

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

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

APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education Governing Policy Section II.B.3.

BACKGROUND

Items submitted for review and approval according to Board Policy listed above.

DISCUSSION

Boise State University requests approval for:

- Creation of eight locally-funded positions
- Change in five positions
- Deletion of one position in the College of Applied Technology.

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. The position changes in the Pavilion are partially the result of a decision to lease rather than buy events. BSU reports that purchasing shows costs more, and takes more staff time. Therefore as part of the on-going improvement at the Pavilion, it has been decided to lease all future events, which allows for reducing FTE slightly.

BOARD ACTION

A motion to approve the request by Boise State for eight (8) new positions (7.25 FTE) supported by local funds; term, salary and FTE changes to five (5) positions (4.30 FTE), and deletion of one (1) position (1.0 FTE) as detailed on the Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY**

NEW POSITIONS

Position Title	Facility Scheduling Coordinator
Type of Position	Classified
FTE	.75 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$21,994
Funding Source	Local
Area/Department of Assignment	Student Union and Student Involvement
Duties and Responsibilities	Scheduling events in the Student Union Building.
Justification of Position	Currently a temporary employee is filling this position. The increase in demand for the Student Union requires the creation of this position permanently.

Position Title	Financial Support Technician
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$19,074
Funding Source	Local
Area/Department of Assignment	Student Union and Student Involvement
Duties and Responsibilities	Providing financial support and vault responsibilities for the Student Union Building.
Justification of Position	For consistent support in the Business Office, two part-time student business office assistants are being eliminated. This position is being created to provide stability with the turnover indicative of student employment.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

Position Title	Painter
Type of Position	Classified
FTE	.75 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$14,305
Funding Source	Local
Area/Department of Assignment	Student Union and Student Involvement
Duties and Responsibilities	Painting/maintenance of the Student Union Building.
Justification of Position	This position has been temporary for five years. Elimination of a temporary position will assist in the ability to retain employees.

Position Title	Administrative Assistant I
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$21,445
Funding Source	Local
Area/Department of Assignment	Student Union and Student Involvement
Duties and Responsibilities	Clerical responsibilities for the Cultural Center and the cultural student organizations office and clubs.
Justification of Position	The Cultural Center has been relocated. Clerical assistant remained with the Women's Center. The Cultural Center requires clerical assistance.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

Position Title	Events Technical Coordinator
Type of Position	Classified
FTE	.75 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$16,084
Funding Source	Local
Area/Department of Assignment	Student Union and Student Involvement
Duties and Responsibilities	Provide technical assistance to events in the Student Union Building.
Justification of Position	The needs for audio visual assistance in the Student Union building has quadrupled in the past five years. The need for advanced technical support for meeting and events is critical to the conference services operation.

Position Title	Student Activities Program Coordinator
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$31,824
Funding Source	Local
Area/Department of Assignment	Student Union and Student Involvement
Duties and Responsibilities	Position will focus on Homecoming, Volunteer Services Board, and Leadership Quest and have responsibilities for developing "Welcome Week" activities in Canyon County.
Justification of Position	Over the past five years several new program and responsibilities have been added under student activities without an increase in staff. These responsibilities will be spread over four professional staff positions instead of three.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

Position Title	Landscape Technician
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$15,413
Funding Source	Local
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Maintenance of landscape and lawns.
Justification of Position	Additional position needed due to increased acreage in lawns and grass playing fields.

Position Title	Promotions Coordinator
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$31,824
Funding Source	Local
Area/Department of Assignment	Bookstore
Duties and Responsibilities	Responsible for the development and execution of promotional plans including financial and budgetary responsibilities; creation of computer design, production and editing of text and graphics for offset productions printing and electronic media; and supervision of student staff.
Justification of Position	With the elimination of the Auxiliary Services Department, the need for the position has been realized by the Bookstore.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

CHANGE IN POSITIONS

Position Title	Box Office Manager
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	from 12 to 10 month
Effective Date	June 21, 2004
Salary Range	-\$5,594
Funding Source	Local
Area/Department of Assignment	Pavilion
Duties and Responsibilities	Managing and supervising the box office at the Pavilion.
Justification of Position	Budgetary constraints at the Pavilion have necessitated the change in this position.
Position Title	Booking/Scheduling Coordinator
Type of Position	Professional
FTE	from 1.0 to .5 FTE
Term of Appointment	from 12 to 9 month
Effective Date	June 21, 2004
Salary Range	-\$22,187
Funding Source	Local
Area/Department of Assignment	Pavilion
Duties and Responsibilities	Coordinating the scheduling of the Pavilion.
Justification of Position	Budgetary constraints at the Pavilion have necessitated the change in this position.
Position Title	Event Production Coordinator
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	from 12 to 10 month
Effective Date	June 21, 2004
Salary Range	-\$6,128
Funding Source	Local
Area/Department of Assignment	Pavilion
Duties and Responsibilities	Coordinating the production of events at the Pavilion.
Justification of Position	Budgetary constraints at the Pavilion have necessitated the change in this position.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

Position Title	Assistant Director, Sales, Sponsorship and Signage
Type of Position	Professional
FTE	from 1.0 to .8 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	-\$9,235
Funding Source	Local
Area/Department of Assignment	Pavilion
Duties and Responsibilities	Responsible for sponsorships at the Pavilion.
Justification of Position	Budgetary constraints at the Pavilion have necessitated the change in this position.

Position Title	Mountain Home Program Coordinator
Type of Position	Professional
FTE	from .75 to 1.0 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$8,117
Funding Source	Local 25%; Appropriated 75%
Area/Department of Assignment	Extended Studies
Duties and Responsibilities	Coordinating the classes at the Mountain Home Air Force Base.
Justification of Position	The volume of work has increased considerably and it is important that the office at Mountain Home be open daily during business hours to serve both the military and civilian students.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

DELETION OF POSITION

Position Title	Teacher
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	June 21, 2004
Salary Range	\$33,030
Funding Source	Local
Area/Department of Assignment	Selland College of Applied Technology
Duties and Responsibilities	Instruction in the Truck Driving Program.
Justification of Deletion	Streamlining and reallocation of the instructional activities of this program have allowed the deletion of this position.

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

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.

Agenda Item Format: Requests for new position authorizations 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;
- (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

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

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

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, 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.

The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

A request by Idaho State University for approval of new positions.

APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education Governing Policy Section II.B.3

BACKGROUND

Items submitted for review and approval according to Board Policy listed above.

DISCUSSION

Idaho State University is requesting approval for:

- Seven (7) new faculty positions (7.0 FTE) supported by state, local and grant funds;
- Nine (9) new professional staff positions (9.0 FTE) supported by state, local and grant funds;
- Four (4) new classified positions (4.0 FTE) supported by state, local, and grant funds;
- Authorization to increase the FTE on one (1) faculty position (1.0 FTE) supported by state and local funds.

IMPACT

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

STAFF AND COMMENTS AND RECOMMENDATIONS

The request has been reviewed and is consistent with Board policy. Several of the positions are to accommodate increased enrollment; additional state, federal or local grant revenues are funding all of the positions.

BOARD ACTION

A motion to approve the request by Idaho State University for twenty (20) positions (20.0 FTE) and to increase the FTE on one (1) position (1.0 FTE), as detailed on the Human Resources Agenda.

Moved by _____ Seconded by _____ Carried Yes_____ No_____

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY - continued

NEW POSITIONS
ACADEMIC

Position Title	Associate Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 month
Effective Date	July 1, 2004
Salary Range	\$60,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Dental Hygiene
Duties and Responsibilities	Develop and teach courses in the new graduate program curriculum; assist with development of admissions criteria and participate in directing student research.
Justification of Position	To provide faculty support required by the grant for the new dental hygiene graduate program.

Position Title	Assistant Professor of Clinical Psychology
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	August 16, 2004
Salary Range	\$46,000.00
Funding Source	State Funds
Area/Department of Assignment	Psychology
Duties and Responsibilities	Teach a variety of graduate and undergraduate courses; conduct research; develop a productive research program involving students.
Justification of Position	To provide additional faculty support for instruction, supervision, and mentoring of theses/dissertations in order to satisfy accreditation standards.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY - continued

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	August 16, 2004
Salary Range	\$39,000.00
Funding Source	State Funds
Area/Department of Assignment	Communication & Theatre
Duties and Responsibilities	Aid in structuring a dance curriculum and program; teach courses in dance; coordinate the dance program with the theatre and music programs.
Justification of Position	To provide additional faculty support for the development of an academic program in dance.

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	August 16, 2004
Salary Range	\$39,000.00
Funding Source	State Funds
Area/Department of Assignment	Communication Sciences & Disorders and Education of the Deaf
Duties and Responsibilities	Teach courses in the new clinical doctorate of audiology program; provide clinical supervision and program administration; conduct research.
Justification of Position	To provide additional faculty support for the implementation of the Au.D. program.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY - continued

Position Title	Clinical Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$67,288.00
Funding Source	Local & Grant Funds (50%/50%)
Area/Department of Assignment	Pharmacy Practice and Administrative Sciences
Duties and Responsibilities	Assist with teaching in the Doctor of Pharmacy Degree Program and other ISU health professions programs; coordinate the Drug Utilization Review Program subcontracted through the Department of Health and Welfare.
Justification of Position	To provide additional faculty support for teaching as well as coordination of the Drug Utilization Review Program. The duties of this position have been previously performed by temporary employees.
Position Title	Instructional Design Faculty Research
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$55,000.00
Funding Source	Local Funds
Area/Department of Assignment	Physician Assistant Program
Duties and Responsibilities	Teach research methods, educational technology, and adult learning to continuing medical education (CME) and patient education; develop and maintain program evaluation.
Justification of Position	To provide additional faculty support for the development of distance learning courses for students in outlying areas.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

Position Title	Instructor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	August 16, 2004
Salary Range	\$30,300.00
Funding Source	State Funds
Area/Department of Assignment	Culinary Arts, College of Technology
Duties and Responsibilities	Teach culinary arts courses; manage and supervise individuals and groups in classrooms and laboratories.
Justification of Position	To provide additional instructional support due to increased enrollment.

OTHER

Position Title	Graduate Program Director
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	July 1, 2004
Salary Range	\$68,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Dental Hygiene
Duties and Responsibilities	Oversee the Master of Science in Dental Hygiene program; develop and teach courses.
Justification of Position	To provide support for the new graduate program and meet the requirements of the grant.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY - continued

Position Title	Consultant
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 1, 2004
Salary Range	\$46,000.00
Funding Source	Grant Funds
Area/Department of Assignment	College of Education
Duties and Responsibilities	Coordinate Reading First professional development program; act as liaison with area school districts; monitor requirements; attend various meetings and conferences as required.
Justification of Position	To provide support for the Reading First Professional Development Program grant.

Position Title	Assistant Athletic Trainer
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$29,993.60
Funding Source	Local Funds
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Provide care, prevention, and rehabilitation of athletic injuries; pre-season screening; maintain adequate injury records, etiology, treatment and follow-up.
Justification of Position	To provide additional support for the care and training of student athletes.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY - continued

Position Title	Accountant
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$39,375.00
Funding Source	Local Funds
Area/Department of Assignment	University Housing
Duties and Responsibilities	Oversee financial records for the housing operation; collect housing rental charges; track purchasing of departmental items; monitor student activities budget; reconcile purchasing cards; act as liaison with Financial Services.
Justification of Position	To provide support for the accurate handling of housing accounts and to improve accounting practices.

Position Title	Residence Hall Director
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$20,000.00
Funding Source	Local Funds
Area/Department of Assignment	University Housing
Duties and Responsibilities	Direct operations of the South Complex; supervise building staff; meet the needs of the residents; assist with guest services.
Justification of Position	To provide additional support to maintain efficiency and continuity.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

Position Title	Producer/Director
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 1, 2004
Salary Range	\$36,000.00
Funding Source	State Funds
Area/Department of Assignment	Media/Distance Learning Center
Duties and Responsibilities	Consult and work with faculty to design, create, produce and direct instructional programming; supervise video instructional managers; hire, train, schedule and organize student employees; assist with planning and development of policies, procedures, as well as short and long range plans.
Justification of Position	To provide support for the growth and expansion of distance learning in Boise.

Position Title	Assistant Director
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	9 month
Effective Date	July 1, 2004
Salary Range	\$13,000.00
Funding Source	State Funds
Area/Department of Assignment	Women's Studies Program
Duties and Responsibilities	Coordinate enrollment and course offerings; provide academic advising services to students; serve as assessment coordinator; develop and coordinate education-based programs and workshops; oversee the internship program.
Justification of Position	To provide permanent ongoing support due to increased enrollment. The duties of this position have been previously performed by part-time, temporary employees.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

Position Title	Assistant Director
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$32,460.48
Funding Source	State Funds
Area/Department of Assignment	Janet C. Anderson Gender Resource Center
Duties and Responsibilities	Provide victim advocacy services; prepare and give educational presentations and teach classes in related disciplines; provide training to Public Safety Officers, the Judicial Board, Housing and Residence Hall staff.
Justification of Position	To provide additional support for proper training in sexual and domestic violence, thereby limiting institutional liability.
Position Title	Assistant Director of Sports Clubs & Athletic Trainer
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	10 month
Effective Date	August 1, 2004
Salary Range	\$27,000.00
Funding Source	Local Funds
Area/Department of Assignment	Campus Recreation
Duties and Responsibilities	Oversight of 18+ sports clubs, including budgeting, allocation and expenditure of financial resources; coordinate and provide athletic training services to clubs and intramurals.
Justification of Position	To provide additional support for sport clubs and the increased emphasis on reducing potential injuries and liability.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

Position Title	Financial Technician
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$23,982.00
Funding Source	Local Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Prepare spreadsheets, and budgets; reconcile department budget accounts; prepare Purchasing and travel documents.
Justification of Position	To provide additional clerical support to assist with the increased number of grants.

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	July 1, 2004
Salary Range	\$21,444.80
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Emergency Management, ISU Boise Center
Duties and Responsibilities	Provide office support for staff, students, and part-time instructors; process reimbursements; handle accounts payable.
Justification of Position	To provide support for this expanding program as required by the grant.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY - continued

Position Title	Landscape Technician Senior
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$19,073.60
Funding Source	State Funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Specialized landscaping and grounds maintenance for state/university properties; supervision of small work crews.

Justification of Position

To provide additional support for the increased development of campus grounds and new building sites requiring specialized landscaping projects.

Position Title	Office Specialist 1
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 20, 2004
Salary Range	\$15,412.00
Funding Source	Local Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Perform clerical duties; act as receptionist; provide customer service.

Justification of Position

To provide additional clerical support to assist with the relationship between Telehealth Idaho and ISU Nursing.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY - continued

CHANGE IN POSITIONS
ACADEMIC

Position Title	Clinical Associate Professor and Director, Hearing Operation Program (PCN 3170)
Type of Position	Faculty
FTE	change from .5 FTE to 1.0 FTE
Term of Appointment	9 month
Effective Date	August 16, 2004
Salary Range	\$41,100.00
Funding Source	State Funds (45%) & Local Funds (55%)
Area/Department of Assignment	Communication Sciences & Disorders, and Education of the Deaf
Duties and Responsibilities	Supervise students in the Speech Language Pathology (SLP) masters program at the ISU Boise Center.
Justification of Position	To provide full-time support and provide a director for the Hearing Operation Program.

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

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:

c. Position Authorizations

(1) Any permanent new position, regardless of funding source, requires Board approval.

Agenda Item Format: Requests for new position authorizations must include the following information:

- (a) position title;
- (k) type of position;
- (l) FTE
- (m) Term of appointment;
- (n) Effective date;
- (o) approximate salary range;
- (p) funding source;
- (q) area or department of assignment;
- (r) a description of the duties and responsibilities of the position; and
- (s) a complete justification for the position

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

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

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

e. 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.

f. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

A request by the University of Idaho for approval of new and deleted positions.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policy Section II.B.3.

BACKGROUND

Items submitted for review and approval according to Board Policy listed above.

DISCUSSION

The University of Idaho is requesting approval for:

- Three (3) new positions: Facility Supervisor in Campus Recreation, Financial Specialist in Business and Accounting Services, and Programmer Analyst in Financial Services.
- Deletion of three (3) positions: Administrative Assistant in Auxiliary Services, Assistant Director of Utilities and Engineering in Facilities, and Print Graphic Design Specialist in Auxiliary Services.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

The request has been reviewed and is consistent with Board policy. These additions and deletions are a result of restructuring and reorganization by the University of Idaho.

BOARD ACTION

A motion to approve the request by University of Idaho for three (3) new positions (3.0 FTE) supported by appropriated and non-appropriated funds; and deletion of three (3) positions (3.0 FTE) as detailed on the Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

**NEW POSITIONS
OTHER**

Position Title	Facility Supervisor
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 19, 2004
Salary Range	\$26,603.20
Funding Source	Non-appropriated funds
Area/Department of Assignment	Campus Recreation
Duties and Responsibilities	Shared responsibility for organization, administration, management and operation of recreation facilities
Justification	Reorganization and restructuring

Position Title	Financial Specialist
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 19, 2004
Salary Range	\$33,009.60
Funding Source	Appropriated funds
Area/Department of Assignment	Business and Accounting Services
Duties and Responsibilities	Responsible for reconciliation of bank statements
Justification	Reorganization and restructuring

Position Title	Programmer Analyst
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	June 19, 2004
Salary Range	\$33,009.60
Funding Source	Appropriated and non-appropriated funds
Area/Department of Assignment	Financial Services
Duties and Responsibilities	Responsible for operation and maintenance of student health and wellness processes and for assisting with banner finance
Justification	Reorganization and restructuring

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued

DELETED POSITIONS
OTHER

Position Title	Administrative Assistant I (7054)
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	May 1, 2004
Salary Range	\$24,793.60
Funding Source	Non-appropriated funds
Area/Department of Assignment	Auxiliary Services
Justification	Reorganization and restructuring
Position Title	Assistant Director FMO, Utilities and Engineering (7380)
Type of Position	Non-faculty Exempt
FTE	1.0
Term of Appointment	12 month
Effective Date	May 1, 2004
Salary Range	\$64,667.20
Funding Source	Appropriated funds
Area/Department of Assignment	Facilities
Justification	Reorganization and restructuring
Position Title	Print Graphic Design Specialist (5572)
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	May 1, 2004
Salary Range	\$28,163.20
Funding Source	Non-appropriated funds
Area/Department of Assignment	Auxiliary Services
Justification	Reorganization and restructuring

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

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:

e. Position Authorizations

(1) Any permanent new position, regardless of funding source, requires Board approval.

Agenda Item Format: Requests for new position authorizations must include the following information:

(a) position title;

(t) type of position;

(u) FTE

(v) Term of appointment;

(w) Effective date;

(x) approximate salary range;

(y) funding source;

(z) area or department of assignment;

(aa) a description of the duties and responsibilities of the position; and

(bb) a complete justification for the position

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

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

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

g. 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.

The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE

SUBJECT

A request by Lewis-Clark State College for approval of new positions, deletion of positions, and changes in positions.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policy Section II.B.3.

BACKGROUND

Items submitted for review and approval according to Board Policy listed above.

DISCUSSION

Lewis-Clark State College is requesting approval for:

- Six (6) new positions (5.0 FTE) supported by state appropriated funds;
- To delete one (1) administrative position (1.0 FTE) and one (1) technical support position (1.0 FTE),
- To reduce two (2) instructional positions from 1.0 FTE to 0.5 FTE.

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. The new positions are a result of program growth or student need; the deleted positions are a result of campus restructuring and reorganization.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College to add six (6) new positions (5.0 FTE) supported by state appropriated funds; to delete two (2) positions (2.0 FTE), and to reduce two (2) instructional positions from 1.0 FTE to 0.5 FTE.

Moved _____ Seconded _____ Carried Yes ____ No ____

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

**NEW POSITIONS
INSTRUCTIONAL**

Position Title	Assistant Professor of Nursing
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	July 1, 2004
Salary Range	\$44,000
Funding Source	State Appropriated funds
Area/Department of Assignment	Division of Nursing & Health Science
Duties and Responsibilities	Teach nursing education classes for practical nursing program; supervise clinical and lab experiences; assist director of practical nursing program.
Justification of Position	Program growth

**NEW POSITIONS
OTHER**

Position Title	Development Coordinator
Type of Position	Exempt
FTE	0.75
Term of Appointment	12 months
Effective Date	July 1, 2004
Salary Range	\$26,000
Funding Source	State Appropriated funds
Area/Department of Assignment	College Advancement
Duties and Responsibilities	Provide additional support to facilitate prospects and donors; implement special events and manage annual fundraising.
Justification of Position	To increase support in soliciting charitable gifts and fundraising.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

Position Title	Career Counselor
Type of Position	Exempt
FTE	0.5
Term of Appointment	10 months
Effective Date	July 1, 2004
Salary Range	\$23,719
Funding Source	State Appropriated funds
Area/Department of Assignment	Career Development Services
Duties and Responsibilities	Assist with individual career planning and development, job placement research, direct job searches; coordinate career exploration seminars and other programs; assist with graduate follow-up study; provide support in Career Development office
Justification of Position	High need for service to students; restoration of position lost in 2002.

Position Title	Athletic Development Officer
Type of Position	Exempt
FTE	0.75
Term of Appointment	12 months
Effective Date	July 1, 2004
Salary Range	\$24,345
Funding Source	State Appropriated funds
Area/Department of Assignment	Athletics
Duties and Responsibilities	Responsible for management of athletic fundraising events.
Justification of Position	Formerly a shared position, this addition will increase the support for athletic fundraising.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

Position Title	Printing Technician/Instructional Aide
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	July 1, 2004
Salary Range	\$29,120
Funding Source	State Appropriated funds
Area/Department of Assignment	Business Technology & Service
Duties and Responsibilities	Prepare, operate and maintain printing presses, bindery equipment, and pre-press lab machines to include changing chemicals & cleaning as needed. Produce printing jobs as requested from job tickets.
Justification of Position	Program growth

Position Title	Maintenance Craftsman Sr.
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	July 1, 2004
Salary Range	\$21,445
Funding Source	State Appropriated funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Irrigation system design, installation, control & repair. Supervise student workers and seasonal workers.
Justification of Position	Need additional support in grounds maintenance.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

**DELETED POSITIONS
ADMINISTRATIVE**

Position Title	Vice President for Student Affairs
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	April 5, 2004
Salary Range	\$75,005
Funding Source	State Appropriated funds
Area/Department of Assignment	Student Affairs
Justification of Position	Restructuring and reorganization

OTHER

Position Title	Network/Library System Technician
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	April 10, 2004
Salary Range	\$33,342
Funding Source	Local funds
Area/Department of Assignment	Information Technology
Justification of Position	LCSC library no longer supports local library consortium

**CHANGES IN POSITIONS
INSTRUCTIONAL**

Position Title	Assistant Professor
Type of Position	Exempt
FTE	Change from 1.0 to 0.5 FTE
Term of Appointment	9 months
Effective Date	August 19, 2004
Salary Range	\$36,005
Funding Source	State Appropriated funds
Area/Department of Assignment	Business Technology & Service
Justification of Position	Program restructuring

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004**

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

Position Title	Assistant Professor
Type of Position	Exempt
FTE	Change from 1.0 to 0.5 FTE
Term of Appointment	9 months
Effective Date	August 19, 2004
Salary Range	\$39,645
Funding Source	State Appropriated funds
Area/Department of Assignment	Business Technology & Service
Justification of Position	Program restructuring

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 17-18, 2004

INSTITUTION / AGENCY AGENDA
EASTERN IDAHO TECHNICAL COLLEGE

SUBJECT

Administrative Appointment.

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