

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>PAGE</b>
<b>1</b>	<b>BOISE STATE UNIVERSITY</b> New Positions Changes in Positions	Motion to Approve	1-6
<b>2</b>	<b>IDAHO STATE UNIVERSITY</b> New Positions	Motion to Approve	7-10
<b>3</b>	<b>UNIVERSITY OF IDAHO</b> Appointments – Non-delegated	Motion to Approve	11-12
<b>4</b>	<b>LEWIS-CLARK STATE COLLEGE</b> New Positions	Motion to Approve	13-15

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**OCTOBER 2-3, 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 five new positions (4.5 FTE) supported by appropriated funds and local funds; and, approval for an increase to term of employment from 10 months to 11 months for one position, increase to term of employment from 8 months to 9 months for one position, and increase in 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 five (5) new positions, increases to terms of appointment for two (2) positions, and an increase in FTE for one (1) position as detailed in its Human Resources agenda.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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

**NEW POSITIONS  
ACADEMIC/INSTRUCTIONAL**

Position Title:	Assistant Professor (2 positions)
Type of Position:	Faculty
FTE:	1.0
Term of Appointment:	9 month
Effective Date:	Spring Semester 2004/Fall Semester 2004
Salary Range:	\$60,000 - \$75,000
Funding Source:	Local Funds
Area/Department of Assignment:	Mechanical Engineering
Description of Duties and Responsibilities:	Full-time official faculty position to teach materials science and engineering in the Mechanical Engineering Department.
Justification for the Position:	A grant of \$2M was given to Boise State to begin a baccalaureate degree program in materials science and engineering. Two faculty positions are being created from these funds. After four years these positions will be converted to appropriated funding.

**NEW POSITIONS  
OTHER**

Position Title:	Administrative Assistant I
Type of Position:	Classified Staff
FTE:	.5
Term of Appointment:	12 month
Effective Date:	October 1, 2003
Salary Range:	\$10,722
Funding Source:	Appropriated Funds
Area/Department of Assignment:	Provost's Office
Description of Duties and Responsibilities:	Duties include receptionist duties for the Executive Offices that include the offices of the President, the Provost and Vice President for Academic Affairs, and Legal Counsel. Will maintain database of official faculty as well as other clerical duties.
Justification for the Position:	Restructuring of duties within the Executive Office staff has necessitated the need to create this half-time position. Funding was transferred from irregular salaries in the Provost's Office to create this half-time appointment.

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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

Position Title:	Office Specialist 2
Type of Position:	Classified Staff
FTE:	1.0 FTE
Term of Appointment:	10 month
Effective Date:	October 1, 2003
Salary Range:	\$15,892
Funding Source:	Local Funds
Area/Department of Assignment:	Morrison Center
Description of Duties and Responsibilities:	Provides clerical duties for director of the Morrison Center and assisting with the day-to-day operations of the front office.
Justification for the Position:	The Morrison Center has been using student help. With the erratic nature of the students' schedules, it has become advantageous to create this position.

Position Title:	Management Systems Coordinator
Type of Position:	Professional Staff
FTE:	1.0 FTE
Term of Appointment:	12 month
Effective Date:	October 1, 2003
Salary Range:	\$37,500-43,000
Funding Source:	Local Funds
Area/Department of Assignment:	University Advancement
Description of Duties and Responsibilities:	Responsible for the maintenance, testing, security, fixes and development of the Contributor Relations module of PeopleSoft. The Contributor Relations module deals with receipts, memberships and donor records.
Justification for the Position:	The extra workload created in managing the Contributor Relations module is more than current staff can handle.

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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

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

Position Title:	Office Specialist 2
Type of Position:	Classified Staff
FTE:	1.0 FTE
Term of Appointment:	from 10 month to 11 month
Effective Date:	October 1, 2003
Salary Range:	\$1,257
Funding Source:	Local Funds
Area/Department of Assignment:	Children's Center
Description of Duties and Responsibilities:	Provides clerical duties for director of the Children's Center.
Justification for the Position:	The Children's Center has expanded and needs additional assistance during the summer with the enlargement of the summer program. This person has been working this schedule and we need to change the months of service to match what is currently being performed.

Position Title:	Child Care Provider
Type of Position:	Classified Staff
FTE:	1.0 FTE
Term of Appointment:	from 8 month to 9 month
Effective Date:	October 1, 2003
Salary Range:	\$766
Funding Source:	Local Funds
Area/Department of Assignment:	Children's Center
Description of Duties and Responsibilities:	Provides teaching responsibilities at the Children's Center.
Justification for the Position:	The Children's Center has expanded and needs additional assistance. This person has been working this schedule and we need to change the months of service to match what is currently being performed.

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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

Position Title:	Financial Support Tech
Type of Position:	Classified Staff
FTE:	from .5 to 1.0 FTE
Term of Appointment:	12 month
Effective Date:	October 1, 2003
Salary Range:	\$9,537
Funding Source:	Local Funds
Area/Department of Assignment:	Alumni Relations
Description of Duties and Responsibilities:	Provide full-time accounting, financial reporting, and administrative responsibilities for Alumni.
Justification for the Position:	With the increase in project load and outreach of the alumni office, the staffing needs require a full-time financial technician.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**OCTOBER 2-3, 2003**

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**INSTITUTION/AGENCY AGENDA**  
**IDAHO STATE UNIVERSITY**

**SUBJECT**

A request by Idaho State University for new positions.

**BACKGROUND**

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

**DISCUSSION**

Idaho State University is requesting approval for four new positions (3.6 FTE) supported by appropriated funds, local funds, and grant 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 Idaho State University for four (4) new positions as detailed in its Human Resources agenda.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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

**NEW POSITIONS  
ACADEMIC/INSTRUCTIONAL**

Position Title:	Assistant Professor
Type of Position:	Faculty
FTE:	.90
Term of Appointment:	12 month
Effective Date:	October 6, 2003
Salary Range:	\$128,000.00
Funding Source:	Local Funds/Clinic (50%) & Grant Funds (50%)
Area/Department of Assignment:	Family Medicine
Duties and Responsibilities:	Serve as Physician Director for the Pocatello Family Medicine Clinic as well as assisting in direct patient care.
Justification for the Position:	The duties of this position have been previously shared by three faculty members. The addition of this position will allow for one director, which should improve clinic function.

Position Title:	Assistant Professor (PCN 1104)
Type of Position:	Faculty
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	October 6, 2003
Salary Range:	\$75,500.00
Funding Source:	State Funds
Area/Department of Assignment:	Pharmacy Practice and Administrative Sciences
Duties and Responsibilities:	Teaching, scholarship and service.
Justification for the Position:	This position is institutionally budgeted, however, it has been vacant for more than one year. ISU requests authorization to reactivate the position on the State Employee Information System (EIS).

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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

Position Title:	Research Assistant Professor
Type of Position:	Faculty
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	October 6, 2003
Salary Range:	\$62,400.00
Funding Source:	Grant Funds
Area/Department of Assignment:	Idaho Accelerator Center
Duties and Responsibilities:	Function as senior investigator in planning and conducting experiments to determine the effects of radiation on various selected biological samples and agent stimulants.
Justification for the Position:	To provide support as outlined in the grant awarded by the Department of Defense.

**NEW POSITIONS  
OTHER**

Position Title:	Family Medicine Information Technologist
Type of Position:	Non-Classified
FTE:	.70
Term of Appointment:	12 month
Effective Date:	October 6, 2003
Salary Range:	\$52,000.00
Funding Source:	Grant Funds (.5 FTE) & Local Funds/Clinic (.2 FTE)
Area/Department of Assignment:	Family Medicine
Duties and Responsibilities:	Oversee/coordinate the new electronic medical records system, working closely with Portneuf Medical Center and the ISU Computer Center.
Justification for the Position:	To provide technical support for local network needs.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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**INSTITUTION/AGENCY AGENDA  
UNIVERSITY OF IDAHO**

**SUBJECT**

A request by University of Idaho for a non-delegated appointment.

**BACKGROUND**

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

**DISCUSSION**

University of Idaho is requesting approval to appoint William Cone as Psychiatrist at a salary equal to or greater than 75% of the president's base salary.

**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 to appoint William Cone as Psychiatrist at a salary equal to or greater than 75% of the president's base salary as detailed in its Human Resources agenda.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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

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

William Cone	Psychiatrist
FTE:	.75
Term of Appointment:	9 months
Effective Date:	August 18, 2003
Annual Salary:	\$120,010.80
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Student Benefits, Health and Wellness
Justification:	Responsibility to provide outpatient psychiatric care to students, spouses and their dependents

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**OCTOBER 2-3, 2003**

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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 three new positions (2.8 FTE) supported by appropriated funds and grant 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 three (3) new positions as detailed in its Human Resources agenda.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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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 1, 2003
Salary Range:	\$30,014
Funding Source:	State appropriations
Area/Department of Assignment:	Social Sciences Department
Duties and Responsibilities:	Teach 8 courses per academic year in Social Sciences area; other duties as assigned
Justification for the Position:	Need to support and expand a Core Mission area of the College

**NEW POSITIONS  
OTHER**

Position Title:	Regional Director
Type of Position:	Non-Classified/Exempt
FTE:	1.0 FTE
Term of Appointment:	12 months
Effective Date:	September 1, 2003
Salary Range:	\$37,142
Funding Source:	Grant funding
Area/Department of Assignment:	Lewis-Clark Service Corps
Duties and Responsibilities:	Assist in directing AmeriCorps members and host sites in Southern Idaho region; supervise staff and VISTA program member
Justification for the Position:	Expansion of AmeriCorps program in Southern Idaho

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 2-3, 2003**

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

Position Title:	Regional Program Manager
Type of Position:	Classified
FTE:	.80 FTE
Term of Appointment:	12 months
Effective Date:	September 1, 2003
Salary Range:	\$20,900
Funding Source:	Grant funding
Area/Department of Assignment:	Lewis-Clark Service Corps
Duties and Responsibilities:	Assist in management of AmeriCorps members and host sites in Southern Idaho region.
Justification for the Position:	Expansion of AmeriCorps program in Southern Idaho