contracts of employment as set forth in these policies and procedures.

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Subsection: E. Policies Regarding Classified Employees

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E. Policies Regarding Classified Employees

1. Personnel Action Form

All employees of the Board who are subject to the Idaho classified personnel system or who are University of Idaho classified employees are appointed pursuant to a personnel action form. The rights of these employees to continuous employment, if any, are governed by Chapter 53, Title 67, Idaho Code, the rules of the Idaho Division of Human Resources and these policies where applicable, or with regard to the University of Idaho classified employees, by the policies of the University of Idaho and these policies.

2. Compensation

Compensation for classified employees shall be in accordance with Chapter 53, Title 67, Idaho Code. Compensation for University of Idaho classified employees shall be in accordance with the policies of the University of Idaho and these policies.

Automobile Exclusion. No classified or University of Idaho classified employee will receive an automobile or automobile allowance as part of his/her compensation.

3. Annual Leave

Classified and University of Idaho classified employees earn annual leave according to § 67-5334 and are subject to the maximum leave accruals in § 67-5335(2).

4. Performance Evaluation

Evaluation of classified employees must be as provided for in Chapter 53, Title 67, Idaho Code, and rules of the Division Human Resources. Evaluation of University of Idaho classified employees must be as provided for by the policies and procedures of the University of Idaho and these policies.

5. Termination or Dismissal

- a. Dismissal of classified employees shall be as provided for in Chapter 53, Title 67, Idaho Code, and rules of the State Division of Human Resources.
- b. The University of Idaho must establish a written procedure for dismissal or termination of classified employees for adequate cause, in accordance with provisions provided in these policies, and which shall include, at a minimum, an internal opportunity to contest the reasons for dismissal or termination with the individual responsible for making the recommendation of dismissal or termination to the chief

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executive officer. This opportunity need not be in the nature of a grievance hearing but shall afford the employee notice of the reasons for termination or dismissal, the evidence supporting the decision, and an opportunity to present reasons and evidence.

- 6. All other provisions** regarding classified employees shall be governed by the laws and rules of the Idaho Division of Human Resources or, in the case of University of Idaho classified employees, by the policies and procedures of the University of Idaho and these policies.

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Subsection: F. Policies Regarding Nonclassified Employees

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F. Policies Regarding Nonclassified Employees

1. Employment Contract

- a. All nonclassified employees serve pursuant to an employment contract. The employment contract must include the period of the appointment, salary, pay periods, position title, employment status and such other materials as the agency, institution, school or office may elect to include in order to define the primary elements of the contract of employment. Nonclassified employees have no continued expectation of employment beyond their current existing contract of employment. Each employee must acknowledge receipt and acceptance of the terms of the employment contract by signing and returning a copy to the agency, institution, school or office initiating the offer of appointment. Failure or refusal of the employee to sign and return a copy of the employment contract within the time specified in the contract is deemed rejection of the offer of employment unless the parties have mutually agreed to extend the time. Nothing in this paragraph prohibits the agency, institution, school or office from extending another offer to the employee in the event the initial offer was not signed and returned in a timely manner. Any alteration by the employee of the offer is deemed a counter-offer requiring an affirmative act of acceptance by an officer authorized to enter into contracts of employment binding the agency, institution, school or office. Each contract of employment must include a statement to the following effect and intent: "The terms of employment set forth in this contract of employment are also subject to the Governing Policies and Procedures of the State Board of Education, and the policies and procedures of (the institution, agency, school or office)."
- b. Term of employment - All nonclassified employees have fixed terms of employment. No contract of employment with such an employee may exceed one (1) year without the prior express approval of the Board. Employment beyond the contract period may not be legally presumed. Renewal of an employment contract is subject solely to the discretion of the chief executive officer of the agency, institution, school or office, and, where applicable, of the Board.

2. Compensation

- a. Salary – All nonclassified employees shall receive a fixed annual salary. Payment in addition to the fixed salary may be authorized by the chief executive officer and reported to the Board. All initial salaries for nonclassified employees are established by the chief executive officer, subject to approval by the Board where applicable. The Board may make subsequent changes for any nonclassified employee positions or may set annual salary guidelines and delegates to its executive director authority to review compliance with its annual guidelines. Any annual salary increase outside

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- Board guidelines requires specific and prior Board approval before such increase may be effective or paid to the nonclassified employee. With the exception of the chief executive officers, and other positions whose appointment is a reserved Board authority, approval of salaries shall be effective concurrently with Board approval of annual operating budgets for that fiscal year.
- b. For purposes of categorizing nonclassified employees for salary and reporting purposes, the following definitions apply:
- (1) Executive/Administrative includes all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institutional department or subdivision. It is assumed that assignments in this category customarily and regularly require incumbents to exercise discretion and independent judgment and to direct the work of others. This category includes all officers holding such titles as president, vice president, dean, director, or equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, executive officer, academic department heads, or equivalent if their principal activity is administrative. Supervisors of professional employees are included.
 - (2) Managerial/Professional includes persons employed for the primary purpose of performing academic support, student service, and institutional support activities, and whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, , counselors, system analysts, coaches, lawyers, and pharmacists, for example. (Supervisors of nonprofessional employees -- technical, clerical, craft, and service/maintenance -- are to be reported within the specific categories of the personnel they supervise.)
- c. Salaries, Salary Increases and other Compensation related items
- (1) Salaries for new appointments to dean, associate/assistant dean, vice president, and president/vice president direct-report positions may not exceed the median rate for such position established by the College and University Professional Association for Human Resources CUPA or its equivalent) without prior Board approval.
 - (2) Appointments to acting or interim positions shall be at base salary rates no greater than ten percent (10%) more than the appointees' salary rate immediately prior to accepting the interim appointment or ninety-five percent (95%) of the prior incumbent's rate, whichever is greater.

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- (3) Overtime Compensation - Nonclassified employees earning annual leave at the equivalent rate of two (2) days for each month or major fraction thereof of credited state service are not eligible for either cash compensation or compensatory time off for overtime work. Nonclassified employees in positions that are defined as “non-exempt” under the Fair Labor Standards Act earn overtime at a rate of one and one-half (1½) hours for each overtime hour worked. Other nonclassified employees may earn compensatory time off at the discretion of the chief executive officer at a rate not to exceed one (1) hour of compensatory time for each hour of overtime worked.
- (4) Credited State Service - The basis for earning credited state service will be the actual hours paid not to exceed forty (40) per week.
- (5) Pay Periods. All nonclassified employees are paid in accordance with a schedule established by the state controller.
- (6) Automobile Exclusion. Unless expressly authorized by Board policy, no nonclassified employee will receive an automobile or automobile allowance as part of his or her compensation.

3. Annual Leave

- a. Nonclassified employees at the institutions, agencies, school, and office earn annual leave at the equivalent rate of two (2) days per month or major fraction thereof of credited state service. Twelve-month employees employed at the entities named above may accrue leave up to a maximum of 240 hours. An employee who has accrued the maximum will not be credited with any further leave until the employee's use of annual leave reduces the accrual below the maximum.

Nonclassified employees in positions which are “non-exempt” under the Fair Labor Standards Act earn annual leave according to § 67-5334 and are subject to the maximum leave accruals in § 67-5335(2).

- b. Nonclassified employees appointed to less than full-time positions earn annual leave on a proportional basis dependent upon the terms and conditions of employment.
- c. Professional Leave - At the discretion of the chief executive officer, nonclassified employees may be granted professional leave with or without compensation under conditions and terms as established by the chief executive officer

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4. Performance Evaluation

- a. Each institution, agency, school, and office must establish policies and procedures for the performance evaluation of nonclassified employees, and are responsible for implementing those policies in evaluating the work performance of employees. The purposes of employee evaluations are to identify areas of strength and weakness, to improve employee work performance, and to provide a basis on which the chief executive officers and the Board may make decisions concerning retention, promotion, and merit salary increases. All nonclassified employees must be evaluated annually. Any written recommendations that result from a performance evaluation must be signed by the appropriate supervisor, a copy provided to the employee and a copy placed in the official personnel file of the employee.

5. Non-Renewal of Nonclassified Employees

- a. Notice of the decision of the chief executive officer to nonrenew a contract of employment must be given in writing to the nonclassified employee at least sixty (60) calendar days before the end of the existing period of appointment. Reasons for nonrenewal need not be stated. Nonrenewal without cause is the legal right of the Board. If any reasons for nonrenewal are provided to the employee for information, it does not convert the nonrenewal to dismissal for cause and does not establish or shift any burden of proof. Failure to give timely notice of nonrenewal because of mechanical, clerical, mailing, or similar error is not deemed to renew the contract of employment for another full term, but the existing term of employment must be extended to the number of days necessary to allow sixty (60) calendar days notice to the employee.
- b. As a general rule, nonrenewal is not grievable within the agency, institution, school or office nor is it appealable to the Board. If an employee presents bona fide allegations and evidence in writing to the chief executive officer of the agency, institution, school or office that the nonrenewal of the contract of employment was the result of illegal discrimination, the employee is entitled to use the internal illegal discrimination grievance procedure to test the allegation. The normal internal grievance procedure for illegal discrimination must be used unless changed by mutual consent of the parties. The ultimate burden of proof rests with the employee. The agency, institution, school or office is required to offer evidence of its reasons for nonrenewal only if the employee has made a prima facie showing that the recommendation of nonrenewal was made for legally impermissible reasons. Unless mutually agreed to by the parties in writing, the use of the illegal discrimination grievance procedure will not delay the effective date of nonrenewal. Following the illegal discrimination procedures, if any, the decision of the agency, institution, school, or office is final.

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- c. The nonclassified employee may petition the Board to review the final action of the agency, institution, school or office. Any petition for review must be filed at the Office of the State Board of Education within fifteen (15) calendar days after the employee receives notice of final action. The Board may agree to review the final action, setting out whatever procedure and conditions for review it deems appropriate, or it may choose not to review the final action. The fact that a review petition has been filed will not stay the effectiveness of the final action, nor will the grant of a petition for review, unless specifically provided by the Board. Board review is not a matter of right. An employee need not petition for Board review in order to have exhausted administrative remedies for purposes of judicial review.

6. Tenure

Nonclassified employees are generally not entitled to tenure. Certain, very limited, exceptions to this general rule are found in Subsection G.6 of these personnel policies and procedures.

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Subsection: G. Policies Regarding Faculty (Institutional Faculty Only) **First Reading April 2001**
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G. Policies Regarding Faculty (Institutional Faculty Only)

1. Letters of Employment

- a. All faculty employees serve pursuant to employment contracts. The employment contract must include the period of the appointment, salary, pay periods, position title, employment status and such other materials as the institution may elect to include in order to define the primary elements of the contract of employment. Nontenured faculty employees have no continued expectation of employment beyond their current existing contract of employment. Each faculty employee must acknowledge receipt and acceptance of the terms of the employment contract by signing and returning a copy to the institution initiating the offer of appointment. Failure or refusal of the faculty employee to sign and return a copy of the employment contract within the time specified in the contract is deemed rejection of the offer of employment unless the parties have mutually agreed to extend the time. Nothing in this paragraph prohibits the institution from extending another offer to the employee in the event the initial offer was not signed and returned in a timely manner. Any alteration by the employee of the offer is deemed a counter-offer requiring an affirmative act of acceptance by an officer authorized to enter into contracts of employment binding the institution. Each contract of employment must include a statement to the following effect and intent: "The terms of employment set forth in this letter (contract) of employment are also subject to the Governing Policies and Procedures of the State Board of Education, and the policies and procedures of (the institution)."
- b. Term of Appointment - All nontenured faculty employees have fixed terms of employment. No contract of employment with such an employee may exceed one (1) year without the prior approval of the Board. Employment beyond the contract period may not be legally presumed. Reappointment of a faculty employment contract is subject solely to the discretion of the chief executive officer of the institution, and, where applicable, of the Board.
- c. Faculty Rank and Promotion (excludes professional-technical faculty)
 - (1) Primary Faculty Ranks and Location - There are four (4) primary faculty ranks at each institution: (a) professor, (b) associate professor, (c) assistant professor, and (d) instructor/lecturer. Each institution may establish additional faculty ranks, specify the title of each rank, and delineate the requirements for each faculty rank so established. Recommendations for additional faculty ranks must be submitted by the chief executive officer to the Board for approval.

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- (2) Faculty rank, including initial appointment to faculty rank and any promotion to a higher rank at an institution, is located in a department or equivalent unit.
- (3) Criteria for Faculty Rank and Promotion - Each institution must establish criteria for initial appointment to faculty rank and for promotion in rank at the institution. Such criteria must be submitted to the Board for approval, and upon approval must be published and made available to the faculty.
- (4) Exceptions Persons who have made substantial contributions to their fields of specialization or who have demonstrated exceptional scholarship and competence or appropriate creative accomplishment of recognized outstanding quality may be appointed to faculty rank without satisfying established institutional criteria for initial appointment or promotion, provided that the qualifications of such individuals have been reviewed in accordance with institutional procedures and the appointment is recommended by the chief executive officer and approved by the Board.
- (5) Rank for nonclassified Employees – A nonclassified employee may hold faculty rank in a department or equivalent unit in which rank has previously been established by the institution. A nonclassified employee may be granted rank at the time of appointment or subsequent thereto, or may be promoted in rank, if such employee meets the criteria for rank as established by the institution and approved by the Board.

2. Compensation

a. Salary and Hourly Wages

All initial salaries for faculty employees are established by the chief executive officer, subject to approval by the Board where applicable. Payment in addition to regular salaries must be authorized by the chief executive officer and reported to the Board. The Board may make subsequent changes for faculty employee positions or may set annual salary guidelines and delegate to its executive director authority to review compliance with its annual guidelines. Any annual salary increase outside Board guidelines requires specific and prior Board approval before such increase may be effective and paid to the employee. With the exception of the chief executive officers, and other positions whose appointment is a reserved Board Authority, approval of salaries shall be effective concurrently with Board approval of annual operating budgets for that fiscal year.

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b. Salaries, Increases and other Compensation related items

- (1) For purposes of categorizing faculty employees for salary and reporting purposes, the following definition applies: Faculty includes all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic rank-titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. Report in this category deans, directors, or the equivalents, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. Do not include student teaching or research assistants or medical interns or residents. (For Idaho reporting purposes, report deans, associate deans, and assistant deans as executive/administrative.)
- (3) Credited State Service - A faculty member employed for an academic year and paid over a twelve-month period will be credited with twelve (12) months of state service.
- (4) Pay Periods - All faculty employees, including those on academic-year appointments, are paid in accordance with a schedule established by the state controller.
- (5) Automobile Exclusion - Unless expressly authorized by Board policy, no faculty employee will receive an automobile or automobile allowance as part of his/her compensation.

3. Annual Leave

- a. Only faculty members serving twelve (12) month appointments earn annual leave. Such annual leave shall be earned in the same manner as for nonclassified employees.

b. Sabbatical Leave

(1) Eligibility

A sabbatical leave may be granted at the discretion of the chief executive officer to a tenured faculty member or a professional-technical faculty member who has completed at least six (6) years of full-time service at an institution. A sabbatical leave may not be awarded to the same faculty member more than once in any six (6) academic years and sabbatical leave time is not cumulative. Sabbatical leave proposals must be submitted, reviewed, and processed according to policies and procedures established at each institution. A sabbatical leave may be used for the

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purpose of acquiring new professional skills and updating professional skills or conducting research. Sabbatical leave awards are fully dependent on the availability of appropriate funding.

(2) Term

The term of a sabbatical leave is either one (1) academic semester at full pay or two (2) semesters at half pay.

(3) Condition

Each faculty member who is granted a sabbatical leave must serve at the institution for at least one (1) academic year after completion of the sabbatical unless the chief executive officer approves a waiver of the requirement.

(4) Report on Sabbatical Leave

By the end of the first semester following return to the institution from a sabbatical leave, the faculty member must submit a written account of sabbatical activities and accomplishments to the academic vice president.

(5) Report to the Board

The chief executive officer must report the names of tenured faculty members awarded sabbatical leaves and a brief statement of the purposes of each sabbatical in their quarterly report to the Board

4. Performance Evaluation

- a. Annual Evaluation - Each year the chairman of a department must submit to the dean of the chairman's college an evaluation of each faculty member in the department. This evaluation, together with the opinion of higher administrators, will be used as one (1) basis for the final recommendation relative to reappointment, nonreappointment, acquisition of tenure, or other personnel action, whichever is appropriate. The chairman must communicate an assessment of strengths and weaknesses to each faculty member evaluated.
- b. Evaluation Criteria - Evaluation of faculty should be made in terms of the individual's potential effectiveness as a member of the local educational community. Each institution shall publish its criteria for annual evaluation and ensure that all members of the faculty have access to the criteria.

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- c. Any written recommendations that result from evaluation of a faculty employee will be given to the employee and a copy will be placed in the employee's file.
- d. Each institution must develop policies, procedures, and measurement instruments to be used in the evaluation by students of faculty teaching effectiveness. Student evaluations shall not be considered as personnel records of the faculty member.

5. Nonrenewal of Nontenured Faculty Members

- a. Notice of nonrenewal or termination must be given in writing in letter form and in accordance with the following standards:
 - (1) First Year Of Service - Not later than March 1 of the first full academic year of service if the appointment is not to be renewed at the end of the academic year; or if a one-year appointment terminates during an academic year and is not to be renewed, at least three (3) months in advance of its termination.
 - (2) Second Year Of Service - Not later than December 15 of the second full academic year of service if the appointment is not to be renewed at the end of the academic year; or, if the appointment terminates during an academic year and is not to be renewed, at least six (6) months in advance of its termination.
 - (3) Three (3) Or More Years Of Service – Not later than July 15 of the full academic year of service if the appointment is not to be renewed at the end of the academic year; or, if the appointment terminates during an academic year and is not to be renewed, at least twelve (12) months in advance of its termination.
 - (4) Failure to provide timely notice of nonrenewal because of mechanical, clerical, or mailing error does not extend or renew the letter or contract of employment for another term, but the existing term of employment will be extended to provide the employee with a timely notice of nonrenewal.
 - (5) Financial Exigency. Notice of nonrenewal is not required when the Board has authorized a reduction in force resulting from a declaration of financial exigency and a nontenured faculty member is to be laid off. In that event, notice of layoff must be given as provided under the policies for reduction in force.
- b. Request For Review
 - (1) Nonrenewal is not subject to investigation or review except that the employee may request an investigation or review to establish that written notice was or was not received in accordance with the time requirements set forth in this section. In such cases, the investigation or review will be concerned only with manner and

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date of notification of nonrenewal and will not consider grounds for nonrenewal. The employee must request such investigation or review in writing of the chief executive officer within fifteen (15) days of receipt of the written notice of nonrenewal.

- (2) Provided, however, that if the non-tenured faculty member presents bona fide allegations and evidence in writing to the chief executive officer of the institution that the non-reappointment was the result of illegal discrimination, the non-tenured faculty member is entitled to use the internal illegal discrimination grievance procedure to test the allegation. In such cases, the same procedures, burden of proof, time limits etc. as set forth for the grievance of non-renewal by nonclassified employees shall be used. (see subsection F.)
- c. Nontenured faculty members who are notified that they will not be reappointed or that the succeeding academic year will be the terminal year of appointment are not entitled to a statement of reasons upon which the decision for such action is based. No hearing to review such a decision will be held.

6. Tenure

- a. Tenure Defined - Tenure is a condition of presumed continuous employment following the expiration of a probationary period and after meeting the appropriate criteria. After tenure has been awarded, the faculty member's service may be terminated only for adequate cause; except in the case of retirement or financial exigency as declared by the Board; in situations where extreme shifts of enrollment have eliminated the justification for a position; or where the Board has authorized elimination or substantial reduction in a program. Tenure status is available only to full-time institutional faculty members, as defined by institution. All faculty appointments are subject to the approvals as required in Board policy. Nontenured members of the faculty are appointed to term appointments pursuant to subsection G1. Any commitment to employ a nontenured member of the faculty beyond the period of his or her current term of appointment is wholly ineffective.
- b. Acquisition Of Tenure
 - (1) Professional-Technical Faculty hired under the division of professional-technical education prior to July 1, 1993 who were granted tenure may retain tenure in accordance with these policies. Individuals hired under the division of professional-technical education subsequent to July 1, 1993 are hired and employed as nontenure track faculty and will:

- (a) be afforded the right to pursue promotion; and

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- (b) be considered and granted an employment contract in accordance with these policies and be subject to continued acceptable performance and/or the needs of the institution; and
 - (c) be afforded an opportunity to serve on institutional committees.
- (2) Academic faculty members, after meeting certain requirements, may acquire tenure. Acquisition of tenure is not automatic, by default or defacto, but requires an explicit judgment, decision, and approval. A faculty member will usually be evaluated for the acquisition of tenure after at least five (5) full years of service and in no case later than during the faculty member's seventh (7th) full academic year of employment at the institution.
- c. Notification - An individual eligible for tenure must be informed, by proffered written contract, of appointment or nonappointment to tenure not later than June 30 of the academic year during which the decision is made. In case of nonappointment to tenure, the faculty member must be given a letter of notice of nonreappointment.
- d. Standards of Eligibility for Tenure
 - (1) Annual Appointments - Until the acquisition of tenure, all appointments are made for a period not to exceed one (1) year. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed.
 - (2) Service In Professorial Rank - All satisfactory service in any professorial rank may be used to fulfill the time requirement for acquiring tenure. Each institution must develop criteria and rules by which prior service may be evaluated for inclusion in experience necessary for acquiring tenure.
 - (3) Service In Instructor Rank - A maximum of two (2) years satisfactory service in the rank of instructor at the institution will be allowed in partial fulfillment of the time requirement in the professorial ranks. Faculty members who hold the rank of senior instructor are eligible for tenure status, as herein provided, even though they teach in fields that have established professorial ranks.
 - (4) Exceptional Cases - Tenure may be awarded prior to completion of the usual probationary period in certain exceptional cases. Prior to attaining tenure status, the burden of proving worth rests with the individual.
- e. Evaluation For Tenure - It is expected that the chief executive officer making the recommendation for tenure will have sought and considered evaluations of each candidate by a committee appointed for the purpose of annual evaluations or tenure status. Such committee must consist of tenured and nontenured members of the department, if available; equitable student representation; and one (1) or more

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- representatives from outside the department. Each member of the committee has an equal vote on all matters. The committee must give proper credence and weight to collective student evaluations of faculty members, as evidenced by an auditing procedure approved by the chief executive officer. The recommendation of the committee will be forwarded in writing through appropriate channels, along with written recommendations of the department chairperson or unit head, dean, and appropriate vice president, to the chief executive officer, who is responsible for making the final decision
- f. Award Of Tenure - The awarding of tenure to an eligible faculty member is made only by a positive action of the president of the institution. The president must give notice in writing to the faculty member of the approval or denial of tenure. Notwithstanding any provisions in these policies to the contrary, no person will be deemed to have been awarded tenure because notice is not given
- g. Periodic Performance Review of Tenured Faculty Members - It is the policy of the Board that at intervals not to exceed five (5) years following the award of tenure to faculty members, the performance of tenured faculty must be reviewed by members of the department or unit and the department chairperson or unit head. The review must be conducted in terms of the tenured faculty member's continuing performance in the following general categories: teaching effectiveness, research or creative activities, professional related services, other assigned responsibilities, and overall contributions to the department.
- (1) Procedures for periodic review - Each institution must establish procedures for the performance review of tenured faculty members at the institution. Such procedures are subject to the review and action of the Board. Each year the academic vice president or designee is responsible for designating in writing those tenured faculty members whose performance is subject to review during the year.
- (2) Review standards - If during the periodic review, the performance of a tenured faculty member is questioned in writing by a majority of members of the department or unit, the department chairperson or unit head, the appropriate dean, the appropriate vice president, or the chief executive officer, then the appropriate vice president or equivalent administrator must decide whether a full and complete review must be conducted in accordance with the procedures established for the initial evaluation for tenure at the institution. If during the periodic review, the performance of a tenured faculty member is not questioned in writing as described in the preceding paragraph, members of the department or unit and the department chairperson or unit head must prepare a written review statement that the performance review has been conducted and that a full and complete review is not required.

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- (3) Exception for Associate Professors in the Promotion Process - Generally, the promotion from the rank of associate professor to full professor is considered no earlier than the fifth full year after attaining the rank of associate professor, which is generally contemporaneous with the granting of tenure. In such cases, if review for promotion to full professor is scheduled during the fifth full year after the award of tenure, but no later than the seventh full year after the award of tenure, then the promotion review may, if it meets substantially similar criteria and goals of the post tenure review, take the place of the periodic performance review described here.
- (4) Termination of employment - If, following a full and complete review, a tenured faculty member's performance is judged to have been unsatisfactory or less than adequate during the period under review, the chief executive officer may initiate termination of employment procedures for the faculty member. In other words, an unsatisfactory or less than adequate performance rating shall constitute adequate cause for dismissal.
- h. Dismissal for Adequate Cause - Tenured faculty members may be dismissed for adequate cause as provided for in Subsection L of this Section.
- i. Tenure for Nonclassified Employees
 - (1) "Academic administrative position," for purposes of this topic, means the chief academic officers of the Office of the State Board of Education and the institutions and the deans and department chairs and their associates/assistants of the academic units of the institutions, and shall not include persons occupying other administrative positions.
 - (2) An employee with tenure in an academic department or equivalent unit who is appointed to an administrative position retains tenure in that department or equivalent unit and may not be transferred to another except on approval by the institution's president.
 - (3) An individual hired for or promoted to an academic administrative nonclassified position may be considered for a tenured faculty rank in the appropriate department or equivalent unit. Such consideration is contingent upon approval by the institution's president.
 - (4) Upon termination of employment in an academic administrative nonclassified position, an employee with tenure may, at his or her option, return to employment in the department or equivalent unit in which he or she holds tenure unless such employee resigns, retires, or is terminated for adequate cause.

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- (5) An individual hired for a non-academic administrative nonclassified position from outside the institution will not be considered for tenured faculty rank in conjunction with such appointment. However, he or she may be granted an adjunct faculty appointment, upon the recommendation of the appropriate department and dean and with the approval of the provost or chief academic officer and president, if the individual will teach and otherwise contribute to that department.
 - (6) Notwithstanding the above, each administrative nonclassified employee who is granted tenure shall be reviewed in the same manner as tenured faculty to determine whether he or she shall retain tenure. Upon a determination by the president that such qualifications are lacking, the employee must relinquish tenure.
- j. Terminal Contract of Employment - If a faculty member is not awarded tenure, the chief executive officer must notify the faculty member of the decision not to recommend tenure and may, at his or her discretion, either issue to the faculty member a contract for a terminal year of employment, or, at the sole discretion of the chief executive officer, issue to the faculty member contracts of employment for successive periods of one (1) year each. Such appointment for faculty members not awarded tenure must be on an annual basis, and such temporary appointments do not vest in the faculty member any of the rights inherent in tenure and there shall be no continued expectation of employment beyond the annual appointment.
- k. When authorized by the chief executive officer, or his or her designee, the year in which the tenure decision is made may be the terminal year of employment.
- l. Effect of lapse in service, transfer, reassignment, reorganization, and administrative responsibilities.
 - (1) The prior service in the institution of a nontenured faculty member holding academic rank who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years may be counted toward eligibility for the award of tenure, except that the faculty member may be required to serve additional years before being reviewed for tenure status. Eligibility for the award of tenure must be clarified in writing before reappointment. A tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years must have tenure status clarified in writing by the president or his designee before appointment. The faculty member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status.

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- (2) Before a nontenured faculty member holding academic rank is moved from one position in the institution to another, the member must be informed in writing by the academic vice president, after consultation with the receiving department, as to the extent to which prior service may count toward eligibility for tenure status.
- (3) No faculty member's tenure in a discipline may be adversely affected by the reorganization of the administrative structure. A faculty member's tenure is not affected by reassignment of administrative responsibilities.
- (4) When a tenured faculty member is serving as department chairman, college dean, or in some other administrative or service capacity, retention of membership, academic rank, and tenure in the subject-matter department or similar unit is maintained. Should the administrative or service responsibilities terminate, the member takes up regular duties in the discipline within which membership, academic rank, and tenure was retained.

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Subsection: H. Policies Regarding Coaching Personnel and Athletic Directors

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H. Policies Regarding Coaching Personnel and Athletic Directors (Institution Employees Only)

The chief executive officer of an institution is authorized to enter into a contract for the services of a head coach or athletic director with that institution for a term of more than one (1) year, but not more than five (5) years, subject to approval by the Board as to the terms, conditions, and compensation thereunder, and subject further to the condition that the contract of employment carries terms and conditions of future obligations of the coach or athletic director to the institution for the performance of such contracts. Each contract for the services shall follow the general form approved by the Board as a model contract. Such contract shall constitute the entire employer-employee relationship between the Board and the coach or athletic director.

Each contract for a head coach shall include incentives, separate from any other incentives, based upon the academic performance of the student athletes whom the coach supervises. The chief executive officer of the institution shall determine such incentives. Each institution's recommendation for the renewal of a contract for the services of a head coach shall include a report to the Board of the coach's performance relative to the academic incentives of the coach's prior contract period.

Automobile Exclusion - Unless expressly authorized by Board policy, no employee will receive an automobile or automobile allowance as part of his or her compensation. Provided, however, that automobiles supplied to the athletic department of an institution, at no cost to the institution, for use by head coaches and other athletic department employees shall be an exception to this exclusion.

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Subsection: I. Leaves – All Employees

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I. Leaves – All Employees

1. Annual Leave

For all categories of employees, annual leave shall be as set forth in the respective Subsection outlining policies for that category of employee (i.e., classified, nonclassified, faculty, etc.)

2. Sick Leave

a. All employees accrue sick leave as provided for in Chapter 53, Title 67, Idaho Code, and rules of the Idaho Division of Human Resources, and shall be used in accordance with State Law and internal institution, agency, school or office policies.

b. At the employee's option, annual leave may be used in lieu of sick leave.

c. Funeral Leave

(1) Sick leave with pay of up to five (5) days per occurrence will be granted an employee for the purpose of attending a funeral or memorial service for a deceased member of the employee's immediate family or close relative. Days used for funeral leave reduce the employee's accrued annual leave, if available, when the sick leave is exhausted. Additional sick leave beyond the five (5) days may be granted at the discretion of the chief executive officer.

(2) For purposes of this section, "immediate family" means the employee's spouse, parent, step-parent, guardian, brother, sister, mother-in-law, father-in-law, child, or stepchild. "Close relative" means the employee's grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, first cousin, or grandchild.

3. Disability Leave: Workers' Compensation

Disability Leave shall be in accordance with applicable State and Federal Law.

4. Holidays

A holiday is a day of exemption from work granted to employees and for which they are compensated as if they had actually worked.

a. The following holidays are recognized by statute:

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January 1 (New Year's Day)

Third Monday in January (Martin Luther King, Jr. Day/Human Rights Day)

Third Monday in February (Presidents' Day)

Last Monday in May (Memorial Day or Decoration Day)

July 4 (Independence Day)

First Monday in September (Labor Day)

Second Monday in October (Columbus Day)

November 11 (Veterans Day)

Fourth Thursday in November (Thanksgiving)

December 25 (Christmas)

- b. In addition, any day may be designated by the President of the United States or the Governor of Idaho for a public fast, Thanksgiving, or holiday.
- c. In the event that a holiday occurs on a Saturday, the preceding Friday is recognized as a holiday. If a holiday falls on a Sunday, the following Monday is recognized as a holiday.
- d. If a chief executive officer desires to designate a holiday that is different from those specified above, the chief executive officer must notify the executive director

6. Leave for Court-Required Service

- a. An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave with pay and any jury or witness fees may be retained by the employee.
- b. An employee must request annual leave or leave without compensation for:
 - (1) appearing as a party in a non-job-related proceeding involving the employee;
 - (2) appearing as an expert witness when the employee is compensated for such appearance; or
 - (3) appearing as a plaintiff or complainant, or as counsel for a plaintiff or complainant, in a proceeding in which the Board or any of its institutions, agencies, school, or office is a defendant or respondent.

7. Military Leave

Leave for the purpose of military service shall be in accordance with applicable State and Federal Law.

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8. Leave Without Compensation

- a. Any employee may apply for a leave without compensation. A leave without compensation is granted at the discretion of the chief executive officer. The initial grant of a leave without compensation may be for a period of up to one (1) calendar year. Extensions of such a leave for one (1) year at a time may be granted by the chief executive officer not to exceed a total of three (3) successive calendar years.

- b. Leave for Serving as a Member of the Idaho Legislature

It is the Board's intent that state salary not be duplicated to an employee serving in the Legislature. Therefore, an employee of an institution, agency, school, or office who is elected or appointed to the Idaho State Legislature must be placed on leave without compensation during such time as the Legislature is in session.

- c. Benefits While on Leave Without Compensation

An employee who has received approval from the chief executive officer for a leave without compensation may continue to contribute toward and receive the benefits of any state or institutional insurance and retirement programs, if the laws, rules, regulations, policies, and procedures governing the administration of such insurance and retirement programs permit.

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Subsection: J. Other Benefits – All Employees

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J. Other Benefits – All Employees

Employees are eligible for health or other insurance programs established by the State of Idaho (or by the University of Idaho for its employees), for unemployment compensation as provided by the Employment Security Law of Idaho, workers compensation, disability and for such additional benefits as may be established by any institution, agency, school or office for its employees subject to prior approval by the Board.

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Subsection: K. Retirement Programs – All Employees

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K. Retirement Programs – All Employees

1. Classified Employees

All classified and University of Idaho classified employees shall participate in the Public Employee Retirement System of Idaho (PERSI)

2. Optional Retirement Program

Pursuant to Sections 33-107A and 33-107B, Idaho Code, the State Board of Education is authorized to establish a retirement program under which contracts providing retirement and death benefits may be purchased for members of the faculty and nonclassified staff of the University of Idaho, Idaho State University, Boise State University, Lewis-Clark State College, Eastern Idaho Technical College and the Office of the State Board of Education. The State Board of Education provides for the administration of the Optional Retirement Program in accordance with the Idaho State Board of Education Optional Retirement Plan (hereinafter “the Plan”), a copy of which is on file at the Office of the State Board of Education and at the institutions mentioned above. The Plan may be amended from time to time in accordance with its terms and applicable regulations of the Internal Revenue Service.

- a. Designation Of Contract Providers - The Board shall designated companies from which contracts are to be purchased under the optional retirement program.
- b. Eligible Employees - Eligible employees are those active faculty and nonclassified employees initially hired or appointed on or after July 1, 1990, but shall exclude employees who are vested members of the public employees retirement system of Idaho prior to appointment to the faculty or nonclassified staff. Eligible employees shall participate in the Optional Retirement Program. “Eligible employees” shall exclude classified employees, employees whose employment is expected to be less than five (5) months, and employees whose employment is incidental to their status as students at the institution. .

Faculty and nonclassified staff hired before July 1, 1990, may make a one-time irrevocable election to remain in PERSI. The election must be made upon appointment.

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Subsection: L. Discipline - Adequate Cause – All Employees

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L. Discipline - Adequate Cause – All Employees

1. Discipline for Adequate Cause

- a. All University of Idaho classified employees, all nonclassified employees, and all faculty employees of the Board or of the agencies, institutions, school, or office under its jurisdiction are subject to discipline, up to and including dismissal, during the period of employment, for adequate cause. Classified employees are subject to discipline up to and including dismissal for all causes as provided for in Chapter 53, Title 67 Idaho Code and the rules of the State Division of Human Resources.
- b. “Adequate cause” means one (1) or more acts or omissions which, singly or in the aggregate, have directly and substantially affected or impaired an employee’s performance of his professional or assigned duties or the best interests of the institution, agency, school, or office. In addition, any conduct seriously prejudicial to an institution, agency, school or office may constitute adequate cause for discipline, up to and including dismissal, of any employee. Examples include, but are not limited to, immorality, criminality, dishonesty, unprofessional conduct, actions in violation of policies, directives, or orders of the Board, unsatisfactory or less than adequate performance of his assigned or contractual duties, or failure to perform his assigned or contractual duties.
 - (1) Violation of Sections 33-3715 and 33-3716, Idaho Code, or violation of any law which results in a felony conviction of an employee may be adequate cause for discipline, up to and including dismissal, from the institution, agency, school, or office. It is not necessary that such violations be committed on the campus of one (1) of the institutions of the state of Idaho unless the same is a material element of such violation.
 - (2) If, without the approval of the chief executive officer, an employee for reasons other than illness or institutional business, fails to meet his teaching commitments or other assigned duties, such failure also constitutes adequate cause for discipline, up to and including dismissal.

2. Procedures

In each case the issue of whether or not adequate cause exists should be determined fairly by the institution, agency, school, or office recognizing and affording protection to the rights of the employee and to the interests of the Board and its institutions, agencies, school, or office.

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- a. Dismissal of employees before the expiration of the stated period of appointment or employment will be only for adequate cause shown, as determined by the appropriate administrative officers to whom this responsibility is delegated by the chief executive officer of the institution and who shall make a recommendation to the chief executive officer for such dismissal. Each institution, agency, school or office shall have a process that grants employees notice of intent to recommend dismissal and an opportunity to be heard. The employee may be suspended with pay until he shall have exercised the opportunity to respond and the recommendation has been acted upon by the chief executive officer.

The chief executive officer must notify the employee of the recommendation and proceed in the following manner:

- (1) The notice from the chief executive officer must be in writing, and may be personally served upon said employee, or be sent by certified mail, to the address on file for said employee.
- (2) The notice must contain a concise statement of the reasons for dismissal
- b. Upon receipt of the final findings and recommendations from the chief executive officer, an employee may file an appeal with the Board. The Board may, if it chooses to hear an appeal, by a majority of the total membership, approve, reject, or amend such findings, recommendations, or suggestions, if any, or may remand the report for additional evidence, recommendations, or suggestions, if any. Reasons for approval, rejection, or amendment of such findings, recommendations, or suggestions will be stated in writing and communicated to the employee.
- c. If, under extraordinary circumstances, the Board itself initiates dismissal proceedings against an employee, it must, by majority vote, direct the chief executive officer or any other administrator as may be appropriate to follow procedures for removal of said employee.

M. Grievance and Appeal Procedure – All Employees

1. Internal Policies and Procedures

Each institution, agency, school, and office must establish general procedures to provide for grievances and appeals for personnel matters not addressed specifically in these policies and procedures. Such procedures shall be forwarded to the executive director for review and maintenance on file in the office of the state board of education. Internal procedures must include the following elements:

- a. provision for informal resolution;
- b. procedures for filing a formal, written complaint;
- c. reasonable time requirements;
- d. a description of the hearing body; and
- e. requirements for retention of records.

Provisions for classified employees are provided for in Chapter 53, Title 67 Idaho Code. The University of Idaho shall, to the extent practical, provide for similar grievance and appeals procedures for its classified employees.

2. Appeal to the Board

An employee may elect to petition the Board to review any final personnel related decision of the chief executive officer. Any written petition must be filed in the Office of the State Board of Education within fifteen (15) calendar days after the employee receives written notice of final action under the internal procedures of the institution, agency, school, or office. The Board may agree to review the final action, setting out whatever procedure and conditions for review it deems appropriate, or it may choose not to review the final action. The fact that a written petition has been filed does not stay the effectiveness of the final decision nor does it grant a petition for review unless specifically provided by the Board. Board review is not a matter of right. An employee need not petition the Board for review in order to have exhausted administrative remedies for the purposes of judicial review.

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Subsection: N. Staff Reduction Procedures – All Employees

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N. Staff Reduction Procedures – All Employees

1. Financial Exigency

The Board recognizes that in order to discharge its responsibilities for the agencies, institutions, school, or office under its governance, it may become necessary to curtail, modify, or eliminate some of the programs of the agencies, institutions, school, or office due to unfavorable economic conditions. The Board further recognizes that it must dedicate its resources to the achievement of the purposes and goals of its agencies, institutions, school, and office. As used here, “financial exigency” means a demonstrably bona fide, financial crisis which adversely affects an agency, institution, school, or office as a whole, or one (1) or more programs, or other distinct units. A state of financial exigency exists only upon Board declaration.

2. Staff Reduction Procedures

- a. The Board must take action by written resolution setting forth the basis for its decision to implement a staff reduction, after notice and hearing, at a regular or special meeting of the Board.
- b. An employee may be laid off as a result of financial exigency.
- c. A reduction in force must be done equitably, in good faith, and in a systematic manner directly related to the financial exigency.
- d. After active consultation with the employees, including faculty, professional staffs, and classified personnel, the chief executive officer of each agency, institution, school, or office must prepare and recommend to the Board a program consisting of various alternatives to implement staff reduction procedures. When developing this program, consideration must be given to the necessity and manner of reducing the employment force, the appropriate unit or subunit to be reduced in force, and the criteria for identifying the employees who are to be laid off. The Board must consider and approve a program to implement its decision prior to the effective date of any layoffs.
- e. Each of the institutions may establish a committee, which may include representatives of the administration, faculty, staff or students, to advise the chief executive officer on the need for declaring a state of financial exigency and possible remedies therefore.

3. Application for Reduction in Force

A reduction in force may occur in the following manner and may be the same or may differ from one (1) agency, institution, school, or office to another:

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- a. By entire entity, scope or across an entire agency, institution, school, or office; or
- b. By subunit within an agency, institution, school, or office, such as a college, school, academic department, administrative department, division, office, bureau, discipline, or specialty within a discipline; or
- c. by any combination of the aforementioned.

4. Classified Employees

- a. State of Idaho Classified Employees

Any reduction in force affecting Board employees subject to the Idaho classified personnel system will be made pursuant the Rules of the Division of Human Resources. The reduction in force will be made by organizational unit.

- b. University of Idaho Classified Employees

The rules of the Division of Human Resources must be used to differentiate among University of Idaho classified employees within the unit or subunit being reduced in force, provided, however, that employees do not have a right of appeal to the Board.

5. Staff Reduction Criteria

In making any staff reduction recommendation to the Board, the chief executive officer must utilize as the first criterion the preservation of the quality and effectiveness of the programs of the agency, institution, school, or office. Consequently, those employees who are deemed to be of key importance to the specific program will be retained in preference to other employees, whatever their status. Programs, for the purposes of the subsection, include, but are not limited to, academic, non-instructional, maintenance, administrative, and other support areas. Other criteria that must be considered include but are not limited to tenure, rank, time in rank, length of service, field of specialization, maintenance of necessary programs or services, maintenance of affirmative action programs, and quality of service and work.

6. Form of Notice

The Board recognizes that any layoff may be a severe economic and personal loss to an employee. Therefore, and within the time frame provided in this policy, the agency, institution, school, or office chief executive officer must give notice in writing to employees who are affected by a reduction in force, which notice must include the effective date of the layoff; a statement of the reasons for the Board's action to declare a financial exigency; the basis, the procedures, and the criteria used to lay off an employee; any opportunity for

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reconsideration or appeal, including access to appropriate documentation, and the issues that may and may not be considered; and the reinstatement rights of the employee.

7. Time of Notice

Each agency, institution, school, or office must make every effort to give as much notice as is practical in light of the financial exigency to each employee in advance of the effective date of the layoff. Yet, the legislative appropriation process and the subsequent analysis needed before the Board declares a condition of financial exigency and receives, considers, and approves implementing programs may allow little time for official notice of layoff. The active consultation with its employees that the Board requires of each agency, institution, school, or office should give to each employee as much actual, informal notice of impending action as is humanly possible under the circumstances. However, the Board is also aware that under some circumstances the decision to declare a condition of financial exigency is based on estimated revenues, rather than on actual revenues. Because of this the Board encourages the longest time of notice possible under the circumstances to any employee who is to be laid off. However, the Board can and does bind each agency, institution, school, or office under its governance to the following minimum written notice of layoff:

- a. Classified Employees (State and UI) - Not less than sixty (60) calendar days before the effective date of the layoff.
- b. Nonclassified Contract Employees And Nontenured Faculty - Not less than sixty (60) calendar days before the effective date of the layoff.
- c. Tenured Faculty - To tenured faculty members occupying faculty positions, a notice of layoff with the effective date of layoff being one (1) full semester after the semester in which exigency is declared. An individual institution may, at its option, allow up to a full year's notice.
- d. Pleasure Of The Board Employees - To employees serving at the pleasure of the Board, thirty (30) calendar days before the effective date of the layoff.

8. Appeal Rights

- a. Classified Employees

A layoff of employees subject to the Idaho classified personnel system and University of Idaho classified employees is a grievable matter, but unless otherwise required by law or regulation, the grievance procedure does not delay the effective date of the layoff. The decision of the chief executive officer of the agency, institution, school, or office is final and not appealable to the Board. In the event that such appeal or grievance procedures

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do not currently exist, each agency, institution, school, or office must establish such procedures.

b. Non Faculty, Nonclassified Employees

(1) Contract Employees - In most instances, a reduction in force of employees serving under a contract of employment for a fixed term will be accomplished by nonrenewal of the contract of employment rather than by layoff during the term of employment. Nonrenewal under these circumstances is not appealable at the agency, institution, school, or office, nor is it appealable to the Board. In the event an employee serving under a contract of employment for a fixed term is laid off during the term of employment, that employee is entitled to use the appeal procedure of the agency, institution, school, or office. For this purpose, each agency, institution, school, or office, must establish its own appeal or grievance procedure in the event such procedure does not currently exist. The employee must notify the chief executive officer, in writing, within fifteen (15) days of receipt of the notice of layoff, of his intent to use the internal appeal procedure. The decision of the chief executive officer of the agency, institution, school, or office following the appeal procedure is final and not appealable to the Board. Use of the appeal procedure does not delay the effective date of the layoff.

(2) Pleasure Of The Board Employees - Notwithstanding the provisions of the prior paragraph, termination of employees serving at the pleasure of the Board pursuant to any other provision of the Board's policies and procedures in furtherance of a reduction in force is not appealable.

c. Tenured and Non Tenured Faculty

(1) Nontenured Faculty. Nontenured faculty members occupying permanent faculty positions who are laid off are entitled to use the appeal procedure of the institution if the procedural requirements of requesting such are met. The decision of the chief executive officer, after reviewing the final written recommendation of the hearing body, is final and not appealable to the Board.

(2) Tenured Faculty. A tenured faculty member is entitled to use one or the other of the following appeal procedures, but not both:

(a) A tenured faculty member may file a written request of appeal to the chief executive officer of the institution within fifteen (15) calendar days of certified receipt of the notice of intention of the chief executive officer to recommend layoff to the Board. In the written request, the tenured faculty member must set down the grounds upon which the layoff is alleged to be improper and ask for an informal resolution of the issue in advance of final action by the Board. If an

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informal resolution is not reached, the tenured faculty member may appear before the Board prior to its final action on the chief executive officer's recommendation for a layoff. The appearance before the Board will be informal and is not a contested case. The decision of the Board is final; or

- (b) Following final action of the Board, the tenured faculty member so affected is entitled to use the appeal procedure of the institution if the procedural requirements of requesting such are met. The decision of the chief executive officer, after reviewing the written recommendation of the hearing body, is final and not appealable to the Board. In the event the chief executive officer determines that his recommendation was made in error, a corrective recommendation must be made to the Board.

(3) Appeal Procedure

Each institution must establish an appeal procedure in the event such procedure does not currently exist. The hearing procedures must ensure a prompt and expeditious hearing that is fair and unbiased, but the procedural requirements of formal adjudication are not required. The final written recommendation of the hearing body must be conveyed to the chief executive officer. Use of the hearing procedure does not delay the effective date of the layoff.

- (a) **Hearing Standard.** The hearing body established must evaluate whether the established and approved procedures were followed and appropriate criteria applied in arriving at the decision to lay off a faculty member.
- (d) **Limitations Upon Review.** The hearing body will not review the Board's decision or the funding distribution among and within the institution(s).

9. Standard of Review

The sole basis on which to contest a layoff of employees subject to the Idaho classified personnel system and of University of Idaho classified employees is compliance with the rules of the Division of Human Resources where applicable, and compliance with these rules and the program for reduction in force approved by the Board. The sole basis to contest a layoff of tenured faculty members, nontenured faculty members, and nonclassified employees serving under a contract of employment for a fixed term is compliance with these rules and the program for reduction in force approved by the Board. The decision of the Board is judgmental or discretionary and is not subject to contest by any employee in any grievance or appeal procedure.

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10. Layoff Roster for Classified Employees

An agency, institution, school, or office laying off employees subject to the Idaho classified personnel system must prepare and distribute a listing of retention point scores of employees in classes to be affected by a layoff as required by the rules of the Division of Human Resources. The Idaho Division of Human Resources will maintain the layoff roster. A classified employee reinstated from a layoff roster will be paid at a pay grade and step consistent with the rules of the Idaho Division of Human Resources in effect at the time of reinstatement.

- a. The University of Idaho will maintain a layoff roster in the event of a layoff of University of Idaho classified employees consistent with the policies of the University of Idaho.
- b. An employee who is laid off may continue to contribute toward and receive the benefits of any state insurance program if the laws, rules, regulations, policies, and procedures governing the administration of such insurance program so permit.
- c. An employee who has been laid off and who accepts reemployment at an agency, institution, school, or office must be credited with any sick leave which the employee had accrued as of the date of layoff, and with any annual leave which the employee had accrued as of the date of layoff and for which the employee has not received payment.

11. Reinstatements Rights

- a. Tenured Faculty

In cases of layoff of tenured faculty members occupying permanent faculty positions, the position concerned may not be filled by replacement within a period of three (3) years from the effective date of the layoff unless the tenured faculty member has been offered a return to employment in that position and has not accepted the offer within thirty (30) calendar days after the offer is extended.

- (1) Refusal Of Reinstatement Offer. If an offer of reinstatement is not accepted, the tenured faculty member's name may be deleted from the reinstatement list, and, if so deleted, the Board has no further obligation to the faculty member.
- (2) Benefits During Layoff. A tenured faculty member who is laid off may continue to contribute toward and receive the benefits of any state insurance program if the laws, rules, regulations, policies, and procedures governing the administration of such insurance program so permit.

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- (3) Leave Credit. A tenured member of the faculty who has been laid off and who accepts reemployment at the institution will resume tenure and the rank held at the time of layoff, be credited with any sick leave accrued as of the date of layoff, be paid a salary commensurate with the rank and length of previous service, and be credited with any annual leave which the employee has accrued as of the date of layoff and for which the employee has not received payment.

b. Non Tenured Faculty and Nonclassified Employees

In cases of layoff of nontenured faculty members occupying permanent faculty positions, and nonclassified employees occupying permanent positions, the position concerned may not be filled by replacement within a period of one (1) year from the effective date of the layoff unless the employee has been offered a return to employment in that position and the employee has not accepted the offer within thirty (30) calendar days after the offer is extended.

- (1) If an offer of reinstatement is not accepted, the employee's name may be deleted from the reinstatement list, and if so deleted, the Board has no further obligation to the employee.
- (2) A nontenured faculty member or a nonclassified employee who is laid off may continue to contribute toward and receive the benefits of any state insurance program if the laws, rules, regulations, policies, and procedures governing the administration of such insurance program so permit.
- (3) A nontenured member of the faculty who has been laid off and who accepts reemployment at the institution will resume the rank held at the time of layoff, be credited with any sick leave accrued as of the date of layoff, be paid a salary commensurate with the rank and length of previous service, and will be credited with any annual leave which the employee had accrued as of the date of layoff and for which the employee has not received payment.
- (4) A nonclassified employee who has been laid off and who accepts reemployment at the institution will be credited with any sick leave the employee had accrued as of the date of layoff, paid a salary commensurate with the length of previous service, and credited with any annual leave which the employee had accrued as of the date of layoff and for which the employee has not received payment.

O. Search Guidelines

1. Board Responsibilities

- a. Prior to undertaking the search for a chief executive officer, the Board shall review the position job description and make appropriate changes if desired.
- b. The Board shall determine the composition of the screening committee, the scope of the search, and the desired timetable for filling the position.
- c. The Board shall make the final hiring decision.

2. Screening Committee Responsibilities

- a. The screening committee shall determine the overall application process to achieve the hiring timetable desired by the Board.
- b. Based on the position job description, the screening committee shall advertise and recruit applicants for the position and shall determine the job announcement, its placement, and the dates of publication.
- c. The screening committee shall determine applicant criteria in relation to the job description and the procedure for ranking applicants.
- d. The screening committee shall establish the process for review of applications by committee members.
- e. The screening committee shall forward a list of no fewer than three (3) or more than five (5) qualified candidates to the Board. Once approved by the Board as a final candidate, the names of such candidates may be released to the public.
- f. Screening committee meetings, minutes, and materials will be confidential.

3. Search Costs

The institution or agency for which the search is being conducted shall fund the cost of the search. Costs shall include per diem and travel for the selection committee and candidates interviewed and consultant fees as necessary. The institution or agency shall also provide secretarial and other support necessary for the search.

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P. General Policies and Procedures – All Employees

1. Nondiscrimination Policy

It is the policy of the Board that the institutions, agency, school, and office under its governance provide equal employment opportunities to applicants for employment and equal benefits to employees without regard to race, color, national origin, religion, sex, age, disability, or veteran's status in accordance with applicable state and federal laws.

2. Equal Employment Opportunity

The policy of the Board is to pursue a continuing program of specific positive practices designed to achieve the realization of equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, or veteran's status in accordance with applicable state and federal laws.

To implement this policy, the Board directs the chief executive officers of its institutions, agencies, school, and office to:

- a. recruit, hire, train, and promote persons without discrimination in accordance with applicable state and federal laws and the governing policies of the Board;
- b. make decisions on employment so as to further the principle of equal employment opportunity;
- c. ensure that promotion decisions are in accordance with the principles of equal employment opportunity; and
- d. ensure that all personnel actions affecting such matters as compensation, benefits, transfer, termination, layoff, return from layoff, sponsored training, education, and social and recreational programs are administered without discrimination.

Each chief executive officer or his or her designee is specifically responsible for ensuring that there are no obstacles to equal employment opportunity by establishing a program of affirmative action, ensuring internal adherence to such a program, and evaluating its progress.

3. Sexual Harassment Policy

Each institution, agency, school, and office must establish and maintain policies prohibiting sexual harassment and an internal process for investigating, addressing and remedying allegations of sexual harassment.

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Sexual harassment violates state and federal laws and the Governing Policies and Procedures of the Board. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, or written statements, oral statements, or physical behavior of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, promotion, or status as an employee;
- b. an individual's submission to or rejection of such conduct is used as a basis for a decision affecting that person; or
- c. such conduct has the purpose or effect of substantially interfering with a person's work or work performance or creating an intimidating, hostile, or offensive environment.

4. Drug Education Guidelines

As a part of their commitment to developing human potential, postsecondary institutions can provide the individual student an educational environment conducive to making conscientious and healthy decisions when faced with the difficult choices associated with the use of legal and illegal drugs. The institutions can do so by developing programs available not only to their respective campus communities, but also by becoming an integral component of more extensive programs within their designated service regions. Postsecondary institutions can exhibit a perceptiveness for exploring the health and social issues of drug use, misuse, and abuse to their campus communities and to the general public. They can provide innovative leadership in examining the drug issues that face all Idaho citizens, not just students. These guidelines are intended to serve as a framework for a long-term approach to addressing the health and social problems of drug use in Idaho.

a. Coverage

Boise State University, Idaho State University, Lewis-Clark State College, the University of Idaho, and Eastern Idaho Technical College are covered by these policies. North Idaho College and the College of Southern Idaho are encouraged to participate in inter-institutional drug education efforts. Further, it is recommended that the universities, colleges, and vocational-technical schools work in concert with other agencies, both private and public, to develop and realize a statewide program of drug education.

b. Goals and Assumptions

The overall goals of a comprehensive drug education policy for institutions of higher education are:

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- (1) to present factual and accurate information to the adult students in Idaho regarding drug use, misuse, and abuse;
 - (2) to offer alternative behaviors and prepare students for responsible citizenship; and
 - (3) to provide leadership in the dissemination of information.
- c. In developing policies to achieve these goals, the institutions shall be guided by the following assumptions:
- (1) Education efforts should be directed to all members of the campus community -- students, faculty, and staff.
 - (2) Drug education program(s) should be an important part of campus life, both socially and academically. To this end, the institutions should employ a multi-dimensional approach.
 - (3) Campus drug policies should be clearly stated, realistic, and understandable, within legal guidelines.
 - (4) Campus drug policies should recognize that students are adults and are responsible for their own behavior.
 - (5) Institutions of higher education are not responsible for the personal lives and decisions of students, faculty, or staff.
 - (6) If the use or abuse of drugs threatens to cause disorder or danger to the students, faculty, staff, or others, including campus property, discipline should be enforced fairly and consistently.
 - (7) Institutions should make reasonable efforts to assist through campus facilities in the treatment of members of the campus community that seek assistance with drug-related concerns.
- d. Institutional Policies.

The colleges and universities shall have written policies that provide for the following:

- (1) Programs concerned with drug education, prevention, and counseling for all members of the campus community. Written policies regarding the use and abuse of drugs on campus shall be clearly stated, realistic, understandable, and within legal guidelines.

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- (2) Procedures for disciplinary action and enforcement for violation of campus rules and regulations.
 - (3) Mechanisms to help members of the campus community seeking assistance with drug-related problems.

Institutional drug policies will be submitted to the State Board of Education for approval and will be placed on file in the Board office. Further, these policies will be reviewed and may be modified from time to time.

e. **Inter-Institutional and Inter-State Agency Cooperation.**

The colleges and universities shall cooperate with one another and with other state agencies in formulating a statewide strategy for easing the health and social problems associated with drug use and abuse facing the citizens of Idaho. The institutions can provide invaluable resources, research, expertise, and information to agencies such as the Departments of Education, Health and Welfare, and Law Enforcement.

6. Personnel Files

a. **Employee Files**

Each institution, agency, school, and office must maintain for each employee a personnel file, which is open for examination by the employee during the regular business hours of the office in which the file is kept.

- (1) No documents that are anonymous or based on rumor may be placed in the personnel file.
- (2) The employee may, pursuant to the Idaho public records act (Idaho Code §9-337 et. seq.), request in writing an amendment of any record pertaining to that employee. Within ten days of the receipt of the request, the custodian of the files will make any correction of any portion of the file which the individual establishes is not accurate, relevant, or complete; or inform the individual in writing of the refusal to amend in accordance with the request and the reasons for the refusal and the time period for doing so, as set forth in the Idaho public records act.
- (3) Within three days of a written request and payment of the cost of photocopying, the employee may obtain copies of any materials in his or her personnel file.

b. **Personnel Records Exempt From Disclosure**

Each institution, agency, school, and office will, other than to the employee as provided in Subsection 1 above and to supervisors and others involved in tenure reviews and

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performance evaluations as provided by Board and institutional policies and rules, refuse to disclose to third parties, all personnel records of a current or former employee other than the employee's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, work-place and employing entity.

All other personnel information relating to the employee or an applicant for employment, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluations, will not be disclosed to the public without the employee's or applicant's written consent. A public official or authorized representative may inspect and copy his personnel records, except for materials used to screen and test for employment, as set forth in the Idaho public records act.

c. File Maintenance and Retention

- (1) The institution, agency, school, and office must maintain personnel files under such conditions as are necessary to ensure the integrity and safekeeping of the file and may establish additional policies and procedures for the maintenance of personnel files consistent with the Idaho public records act.
- (2) Any personnel files related to and involving legal action must be retained through any time period in which legal action may be taken.

Personnel files must be retained for a minimum of three (3) years following severance of an employment relationship with an institution, agency, school, or office. A summary record of employment relationships must be kept indefinitely.

7. Miscellaneous Policies and Procedures

a. Political Activities of Employees

Employees retain unimpaired all of their individual and political rights of citizenship. However, employees may not exercise those political rights in the name of any institution, agency, school, or office, or through the use of Board facilities, or through the use of forms or official stationery or in any way that might involve an institution, agency, school, or office in partisan political activity or controversy.

- (1) The Board or any of its members, agents, representatives, or employees must not prevent, threaten, harass, or discriminate against any employee who chooses to run for public office.
- (2) Employees are permitted to campaign freely in a manner that does not violate Board Governing Policies and Procedures or applicable provisions of the Idaho Code.

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(3) Employees may choose to request a leave without compensation in order to campaign for elective office or to serve in an elective office by using the procedures established at an institution, agency, school, or office in addition to these policies and procedures.

b. Loyalty Oaths

No loyalty oath shall be required of any Board employee.

c. Outside Employment

The maintenance of a high standard of honesty, impartiality, and conduct by Board employees is essential to ensure the proper performance of its business and to strengthen the faith and confidence of the people of the State of Idaho in the integrity of state employees. The Board recognizes that employees may engage in outside employment of a professional or personal nature, directly related to the professional or other competencies of the employee. However, no employee may undertake outside employment that interferes with the employee's assigned duties to the Board or the agency, school, or office. In all outside employment, the outside employer must be informed that the employee is acting in a private capacity and that the institution, agency, school, or office is in no way a party to the outside employment, and is not liable or responsible for the performance thereof.

d. Other Services to the Institution, Agency, School, or Office.

An employee may be requested by the chief executive officer or his or her designee to perform responsibilities or provide services beyond the primary scope of his or her appointment.

Each institution, agency, school, and office must establish policies and procedures that do not conflict with policies and procedures of the Board regarding additional responsibilities or services.

Payment in addition to regular salaries must be authorized by the chief executive officer and reported to the Board as an informational item.

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Q. Conflict of Interest and Ethical Conduct – All Employees

1. General Principles of Ethical Conduct

All employees of the institutions, agencies, school and office:

- a. shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities.
- b. shall not engage in any financial transaction in order to further any private interest using nonpublic information of the Board, institution, school, agency or office.
- c. shall put forth honest effort in the performance of their duties.
- d. shall make no unauthorized commitments or promises of any kind purporting to bind the Board or any Board-governed entity.
- e. shall not use their public offices for private gain.
- f. shall act impartially and not give preferential treatment to any private or public organization or individual.
- g. shall protect and conserve public property and shall not use it for other than authorized activities.
- h. shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities.
- i. shall promptly disclose to their chief executive officer waste, fraud, abuse, or corruption in accordance with applicable law and policy.
- j. shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of the Board or the relevant Board-governed entity.
- k. shall disclose potential conflicts of interest to the chief executive officer, or designee, of the institution, agency, school or office, and avoid Conflicts of Interest, potential Conflicts of Interest, and circumstances giving rise to the appearance of a Conflict of Interest.

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2. Conflict of Interest

A Conflict of Interest occurs when a person's private interests compete with his or her professional obligations to the Board-governed entity to a degree that an independent observer might reasonably question whether the person's professional actions or decisions are materially affected by personal considerations, including but not limited to personal gain, financial or otherwise.

3. Consideration of Transactions

- a. In the event that a person subject to this policy shall be called upon to consider a transaction involving a Board-governed entity and a person, entity, party, or organization with which the person is affiliated, as defined below, such person, as soon as he or she has knowledge of the transaction, shall: (i) disclose fully to the chief executive officer, or designee, the precise nature of his or her interest or involvement in the transaction and/or such organization, and (ii) refrain from participating in the institution's, agency's, school's or office's consideration of the proposed transaction.
- b. Each person subject to this policy shall disclose to the chief executive officer, or designee, of the entity all relationships and business affiliations that reasonably could give rise to a Conflict of Interest because of the employee's duties and responsibilities. This disclosure obligation is ongoing, and each employee has a duty to supplement or amend his or her disclosure when the employee knows that the disclosure was incorrect in a material respect when made or the disclosure, though correct when made, has become inaccurate in a material respect.
- c. For the purposes of this policy, an employee is "affiliated" with an organization if the person, a member of the person's immediate family (i.e., spouse, parents, children, brothers, and sisters), or a person residing in the employee's household or a legal dependent of the employee: (i) is an officer, director, trustee, partner, employee, or agent of such organization; (ii) is either the actual or beneficial owner of more than one percent (1%) of the voting stock of or a controlling interest in such organization; (iii) has any other direct or indirect dealings with such organization from which the employee is materially benefited. It shall be presumed that an employee is "materially benefited" if he or she receives, either directly or indirectly, money, services, or other property in excess of one thousand dollars (\$1000) in any year in the aggregate.
- d. All disclosures required to be made hereunder must be directed, in writing, to the chief executive officer, or designee, of the institution agency, school or office

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DISCUSSION ITEM

ITEM #12

SUBJECT:

Finance Rules to Policy

BACKGROUND:

During the recent legislative session, the Board's rules on personnel and finance were repealed, allowing the Board to govern personnel and financial matters by policy. The Board's staff has been working with the institutions on establishing policy that replace the rules. This process allows the Board to delegate management issues to the institutions/agencies allowing the Board to focus on policy and broader issues. For the changes to the financial rules as they become policy, the staff seeks guidance from the Board on the level of delegation that would be acceptable. ITEM #12.a reflects the current level of Board approval. With input from the Board, the policies can be developed and the reporting requirements identified.

DISCUSSION:

Once the delegation levels are established for the finance areas, the finance policies will be revised and presented in May for first reading.

IMPACT:

Increased delegation will place the responsibility with the decision-makers, increase operating efficiencies and relieve the Board from routine agenda items.

FISCAL IMPACT:

No direct fiscal impact.

COMMITTEE ACTION:

Provide guidelines for developing levels of delegation.

BOARD ACTION:

NA

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Financial Affairs
Significant Rules being moved to Policy

Current Rule	Proposed Policy	Reporting
Bonds and Other Indebtedness		
Any expenditure from excess bond revenue requires prior approval of the Board.		
Acquisition, Disposal & Protection of Real & Personal Property and Services		
Property under control of the agencies or institutions:		
Leases to use real property require prior Board approval.		
Easements to make a permanent use of real property require prior Board approval.		
Transfer of any other interest in real property requires prior Board approval.		

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Acquiring an Interest in Real Property		
Acquisition of option, lease or any other interest, requires prior Board approval.		
All leases of office or classroom space require prior approval of the Board.		
Personal Property & Services:		
Purchases of personal property, data processing (software) approval levels. <ul style="list-style-type: none"> ○ Under \$25,000 – Chief Executive Officer ○ \$25,000 - \$150,000 – Executive Director of the Board ○ Over \$150,000 – Prior Board Approval 		
Purchase of Services (consulting or professional services) does not require Board approval.		

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Personal Property & Services (cont.):		
Disposal of property with value greater than \$15,000 requires prior Board approval.		
Sale of property or of services require prior Board approval if expected proceeds exceed \$15,000.		
Inventory of chattel property valued at \$250 or more must be maintained.		
Construction Projects		
<p>Initial Project Approval – without regard to source of funding, proposals to make capital improvements (new, renovation, additions) require the following approval.</p> <ul style="list-style-type: none"> ○ Under \$50,000 – Chief Executive Officer ○ \$50,000 - \$100,000 – Executive Director of the Board ○ Over \$100,000 – Prior Board Approval 		

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Construction Projects (cont.)		
Fiscal Revision to Approved Project requires. <ul style="list-style-type: none"> ○ Under \$50,000 or 2% of Project Cost – Chief Executive Officer ○ \$50,000 - \$100,000 or 2% - 5% of Project Cost – Exec Dir of Board ○ Over \$100,000 or 5% of Project Costs – Prior Board Approval 		
Construction Contracts – approval level is same as Initial Project Approval above.		
Change Orders require <ul style="list-style-type: none"> ○ Under \$25,000 - Chief Executive Officer ○ \$25,000 - \$100,000 – Executive Director of the Board ○ Over \$100,000 – Prior Board Approval 		

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Construction Projects (cont.)		
Selection of Architects, Engineers, or Construction Managers can be approved by the Executive Director if under \$25,000. Over \$25,000 requires prior Board approval.		