

**CONSENT AGENDA
MARCH 10, 2005**

TAB	DESCRIPTION	ACTION
1	IRSA Update on English Language Proficiency Test	Information item
2	IRSA Ratification of the Utah Medical Contract	Motion to approve
3	BAHR-SECTION I - BOISE STATE UNIVERSITY New Positions & Changes to Positions	Motion to approve
4	BAHR-SECTION I - IDAHO STATE UNIVERSITY New Positions	Motion to approve
5	BAHR-SECTION I- UNIVERSITY OF IDAHO New Position & Changes to Positions	Motion to approve
6	BAHR-SECTION I - LEWIS-CLARK STATE COLLEGE New Positions & Deletion of Position	Motion to approve

**CONSENT AGENDA
MARCH 10, 2005**

THIS PAGE INTENTIONALLY LEFT BLANK

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
MARCH 10, 2005

SUBJECT

English Language Proficiency (ELP) Assessment: Update on Release of Request for Proposals (RFP)

APPLICABLE STATUTE, RULE, OR POLICY

- No Child Left Behind, Act of 2001, Title III, Part A: Language Instruction for Limited English Proficient and Immigrant Students, Section 3113(b)(2)
- No Child Left Behind, Act of 2001, Title I, Part A, Section 1111(b)(7)

BACKGROUND

The No Child Left Behind Act of 2001 mandates that all states implement a single statewide English Language Proficiency assessment for Limited English Proficient (LEP) students.

Idaho was a member of the Mountain West Assessment Consortium (MWAC) that began in March 2003, due to a federally funded grant, to develop test items for an ELP Assessment. The Consortium included the states of Alaska, Colorado, Montana, Nevada, New Mexico, North Dakota, Oregon, Utah, Michigan and Wyoming. The test support contractor was Measured Progress, and the grant fiscal agent was the State of Utah. The U.S. Department of Education funded consortium work in ELP test development in multiple regions in the country, because current commercial language proficiency tests do not meet Title III requirements.

The purpose of the grant was to develop a prototype English language proficiency assessment that would meet the requirements of Title III, assessing the *academic language proficiency* of students learning English. The test would be designed to measure academic and social language skills and would produce scores in Reading, Writing, Listening, Speaking, and Comprehension.

The MWAC test items were developed with input from language acquisition experts, including Dr. Frances Butler and Dr. Alison Bailey of UCLA. Educators in each consortium state reviewed tests in April 2004, with field-testing conducted in the fall 2004. MWAC has developed a rigorous assessment that has some key distinctions from previously used commercial tests. Rationale for using the MWAC test items in Idaho is:

1. The assessment is based on the latest research that defines the construct of language acquisition as the acquisition of the following knowledge and skills: Vocabulary, Syntax, Discourse, and Function.
2. The MWAC assessment uses content-based passages and asks students to use the function of the content, such as compare/contrast, identify hypothesis supporting evidence, or cause and effect.

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
MARCH 10, 2005

3. As a part of the U.S. Department of Education grant agreement, of which Utah is the fiscal agent, the MWAC assessment is owned by the member states and therefore is Idaho's to use, edit, alter, or change to meet the needs of the students. While any change to the test would require additional field-testing and validation, it is Idaho's right and ability to do that. Further, the assessment costs are well below that of commercially available tests since Idaho owns the test items and will pay only for initial production and annual distribution.

The MWAC product reflects a significant change in the construct and definition of language proficiency, and it will provide superior information to teachers, schools, and districts. The MWAC assessment has significantly improved the measure of the skills and knowledge that is needed for the success of LEP students.

DISCUSSION

The U.S. Department of Education grant that funded the MWAC test development has ended. Measured Progress, the assessment company delivered the first test deliverables (Secure Form #1) to the 10 consortium states January 15, 2005. The second deliverable (Secure Form #2) will be sent out by March 2005. As a part of the grant agreement, Idaho owns the deliverables and may implement the test in any way it chooses. The Office of the State Board of Education (OSBE) will need to develop an RFP to contract a test vendor to take the deliverables/test bank items and produce an annual Language Proficiency test, tailored for Idaho.

The task before the State of Idaho with regard to the use of these testing materials is (1) to determine whether they are currently sufficient in scope and adequate in quality and (2) to identify what arrangements need to be made to administer the tests to Idaho students by spring 2006. Therefore, OSBE seeks to contract with a test vendor to use the MWAC deliverables to produce an ELP assessment applicable to Idaho. The contracted vendor will provide the following overview of services:

- Study of Alignment of MWAC Assessments to Idaho ELP Standards
- Assess Production Activities
- Assess Administration Schedule
- Prepare Assessment Booklets and Answer Documents
- Prepare Pre-Gridding Labels and System
- Prepare Ancillary Materials
- Prepare District and School Administration Guides
- Prepare Assessment Administrator's Manual
- Pack, Distribute, and Manage Materials
- Prepare Assessment Administrator's Training Materials
- Develop and Implement Assessment Accommodations for Students with Disabilities

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
MARCH 10, 2005

- Develop and Implement Strategies to Write, Validate, and Field Test Replacement Assessment Item
- Develop Procedures Manual to Govern Assessment
- Provide Assessment Scoring and Data Analysis Procedures
- Provide Receipt and Inventory Control Procedures
- Provide Quality Control Procedures to Guarantee Accurate Score Reports
- Hire, train, and monitor readers for performance items
- Implement Scoring and Data Analysis Procedures
- Report Results at the Student, School, District, and State Levels
- Develop prototype score reports
- Populate score reports with test data to check for accuracy
- Run live data reports and verify accuracy
- Pack and ship paper reports; report via Internet as specified
- Prepare Technical Reports
 - Develop, Produce, and Distribute Guides, Presentations, and Handouts to Facilitate Understanding the Reports
 - Prepare and Distribute Disaggregated Reports As Specified
 - Prepare and Distribute Computer Data Files As Specified
- Develop and Implement Procedures to Establish Assessment Proficiency Levels/cut scores, in line with Idaho's language proficiency levels.
- Provide Technical Assistance to the State Board of Education As Specified
- Provide Technical Assistance and Professional Training to Local School Districts As Specified
- Provide On-going Communication with the State Board of Education and Local School Districts to Facilitate the Assessments
- Provide On-Going Management and Project Evaluation Activities
- Provide Optional Development Services to Districts
- Conduct Developmental Research to Determine Feasibility of Administering the Assessments via Computer (Cost Option)

The annual Contract for a test vendor is estimated at \$500,000 for Year 1, with subsequent years of development potentially lower. Title VI Assessment funds, totaling \$500,000 are reserved in FY06 budget for Year 1 of the ELP Assessment Contract. OSBE staff anticipates that the Board will need to determine a funding source for subsequent years of the contract. One possibility is for districts to purchase or pay back a portion of the test fees out of their allocated State LEP funds (districts are currently paying for testing materials). However, an additional request for a FY07 Legislative appropriation may be necessary to fund a portion of the annual LEP assessment; additional grants could also be a source of funding. This determination of funding can be made once the contracted testing vendor provides a budget for subsequent years. Title IV assessment funds could be used, however, these funds are fully budgeted through 2010.

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
MARCH 10, 2005

IMPACT

The release of the RFP will allow the selection of a test vendor to carry out the Federal requirement for Idaho to have a Statewide ELP Assessment in place by spring 2006. Idaho's existing Compliance Agreement with the U.S. Department of Education holds the State accountable to developing a statewide assessment for English language learners and Idaho risks non-compliance and loss of funding if a Statewide test is not implemented.

STAFF COMMENTS AND RECOMMENDATIONS

The RFP described in this briefing will be released as a competitive bid to non-profit organizations or for-profit companies capable of supplying such services.

BOARD ACTION

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

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Title III, Part A: Language Instruction for Limited English Proficient and Immigrant Students, Section 3113(b)(2)

(a) PLAN REQUIRED- Each State educational agency and specially qualified agency desiring a grant under this subpart shall submit a plan to the Secretary at such time, in such manner, and containing such information as the Secretary may require.

(b) CONTENTS- Each plan submitted under subsection (a) shall —

(2) describe how the agency will establish standards and objectives for raising the level of English proficiency that are derived from the four recognized domains of speaking, listening, reading, and writing, and that are aligned with achievement of the challenging State academic content and student academic achievement standards described in section 1111(b)(1);

Title I, Part A, Section 1111(b)(7)

ACADEMIC ASSESSMENTS OF ENGLISH LANGUAGE PROFICIENCY- Each State plan shall demonstrate that local educational agencies in the State will, beginning not later than school year 2002-2003, provide for an annual assessment of English proficiency (measuring students' oral language, reading, and writing skills in English) of all students with limited English proficiency in the schools served by the State educational agency, except that the Secretary may provide the State 1 additional year if the State demonstrates that exceptional or uncontrollable circumstances, such as a natural disaster or a precipitous and unforeseen decline in the financial resources of the State, prevented full implementation of this paragraph by that deadline and that the State will complete implementation within the additional 1-year period.

THIS PAGE INTENTIONALLY LEFT BLANK

CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

SUBJECT

Ratification of the Utah Medical Contract

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures, Section V. 1.3(a)

BACKGROUND

Since July 1976, the State Board of Education has held an agreement with the University of Utah, School of Medicine (UUSM) to reserve a specific number of seats for Idaho residents at the in-state tuition and fee rate established by UUSM for residents of Utah. The SBOE makes annual fee payments in support of such Idaho resident students enrolled under this agreement. The cooperative agreement benefits both parties in reducing costs and improving other benefits.

DISCUSSION

Each academic year, the UUSM reserves eight new positions in its entering class pursuant to this Agreement for Idaho resident students seeking an M.D. degree. The regular course of instruction to receive an M.D. degree at UUSM is four years, therefore not more than 32 students are enrolled at UUSM pursuant to this Agreement at any time during each academic year, subject to certain qualifications and exceptions discussed in the contract.

The total annual support fee that SBOE agrees to pay UUSM for each Idaho resident student enrolled at UUSM under this agreement for the 2004-05 academic year is \$27,613. The support fee will increase to \$30,613 per Idaho resident for the 2005-06 academic year. Thereafter, the annual support fee for each Idaho resident student shall increase by the Higher Education Cost Adjustment (HECA) index for the most recent year for which data are available.

The previous agreement expired at the end of the 2003-2004 academic year. The Office of the State Board of Education and the UUSM have reviewed and revised the contract and the Executive Director has signed the contract, which is effective for a period of four years beginning with the 2004-2005 academic year.

IMPACT

Renewal of the contract provides a cost-effective way for Idaho students to obtain a medical degree from an out-of-state institution.

STAFF COMMENTS AND RECOMMENDATIONS

Board staff recommends ratification of the four-year contract between the University of Utah School of Medicine and the State Board of Education.

BOARD ACTION

A motion to approve the ratification of the four-year contract between the University of Utah School of Medicine and the State Board of Education.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

**FOR THE PROVISION OF MEDICAL SCHOOL OPPORTUNITIES
TO RESIDENTS OF THE STATE OF IDAHO**

This Agreement ("Agreement") is executed this ____ day of _____, 2005, between the University of Utah, on behalf of its School of Medicine, located in Salt Lake City, Utah (hereinafter referred to as the "School"), and the Idaho State Board of Education, located in Boise, Idaho, on behalf of the state of Idaho (hereinafter referred to as "SBOE").

WHEREAS, the School has an established, fully accredited, four-year M.D. degree granting School of Medicine, and no such program or degree is offered in the state of Idaho; and

WHEREAS, the parties hereto wish to enter into a cooperative program under which the School will reserve for qualified Idaho resident students positions in the School at the in-state tuition and fee rate established by the School for residents of the state of Utah, and SBOE will make annual support fee payments in support of such Idaho resident students enrolled pursuant to this Agreement, which cooperative program will benefit both parties in reducing costs, and will improve other benefits to both parties; and

WHEREAS, the School is dedicated to the improvement of health care delivery in the Intermountain region, which includes the states of Utah and Idaho; and

WHEREAS, the parties hereto anticipate that this cooperative program will result in significant progress in improving health care delivery, especially rural health care, in the Intermountain region;

NOW THEREFORE, it is mutually agreed as follows:

1. Positions Reserved for Idaho Resident Students.

(a) Each academic year, the School will reserve eight (8) new positions in its entering class pursuant to this Agreement for Idaho resident students seeking an M.D. degree. The SBOE will determine the eligibility of Idaho resident students who wish to participate in the cooperative program covered by this Agreement, and hereby delegates to Idaho State University, located in Pocatello, Idaho, the responsibility of designating those students who meet Idaho residency criteria and who are eligible to receive the benefits of this Agreement. The regular course of instruction to receive an M.D. degree at the School is four (4) years, therefore not more than thirty-two (32) Idaho resident students will be enrolled at the School pursuant to this Agreement at any time during each academic year, subject to certain qualifications and exceptions discussed hereinbelow.

(b) If an Idaho resident enrolled at the School pursuant to this Agreement withdraws or is dismissed prior to completion of the M.D. degree, then the next academic year the School may accept another eligible Idaho resident student who is currently enrolled in

CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

the School's program in consultation with the SBOE. In such event, an Idaho resident student shall assume the vacant position of the Idaho resident student who has withdrawn or was dismissed. However, such student shall only receive the benefits of this Agreement for the remaining years of eligibility for the Idaho resident student who withdrew or was dismissed prior to completion of the M.D. degree.

(c) Unless the student withdraws or is dismissed as contemplated in paragraph 1(b) above, each Idaho resident student enrolled at the School under this cooperative program shall be permitted to continue at the School until such student has finished the regular course of instruction required to receive the M.D. degree (i.e.: four (4) continuous years of academic instruction); notwithstanding, funding for such student under this Agreement is subject to the limitations described in Section 7 hereinbelow. The regular course of instruction may be increased or decreased for a particular student, on a case by case basis, as may be agreed by the parties, provided the total number of Idaho resident students does not exceed thirty-two (32) in any one academic year.

(d) An Idaho resident student who is offered and accepts a reserved position shall, from that point forward in such student's course of instruction at the School, be considered a resident of Idaho, notwithstanding establishment of legal residence in the state of Utah.

(e) Except as otherwise permitted by this Agreement, the number of positions reserved each year may be increased or decreased only by mutual written consent of both parties to this Agreement.

2. Admission Requirements.

(a) All Idaho resident students designated as eligible for benefits under this Agreement must apply for admission to the School in accordance with the regular admission procedures of the School, which includes the application process of the American Medical College Application Service, and the screening criteria and interview procedures developed by the School.

(b) The School agrees to designate at least four (4) Idaho licensed physicians approved by SBOE to serve on the School's Admissions Committee for the purpose of assisting in the selection of the Idaho resident students to be admitted pursuant to this Agreement. The Assistant Dean for Idaho Affairs will also serve as a member of such Admissions Committee. All Idaho resident student applicants who meet the School's screening criteria will be interviewed by one or more of the Idaho licensed physicians approved by SBOE serving on this Admissions Committee, in accordance with the School's established interview procedures. The Idaho licensed physicians will also participate as full voting members in selection deliberations involving Idaho resident student applicants. The SBOE will be responsible for all SBOE pre-approved travel expenses related to the Idaho licensed physicians serving on the Admissions Committee, in accordance with Idaho State Board of Examiner's travel policies. The Dean of the

CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

School, or his designee, shall have final authority over the acceptance or rejection of Idaho student applicants.

3. Rules and Regulations. Except as otherwise expressly provided for in this Agreement, Idaho resident students holding reserved positions shall be subject to the same academic, disciplinary, and other rules, regulations, requirements, and privileges that are applicable to all other students in the School.

4. Clinical Rotations in Idaho. As part of the regular course of instruction for an M.D. degree, students may participate in clinical rotations. The parties agree that the Idaho resident students enrolled pursuant to the cooperative program covered by this Agreement shall serve such clinical rotations at facilities in the state of Idaho. The coordination of such clinical rotations shall be the responsibility of the School. The School shall report annually to the SBOE on the status of student clinical rotations in the state of Idaho.

5. Tuition. Idaho resident students who are enrolled under the provisions of this Agreement shall be assessed the tuition and fees established for Utah resident students. In addition, Idaho resident students may be assessed any additional tuition and fees that may be required by law or required by SBOE.

6. Annual Support Fee and Payments.

(a) The total annual support fee that SBOE agrees to pay the School for each Idaho resident student enrolled in the School under this cooperative program for the 2004-05 academic year shall be \$27,613. The support fee will increase to \$30,613 per Idaho resident student for the 2005-06 academic year. Thereafter, the parties agree that the annual support fee for each Idaho resident student shall increase by the Higher Education Cost Adjustment (HECA) index for the most recent year for which data is available; the annual support fee must be established by July 1 for the next succeeding academic year.

(b) The SBOE's annual support fee obligation each academic year shall only be for Idaho resident students actually enrolled in the cooperative program under this Agreement during such academic year, and accordingly shall be subject to adjustment as described in Section 8 hereinbelow.

(c) The SBOE agrees to make the annual support fee payment to the School within thirty (30) days after receiving from the School the annual support fee statement, which details the Idaho resident students enrolled under this Agreement.

(d) SBOE's payment obligation for each Idaho resident student enrolled in the School pursuant to this Agreement will continue for the length of enrollment of each Idaho resident student in the School. The receipt of any scholarship by an Idaho resident student, including any federal scholarship, will not reduce the SBOE's obligation under this Agreement.

CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

(e) The School agrees to collect the incentive fee assessed by SBOE pursuant to Idaho Code §33-3723, establishing the Idaho Rural Physician Incentive Program. Each academic year SBOE will notify the School of the amount to be collected from each Idaho resident student enrolled pursuant to this cooperative program for that school year. The School will collect the fee from all Idaho sponsored students, and promptly transfer such funds to SBOE.

7. Legislative Appropriation. SBOE agrees that it will include support obligations which it anticipates will become due as a result of this Agreement in each budget submitted to the Idaho Legislature, and will use good faith efforts to secure appropriations to meet such anticipated obligations. However, if the Idaho Legislature fails to make any appropriation, or appropriates an amount of money insufficient to meet the total amount due to the School for an academic year, then SBOE will not be obligated for support fee payments beyond the funds appropriated, if any, and in such event the School will not be obligated to reserve any positions in future entering classes. If no appropriation is made, or the amount is insufficient for payments to be made for all Idaho resident students previously admitted under this Agreement, then the School agrees to permit each Idaho resident student enrolled under this Agreement to continue in the course of instruction leading to the M.D. degree, so long as a satisfactory academic record is maintained and the Idaho resident student pays the applicable tuition and fees. Under these circumstances, the School will have the right to charge each Idaho resident student the tuition and fees established for non-resident students.

8. Refunding of Annual Support Fee. In the event an Idaho resident student enrolled pursuant to this Agreement is terminated during an academic year for any reason, then the School will refund to SBOE the annual support fee payment made on behalf of such student, subject to the same rules and regulations as apply generally to the refund of tuition and fees to medical students enrolled in the School that terminate their course of study during an academic year.

9. Information to SBOE. The School will provide to SBOE on or before July 31 of each academic year covered by this Agreement information regarding the established tuition and fees for Utah residents for the upcoming academic year. In addition, the School will provide to SBOE on or before August 31 of each academic year the names of students accepted for the upcoming school year under this Agreement, and a report on the academic progress of continuing students enrolled under this Agreement. From time to time, as information is required for the successful operation of this cooperative program, the School will, upon reasonable request, make additional reports to the SBOE. Such information is limited to that permitted to be disclosed by the School to the SBOE under the Family Education Rights and Privacy Act, 20 U.S.C.A. § 1232g, as amended.

10. Term and Termination. The effective date of this Agreement shall coincide with the beginning of the 2004-2005 academic year of the School, and will expire at the

CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

conclusion of the 2007-2008 academic year of the School. Notwithstanding, this Agreement may be terminated by either party prior to the expiration date for any reason upon 30 days written notice to the other party. The parties agree that the expiration or termination of this Agreement shall not affect: (a) the School's obligation with respect to Idaho resident students enrolled under this Agreement at the time of expiration or termination who have not finished their course of study, and (b) SBOE's support fee obligation with respect to Idaho resident students enrolled under this Agreement at the time of expiration or termination who have not finished their course of study, unless such students withdraw or are dismissed as discussed in Section 1(b) hereinabove. This Agreement may not be modified or amended except by a written instrument executed by both parties. If full payment by the SBOE is not made by the due date for such payment, then the Agreement may be terminated immediately, except as it applies to individual Idaho resident students currently enrolled at the School at the time of such termination.

11. Notice. All notices and other communications shall be addressed as follows:

Idaho State Board of Education

Mr. Gary Stivers

Executive Director

Office of the State Board of Education

PO Box 83720

Boise, ID 83720-0037

University of Utah

Dr. A. Lorris Betz

Senior Vice President for Health Sciences

University of Utah School of Medicine

50 North Medical Drive

Salt Lake City, UT 84132-0001

IN WITNESS WHEREOF, the parties hereto, by their authorized representatives, have executed this Agreement on this ____ day of _____, 2004.

IDAHO STATE BOARD OF EDUCATION

UNIVERSITY OF UTAH

Executive Director

Idaho State Board of Education

Vice President for Health Sciences

University of Utah

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: I. Real and Personal Property and Services

April 2002

3. Acquisition of Personal Property and Services

- a. Purchases of equipment, data processing software and equipment, and all contracts for consulting or professional services either in total or through time purchase or other financing agreements, between two hundred fifty thousand dollars (\$250,000) and five hundred thousand dollars (\$500,000) require prior approval by the executive director. The executive director must be expressly advised when the recommended bid is other than the lowest qualified bid. Purchases exceeding five hundred thousand dollars (\$500,000) require prior Board approval.

THIS PAGE INTENTIONALLY LEFT BLANK

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005

INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures Section II.B.3.

BACKGROUND

N/A

DISCUSSION

A request by Boise State University for approval of:

- , Eighteen (18) new positions (one faculty; ten classified and seven professional staff, 17.0 FTE) supported by state, local and grant funding.
- , Change in two (2) classified positions (1.25 to 1.75 FTE) supported by state and local funding.

IMPACT

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

STAFF COMMENTS

Workload and enrollment increases, including at the BSU-West campus, are the primary reason for the position increases. Staff has reviewed the positions for compliance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Boise State for eighteen (18) new positions (17.0 FTE) and; salary and FTE changes to two (2) positions (1.25 to 1.75 FTE).

Moved by _____ Seconded by _____ Carried Yes____ No____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

NEW POSITIONS

Position Title	Technical Support Specialist
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$43,000
Funding Source	Appropriated
Area/Department of Assignment	Academic Technologies
Duties and Responsibilities	Instructional support technician for the West Campus building. Maintain computer classroom, train and support instructors using the AV systems, and operate the Knowledge Network and videoconferencing classrooms.
Justification of Position	This position will be the only on-site support technical professional for the West Campus operations.
Position Title	Enrollment Counselor
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$31,824
Funding Source	Appropriated
Area/Department of Assignment	Admissions
Duties and Responsibilities	Develop and implement high-ability student recruitment initiatives like the Capital Scholar and National Merit Schools programs.
Justification of Position	The current enrollment counselors focus on a specific target group. This new position will focus on the new target group of high-ability students.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

Position Title	Software Application Administrator—Microsoft (2 positions)
Type of Position	Professional
FTE	1.0 FTE (each)
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$57,000 (each)
Funding Source	Appropriated
Area/Department of Assignment	Computing Services, Office of Information Technology
Duties and Responsibilities	Provide day-to-day application administrative support, apply updates and fixes to various applications which may include ID card, Heat, Housing software, Facility software, AceWare, Imaging software, Real Service, php, Google appliance, and Frontpage. Migrate fixes to applications and troubleshoot/resolve issues.
Justification of Position	Functions have been performed as side duties of other positions such as Systems Engineers or Technical Support Specialists. Currently, functions are not done on a regular basis or done at all.
Position Title	Associate Dean
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$56,000 (.5 FTE during academic year/1.0 FTE during summer)
Funding Source	Appropriated
Area/Department of Assignment	Graduate College
Duties and Responsibilities	Duties will include admissions/retention, advising of policies/procedural issues, strategic planning, program review, graduate assistantships/fellowships, resolution of problems, student services area, etc.
Justification of Position	Assist with additional Graduate College administration arising from increased emphasis on graduate programs at Boise State.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

Position Title	Business Manager
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$33,750
Funding Source	Appropriated
Area/Department of Assignment	College of Social Sciences and Public Affairs
Duties and Responsibilities	Financial planning, monitoring, and analysis of grant submissions and awards, complying with the internal University requirements.
Justification of Position	With the increase in the number of grant submission and awards and the growing emphasis on externally-funded research in the college, planning and monitoring of the fiscal component require the creation of this position.

Position Title	Education Program Manager
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$50,773
Funding Source	Grant—50%; Local—50%
Area/Department of Assignment	Selland College of Applied Technology
Duties and Responsibilities	Training and management needs of the Skills Training Advantage for Riders (STAR) Motorcycle Training Program.
Justification of Position	This program was transferred from the Department of Education to better serve both the students and the instructors. This program will provide safety training for motorcycle riders in the state of Idaho.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

Position Title	Business Manager
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$40,000
Funding Source	Local
Area/Department of Assignment	Public Safety, Risk Management and Transportation
Duties and Responsibilities	Planning, budgeting, and monitoring of the unit's finances. Financial planning of multiple bonding and facility construction with additional responsibilities of supervision of staff.
Justification of Position	Reorganization of multiple units under one administrative structure combined with a new environment of paying multiple bonds and construction of new parking facilities necessitate the addition of this administrative position.
Position Title	Technical Records Specialist 2
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$23,982
Funding Source	Local 50%; Grant 50%
Area/Department of Assignment	Selland College of Applied Technology
Duties and Responsibilities	Providing support for the training and management needs of the Skills Training Advantage for Riders (STAR) Motorcycle Training Program.
Justification of Position	This program was transferred from the Department of Education to better serve both the students and the instructors. This program will provide safety training for motorcycle riders in the state of Idaho.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

Position Title	Maintenance Craftsman
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$19,074
Funding Source	Appropriated
Area/Department of Assignment	Facilities, Operations and Maintenance
Duties and Responsibilities	Perform semi-skilled duties in the operation, maintenance, and repair of buildings and related facilities and systems.
Justification of Position	With the opening of the new building at the West Campus, crews must be employed to maintain the building and the other facilities.

Position Title	Building Facilities Specialists (3 positions)
Type of Position	Classified
FTE	1.0 FTE (each)
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$17,160 (each)
Funding Source	Appropriated
Area/Department of Assignment	Facilities, Operations, and Maintenance
Duties and Responsibilities	Provide customer service to building patrons; monitor facilities use and ensure conformation with policies and procedures; perform facilities maintenance and cleaning; coordinate and provide equipment and facility set-up for meetings, conferences, and special events.
Justification of Position	With the opening of the new building at the West Campus, crews must be employed to maintain, clean, and provide setup of events in the building.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

Position Title	Library Assistant 2 (2 positions)
Type of Position	Classified
FTE	.5 FTE (each)
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$11,991 (each)
Funding Source	Appropriated
Area/Department of Assignment	Albertsons Library
Duties and Responsibilities	One half-time position that will work for the Serials department and one half-time position that will work in the acquisitions department with the Albertsons Library.
Justification of Position	1.0 FTE has been allocated to assist with the main library support for the West Campus. Dividing this FTE into two half-time positions will better serve the needs of the Library.
Position Title	Laboratory Materials Supervisor
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$23,982
Funding Source	Appropriated
Area/Department of Assignment	College of Arts and Sciences
Duties and Responsibilities	Support for the undergraduate science laboratory operations at the Boise State West Campus for Chemistry, Biology, Physics, and Geology.
Justification of Position	Support position is required to assist with the instruction of science courses at the West Campus.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

Position Title	Technical Records Specialist 2
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$23,982
Funding Source	Appropriated
Area/Department of Assignment	Registrar
Duties and Responsibilities	Administrative support for the production of the Undergraduate Catalog, Degree Progress Report, liaison with the Evaluation area in troubleshooting issues and determining resolution to issues and assistance with set-up and maintenance of data within PeopleSoft.
Justification of Position	This position has been temporary but now needs to be made into a permanent position. Irregular salaries will be used to fund this position.

Position Title	Security Officer, Senior
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$19,074
Funding Source	Appropriated
Area/Department of Assignment	University Security
Duties and Responsibilities	Security administration, parking enforcement, and safety compliance monitoring during the evening hours when the West Campus is in use.
Justification of Position	The opening of West Campus will require additional security officers to ensure a safe environment for students and staff.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

CHANGE IN POSITIONS:

Position Title	Transcript Evaluator, Senior
Type of Position	Classified
FTE	from .75 to 1.0 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Difference	\$5,995
Funding Source	Appropriated
Area/Department of Assignment	Registrar
Duties and Responsibilities	Evaluation of transcripts of students transferring to Boise State University.
Justification of Position	With the implementation of the Degree Progress Report, this position will help with the transition to this new system as well as with the transfer credit evaluations and all processes conducted by the evaluation area. Funding will come from irregular salaries within the Registrar's area.
Position Title	Graphic Design Specialist
Type of Position	Classified
FTE	from .5 to .75 FTE
Term of Appointment	12 month
Effective Date	March 1, 2005
Salary Range	\$8,434
Funding Source	Appropriated—67%; Local—33%
Area/Department of Assignment	Extended Studies
Duties and Responsibilities	Web design, creation, maintenance and troubleshooting web pages, and production of marketing work and promotional materials.
Justification of Position	The role and programs within Extended Studies has grown—along with enrollment—to the point that they need additional resources in the graphic design area.

THIS PAGE INTENTIONALLY LEFT BLANK

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005

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 Policies & Procedures Section II.B.3.

BACKGROUND

N/A

DISCUSSION

A request by Idaho State University for approval of:

- , Two (2) new faculty positions (2.0 FTE) supported by state funds
- , Three (3) new professional staff positions (2.8 FTE) supported by state and grant funds
- , Two (2) new classified positions (2.0 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

Workload and enrollment increases are the primary reason for the position increases. Staff has reviewed the positions for compliance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Idaho State University for seven (7)) new positions (6.8 FTE), supported by state, grant and local funds.

Moved by _____ Seconded by _____ Carried Yes_____ No_____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

**NEW POSITIONS
ACADEMIC**

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	August, 2005
Salary Range	\$64,000.00
Funding Source	State Funds
Area/Department of Assignment	College of Engineering
Duties and Responsibilities	Teach computer science and engineering service courses; conduct active research program; assist in the development of the computer science program.
Justification of Position	To provide additional faculty support for the development and implementation of the engineering computer science program.

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	March 14, 2005
Salary Range	\$36,504.00
Funding Source	State Funds
Area/Department of Assignment	Biological Sciences
Duties and Responsibilities	Teach extra sections of Biological Sciences.
Justification of Position	To provide additional support to teach sections related to preparation for the dental program.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

OTHER

Position Title	Director
Type of Position	Non-Classified
FTE	.80
Term of Appointment	12 month
Effective Date	March 14, 2005
Salary Range	\$55,228.16
Funding Source	Grant Funds
Area/Department of Assignment	Idaho Center for Disability Evaluation
Duties and Responsibilities	Responsible for project management for the College of Health Professions contract with Department of Health and Welfare to develop the Center for Disability Evaluation.
Justification of Position	To provide support to ensure compliance with statewide contract obligations. The duties of this position have previously been performed by a temporary employee.

Position Title	Research Associate
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	March 14, 2005
Salary Range	\$42,515.00 - \$60,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, research, and report writing.
Justification of Position	To provide additional research support. The duties of this position have previously been performed by a temporary employee. Ongoing grant funding is anticipated for a minimum of three years.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

Position Title	Coordinator
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	March 14, 2005
Salary Range	\$38,000.00 - 42,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Emergency Management, ISU Boise Programs
Duties and Responsibilities	Establish and implement the process for scheduling training courses; conduct outreach and promotion of IEM training program; schedule and coordinate training conferences.
Justification of Position	To provide support required by the grant. The duties of this position have previously been performed by a temporary employee.

Position Title	Video Instruction Manager
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	March 14, 2005
Salary Range	\$29,244.00
Funding Source	State Funds
Area/Department of Assignment	Idaho Falls University Programs
Duties and Responsibilities	Oversee audio visual department in Idaho Falls, including the Tingley Administration Building auditorium rental and scheduling; supervise staff.
Justification of Position	To provide additional audio visual support for the Tingley Administration Building.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

**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	March 14, 2005
Salary Range	\$21,444.80
Funding Source	Local Funds
Area/Department of Assignment	Student Affairs
Duties and Responsibilities	Provide general secretarial duties, supervise student workers, and assist the Director of International Programs with immigration requirements for international students.
Justification of Position	To provide additional clerical support for the New Student Orientation Program as well as Minority and International Student Services.

THIS PAGE INTENTIONALLY LEFT BLANK

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO**

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures Section II.B.3.

BACKGROUND

N/A

DISCUSSION

A request by the University of Idaho for approval of:

- , One (1) new classified position (1.0 FTE) supported by non-state funds
- , Deletion of one (1) faculty and two (2) classified positions supported by state appropriated and non-state funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

Workload increase for distance courses is the primary reason for the position increase. Staff has reviewed the positions for compliance with Board policy and recommends approval.

BOARD ACTION

A motion by the University of Idaho to approve one (1) new classified position (1.0 FTE) supported by state appropriated and non-state funds and to delete one (1) faculty and two (2) classified positions.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

**NEW POSITION
OTHER**

Position Title	Technical Records Specialist 1
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	April 1, 2005
Salary Range	\$21,444.00 - \$28,641.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Independent Study in Idaho
Duties	Copy editing associated with distance courses and promotional materials
Justification	Increased online and printed services

**DELETED POSITIONS
ACADEMIC**

Position Title	Fiscal Year Faculty (3950)
Type of Position	Faculty
Salary Range	\$70,449.60
Funding Source	Appropriated and non-appropriated funds
Area/Department of Assignment	College of Natural Resources

OTHER

Position Title	Control Room Operator (3494)
Type of Position	Classified
Salary Range	\$6,435.00
Funding Source	Non-Appropriated funds
Area/Department of Assignment	College of Engineering

Position Title	Office Specialist 2 (3156)
Type of Position	Classified
Salary Range	\$14,305.20
Funding Source	Non-Appropriated funds
Area/Department of Assignment	College of Engineering

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

SUBJECT

A request by Lewis-Clark State College for approval of one position change and two new positions.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures Section II.B.3

BACKGROUND

N/A

DISCUSSION

A request by Lewis-Clark State College for approval of:

- , Two (2) new positions (2.0 FTE) supported by state funds
- , One (1) position increase in FTE (.5 to 1.0 FTE) supported by state appropriated funds

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

Workload increases, including the new Activity Center, are the primary reason for the position increases. Staff has reviewed the positions for compliance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for two (2) new positions (2.0 FTE) and one (1) position increase in FTE (.5 to 1.0 FTE), all supported by state appropriated funds.

Moved _____ Seconded _____ Carried Yes ____ No ____

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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

**NEW POSITIONS
OTHER**

Position Title	Asst. Director- Auxiliary Svcs/Athletics
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	3/01/2005
Salary Range	\$40,000
Funding Source	State appropriated funds
Area/Department of Assignment	Auxiliary Svcs/Athletics
Justification of Position	Increase in workload of director from new center requires assistant for daily management of athletics

Position Title	Athletic Equipment Manager
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	3/01/2005
Salary Range	\$21,674
Funding Source	State appropriated funds
Area/Department of Assignment	Activity Center
Justification of Position	Facility equipment management for Activity Center

**CHANGES IN POSITIONS
OTHER**

Position Title	Reference Librarian
Type of Position	Exempt
FTE	Change from 0.5 to 1.0 FTE
Term of Appointment	12 months
Effective Date	1/01/2005
Salary Range	\$36,000
Funding Source	State appropriated funds
Area/Department of Assignment	Library
Justification of Position	Increase in responsibilities for position

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005**

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
- (j) a complete justification for the position

CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
MARCH 10, 2005

(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.)