

BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 17, 2003

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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

A request by Boise State University for new positions, changes in positions, and an addendum to an athletic employment contract.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II. B.3.

DISCUSSION

Boise State University is requesting approval for two new positions (1.5 FTE) supported by appropriated funds and approval for changes to positions (FTE changes). In addition, approval is requested for an addendum to the Athletic Director's contract. The Athletic Director position is funded by a combination of appropriated funds and non-appropriated funds. The addendum relates to non-appropriated funds.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF COMMENTS

The request has been reviewed and is consistent with Board policy.

BOARD ACTION

A motion to approve the request by Boise State University for two new positions, changes to positions, and to sign an addendum to the Athletic Director's contract as detailed in its Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

NEW POSITIONS

Position Title:	Administrative Assistant I
Type of Position:	Classified
FTE:	.5
Term of Appointment:	12 month
Effective Date:	May 1, 2003
Salary Range:	\$10,722
Funding Source:	Appropriated Funds
Area/Department of Assignment:	Geosciences
Duties and Responsibilities:	Support the operations of the Center for Investigation of the Shallow Subsurface (CGISS) and the Department of Geosciences.
Justification for the Position:	Restructuring of the positions within the Geosciences and CGISS requires the addition of this position for the smooth running operations of these two entities. Salary will be funded from salary savings generated from grants and contracts received.

Position Title:	Technical Records Specialist I
Type of Position:	Classified
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	May 1, 2003
Salary Range:	\$21,445
Funding Source:	Appropriated Funds
Area/Department of Assignment:	Human Resources
Duties and Responsibilities:	Coordinates processes for medical insurance plans for new employees.
Justification for the Position:	To cover additional workload for COBRA benefit reimbursement program.

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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued

CHANGES IN POSITIONS (FTE CHANGES)

Position Title:	Director, Clinical Services
Type of Position:	Professional Staff
FTE:	Increase FTE from .5 to 1.0
Term of Appointment:	12 month
Effective Date:	May 1, 2003
Salary Range:	\$77,782
Funding Source:	Local Funds
Area/Department of Assignment:	Student Health Center
Duties and Responsibilities:	Provides direct patient care; directs policy development and implementation; plans, manages, and provides administration of clinical services.
Justification for the Position:	Increases in student enrollment and concentration on wellness of the university constituencies require the need to increase the FTE of this position to full time. Local funds from student fees will fund the increase of this position.

Position Title:	Assistant Volleyball Coach
Type of Position:	Professional Staff
FTE:	1.0
Term of Appointment:	From 9 to 12 months
Effective Date:	May 1, 2003
Salary Range:	\$9,500
Funding Source:	Local Funds
Area/Department of Assignment:	Intercollegiate Athletics
Duties and Responsibilities:	Provide coaching for women's volleyball team.
Justification for the Position:	Correction of months of service from the database of Intercollegiate Athletics and the Human Resources. Since the mid-1990's this position has been filled on a 12-month position.

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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued

INTERCOLLEGIATE ATHLETICS

Gene Bleymaier—Athletic Director—addendum to employment contract

FTE/Term: 1.0

Term of Appointment: 60 months

Department: Intercollegiate Athletics

Annual Salary First Year: Salary of: \$155,748--\$100,748 appropriated funds (no change from previous contract); \$55,000 from media, special events and Humanitarian Bowl extra assignments (non-appropriated funds)

Effective Date: June 22, 2003

Explanation: Completed two years of a four-year contract. Extension of multi-year contract for three additional years through FY2008 (five-year contract). BSU will use the standard Board approved contract for multi-year athletic director contracts as the base contract. This submitted item is an addendum to the Board approved contract to set forth the compensation items.

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ADDENDUM TO EMPLOYMENT CONTRACT
GENE BLEYMAIER

This document is intended to supplement the Employment Contract for Gene Bleymaier by Boise State University, dated _____, 2003. The following terms are considered a part of that Employment Contract and are incorporated therein by reference. The additional terms are as follows:

1. Term. This is a five (5) year contract. The five (5) years will expire on June 30, 2008.
2. Salary. The total salary of \$155,748 for the each year of this contract is broken down as follows:
 - A. \$100,748 Appropriated Funds *
 - B. \$25,000 Foundation/BAA General Contribution Funds
 - C. \$25,000 Media Contract Funds
 - D. \$5,000 Humanitarian Bowl Work

* Any raises given over the life of this contract may increase this figure. Provided, however, that any such raises are at the sole discretion of the President of Boise State University and may be subject to the approval of the State Board of Education.

3. All funds provided for in section 2 of this addendum shall be paid through the University's normal bi-weekly payroll with the applicable withholdings as required by law and applicable deductions as directed by Mr. Bleymaier.
4. Supplemental Pay. In addition to the above salary, Mr. Bleymaier shall be paid the following payments from the Foundation's Athletic Director Retention Fund (JR59) account:
 - A. On July 1, 2003, a payment of \$33,333
 - B. On January 1, 2004, a payment of \$33,333
 - C. On January 1, 2005, a payment of \$33,333
5. All three payments provided for in section 4 of this addendum shall each be paid in one lump sum through the University's payroll system with the applicable withholdings as required by law and applicable deductions as directed by Mr. Bleymaier.
6. Mr. Bleymaier is entitled to the use of a courtesy car, if available, for his business use.

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7. The University shall provide Mr. Bleymaier with a country club membership during the term of this contract.
8. Additional Expectations:
 - A. Role of Athletic Director: Mr. Bleymaier is expected to devote himself fulltime to the effective management of the Athletic Department. Duties and responsibilities will be those customarily associated with the position of an athletic director at a Division 1-A university.
 - B. Mr. Bleymaier agrees to supervise and manage his department to insure, to the maximum extent possible, that all staff follow applicable University policies, State Board of Education policies, NCAA, and applicable conference rules and regulations at all times.
 - C. Manage departmental fiscal areas consistent with State Board of Education policies and the policies of Boise State University.
 - D. Maintain student athlete graduations within six (6) years at a rate equal to or better than the general BSU student body.
9. Incentives. The following annual incentives are available to Mr. Bleymaier conditioned upon the successful completion of the Additional Expectations enumerated above, conditioned upon his continued employment to the July following the year the incentive criteria was met. Further, all funds provided for in this section 9 shall be paid in one lump sum through the University's payroll system with the applicable withholdings as required by law and applicable deductions as directed by Mr. Bleymaier:

A. Departmental Performance

Sear's Cup National Sports Award:

Top 50	= \$10,000
Top 100	= \$7,500
Top 150	= \$5,000

- B. Academic Performance. If student athletes' graduation rate exceeds the general student body's rate then the following incentives will be earned:

<u>Graduation rates</u>	<u>Incentive pay</u>
25%	\$7,500
20%	\$6,000
15%	\$4,500
10%	\$3,000
5%	\$1,500

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C. Post-Season Competition:

Football Bowl Appearance	\$7,500
NCAA Men's Basketball Tournament Appearance	\$7,500
NCAA Women's Basketball Tournament Appearance	\$7,500

MR. BLEYMAIER

BOISE STATE UNIVERSITY

Gene Bleymaier

Charles P. Ruch, President

Date: _____

Date: _____

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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

A request by Idaho State University for one new position and one non-promotional increase to a position.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II.B.3.

DISCUSSION

Idaho State University is requesting one new position (increase from .6 FTE to 1.0 FTE) and one non-promotional increase to a position. The positions are funded by appropriated funds.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF COMMENTS

The request has been reviewed and is consistent with Board policy.

BOARD ACTION

A motion to approve the request by Idaho State University for one new position and one non-promotional increase as detailed in its Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY continued

NEW POSITION

Position Title:	Office Specialist 2
Type of Position:	Classified
FTE:	change from .60 FTE to 1.0 FTE
Term of Appointment:	2 month
Effective Date:	June 8, 2003
Salary Range:	\$19,073.60
Funding Source:	State Funds
Area/Department of Assignment:	Financial Services, Payroll Office
Duties and Responsibilities:	Clerical duties, which include assisting with the biweekly payroll processing, paycheck distribution, filing and other miscellaneous duties as assigned.
Justification for the Position:	To provide additional clerical support needed for the timely processing of the biweekly payroll. The increased duties have been previously performed on a temporary basis.

NON-PROMOTIONAL INCREASES

Banks, Jeff – Assistant Football Coach	
FTE/Term:	1.0/12 months
Department:	Intercollegiate Athletics
Current Annual Salary:	\$22,401.60
Proposed Annual Salary:	\$30,409.60
Amount/Percent Increase:	+\$8,008.00 (+35.75%)
Funding Source:	State Funds
Justification:	Increased duties and responsibilities.

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INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

A request by the University of Idaho for a temporary appointment - nondelegated.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II.B.3.

DISCUSSION

University of Idaho is requesting approval for a temporary appointment to the position of Acting Provost at a salary greater than 75% of the chief executive officer's base salary.

IMPACT

Once approved, the position can be processed on the State Employee Information System.

STAFF COMMENTS

The requests have been reviewed and are consistent with Board policy.

BOARD ACTION

A motion to approve the request by the University of Idaho for a temporary appointment as detailed in its Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO continued

APPOINTMENTS – NON-DELEGATED
SALARY EQUAL TO/GREATER THAN 75% OF CHIEF EXECUTIVE OFFICER BASE
SALARY

Charles Hatch	Acting Provost
FTE:	1.0
Term of Appointment:	March 10 – August 31, 2003
Effective Date:	March 10, 2003
Annual Salary:	\$140,004.80
Proposed Salary:	\$154,003.20
Increase:	\$14,000.48; 10%
Funding Source:	Appropriated and non-appropriated funds
Area/Department of Assignment:	Office of the President/Provost
Justification:	Temporary appointment as acting provost while current provost, Brian L. Pitcher, serves as acting president; Dr. Hatch will retain some responsibilities of the vice president for research and graduate studies.

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INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE

SUBJECT

Request by Lewis-Clark State College for approval to add one position (1.0 FTE).

BACKGROUND

Item submitted for review and approval according to Board Policy.

DISCUSSION

Lewis-Clark State College requests approval to add one position (1.0 FTE).

IMPACT

Once approved, the changes will be processed and removed from the State Employee Information System.

STAFF COMMENTS

The request has been reviewed and is consistent with Board policy.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College to add one position as detailed in its Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE continued

NEW POSITION
INSTRUCTIONAL

Position Title:	Academic Faculty
Type of Position:	Non-Classified/Exempt
FTE:	1.0
Term of Appointment:	10 mos.
Effective Date:	08/21/03
Salary Range:	\$36,000
Funding Source:	Appropriated funds
Area/Department of Assignment:	Division of Nursing & Health Sciences
	Duties and Responsibilities: Teach radiography courses and provide assistance to director of Radiography Program.
Justification for the Position:	This position supports the Radiography Program established in FY02. This is the second position for this program.