

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004**

TAB	DESCRIPTION	ACTION	PAGE
1	BOISE STATE UNIVERSITY New Position	Motion to Approve	1
2	IDAHO STATE UNIVERSITY New Positions Change in Position	Motion to Approve	5
3	UNIVERSITY OF IDAHO Appointment – Non-delegated	Motion to Approve	11
4	LEWIS-CLARK STATE COLLEGE New Position	Motion to Approve	15

THIS PAGE INTENTIONALLY LEFT BLANK

BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004

INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

A request by Boise State University for one new position.

BACKGROUND

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

DISCUSSION

Boise State University is requesting approval for one new Technical Records Specialist position (1.0 FTE) in the Risk Management area. The position will be supported by appropriated funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

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

BOARD ACTION

A motion to approve the request by Boise State University for one new Technical Records Specialist position (1.0 FTE) in the Risk Management area supported by appropriated funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

THIS PAGE INTENTIONALLY LEFT BLANK

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY**

**NEW POSITION
OTHER**

Position Title	Technical Records Specialist I
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 30, 2004
Salary Range	\$21,445
Funding Source	Appropriated
Area/Department of Assignment	Risk Management
Duties and Responsibilities:	Assist risk manager with clerical duties; coordinate with Idaho office of Insurance Management, act as BSU claims contact, liaison to Idaho State Insurance Fund.
Justification for the Position	Risk Management was reorganized and the shared assistance they had is no longer available to them.

THIS PAGE INTENTIONALLY LEFT BLANK

BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

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

BACKGROUND

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

DISCUSSION

Idaho State University is requesting approval for seven (7) new positions (6.35 FTE) supported by state funds, local funds, and grant funds; and approval for an increase to a position's FTE rating from .50 to .75.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

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

BOARD ACTION

A motion to approve the request by Idaho State University for seven (7) new positions (6.35 FTE) and change to one (1) position from .50 to .75 FTE.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

THIS PAGE INTENTIONALLY LEFT BLANK

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004**

INSTITUTION / AGENCY
IDAHO STATE UNIVERSITY

NEW POSITIONS
OTHER

Position Title	Environmental Radionuclide Field Scientist
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 28, 2004
Salary Range	\$31,824.00
Funding Source	Grant Funds
Area/Department of Assignment	Physics
Duties and Responsibilities	Perform complicated sampling; develop and improve methods for field sampling of radionuclides in environmental media; prepare and revise written procedures for sampling; solve problems.
Justification for the Position	This position will provide support in order to maintain continuity of the responsibilities required under the contract with the State of Idaho INEEL Oversight group.

Position Title	Nurse Practitioner
Type of Position	Non-Classified
FTE	.80
Term of Appointment	12 month
Effective Date	March 1, 2004
Salary Range	\$49,920.00
Funding Source	Local Funds
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Provide patient care.
Justification for the Position	To provide additional support due to increased patient volume and a decrease in staffing.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004**

INSTITUTION / AGENCY
IDAHO STATE UNIVERSITY continued

Position Title	Financial Technician
Type of Position	Classified
FTE	.75
Term of Appointment	12 month
Effective Date	January 28, 2004
Salary Range	\$17,986.80
Funding Source	Grant Funds
Area/Department of Assignment	College of Technology/General Education
Duties and Responsibilities	Analyze, research, forecast, and reconcile complex financial documents; ensure compliance with laws, rules, and policies; perform specialized financial record keeping, maintenance, review, verification, and support functions; perform related work.
Justification for the Position	To provide financial/accounting support for the Northwest Area Foundation Partners for Prosperity program.

Position Title	Technical Records Specialist 2
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 28, 2004
Salary Range	\$23,982.40
Funding Source	Grant Funds
Area/Department of Assignment	College of Technology/General Education
Duties and Responsibilities	Support management of a regional database of research data; convey and retrieve information for programs and organizational activities; organize and manage confidential research data; revise technical forms; act as resident expert in the implementation and maintenance of technical documents; assist program staff with editing and formatting reports and proposals; perform related work.
Justification for the Position	To provide technical support for the Northwest Area Foundation Partners for Prosperity program.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004**

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

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 28, 2004
Salary Range	\$21,444.00
Funding Source	Grant Funds
Area/Department of Assignment	College of Technology/General Education
Duties and Responsibilities	Perform a wide variety of secretarial support functions; develop/maintain program records systems; collect information; prepare reports; act as liaison between management, other organizational units, and regional partners; perform related work.
Justification for the Position	To provide administrative support for the Northwest Area Foundation Partners for Prosperity program.

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	.80
Term of Appointment	12 month
Effective Date	January 28, 2004
Salary Range	\$21,444.80
Funding Source	Local Funds
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Grant accounting, payroll, requisitions, account liaison, Medicare financial reporting, computer skills, budget approval and routing, accounting, and clerical duties.
Justification for the Position	To provide support for the increased number of grants and contracts.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004**

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

Position Title	Office Specialist 2
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 28, 2004
Salary Range	\$19,073.00
Funding Source	State Funds
Area/Department of Assignment	General Counsel/Risk Management
Duties and Responsibilities	Clerical duties and receptionist.
Justification for the Position	To provide additional clerical support due to the addition of workers compensation and implementation of the Return-to-Work Program to the Office of General Counsel.

**CHANGE IN POSITION
OTHER**

Position Title	Office Specialist 2 (PCN 2104)
Type of Position	Classified
FTE	Change from .50 FTE to .75 FTE
Term of Appointment	12 month
Effective Date	January 28, 2004
Salary Range	\$15,506.40
Funding Source	Local Funds
Area/Department of Assignment	ASISU Program Board
Justification for the Position	To provide additional clerical support due to increased projects, and to provide support for students.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004

INSTITUTION/AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

A request by University of Idaho for approval of 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 Dr. John Hammel as Dean of the College of Agricultural and Life Sciences at a salary equal to or 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 AND RECOMMENDATIONS

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

BOARD ACTION

A motion to approve the request by University of Idaho to appoint Dr. John Hammel as Dean of the College of Agricultural and Life Sciences at a salary equal to or greater than 75% of the chief executive officer's base salary.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

THIS PAGE INTENTIONALLY LEFT BLANK

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004**

**INSTITUTION/AGENCY AGENDA
UNIVERSITY OF IDAHO**

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

Dr. John Hammel	Dean
FTE	1.0
Term of Appointment	36 months
Effective Date	January 19, 2004
Annual Salary	\$140,000.48
Funding Source	Appropriated funds
Area/Department of Assignment	College of Agricultural and Life Sciences
Justification:	New appointment

THIS PAGE INTENTIONALLY LEFT BLANK

BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004

INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE

SUBJECT

A request by Lewis-Clark State College for one new position.

BACKGROUND

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

DISCUSSION

Lewis-Clark State College is requesting approval for one (1) new position (0.5 FTE) supported by state and local funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

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

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for one (1) new position (0.5 FTE) in the Office of Grants & Contracts

Moved by _____ Seconded by _____ Carried Yes _____ No _____

THIS PAGE INTENTIONALLY LEFT BLANK

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 26-27, 2004**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE**

**NEW POSITION
OTHER**

Position Title	Office Specialist II
Type of Position	Classified
FTE	0.5
Term of Appointment	11 months
Effective Date	01/28/04
Salary Range	\$10,009
Funding Source	State and local funds
Area/Department of Assignment	Office of Grants & Contracts
Duties and Responsibilities	Handle routine office duties, assist with grant funding searches, track and monitor grants and contracts awarded to institution; other duties as assigned.
Justification for the Position	Provide clerical support to Director of Grants & Contracts

THIS PAGE INTENTIONALLY LEFT BLANK