

**CONSENT AGENDA – STATE BOARD OF EDUCATION
OCTOBER 20-21, 2004**

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**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
OCTOBER 20-21, 2004**

SUBJECT

RFP for State Higher Education Eligible Partnership Grants

APPLICABLE STATUTE, RULE, OR POLICY

NA

BACKGROUND

The State Board of Education was recently notified that Idaho has been awarded a Transition to Teaching Grant under Title II, Part Subpart 1 of the Elementary and Secondary Education Act of 1965(ESEA), as amended by the No Child Left Behind Act of 2001. The purposes of the Transition to Teaching Program are to establish a program to recruit and retain highly qualified mid-career professionals, and recent graduates of an institution of higher education, as teachers in high-need schools.

This program encourages the development and expansion of alternative routes to certification under State-approved programs that enable individuals to be eligible for teacher certification within a reduced period of time, relying on the experience, expertise, and academic qualification of an individual, or other factors in lieu of traditional course work in the field of education.

DISCUSSION

Allison McClintick, Educator Policy Program Manager, will be responsible for the administration of the grant. Sandra DeKlotz, Federal Programs Manager will monitor the budget and Northwest Regional Educational Laboratory will do the project evaluations. The U of I, ISU, BSU, NNU, LCSC and CSI and ABCTE will be participating along with approximately twenty high-need districts throughout Idaho.

IMPACT

This \$1.3 million five-year grant will provide stipends for 153 candidates to earn their teaching certificate. (Stipends to the state institutions are \$5000 each. Those for ABCTE are \$2000.) Once certified, the teacher is to work in a high-need district anywhere in the U.S for at least three years. In addition to the stipends, the grant will pay for a mentoring program for each candidate who has received their certificate and is teaching.

STAFF COMMENTS AND RECOMMENDATIONS

Idaho received one of thirteen state awards. Seventeen were given in the local category and two were given in the regional/national category. On the average, Idaho's state award was one of the largest.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
OCTOBER 20-21, 2004**

SUBJECT

Program Changes Approved by Executive Director

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures, Section III.G.4.b. (2), Program Approval and Discontinuance

BACKGROUND

In accordance with Board policy, “Changes, additions, expansions, and consolidations to existing instructional programs, majors, minors, options, emphases or instructional units with a financial impact of less than \$250,000 require executive director approval prior to implementation.

DISCUSSION

In accordance with Board policy, “All modifications approved by the executive director shall be reported quarterly to the Board.” The Board office is providing a report of program changes, additions, etc. from Idaho’s public colleges and universities that were approved by the executive director. Board staff has delayed submission of these reports to the Board until the development of the 8-year plan was complete. With the completion of the 8-year plan, Board staff will resume a regular reporting schedule for programmatic changes approved by the Executive Director.

IMPACT

NA

STAFF COMMENTS AND RECOMMENDATIONS

Board staff offers no comments or recommendations.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board’s discretion.

**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
OCTOBER 20-21, 2004**

**Academic Program Changes
Approved by Executive Director
April 2003 - September 2004**

Boise State University
Establish new Emphasis in Clinical Laboratory Science leading to a B.S. in Biology
Combine American Government and Public Administration emphases into one leading to a B.A. or B.S. in Political Science
Establishment of Center for Orthopedic and Biomechanics Research (COBR)
Addition of Graduate Certificates on Online Teaching and School Technology Coordination
Establishment of Center for Excellence for Environmental Health and Safety
Transferred Practical Nursing Program from Seland College of Applied Technology to College of Health Sciences
Reorganization of College of Education: <ul style="list-style-type: none"> • Dept of Curriculum, Instruction, and Foundational Studies (minor changes) • Dept of Bilingual Education (new) • Dept of Early Childhood Education (new) • Dept of Special Education (new) • Dept of Kinesiology (no change) • Dept of Counselor Education (no change) • Dept of Educational Technology (no change) • Dept of Literacy (new)
Addition of Graduate Certificate in Addiction Studies and discontinuation of the addiction studies emphasis from the Master of Health Science Program
Discontinuation of all area emphases from the Criminal Justice Administration Bachelor program
Discontinuation of International and Quantitative Economics, Social Sciences emphases
Establishment of the Institute for Urban and Regional Planning
Addition of Minor in Chinese Studies
Addition of Associate of Arts in Early Childhood Education
Establishment of the Biomolecular Research Center
Establishment of the Center for Professional Development
Discontinuance of Dept. of Health Studies and establishment of new department entitled Dept. of Community and Environmental Health
Discontinuation of M.S. in Engineering w/ majors in Civil, Electrical and Computer, and Mechanical Engineering and replacing this degree with four MS degrees in specific engineering disciplines and with five Master of Engineering degrees in specific engineering disciplines
Establishment of the Center for Idaho History and Politics

Idaho State University
Name change from M.S. in Pharmacy to M.S. in Pharmaceutical Sciences and addition of new emphasis areas: Medicinal Chemistry, Drug Delivery, and Social and Administrative Sciences. Deletion of Pharmaceutics and Pharmacy Administration emphases
Establishment of the Center for Executive Studies in Health Care
Consolidation of B.A. Botany and B.A. Zoology degree programs and creating new B.A. in Biological Sciences (Biology)
Addition of Elementary Education, Secondary Education, and K-12 Education Emphases to Master of Education program
Discontinuation of B.S. in Microbiology/Clinical Laboratory Science emphasis
Addition of Health Physics emphasis to Associate of Science in Physics Program
Addition of Executive Masters of Public Health in Health Administration
Establishment of the Institute for Emergency Management
Addition of A.S. in Nursing
Change component areas in the Bachelors Degree in the Elementary Education to emphases areas: biology, geology, English, and history
Addition of a Minor in Japanese
Addition of Law and Economics option to B.A. in Economics program

**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
OCTOBER 20-21, 2004**

Idaho State University—continued
Conversion of A.A.S. in Paralegal Studies to a separate program
Discontinuance of Computer Software Engineering Technology option Microcomputer Specialist
Discontinuance of Farm Business Management Program
Addition of new option in Law and Economics within the BA in Economics
Reorganization of the Dept. of Communication & Theatre to create two new departments: Dept of Communication and Rhetorical Studies and Department of Theatre and Dance
Name change of current MS degree in Engineering Structures and Mechanics to create two traditional designated MS degrees in Civil Engineering and Mechanical Engineering

University of Idaho
Program component consolidation: Reconfigure B.S., Mathematics to offer one degree in Mathematics instead of two with five options (General, Applied—Statistics, Applied—Computation, Applied—Modeling, Applied—Operations Research)
Program component consolidation: Replace Chemistry-General, B.S. and Chemistry-Professional, B.S. with a single B.S. degree in Chemistry with three options (General, Professional, and premedical)
Program component consolidation: Replace Geology, B.S. with Geological Sciences, B.S.
Modify B.S. Animal Science curriculum to convert current majors to options (Business, Dairy Science, Production and Science/Pre-veterinary)
Discontinue B.S. Natural Resources and Rural Development
Discontinue Agricultural Economics minor
Discontinuance of Human Biology degree and Environmental degree and consolidate into a B.A. and B.S. in Biology with two emphases in Human Biology and Field Biology
Consolidation of two graduate programs: Business Education and Professional Technical Education into one grad program named Professional-Technical and Technology Education
Discontinue the Athletic Training Minor
Creation of new School of Journalism and Mass Media AND Discontinuance of B.A./B.S. in communication with options in advertising, communication studies, journalism, public relations, and visual communication
Minor in Film
Consolidation: B.S. in Geography and B.S. in Cartography into one B.S. degree with a Major in Geography
Restructure B.A. degree programs in Classical Studies, French, German, Latin, and Spanish as options under the existing B.A. in Foreign Languages
Consolidate the B.S. AgE and B.S. BsyE degrees into one B.S. BAE degree w/5 options, Ag Engineering, Bio Systems Engineering, Environmental Engineering, Food and Bioprocess Engineering, Soil & Water Eng.
Discontinue Business Minor and Forest Ecosystem Mgmt options in the B.S. Forest Resources
Addition of new option in Financial Planning
Consolidate Specialist Elementary and Secondary to Specialist Curriculum and Instruction
Discontinue M.Ed. for Adult and Organizational Learning
Expansion of delivery of Ed.S. in School Psychology to Coeur d'Alene
Addition of a non-thesis option in the M.S. Adult and Organizational Learning
Discontinue mining engineering minor
Addition of minor in Materials Science and Engineering
Addition of B.S. degree to American Studies Program
Addition of minor in Military Science
Discontinue the B.A. degree in Mathematics
Discontinue Pulp and Paper Technology Option, Forest Products program
Discontinue Business, Forest Ecosystem Management and Science options in the B.S., Forest Resources
Certificate of Completion – Fire Ecology, Management, Technology
Certificate Program in Analog Integrated Circuit Design and Online Learning and Instruction
Certificate in Emergency Planning and Management
Certificate of Completion in Statistics
Graduate Certificate in Environmental Education
Certificate Program in Sustainable Small Acreage Farming and Ranching

**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
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Lewis-Clark State College
Addition of an Environmental Geochemistry option to Chemistry program
Discontinue of Environmental Earth Science Degree
Discontinue Human Biology and Environmental degrees and consolidate into BA and BS in Biology with two emphases in Human Biology and Field Biology
Discontinue General Studies Baccalaureate Degree
Addition of Humanities, Natural Sciences, or Social Sciences emphases to AA in Liberal Arts
Discontinue Institute for Community Development

College of Southern Idaho
Associate of Arts in Social Work

**Professional - Technical Education Program Changes
Approved by Executive Director
April 2003 – September 2004**

Program Change	Institution
Discontinuance of A+ Computer Support Technician (PTC)	BSU
Addition of Maintenance & Light Repair option to the Automotive Technology Program-PTC	BSU
Addition of Industrial Electronics Technology, AAS and ATC to Electronics Technology Program	BSU
Addition of new Child Development Associate option to Child Care and Development Program	BSU
Addition of 18-month AAS degree to Refrigeration, Heating & A/C Tech Program	BSU
Discontinue Electrical & Mechanical Options from Manufacturing Systems Tech Program and consolidate courses to offer one 18-month AAS and one 18-month ATC	BSU
Addition of a 20-month A.A.S. degree in Culinary Management	ISU
Change in degree level from an A.S. to an A.A.S. in Radiographic Science	ISU
Addition of 9-month Postsecondary Family Child Care Certificate	ISU
Divide existing AAS degree in Wildland Fire Management option into a series of four sequential instructional modules that result in postsecondary technical certificates	EITC
Discontinue Farm Business Management option of Agribusiness Technologies program	EITC
Addition of new Correction Specialist option to Law Enforcement program	CSI
Addition of an A.S., Equine Business Management	CSI
Addition of new Addiction Studies option to the Human Services Program offering a 24-month AAS degree and an 11-month technical certificate	CSI
Addition of a new Livestock Technician option to Ag Consumer & Environmental Science program offering an 11-month Technical Certificate	CSI
Conversion of the Hospitality Management option of the Marketing and Management Program as a stand-alone program offering an 18-month AAS degree	CSI
Addition of a Restaurant Management option to the new Hospitality Management Program offering a 9-month Technical Certificate	CSI
Addition of a Lodging option to the new Hospitality Management Program offering a 9-month Technical Certificate	CSI
Addition of Supervision option to Business Management Program	LCSC

CONSENT AGENDA – PLANNING, POLICY & GOVERNMENTAL AFFAIRS
OCTOBER 20-21, 2004

SUBJECT

First Reading – Repeal of Board Policy I.L.2 – Appeals for Charter Schools Establishment

BACKGROUND

In April 2002, the State Board of Education (Board) adopted Policy I.L.2 – Appeals for Charter Schools Establishment (Policy). The policy set out the time frames and requirements for charter school appeals before the Board.

With the passage of SB1444a, new procedures were necessary for appeals before the Board. Consequently, in August 2004, the Board adopted the Rules Governing Charter Schools (Rules). These new rules establish time frames and requirements for charter school appeals before the Board.

DISCUSSION

The new Rules were adopted as temporary rules, and are in effect at this time. Because the new rules clearly set out the time frames and procedures for filing appeals with the Board, the Policy is no longer necessary. Furthermore, the Policy is now in conflict with the rules which necessitates the repeal of this Policy.

IMPACT

If the Board approves the first reading of the amendment to Board Policy I.L.2 – Appeals for Charter Schools Establishment, it will be presented for a second and final reading at the December meeting.

If the Board does not approve the first reading of the amendment to Board Policy I.L.2 – Appeals for Charter Schools Establishment, the policy will remain in effect. It should be noted that the Board rule will take precedent over the Board policy.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval of the amendment to Board Policy I.L.2 – Appeals for Charter Schools Establishment. This amendment would repeal this section of the Policy.

BOARD ACTION

A motion to approve the first reading of the amendment to Board Policy I.L.2 – Appeals for Charter Schools Establishment:

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA – PLANNING, POLICY & GOVERNMENTAL AFFAIRS
OCTOBER 20-21, 2004**

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: L. Appeal Procedures

August 2002

L. Appeal Procedures

The appeal procedures set forth in this section shall apply to all appeals to the Board where such procedures are not otherwise provided for by the Board Governing Policies and Procedures, the Board's rules, or by law.

Unless specifically provided in the Board's Governing Policies and Procedures, the Board's rules, or by law, appeal to the Board is not a matter of right. The Board has discretion as to whether to hear the appeal. In such cases, the appeal to the Board is not necessary to exhaust administrative remedies for the purposes of judicial review, if such review is available.

1. Appeals to the Board

- a. To initiate an appeal to the Board, the appellant shall file a notice of appeal, plus eleven (11) copies, with the Board no later than twenty-one (21) days following the final action that is the subject of the appeal. Such notice of appeal shall include; the name, address, and telephone number of the appellant and a reasonable description of the subject matter of the appeal, and shall have attached thereto the written notice of final action upon which the appeal is based.
- b. All appeals shall be filed at the Office of the State Board of Education (650 W. State St., Third Floor, P.O. Box 83720, Boise, ID 83720-0037).
- c. If the Board has discretion whether to hear the appeal, then within seventy (70) days after receipt of such notice of appeal the Board shall determine whether to hear the appeal. If the Board denies the request for an appeal, then the Board shall notify the appellant accordingly in writing.
- d. If the Board agrees to hear the appeal, or if the appeal is not discretionary, the Board shall provide written notice of the approved appeal to the appellant. Such notice shall set forth whatever procedures and conditions for the appeal the Board deems appropriate. Unless inconsistent with the procedures and conditions set by the Board for a particular case, the Board may conduct such appeals consistent with IDAPA 08.01.01.050.
- e. The decision being appealed shall be in full force and effect during the appeal process, including the request for appeal, and shall not be held in abeyance.

~~2. Appeals for Charter Schools Establishment~~

**CONSENT AGENDA – PLANNING, POLICY & GOVERNMENTAL AFFAIRS
OCTOBER 20-21, 2004**

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: L. Appeal Procedures

August 2002

~~Appeals for the establishment of a charter school pursuant to Idaho Code Section 33-5207(5)(b) shall be held pursuant to the procedures set forth in the following subsection and not pursuant to IDAPA 08.01.01.050, IDAPA 04.11.01, and Chapter 52, Title 67, Idaho Code.~~

- ~~a. The petitioner/appellant shall file a notice of appeal with the Board as provided in Section I.L.1 above. In addition to the requirements in said section, the notice of appeal shall include the following: the name, address, and telephone number of the local board of trustees that denied the charter school application; and a copy of the official minutes of the meeting of the local board meeting at which the charter school application was denied.~~

- ~~b. The Board shall deliver written notice of the appeal to the petitioner/appellant requesting the appeal and the local board of trustees that denied the petition. Pursuant to Idaho law, such notice shall be in writing and delivered by first class mail to the parties at least five (5) days prior to the hearing that will be set at the Board's next regularly scheduled meeting. Provided, however, if the appeal request is received by the Board at such time that timely notice cannot be given, or that the requirements of the open meetings law prevent the appeal from being heard at the first next regularly scheduled Board meeting, then such appeal shall be heard at the regularly scheduled Board meeting immediately following the first next regularly scheduled Board meeting.~~

- ~~c. The Board shall, at its discretion, conduct the appeal in one of the following methods:
 - ~~(1) Subject to the provisions in sub-topic b, above, the Board shall, at its next regular meeting, hold a hearing for the review of the establishment of the new charter school. Such appeal shall be held in appellate format and shall not constitute a hearing as provided in the Idaho Administrative Procedure Act. The Board shall allow the representatives of the petitioner/appellant and the representatives of the local school board no more than one half hour (30 minutes) each to present their arguments.~~

 - ~~(2) Appoint a hearing officer to hear the appeal arguments as set forth in paragraph (1) above. The hearing officer shall then submit a complete copy of the record, along with a recommended order, to the Board for review at the Board's next regularly scheduled meeting. If the Board selects a hearing officer, all other provisions of this topic shall apply in full as if no hearing officer had been appointed.~~~~

**CONSENT AGENDA – PLANNING, POLICY & GOVERNMENTAL AFFAIRS
OCTOBER 20-21, 2004**

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: L. Appeal Procedures

August 2002

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- ~~d. Any written material submitted by the petitioner/appellant or by the local school board must be filed with the Board office, plus eleven (11) copies, no later than seven (7) days prior to the meeting at which the public hearing is scheduled.~~
- ~~e. The Board shall only consider material that was presented at prior proceedings regarding the petition to establish the new charter school. The Board shall not accept any evidence, testimony, documents, or other material regarding the petition to establish the new charter school other than the materials submitted in advance as provided above and the testimony presented at the public hearing. The petitioner/appellant must, at their own expense, include a transcript of the hearing officer's hearing as provided for in Idaho Code 33-5207(2). In addition, a copy of the hearing officer's recommendation must be included by the petitioner/appellant. All written materials submitted to the Board prior to the public hearing, excluding the transcripts and copy of the hearing officer's recommendation, are limited to fifty (50) single sided 8 ½ x 11 inch pages, double spaced type, including all attachments and exhibits.~~
- ~~f. The Board shall only approve the charter for the establishment of a new charter school if it determines one of the two following criteria have been met:~~
- ~~(1) If the Board determines that the local board of trustees failed to appropriately consider the charter request; or~~
- ~~(2) If the Board determines that the local board of trustees acted in an arbitrary manner in denying the request.~~
- ~~g. The Board shall review the appeal solely to make one of the two above noted determinations and for no other purpose.~~
- ~~h. The Board shall issue its determination by a written order within fifty-six (56) days following the appellate hearing. Such order shall conform to the requirements of Chapter 52, Title 67, Idaho Code.~~

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY**

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

State Board of Education Governing Policies and Procedures, 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 fourteen (14) new positions (12.10 FTE) supported by grant, local and state funds.
- authorization to increase the salary, term and FTE (8.25 FTE) in three (3) positions supported by local and state funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

The requests have been reviewed and are consistent with Board policy. Several of the positions are for institutional support and to accommodate increased enrollment.

BOARD ACTION

A motion to approve the request by Boise State University for fourteen (14) new positions (12.10 FTE) supported by grant, local and state funds and authorization to increase the salary, term and FTE (8.25 FTE) in three (3) positions supported by local and state funds.

Moved by _____ Seconded by _____ Carried Yes____ No_____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

NEW POSITIONS

Position Title	Director, Executive Program
Type of Position	Professional
FTE	.50 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$42,000
Funding Source	Appropriated
Area/Department of Assignment	College of Business and Economics
Duties and Responsibilities	Implement and administer the Executive MBA program in the College of Business. Input on curriculum design, entrance requirements, selection process, and promotion of the program.
Justification of Position	The Executive MBA Program is a high priority at Boise State. The program will serve a constituency not currently provided for with existing MBA program.

Position Title	Staff Internal Auditor
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	November 1, 2004
Salary Range	\$44,400
Funding Source	Appropriated
Area/Department of Assignment	Internal Audit & Advisory Services
Duties and Responsibilities	Conduct operational, financial compliance audits and provide consulting services.
Justification of Position	Sarbanes-Oxley Act has increased the focus at universities on internal audit and internal controls. A temporary employee has been performing these duties. Funds are available in the FY05 budget to make this position permanent.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Division Web Manager
Type of Position	Professional
FTE	.5 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$18,200
Funding Source	Local
Area/Department of Assignment	Vice President for Finance and Administration
Duties and Responsibilities	Oversee the web presence of Finance and Administration and will work with all units under Finance and Administration, OIT, and University Relations to help standardize and improve their web presence in accord with Boise State standards.
Justification of Position	This position will be used to implement web page improvements and to ensure consistency with University standards. The position will also be utilized to help create forms, policy documents and links to improve the efficiency of administrative workflow processes.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Director of Special Programs
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$45,000
Funding Source	Grant
Area/Department of Assignment	College of Engineering
Duties and Responsibilities	Administrative support primarily focusing on Engineering Schools of the West Initiative and manage activities for underrepresented groups in engineering, first-year experiences for engineering students, and outcomes assessment activities.
Justification of Position	The Hewlett Foundation grant received by Boise State focuses on program development for first year experience of engineering students. This position will be funded through this grant. Continuation of this position on a permanent basis is a high priority in the college.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Web Coordinator
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$31,824
Funding Source	Local
Area/Department of Assignment	Auxiliary Services
Duties and Responsibilities	Web page development and maintenance for the Auxiliary Services area.
Justification of Position	This position has been filled with a temporary employee. For consistency and continued service, the position needs be established permanently.

Position Title	Communication Specialist (2 positions)
Type of Position	Professional
FTE	.6 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$24,067-\$24,726
Funding Source	Appropriated
Area/Department of Assignment	News Services
Duties and Responsibilities	Implement an overall strategic plan for the university's image, including media relations, community relations, donor relations support and internal and external communications, special events and publications, with an emphasis on identifying and incorporating key branding messages. In addition to representing the overall university, perform media, public relations and other communications roles to represent specific colleges, research centers, student groups and administrative units.
Justification of Position	These positions have been temporary for many years, with one position has been "temporary" for more than 10 years. Funding already exists within the budget to fund these positions.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Coordinator, Compliance Research
Type of Position	Professional
FTE	.75 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$30,000
Funding Source	Local
Area/Department of Assignment	Office of Research Administration
Duties and Responsibilities	Provide university compliance in the Federal Regulatory Compliance arena for grants and contracts.
Justification of Position	The scope of the Federal Regulatory Compliance has increased significantly with inclusion of Animal Care and Use, Protection of Human Subjects, Financial Conflict of Interest, Misconduct in Science, Export Controls, and Biosafety. This position is needed to ensure compliance by the university.
Position Title	Assistant Ticket Manager
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$31,824
Funding Source	Local
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Assist with the ticketing of athletic events.
Justification of Position	With the increased demands upon the Athletic Ticket Office of additional requirements for football, basketball, bowl games, NCAA events, WAC Championships, etc., the need to create another permanent position to assist with these demands is necessary.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Visiting Assistant Professor
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$50,000
Funding Source	Local
Area/Department of Assignment	Educational Technology Department
Duties and Responsibilities	Instructing in the Educational Technology Program.
Justification of Position	Because the Educational Technology program has matured and developed a reliable revenue stream, this program is able to support another full-time instruction position. Teaching and advising responsibilities will be associated with this hire.
Position Title	Special Lecturer
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	9 month
Effective Date	October 1, 2004
Salary Range	\$29,000
Funding Source	Appropriated
Area/Department of Assignment	Chemistry Department
Duties and Responsibilities	Instructing in the Chemistry Department.
Justification of Position	Increase demand for chemistry courses have necessitated the establishment of this position. Permanent funding will be reallocated from Extended Studies.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Professor
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	9 month
Effective Date	October 1, 2004
Salary Range	\$98,000
Funding Source	Local
Area/Department of Assignment	Materials Science and Engineering Department
Duties and Responsibilities	Instructing in the Materials Science and Engineering Department.
Justification of Position	Local industry recognized the importance of this field and granted Boise State \$2 million dollars over the next four years to develop the undergraduate degree. Part of this funding included the establishment of a number of faculty positions.

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	9 month
Effective Date	October 1, 2004
Salary Range	\$46,374
Funding Source	Appropriated
Area/Department of Assignment	Curriculum, Instruction and Foundation Studies Department
Duties and Responsibilities	Instructing in the teacher education program.
Justification of Position	The position was deleted by the State Controller's Office because it was vacant for 12 months. The position has been in the Budget Book every year and was approved by the State Board. Upon permanently hiring into this position for this year, it was determined that this position would need to be put on the agenda and reauthorized by the State Board.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Technical Records Specialist I
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$21,445
Funding Source	Local
Area/Department of Assignment	Financial Aid Office
Duties and Responsibilities	Support loan and work study processes and allocations.
Justification of Position	With increasing loan volume and the impact of work-study upon a student's successful academic experience, this position is needed to assist with the processing of these two areas. Financial Aid recently renegotiated the Administrative Cost Allowance funding split with Administrative Accounting which allowed for the employment of this position permanently.

Position Title	Financial Technician
Type of Position	Classified
FTE	.75 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$17,987
Funding Source	Appropriated
Area/Department of Assignment	College of Engineering
Duties and Responsibilities	Assist the Business Manager in managing the business affairs of the Engineering College.
Justification of Position	With the addition of two departments and the quadrupled research funding since the Business Manager's positions was created, additional assistance is needed to handle the workload and the new research centers and grants received.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

CHANGES IN POSITIONS

Position Title	Marketing Director
Type of Position	Professional
FTE	from .8 to 1.0 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$9,235
Funding Source	Local
Area/Department of Assignment	Taco Bell Arena
Duties and Responsibilities	Initiate and provide a variety of marketing and sales functions for promoters, sponsors, advertisers, and other partners of the Arena.
Justification of Position	With the need for stronger marketing presence, this position is being changed to full time.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Communication Specialist
Type of Position	Professional
FTE	from .625 to 1.0 FTE
Term of Appointment	12 month
Effective Date	October 1, 2004
Salary Range	\$15,423
Funding Source	Appropriated
Area/Department of Assignment	News Services
Duties and Responsibilities	Implement an overall strategic plan for the university's image, including media relations, community relations, donor relations support and internal and external communications, special events and publications, with an emphasis on identifying and incorporating key branding messages. In addition to representing the overall university, this position will perform media, public relations and other communications roles to represent specific colleges, research centers, student groups and administrative units.
Justification of Position	The upgrade from part-time to full-time is to more appropriately reflect the duties of this position. Due to increased university growth and demand for marketing services, the person currently filling this role already has a full-time work load.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Office Specialist 2
Type of Position	Classified
FTE	from .5 to .625 FTE
Term of Appointment	from 9 to 10 month
Effective Date	October 1, 2004
Salary Range	\$2,997
Funding Source	Appropriated
Area/Department of Assignment	Biology Department
Duties and Responsibilities	Clerical assistance for the faculty and chair of the Biology Department.
Justification for Position	Increase in the workload can no longer be handled by the current staff in the department. This addition of FTE and months will allow for some additional assistance in the office staffing needs.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY**

SUBJECT

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

BACKGROUND

State Board of Education Governing Policies and Procedures, Section II. B.3.

DISCUSSION

Idaho State University requests approval for:

- four (4) new faculty positions (3.35 FTE) supported by state and grant funds;
- three (3) new professional staff positions (3.0 FTE) supported by state, local, and grant funds;
- seven (7) new classified positions (6.5 FTE) supported by state and grant funds;
- authorization to increase the FTE on two (2) classified positions (2.0 FTE) supported by state and grant funds.

IMPACT

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

STAFF AND COMMENTS AND RECOMMENDATIONS

The requests have been reviewed and are consistent with Board policy. Several of the positions are for institutional support and to accommodate increased enrollment.

BOARD ACTION

A motion to approve the request by Idaho State University for fourteen (14) positions (12.85 FTE) and to increase the FTE on two (2) positions (2.0 FTE).

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

**NEW POSITIONS
ACADEMIC**

Position Title	Associate Professor
Type of Position	Faculty
FTE	.60
Term of Appointment	9 month
Effective Date	October 25, 2004
Salary Range	\$27,605.76
Funding Source	State Funds
Area/Department of Assignment	Anthropology
Duties and Responsibilities	Teach archaeology courses, conduct research, write grants, and advise students.
Justification of Position	To provide additional faculty and research support.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Research Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	October 25, 2004
Salary Range	\$50,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Office of Research
Duties and Responsibilities	Research diagrammatic logic systems with applications.
Justification of Position	To provide support required by the Department of Defense Missile Defense Agency grant.

Position Title	Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	January 3, 2005
Salary Range	\$55,000.00 – 65,000.00
Funding Source	State Funds
Area/Department of Assignment	College of Engineering
Duties and Responsibilities	Develop and teach all levels of computer science courses, assist in the development of advanced degree programs in computer science/computer engineering, conduct research.
Justification of Position	To provide additional faculty support.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Adjunct Instructor
Type of Position	Faculty
FTE	.75
Term of Appointment	9 month
Effective Date	October 25, 2004
Salary Range	\$22,760.40
Funding Source	State Funds
Area/Department of Assignment	Anthropology
Duties and Responsibilities	Teach Shoshoni language and work on Shoshoni dictionary.
Justification of Position	To provide support to increase teaching and language survival.

OTHER

Position Title	Loan Portfolio and Records Manager
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 25, 2004
Salary Range	\$35,000.00
Funding Source	Local Funds (89%), State Funds (3.9%), and Grant Funds (7.1%)
Area/Department of Assignment	Small Business Development Center (SBDC)
Duties and Responsibilities	Manage the Eastern Idaho Development Corporation's (EIDC) loan portfolio; oversee records management for both the SBDC and the EIDC.
Justification of Position	To provide support for proper records management.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Director of Training
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	December 20, 2004
Salary Range	\$32,000.00
Funding Source	Local Funds (56%), State Funds (11%) and Grant Funds (33%)
Area/Department of Assignment	Small Business Development Center (SBDC)
Duties and Responsibilities	Plan, coordinate resources, and deliver training programs in response to requests from SBDC regional directors, business consultants; perform related duties
Justification of Position	To provide additional support for training programs in the Idaho Falls SBDC.

Position Title	Interpreter
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	9 month
Effective Date	October 25, 2004
Salary Range	\$34,465.00
Funding Source	State Funds
Area/Department of Assignment	ADA & Disabilities Resource Center
Duties and Responsibilities	Provide interpreter services for hearing impaired students and faculty.
Justification of Position	To provide additional support for the Department of Communication Sciences and Disorders and Education of the Deaf.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Administrative Assistant 2
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 25, 2004
Salary Range	\$24,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Office of Research
Duties and Responsibilities	Perform secretarial/office administrative duties, including public relations and research.
Justification of Position	To provide clerical support required by the Department of Defense Missile Defense Agency grant.

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 25, 2004
Salary Range	\$21,444.80
Funding Source	Grant Funds
Area/Department of Assignment	Dental Hygiene
Duties and Responsibilities	Perform secretarial tasks, including word processing, data collection and entry; oversee recruiting and admission of students.
Justification of Position	To provide clerical support for the new Graduate Studies program in Dental Hygiene.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 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	October 25, 2004
Salary Range	\$21,444.80
Funding Source	State Funds
Area/Department of Assignment	Theatre & Dance
Duties and Responsibilities	Perform routine clerical tasks, including budget supervision, payroll information, assist with student and faculty evaluations and other office functions as required.
Justification of Position	To provide clerical support for the new Department of Theatre and Dance.

Position Title	Office Specialist 2
Type of Position	Classified
FTE	.50
Term of Appointment	12 month
Effective Date	October 25, 2004
Salary Range	\$9,536.80
Funding Source	State Funds
Area/Department of Assignment	Economics
Duties and Responsibilities	Perform office support functions, including correspondence, document processing, records management, utilize computer operations.
Justification of Position	To provide additional clerical support.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

Position Title	Custodian Leadworker
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 25, 2004
Salary Range	\$15,412.80
Funding Source	State Funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Perform regular custodial cleaning, minor maintenance work, and coordinate/supervise other custodians.
Justification of Position	To provide additional custodial support for the proper upkeep and maintenance of University buildings.

Position Title	Custodian (two positions)
Type of Position	Classified
FTE	2.0
Term of Appointment	12 month
Effective Date	October 25, 2004
Salary Range	\$13,915.20
Funding Source	State Funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Perform regular custodial cleaning and minor maintenance work in an assigned area/building.
Justification of Position	To provide additional custodial support for the proper upkeep and maintenance of University buildings.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

**CHANGE IN POSITIONS
OTHER**

Position Title	Office Specialist 2 (PCN 7872)
Type of Position	Classified
FTE	change from .75 to 1.0 FTE
Term of Appointment	12 month
Effective Date	October 25, 2004
Salary Range	\$19,073.60
Funding Source	State Funds
Area/Department of Assignment	Health and Nutrition Sciences
Duties and Responsibilities	Perform graduate clerk duties as well as duties that apply to the Dietetic Internship.
Justification of Position	To provide additional support for the Dietetic Internship.

Position Title	Office Specialist 2 (PCN 8288)
Type of Position	Classified
FTE	change from .50 to 1.0 FTE
Term of Appointment	12 month
Effective Date	October 25, 2004
Salary Range	\$19,073.60
Funding Source	Grant Funds
Area/Department of Assignment	Idaho Accelerator Center
Duties and Responsibilities	Perform routine clerical duties; act as liaison between ISU offices and contracting agencies; compile information/data; prepare reports; etc.
Justification of Position	To provide additional clerical support for the ISIS Project and new airport facility.

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO**

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

State Board of Education Governing Policies and Procedures, Section II. B.3.

DISCUSSION

University of Idaho requests approval for:

- approval of two (2) new positions (2.0 FTE) supported by appropriated and non-appropriated funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

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

BOARD ACTION

A motion to approve the request by the University of Idaho to add two new positions (2.0 FTE).

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

**NEW POSITIONS
OTHER**

Position Title	Grants/Contracts Program Specialist
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	November 1, 2004
Salary Range	\$32,011.20 - \$35,006.40
Funding Source	Non-appropriated
Area/Department of Assignment	Research Office
Duties	Serve as point-of-contact for university investigators seeking external and internal grant support
Justification	Increased grants/contracts activity

Position Title	Media Equipment Specialist
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	November 1, 2004
Salary Range	\$32,011.20
Funding Source	Appropriated and non-appropriated funds
Area/Department of Assignment	ITS-Academic Technologies
Duties	Maintain and support additional multimedia-equipped classrooms and computer teaching lab
Justification	Increase in multimedia-equipped classrooms

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

SUBJECT

A request by Lewis-Clark State College for approval of two new positions and one increase in salary.

APPLICABLE STATUTE, RULE, OR POLICY

State Board of Education Governing Policies and Procedures, Section II. B.3.

BACKGROUND

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

DISCUSSION

Lewis-Clark State College requests approval for:

- two (2) new positions (2.0 FTE) supported by state appropriated and grant funds
- one (1) increase in salary (1.0 FTE) supported by local and grant funds

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

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

BOARD ACTION

A motion to approve the request by Lewis-Clark State College to add two new positions (2.0 FTE) and to approve one salary increase (1.0 FTE).

Moved _____ Seconded _____ Carried Yes ____ No ____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

**NEW POSITIONS
INSTRUCTIONAL**

Position Title	Assistant Professor
Type of Position	Exempt
FTE	1.0
Term of Appointment	9 months
Effective Date	10/01/04
Salary Range	\$40,000
Funding Source	National Institutes of Health Grant Funds-Idea Networks of Biomedical Research Excellence
Area/Department of Assignment	Natural Sciences
Duties and Responsibilities	Instruct biochemistry classes and develop a laboratory in biochemistry; advise students; other duties as assigned by Chair
Justification of Position	Result of grant funding for biomedical sciences and development of Biochemistry lecture and laboratory

OTHER

Position Title	Custodian
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	10/01/04
Salary Range	\$16,640
Funding Source	State Appropriated funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Custodian for Multipurpose Activity Center
Justification of Position	This position was approved by the SBOE in June for the FY2005 operating budget. The SBOE formula for Maintenance and Operation costs identified the need for two such custodial positions. This is the first of those positions to appear before the SBOE.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

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

CHANGES IN POSITIONS

OTHER

Position Title	Office Services Supervisor II
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	6/23/04
Salary Range	Increase 40% to \$32,919.00
Funding Source	Local and Grant Funds
Area/Department of Assignment	Workforce Training
Justification of Position	Wage increase and title change associated with position reclassification

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.

2. **Delegation of Authority**

The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.

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

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004

(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.

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

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

**INSTITUTION/AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD**

SUBJECT

Request to Carry Over FY2004 Authorized Unspent Funds to FY2005

APPLICABLE STATUTES, RULE OR POLICY

State Board of Education Governing Policies and Procedures, Section V.C.1.b.

BACKGROUND

The agencies and institutions noted below received carryover spending authority.

FY2005 appropriation bills for the college and universities (HB768), Agriculture Research and Extension Service (SB1413), Health Programs (HB794), Division of Professional-Technical Education (SB1414), and Idaho School for the Deaf and the Blind (HB820) included language allowing expenditure of unspent FY2004 appropriations in FY2005. The institutions and agencies are requesting approval to carry over authorized but unspent funds from FY2004 to be expended in FY2005.

As detailed in Board Policy Section V.C.1.b(2) "Certain special account monies, such as direct federal appropriations, state endowment income and trust accounts, and miscellaneous receipts, are the subject of continuing or perpetual spending authority." Board Policy V.C.1.d states "...the institutions, school and agencies under the governance of the Board must not expend, encumber, or otherwise use monies under their direct control without the specific or general approval by the State Board of Education or the Board of Regents of the University of Idaho..."

DISCUSSION

The ability to carry over funds from one fiscal year to another is very valuable in managing an institution or agency across fiscal years. Expenditures can be planned instead of attempting to spend all funds by the end of the fiscal year. The institutions and agencies have identified the funds available to be carried over and the planned expenditure of these funds. Since carry-over funds are one-time, these funds must be limited to one-time expenditures.

IMPACT

Approval will authorize an increase in spending authority for FY2005 so the institutions and agencies can expend the funds. The expenditure plans are included in the institutional requests.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval of carryover spending authority, as authorized by legislative appropriation.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

**INSTITUTION/AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD - continued**

BOARD ACTION

A motion to approve the requests for Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, Agriculture Research and Extension Service, Health Programs, Division of Professional-Technical Education, and Idaho School for the Deaf and the Blind to carry over authorized but unspent funds from FY2004 to FY2005.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

BOISE STATE UNIVERSITY

General Education

The source of funds carried over are: General Account - \$0.00; Student Fees \$15,672,544. The majority of this balance is either committed or already spent. Due to the volume of significant University initiatives that span multiple fiscal years, some of this balance is identified for use in FY 2006.

Encumbered Funds as of 6/30/2004 \$728,140

Purchase orders issued and commitments made as of June 30, although the goods or services were not received as of June 30, 2004.

Equipment for Grounds Maintenance for BSU West \$51,000

HERC and Technology Grants and Project \$384,074

Other Carryover Funds

Library	\$71,360
Academic	441,977
Academic Departments	4,602,226
Physical Plant - on-going capital projects	2,318,109
Student Services	823,096
Institutional Support - Deferred Maintenance Projects	215,189
Property Acquisition	1,533,704
Information Technology Infrastructure and Upgrade	711,500
Technology Replacement	221,232
BSU West one-time start up costs	1,316,849
General Instruction Reserve - one-time funds	2,254,088
Total Other Carryover Funds	\$14,509,330

Total All Carryover \$15,672,544

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

IDAHO STATE UNIVERSITY

General Education

The source of funds carried over are: General Account \$0; Student Fees \$8,336,961; Endowment \$0; TOTAL \$8,336,961. All carryover funds will be used for non-recurring expense as summarized:

Encumbered Funds as of 6/30/04	\$434,034
Purchase orders issued and commitments made, but goods or services not received as of 6/30/04.	

HERC and Technology	\$590,064
Research & Technology grants and projects are made for a two or three year period. Carryover necessary to complete those grants and projects.	

Other Carryover Funds		
Instructional Support/Equipment	\$1,920,141	
Faculty Research Projects	300,677	
Physical Plant Projects	81,350	
General Institutional Reserve	4,810,695	
Accelerator Center Addition	200,000	
Total Other Carryover Funds		\$7,312,863

Total Carryover	\$8,336,961
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Idaho Dental Education Program

The source of funds carried over are: General Account \$16,300; Student Fees \$79,139; Total \$95,439. All carryover funds will be used for non-recurring expense as summarized:

Planned expenditures for uncommitted funds are:		
Instructional Support/Equipment	\$79,139	
Reserve for Creighton Contract	16,300	

Total IDEP Carryover	\$95,439
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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

UNIVERSITY OF IDAHO

General Education:

The sources of funds carried over are: Miscellaneous Receipts to the Appropriation \$8,442,932; Matriculation Fees \$3,507,148; and Land Grant Endowments \$24,711; Total \$11,974,791.

Encumbered Funds as of 6/30/2004: \$350,140
Purchase orders issued and commitments made, but goods or services not received as of 6/30/2004.

Unencumbered Funds as of 6/30/2004: \$11,624,651

Over the past two fiscal years, all areas within the university were strongly encouraged to maintain liquidity by establishing operating reserves. The reserves they are carrying over into the current fiscal year will improve the University's financial condition by contributing directly to unrestricted net assets on the FY04 financial statement. These reserves will also help operating units minimize disruptions in the delivery of academic programs and student services while they meet the internal reallocation and budget reduction targets established in our multi-year budget plan.

Carryover summary:

Libraries (General and Law Library)	\$643,611	
Research Programs/Projects	1,113,370	
Information Technology Network	939,177	
Facility Management/Projects	648,532	
Outreach Programs and Services	625,989	
Academic Area Programs	7,653,972	
Total Carryover		\$11,624,651

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

UNIVERSITY OF IDAHO

Agricultural Research and Extension Service

The sources of funds carried over are: Miscellaneous Receipts to the Appropriation \$50; and Federal Formula Funds (Hatch/Regional Research/Smith-Lever) \$1,561,945; Total \$1,561,995.

Encumbered Funds as of 6/30/2004	\$120,535
Purchase orders issued and commitments made, but Goods or services not received as of 6/30/2004.	

Other Carryover Funds as of 6/30/2004	\$1,441,460
Other departmental carryover, includes previously allocated start-up funding, funding for recruiting and backfilling lost faculty and staff positions and funding needed to complete on-going research projects.	

Carryover Total	\$1,561,995
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UI Special Programs and Health Programs

WWAMI Medical Education: Funds carried over for one-time expenses in FY2005 are \$230,860 of Miscellaneous Receipts.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

LEWIS-CLARK STATE COLLEGE

General Education

Encumbered Funds as of 6/30/04	\$122,600
Purchase orders and commitments made, but goods or services not received as of 6/30/04.	
HERC and Technology	\$100,100
Research & Technology grants and projects are made for a two or three year period. Carryover is necessary to complete those grants and projects.	
Other Carryover Funds	\$1,199,900
Carryover Total	\$1,422,600

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

Section 2. of Senate Bill 1414 reappropriated to the State Board for Professional-Technical Education for the Division of Professional-Technical Education any unexpended and unencumbered balance of any appropriation contained in Section 1. Chapter 358, Laws of 2003, to be used for nonrecurring expenditures, for the period of July 1, 2004 through June 30, 2005.

The Division requests approval to expend FY2004 authorized, but unexpended Professional-Technical Education funds of \$88,365.90 reappropriated to the State Board for Professional-Technical Education for the Division of Professional-Technical Education for nonrecurring expenditures for the period of July 1, 2004 through June 30, 2005 as per Senate Bill 1414.

IMPACT

One-time Personnel Costs	\$0.00	
One-time Operating Expenses	66,676.24	
One-time Capital Outlay	21,689.66	
One-time Trustee Payments	0.00	
Total Carryover		\$88,365.90

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
C. Spending Authority

October 2002

C. Spending Authority

1. Monies subject to appropriation
- b. General Account and Special Accounts.
 - (1) All General Account monies are subject to annual or continuing appropriations by the Idaho Legislature.
 - (2) Certain special account monies, such as direct federal appropriations, state endowment income and trust accounts, and miscellaneous receipts, are the subject of continuing or perpetual spending authority. (*See, for example*, Sections 67-3608 and 67-3611, Idaho Code (miscellaneous receipts); Section 67-3607 and Section 33-3301 *et seq.*, Sections 33-2909 and 33-2910, Sections 33-2913 and 33-2914, Sections 33-2911 and 33-2912, Sections 66-1106 and 66-1107, Idaho Code (state endowment income and trust accounts).)

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004

REFERENCE

August 12-13, 2004

Information item presented on capital budget requests

SUBJECT

FY06 Capital Budget Requests

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures, Section V. B.8.

BACKGROUND

At the August 2004 Board meeting, capital budget requests and process were discussed by staff. The conclusion was the general economic picture for FY2006 will probably not allow the Permanent Building Fund Advisory Council (PBFAC) to have funds for many, if any, new capital projects. Therefore, staff recommended the Board not assign an overall priority to new capital projects being requested by institutions and agencies.

At the PBFAC meeting of October 5, 2004, Executive Director Stivers provided the Council with the list of all institution and agency capital budgets outlined in the August Board agenda, as prioritized by each. Mr. Stivers informed the Council of the Board's desire to support the Alterations and Repairs requests for each agency and institution, instead of capital construction projects.

DISCUSSION

The Council will submit its recommendations to the Governor, who will make a recommendation to the Legislature, which has the responsibility for appropriating funds for Capital Projects and Alterations/Repairs.

IMPACT

The legislative appropriation will determine which capital projects, if any, are to begin in FY2006, and identify funds available statewide for Alterations and Repairs. The level of funding for Alterations and Repairs will determine how each campus and agency is able to reduce its deferred maintenance backlog.

STAFF COMMENTS

Staff will keep the Board apprised of the Capital Project and Alternation/Repair process, including Council, Executive and Legislative recommendations.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: B. Budget Policies

April 2002

B. Budget Policies

8. Major Capital Improvement Project -- Budget Requests
For purposes of Item 8., the community colleges (NIC and CSI), the State Historical Society, and the State Library are included, except as noted in V.B.8.b. (2).
 - a. Definition
A major capital improvement is defined as the acquisition of an existing building, construction of a new building or an addition to an existing building, or a major renovation of an existing building. A major renovation provides for a substantial change to a building. The change may include a remodeled wing or floor of a building, or the remodeling of the majority of the building's net assignable square feet. An extensive upgrade of one (1) or more of the major building systems is generally considered to be a major renovation.
 - b. Preparation and Submission of Major Capital Improvement Requests
 - (1) Permanent Building Fund Requests
Requests for approval of major capital improvement projects to be funded from the Permanent Building Fund are to be submitted to the Office of the State Board of Education on a date and in a format established by the executive director. Only technical revisions may be made to the request for a given fiscal year after the Board has made its recommendation for that fiscal year. Technical revisions must be made prior to November 1.
 - (2) Other Requests
Requests for approval of major capital improvement projects from other fund sources are to be submitted in a format established by the executive director. Substantive and fiscal revisions to a requested project are resubmitted to the Board for approval. This subsection shall not apply to the community colleges.
 - c. Submission of Approved Major Capital Budget Requests
The Board is responsible for the submission of major capital budget requests for the institutions, school and agencies under this subsection to the Division of Public Works. Only those budget requests which have been formally approved by the Board will be submitted by the office to the executive and legislative branches.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

**INSTITUTION / AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD**

SUBJECT

FY2005 College and Universities Summary of Sources and Uses of Funds

APPLICABLE STATUTES, RULE OR POLICY

Not applicable.

BACKGROUND

Idaho's public higher education institutions receive funding from a variety of sources. General account, endowment funds, and student fees are appropriated by the Legislature each year. In addition, the college and universities receive student activity fees; federal, state, and private grant funds; receipts from sales of products and services, and funds from other sources.

Funds are used for instruction, research, public service, academic support, libraries, student services, institutional support, physical plant, scholarships and fellowships, auxiliary enterprises, and for other purposes.

DISCUSSION

An estimate of the sources and uses of funds for fiscal year 2005 is displayed in Tab 10, pages 2 through 8. Included are two charts which display a five-year history of sources and uses of funds. Note these numbers are budgeted, not actual amounts. This report is prepared each year based on estimates for the upcoming year.

IMPACT

This document provides an estimate for the current fiscal year. The two charts display a five-year history of the revenues (all funds) and expenditures for the institutions.

STAFF COMMENTS AND RECOMMENDATIONS

Staff notes the amounts shown on the spreadsheets are estimates for the current fiscal year, and includes all funds, appropriated and non-appropriated.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

College & Universities Summary
Summary of Sources and Uses of Funds
Fiscal Year 2005

Operating Budgets

	Board Approved Budgets			CEO Approved	Estimated Budgets		Total	%	Plant Funds	
	General	Vocational	Special	Auxiliary	Instit	Grants &	Operating			
	Education	Education	Programs	Enter. 1)	Accounts	Contracts	Budgets			
Sources of Funds:										
State Appropriations										
1	General Account	\$220,322,200	\$19,330,431	\$32,795,950	\$0	\$0	\$0	\$272,448,581	30.2%	\$0
2	Endowment Funds	10,020,500	0	0	0	0	0	10,020,500	1.1%	0
3	Student Fees	108,710,900	0	115,088	0	0	0	108,825,988	12.1%	0
4										
5	Total Appropriations	\$339,053,600	\$19,330,431	\$32,911,038	\$0	\$0	\$0	\$391,295,069	43.4%	\$0
6										
7	Other Student Fees	\$0	\$0	\$207,000	\$21,539,342	\$30,260,511	\$0	\$52,006,853	5.8%	\$3,885,390
8	Federal Approp	0	0	4,599,500	0	0	0	4,599,500	0.5%	0
9	Federal Grants & Contracts	0	0	0	212,100	49,577	228,437,573	228,699,250	25.4%	0
10	State Grants & Contracts	0	0	0	0	189,547	33,119,630	33,309,177	3.7%	0
11	Private Gifts, Grts & Contr	0	0	0	5,798,111	9,511,529	19,948,947	35,258,587	3.9%	0
12	Sales & Serv of Educ Act	0	0	181,900	119,210	40,068,634	0	40,369,744	4.5%	0
13	Sales & Serv of Aux Ent	0	0	0	66,795,775	22,617,204	0	89,412,979	9.9%	0
14	Indirect Costs	0	0	0	0	14,806,379	0	14,806,379	1.6%	0
15	Other	130,600	0	136,100	5,874,949	4,386,847	658,787	11,187,283	1.2%	4,108,500
16										
17	Total Revenue	\$339,184,200	\$19,330,431	\$38,035,538	\$100,339,487	\$121,890,228	\$282,164,937	\$900,944,821	100.0%	\$7,993,890
18										
19										
20 Uses of Funds:										
21	Instruction	\$174,850,357	\$18,755,238	\$6,556,538	\$0	\$28,464,807	\$32,144,799	\$260,771,739	29.0%	\$0
22	Research	9,626,864	0	18,514,500	0	11,864,920	76,510,200	116,516,484	13.0%	0
23	Public Service	641,822	0	12,964,500	0	4,704,944	16,275,911	34,587,177	3.8%	0
24	Academic Support	26,731,851	353,292	0	0	17,114,288	1,648,387	45,847,818	5.1%	0
25	Libraries	18,539,013	0	0	0	927,171	0	19,466,184	2.2%	0
26	Student Services	19,421,129	221,901	0	0	4,815,431	1,474,195	25,932,656	2.9%	0
27	Institutional Support	37,841,662	0	0	0	23,450,794	42,800	61,335,256	6.8%	0
28	Physical Plant	44,018,512	0	0	0	2,534,780	0	46,553,292	5.2%	4,458,500
29	Scholarships & Fellowships	0	0	0	2,028,163	8,350,271	154,029,045	164,407,479	18.3%	0
30	Auxiliary Enterprises 1) & 2)	7,512,990	0	0	96,570,829	19,938,548	0	124,022,367	13.8%	55,000
31	Mandatory Transfers	0	0	0	0	0	0	0	0.0%	2,601,690
32	Other	0	0	0	0	0	0	0	0.0%	0
33										
34	Total Uses	\$339,184,200	\$19,330,431	\$38,035,538	\$98,598,992	\$122,165,954	\$282,125,337	\$899,440,452	100.0%	\$7,115,190
35										
36										
37	Incr/(Decr) to Balance	\$0	\$0	\$0	\$1,740,495	(\$275,726)	\$39,600	\$1,504,369		\$878,700
38										
39										
40	Employee FTE	3,659.56	289.30	419.90	616.55	585.95	344.07	5,915.33		
41										
42	1) General Education program supports intercollegiate athletics which is an auxiliary enterprise and reported in the General Education									
43	column not the auxiliary enterprise column.									
44	2) Auxiliary Enterprises includes University of Idaho's Kibbie Dome operations									
45	3) Plant funds includes University of Idaho's federal grants for capital projects									
46	4) Includes Federal Direct Student Loan funds									

Boise State University
Summary of Sources and Uses of Funds
Fiscal Year 2005

	Operating Budgets								Plant Funds	
	Board Approved Budgets			CEO Approved	Estimated Budgets		Total	%		
	General	Vocational	Special	Auxiliary	Instit	Grants &	Operating			
	Education	Education	Programs	Enter. 1)	Accounts	Contracts	Budgets			
Sources of Funds:										
State Appropriations										
1	General Account	\$68,438,600	\$6,514,695					\$74,953,295	29.9%	
2	Endowment Funds							0	0.0%	
3	Student Fees	36,546,100						36,546,100	14.6%	
4										
5	Total Appropriations	\$104,984,700	\$6,514,695	\$0	\$0	\$0	\$0	\$111,499,395	44.4%	\$0
6										
7	Other Student Fees				\$6,343,204	\$15,626,186		\$21,969,390	8.8%	
8	Federal Approp							0	0.0%	
9	Federal Grants & Contracts				136,100	49,577	51,833,886)	52,019,563	20.7%	
10	State Grants & Contracts					2,534	7,105,598	7,108,132	2.8%	
11	Private Gifts, Grts & Contr				2,948,269	2,600,581	2,650,255	8,199,105	3.3%	
12	Sales & Serv of Educ Act					3,395,575		3,395,575	1.4%	
13	Sales & Serv of Aux Ent				29,129,778	10,574,530		39,704,308	15.8%	
14	Indirect Costs					1,527,022		1,527,022	0.6%	
15	Other				3,469,936	2,055,624		5,525,560	2.2%	
16										
17	Total Revenue	\$104,984,700	\$6,514,695	\$0	\$42,027,287	\$35,831,629	\$61,589,739	\$250,948,050	100.0%	\$0
18										
19										
20 Uses of Funds:										
21	Instruction	\$55,154,005	\$6,514,695			\$9,182,471	\$9,674,350	\$80,525,521	32.3%	
22	Research	1,347,619				50,915	7,468,172	8,866,706	3.6%	
23	Public Service	638,322				2,689,706	4,447,217	7,775,245	3.1%	
24	Academic Support	10,273,677				9,575,022		19,848,699	8.0%	
25	Libraries	6,135,407				286,671		6,422,078	2.6%	
26	Student Services	6,066,644				1,064,981		7,131,625	2.9%	
27	Institutional Support	12,057,964				1,998,541		14,056,505	5.6%	
28	Physical Plant	11,350,662				526,054		11,876,716	4.8%	
29	Scholarships & Fellowships					2,907,184	40,000,000)	42,907,184	17.2%	
30	Auxiliary Enterprises 1)	1,960,400			40,688,567	7,440,548		50,089,515	20.1%	
31	Mandatory Transfers							0	0.0%	
32	Other (Incl One-Time Funds)							0	0.0%	
33										
34	Total Uses	\$104,984,700	\$6,514,695	\$0	\$40,688,567	\$35,722,093	\$61,589,739	\$249,499,794	100.0%	\$0
35										
36										
37	Incr/(Decr) to Balance	\$0	\$0	\$0	\$1,338,720	\$109,536	\$0	\$1,448,256		\$0
38										
39										
40	Employee FTE	1,164.58	94.63	0.00	337.89	113.70	126.64	1,837.44		
41										
42	1) General Education program supports intercollegiate athletics which is an auxiliary enterprise and reported in the General Education									
43	column not the auxiliary enterprise column.									
44	2) Includes Federal Direct Student Loan funds									

Idaho State University
Summary of Sources and Uses of Funds
Fiscal Year 2005

	Operating Budgets							%	Plant Funds	
	Board Approved Budgets			CEO Approved	Estimated Budgets		Total			
	General Education	Vocational Education	Special Programs	Auxiliary Enter. 1)	Instit Accounts	Grants & Contracts	Operating Budgets			
Sources of Funds:										
State Appropriations										
1	General Account	\$59,697,400	\$9,252,256	\$1,937,350				\$70,887,006	29.5%	
2	Endowment Funds	2,121,200						2,121,200	0.9%	
3	Student Fees	29,267,100		115,088				29,382,188	12.2%	
4										
5	Total Appropriations	\$91,085,700	\$9,252,256	\$2,052,438	\$0	\$0	\$0	\$102,390,394	42.6%	
6										
7	Other Student Fees				\$8,019,290	\$6,901,025		\$14,920,315	6.2%	
8	Federal Approp							0	0.0%	
9	Federal Grants & Contracts				76,000	79,989,987)		80,065,987	33.3%	
10	State Grants & Contracts					187,013	8,747,932	8,934,945	3.7%	
11	Private Gifts, Grts & Contr				1,009,592	1,651,748	7,694,092	10,355,432	4.3%	
12	Sales & Serv of Educ Act				119,210	1,486,459		1,605,669	0.7%	
13	Sales & Serv of Aux Ent				9,321,195	7,789,774		17,110,969	7.1%	
14	Indirect Costs					2,227,757		2,227,757	0.9%	
15	Other				711,213	1,483,123	658,787	2,853,123	1.2%	
16										
17	Total Revenue	\$91,085,700	\$9,252,256	\$2,052,438	\$19,256,500	\$21,726,899	\$97,090,798	\$240,464,591	100.0%	
18										
19										
20	Uses of Funds:									
21	Instruction	\$52,206,106	\$9,252,256	\$1,546,338		\$8,340,636	\$5,256,549	\$76,601,885	31.8%	
22	Research	1,954,525				1,434,305	18,137,528	21,526,358	8.9%	
23	Public Service	0		506,100		91,938	4,166,294	4,764,332	2.0%	
24	Academic Support	5,380,071				2,778,066	1,648,387	9,806,524	4.1%	
25	Libraries	4,546,191				125,000		4,671,191	1.9%	
26	Student Services	5,142,438				726,450	1,264,195	7,133,083	3.0%	
27	Institutional Support	8,587,005				5,877,153		14,464,158	6.0%	
28	Physical Plant	10,782,464				1,258,726		12,041,190	5.0%	
29	Scholarships & Fellowships					1,526,887	66,617,845)	68,144,732	28.3%	
30	Auxiliary Enterprises 1)	2,486,900			19,290,125			21,777,025	9.0%	
31	Mandatory Transfers							0	0.0%	
32	Other (One-Time)							0	0.0%	
33										
34	Total Uses	\$91,085,700	\$9,252,256	\$2,052,438	\$19,290,125	\$22,159,161	\$97,090,798	\$240,930,478	100.0%	
35										
36										
37	Incr/(Decr) to Balance	\$0	\$0	\$0	(\$33,625)	(\$432,262)	\$0	(\$465,887)	\$878,700	
38										
39										
40	Employee FTE	1,028.94	139.80	15.40	133.04	122.70	147.28	1,587.16		
41										
42	1) General Education program supports intercollegiate athletics which is an auxiliary enterprise and reported in the General Education									
43	column not the auxiliary enterprise column.									
44	2) Includes Federal Direct Student Loan funds									

University of Idaho
Summary of Sources and Uses of Funds
Fiscal Year 2005

	Operating Budgets						%	Plant Funds	
	Board Approved Budgets			CEO Approved	Estimated Budgets				Total
	General Education	Vocational Education	Special Programs	Auxiliary Enter. 1)	Instit Accounts	Grants & Contracts			Operating Budgets
Sources of Funds:									
State Appropriations									
1	General Account	\$80,961,500	\$30,858,600				111,820,100	30.0%	0
2	Endowment Funds	6,528,600					6,528,600	1.8%	0
3	Student Fees	36,454,400					36,454,400	9.8%	0
4									
5	Total Appropriations	123,944,500	30,858,600	0	0	0	154,803,100	41.6%	0
6									
7	Other Student Fees		207,000	5,881,048	5,160,000		11,248,048	3.0%	
8	Federal Approp		4,599,500				4,599,500	1.2%	
9	Federal Grants & Contracts					93,600,900)	93,600,900	25.1%	
10	State Grants & Contracts					15,199,400	15,199,400	4.1%	
11	Private Gifts, Grts & Contr			1,840,250	5,259,200	8,292,400	15,391,850	4.1%	
12	Sales & Serv of Educ Act		181,900		33,890,600		34,072,500	9.2%	
13	Sales & Serv of Aux Ent			27,112,002	4,252,900		31,364,902	8.4%	
14	Indirect Costs				10,950,000		10,950,000	2.9%	
15	Other	130,600	136,100	857,900			1,124,600	0.3%	4,108,500 3)
16									
17	Total Revenue	124,075,100	35,983,100	35,691,200	59,512,700	117,092,700	372,354,800	100.0%	4,108,500
18									
19									
20	Uses of Funds:								
21	Instruction	58,238,278	5,010,200		8,927,000	15,490,500	87,665,978	23.6%	
22	Research	6,237,985	18,514,500		10,117,000	50,896,200	85,765,685	23.1%	
23	Public Service	3,500	12,458,400		1,785,000	6,613,300	20,860,200	5.6%	
24	Academic Support	9,507,289			4,166,000		13,673,289	3.7%	
25	Libraries	7,005,216			298,000		7,303,216	2.0%	
26	Student Services	6,730,614			2,381,000		9,111,614	2.4%	
27	Institutional Support	14,614,920			14,877,700		29,492,620	7.9%	
28	Physical Plant	19,357,438			595,000		19,952,438	5.4%	4,108,500 3)
29	Scholarships & Fellowships			2,028,163	3,868,000	44,092,700)	49,988,863	13.4%	
30	Auxiliary Enterprises 1)&4)	2,379,860		33,294,937	12,498,000		48,172,797	13.0%	
31	Mandatory Transfers						0	0.0%	
32	Other-Incl One-Time								
33									
34	Total Uses	124,075,100	35,983,100	35,323,100	59,512,700	117,092,700	371,986,700	100.0%	4,108,500
35									
36									
37	Incr/(Decr) to Balance	0	0	368,100	0	0	368,100		0
38									
39									
40	Employee FTE	1,210.98	404.50	123.39	309.55	10.15	2,058.57		
41									

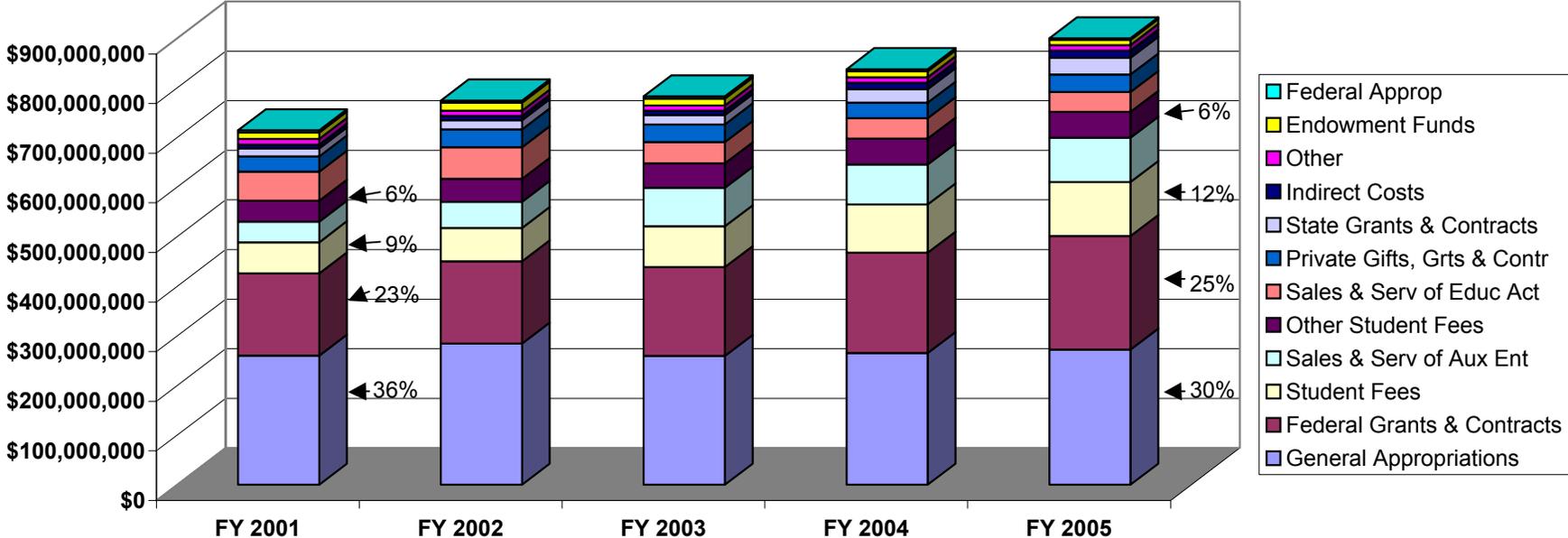
- 42 1) The General Education program supports intercollegiate athletics, which is an auxiliary enterprise. General Education support for athletics
43 is reported in the General Education column, not the auxiliary enterprise column.
- 44 2) Includes Federal Direct Student Loan funds.
- 45 3) Plant Funds include federal grants for capital projects.
- 46 4) Auxiliary Enterprises includes Kibbie Dome operations and the Student Recreation Center.

Lewis-Clark State College
Summary of Sources and Uses of Funds
Fiscal Year 2005

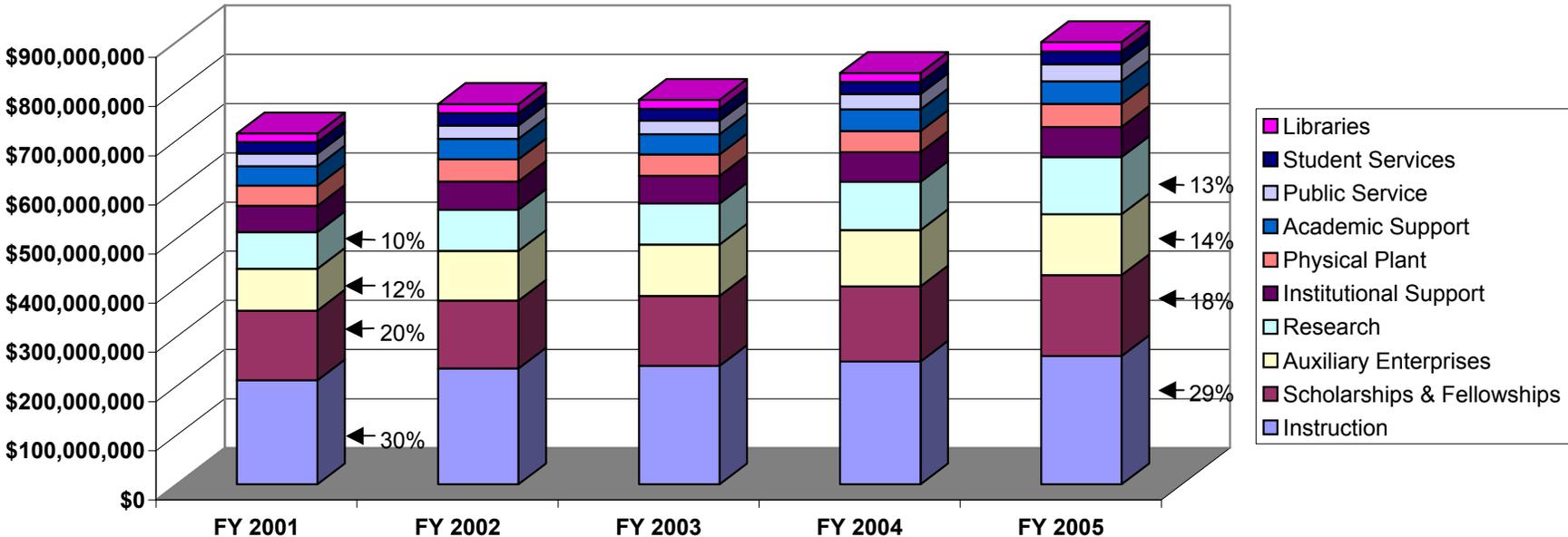
		Operating Budgets								
		Board Approved Budgets			CEO Approved	Estimated Budgets		Total		
		General Education	Vocational Education	Special Programs	Auxiliary Enter. 1)	Instit Accounts	Grants & Contracts	Operating Budgets	%	Plant Funds
Sources of Funds:										
State Appropriations										
1	General Account	\$11,224,700	\$3,563,480			\$0	\$0	\$14,788,180	39.8%	
2	Endowment Funds	1,370,700				0	0	1,370,700	3.7%	
3	Student Fees	6,443,300				0	0	6,443,300	17.3%	
4										
5	Total Appropriations	\$19,038,700	\$3,563,480	\$0	\$0	\$0	\$0	\$22,602,180	60.8%	\$0
6										
7	Other Student Fees				1,295,800	2,573,300	0	3,869,100	10.4%	
8	Federal Approp					0	0	0	0.0%	
9	Federal Grants & Contracts					0	3,012,800	3,012,800	8.1%	
10	State Grants & Contracts					0	2,066,700	2,066,700	5.6%	
11	Private Gifts, Grts & Contr					0	1,312,200	1,312,200	3.5%	
12	Sales & Serv of Educ Act					1,296,000	0	1,296,000	3.5%	
13	Sales & Serv of Aux Ent				1,232,800	0	0	1,232,800	3.3%	
14	Indirect Costs					101,600	0	101,600	0.3%	
15	Other				835,900	848,100	0	1,684,000	4.5%	
16										
17	Total Revenue	\$19,038,700	\$3,563,480	\$0	\$3,364,500	\$4,819,000	\$6,391,700	\$37,177,380	100.0%	\$0
18										
19										
Uses of Funds:										
21	Instruction	\$9,251,968	\$2,988,287			\$2,014,700	\$1,723,400	\$15,978,355	43.2%	
22	Research	86,735				262,700	8,300	357,735	1.0%	
23	Public Service					138,300	1,049,100	1,187,400	3.2%	
24	Academic Support	1,570,814	353,292			595,200	0	2,519,306	6.8%	
25	Libraries	852,199				217,500	0	1,069,699	2.9%	
26	Student Services	1,481,433	221,901			643,000	210,000	2,556,334	6.9%	
27	Institutional Support	2,581,773				697,400	42,800	3,321,973	9.0%	
28	Physical Plant	2,527,948				155,000	0	2,682,948	7.2%	
29	Scholarships & Fellowships					48,200	3,318,500	3,366,700	9.1%	
30	Auxiliary Enterprises 1)	685,830			3,297,200	0	0	3,983,030	10.8%	
31	Mandatory Transfers					0	0	0	0.0%	
32										
33										
34	Total Uses	\$19,038,700	\$3,563,480	\$0	\$3,297,200	\$4,772,000	\$6,352,100	\$37,023,480	100.0%	\$0
35										
36										
37	Incr/(Decr) to Balance	\$0	\$0	\$0	\$67,300	\$47,000	\$39,600	\$153,900		\$0
38										
39										
40	Employee FTE	255.06	54.87	0.00	22.23	40.00	60.00	432.16		0.00
41										

42 1) General Education program supports intercollegiate athletics which is an auxiliary enterprise and reported in the General Education
43 column not the auxiliary enterprise column.
44

State of Idaho College and Universities All Funds Revenues FY 2001-2005



State of Idaho College and Universities All Funds Expenditures FY 2001-2005



**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

**INSTITUTION / AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD**

REFERENCE

April 22-23, 2004

Board approved initiation of Request for Proposal (RFP) process to select auditor

SUBJECT

Auditing Services Request for Proposal (RFP) Update

APPLICABLE STATUTES, RULE OR POLICY

Not applicable

BACKGROUND

The present auditing services contract for the five college and universities, including Eastern Idaho Technical College, concludes with the completion of the FY2004 audit reports to the Board in December 2004. At the April, 2004 Board meeting, the Board approved initiation of an RFP process for external audit services beginning with FY2005. The Audit Committee of the Board has overall responsibility for the development of the RFP, evaluating proposals received and selecting a contractor.

DISCUSSION

The RFP was released July 21, 2004 through the state Division of Purchasing. Site visits at each of the institutions were conducted during August. Responses to bidders' questions were released September 20, 2004. Bidders proposals were due October 8, 2004 and will be evaluated during October. On October 27, 2004 the evaluators will meet to discuss scoring of the technical components of the proposals. On October 28, 2004 the scores will be presented to the Division of Purchasing, at which time the cost proposals will be reviewed. Oral presentations (if necessary) are scheduled for November. It is anticipated the Audit Committee will award a new contract at the December 2004 Board meeting.

The evaluation panel consists of Board members Paul Agidius and Milford Terrell, Jeff Shinn of the Board staff, Stacy Pearson (BSU) representing the institutions, Ray Ineck with the Legislative Services Office, and Steve Allison with the State Controllers Office.

IMPACT

Hiring an independent auditor will allow the Board, institutions and others in the public realm to be confident that college and university financial operations have been conducted with the highest level of business-like standards.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 20-21, 2004**

**INSTITUTION / AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD – continued**

STAFF COMMENTS AND RECOMMENDATIONS

Staff anticipates that by holding to the schedule outlined above the new audit contractor will be announced at the Board's December 2004 meeting.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.