

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

ITEM #1

SUBJECT:

SUMMARY OF ROUTINE AGENDA ITEMS (see following pages for detail)

1	BOARD	CONSENT AGENDA - DELEGATED ITEMS....
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DISCUSSION:

Review Consent Agenda and move items to Consent Agenda - Board Items, if appropriate.

IMPACT:

Approve Consent Agenda

MOTION:

To approve the institutional/agency Routine Agendas as presented in ITEMS #1.1 - 1.10 for Human Resources minutes, Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, Office of the State Board of Education, Idaho School for the Deaf and the Blind, Professional-Technical Education, Division of Vocational Rehabilitation, and Idaho Public Television.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001**

ITEM #1.1

**Unapproved Minutes
Idaho State Board of Education
Business Affairs and Human Resources Committee
April 19, 2001
Eastern Idaho Technical College**

Present at Business Affairs and Human Resources Committee meeting:

Members

Jim Hammond

Darrell Manning

Dr Greg Fitch OSBE	Rachel Wheatley ASBSU VP	Deacon Meier LCSC
Kevin Satterlee OSBE	Sarah Heagin BSU SUB BRD	Jennifer Bidford LCSC
Keith Hasselquist OSBE	Jason Lang BSU	Steve Wright LCSC
Rita Foltman OSBE	President Richard Bowen ISU	Gerald Beck CSI
Randi McDermott OSBE	Ken Prolo ISU	Lindy High SDE
Bill Ruud GOV'S OFFICE	Leo Herrman ISU	Don Robertson OAG/SDE
President Miles LaRowe EITC	Eric Lacey ISU	Tim Hill SDE
Bill Robertson EITC	Rob Spencer ISU	Allison Westfall SDE
Kirk Dennis PTE	President Robert Hoover UI	Gene Peterson ISDB
Buster Neel BSU	Jerry Wallace UI	Carl Peterson ISDB
Stacy Pearson BSU	Byron Dangerfield UI	Dr Charles Bolles ISL
Michael Torak BSU	John Miller UI	Peter Morrill IPTV
Peg Blake BSU	Dean Froehlich LCSC	Brad Foltman DFM
Leah Barrett BSU	Whitney Pugh LCSC	Jeff Shinn DFM
Nick Miller HAWLEY TROXELL	Harold & Clara Horne	Jason Hancock LSO

The meeting was called to order at 10:10 am.

HUMAN RESOURCES AGENDA

**ITEM #1 ACTION ITEM
APPROVAL OF BAHR COMMITTEE MINUTES / HUMAN
RESOURCES MINUTES**

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

ACTION M/S/C Approved by unanimous consent

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

ITEM #1.1

ITEM #2 ACTION ITEM
ROUTINE ACTION ITEMS
INSTITUTIONAL/AGENCY ROUTINE AGENDAS

A motion to recommend to the Board the approval of the institutional/agency Routine Agendas as presented in ITEMS #2.1 - 2.6 for Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, Division of Vocational Rehabilitation, and Idaho Public Television.

ACTION M/S/C Approved by unanimous consent

The meeting adjourned at 12:15 pm.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

BOISE STATE UNIVERSITY

ITEM #1.2

- 2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE**
- 2.1 APPOINTMENTS (ALL EXEMPT AND NON-CLASSIFIED POSITIONS QUALIFYING FOR HEALTH AND PENSION BENEFITS)**
- 2.11 ADMINISTRATIVE**
- 2.12 ACADEMIC/INSTRUCTIONAL**
- 2.13 OTHER**
- 2.14 TECHNICAL COLLEGE**
- 2.11 ADMINISTRATIVE**

Ahmed Bassyouni—Post-Doc Research Associate

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$50,003

Effective Date: May 14, 2001

Department/Funding: Electrical and Computer Engineering/Fiscal, Grant Funds

Morris A. Hicks—Assistant Director, Administrative Development Services

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$70,013

Effective Date: April 30, 2001

Department/Funding: Office of Information Technology/Fiscal, Appropriated Funds

Rinda Just—Associate General Manager—Finance and Administration

FTE/Term: 1.0/12 month

Proposed Salary: \$62,005

Effective Date: April 18, 2001

Department/Funding: BSU Radio/Fiscal, Local Funds

John Owens—Vice President for Research and Professor

FTE/Term: 1.0/12 month

Proposed Salary: \$114,000 (employed with tenure)

Effective Date: August 15, 2001

Department/Funding: Vice President for Research/Fiscal, Appropriated Funds. Salary competitive with the medium of the CUPA data.

Michael Quinn—Safety and Health Consultant

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$40,019

Effective Date: June 24, 2001

Department/Funding: Occupational Safety and Health Consultation/Fiscal, Grant Funds

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

Edward Reboulet—Research Assistant

FTE/Term: 1.0/12 month
Proposed Salary: \$35,007
Effective Date: April 29, 2001
Department/Funding: Center for Geophysical Investigation of the Shallow
Subsurface/12 month, Grant Funds

John Ringle--Director

FTE/Term: 1.0/12 month
Proposed Annual Salary: \$64,000
Effective Date: May 30, 2001
Department/Funding: Student Housing/Fiscal, Local Funds

Helen Stroebel—Research Associate

FTE/Term: 1.0/26 weeks
Proposed Salary: \$30,000
Effective Date: April 1, 2001 through February 29, 2002
Department/Funding: Center for Health Policy/26 weeks, Grant Funds

Lisa Stuppy—Assistant Director of Fitness

FTE/Term: 1.0/12 month
Proposed Annual Salary: 35,006
Effective Date: June 4, 2001
Department/Funding: Campus Recreation/Fiscal, Local Funds

Willis Swarts—Financial Analyst

FTE/Term: 1.0/12 month
Proposed Annual Salary: \$52,000
Effective Date: April 5, 2001
Department/Funding: ontroller's Office/Fiscal, Appropriated Funds

Paul Woods—Associate Director

FTE/Term: 1.0/12 month
Proposed Annual Salary: \$53,500
Effective Date: April 29, 2001
Department/Funding: Environmental Finance Center/12 month, Grant
Funds

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

BOISE STATE UNIVERSITY continued

ITEM #1.2

2.12 ACADEMIC/INSTRUCTIONAL

Timothy Andersen—Assistant Professor

FTE/Term: 1.0/9 month
Proposed Annual Salary: \$72,010
Effective Date: August 20, 2001
Department/Funding: Computer Science/Academic, Appropriated Funds

Keli Braitman—Assistant Professor

FTE/Term: 1.0/9 month
Proposed Annual Salary: \$40,019
Effective Date: August 20, 2001
Department/Funding: Psychology/Academic, Appropriated Funds

Leslie Durham—Assistant Professor

FTE/Term: 1.0/9 month
Proposed Annual Salary: \$40,019
Effective Date: August 20, 2001
Department/Funding: Theatre Arts/Academic, Appropriated Funds

Uwe Kaiser—Assistant Professor

FTE/Term: 1.0/9 month
Proposed Annual Salary: \$40,019
Effective Date: August 20, 2001
Department/Funding: Math/Academic, Appropriated Funds

Joanne Klein—Assistant Professor

FTE/Term: 1.0/9 month
Proposed Annual Salary: \$39,000
Effective Date: August 20, 2001
Department/Funding: History/Academic, Appropriated Funds

Shelly Lucas—Assistant Professor

FTE/Term: 1.0/9 month
Proposed Annual Salary: \$41,019
Effective Date: August 20, 2001
Department/Funding: Kinesiology/Academic, Appropriated Funds

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

BOISE STATE UNIVERSITY continued

ITEM #1.2

Daryl Macomb—Assistant Professor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$45,011
Effective Date:	August 20, 2001
Department/Funding:	Physics/Academic, Appropriated Funds

Theodore McDonald—Assistant Professor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$40,019
Effective Date:	August 20, 2001
Department/Funding:	Psychology/Academic, Appropriated Funds

Magdalena Morris—Assistant Professor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$40,518
Effective Date:	August 20, 2001
Department/Funding:	Nursing/Academic, Appropriated Funds

Audrey Omer—Instructor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$38,501
Effective Date:	August 20, 2001
Department/Funding:	Nursing/Academic, Appropriated Funds

Nancy Severance—Instructor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$39,000
Effective Date:	August 20, 2001
Department/Funding:	Nursing/Academic, Appropriated Funds

Jane Shimon—Assistant Professor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$43,514
Effective Date:	August 20, 2001
Department/Funding:	Kinesiology/Academic, Appropriated Funds

Gail Shuck—Assistant Professor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$40,019
Effective Date:	August 20, 2001
Department/Funding:	English/Academic, Appropriated Funds

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

Aleksey Telyakovskiy—Assistant Professor

FTE/Term: 1.0/9 month

Proposed Annual Salary: \$38,002

Effective Date: August 20, 2001

Department/Funding: Math/Academic, Appropriated Funds

Rieken Venema—Assistant Professor

FTE/Term: 1.0/9 month

Proposed Annual Salary: \$44,352

Effective Date: August 20, 2001

Department/Funding: Math/Academic, Appropriated Funds

2.2 REAPPOINTMENTS

2.21 ADMINISTRATIVE

2.22 ACADEMIC/INSTRUCTIONAL

2.23 OTHER

2.24 TECHNICAL COLLEGE

2.21 ADMINISTRATIVE

Janelle Brown—Public Relations Officer

FTE/Term: 6.25/12 month

Proposed Salary: \$22,225

Current Annual Salary: \$21,268

Amount & Percent: +\$957/+4.5%

Effective Date: June 24, 2001

Department/Funds: News Service/Fiscal, Appropriated Funds

Justification: Reappointment.

Barbara Franek—Safety and Health Consultant

FTE/Term: 1.0/12 month

Proposed Salary: \$47,029

Current Annual Salary: \$45,219

Amount & Percent: +\$1,810/+4%

Effective Date: June 24, 2001

Department/Funds: Occupational Safety/Health Consultation/Fiscal, Grant Funds

Justification: Reappointment.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

Jim Goodman—Retail Operations Manager

FTE/Term: 1.0/12 month
Proposed Salary: \$41,018
Current Annual Salary: \$34,944
Amount & Percent: +\$6,074/+17.4%
Effective Date: June 24, 2001
Department/Funds: BSU Bookstore/Fiscal, Local Funds
Justification: Reappointment. Salary increase due to additional responsibilities assumed by this person.

Roxanne Gunner—Employee Development Specialist

FTE/Term: .75/12 month
Proposed Salary: \$26,863
Current Annual Salary: \$25,709
Amount & Percent: +\$1,154/+4.5%
Effective Date: June 24, 2001
Department/Funds: Training and Development/Fiscal, Appropriated Funds
Justification: Reappointment.

Dawn Hall--Acting Alumni Director

FTE/Term: 1.0/12 month
Proposed Salary: \$45,614
Current Annual Salary: \$43,222
Amount & Percent: +\$2,392/+5.5%
Effective Date: June 24, 2001
Department/Funds: Alumni/Fiscal, Appropriated Funds
Justification: Reappointment. Acting position will continue until permanent director employed.

Kristi Hansen—Business Manager

FTE/Term: 1.0/12 month
Proposed Salary: \$36,756
Current Annual Salary: \$35,006
Amount & Percent: +\$1,750/+5%
Effective Date: June 24, 2001
Department/Funds: College of Engineering/Fiscal, Grant Funds
45%/Appropriated Funds 55%
Justification: Reappointment.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

Lisa Hill—Supervising Safety and Health Consultant

FTE/Term: 1.0/12 month
Proposed Salary: \$50,419
Current Annual Salary: \$43,802
Amount & Percent: +\$5,617/+15.1%
Effective Date: June 24, 2001
Department/Funds: Occupational Safety/Health Consultant/Fiscal, Grant Funds
Justification: Reappointment.

Zhabefa Liu—Post-Doc Research Associate

FTE/Term: 1.0/12 month
Proposed Salary: \$50,003
Current Annual Salary: \$50,003
Amount & Percent: 0
Effective Date: June 24, 2000
Department/Funds: Electrical and Computer Engineering/Fiscal, Grant Funds
Justification: Reappointment.

Suzanne McCorkle—Interim Dean and Professor

FTE/Term: 1.0/12 month
Proposed Salary: \$99,094
Current Annual Salary: \$93,827
Amount & Percent: +\$5,267/+4.5%
Effective Date: June 24, 2001
Department/Funds: College of Social Sciences and Public Affairs/12 month, Appropriated Funds
Justification: Reappointment. Will fill interim position until permanent Dean is employed.

Patricia Pyke—Public Relations Officer

FTE/Term: .6/12 months
Proposed Salary: \$21,366
Current Annual Salary: \$20,442
Amount & Percent: +\$924/+4.5%
Effective Date: June 24, 2001
Department/Funds: University Relations/Fiscal, Appropriated Funds
Justification: Reappointment.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

Saundra Schmidt—Operations Manager

FTE/Term: 1.0/12 month
Proposed Salary: \$35,068
Current Annual Salary: \$33,717
Amount & Percent: +\$1,349/+4%
Effective Date: June 24, 2001
Department/Funds: Electrical and Computer Engineering/Fiscal, Grant Funds
Justification: Reappointment.

Jeffery Thompson—Safety and Health Consultant

FTE/Term: 1.0/12 month
Proposed Salary: \$44,741
Current Annual Salary: \$41,413
Amount & Percent: +\$2,328/+8.0%
Effective Date: June 24, 2001
Department/Funds: Occupational Safety/Health Consultation/Fiscal, Grant Funds
Justification: Reappointment.

Linda Velluti—Senior Underwriting Representative

FTE/Term: 1.0/12 month
Proposed Salary: \$33,100
Current Annual Salary: \$32,100
Amount & Percent: +\$1,000/+3.2%
Effective Date: June 24, 2001
Department/Funds: Boise State Radio/Fiscal, Local Funds
Justification: Reappointment.

Yang Zhao—Post Doc Research Associate

FTE/Term: 1.0/12 month
Proposed Salary: \$50,003
Current Annual Salary: \$50,003
Amount & Percent: 0
Effective Date: June 24, 2001
Department/Funds: Electrical and Computer Engineering/Fiscal, Grant Funds
Justification: Reappointment.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

2.22 ACADEMIC/INSTRUCTIONAL

Seung Youn Chyung—Visiting Assistant Professor

FTE/Term: 1.0/9 month
Proposed Salary: \$46,342
Current Annual Salary: \$44,387
Amount & Percentage: +\$1,955/+4.4%
Effective Date: August 20, 2001
Department/Funds: Instructional and Performance Technology/Academic,
Appropriated Funds
Justification: Reappointment.

Susan Fry—Special Lecturer

FTE/Term: 1.0/9 month
Proposed Salary: \$38,534
Current Annual Salary: \$35,610
Amount & Percent: +\$2,924/+8.2%
Effective Date: August 20, 2001
Department/Funds: Computer Information Systems and Production
Management/Academic, Appropriated Funds
Justification: Reappointment.

Patricia Machacek—Visiting Professor

FTE/Term: .5/9 month
Proposed Salary: \$21,902
Current Annual Salary: \$20,415
Amount & Percent: +\$1,487/+7.3%
Effective Date: August 20, 2001
Department/Funds: Art/Academic, Appropriated Funds
Justification: Reappointment.

Scott Smith—Visiting Assistant Professor

FTE/Term: 1.0/9 month
Proposed Salary: \$56,264
Current Annual Salary: \$54,000
Amount & Percent: +\$2,265/+4.2%
Effective Date: August 20, 2001
Department/Funds: Electrical and Computer Engineering/Academic,
Appropriated Funds
Justification: Reappointment.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

BOISE STATE UNIVERSITY continued

ITEM #1.2

2.3 REALLOCATION OF POSITION OR CHANGES IN SALARY, RANK, TITLE, DUTIES OR STATUS. (EXEMPT AND NON-CLASSIFIED POSITIONS QUALIFYING FOR HEALTH AND PENSION)

2.31 ADMINISTRATIVE

2.32 ACADEMIC/INSTRUCTIONAL

2.33 OTHER

2.34 TECHNICAL COLLEGE

2.31 ADMINISTRATIVE

Robert Asbury—Learning Center Coordinator

FTE/Term: from .75 to .83 FTE/12 month

Proposed Annual Salary: \$32,750 (.83 FTE)

Current Annual Salary: \$29,286 (.75 FTE)

Amount & Percent: +\$340/+3%

Effective Date: August 1, 2001

Department/Funds: Nursing/Fiscal, Appropriation Funds

Justification: Increase in FTE to cover increased workload.

William English—from classified position of IT Info Systems Technician, Senior to professional staff position of Library Computer Systems Associate Manager

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$33,134

Current Annual Salary: \$33,134

Amount & Percent: 0

Effective Date: June 24, 2001

Department/Funds: Library/Fiscal, Appropriation Funds

Justification: Change in status from classified to professional staff. No change in salary.

Dean Schurger—title from Health Consultant to Occupational Health and Safety Consultant

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$48,526

Current Annual Salary: \$53,477

Amount & Percent: -\$4,951/-9.3%

Effective Date: March 18, 2001

Department/Funds: Campus Governmental Health and Safety/Fiscal, Appropriated Funds

Justification: Change in title to better reflect current responsibilities. In FY01 salary calculations, an error was made. This alleviates and corrects the error.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

Kimber Shaw—from Associate Director to Interim Director for the Academic Support Services Program

FTE/Term:	1.0/12 month
Proposed Annual Salary:	\$46,500
Current Annual Salary:	\$40,914
Amount & Percent:	+\$5,586/+13.7%
Effective Date:	April 7, 2001
Department/Funds:	Academic Support Services/Fiscal, Appropriated Funds
Justification:	Promoted into an interim directorship until permanent director is employed

2.32 ACADEMIC/INSTRUCTIONAL

Robin Allen—Interim Coordinator, Bachelor of Social Work Program and Assistant Professor

FTE/Term:	1.0/from 10 to 11 month
Proposed Annual Salary:	\$58,552 (11 month)
Current Annual Salary	\$53,229 (10 month)
Amount & Percentage:	0
Department/Funds	Social Work/11 month, Appropriated Funds
Justification:	Increase months of service as Interim Coordinator.

John Gardner—Department Chair and Professor

FTE/Term:	1.0/from 9 to 10 month
Proposed Annual Salary:	\$79,685 (10 month)
Current Annual Salary	\$70,367 (9 month)
Amount & Percentage:	+\$1,500/+2.1%
Department/Funds	Mechanical Engineering/10 month, Appropriated Funds
Justification:	Promotion to department chair. Change in contract from 9 to 10 months. Administrative stipend of \$1,500 added to salary for chairmanship duties.

John Griffin—Department Chair and Associate Professor

FTE/Term:	1.0/from 9 to 10 month
Proposed Annual Salary:	\$80,953 (10 month)
Current Annual Salary	\$71,481 (9 month)
Amount & Percentage:	+\$1,500/+2.1%
Department/Funds	Computer Science/10 month, Appropriated Funds
Justification:	Promotion to department chair. Change in contract from 9 to 10 months. Administrative stipend of \$1,500 added to salary for chairmanship duties.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

David Groebner—from Department Chair and Professor to Professor

FTE/Term: 1.0/from 10 to 9 month

Proposed Annual Salary: \$76,827 (9 month)

Current Annual Salary \$86,863 (10 month)

Amount & Percentage: -\$1,500/-2.1%

Department/Funds Computer Information Systems and Production

Management/Academic, Appropriated Funds

Justification: Demotion from department chair. Change in contract from 10 to 9 months. Administrative stipend of \$1,500 deleted for salary for chairmanship duties.

Joeseph Guarino—from Department Chair and Professor to Professor

FTE/Term: 1.0/from 10 to 9 month

Proposed Annual Salary: \$70,983 (9 month)

Current Annual Salary \$80,370 (10 month)

Amount & Percentage: -\$1,500/-2.1%

Department/Funds Mechanical Engineering/Academic, Appropriated Funds

Justification: Demotion from department chair. Change in contract from 10 to 9 months. Administrative stipend of \$1,500 deleted for salary for chairmanship duties.

Margaret Miller—Department Chair and Professor

FTE/Term: 1.0/from 9 to 10 month

Proposed Annual Salary: \$64,854 (10 month)

Current Annual Salary \$57,668 (9 month)

Amount & Percentage: +\$1,000/+.5%

Department/Funds School Counseling/10 month, Appropriated Funds

Justification: Change months of service from 9 to 10 months. Increase stipend for chair's responsibilities by \$1,000.

Diana Mixon--Assistant Professor/Program Director

FTE/Term: 1.0/from 9 to 10 month

Proposed Annual Salary: \$49,078 (10 month)

Current Annual Salary \$44,170 (9 month)

Amount & Percentage: 0

Department/Funds Nursing/10 month, Appropriated Funds

Justification: Increase months of service from 9 to 10 for program directorship of the Associate Degree Nursing Program.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

Anne Payne—from Chair and Associate Professor to Associate Professor

FTE/Term:	1.0/from 12 to 10 month
Proposed Annual Salary:	\$66,497 (10 month)
Current Annual Salary	\$79,794 (12 month)
Amount & Percentage:	0
Department/Funds	Nursing/10 month, Appropriated Funds
Justification:	Stepping down from chairmanship of the Nursing Program. From a 12 to 10 month position.

Al Sanchez—from a professional staff position of Regional Co-Facilitator for School to Work and Visiting Assistant Professor to Visiting Assistant Professor

FTE/Term:	from .98525 to .5/from 12 to 9 month
Proposed Annual Salary:	\$47,055 (.98525 FTE, 12 month)
Current Annual Salary	\$19,006 (.5 FTE, 9 month)
Amount & Percentage:	+\$1,096/+6.1%
Department/Funds	Sociology/Academic, Appropriated Funds
Justification:	Change in positions from full-time professional staff grant-funded position to half-time faculty position. From 12 months to 9 month position.

Pam Springer—from Program Director for the Baccalaureate Nursing Program and Associate Professor to Interim Chair and Associate Professor

FTE/Term:	1.0/from 10 to 12 month
Proposed Annual Salary:	\$70,174 (12 month)
Current Annual Salary	\$56,379 (10 month)
Amount & Percentage:	+\$2,500/+4%
Department/Funds:	Nursing/Fiscal, Appropriated Funds
Justification:	Assuming interim chair responsibilities until permanent chair is employed. From 10 to 12 month position. Salary includes \$2,500 administrative stipend for chairmanship duties.

Roger Stewart—from Teacher Education Graduate Program Coordinator and Professor to Professor

FTE/Term:	1.0/from 10 to 9 month
Proposed Annual Salary:	\$63,180 (9 month)
Current Annual Salary	\$70,867 (10 month)
Amount & Percentage:	0
Department/Funds:	Elementary Education and Specialized Studies/Academic, Appropriated Funds
Justification:	Stepping down as Graduate Program Coordinator to a regular faculty position.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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BOISE STATE UNIVERSITY continued

ITEM #1.2

Shelton Woods—from Associate Professor to Interim Associate Dean and Associate Professor

FTE/Term:	1.0/from 9 to 12 month
Proposed Annual Salary:	\$76,003 (12 month)
Current Annual Salary	\$53,252 (9 month)
Amount & Percentage:	+\$5,000/+9.4%
Department/Funds:	Social Sciences & Public Affairs/12 month, Approp Funds
Justification:	Promoted to Interim Associate Dean of the College of Social Sciences and Public Affairs. Administrative stipend of \$5,000 for assumption of Associate Dean responsibilities.

Doug Yunker—from Associate Professor to Interim Coordinator, MSW Program and Professor

FTE/Term:	1.0/from 9 to 10 month
Proposed Annual Salary:	\$60,840 (10 month)
Current Annual Salary	\$54,756 (9 month)
Amount & Percentage:	0
Department/Funds:	Social Work/10 month/Appropriated Funds
Justification:	Assumption of coordinator of MSW Program responsibilities. Increase months of service from 9 to 10.

2.34 TECHNICAL COLLEGE

Dan Cadwell—Program Head and Senior Instructor

FTE/Term:	1.0/from 9 to 9.5 month
Proposed Annual Salary:	\$51,272 (9.5 month)
Current Annual Salary	\$45,222 (9 month)
Amount & Percentage:	+\$3,537/+7.4%
Department/Funds:	Technologies/9.5 month/Vocational Funds
Justification:	Change in service months and FY02 annual salary raise.

Mike Hancock, Program Head and Interim Instructor

FTE/Term:	1.0/from 9 to 9.5 month
Proposed Annual Salary:	\$44,678 (9.5 month—FY2002)
Current Annual Salary	\$40,019 (9 month—FY2001)
Amount & Percentage:	+\$2,435/+5.8%
Department/Funds:	Computer Network Support/9.5 month/Vocational Funds
Justification:	Increase months of service from 9 to 9.5. Salary increase is yearly employee increase from FY2001 to FY2002.

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ITEM #1.2

Julie Hosman-Kulm—from Program Head and Advanced Instructor to Advanced Instructor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$39,460
Current Annual Salary	\$39,960
Amount & Percentage:	-\$500/-1.2%
Department/Funds:	Culinary Arts/Academic/Vocational Funds
Justification:	Removal of program head status. Administrative stipend of \$500 reduced from salary base.

Glenn Pfautsch—from Program Head and Interim Instructor to Interim Instructor

FTE/Term:	1.0/9 month
Proposed Annual Salary:	\$41,405
Current Annual Salary	\$41,905
Amount & Percentage:	-\$500/-1.2%
Department/Funds:	Computer Services Technology/Academic/Vocational Funds
Justification:	Removal of program head status. Administrative stipend of \$500 reduced from salary base.

2.8 ATHLETICS (ALL PERSONNEL ACTIONS AND POSITIONS)

2.81 APPOINTMENTS

2.82 REAPPOINTMENT

2.83 SEPARATIONS

2.84 CHANGES IN POSITIONS

2.85 EXTRA COMPENSATION

2.81 APPOINTMENTS

Jeff Drinkwine—Assistant Men's Basketball Coach

FTE/Term:	1.0/12 month
Proposed Annual Salary:	\$27,000
Effective Date:	May 21, 2001
Department/Funding:	Athletics/Fiscal, Local Funds

Wendy Maher Jones—Assistant Women's Soccer Coach

FTE/Term:	1.0/12 month
Proposed Annual Salary:	\$30,000
Effective Date:	May 9, 2001
Department/Funding:	Athletics/12 month, Appropriated Funds

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BOISE STATE UNIVERSITY continued

ITEM #1.2

Sean Page—Assistant Women's Basketball Coach

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$22,300

Effective Date: July 1, 2001

Department/Funding: Athletics/12 month, Appropriated Funds

2.83 SEPARATIONS

Bader, Tricia, Assistant Women's Basketball Coach, resignation effective March 31, 2001.

Penfield, Janette, Assistant Women's Basketball Coach, resignation effective April 27, 2001.

Williams, LaVaughn, Assistant Men's Basketball Coach, resignation effective June 23, 2001.

2.85 EXTRA COMPENSATION

Bader, Tricia, Assistant Women's Basketball Coach, \$3,305 for pay for additional duties for Women's Basketball team.

Card, Shawn, Statistics Crew, \$380 additional pay for stats for women's basketball and women's soccer.

Corbet, Max, Assistant Athletic Director, additional pay for responsibilities with the 2001 NCAA Men's Basketball Tournament of \$1,250.

Criner, Herb, Assistant Athletic Director, additional pay for responsibilities with the 2001 NCAA Men's Basketball Tournament of \$3,000.

Dailey, Christina, Statistics Crew, \$400 additional pay for stats for women's basketball, gymnastics, and football.

Guerricabeitia, Anita, Ticket Manager, additional pay for responsibilities with the 2001 NCAA Men's Basketball Tournament of \$1,250.

Irvin, Lawrence, Clock Operator for Men's and Women's Basketball, pay of \$755.

Irvin, Matt, Scorekeeper/Clock Operator for Men's and Women's Basketball and Gymnastics, pay of \$690.

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ITEM #1.2

Pitman, Jeff, Strength Coach, additional pay for responsibilities with the 2001 NCAA Men's Basketball Tournament of \$3,000.

Weaver, Jason, Volleyball linesman, salary of \$70.

Wyette, Geneva, Assistant to Athletic Director, additional pay for responsibilities with the 2001 NCAA Men's Basketball Tournament of \$750.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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IDAHO STATE UNIVERSITY

ITEM #1.3

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

2.1 APPOINTMENTS/REAPPOINTMENTS

2.12 ACADEMIC/INSTRUCTIONAL

Beachboard , John - Assistant Professor

FTE/Term: 1.0/9 months
Department: College of Business
Proposed Annual Salary: \$75,004.80
Effective Date: August 20, 2001

Birdsong, Julie - Assistant Professor

FTE/Term: 1.0/9 months
Department: Teacher Education
Proposed Annual Salary: \$39,520.00
Effective Date: August 20, 2001

Comer, Keith - Assistant Professor

FTE/Term: 1.0/9 months
Department: English & Philosophy
Proposed Annual Salary: \$37,502.40
Effective Date: August 20, 2001

Davis, Albert - Associate Professor

FTE/Term: 1.0/9 months
Department: College of Engineering
Proposed Annual Salary: \$64,001.60
Effective Date: August 20, 2001

Higgins, Chadwick C. - Assistant Professor

FTE/Term: 1.0/9 months
Department: Teacher Education
Proposed Annual Salary: \$40,019.20
Effective Date: August 20, 2001

Hoover, Robert - Associate Professor

FTE/Term: 1.0/9 months
Department: College of Business
Proposed Annual Salary: \$79,996.80
Effective Date: August 20, 2001

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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Jones, Terri - Assistant Professor

FTE/Term: .85/12 months
Department: Physician Assistant Program
Proposed Annual Salary: \$51,001.60
Effective Date: July 1, 2001

Leavitt, Gregory C. - Associate Professor

FTE/Term: 1.0/9 months
Department: Sociology, Social Work & Criminal Justice
Proposed Annual Salary: \$41,017.60
Effective Date: August 20, 2001

Mathews, Jerry - Assistant Professor

FTE/Term: 1.0/9 months
Department: Education Leadership
Proposed Annual Salary: \$40,019.20
Effective Date: August 20, 2001

Mauldin, R. Kirk - Assistant Professor

FTE/Term: 1.0/9 months
Department: Sociology, Social Work & Criminal Justice
Proposed Annual Salary: \$38,001.60
Effective Date: August 20, 2001

McCurry, Sarah - Instructor/Lab Director

FTE/Term: 1.0/9 months
Department: Foreign Languages
Proposed Annual Salary: \$32,052.80
Effective Date: August 20, 2001

Ottaway, Thomas - Assistant Professor

FTE/Term: 1.0/9 months
Department: College of Business
Proposed Annual Salary: \$75,004.80
Effective Date: August 20, 2001

Pak, Joshua J. - Assistant Professor

FTE/Term: 1.0/9 months
Department: Chemistry
Proposed Annual Salary: \$39,000.00
Effective Date: August 20, 2001

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Pead, Brian H. - Assistant Professor

FTE/Term: 1.0/9 months
Department: Education Leadership
Proposed Annual Salary: \$40,019.20
Effective Date: August 20, 2001

Ray, Beverly B. - Assistant Professor

FTE/Term: 1.0/9 months
Department: Teacher Education
Proposed Annual Salary: \$38,500.80
Effective Date: August 20, 2001

Rudd, Kristine M. - Study Skills Instructor

FTE/Term: 1.0/9 months
Department: Academic Skills Center
Proposed Annual Salary: \$28,808.00
Effective Date: August 20, 2001

Schwendig, W. Lee - Professor

FTE/Term: .50/9 months
Department: College of Business
Proposed Annual Salary: \$22,016.80
Effective Date: August 20, 2001

Soldat, Alexander - Assistant Professor

FTE/Term: 1.0/9 months
Department: Psychology
Proposed Annual Salary: \$39,000.00
Effective Date: August 20, 2001

Toussaint, Loren - Assistant Professor

FTE/Term: 1.0/9 months
Department: Psychology
Proposed Annual Salary: \$39,000.00
Effective Date: August 20, 2001

Vanderbrook, Carol Sue - Instructor & ESOL Assistant

FTE/Term: 1.0/9 months
Department: Academic Skills Center
Proposed Annual Salary: \$25,313.60
Effective Date: August 20, 2001

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #1.3

Whitaker, Curtis L. - Assistant Professor

FTE/Term: 1.0/9 months
Department: English & Philosophy
Proposed Annual Salary: \$37,502.40
Effective Date: August 20, 2001

Zottarelli, Lisa Katherine - Assistant Professor

FTE/Term: 1.0/9 months
Department: Sociology, Social Work & Criminal Justice
Proposed Annual Salary: \$38,001.60
Effective Date: August 20, 2001

2.13 OTHER

Bowers, Patricia - Associate Director

FTE/Term: 1.0/12 months
Department: Registration & Records
Proposed Annual Salary: \$40,518.40
Effective Date: July 1, 2001

Dowd, Jessica - Ticket Manager

FTE/Term: 1.0/12 months
Department: Holt Arena
Proposed Annual Salary: \$37,502.40
Effective Date: June 18, 2001

Johnson, Amy - Trainer/Family Facilitator

FTE/Term: .75/12 months
Department: Institute of Rural Health
Proposed Annual Salary: \$17,160.00
Effective Date: April 16, 2001

Jones, Arthur Curtis, IV - 1st Year Resident Physician

FTE/Term: 1.0/12 months
Department: Family Medicine
Proposed Annual Salary: \$33,716.80
Effective Date: June 25, 2001

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ITEM #1.3

Kruse, Natalie J. - Exhibit Coordinator/Interpreter
FTE : .75/10 months
Department: Natural Heritage Project
Proposed Annual Salary: \$13,932.00
Effective Date: March 5, 2001

Nehring, Jeff - Fiscal Officer
FTE/Term: 1.0/12 months
Department: Intercollegiate Athletics
Proposed Annual Salary: \$49,004.80
Effective Date: May 7, 2001

Petty, Norman Charles - 2nd Year Resident Physician
FTE/Term: 1.0/12 months
Department: Family Medicine
Proposed Annual Salary: \$35,006.40
Effective Date: June 25, 2001

Reinhardt, Ligeia A. - 1st Year Resident Physician
FTE/Term: 1.0/12 months
Department: Family Medicine
Proposed Annual Salary: \$33,716.80
Effective Date: June 25, 2001

Souci, Gary Wayne - 1st Year Resident Physician
FTE/Term: 1.0/12 months
Department: Family Medicine
Proposed Annual Salary: \$33,716.80
Effective Date: June 25, 2001

Strong, Brandi Christine - 1st Year Resident Physician
FTE/Term: 1.0/12 months
Department: Family Medicine
Proposed Annual Salary: \$33,716.80
Effective Date: June 25, 2001

Vickerman, Kathrine D. - Director
FTE/Term: 1.0/12 months
Department: Academic Outreach
Proposed Annual Salary: \$38,001.60
Effective Date: April 29, 2001

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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IDAHO STATE UNIVERSITY continued

ITEM #1.3

West, Brandon A. - 1st Year Resident Physician

FTE/Term: 1.0/12 months
Department: Family Medicine
Proposed Annual Salary: \$33,716.80
Effective Date: June 25, 2001

2.2 REAPPOINTMENTS

2.22 ACADEMIC/INSTRUCTIONAL

Anderson, Eric T. - Adjunct Instructor

FTE/Term: 1.0/9 months
Department: Foreign Languages
Proposed Annual Salary: \$28,600.00
Prior Annual Salary: \$25,979.20
Amount and Percent: +\$2,620.80 (+10.09%)
Effective Date: August 20, 2001

Hachey, David M. - Clinical Assistant Professor

FTE/Term: 1.0/12 months
Department: Pharmacy Practice & Administrative Sciences
Proposed Annual Salary: \$56,451.20
Prior Annual Salary: \$54,017.60
Amount and Percent: +\$2,433.60 (+4.51%)
Effective Date: June 24, 2001

Heath, David - Adjunct Professor

FTE/Term: 1.0/9 months
Department: Foreign Languages
Proposed Annual Salary: \$28,704.00
Prior Annual Salary: \$26,208.00
Amount and Percent: +\$2,496.00 (+9.53%)
Effective Date: August 20, 2001

Jolley, Sharlene M.- Visiting Instructor

FTE/Term: 1.0/9 months
Department: Chemistry
Proposed Annual Salary: \$30,014.40
Prior Annual Salary: \$28,017.60
Amount and Percent: +\$1,996.80 (+7.13%)
Effective Date: August 20, 2001

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #1.3

Peterson, Leanna - Adjunct Instructor

FTE/Term: 1.0/9 months
Department: Foreign Languages
Proposed Annual Salary: \$28,808.00
Prior Annual Salary: \$26,790.40
Amount and Percent: +\$2,017.60 (+7.54%)
Effective Date: August 20, 2001

2.3 CHANGES IN SALARY, RANK, TITLE OR DUTIES

2.33 OTHER

Alston, Nancy - Physician

FTE/Term: .70/12 months
Proposed Annual Salary: \$66,175.20
Current Annual Salary: .55 FTE \$49,752.56 convert to .70 FTE \$63,321.44
Amount and Percent: +\$2,853.76 (+4.51%)
Effective Date: June 24, 2001
Department/Funding: Student Health Center & Family Medicine/Local Funds
Explanation: Increased duties and responsibilities.

2.6 REQUEST FOR NEW POSITION

2.62 ACADEMIC/INSTRUCTIONAL

Assistant Professor

Type: Faculty
FTE/Term: .50/9 months
Annual Salary: \$19,000.00
Effective Date: August 20, 2001
Funding Source: State Funds
Department: Biological Sciences
Duties/Responsibilities: Additional faculty in zoology and general ecology, to meet demands of increasing enrollment and to decrease dependence on adjunct availability.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #1.3

Adjunct Instructor

Type:	Faculty
FTE/Term:	.50/9 months
Annual Salary:	\$17,000.00
Effective Date:	August 20, 2001
Funding Source:	State Funds
Department:	Music
Duties/Responsibilities:	Instructional support in the strings curriculum. The duties of this position were previously filled by temporary, part-time instructors.

Assistant Professor

Type:	Faculty
FTE/Term:	1.0/9 months
Annual Salary:	\$34,000.00
Effective Date:	August 20, 2001
Funding Source:	State Funds
Department:	Anthropology (Indian Studies)
Duties/Responsibilities:	Additional instructional support in the Indian Studies curriculum. This curriculum was previously taught by the Student Indian Liaison. Due to increased workload, that position (PCN 3832) is no longer being shared with Anthropology, which together with increased enrollment requires that a new full-time teaching position be established.

Assistant Professor

Type:	Faculty
FTE/Term:	2.0/9 months
Annual Salary:	\$75,000.00
Effective Date:	August 20, 2001
Funding Source:	State Funds
Department:	Computer Information Systems
Duties/Responsibilities:	Additional instructional support for new degrees in Computer Information Systems.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #1.3

Assistant Professor/Electrical Engineering

Type:	Faculty
FTE/Term:	1.0/9 months
Annual Salary:	\$64,000.00
Effective Date:	August 20, 2001
Funding Source:	State Funds
Department:	College of Engineering
Duties/Responsibilities:	Additional instructional support required for increased enrollment and to be in compliance with ABET.

Assistant Professor/Computer Science

Type:	Faculty
FTE/Term:	1.0/9 months
Annual Salary:	\$64,000.00
Effective Date:	August 20, 2001
Funding Source:	State Funds
Department:	College of Engineering
Duties/Responsibilities:	The Computer Science program was transferred to the College of Engineering in the summer of 1999. Additional faculty is needed in order to develop the Computer Science program and meet the demands of students and industry.

Assistant Professor

Type:	Faculty
FTE/Term:	.85/12 months
Annual Salary:	\$51,000.00
Effective Date:	July 1, 2001
Funding Source:	Local Funds
Department:	Physician Assistant Program and Family Medicine
Duties/Responsibilities:	Additional instructional support to relieve the student/faculty ratio and to meet the increased patient load.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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IDAHO STATE UNIVERSITY continued

ITEM #1.3

2.63 OTHER

Marketing Director

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$100,000.00
Effective Date:	July 1, 2001
Funding Source:	State Funds
Department:	President's Office
Duties/Responsibilities:	Provide marketing direction to the University, in order to market academic and other programs, as well as to form mutually beneficial relationships with other government and private enterprises.

Public Information Specialist/Boise

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$50,000.00
Effective Date:	July 1, 2001
Funding Source:	State Funds
Department:	University Relations
Duties/Responsibilities:	Due to ISU's increased presence in the Treasure Valley, this position will provide public relations support in Boise and the surrounding area.

Resource Conservation Analyst

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$35,048.00
Effective Date:	July 1, 2001
Funding Source:	State Funds
Department:	Physical Plant
Duties/Responsibilities:	Due to substantial increases in energy costs, this position will provide support necessary to manage the campus energy and renewable resource activities.

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IDAHO STATE UNIVERSITY continued

ITEM #1.3

Accountant

Type:	Non-Classified
FTE/Term:	2.0/12 months
Annual Salary:	\$33,500.00
Effective Date:	July 1, 2001
Funding Source:	State Funds
Department:	Office of Financial Services
Duties/Responsibilities:	One position will provide additional support for the increased workload in federal grants and other grants and contracts. The other position will provide additional support for the increased workload due to GASB 34-35 work related to depreciation, student tuition and fee accounting, etc.

Producer/Director

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$36,000.00
Effective Date:	July 1, 2001
Funding Source:	State Funds
Department:	Media/Distance Learning Center
Duties/Responsibilities:	Due to increased volume of night classes, this position will provide additional support at night, consulting with faculty in the design, creation, production and direction of instructional programming.

Producer/Director (PCN 3824) - change to Manager, Distance Learning Video Network

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$45,856.00
Effective Date:	July 1, 2001
Funding Source:	State Funds
Department:	Media/Distance Learning Center
Duties/Responsibilities:	Due to a 200% increase in classes and students served by ISU's video network, changing the title of this position will provide a manager/supervisor for the day-to-day operation of the ISU Video Network.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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IDAHO STATE UNIVERSITY continued

ITEM #1.3

Grants Information Specialist

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$32,000.00
Effective Date:	June 24, 2001
Funding Source:	State Funds
Department:	Office of Sponsored Programs
Duties/Responsibilities:	Additional support due to increased workload.

Complex Director/Conference Coordinator (PCN 81150)

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	change from \$19,926.40 to \$26,000.00
Effective Date:	June 24, 2001
Funding Source:	Local Funds
Department:	Housing Office
Duties/Responsibilities:	Additional duties/salary to provide continuity to the summer conference program.

Student Activities & Greek Organizations Advisor

Type:	Non-Classified
FTE/Term:	1.0/10 months
Annual Salary:	\$26,928.00
Effective Date:	July 15, 2001
Funding Source:	Local Funds
Department:	Student Union
Duties/Responsibilities:	Responsible for development, implementation, and promotion of a comprehensive student organization and activities program which meets the needs of a diverse university community and enhances the quality of life on campus.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #1.3

Assistant Director

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$31,824.00
Effective Date:	June 24, 2001
Funding Source:	Local Funds
Department:	Campus Recreation
Duties/Responsibilities:	Provide additional administrative support, overseeing aquatics, Idaho Falls recreation, and coordination of sports club programs and special events.

Dental Resident

Type:	Non-Classified
FTE/Term:	4.0/12 months
Annual Salary:	\$26,916.00
Effective Date:	July 1, 2001
Funding Source:	Local Funds (3 positions) and Grant Funds (1 position)
Department:	Dental Sciences
Duties/Responsibilities:	Dental Residency Educational Program.

First Year Family Practice Resident

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$33,716.80
Effective Date:	June 25, 2001
Funding Source:	Local Funds
Department:	Family Practice Residency Program
Duties/Responsibilities:	Resident in Family Medicine

Second Year Family Practice Resident

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$35,027.00
Effective Date:	June 25, 2001
Funding Source:	Local Funds
Department:	Family Practice Residency Program
Duties/Responsibilities:	Resident MD in Family Medicine

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #1.3

Compressed Video Telecommunications System Technician

Type: Non-Classified
FTE/Term: 1.0/12 months
Annual Salary: \$40,000.00
Effective Date: July 1, 2001
Funding Source: State Funds
Department: Media/Distance Learning Center
Duties/Responsibilities: Due to growth and complexity of compressed video network demands, this position will provide support for the installation, repair and maintenance of compressed video transport and infrastructure equipment. (See deleted position, Item 2.73)

Laboratory Materials Supervisor

Type: Classified
FTE/Term: .50/12 months
Annual Salary: \$11,191.20
Effective Date: July 1, 2001
Funding Source: State Funds
Department: Biological Sciences
Duties/Responsibilities: This position will provide support for the new laboratory courses in Biological Sciences at University Place in Idaho Falls.

IT Support Technician

Type: Classified
FTE/Term: .50/12 months
Annual Salary: \$11,900.00
Effective Date: July 1, 2001
Funding Source: State Funds
Department: College of Health Professions
Duties/Responsibilities: With the increased workload, this position will provide ongoing technical computer support for faculty and staff.

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IDAHO STATE UNIVERSITY continued

ITEM #1.3

Administrative Assistant 1 (PCN 4046)

Type:	Classified
FTE/Term:	from .50 FTE to .75/from 12 months to 11 months
Annual Salary:	\$16,083.60
Effective Date:	June 25, 2001
Funding Source:	State Funds
Department:	President's Office
Duties/Responsibilities:	Provides support for public relations and social events for the President's Office.

Administrative Assistant 1

Type:	Classified
FTE/Term:	.49/12 months
Annual Salary:	\$10,507.95
Effective Date:	July 1, 2001
Funding Source:	Grant Funds
Department:	Office of Research
Duties/Responsibilities:	Provide clerical/secretarial support for the principle investigator and 6 co-principle investigators involved in a 2-year NASA funded federal initiative.

Financial Support Technician

Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$20,027.28
Effective Date:	July 1, 2001
Funding Source:	Local Funds
Department:	Office of Research
Duties/Responsibilities:	Due to a substantial increase in the number and complexity of research accounts, this position will provide technical support in the financial record keeping of research accounts and perform other office support functions.

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ITEM #1.3

Box Office Manager (PCN 3179)

Type:	Classified
FTE/Term:	.75/from 9 months to 92 months
Annual Salary:	\$14,527.80
Effective Date:	August 6, 2001
Funding Source:	State Funds
Department:	Communication & Theatre
Duties/Responsibilities:	The additional two week period will provide additional time for proper preparation prior to the start of the school year.

Customer Service Rep 1

Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$19,073.60
Effective Date:	July 1, 2001
Funding Source:	Local Funds
Department:	Janet C. Anderson Women's & Men's Center
Duties/Responsibilities:	Provide technical and clerical support for day-to-day operation of the Center. Duties include confidential customer service to clients, scheduling, maintenance of Center library, and assist with grant project reporting.

Office Specialist 1

Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$15,412.80
Effective Date:	July 1, 2001
Funding Source:	Local Funds
Department:	Student Union
Duties/Responsibilities:	Additional clerical support for the director's office in order to maintain professionalism and consistency in support staff.

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ITEM #1.3

Custodian

Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$13,915.20
Effective Date:	July 1, 2001
Funding Source:	Local Funds
Department:	Campus Recreation
Duties/Responsibilities:	Provide custodial support for the Recreation Center and Tennis center buildings. The duties of this position have been previously performed by part-time student employees.

2.64 COLLEGE OF TECHNOLOGY

Research and Planning Analyst

Type:	Non-Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$62,920.00
Effective Date:	July 24, 2001
Funding Source:	State Funds and Grant Funds
Department:	College of Technology
Duties/Responsibilities:	Provide support for research and analysis of services and activities for implementation of special classes and training.

Assistant Professor of Human Resource Development

Type:	Faculty
FTE/Term:	1.0/9 months
Annual Salary:	\$45,500.00
Effective Date:	August 20, 2001
Funding Source:	State Funds
Department:	College of Technology
Duties/Responsibilities:	Provide additional instructional support for undergraduate and graduate courses in training and development and career-technical education. The duties of this position have been filled by current faculty teaching overload classes.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
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ITEM #1.3

Instructor (PCN 7547)

Type:	Faculty
FTE/Term:	from .625 FTE to 1.0/9 months
Annual Salary:	\$34,153.60
Effective Date:	June 25, 2001
Funding Source:	State Funds
Department:	College of Technology, Child Development
Duties/Responsibilities:	The addition of the associate degree offering in the child development program necessitates increasing this position to full-time.

Instructor

Type:	Faculty
FTE/Term:	1.0/11 months
Annual Salary:	\$43,000.00
Effective Date:	June 25, 2001
Funding Source:	State Funds
Department:	College of Technology, Electronics
Duties/Responsibilities:	Provide additional instructional support for the expansion of the electronics programs, i.e. offering the basic courses at night and on weekends.

Instructor

Type:	Faculty
FTE/Term:	1.0/9 months
Annual Salary:	\$32,500.00
Effective Date:	June 25, 2001
Funding Source:	State Funds
Department:	College of Technology, Marketing and Management
Duties/Responsibilities:	Provide additional instructional support due to increased program enrollment. The duties of this position have been previously performed by a part-time employee.

**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001**

IDAHO STATE UNIVERSITY continued

ITEM #1.3

2.7 DELETION OF POSITION

2.73 OTHER

IT Information Technician Sr. (PCN 1067)

Type: Classified

FTE/Term: 1.0/12 months

Annual Salary: \$34,652.00

Effective Date: July 1, 2001

Department: Media/Distance Learning Center

Funding Source: State Funds

Reason: The funds from the deletion of this position will be used for the Compressed Video Telecommunications System Technician (See Item 2.63).

2.8 ATHLETICS

2.81 APPOINTMENTS

Lazenby, Micah - Assistant Football Coach

FTE/Term: 1.0/12 months

Department: Intercollegiate Athletics

Proposed Annual Salary: \$29,993.60

Effective Date: March 26, 2001

Thomas, Bryant - Assistant Football Coach

FTE/Term: .50/10 months

Department: Intercollegiate Athletics

Proposed Annual Salary: \$12,918.40

Effective Date: March 26, 2001

2.83 CHANGES IN SALARY, RANK, TITLE OR DUTIES

Lorig, Joe - Assistant Football Coach

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$29,016.00

Current Annual Salary: .50 FTE/10 months \$12,918.40 convert to 1.0 FTE/12 months \$25,836.80

Amount and Percent: +\$3,179.20 (+12.31%)

Effective Date: March 26, 2001

Department/Funding: Intercollegiate Athletics/State Funds

Explanation: Increased duties.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

IDAHO STATE UNIVERSITY continued

ITEM #1.3

2.9 OTHER

2.91 BONUS AWARDS

Baugh, Paula - Administrative Assistant 1

Department: Health Occupations, College of Technology

Bonus Amount: \$1,000.00

Explanation: Meritorious performance for additional duties during the absence (maternity leave) of the department chair.

Alberta Rhoades - Custodian

Department: Physical Plant

Bonus Amount: \$109.44

Explanation: Meritorious performance for additional duties at the President's home during events and in the absence of the Executive Housekeeper.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO

ITEM #1.4

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

2.1 APPOINTMENT

2.12 ACADEMIC/INSTRUCTIONAL

Jason Ellsworth, Assistant Professor of Soil Science

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$49,504.00

Effective Date: April 23, 2001

Department/Funding: College of Agriculture/Appropriated funds

Justification: New appointment

BingJun He, Assistant Professor of Agricultural Engineering

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$55,016.00

Effective Date: May 2, 2001

Department/Funding: College of Agriculture/Appropriated funds

Justification: New appointment

David Hyink, Affiliate Professor of Forest Resources

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$0

Employer: Weyerhaeuser Company

Effective Date: April 13, 2001

Department: College of Natural Resources

Justification: New affiliate faculty

Keith Johnson, Affiliate Professor of Fish and Wildlife Resources

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$0

Employer: Idaho Department of Fish and Game

Effective Date: May 24, 2001

Department: College of Natural Resources

Justification: New affiliate faculty

Bohun Kinloch, Affiliate Professor of Forest Resources

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$0

Employer: Institute of Forest Genetics

Effective Date: April 13, 2001

Department: College of Natural Resources

Justification: New affiliate faculty

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

Lu Li, Affiliate Professor of Materials, Metallurgical, Mining & Geological Engineering

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$0
Employer: National University of Singapore
Effective Date: March 27, 2001
Department: College of Mines and Earth Resources
Justification: New affiliate faculty

Laura Sant, Assistant Extension Professor

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$36,004.80
Effective Date: April 30, 2001
Department/Funding: College of Agriculture/Appropriated funds
Justification: New appointment

Dean Stuck, Affiliate Assistant Professor of Forest Resources

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$0
Employer: Potlatch Corporation
Effective Date: April 13, 2001
Department: College of Natural Resources
Justification: New affiliate assistant faculty

Kathleen Tifft, Assistant Extension Professor

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$36,004.80
Effective Date: June 4, 2001
Department/Funding: College of Agriculture/Appropriated funds
Justification: New appointment

Richard Van Blaricom, Affiliate Assistant Professor of Geological Engineering

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$0
Employer: Van Blaricom Geophysical Services LLC
Effective Date: April 26, 2001
Department: College of Mines and Earth Resources
Justification: New affiliate assistant faculty

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

James Witham, Affiliate Assistant Professor of Fish and Wildlife Resources

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$0
Employer: Arizona Game and Fish Department, Kingman
Effective Date: May 24, 2001
Department: College of Natural Resources
Justification: New affiliate assistant faculty

Hengchun Ye, Affiliate Associate Professor of Geography

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$0
Employer: California State University, Los Angeles
Effective Date: March 30, 2001
Department: College of Mines and Earth Resources
Justification: New affiliate associate faculty

2.13 OTHER

Eric Bennett, Development Coordinator

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$32,177.60
Effective Date: April 29, 2001
Department/Funding: College of Mines and Earth
Resources/Appropriated & non-appropriated funds
Justification: New appointment

Claudia Dambra, Development Coordinator

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$32,177.60
Effective Date: April 15, 2001
Department/Funding: Athletics/Non-appropriated funds
Justification: New appointment

Bruce Drewes, Research/Training Engineer

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$50,024.00
Effective Date: April 15 - June 23, 2001
Department/Funding: National Institute for Advanced Transportation
Technology/Grant funds
Justification: New temporary appointment

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

Tammy Ford, Manager, President and Signature Events

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$46,716.80
Effective Date: June 1, 2001
Department/Funding: Auxiliary Services/Non-appropriated funds
Justification: New appointment

Richard Garber, Director of Development (Boise)

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$67,516.80
Effective Date: May 1, 2001
Department/Funding: College of Agriculture/Appropriated and non-appropriated funds
Justification: New appointment

Julie Harker, Program Coordinator

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$40,019.20
Effective Date: April 9 – June 23, 2001
Department/Funding: College of Agriculture/Grant funds
Justification: New temporary appointment

Coy Mayer, Development Coordinator

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$33,280.00
Effective Date: April 1, 2001
Department/Funding: College of Engineering/Appropriated funds
Justification: New appointment

Kristin Prieur, Director of Corporate/Foundation Relations

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$64,230.40
Effective Date: February 26, 2001
Department/Funding: University Development/Non-appropriated funds
Justification: New appointment

Wenguang Zhao, Postdoctoral Fellow

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$36,004.80
Effective Date: April 23 – June 23, 2001
Department/Funding: College of Agriculture/Appropriated & grant funds
Justification: New temporary appointment

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

**2.3 REALLOCATION OF POSITION OR CHANGES IN SALARY, RANK,
TITLE, DUTIES, OR STATUS**

2.31 ACADEMIC/INSTRUCTIONAL

Erik Drews, Assistant Professor of Agricultural Engineering

FTE/Term: 1.0/12 months

Current Annual Salary: \$51,896.00

Effective Date: May 27, 2001

Department/Funding: College of Agriculture/Appropriated funds

Justification: Return to full-time status

Calvin Finn, Associate Professor of Electrical Engineering

FTE/Term: 1.0/9 months

Proposed Annual Salary: \$63,710.40

Current Annual Salary: \$61,734.40

Amount and Percent: + \$1,976.00 (+ 3%)

Effective Date: June 24, 2000

Department/Funding: College of Engineering/Appropriated funds

Justification: Retroactive equity increase

Shaikh Ghazanfar, from Department Head and Professor of Economics to Professor of Economics

FTE/Term: 1.0/12 months

Current Annual Salary: \$88,857.60

Effective Date: May 20, 2001

Department/Funding: College of Business & Economics/Approp. funds

Justification: Change in title only

Kevin Laughlin, Associate Extension Professor

FTE/Term: 1.0/12 months

Current Annual Salary: \$39,270.40

Effective Date: April 1, 2001

Department/Funding: College of Agriculture/Appropriated funds

Justification: Return to full-time status

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

2.33 OTHER

Diane Demarest, Program Coordinator (Boise)

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$37,086.40
Current Annual Salary:	\$36,212.80
Amount and Percent:	+ \$873.60 (+ 2.4%)
Effective Date:	April 16, 2001 – June 30, 2002
Department/Funding:	College of Agriculture/Grant funds
Justification:	Salary increase in compliance with grant fiscal cycle

Bruce Drewes, from Research/Training Engineer to Acting Director of the National Institute of Advanced Transportation Technology

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$52,540.80
Current Annual Salary:	\$50,024.00
Amount and Percent:	+\$2,516.80 (+5%)
Effective Date:	April 29, 2001 - June 23, 2001
Department/Funding:	National Institute of Advanced Transportation Technology /Grand funds
Justification:	Temporary change in title and salary to reflect increase in responsibilities

Jeffrey Olson, Associate Director, Publications

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$44,012.80
Current Annual Salary:	\$40,768.00
Amount and Percent:	+ \$3,244.80 (+ 8%)
Effective Date:	April 1, 2001
Department/Funding:	University Communications/Appropriated funds
Justification:	Salary equity adjustment

Gregory Tatham, Director, Commons/Union

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$84,136.00
Current Annual Salary:	\$77,625.60
Amount and Percent:	+ \$6,510.40 (+ 8%)
Effective Date:	April 16, 2001
Department/Funding:	Commons/Student Union Administration/Non-appropriated funds
Justification:	Salary increase to reflect increase in responsibilities

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

Paul Withers, from Interim Director to Assistant Director, New Student Services

FTE/Term:	1.0/12 months
Current Annual Salary:	\$32,177.60
Effective Date:	January 23, 2001
Department/Funding:	New Student Services/Appropriated funds
Justification:	Change in title only

2.6 REQUEST FOR NEW POSITION

2.62 ACADEMIC/INSTRUCTIONAL

Title:	Professor of Computer Science
Type:	Faculty, tenure track
FTE/Term:	1.0/9 months
Annual Salary:	\$70,000.00
Effective Date:	June 24, 2001
Department/Funding:	College of Engineering/Non-appropriated funds
Duties/Responsibilities:	Responsible for instruction and research

2.63 OTHER

Title:	Administrative Assistant I
Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$25,000.00
Effective Date:	June 24, 2001
Department/Funding:	Division of Student Affairs/Non-appropriated funds
Duties/Responsibilities:	Responsible for administrative support services in Campus Recreation

Title:	Administrative Assistant I
Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$21,444.80 - \$25,230.40
Effective Date:	June 24, 2001
Department/Funding:	International Programs/Non-appropriated funds
Duties/Responsibilities:	Responsible for student services and marketing in the American Language and Culture Program Office

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

Title: Administrative Assistant I
Type: Classified
FTE/Term: 1.0/12 months
Annual Salary: \$21,444.00 - \$25,000.00
Effective Date: June 24, 2001
Department/Funding: Office of Development/Non-appropriated funds
Duties/Responsibilities: Responsible for administrative support services in the Office of Development

Title: Administrative Assistant I
Type: Classified
FTE/Term: 1.0/12 months
Annual Salary: \$21,444.80
Effective Date: June 24, 2001
Department/Funding: UI Research Park/Non-appropriated funds
Duties/Responsibilities: Responsible for assisting the Director of the University of Idaho Research Park

Title: Administrative Assistant II
Type: Classified
FTE/Term: 87.50/12 months
Annual Salary: \$20,984.60-\$26,444.60
Effective Date: June 24, 2001
Department/Funding: University Advancement/Non-appropriated funds
Duties/Responsibilities: Responsible for administrative support services in University Advancement

Title: Assistant Greens Superintendent
Type: Classified
FTE/Term: 1.0/10 months
Annual Salary: \$23,770.00
Effective Date: June 24, 2001
Department/Funding: Division of Student Affairs/Non-appropriated funds
Duties/Responsibilities: Responsible for golf course maintenance and equipment operation and repair

Title: Associate Director, Gift Planning
Type: Non-Faculty Exempt
FTE/Term: 1.0/12 months
Annual Salary: \$55,000.00
Effective Date: June 24, 2001
Department/Funding: Office of Development/Non-appropriated funds
Duties/Responsibilities: Responsible for all phases of planned and deferred giving

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

Title:	Financial Specialist
Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$33,696.00
Effective Date:	June 24, 2001
Department/Funding:	Trust and Investment/Non-appropriated funds
Duties/Responsibilities:	Responsible for gift accounting, budgeting and gift transfers

Title:	Financial Technician
Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$30,000.00
Effective Date:	June 24, 2001
Department/Funding:	Division of Student Affairs/Non-appropriated funds
Duties/Responsibilities:	Responsible for managing all aspects of Campus Recreation budgets

Title:	Piano Technician
Type:	Non-Faculty Exempt
FTE/Term:	1.0/12 months
Annual Salary:	\$37,000.00
Effective Date:	June 24, 2001
Department/Funding:	Hampton School of Music/Appropriated and non-appropriated funds
Duties/Responsibilities:	Responsible for acquisition, distribution and maintenance of pianos and selected keyboard instruments

Title:	Technical Records Specialist II
Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$26,000.00
Effective Date:	June 24, 2001
Department/Funding:	Information Technology Services/Non-appropriated funds
Duties/Responsibilities:	Responsible for assisting with daily operations in the Telephone Services area

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #1.4

2.9 ATHLETICS

Mike Divilbiss, Head Basketball Coach, Women

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$75,004.80
Effective Date:	March 30, 2001
Department/Funding:	Athletics/Appropriated funds
Justification:	New appointment

Mark Leslie, Assistant Basketball Coach, Men

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$47,008.00
Effective Date:	April 9, 2001
Department/Funding:	Athletics/Appropriated funds
Justification:	New appointment

Deborah Roueche, Assistant Basketball Coach, Women

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$38,001.60
Effective Date:	April 4, 2001
Department/Funding:	Athletics/Appropriated funds
Justification:	New appointment

**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001**

LEWIS-CLARK STATE COLLEGE

ITEM #1.5

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

2.1 APPOINTMENTS

2.12 ACADEMIC/INSTRUCTIONAL

Chevaz, Margaret – Assistant Professor

FTE/Term: 1.0/9 months
Department: Division of Education
Proposed Annual Salary: \$38,501
Effective Date: August 16, 2001

Keenan, Ruth Anne – Assistant Professor

FTE/Term: 1.0/9 months
Department: Division of Literature and Languages
Proposed Annual Salary: \$30,014
Effective Date: August 16, 2001

Johnston, Nancy – Visiting Assistant Professor

FTE/Term: 1.0/9 months
Department: Division of Natural Sciences
Proposed Annual Salary: \$34,008
Effective Date: August 16, 2001

Riggs, Christopher – Assistant Professor

FTE/Term: 1.0/9 months
Department: Division of Social Sciences
Proposed Annual Salary: \$33,010
Effective Date: August 16, 2001

Tarter, James L. – Assistant Professor

FTE/Term: 1.0/9 months
Department: Division of Literature and Languages
Proposed Annual Salary: \$36,005
Effective Date: January 8, 2002

Wareham, Kenneth – Assistant Professor

FTE/Term: 1.0/9 months
Department: Division of Education
Proposed Annual Salary: \$38,501
Effective Date: August 16, 2001

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

LEWIS-CLARK STATE COLLEGE continued

ITEM #1.5

2.13 OTHER

Johnson, Diane – Registrar

FTE/Term: 1.0/12 months

Department: Student Affairs – Registrar's Office

Proposed Annual Salary: \$49,005

Effective Date: May 18, 2001

2.3 CHANGES IN SALARY, RANK, TITLE, STATUS OR DUTIES

2.33 OTHER

Shedd, Richard - Technologist

FTE/Term: 1.0/12 months

Department: Division of Education

Proposed Annual Salary: \$31,824

Current Annual Salary: \$30,597

Amount and Percent: \$1,227 (+ 4%)

Effective Date: March 30, 2001

Explanation: Change in title FROM Instructional Aide TO Technologist to reflect job duties and responsibilities

2.6 REALLOCATION OF POSITION

2.62 ACADEMIC/INSTRUCTIONAL

Name & Position: Lecturer; six positions

FTE/Term: 1.0/9 months

Department: Various – Adjunct Salary – Appropriated

Proposed Annual Salary: \$various

Effective Date: Upon approval

Lewis-Clark State College requests authorization to add the faculty position of "Lecturer" for **six** positions. These positions will be reserved for faculty members hired to teach lower division and developmental courses for which they have appropriate preparation. Educational credentials for these positions shall be a master's degree in the content area and evidence of teaching excellence. Continuation in the position shall be dependent upon evidence of effective teaching and scholarly activity and service related to teaching and learning. Individuals appointed as lecturers will not be eligible for promotion or tenure.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

LEWIS-CLARK STATE COLLEGE continued

ITEM #1.5

Rationale:

1. The position of lecturer will give the institution more flexibility hiring faculty members uniquely qualified to teach lower division and developmental courses.
2. Currently individuals meeting these criteria are classified as instructors. There are different expectations and qualifications for instructors who are expected to pursue terminal degrees in their disciplines, perform scholarly activities and service in teaching and their disciplines, and teach upper division courses. Instructors are eligible for promotion and may be on a tenure-track.
3. Qualified lecturers will enable LCSC to better fulfill its community college function.
4. The addition of these positions will allow LCSC to reduce its reliance upon adjunct instruction, as resources allow, and improve advising and instructional opportunities for students.

2.6 REQUEST FOR NEW POSITION

2.63 OTHER

Title:	Undergraduate Admissions Supervisor
Type:	Classified
FTE/Term:	1.0/12 months
Annual Salary:	\$31,824
Effective Date:	June 1, 2001
Funding Source:	Appropriated Funds
Department:	Student Affairs
Duties and Responsibilities:	To operate a comprehensive Enrollment Processing/Communications/Report Center. To manage personnel in the Enrollment Processing/ Communications/Report Center which includes three staff personnel and 10-15 student assistants.

LEWIS-CLARK STATE COLLEGE continued

2.8 ATHLETICS

Orr, Brian – Women's Basketball Coach

FTE/Term: 1.0/12 months

Department: Athletic Department

Proposed Annual Salary: \$39,000

Effective Date: April 25, 2001

Divilbiss, Mike, Women's Basketball Coach – Assistant Golf Coach, \$1,000.00

**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001**

OFFICE OF THE STATE BOARD OF EDUCATION

ITEM #1.6

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

**2.1 APPOINTMENTS (ALL EXEMPT AND NON-CLASSIFIED POSITIONS
QUALIFYING FOR HEALTH AND PENSION BENEFITS)**

2.11 ADMINISTRATIVE

Name and/or Position:	Ruth J. Olveda, Administrative/Business Support
Specialist	
FTE/Term:	1.00 FTE
Department:	Standards, Assessment and Accountability Office of the State Board of Education
Proposed Annual Salary:	\$31,824.00
Effective Date:	April 8, 2001

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**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001**

IDAHO SCHOOL FOR THE DEAF AND THE BLIND

ITEM #1.7

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

2.1 APPOINTMENT

2.11 ADMINISTRATIVE

2.12 ACADEMIC/INSTRUCTIONAL

Klingler, Marie – Educational Technology Specialist

FTE/Term: 1.0/12 Months

Proposed Annual Salary: \$39,020

Effective Date: July 1, 2001

Department/Funding: Residential/Fiscal Year

2.9 ITEMS NOT COVERED IN OTHER SECTIONS

SUBJECT:

ISDB requests Board approval of the attached Resolution to Participate in the Vocational Education Cooperative of Southern Idaho (VECSI). (See EXHIBIT A)

BACKGROUND:

This is a consortium of several schools in the Magic Valley who combine their vocational monies to hire a specialist to assist our schools with School to Work Programs and Career Planning.

IMPACT:

ISDB will have access to a person who can assist in their Vocational Program at very little cost.

FISCAL IMPACT:

No fiscal impact.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

JUNE 21-22, 2001

IDAHO SCHOOL FOR THE DEAF AND THE BLIND

EXHIBIT A

RESOLUTION TO PARTICIPATE IN THE

**VOCATIONAL EDUCATION COOPERATIVE OF SOUTHERN IDAHO
(VECSI)
FY 2002**

WHEREAS, the Board of Education of Idaho School for the Deaf and the Blind, School District Number 596, is concerned with providing high-quality professional-technical education for students;and,

WHEREAS, cooperation with neighboring districts will result in the greater efficiency in providing professional-technical programs.

THEREFORE, BE IT RESOLVED; that the Board of Education of ISDB School District desires to participate in the Vocational Education Cooperative of Southern Idaho (VECSI) as permitted by the Idaho State Plan for Professional-technical Education.

BE IT FURTHER RESOLVED, that ISDB School District participates as a member for a period of one fiscal year, and that during that time, the District's representative will serve as a voting member on the VECSI Executive Board.

THIS RESOLUTION is approved at the Board of Trustees of Idaho School for the Deaf and the Blind meeting on _____,2001.

SIGNED:_____

Board Chairperson
State Board of Education

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

PROFESSIONAL-TECHNICAL EDUCATION

ITEM #1.8

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

2.3 REALLOCATION OF POSITION OR CHANGES IN SALARY, RANK, TITLE, DUTIES OR STATUS. (EXEMPT AND NON-CLASSIFIED POSITIONS QUALIFYING FOR HEALTH AND PENSION)

2.31 ADMINISTRATIVE

From Tech Prep/Guidance Coordinator to Tech Prep Program/Improvement Manager (PCN 0033)

FTE/Term: 1.0/Full-time Exempt

Proposed Salary: NA

Current Salary: \$48,006

Amount & Percent: NA

Effective Date: July 1, 2001

Department/Funds: Federal Funds

Justification: The title is changed to reflect a change in responsibilities which will occur when the guidance responsibilities are shifted to another position. At that time, this position will focus on Tech Prep and program improvement initiatives.

2.6 REQUEST FOR NEW POSITIONS

2.61 ADMINISTRATIVE

Title: Career Guidance/Information Program Manager

Type: Exempt

FTE/Term: 1.0/Full-time

Annual Salary: \$49,878.40

Effective Date: July 1, 2001

Department/Funding: State General Account Funds

Duties/Responsibilities: Provide leadership, direction and technical assistance to schools and institutions to improve career guidance program quality, capacity and delivery including alternative delivery models. Provide guidance curriculum development and coordination/assistance in the context of the Division's strategic plan. Plan and organize major conferences and workshops. Create, publish and disseminate information about professional-technical education programs and initiatives to the public. Assist with the implementation of school improvement initiatives and standards.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001**

IDAHO DIVISION OF VOCATIONAL REHABILITATION

ITEM #1.9

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

**2.1 APPOINTMENTS (ALL EXEMPT AND NON-CLASSIFIED POSITIONS
QUALIFYING FOR HEALTH AND PENSION BENEFITS)**

2.11 ADMINISTRATIVE

Name and Position:	Barry J. Thompson, Administrator
FTE/Term:	1.00 FTE
Department:	Idaho Division of Vocational Rehabilitation
Proposed Annual Salary:	\$83,595.20
Effective Date:	July 1, 2001

**2.3 CHANGES IN SALARY, RANK, TITLE OR DUTIES (ALL EXEMPT
POSITIONS THAT QUALIFY FOR HEALTH AND PENSION BENEFITS)**

Darrell Quist	Regional Manager
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$43,700.80
Current Annual Salary:	\$41,620.80
Amount and Percent:	+\$2,080.00/+5.0%
Effective Date:	April 15, 2001
Rationale:	Permanent from Probationary Status

Jennie Fullmer	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$31,824.00
Current Annual Salary:	\$29,702.40
Amount and Percent:	+\$2,121.60/+7%
Effective Date:	May 25, 2001
Rationale:	Promotion from Rehab Counselor

Alan Aamodt	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$31,824.00
Current Annual Salary:	\$29,120.00
Amount and Percent:	+\$2,704.00/+9.28%
Effective Date:	June 10, 2001
Rationale:	Promotion from Rehab Counselor

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Deborah Barker	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$33,571.20
Current Annual Salary:	\$31,824.00
Amount and Percent:	+1,747.20/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

Nanna Bjurquist	Rehabilitation Counselor 2
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$37,460.80
Current Annual Salary:	\$35,672.00
Amount and Percent:	+1,788.80/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC

Chris Campbell	IT Programmmer Analyst
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$33,924.80
Current Annual Salary:	\$31,844.80
Amount and Percent:	+2,080.00/+6.50%
Effective Date:	June 10, 2001
Rationale:	CEC

Bruce Christopherson	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$33,425.60
Current Annual Salary:	\$31,824.00
Amount and Percent:	+1,601.60/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC

David Cooper	IT Resource Manager
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$61,755.20
Current Annual Salary:	\$58,260.80
Amount and Percent:	+3,494.40/+6.00%
Effective Date:	June 10, 2001
Rationale:	CEC

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Beverly Davis	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$31,824.00
Current Annual Salary:	\$29,120.00
Amount and Percent:	+2,704.00/+9.28%
Effective Date:	June 10, 2001
Rationale:	Promotion from Rehab Counselor

W. Scott Engum	Supervisor, Fiscal Operations
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$57,740.80
Current Annual Salary:	\$54,995.20
Amount and Percent:	+2,745.60/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC

Steve Fleming	Rehabilitation Counselor 2
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$37,752.00
Current Annual Salary:	\$35,609.60
Amount and Percent:	+2,142.40/+6.00%
Effective Date:	June 10, 2001
Rationale:	CEC

Candace Gira	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$31,824.00
Current Annual Salary:	\$29,120.00
Amount and Percent:	+2,704.00/+9.28%
Effective Date:	June 10, 2001
Rationale:	Promotion from Rehab Counselor

Ruth Gott	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$33,446.40
Current Annual Salary:	\$31,844.80
Amount and Percent:	+1,601.60/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC

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Michael Hauser	Rehabilitation Counselor 3
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$47,091.20
Current Annual Salary:	\$44,636.80
Amount and Percent:	+2,454.40/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

S. David Hawkes	Regional Manager
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$54,891.20
Current Annual Salary:	\$51,292.80
Amount and Percent:	+3,598.40/+7.00%
Effective Date:	June 10, 2001
Rationale:	CEC

Jim Howard	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$36,192.00
Current Annual Salary:	\$34,299.20
Amount and Percent:	+1,892.80/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

Sheila Jackson	Rehabilitation Counselor 3
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$49,046.40
Current Annual Salary:	\$46,488.00
Amount and Percent:	+2,558.40/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

Dixie Kinzer	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$35,068.80
Current Annual Salary:	\$33,238.40
Amount and Percent:	+1,830.40/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

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Robert Leth	Rehabilitation Counselor 3
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$48,963.20
Current Annual Salary:	\$46,633.60
Amount and Percent:	+2,329.60/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC

Mendie Moyes	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$33,571.20
Current Annual Salary:	\$31,824.00
Amount and Percent:	+1,747.20/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

Gary Nelson	IT Network Analyst
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$45,718.40
Current Annual Salary:	\$43,326.40
Amount and Percent:	+2,392.00/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

Susan Nelson Cook	Assistant Chief, Field Services
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$49,920.00
Current Annual Salary:	\$47,548.80
Amount and Percent:	+2,371.20/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC

John Orose	Rehabilitation Counselor 2
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$37,980.80
Current Annual Salary:	\$36,171.20
Amount and Percent:	+1,809.60/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC

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Jerome Perner	Rehabilitation Counselor 2
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$40,456.00
Current Annual Salary:	\$38,521.60
Amount and Percent:	+1,934.40/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC
Delyn Porter	Rehabilitation Counselor 3
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$40,788.80
Current Annual Salary:	\$38,854.40
Amount and Percent:	+1,934.40/+5.00%
Effective Date:	June 10, 2001
Rationale:	Promotion from Rehab Counselor 2
Nancy Riley	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$31,824.00
Current Annual Salary:	\$29,702.40
Amount and Percent:	+2,121.60/+7.14%
Effective Date:	June 10, 2001
Rationale:	Promotion from Rehab Counselor
Nikki Sexton	Rehabilitation Counselor 1
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$36,004.80
Current Annual Salary:	\$34,299.20
Amount and Percent:	+1,705.60/+5.00%
Effective Date:	June 10, 2001
Rationale:	CEC
Alan Shaber	T Systems Analyst
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$46,800.00
Current Annual Salary:	\$44,366.40
Amount and Percent:	+2,433.60/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

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Terry Thomas	Rehabilitation Counselor 2
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$41,891.20
Current Annual Salary:	\$39,707.20
Amount and Percent:	+2,184.00/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

Wes VanVooren	Rehabilitation Counselor 2
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$37,731.20
Current Annual Salary:	\$35,900.80
Amount and Percent:	+1,830.40/+5.10%
Effective Date:	June 10, 2001
Rationale:	CEC

Kate Zimmerman	Rehabilitation Counselor 2
FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$36,524.80
Current Annual Salary:	\$34,611.20
Amount and Percent:	+1,913.60/+5.50%
Effective Date:	June 10, 2001
Rationale:	CEC

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**2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
2.9 ITEMS NOT COVERED IN OTHER SECTIONS**

To: State Board of Education
Fr: Peter W. Morrill, General Manager
Dt: May 24, 2001
Re: System Report

Idaho Public Television is Honored with Idaho's First Peabody Award at New York Ceremony; One of 34 Awards Honored Monday (May 21), Page 2

Other Awards for IdahoPTV, Page 3

Mental Health Programs Aired in May, Page 4

Quick...But Important Updates, Page 5

Volcano Scientists Share Lore with Students on IdahoPTV's DIALOGUE FOR KIDS, Page 5

DIALOGUE FOR KIDS Wades Through Wetland Facts, Page 6

Idaho Public Television First Place Winners Enter National Reading Rainbow Competition, Page 7

Kids Zoom into Action with a Chance to be on Idaho Public Television for Volunteer Projects, Page 8

Descriptive Video Service (DVS) Begins on IdahoPTV; Provides Verbal Pictures to the Visually Impaired; New Tool for Teachers, Visually Impaired Students, Page 8

Idaho Internment Camps Discussed on DIALOGUE, Page 9

Past & Upcoming DIALOGUES, Page 10

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IDAHO PUBLIC TELEVISION IS HONORED WITH IDAHO'S FIRST PEABODY AWARD AT NEW YORK CEREMONY; ONE OF 34 AWARDS HONORED MONDAY (MAY 21)

2001 GEORGE FOSTER PEABODY AWARD SHOW airs on IdahoPTV June 27 (Wednesday) at 7:00 p.m. MT/PT

Idaho Public Television was awarded Idaho's first Peabody medallion on May 21 at the Peabody Awards luncheon in New York City.

Idaho Public Television and the Idaho Department of Health and Welfare captured the international honor, considered broadcasting's most prestigious award, for a 30-minute video profiling four Idaho teens who have mental illness.

Marcia Franklin, who wrote and produced the video, accepted the award, one of 34 presented this year and a first for Idaho. The Peabody Award office last week searched the 60-year-old award's geographical database and did not find any other Idaho winners. The winning show, HEARTS AND MINDS: TEENS AND MENTAL ILLNESS, produced with a grant from Health and Welfare, is also the only Peabody-winning program this year to air regionally rather than nationally or internationally.

On June 27 (Wednesday), the 2001 GEORGE FOSTER PEABODY AWARD SHOW airs at 7:00 p.m. MT/PT on IdahoPTV. The televised show features video clips from each winning production as well as the recipients of the awards.

In addition to Franklin, the HEARTS AND MINDS production team includes: Lori Joyce, associate producer; Jay Krajic and Jeff Tucker, videographers; Al Hagenlock, editor; and Morgan Dethman, graphics. The video is narrated by Candice Kearns. Project manager for Health and Welfare is Ann Kirkwood.

In addition to statewide television exposure on IdahoPTV, Health and Welfare distributed the video to all high school counselors, health teachers, nurses, and psychologists free of charge.

The 34 winners of the 60th Annual George Foster Peabody Awards for radio and television were chosen from among 1,100 entries. The awards recognize distinguished achievement and meritorious service in radio, television and cable. The Peabody Awards program is an independent, not-for-profit activity of the University of Georgia Grady College of Journalism and Mass Communication.

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OTHER AWARDS FOR IDAHOPTV

HEARTS AND MINDS: TEENS AND MENTAL ILLNESS and LIFE IN THE FAST LANE, plus OUTDOOR IDAHO presentations, DIALOGUE, and IDAHO REPORTS were all honored by national and/or state awards this spring. Other productions receiving tributes include: IDAHO, A PORTRAIT; ALL ABOARD: A NORTHWEST RAIL JOURNEY; DIALOGUE FOR KIDS; GOVERNOR'S MILLENNIUM AWARDS IN THE ARTS; and idahoptv.org, IdahoPTV's Web site.

HEARTS AND MINDS, as well as LIFE IN THE FAST LANE, a video about the perils of teen parenthood, were produced with grants from Idaho Department of Health and Welfare.

The New York Film Festivals awarded a silver medal to OUTDOOR IDAHO "Idaho Tribes and the Environment" in the Environment and Ecology category.

At Worldfest, The Houston International Film and Video Festival, two productions captured platinum awards, two earned gold, and one a bronze.

Two productions -- OUTDOOR IDAHO "Idaho Tribes and the Environment" in Ecology and Environment, and LIFE IN THE FAST LANE in Educational/Instructional-Children -- took platinum. Gold awards went to OUTDOOR IDAHO "Outdoor Volunteers" in the Leisure and Recreation category, and IDAHO, A PORTRAIT in Travel/Tourism. HEARTS AND MINDS: TEENS AND MENTAL ILLNESS took bronze in Educational/Instructional-Adult.

The Telly Awards, which showcase and give recognition to broadcast and non-broadcast productions nationwide, honored IDAHO, A PORTRAIT as a winner in Travel/Tourism. Telly also recognized three other IdahoPTV productions as finalists: OUTDOOR IDAHO "Yellow Pine Country" in Miscellaneous, LIFE IN THE FAST LANE in Education, and HEARTS AND MINDS: TEENS AND MENTAL ILLNESS in Social Issues.

At the Idaho Press Club Awards, IdahoPTV captured first place in five categories and took several seconds and thirds. HEARTS AND MINDS: TEENS AND MENTAL ILLNESS topped the Television Documentary category and ALL ABOARD: A NORTHWEST RAIL JOURNEY took third in the same category. LIFE IN THE FAST LANE captured first in Television Public Affairs-Field category. GOVERNOR'S MILLENNIUM AWARDS IN THE ARTS, which was produced and edited by IdahoPTV and filmed by KIVI in Boise, achieved first in Broadcast Coverage of the Arts.

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IdahoPTV productions took all three awards in the Television Public Affairs-Studio category: DIALOGUE FOR KIDS “Dinosaurs,” first; IDAHO REPORTS, second; and DIALOGUE “David McCullough,” third. OUTDOOR IDAHO “The Public’s Land” earned first in Outdoor Feature category.

Also receiving Idaho Press Club Awards were: idahoptv.org for Web Site, second, General Excellence; IDAHO, A PORTRAIT, second, Television Video Essay; and OUTDOOR IDAHO “Volunteers in the Outdoors,” second, Television Writing.

A National Park Partnership honorable mention award last fall for DIALOGUE FOR KIDS “Astronauts” was augmented this spring by a certificate from the Regional Director of National Park Service. The first DIALOGUE FOR KIDS show, in partnership with Craters of the Moon National Monument, featured astronaut Edgar Mitchell answering student questions on a statewide call-in show for elementary students.

The Bureau of Land Management’s partnership with DIALOGUE FOR KIDS earned the BLM’s 2000 Excellence in Interpretation/Environmental Education Award.

MENTAL HEALTH PROGRAMS AIRED IN MAY

HEARTS & MINDS: TEENS AND MENTAL ILLNESS, an hour-long documentary, follows the lives of four Idaho teens suffering from different mental illnesses. Holly, an 18-year-old, has a form of obsessive-compulsive disorder which causes her to pull her hair out. Jennifer, 19, began hearing voices and was diagnosed with schizophrenia. Sixteen-year-old Brandon became deeply depressed and suicidal, and Amy, 16, has bipolar disorder. It aired Monday, May 21 at 7:00 p.m. MT/PT.

Dr. Kelly Palmer of the Idaho State Hospital in Blackfoot shares his expertise, highlighting symptoms and treatments specific to each case in HEARTS & MINDS.

“I met some of the most courageous people while putting together this program,” HEARTS & MINDS producer Marcia Franklin said. “Most adults would not be able to come forward and talk about such personal things, but these young people all said they hoped by doing so, they would help others. I believe they will.”

The Peabody Award-winning documentary was distributed to all Idaho high schools free of charge by the Department of Health and Welfare.

IN OUR OWN VOICE is an IdahoPTV production dealing with mental illness in adults.

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The program, produced by Marcia Franklin, follows the lives of six Idahoans diagnosed with severe and persistent mental illnesses. The documentary shows how schizophrenia, manic depression, and depression strikes those from all walks of life and features several individuals who struggle daily with their mental diseases.

IN OUR OWN VOICE aired Wednesday, May 23 at 9:00 p.m. MT/PT.

QUICK...BUT IMPORTANT UPDATES

- In early May, Idaho Public Television was approached by the public television station which serves Albuquerque, New Mexico, KNME-TV, to begin discussing a possible collaboration on a project to test both the technical specifications and potential services that can be delivered via a digital television translator. To date, the Federal Communications Commission (FCC) has not promulgated the technical specifications and timeline for translators in the digital television environment. Idaho Public Television owns and operates thirty-four translators that serve communities across our state including Lewiston, Soda Springs, and Salmon. Idaho Public Television was invited to discuss this proposal in part due to the interest by New Mexico Senator Pete Domenici's interest in this project and his desire to enable such a test project in different challenging environments across the west. Representatives from Senator Craig's office in Washington D.C. were alerted to the project by New Mexico's senior senator. As more information becomes known, I'll keep you updated.
- As a follow-up to last year's grant that IdahoPTV participated in, with seven PTV stations, to develop model digital television business plans, The Ford Foundation has invited Idaho Public Television to discuss potentially collaborating with 3 other rural western public television stations on a web-based, public affairs information demonstration project. IdahoPTV's focus would be on expanding our web-based materials and coverage of the Idaho Legislature over a period of two years. As more information becomes known, I'll keep you posted.

**VOLCANO SCIENTISTS SHARE LORE WITH STUDENTS ON IDAHOPTV'S
DIALOGUE FOR KIDS**

A husband and wife volcano research team and a ranger from Idaho's Craters of the Moon shared their knowledge of Idaho's volcanic background with students throughout the state on the May DIALOGUE FOR KIDS.

Martha Godchaux and Bill Bonnicksen along with Dave Freiberg joined DIALOGUE FOR KIDS host Marcia Franklin to discuss how volcanoes have shaped the face of Idaho.

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The live 30-minute question-and-answer broadcast May 8 (Tuesday) at 2:00/1:00 p.m. MT/PT closed the 2000-2001 season for the show. DIALOGUE FOR KIDS completed its second season with monthly programs during the school term.

Godchaux, a professor emerita from Mt. Holyoke College in Massachusetts, where she taught geology and volcanology for 28 years, works as a research associate with her husband, Bonnichsen. Together, they investigate Idaho's ancient volcanic eruptions. Bonnichsen, a geologist and Idaho native, did pioneering work on giant rhyolite lava flows in Idaho's Snake River Plain and works for the Idaho Geological Survey at the University of Idaho.

Freiberg is a park ranger and interpreter for the Shoshone Field Office of the Bureau of Land Management and Craters of the Moon National Monument. He has studied volcanism for a decade and is pursuing a masters of science degree from the University of Montana.

Franklin and her scientist guests took calls from students statewide on a toll-free line: 1-800-973-9800 during the live telecast. The program also was audio- and video-streamed live on the Web and will remain available in the DIALOGUE FOR KIDS archive on the IdahoPTV Web site (www.idahoptv.org). Questions were also sent in advance of air time by e-mail or fax.

The companion Web site for the program (idahoptv.org/dialogue4kids) includes information on how volcanic activity has shaped the face of Idaho. The site also provides volcano facts and links to scientific sites about the subject.

DIALOGUE FOR KIDS WADES THROUGH WETLAND FACTS

Aired, April 10 at 2:00/1:00 p.m. MT/PT

DIALOGUE FOR KIDS waded into the depths of wetland ecosystems and answered student questions relating to the topic. Idaho Department of Fish & Game wetland ecologist Mabel Jankovsky-Jones, wildlife biologist Gregg Servheen and host Joan Cartan-Hansen answered student questions on air.

Cartan-Hansen and her guests also took calls from students statewide on a toll-free line. Questions also were sent in by e-mail and fax.

Jankovsky-Jones works as a wetland ecologist for the Idaho Department of Fish and Game's Conservation Data Center where she surveys wetland vegetation and searches for rare wetland plant species. She received her M.A. in plant geography at the University of Wyoming.

Wildlife biologist Gregg Servheen, of Pennsylvania, moved to Idaho in 1983. Servheen, who has been living in Idaho since 1983, attended the University of Massachusetts and Texas A&M

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University. His work in wildlife has included studies on coyotes, caribou, black bears, grizzly bears, and elk. Through his job as a wildlife biologist with the Idaho Department of Fish and Game, he has focused on the conservation and research of wildlife habitats including wetlands, which has lead to restoration of Idaho's wetlands.

Additional information and links regarding insects on the World Wide Web can be found at the DIALOGUE FOR KIDS Web site (idahoptv.org/dialogue4kids/index.html). The broadcast program in addition to being audio and video streamed live on the Web also will remain available in the DIALOGUE FOR KIDS archive on the Web site.

IDAHO PUBLIC TELEVISION FIRST PLACE WINNERS ENTER NATIONAL READING RAINBOW COMPETITION

Twelve Idaho students are entered in the national READING RAINBOW Young Writers and Illustrators Awards contest. They are the first place winners at the kindergarten, first, second, and third grade levels in the three Idaho regional contests.

They are competing at the national level for prizes such as computers, printers, VCRs, and READING RAINBOW library sets. The national contest culminates in June with announcement of the winners. The winning stories are available for viewing and reading on the IdahoPTV Web site (idahoptv.org/kids).

A total of 841 Idaho contestants wrote stories — each story illustrated with at least five pictures — and submitted the entries to the Idaho Public Television station in their region.

Assisting the KISU staff in judging entries were: Chris Stone, Friends of KISU board member, Idaho Falls and IdahoPTV staff members Melanie Williams and Lynn Allen. At KAID, IdahoPTV staff members Christine Field and Lynn Allen judged the entries. Assisting the KUID staff were: Michael Burke, president North Idaho College, Coeur d'Alene; Neil Zimmerman, interim president, Lewis and Clark State College, Lewiston; Robert Hoover, president, University of Idaho, Moscow; and Brian Beesley, Sunday editor, Lewiston Morning Tribune. Jeanne Hoover, KUID/KCDT Friends Board Member, organized the judging panel.

The annual competition is for students in kindergarten through third grade. Entries are judged on originality, creative expression, storytelling, and integration of copy and illustrations.

READING RAINBOW, a program encouraging children to read on their own, airs on Idaho Public Television weekdays at 2:30/1:30 p.m. MT/PT. Idaho Public Television airs 10 1/2 hours of children's programming each weekday and six hours each Sunday morning — 58 1/2 hours each week.

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KIDS ZOOM INTO ACTION WITH A CHANCE TO BE ON IDAHO PUBLIC TELEVISION FOR VOLUNTEER PROJECTS

Idaho Public Television offers children who make a difference a chance to appear on statewide television as part of ZOOM Into Action, a project of the ZOOM television series.

IdahoPTV will develop local spots to feature volunteer projects by kids in Idaho communities. The spots will air during the ZOOM series (weekdays at 4:30/3:30 p.m. MT/PT).

IdahoPTV will select 20 projects to feature on air. The projects must take place by September 30, 2001 but a plan/description of the project must be received by IdahoPTV no later than June 15, 2001.

Last year, two girls from Lake Hazel Middle School in Boise were featured on the nationwide broadcast of ZOOM for their project, which collected pennies to buy stuffed animals for boys and girls who had lost homes due to fire.

DESCRIPTIVE VIDEO SERVICE (DVS) BEGINS ON IDAHOPTV; PROVIDES VERBAL PICTURES TO THE VISUALLY IMPAIRED; NEW TOOL FOR TEACHERS, VISUALLY IMPAIRED STUDENTS

Idaho Public Television offered a new service beginning this past April to the visually impaired for some nationally distributed programs in much of the state.

Descriptive Video Service (DVS) provides narrated descriptions of the key visual elements of a televised show without interfering with the audio or dialogue. The narration describes visual elements such as actions, settings, body language, and graphics.

New DVS equipment at IdahoPTV recently installed and tested is the result of a partnership with Idaho State School for the Deaf and Blind (ISDB) in Gooding and is supported by a grant from the J.A. & Kathryn Albertson Foundation. It is available now in Southwest (KAID, KIPT) and North Idaho (KUID, KCDT). It is expected Southeast Idaho (KISU) will have DVS within a few months, according to IdahoPTV engineers.

DVS is transmitted on what is called the SAP channel and like closed captions usually can be turned on by the television set's remote control. Viewers can determine how to access the channel by checking the manual for their television set. (However, to receive the correct audio when there is no DVS provided for a program, the set's controls must be returned to stereo.)

"Many of IdahoPTV's educational programs that are used by teachers throughout the state are provided with DVS," says Gens Johnson, director of DTV planning and educational services.

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“During the testing phase, Vicky Roper, ISDB outreach director, began working with regional advisors to teachers and parents of vision-impaired students to integrate DVS into training materials.”

The ISDB Outreach Program includes in-service training, curriculum development, and technical assistance for students with visual impairment in their public school classrooms and for their teachers, as well as services to aid pre-schoolers, including infants, with vision impairments through home intervention and preschools.

PBS ongoing series that offer DVS include:

- Adventures from the Book of Virtues
- American Experience
- ExxonMobil Masterpiece Theatre (Selected episodes)
- Mister Rogers' Neighborhood (Selected episodes)
- Mystery!
- Nature
- NOVA (Selected episodes)
- Scientific American Frontiers
- Wishbone
- Zoom

Only IdahoPTV offers DVS to Idaho viewers and is joining 169 other public television stations nationwide that offer the service, reaching more than 80 percent of television households in the United States.

Since 1986 DVS has been turning pictures into words enabling thousands of people who are blind or have low vision to more fully enjoy television and movies on video. The DVS weaves carefully crafted descriptions of a program or movie's key visual elements into the natural pauses of the program or movie dialogue.

IDAHO INTERNMENT CAMPS DISCUSSED ON DIALOGUE

DIALOGUE featured Roger Shumomura and Dr. Robert Sims on Thursday, May 24 at 8:30/7:30 p.m. MT/PT. Host Marcia Franklin interviewed both, who shared their knowledge on the psychology and politics behind the development of Japanese internment camps in Idaho during World War II. The program repeated Sunday, May 27 at 5:30/4:30 p.m. MT/PT.

Shimomura lived in Camp Minidoka as a child and has incorporated his story into his artwork, which has been on display this spring in southern Idaho. Shimomura is a professor of art at the University of Kansas.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

IDAHO PUBLIC TELEVISION

ITEM #1.10

Page 10

Sims is a professor of history at Boise State University and is an expert on internment camps. Sims explained the psychology and policies behind the development of the facilities. Sims has published material about Japanese Americans in internment camps.

PAST & UPCOMING DIALOGUES

07/12/01 "Water Quality Efforts in Idaho"
07/05/01 "To Be Announced"
06/28/01 "To Be Announced"
06/21/01 "Scout's Honor Local Follow-up"
06/14/01 "First Lady Patricia Kempthorne"
06/07/01 "To Be Announced"
05/31/01 "Representative Mike Simpson"
05/24/01 "Minidoka Relocation Center"
05/17/01 "Should Industrial Hemp Be Legalized?"
05/10/01 "Morris Dees"
05/03/01 "Open Spaces"
04/26/01 "Drop Outs"
04/19/01 "No program this week"
04/12/01 "Power Rates"
04/05/01 "Legislative Wrap Up"
03/29/01 "Lieutenant Gov. Jack Riggs"

**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001**

ITEM #2

SUBJECT:

SUMMARY OF CONSENT AGENDA ITEMS (see following pages for detail)

2	BOARD	CONSENT AGENDA - BOARD ITEMS
	2.1	Boise State University.....
	2.2	Idaho State University.....
	2.3	University of Idaho

BACKGROUND:

The personnel items included in this portion of the agenda have traditionally been items designated for specific Board approval (salary adjustments in excess of 20% or salary increases greater than \$15,000). The proposed personnel policy will delegate these items.

STAFF COMMENTS:

Review agenda to determine if items should be moved from consent agenda for separate consideration.

MOTION:

To approve the Consent Agenda - Board Items as presented in ITEMS #2.1 - 2.3 for Boise State University, Idaho State University, and University of Idaho.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

BOISE STATE UNIVERSITY

ITEM #2.1

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
2.2 REAPPOINTMENT (ALL EXEMPT POSITIONS THAT QUALIFY FOR
HEALTH AND PENSION BENEFITS)
2.21 ADMINISTRATIVE

Michael Reed—Merchandise Manager

FTE/Term: 1.0/12 month

Proposed Salary: \$45,011

Current Annual Salary: \$37,232

Amount & Percent: +\$4,879/+20.1%

Effective Date: June 24, 2001

Department/Funds: Bookstore/Fiscal, Local Funds

Justification: Reappointment. Additional duties assigned to this position.

2.3 REALLOCATION OF POSITION OR CHANGES IN SALARY, RANK,
TITLE, DUTIES OR STATUS. (EXEMPT AND NON-CLASSIFIED
POSITIONS QUALIFYING FOR HEALTH AND PENSION)

2.31 ADMINISTRATIVE

Lois Crans—from Academic Advisor in Athletic Department to Coordinator of Tutorial Services and Academic Advisor, Academic Support Center

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$41,000

Current Annual Salary: \$33,717

Amount & Percent: +\$7,283/+21.6%

Effective Date: March 1, 2001

Department/Funds: Academic Support Center/Fiscal, Appropriated Funds

Justification: Upgraded within Boise State University from a position in Athletics to a position in the Academic Support Center.
Salary competitive with like positions on campus.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

BOISE STATE UNIVERSITY continued

ITEM #2.1

Ronald L. Grams—from Systems Manager to Systems Administrator

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$44,013

Current Annual Salary: \$33,613

Amount & Percent: +\$10,400/+30.9%

Effective Date: May 13, 2001

Department/Funds: Instructional and Performance Technology/Fiscal, Local Funds

Justification: Position upgraded from Systems Manager to Systems Administrator. With the increased enrollment in our on-line Instructional and Performance Technology Masters, this IT position required additional responsibilities to maintain the complex interface and software/hardware needs of the faculty and the students.

Jack Pelton—from Director of the Center for the Geophysical Investigation of the Shallow Subsurface and Professor to Dean, Graduate College and Professor

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$101,000

Current Annual Salary: \$80,588

Amount & Percent: +\$20,412/+25.4%

Effective Date: June 24, 2001

Department/Funds: Graduate College/Fiscal, Appropriated Funds

Justification: Promotion to the Dean of the Graduate College. Salary competitive with the median of CUPA data and internal consistency.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

IDAHO STATE UNIVERSITY

ITEM #2.2

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

2.3 CHANGE IN SALARY, RANK, TITLE OR DUTIES

2.31 ADMINISTRATIVE

Dodson, Robin - Chief Academic Officer/Boise

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$106,017.60
Current Annual Salary:	\$0.00 - Return from leave of absence
Amount and Percent:	-0-
Effective Date:	June 24, 2001
Department/Funding:	Academic Affairs/State Funds
Explanation:	Return from leave of absence to assume duties as the Chief Academic Officer in Boise.

Barnier, Linda Ann - from Director of Academic Services to Director of Academic & Recruitment Services

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$63,003.20
Current Annual Salary:	\$52,312.00
Amount and Percent:	+\$10,691.20 (+20.44%)
Effective Date:	June 24, 2001
Department/Funding:	Enrollment Planning/State Funds
Explanation:	Increased duties and responsibilities.

Cady, Paul S. - from Associate Dean & Associate Professor to Interim Dean & Associate Professor

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$126,547.20
Current Annual Salary:	\$95,721.60
Amount and Percent:	+\$30,825.60 (+32.21%)
Effective Date:	May 20, 2001 - June 22, 2002
Department/Funding:	College of Pharmacy/State Funds (94%) and Grant Funds (6%)
Explanation:	Temporary interim appointment.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

IDAHO STATE UNIVERSITY continued

ITEM #2.2

Egan, Roger H. - Director of Internal Audit

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$68,473.60
Current Annual Salary: \$55,952.00
Amount and Percent: +\$12,521.60 (+22.38%)
Effective Date: June 24, 2001
Department/Funding: Auditing Services/State Funds
Explanation: Salary equity.

Lawson, Jonathan N. - Vice President for Academic Affairs & Professor of English

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$141,772.80
Current Annual Salary: \$126,089.60
Amount and Percent: +\$15,683.20 (+12.44%)
Effective Date: June 24, 2001
Department/Funding: Academic Affairs/State Funds
Explanation: Salary equity.

Vaage, Christine R. - from Assistant Director to Director

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$46,009.60
Current Annual Salary: \$37,315.20
Amount and Percent: +\$8,694.40 (+23.30%)
Effective Date: June 24, 2001
Department/Funding: Twin Falls Education Programs
Explanation: Promotion.

2.32 ACADEMIC/INSTRUCTIONAL

Bosworth, Kenneth W. - Professor

FTE/Term: 1.0/9 months
Proposed Annual Salary: \$64,001.60
Current Annual Salary: \$53,185.60
Amount and Percent: +\$10,816.00 (+20.34%)
Effective Date: August 20, 2001
Department/Funding: from Mathematics to Engineering/State Funds
Explanation: Transfer departments.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

IDAHO STATE UNIVERSITY continued

ITEM #2.2

Earles, Randy A. - Professor & Department Chair

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$64,209.60
Current Annual Salary: \$42,224.00
Amount and Percent: +\$21,985.60 (+52.07%)
Effective Date: June 24, 2001
Department/Funding: Music/State Funds
Explanation: Academic promotion and change from 9 month/faculty to 12 month/chair.

Feit, Stephen S. - Professor & Department Chair

FTE/Term: 1.0/10 months
Proposed Annual Salary: \$69,451.20
Current Annual Salary: \$55,515.20
Amount and Percent: +\$13,936.00 (+25.10%)
Effective Date: August 20, 2001
Department/Funding: Counseling/State Funds
Explanation: Change from 9 month/faculty to 10 month/chair.

Hughes, Scott S. - Professor & Department Chair

FTE/Term: 1.0/10 months
Proposed Annual Salary: \$60,736.00
Current Annual Salary: \$50,585.60
Amount and Percent: +\$10,150.40 (+20.07%)
Effective Date: August 20, 2001
Department/Funding: Geology/State Funds
Explanation: Change from 9 month/faculty to 10 month/chair.

Pemberton, Cynthia Lee A. - Associate Professor

FTE/Term: 1.0/9 months
Proposed Annual Salary: \$54,017.60
Current Annual Salary: \$43,846.40
Amount and Percent: +\$10,171.20 (+23.20%)
Effective Date: August 20, 2001
Department/Funding: Physical Education/State Funds
Explanation: Academic promotion and equity.

Stowe, Dennis C. - Professor & Department Chair

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$78,707.20
Current Annual Salary: \$57,012.80
Amount and Percent: +\$21,694.40 (+38.05%)
Effective Date: June 24, 2001
Department/Funding: Mathematics/State Funds
Explanation: Change from 9 month/faculty to 12 month/chair.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

IDAHO STATE UNIVERSITY continued

ITEM #2.2

2.34 TECHNICAL SCHOOL

Bullock, Ivan R. - Instructional Program Coordinator

FTE/Term: 1.0/11 months
Proposed Annual Salary: \$43,742.40
Current Annual Salary: \$33,196.80
Amount and Percent: +\$10,545.60 (+31.77%)
Effective Date: August 20, 2001
Department/Funding: Diesel/Diesel Electronics, College of Technology/State Funds
Explanation: Change from 9 month to 11 month.

2.8 ATHLETICS

2.83 CHANGES IN SALARY, RANK, TITLE OR DUTIES

Banks, Jeff - Assistant Football Coach

FTE/Term: .50/10 months
Proposed Annual Salary: \$17,978.20
Current Annual Salary: \$12,918.40
Amount and Percent: +\$5,059.80 (+39.17%)
Effective Date: March 26, 2001
Department/Funding: Intercollegiate Athletics/State Funds
Explanation: Increased duties.

Dragila, Stacy - Assistant Coach/Women's Track & Field

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$50,003.20
Current Annual Salary: 10 month \$20,714.40 convert to 12 month \$24,481.60
Amount and Percent: +\$25,521.60 (+104.25%)
Effective Date: April 1, 2001
Department/Funding: Intercollegiate Athletics & University Relations/State Funds & Local Funds (50/50)
Explanation: Additional duties and responsibilities, which include representing ISU at public and special events.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

IDAHO STATE UNIVERSITY continued

ITEM #2.2

Ward, James - Assistant Football Coach

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$39,998.40

Current Annual Salary: \$29,993.60

Amount and Percent: +\$10,004.80 (+33.36%)

Effective Date: March 26, 2001

Department/Funding: Intercollegiate Athletics/State Funds

Explanation: Increased duties.

2.6 REQUEST FOR NEW POSITION

2.61 ADMINISTRATIVE

Chief Academic Officer/Boise

Type: Non-Classified

FTE/Term: 1.0/12 months

Annual Salary: \$106,017.60

Effective Date: July 1, 2001

Funding Source: State Funds

Department: Academic Affairs

Duties/Responsibilities: Administrative support to oversee the academic programs in the Boise area.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001**

UNIVERSITY OF IDAHO

ITEM #2.3

2.0 BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

2.1 APPOINTMENT

2.11 ADMINISTRATIVE

Monte Boisen, Department Chair and Professor of Mathematics

FTE/Term: 1.0/12 months

Current Annual Salary: \$123,072.00

Effective Date: July 22, 2001

Department/Funding: College of Letters and Science/Appropriated funds

Justification: New appointment. Nationally recognized scholar in Math Education leading development of innovative mathematics instruction curriculum.

2.3 REALLOCATION OF POSITION OR CHANGES IN SALARY, RANK, TITLE, DUTIES OR STATUS

2.31 ADMINISTRATIVE

Charles Hatch, from Professor of Forest Resources, Dean of Natural Resources and Interim Vice President for Research and Graduate Studies to Professor of Forest Resources and Vice President for Research and Graduate Studies

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$140,004.80

Current Annual Salary: \$122,220.80

Amount and Percent: + \$17,784.00 (+ 14.6%)

Effective Date: June 24, 2001

Department/Funding: Research/College of Graduate Studies/Appropriated funds

Justification: Increase in administrative duties

2.32 FACULTY

Fred Gunnerson, Professor of Mechanical Engineering

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$126,880.00

Current Annual Salary: \$125,008.00

Amount and Percent: + \$1,872.00 (+ 1.49%)

Effective Date: March 26, 2001

Department/Funding: College of Engineering/Grant funds

Justification: Salary increase recommended and provided by Idaho National Engineering and Environmental Laboratory in compliance with grant fiscal cycle. Employee on seconded agreement with INEEL.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

UNIVERSITY OF IDAHO continued

ITEM #2.3

Richard Jacobsen, Professor of Mechanical Engineering

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$171,600.00

Current Annual Salary: \$166,608.00

Amount and Percent: + \$4,992.00 (+ 3%)

Effective Date: March 26, 2001

Department/Funding: College of Engineering/Grant funds

Justification: Salary increase recommended and provided by Idaho National Engineering and Environmental Laboratory in compliance with grant fiscal cycle. Employee on seconded agreement with INEEL

Gary Machlis, Professor of Forest Resources

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$111,592.00

Current Annual Salary: \$108,721.60

Amount and Percent: + \$2,870.40 (+ 3%)

Effective Date: June 1, 2001

Department/Funding: College of Natural Resources/Grant funds

Justification: Dr. Machlis is on loan to the Federal government. Salary increase recommended and provided by the National Park Service.

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

ITEM #3

SUBJECT:

Search update/recommendation of candidate for the position of Superintendent of the Idaho School for the Deaf and the Blind.

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BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE
JUNE 21-22, 2001

ITEM #4

SUBJECT:

Final Reading, Board Governing Policies and Procedures, Section II. Personnel

BACKGROUND:

The Board has maintained both policies and rules in the area of Personnel/Human Resources 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.

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 final reading policy document includes any changes from the first reading document (approved by the Board in April) in the stricken and underline format. Changes from the first reading document, in addition to minor wording changes for clarification and consistency, include:

- Subsection B: took out prior Board approval for reallocated positions; options provided to the Board for prior approval using salary threshold; deletion of prior Board approval for athletic employment agreements (also in Subsection H)
- Subsection C: semi-annual reports instead of quarterly; a statistical summary report for nonclassified appointments instead of a list
- Subsection D: reformat to clarify that faculty employees are a subset of nonclassified employees
- Subsection G: allows institutions to develop their own standards for post tenure review, keeps general provisions in place for those that do not
- Subsection I: deleted provisions for funeral leave, they are provided for under sick leave provisions in Idaho Code; adds that administrative leave with pay may be granted

BUSINESS AFFAIRS AND HUMAN RESOURCES COMMITTEE

JUNE 21-22, 2001

- Subsection P: deletion of drug education guidelines (provided for in state and federal law so unnecessary and possibly contradictory)

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.

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

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, although, the Board will not be required to hear appeals unless it so chooses.

MOTION:

To approve for final reading the new Human Resources Policies with the following guidelines:

1. The new Human Resources Policies will replace the existing Personnel Policies as of July 1, 2001.
2. Internal policies of the institutions or agencies that are in conflict with the new Board Policies will no longer be effective as of July 1, 2001 and the new Board Policies shall control in such areas.
3. All agencies and institutions under the Board shall revise their own internal personnel policies to conform to the Board's Policies by July 1, 2002. Such revised policies shall be provided to the Executive Director or approved by the Board as set forth in the new Board Policies.
4. Consistent with the general rule, the institutions and agencies may seek assistance from the OSBE staff regarding interpretations of the new Board Policies and whether or not their respective internal policies are in conflict with the Board Policies.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

TABLE 1

**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 chief executive officer
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 chief executive officer
Employment agreements for head coaches and athletic directors	Delegated to the chief executive officer
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

TABLE 2: SUMMARY OF MAJOR REVISIONS

CURRENT PERSONNEL POLICIES	PROPOSED PERSONNEL POLICIES
<p 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 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 align="center">Reporting and Accountability</p> <p>Not in previous policy or rules</p>	
<p align="center">Categories of Employees</p> <p>Student employee definition provided for in policy</p>	
<p align="center">Policies regarding Classified Employees</p> <p>Provided that UI classified employees subject to same rules as state classified employees</p>	
	<p>Board is employer for all except SDE, designates the superintendent as the authority for the SDE in accordance with Idaho Code.</p> <p>Delegates primary responsibility for personnel management to the chief executive officers, except in areas specifically reserved to the Board</p> <p>Same allowance, but requires that any additional personnel policies be submitted to the executive director for review and maintenance on file</p> <p>no change from current</p> <p>no change from current</p>
	<p>Requires Board approval of new positions only</p> <p>Appointments at or above a Board designated salary level are forwarded to the Board for approval</p> <p>Still requires all this, but adds also justification for the position</p>
	<p>Provides the Board or executive director may require personnel reports as so desired</p> <p>Outlines standing reports to the Board, including one in October annually and numerous quarterly reports</p>
	<p>Definition of student employee revised to reflect definition in state law</p>
	<p>Allows the UI to establish internal policies for classified employees, to be parallel to state requirements in so much as practical</p>

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>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.	Delegated to the chief executive officer, although must 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.

Discipline – Adequate Cause – All Employees	
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, personnel files, and other miscellaneous policies and procedures. Previous policy section on AIDS guidelines and drug education have 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. ~~HUMAN RESOURCES PERSONNEL~~ POLICIES AND PROCEDURES

Subsection: A. Authority and Scope

Final Reading June 2001

Published February 2000

II. ~~Human Resources 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 **with these governing policies and procedures** 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.

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SECTION: II. ~~HUMAN RESOURCES PERSONNEL~~ POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

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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 any permanent ~~another~~ position is being deleted ~~or reallocated~~, the affected position should be identified by type, title, salary, area or department of assignment, and 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;

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- (g) funding source;
- (h) area or department of assignment;
- (i) a description of the duties and responsibilities of the position; and
- (j) a complete justification for the position

b. OPTIONS FOR THE BOARD:

The initial appointment of all employees to any type of position at a salary that is equal to or higher than \$90,000 annually.

OR

The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the institution or agency chief executive officer's annual salary.

OR

No prior Board approval required in this area, delegated to the chief executive officer

- 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.)

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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. ~~Additionally, the October report should include information on each coach's performance relative to the academic incentives of his or her contract.~~
 - b. A ~~semi-annual~~ ~~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.~~
 - (1) (2) a list of ~~all 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.

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- (4) a ~~list of~~ **statistical summary report of benefit eligible** employees appointed to any type of nonclassified position, not otherwise reported or requiring prior Board approval.
 - (5) a list of **supplemental compensation payments** to **nonclassified** employees in addition to their regular salaries.
 - (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, **along with a brief statement of the purposes of each.**
 - 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. NonClassified Employees

"NonClassified 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 nonclassified 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 nonclassified constitutes any designation necessary under Idaho law to designate such position or employee as ~~an officer~~ ~~nonclassified~~.

- 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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Subsection: D. Categories of Employees – General Definitions

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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

~~c3.~~ Faculty Employees

Faculty employees comprise a large and unique subset of the Board’s nonclassified employees. Thus, faculty employees are addressed specifically throughout these policies and procedures.

(1) ~~a.~~ Institutional Faculty

~~(a1)~~—“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,

~~(b2)~~ “Professional-Technical faculty” means all employees who hold the rank of instructor or higher in any of the five area professional-technical colleges or Eastern Idaho Technical College and who are hired under the Division of Professional-Technical Education.

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.

(2) ~~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.).

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d.—4. Temporary or Special ~~Project~~ Nonclassified Employees |

(1)~~a.~~ This category includes (1) employees who are appointed to positions that are either temporary or ~~for~~ special ~~projects~~ 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. |

(2) ~~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.

e. ~~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-accrue and use~~ annual leave according to § 67-5334 and are subject to the maximum leave accruals in § 67-5335(2). ~~University of Idaho policies concerning annual leave for classified employees shall parallel these provisions.~~

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 ~~or termination~~ of classified employees shall be as provided for in Chapter 53, Title 67, Idaho Code, and rules of the State Division of Human

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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 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 ~~information 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 ~~to be a~~ rejection of the offer of employment unless the parties have mutually agreed ~~in writing~~ 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 (or the Board of Regents of the University of Idaho, in the case of University of Idaho), 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

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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 ~~salary 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 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

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- (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.
- (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 (1 ½) 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 ~~earn be credited with any~~ further leave until the employee's use of annual leave reduces the accrual below the maximum.

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Nonclassified employees in positions which are covered ~~“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.

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.

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- b. Except as set forth in this paragraph, ~~As a general rule,~~ nonrenewal is not grievable within the agency, institution, school or office nor is it appealable to the Board. However, 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 ~~prohibited by applicable law~~, 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 ~~prohibited by applicable law~~. 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 grievance procedures, if any, the decision of the agency, institution, school, or office is final.
- 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) Final Reading June 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 ~~information 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 ~~to be a~~ rejection of the offer of employment unless the parties have mutually agreed ~~in writing~~ 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 (~~or the Board of Regents of the University of Idaho, in the case of the University of Idaho~~), 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

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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.

- (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

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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. 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 ~~the following~~ academic rank ~~or~~ -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 ~~are included in the~~ as executive/administrative category.)

(2) 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.

(3) Pay Periods - All faculty employees, including those on academic-year appointments, are paid in accordance with a schedule established by the state controller.

(4) 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

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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 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 ~~semi-annual~~ ~~quarterly~~ report to the Board

4. Performance Evaluation

- a. Annual Evaluation - Each year the chair~~man~~ of a department must submit to the dean of the chair~~man~~'s college an evaluation of each faculty member in the department. This evaluation, together with the ~~input~~ ~~opinion~~ of higher

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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.
- 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 ~~preceding the academic year at the end of which of the full academic year of service if the appointment is to be terminated 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.

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(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 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 ~~prohibited by applicable law~~, 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

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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 **eligible**, 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
- (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 **after** ~~of~~ the academic year during which the decision is made. In case of **denial of nonappointment to** ~~tenure~~, the faculty member must be given a **written letter of notice that tenure was denied.** ~~of nonreappointment.~~

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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 ~~may be are~~ eligible for tenure status ~~if provided for by the institution, 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 ~~eligibility probationary~~ period in certain exceptional cases. ~~In such cases, Prior to attaining tenure status,~~ the burden of ~~proof proving worth~~ rests with the individual.

e. Evaluation For Tenure - It is expected that the chief executive officer, ~~in granting tenure, 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 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 ~~chief executive officer president~~ of the institution. The president must give notice in writing to the faculty member of

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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 ~~approval 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 - ~~Each institution may establish its own internal review standards subject to approval by the Board. Absent such institutional standards, the institution must use the following 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.

- (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

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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, ~~sixth or seventh~~ 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 ~~Academic Administrators Nonclassified Employees~~
 - (1) "Academic administrators ~~ive 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 ~~academic administrator 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 administrator ~~ive 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 ~~as an in an~~ academic administrator ~~ive 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 ~~orive 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 Aa~~ 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~~ have his or her prior service ~~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

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member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status.

- (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 ~~define~~ ~~constitute~~ the entire employer-employee relationship between the Board and the coach or athletic director and may incorporate by reference applicable Board and institutional policies and rules, and applicable law.

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 ~~shall report to the Board annually's recommendation for the renewal of a contract for the services of a head coach shall include a report to the Board of on each 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 a~~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, is an allowable practice and ~~shall be an~~ exception to the Board's automobile ~~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. Sick leave, ~~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, and Family Medical Leave

Disability, Workers' Compensation, and Family Medical Leave shall be in accordance with applicable ~~s~~State and ~~f~~Federal Law.

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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 and the Board:

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. Other Leave ~~Leave for Court Required Service~~

All other types of leave for classified employees shall be in accordance with Chapter 53, Title 67, Idaho Code, and the rules of the State Division of Human Resources. Other types of leave for University of Idaho classified employees shall be in accordance with the policies of the University of Idaho.

All other types of leave for nonclassified employees, including faculty employees, shall be in accordance with the internal policies of each institution, agency, office and school, and with the following:

- a. Leave for Court Required Service

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(1) ~~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.

(2) ~~b.~~ An employee must request annual leave or leave without compensation for:

(a) ~~1.~~ appearing as a party in a non-job-related proceeding involving the employee;

(b) ~~2.~~ appearing as an expert witness when the employee is compensated for such appearance; or

(c) ~~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.

~~b7.~~ Military Leave

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

~~c8.~~ Leave Without ~~Pay~~ ~~Compensation~~

(1) ~~a.~~ Any employee may apply for a leave without ~~pay~~ ~~compensation~~. A leave without ~~pay~~ ~~compensation~~ is granted at the discretion of the chief executive officer. The initial grant of a leave without ~~pay~~ ~~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.

(2) ~~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.

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(3)e. Benefits While on Leave Without ~~Pay~~ ~~Compensation~~ |

An employee who has received approval from the chief executive officer for a leave without ~~pay 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. |

- d. At the discretion of the chief executive officer, an employee may be granted administrative leave with pay when the agency or institution will benefit as a result of such leave. |

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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.~~ Vested members of PERSI may make a one time, irrevocable election to remain in PERSI if made within the time limited allowed in state law. 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 Classified Employees~~

~~a. Classified employees are subject to discipline, up to and including dismissal, as provided for in Chapter 53, Title 67, Idaho Code and the rules of the State Division of Human Resources.~~

2. Nonclassified Employees

All University of Idaho classified employees, and all nonclassified employees (~~including and~~ all faculty employees) of the Board or of any Board governed the agency~~ies~~, 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.~~

3. Definition

~~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 Board, institution, agency, school, or office. In addition, any conduct seriously prejudicial to the Board, 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, ~~one or more instances of sexual harassment or other form of harassment prohibited by law~~; immorality;; criminality;; dishonesty;; unprofessional conduct;; actions in violation of policies, directives, or orders of the Board, an institution, agency, school, or office; unsatisfactory or ~~less than~~ inadequate 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.~~

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~~(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.~~

42. 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.

- a. ~~Discipline, up to and including d~~Dismissal, of employees before the expiration of the stated period of appointment or employment ~~contract~~ 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 ~~provides grants~~ employees with written notice of ~~contemplated discipline intent to recommend dismissal~~ and an opportunity to be heard. The employee may be ~~placed on administrative leave~~ ~~suspended~~ with pay until he or she ~~has~~ ~~shall have~~ exercised the opportunity to respond, ~~or declined, either affirmatively or through inaction, to do so~~, and the recommendation has been acted upon by the chief executive officer ~~or designee~~.

The chief executive officer ~~or designee~~ 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 ~~the said~~ employee, or be sent by ~~first-class certified~~ mail, postage pre-paid, to the ~~employee at the last known~~ address on file for ~~the said~~ employee.
- (2) The notice must contain a concise statement of the reasons ~~and nature of the discipline for dismissal~~.
- (3) Each institution, agency, school, or office shall provide for internal grievance procedures in addition to the foregoing in accordance with Section II. M. Grievance and Appeal Procedure. Except as set forth in Section II.M, discipline, up to and including dismissal, may be effective prior to the initiation by the employee of the internal grievance procedure.

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- b. Upon receipt of the final findings and recommendations, ~~including those resulting from an internal grievance, from the chief executive officer,~~ an employee may file an appeal with the Board ~~as set forth in Section II. M.~~ 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 ~~matter 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. ~~The Board may employ a hearing officer for carrying out the Board's duties under this paragraph.~~
- c. If, under extraordinary circumstances, the Board itself initiates ~~discipline, up to and including~~ 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 ~~established~~ procedures for ~~discipline removal~~ of the ~~said~~ employee.

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M. Grievance and Appeal Procedure – All Employees

1. ~~Classified Employees Internal Policies and Procedures~~

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

2. Nonclassified Employees (including Faculty Employees)

a. Internal Policies and Procedures

Each institution, agency, school, and office must establish general procedures to provide for grievances and appeals for ~~human resource 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:

~~(1)a-~~ provision for informal resolution;

~~(2)b-~~ procedures for filing a formal, written complaint;

~~(3)-c-~~ reasonable time requirements;

~~(4)d-~~ a description of the hearing body; and

~~e-~~ (5) 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.~~

b.2.—Appeal to the Board

A ~~nonclassified~~ 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

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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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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.

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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:

- 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.

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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 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.

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- 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 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

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(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 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.

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(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.

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,

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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.
- (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

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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.

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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.

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3. Sexual Harassment Policy

It is the policy of the Board that no employee should be subject to illegal sexual harassment. 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 and addressing and remedying violations of applicable law and policies prohibiting sexual harassment.

~~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~~

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~~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:~~

~~_____ (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.~~

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~~(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.~~

~~(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.~~

46. Personnel Files

a. Employee Files

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Each institution, agency, school, and office must maintain for each employee a personnel file, which is open for examination by the employee in accordance with the provisions of the Idaho public records act, Idaho Code 9-337 et seq., and other applicable law. ~~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)(1) 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 employee individual establishes is ~~not~~ inaccurate, irrelevant, or incomplete; or inform the employee individual in writing of the refusal to amend the record(s) 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)(2) ~~Within three days of a written request and payment of the cost of photocopying, the~~ In accordance with the Idaho public records act and other applicable law, an 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 comply with the provisions of the Idaho public records act and other applicable law concerning the maintenance, disclosure and confidentiality of personnel records and information. ~~other than to the employee as provided in Subsection 1 above and to supervisors and others involved in tenure reviews and 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~~

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~~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) ~~Each~~ 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 ~~and other applicable law.~~

(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.

57. 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.

(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.

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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

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Interest, potential Conflicts of Interest, and circumstances giving rise to the appearance of a Conflict of Interest.

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

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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.

ITEM #5

SUBJECT: REVIEW OF HUMAN RESOURCES BENEFITS

BACKGROUND:

During the meetings of the statewide Human Resources (Personnel) Policies Review Group, the Group identified several changes to current benefits that the Group desired to bring to the Board for further consideration. Since the changes involved substantive benefits changes, the decision was to bring the ideas as concepts to the Board to see if the Board was interested in pursuing such changes.

DISCUSSION:

The Group has identified interest in the following:

1. Changing the nonrenewal date timelines for nontenured faculty and nonclassified staff.

Currently the notice times for non-renewal are:

Non-classified staff – 60 days prior to the end of the current appointment

Faculty with one year of service – March 1 (or 3 months notice)

Faculty with two years of service – December 15 of the prior year (or 6 months notice)

Faculty with three or more years of service – July 15 of the prior year (or one full year notice)

2. Eliminating the allowed practice of employees utilizing annual leave in place of sick leave at times when sick leave is appropriate.

3. Allowing Early Retirement Plans by Board policy and then setting appropriate criteria.

Currently the Board has no early retirement benefits. However, the Board approved early retirement plans on a one time basis at UI and LCSC approximately three years ago.

4. Expanding the Employee/Spouse course fee reduction.

Currently the fee is \$5 per credit for an employee and their spouse only. The expansion to other family members is at issue.

5. Allowing the accrual for annual leave for 10- and 11-month employees.

Currently only 12-month employees accrue annual leave. Faculty, and others, on 9, 10 or 11 month appointments earn no annual leave and are excepted to take vacations and time off during their the times when their attendance at work is not required.

IMPACT:

Impact is difficult to assess until the ideas are further formulated. Some ideas will save money, whereas others will increase costs.

MOTION:

Provided for information and direction, no specific motion anticipated. The Board may direct whether further study on any of the 5 topic areas listed be pursued or not.

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