

**BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 14-15, 2003**

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**INSTITUTION/AGENCY AGENDA
BOISE STATE UNIVERSITY**

SUBJECT

A request by Boise State University for new positions and changes in positions.

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 (2.0 FTE) supported by appropriated funds and local funds; and, approval for an increase to terms of employment from 10 months to 12 months and FTE from .5 to 1.0 for one position.

IMPACT

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

STAFF COMMENTS

None

BOARD ACTION

A motion to approve the request by Boise State University for two (2) new positions and increases to terms of appointment from 10 months to 12 months and FTE from .5 to 1.0 for one (1) position as detailed in its Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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**INSTITUTION/AGENCY AGENDA
BOISE STATE UNIVERSITY (cont.)**

**NEW POSITIONS
ACADEMIC/INSTRUCTIONAL**

Position Title:	Special Lecturer
Type of Position:	Faculty
FTE:	1.0
Term of Appointment:	9 month
Effective Date:	August 24, 2003
Salary Range:	\$24,200
Funding Source:	Appropriated Funds
Area/Department of Assignment:	Modern Languages and Literatures
Description of Duties and Responsibilities:	Full-time adjunct position to teach German.
Justification for the Position:	Reallocation of part-time adjunct funds will be used to create a full-time adjunct position to help with the need for teaching, advising, and assistance in the Modern Languages and Literature Department's German program.

**NEW POSITIONS
OTHER**

Position Title:	Orientation Coordinator
Type of Position:	Professional Staff
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	August 24, 2003
Salary Range:	\$41,000
Funding Source:	Local Funds
Area/Department of Assignment:	Enrollment Services
Description of Duties and Responsibilities:	Responsible for planning and managing the undergraduate orientation program for Boise State University. This includes: aiding students in their transition to the University; exposing new students to the broad educational opportunities of the university; helping new students develop a foundation for academic success; and assisting new students in developing relationships within the Boise State community that will be helpful during their undergraduate career.
Justification for the Position:	About 6,000 new, transfer and re-entry students enroll at Boise State each year.

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**INSTITUTION/AGENCY AGENDA
BOISE STATE UNIVERSITY (cont.)**

Creation of the orientation coordinator position will allow the University to offer better programs and services to help these students make the transition to college. The University currently has a freshman retention rate of 60%. Creating this position will help retain freshmen and improve student success.

**CHANGES IN POSITIONS (FTE AND TERM OF APPOINTMENT CHANGES)
OTHER**

Position Title:	International Student Advisor
Type of Position:	Professional Staff
FTE:	from .5 to 1.0 FTE
Term of Appointment:	from 12 month to 10 month
Effective Date:	August 24, 2003
Salary Range:	\$11,331
Funding Source:	Local
Area/Department of Assignment:	Extended Studies
Description of Duties and Responsibilities:	Provides advisement for international students and responds to the requirements of the INS SEVIS regulation.
Justification for the Position:	There has been a substantial increase in requirements for the INS SEVIS regulations by universities. This position must be increased to cover these added responsibilities.

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INSTITUTION/AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

A request by Idaho State University for new positions and changes in positions.

BACKGROUND

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

DISCUSSION

Idaho State University is requesting approval for seven new positions (6.0 FTE) supported by appropriated funds, local funds, and grant funds; and, approval for increases to FTE from .5 to .6 for one position.

IMPACT

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

STAFF COMMENTS

None

BOARD ACTION

A motion to approve the request by Idaho State University for seven (7) new positions and increases to FTE from .5 to .6 for one (1) position as detailed in its Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**INSTITUTION/AGENCY AGENDA
IDAHO STATE UNIVERSITY (cont.)**

**NEW POSITIONS
ACADEMIC/INSTRUCTIONAL**

Position Title:	Assistant Professor of Nuclear Engineering
Type of Position:	Faculty
FTE:	1.0
Term of Appointment:	9 month
Effective Date:	August 18, 2003
Salary Range:	\$100,000.00
Funding Source:	State Funds (50%) and Local Funds (50%)
Area/Department of Assignment:	Institute of Nuclear Science & Engineering, Office of Research
Duties and Responsibilities:	Teach, conduct research, and facilitate collaborative activities with ANL and INEEL, to contribute to expansion of curriculum in Nuclear Engineering.
Justification for the Position:	To provide support for the development of Nuclear Engineering research and teaching in concert with the new mission at the INEEL.

Position Title:	Clinical Assistant Professor
Type of Position:	Faculty
FTE:	.50
Term of Appointment:	9 month
Effective Date:	August 18, 2003
Salary Range:	\$21,840.00
Funding Source:	Grant Funds
Area/Department of Assignment:	Department of Nursing
Duties and Responsibilities:	Teach courses in the clinical and classroom areas.
Justification for the Position:	To provide additional faculty support.

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**INSTITUTION/AGENCY AGENDA
IDAHO STATE UNIVERSITY (cont.)**

**NEW POSITIONS
OTHER**

Position Title:	Dietary Aide, Senior
Type of Position:	Classified
FTE:	1.00
Term of Appointment:	12 month
Effective Date:	August 18, 2003
Salary Range:	\$13,915.20
Funding Source:	Local Funds
Area/Department of Assignment:	Early Learning Center
Duties and Responsibilities:	Manage the ELC kitchen to assure that staff is scheduled, food is ordered, picked up, and distributed as needed and that work is performed at the level that assures ELC will pass inspections.
Justification for the Position:	The duties of this position have been previously performed by a temporary, part-time employee.

Position Title:	Office Specialist 1
Type of Position:	Classified
FTE:	.50
Term of Appointment:	12 month
Effective Date:	August 18, 2003
Salary Range:	\$7,558.20
Funding Source:	Local Funds
Area/Department of Assignment:	Health Care Administration
Duties and Responsibilities:	General office duties, including word processing, document/paperwork completion, receptionist duties, mailings, record and file maintenance, etc.
Justification for the Position:	To provide clerical support for the newly established administrative unit, Center for Executive Studies.

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**INSTITUTION/AGENCY AGENDA
IDAHO STATE UNIVERSITY (cont.)**

Position Title: HIV Training Coordinator
Type of Position: Non-Classified
FTE: 1.00
Term of Appointment: 12 month
Effective Date: August 18 2003
Salary Range: \$75,000.00
Funding Source: Grant Funds
Area/Department of Assignment: ISU Boise Center
Duties and Responsibilities: Provide training to Idaho health care providers that may enhance their knowledge and skills to identify, diagnose, and treat persons with HIV.
Justification for the Position: To provide additional support to coordinate the training and clinical education to Idaho's health care providers as it relates to HIV/Aids education.

Position Title: Program Coordinator
Type of Position: Non-Classified
FTE: 1.00
Term of Appointment: 12 month
Effective Date: August 18 2003
Salary Range: \$45,000.00
Funding Source: Grant Funds
Area/Department of Assignment: ISU Boise Center
Duties and Responsibilities: Coordinate emergency management training program and implement goals and objectives as outlined by the State Homeland Security grant.
Justification for the Position: ISU has been requested to assist the varied state agencies in the training of emergency management professional statewide in accordance with the federal Office of Domestic Preparedness initiatives for homeland security.

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**INSTITUTION/AGENCY AGENDA
IDAHO STATE UNIVERSITY (cont.)**

Position Title: Administrative Assistant 1
Type of Position: Classified
FTE: 1.00
Term of Appointment: 12 month
Effective Date: August 18 2003
Salary Range: \$21,444.00
Funding Source: Grant Funds
Area/Department of Assignment: ISU Boise Center
Duties and Responsibilities: Provide clerical support to the program coordinator in implementing the goals and objectives as outlined by the State Homeland Security grant.
Justification for the Position: ISU has been requested to assist the varied state agencies in the training of emergency management professional statewide in accordance with the federal Office of Domestic Preparedness initiatives for homeland security.

**CHANGES IN POSITIONS (CHANGE IN FTE)
OTHER**

Position Title: Nurse/Mid-Level Practitioner (PCN 2128)
Type of Position: Non-Classified
FTE: change from .50 FTE to .60 FTE
Term of Appointment: 9 month
Effective Date: August 18, 2003
Salary Range: \$28,694.40
Funding Source: Local Funds
Area/Department of Assignment: Student Health Center
Duties and Responsibilities: Manage satellite Student Health Center in Idaho Falls; provide primary health care and education to ISU students and spouses.
Justification for the Position: To provide additional support due to increased student usage of the Idaho Falls Student Health Center.

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INSTITUTION/AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

A request by University of Idaho for a new position.

BACKGROUND

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

DISCUSSION

University of Idaho is requesting approval for one new position (1.0 FTE) supported by non-appropriated funds.

IMPACT

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

STAFF COMMENTS

None

BOARD ACTION

A motion to approve the request by University of Idaho for one (1) new position as detailed in its Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**INSTITUTION/AGENCY AGENDA
UNIVERSITY OF IDAHO (cont.)**

**NEW POSITIONS
OTHER**

Position Title:	Maintenance Craftsperson
Type of Position:	Classified
FTE:	1.0
Term of Appointment:	12 months
Effective Date:	September 1, 2003
Salary Range:	\$25,480.00
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Campus Recreation
Description of Duties and Responsibilities:	Responsible for operation and maintenance of equipment and assistance with daily operations
Justification for the Position:	Restructuring and reorganization

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INSTITUTION/AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE

SUBJECT

A request by Lewis-Clark State College for new positions.

BACKGROUND

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

DISCUSSION

Lewis-Clark State College is requesting approval for five new positions (4.0 FTE) supported by appropriated funds and local funds.

IMPACT

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

STAFF COMMENTS

None

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for five (5) new positions 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 (cont.)**

**NEW POSITIONS
ACADEMIC/INSTRUCTIONAL**

Position Title:	Lecturer
Type of Position:	Non-Classified/Exempt
FTE:	1.0 FTE
Term of Appointment:	9 months
Effective Date:	August 21, 2003
Salary Range:	\$30,000
Funding Source:	State appropriations
Area/Department of Assignment:	Division of Natural Sciences
Duties and Responsibilities:	Teach undergraduate courses in developmental and entry-level math; some service and curriculum development
Justification for the Position:	Provide faculty support in Natural Sciences Division

Position Title:	Lecturer
Type of Position:	Non-Classified/Exempt
FTE:	1.0 FTE
Term of Appointment:	9 months
Effective Date:	August 21, 2003
Salary Range:	\$30,000
Funding Source:	State appropriations
Area/Department of Assignment:	Division of Humanities
Duties and Responsibilities:	Teach 24 credits of English composition courses per academic year, advise students, and perform additional duties as assigned by Chair of the Division.
Justification for the Position:	Provide faculty support in Humanities

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**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE (cont.)**

**NEW POSITIONS
OTHER**

Position Title:	Administrative Assistant I
Type of Position:	Classified
FTE:	.5 FTE
Term of Appointment:	12 months
Effective Date:	August 1, 2003
Salary Range:	\$10.31 per hour
Funding Source:	State appropriations
Area/Department of Assignment:	Division of Natural Sciences
Duties and Responsibilities:	Customer service to faculty, students and general public; know and interpret policies and procedures; answer phones, file, create reports; and supervise irregular help
Justification for the Position:	Meet secretarial and administrative needs in Natural Sciences Division

Position Title:	Office Specialist II
Type of Position:	Classified
FTE:	.5 FTE
Term of Appointment:	12 months
Effective Date:	August 1, 2003
Salary Range:	\$9.17 - \$15.31 per hour
Funding Source:	State appropriations
Area/Department of Assignment:	Office of Recruitment and Retention
Duties and Responsibilities:	Monitor budgets, supervise student employees, assist with production and dissemination of correspondence, support Director and other exempt staff, and handle other duties as assigned.
Justification for the Position:	Currently, there is no dedicated administrative support for this office.

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**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE (cont.)**

Position Title:	Videographer/Editor
Type of Position:	Classified
FTE:	1.0 FTE
Term of Appointment:	12 months
Effective Date:	August 1, 2003
Salary Range:	\$10.31 per hour
Funding Source:	State appropriations and local funding
Area/Department of Assignment:	Information Technology/Media Services
Duties and Responsibilities:	Responsible for scheduling and maintenance support of Silverthorne Theater. Assist with photographic and video production for the campus.
Justification for the Position:	Department assigned responsibility of management of Silverthorne Theater; additional support needed for photographic and video production.