

**CONSENT AGENDA  
AUGUST 10-12, 2005**

<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
	<b>IRSA</b>	
<b>1</b>	Approval of Pending Rule Governing Thoroughness – Alternate Routes to Certification	Motion to approve
	<b>IRSA</b>	
<b>2</b>	Program Changes Approved by the Executive Director	Information item
	<b>BAHR-SECTION I AGENCY HEADS</b>	
<b>3</b>	FY 2006 Compensation	Motion to approve
	<b>BAHR-SECTION I BOISE STATE UNIVERSITY</b>	
<b>4</b>	New Positions & Changes to Positions	Motion to approve
	<b>BAHR-SECTION I IDAHO STATE UNIVERSITY</b>	
<b>5</b>	New Positions	Motion to approve
	<b>BAHR-SECTION I UNIVERSITY OF IDAHO</b>	
<b>6</b>	New Positions and Changes to Positions	Motion to approve
	<b>BAHR-SECTION I LEWIS-CLARK STATE COLLEGE</b>	
<b>7</b>	New Positions	Motion to approve
	<b>BAHR-SECTION I EASTERN IDAHO TECHNICAL COLLEGE</b>	
<b>8</b>	New Positions and Change to Position	Motion to approve
	<b>BAHR-SECTION II IDAHO STATE UNIVERSITY</b>	
<b>9</b>	Naming/Memorializing Buildings and Facilities	Motion to approve
	<b>BAHR-SECTION II UNIVERSITY OF IDAHO</b>	
<b>10</b>	Report on the Approval for Purchase of a Mass Spectrometer	Motion to approve

**CONSENT AGENDA  
AUGUST 10-12, 2005**

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<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
<b>11</b>	<b>BAHR-SECTION II AMENDMENT OF BOARD POLICY</b> Section V.H. – Audit Policy – 2 <sup>nd</sup> Reading	Motion to approve
<b>12</b>	<b>BAHR-SECTION II AMENDMENT OF BOARD POLICY</b> Section V.E. – Gifts and Affiliated Foundations Policy – Review	Information item
<b>13</b>	<b>PPGAC</b> Alcohol Permits Approved by University Presidents	Information item

**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS**  
**AUGUST 10-12, 2005**

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**SUBJECT**

Computer Based Alternative Route to Teacher Certification

**REFERENCE**

March 11-12, 2004	The Board adopted the temporary and proposed rule.
November 12, 2004	The Board adopted the pending and amended temporary rule.
January 24, 2005	The Board affirmed their intent to allow teachers certified in one content area to obtain certification in another content area using the computer based alternative route.
March 10, 2005	The Board adopted proposed and temporary rule to clarify that currently certified teachers may add additional certificates or endorsements through computer alternative based route.

**APPLICABLE STATUTE, RULE, OR POLICY**

Section 33-105, Idaho Code, Rules – Executive Department

**BACKGROUND**

The Board adopted the Computer Based Alternative Route to Teacher Certification rule as a temporary and proposed rule at the March meeting and approved the rule as a pending and amended temporary rule at their November meeting. In December, the Board reaffirmed its intent to allow currently certified teachers to add additional certificates or endorsements through the computer based alternative route.

**DISCUSSION**

Prior to the Board action in January, the Professional Standards Commission at their December 6-7 meeting passed a recommendation to request the State Board of Education to consider a modification of IDAPA 08.02.02.045 to include initial certification (in the current temporary amendments), subsequent certificates and additional endorsements (Section 06 of the proposed changes). See attached.

**IMPACT**

This change clarifies that teachers certified in one content area may obtain certification in other content areas by using the computer-based alternative route. Without the amendment, currently certified teachers are being denied the ability to be certified in other areas through the computer based alternative route.

**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS**  
**AUGUST 10-12, 2005**

---

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends amending the rule to clarify that currently certified teachers may add additional certificates or endorsements through the computer based alternative route.

**BOARD ACTION**

A motion to adopt pending rule IDAPA 08.02.03, Section 107 to clarify that currently certified teachers may add additional certificates or endorsements through the computer alternative based route.

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

**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS  
AUGUST 10-12, 2005**

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*IDAHO ADMINISTRATIVE CODE  
State Board of Education*

*IDAPA 08.02.02  
Rules Governing Uniformity*

**045. Computer Based Alternative Route To Teacher Certification.**

An individual may acquire interim certification as found in Section 015 of these rules through a computer based alternative route certification program. (3-12-04)T

**01. Approval Of The Program.** The State Board of Education must approve any computer based alternative route to teacher certification. The program must include, at a minimum, the following components: (3-12-04)T

- a. Preassessment of teaching and content knowledge; (3-12-04)T
- b. An academic advisor with knowledge of the prescribed instruction area; and (3-12-04)T
- c. Exams of pedagogy and content knowledge. (3-12-04)T

**02. Eligibility.** Individuals who possess a bachelor's degree or higher from an institution of higher education may utilize this alternative route to an interim Idaho Teacher Certification. (3-12-04)T

**03. Requirements For Completion.** To complete this alternative route, the individual must: (3-12-04)T

- a. Complete a Board approved program; (3-12-04)T
- b. Pass the Board approved pedagogy and content knowledge exams; and (3-12-04)T
- c. Complete the Idaho Department of Education Criminal History Check. (3-12-04)T

**04. Interim Certificate.** Upon completion of the computer based certification process described herein, the individual will be awarded an interim certificate from the State Department of Education's Bureau of Certification and Professional Standards. The term of the interim certification shall be three (3) years. During the term of the interim certificate, teaching by the individual must be done in conjunction with a two (2) year teacher mentoring program approved by the Board. The individual must start the mentoring program during the term of the interim certificate and it may be completed after standard certification is granted. All laws and rules governing the fully certificated teachers with respect to conduct, discipline and professional standards shall apply to individuals teaching under an interim certificate.

(11-12-04)T

**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS**  
**AUGUST 10-12, 2005**

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**05. Interim Certificate Not Renewable.** Interim certification hereunder is only available on a one-time basis per individual. It will be the responsibility of the individual to obtain full Idaho Teacher Certification during the three (3) year interim certificate.

(3-12-04)T

**06. Types of Certificates and Endorsements.** The computer based alternative route may be used for initial certification, subsequent certificates, and additional endorsements.

**CONSENT AGENDA – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS  
AUGUST 10-12, 2005**

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**REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY**

TITLE 33

EDUCATION

CHAPTER 1

STATE BOARD OF EDUCATION

33-105. RULES -- EXECUTIVE DEPARTMENT. (1) The state board shall have power to make rules for its own government and the government of its executive departments and offices; and, upon recommendations of its executive officers, to appoint to said departments and offices such specialists, clerks and other employees as the execution of duties may require, to fix their salaries and assign their duties.

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**CONSENT AGENDA – INSTRUCTION, RESEARCH & STUDENT AFFAIRS**  
**AUGUST 10-12, 2005**

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**SUBJECT**

Program Changes Approved by Executive Director – Quarterly Report

**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.

**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 & STUDENT AFFAIRS**  
**AUGUST 10-12, 2005**

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**Academic Programs**  
**Approved by Executive Director**  
**April 2005 – June 2005**

<b>Boise State University</b>
Discontinue MA in Education, Curriculum and Instruction, Bilingual Ed, or ESL
Addition of Master of Education, Bilingual Education
Addition of Master of Education, ESL
Addition of new option in English, Rhetoric and Composition
Graduate Certificate in Gerontological Studies
Discontinue Visual Arts Option
Creation of new minor in Dance
Modification to existing Bachelor of Music, Performance Degree – deleting Other Instrumental Option and replacing it with Wind/Brass/Percussion Option and Bowed Strings Option

<b>College of Southern Idaho</b>
Addition of Associate of Arts in Horticulture
Addition of Associate of Science in Horticulture

<b>Idaho State University</b>
Associate of Science Degree in Respiratory Therapy
Name change: Nursing Administration to Clinical Nurse Leader Option

<b>Lewis-Clark State College</b>
Academic Minor in Forensic Science
BA/BS Hotel Restaurant Management
Minor in Leadership
Three new emphases to BS in Computer Sciences: Computer Science, Computer Information Systems, Computer Science Web-based
BS/BA Earth Information Systems

<b>University of Idaho</b>
Separate Department of Business into Department of Economics, Finance and Information Systems and into the Department of Management, Marketing and Operations
Reinstate option for Special Education Only Major
Change Title of Timber Harvesting Option to Forest Operations Option
Discontinue M.Ed. in Education Technology
Discontinue B.S. Office Administration Degree
Discontinue Master of Science, Geophysics
Discontinue Recreational Therapy Minor

**CONSENT AGENDA – INSTRUCTION, RESEARCH & STUDENT AFFAIRS  
AUGUST 10-12, 2005**

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**Professional - Technical Education Programs**  
Approved by Executive Director  
April 2005 – June 2005

<b>Program Change</b>	<b>Institution</b>
Convert Administrative Assistant Option to a stand alone Program	LCSC
Convert Legal Secretary to Legal Assistant as a stand alone program	LCSC
Convert Medical Office Option to a stand alone program	LCSC
Convert Medical Assistant Option to stand alone program	LCSC
Convert Bookkeeping Option to stand alone program	LCSC
Convert Information Systems Analysis to Electronics Technology Program as a stand alone program	LCSC
Addition of Technical Certificate in Paramedics	CSI
Discontinue Advanced Technical Certificate in Paramedics	CSI
Discontinue Advanced Technical Certificate in Diesel Technology	CSI
Discontinue Advanced Technical Certificate in A/C, Refrigeration, Heating	CSI
Discontinue ATC in Welding Technology	CSI
Discontinue ATC in Autobody Technology	CSI
New Associate of Applied Science in Registered Nursing	EITC
Change title of Paralegal Option to Legal Assistant	EITC
Discontinue Medical Transcriptionist Option	EITC
Discontinue Business/Comp Application Tech Option	EITC

**CONSENT AGENDA – INSTRUCTION, RESEARCH & STUDENT AFFAIRS  
AUGUST 10-12, 2005**

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**REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY**

**Idaho State Board of Education**

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: III. POSTSECONDARY AFFAIRS**

**G. Program Approval and Discontinuance**

**October 2002**

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**4. Program Approval Policy**

- b. Existing instructional programs, majors, minors, options, emphases and instructional units.
  - (2) 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. The executive director may refer any of the requests to the Board or a subcommittee of the Board for review and action. All modifications approved by the executive director shall be reported quarterly to the Board. Non-substantive name or title changes need not be submitted for approval.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**INSTITUTION / AGENCY AGENDA**  
**AGENCIES OF THE STATE BOARD**

**SUBJECT**

Compensation for Agency Heads for fiscal year 2006.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Sections I.E.2.b.(3)(c) and I.E.2.c. & d.

**BACKGROUND**

The Executive Director evaluates Agency Heads and, as required by the Board policy, makes his recommendation to the Board with respect to continuing contracts and compensation for FY 2006.

**DISCUSSION**

Included below are individual motions for each Agency Head.

**IMPACT**

Board action will allow the Agency Heads to receive additional compensation based on their individual performance reviews.

**STAFF COMMENTS AND RECOMMENDATIONS**

The Executive Director recommends reappointment and salary increases in the following motions.

**BOARD ACTION**

A motion to approve FY 2006 compensation for Michael Rush, Administrator of the Division of Professional-Technical Education, at a salary of \$89,935, effective July 1, 2005.

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

AND

A motion to approve FY 2006 compensation for Michael Graham, Administrator of the Division of Vocational Rehabilitation, at a salary of \$85,696, and also to provide a one-time, meritorious salary increase of \$1,713.92, to be paid over a three month period, effective July 1, 2005.

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**INSTITUTION / AGENCY AGENDA**  
**AGENCIES OF THE STATE BOARD - continued**

AND

A motion to approve the FY 2006 compensation for Peter Morrill, General Manager of Idaho Public Television, at a salary of \$82,331, effective July 1, 2005.

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

AND

A motion to approve the FY 2006 compensation for Harvey Lyter, Interim Superintendent of the Idaho School for the Deaf and Blind, at a salary of \$66,300, effective July 1, 2005.

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

AND

A motion to approve the FY 2006 compensation for Gary Stivers, Executive Director of the Office of the State Board of Education, at a salary of \$108,706, effective July 1, 2005.

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**REFERENCE – APPLICABLE STATUTE, RULE, OR POLICY**

**Idaho State Board of Education**  
**Governing Policies and Procedures**  
**Section: I Governing Policies and Procedures**  
**Subsection E: Executive Officers**

April, 2002

**E. Executive Officers**

2. Presidents/Agency Heads/Superintendent (also referred to as chief executive officers)

b. The chief executive officer is held accountable to the Board for performing the following duties within his or her designated areas of responsibility:

(3) Relations with the Public

(c) The agency heads and superintendent are evaluated by the Executive Director, who makes recommendations to the Board with respect to future contracts and compensation. The Presidents are evaluated by the Board. The performance evaluation is based upon the duties outlined in the policy and mutually agreed upon goals. Final decisions with respect to future contracts are made by the Board.

c. Terms and Conditions

The Board and each chief executive officer shall sign an annual letter of agreement that documents the period of appointment, salary, and any additional terms. The Board shall evaluate the performance of each chief executive officer pursuant to the Board's evaluation policy.

d. Compensation and Benefits

The chief executive officer's annual salary shall be set and approved by the Board. The chief executive officers shall not receive personal salary or benefits or supplements from institutional foundations or other affiliated organizations except as allowed for institutional presidents pursuant to topic 3, subtopic e, below and as such is specifically approved by the Board in each instance. Additionally, the chief executive officer may not receive personal salary or benefits or supplements from other outside sources without prior Board approval.

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**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**

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

**DISCUSSION**

Boise State University requests approval to:

- Create five (5) new positions (4.0 total FTE), supported by appropriated and local funds;
- Change FTE from .75 to 1.0 for two (2) current positions; supported by state, local and grant funds.

**IMPACT**

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

**STAFF COMMENTS AND RECOMMENDATIONS**

This item includes a combination of professional staff and faculty positions. The new positions are needed to accommodate additional workload, caused by increasing enrollment and new programs.

Staff recommends approval.

**BOARD ACTION**

A motion by the State Board of Education to approve the request by Boise State University to create five (5) new positions (4.0 total FTE); and to change title, term, salary and FTE (.75 to 1.0 each) for two (2) current positions.

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

**NEW POSITIONS**

Position Title	Enrollment Counselor
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$33,000
Funding Source	Appropriated Funds
Area/Department of Assignment	Enrollment Services
Duties and Responsibilities	Provides services in the areas of admission, registration and records, financial aid, academic advising, and student financial accounts for West Campus.
Justification of Position	Additional staff needed to provide adequate services to West Campus students.

Position Title	Information Systems Coordinator
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$40,000
Funding Source	Local Funds
Area/Department of Assignment	Bookstore
Duties and Responsibilities	Direct, organize, and supervise the operation of computer systems in the Bookstore.
Justification of Position	Due to installation of Winprism in the next year and increased server support needed for additional store locations, the Bookstore needs a full-time Information Systems Coordinator. The position currently shared by the Bookstore and Student Union/Student Involvement will now report solely to Student Union/Student Involvement.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

Position Title	Marketing Specialist
Type of Position	Professional Staff
FTE	.5 FTE
Term of Appointment	12 month
Effective Date	August 17, 2005
Salary Range	\$20,000
Funding Source	Local Funds
Area/Department of Assignment	College of Applied Technology
Duties and Responsibilities	Provide marketing functions for the College of Applied Technology.
Justification of Position	The College of Applied Technology is expanding marketing efforts and targeting Canyon County for these efforts.
Position Title	Special Lecturer
Type of Position	Faculty
FTE	.5 FTE
Term of Appointment	12 month
Effective Date	August 17, 2005
Salary Range	\$24,000
Funding Source	Appropriated Funds
Area/Department of Assignment	Community and Environmental Health
Duties and Responsibilities	Provide instruction for Community and Environmental Health.
Justification of Position	Additional support needed for additional studies course and to allow for expansion of course offerings in Environmental Health and Health Science studies.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

Position Title	Interim Instructor
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 17, 2005
Salary Range	\$44,611
Funding Source	Local Funds
Area/Department of Assignment	College of Applied Technology
Duties and Responsibilities	Provide instruction for Practical Nursing program.
Justification of Position	The Practical Nursing program is moving from the College of Health Sciences back to the College of Applied Technology. Instructional staff is needed for the program.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

**CHANGE IN POSITIONS**

Position Title	Teacher
Type of Position	Professional Staff
FTE	from .75 FTE to 1.0 FTE
Term of Appointment	9 month
Effective Date	August 17, 2005
Salary Range	Additional funding of \$9,610
Funding Source	Local Funds
Area/Department of Assignment	College of Applied Technology
Duties and Responsibilities	Provide instruction for Office Occupation program.
Justification of Position	The Office Occupation and Business Technology programs are expanding at the Canyon County Center.
Position Title	Office Specialist
Type of Position	Classified Staff
FTE	from .75 FTE to 1.0 FTE
Term of Appointment	9 month
Effective Date	August 15, 2005
Salary Range	Additional funding of \$3,612
Funding Source	.75 Appropriated Funds .25 Grant Funds
Area/Department of Assignment	Nursing
Duties and Responsibilities	Provide a variety of office support and record keeping functions.
Justification of Position	Additional clerical support needed due to additional work for the Idaho Nursing Workforce Center.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**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**  
**AUGUST 10-12, 2005**

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(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**  
**AUGUST 10-12, 2005**

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

**SUBJECT**

A request by Idaho State University for approval of new positions and a change to positions.

**APPLICABLE STATUTE, RULE, OR POLICY**

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

**BACKGROUND**

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

**DISCUSSION**

Idaho State University requests approval to:

- Create five (5) new faculty positions (4.25 FTE) supported by state, local and grant funds;
- Create twelve (12) new professional staff positions (10.5 FTE) supported by state and local funds;
- Create ten (10) new classified staff positions (9.75 FTE), supported by state, local, and grant funds; and
- Authorization to increase the term on one (1) classified position from 9 months to 12 months (1.0 FTE) supported by state funds.

**IMPACT**

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

**STAFF AND COMMENTS AND RECOMMENDATIONS**

This item includes a combination of faculty, non-classified and classified positions. The new positions are needed to accommodate additional workload, caused by increasing enrollment and new programs.

Staff recommends approval.

**BOARD ACTION**

A motion by the State Board of Education to approve the request by Idaho State University for twenty-seven (27) new positions (24.5 FTE), and to increase the term on one (1) position (1.0 FTE).

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

**NEW POSITIONS  
ACADEMIC**

Position Title	Assistant Professor & Director of NABA
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$81,600.00
Funding Source	Local Funds
Area/Department of Assignment	Management, College of Business
Duties and Responsibilities	Direct Native American Business Administration (NABA), including recruiting and development, teaching, service and research. Develop and maintain relations with donors.
Justification of Position	To provide faculty and administrative support for the NABA program.

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	August 15, 2005
Salary Range	\$64,000.00
Funding Source	State Funds
Area/Department of Assignment	College of Engineering
Duties and Responsibilities	Teach courses, conduct research, provide service.
Justification of Position	To provide additional faculty support for the BS in Nuclear Engineering program.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

---

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

Position Title	Assistant Professor
Type of Position	Faculty
FTE	.50
Term of Appointment	9 month
Effective Date	August 15, 2005
Salary Range	\$14,086.80
Funding Source	State Funds
Area/Department of Assignment	Health and Nutrition Sciences
Duties and Responsibilities	Teach undergraduate and graduate required courses in Health Education.
Justification of Position	To reactivate currently budgeted PCN 6517.

Position Title	Instructor/Coordinator
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$43,874.69
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Emergency Management, Boise Center
Duties and Responsibilities	Recruitment, selections, and assignment of instructor training; update and maintain new curriculum for Homeland Security Training Program in Idaho.
Justification of Position	To provide support for compliance with grant requirements.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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

Position Title	Director of Health & Technology Programs
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$60,000.00
Funding Source	State Funds
Area/Department of Assignment	ISU Boise Center and College of Technology
Duties and Responsibilities	Implement the Tech Prep program; develop articulation agreements; develop and implement postsecondary degree programs in emergency management and first responder training; develop fund raising opportunities.
Justification of Position	To provide additional support due to the expansion of programs and enrollment at the ISU Boise Center.
Position Title	Environmental Specialist
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$41,620.80
Funding Source	State Funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Conduct mechanical systems inspections; review environmental, mechanical, safety and health codes; conduct code compliance audits; study and develop procedures to comply with environmental regulations and law; perform data collections; recommend improvements and provide support to management for environmental compliance.
Justification of Position	To provide support for compliance with state and federal environmental regulations (EPA/DEQ) and requirements.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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

Position Title	Director for Academic Services
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$30,000.00
Funding Source	Local Funds
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Assist with student-athlete advising and course selection; monitor NCAA and conference requirements for academic performance; oversee life skills program; and supervise interns.
Justification of Position	To provide additional support for student-athlete academic services and advising.
Position Title	Health Education Specialist
Type of Position	Non-Classified
FTE	.50
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$26,520.00
Funding Source	Grant Funds
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Lead the development and implementation of the teaching groups and shared medical appointments; provide patient education services to patients in the Transition of Care Program.
Justification of Position	To provide support for compliance with grant requirements.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

Position Title	Project Case Manager
Type of Position	Non-Classified
FTE	.50
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$19,999.00
Funding Source	Grant Funds
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Work with inpatient service and Transition of Care Program to assure access to appropriate services with particular attention to patients from vulnerable populations; maintain collaborative relationships with Tribal Health social services and Health West, including case management responsibilities.
Justification of Position	To provide support for compliance with grant requirements.

Position Title	Media Relations Assistant
Type of Position	Non-Classified
FTE	.50
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$17,500.00
Funding Source	Local Funds
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Primary contact for men's and women's cross country, track and field, and golf; write features for in-house publications and internet site; staff home athletic events.
Justification of Position	To provide additional support for media relations.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

Position Title	Recruiter
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	10 month
Effective Date	August 15, 2005
Salary Range	\$32,000.00
Funding Source	State Funds
Area/Department of Assignment	Community Relations, College of Technology
Duties and Responsibilities	Provide program information to prospective and new students; assist new students; make recruiting visits to high schools; arrange campus visitations.
Justification of Position	To provide additional support for the recruitment efforts for the college.
Position Title	Dental Resident (four positions)
Type of Position	Non-Classified
FTE	4.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$32,462.30
Funding Source	Grant Funds
Area/Department of Assignment	Dental Sciences
Duties and Responsibilities	Dental Resident in accredited dental residency educational program.
Justification of Position	To provide support due to the expansion of the IAGD to include the Boise clinical training site.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

Position Title	IT Information Systems Technician Sr.
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$31,720.00
Funding Source	State Funds
Area/Department of Assignment	ISU Boise Center
Duties and Responsibilities	Provide systems administration and technical support to faculty, staff, and students for hardware, software and network; design, test, and install various applications for Boise.
Justification of Position	To provide additional IT support for the expansion of space, programs and enrollment.
Position Title	Research Analyst
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$23,982.40
Funding Source	Grant Funds
Area/Department of Assignment	Center for Ecological Research & Education
Duties and Responsibilities	Support field and laboratory research related to water quality, including field and lab sampling, data analysis, and report writing.
Justification of Position	To provide additional support required to complete NSF funded research.



**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	.75
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$22,740.64
Funding Source	State Funds
Area/Department of Assignment	Anthropology
Duties and Responsibilities	Routine clerical/receptionist duties for the day-to-day operation of the department.
Justification of Position	To provide additional clerical support.
Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$21,444.80
Funding Source	State Funds
Area/Department of Assignment	ISU Boise Center
Duties and Responsibilities	Assist management assistant in complex assignments, including some decision-making authority with the coordination of the new building.
Justification of Position	To provide additional clerical support due to the expansion of space, programs, and enrollment.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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**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	August 15, 2005
Salary Range	\$21,444.80
Funding Source	State Funds
Area/Department of Assignment	Academic Affairs/VP Health Sciences
Duties and Responsibilities	Assist management assistant in assignments and provide clerical support for the new Vice President for Health Sciences.
Justification of Position	To provide additional clerical support to replace the administrative assistant 2 position recently transferred to another department.
Position Title	Maintenance Craftsman Sr.
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$22,360.00
Funding Source	State Funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Perform skilled trade duties in the operation, maintenance, and repair of campus buildings, to include electrical, plumbing, carpentry, HVAC and related work.
Justification of Position	To provide additional maintenance support due to increased square footage of campus buildings.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

Position Title	Office Specialist 2 (two positions)
Type of Position	Classified
FTE	2.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$20,113.60
Funding Source	State Funds
Area/Department of Assignment	ISU Boise Center
Duties and Responsibilities	Act as receptionist in the new space; and perform a wide range of support functions for faculty and students. One position will work week days and one will work nights and weekends.
Justification of Position	To provide additional clerical support due to the expansion of space, programs, and enrollment.
Position Title	Custodian (two positions)
Type of Position	Classified
FTE	2.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$16,099.20
Funding Source	State Funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Perform regular custodial cleaning and some heavy-duty cleaning and minor maintenance repairs in an assigned building or area.
Justification of Position	To provide additional custodial support due to increased square footage of campus buildings.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

**CHANGE IN POSITIONS  
OTHER**

Position Title	Administrative Assistant 1 (PCN 6003)
Type of Position	Classified
FTE	1.0
Term of Appointment	change from 9 months to 12 months
Effective Date	August 15, 2005
Salary Range	\$22,089.60
Funding Source	State Funds
Area/Department of Assignment	Faculty Senate
Duties and Responsibilities	Manage Faculty Senate office; communicate through multiple media with constituencies; prepare agendas, minutes and supporting documents.
Justification of Position	To provide full-time support year round.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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**INSTITUTION / AGENCY AGENDA  
UNIVERSITY OF IDAHO**

**SUBJECT**

A request by the University of Idaho for approval of five new positions

**APPLICABLE STATUTE, RULE, OR POLICY**

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

**DISCUSSION**

The University of Idaho requests approval to create five (5) new positions (4.38 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**

This item includes one faculty, two non-faculty exempt and two classified positions created as part of the university's ongoing restructuring process.

Staff recommends approval.

**BOARD ACTION**

A motion by the Board of Regents for the University of Idaho to approve the request for five (5) new positions (4.38 FTE).

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

**NEW POSITIONS  
FACULTY**

Position Title	Assistant Professor (tenure track)
Type of Position	Faculty
FTE	.75 (1560/hours/year)
Term of Appointment	9 months
Effective Date	January 1, 2006
Salary Range	\$52,000.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Physics
Duties	Responsible for teaching in support of the Idaho Grand Challenge Initiative
Justification	New position

**NON-FACULTY EXEMPT**

Position Title	Program Counselor
Type of Position	NFE
FTE	.75 (1560 hours/year)
Term of Appointment	9 months
Effective Date	August 8, 2005
Salary Range	\$19,065.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Student Support Services
Duties and Responsibilities	Responsible for providing academic development and career planning
Justification of Position	Restructuring

Position Title	Student Activities Coordinator
Type of Position	NFE
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2005
Salary Range	\$33,500.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	ASUI
Duties and Responsibilities	Responsible for coordinating student activities, programs and leadership endeavors
Justification of Position	Restructuring

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

**OTHER**

Position Title	Customer Service Representative I
Type of Position	Classified
FTE	.88 (1840 hours/year)
Term of Appointment	10.6 months
Effective Date	September 1, 2005
Salary Range	\$21,257.60
Funding Source	Appropriated funds
Area/Department of Assignment	New Student Services
Duties and Responsibilities	Responsible for coordinating campus visitation program for prospective students
Justification of Position	Restructuring

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2005
Salary Range	\$18,146.00
Funding Source	Appropriated funds
Area/Department of Assignment	Women's Center
Duties and Responsibilities	Responsible for secretarial support functions
Justification of Position	Restructuring

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

**SUBJECT**

A request by Lewis-Clark State College for approval of eight new positions.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & 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 to create eight (8) new positions (6.93 FTE) supported by appropriated and grant funds.

**IMPACT**

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

**STAFF COMMENTS AND RECOMMENDATIONS**

This item includes several irregular help positions in adult and family education being made permanent. Two positions are being created to accommodate program growth and campus workload.

Staff recommends approval.

**BOARD ACTION**

A motion by the State Board of Education to approve the request by Lewis-Clark State College for eight (8) new positions (6.93 FTE).

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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

**NEW POSITIONS  
OTHER**

Position Title	Adult Educator
Type of Position	Exempt
FTE	.45
Term of Appointment	8 months
Effective Date	7/01/2005
Salary Range	\$12,791
Funding Source	State Appropriated/Grant funds
Area/Department of Assignment	Adult and Family Education
Duties and Responsibilities	Provides adult basic education instruction to adults
Justification of Position	Current IH position being made permanent

Position Title	ABE Instructor
Type of Position	Exempt
FTE	.65
Term of Appointment	12 months
Effective Date	7/01/2005
Salary Range	\$18,903
Funding Source	Grant funds
Area/Department of Assignment	Adult and Family Education
Duties and Responsibilities	Provides adult basic education instruction to adults
Justification of Position	Current IH position being made permanent

Position Title	Instructional Assistant
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2005
Salary Range	\$25,958
Funding Source	Grant funds
Area/Department of Assignment	Adult and Family Education
Duties and Responsibilities	Provides adult basic education instruction to adults
Justification of Position	Current IH position being made permanent

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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

Position Title	Instructional Assistant
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2005
Salary Range	\$18,928
Funding Source	Grant funds
Area/Department of Assignment	Adult and Family Education
Duties and Responsibilities	Provides educational services to adult inmates in Boise correctional facilities
Justification of Position	Current IH position being made permanent

Position Title	Special Education Instructor
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2005
Salary Range	\$31,720
Funding Source	Grant funds
Area/Department of Assignment	Adult and Family Education
Duties and Responsibilities	Prepares and guides students for a successful and productive life
Justification of Position	Current IH position being made permanent

Position Title	Financial Technician
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	8/01/2005
Salary Range	\$27,227
Funding Source	State Appropriated funds
Area/Department of Assignment	Grants & Contracts
Duties and Responsibilities	Monitor and provide financial/accounting support for grants
Justification of Position	Centralize grants accounting, reporting and management

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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

Position Title	TBD by Div. of Human Resources
Type of Position	Classified
FTE	.83
Term of Appointment	12 months
Effective Date	9/01/2005
Salary Range	\$20,000
Funding Source	State Appropriated funds
Area/Department of Assignment	Intramurals
Duties and Responsibilities	Assist with events planning and coordination for intramurals
Justification of Position	Program growth
Position Title	Landscape Technician
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	7/18/2005
Salary Range	\$15,808
Funding Source	State Appropriated
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Perform grounds keeping, landscaping maintenance, and operate equipment
Justification of Position	Increased workload of grounds keeping

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**INSTITUTION / AGENCY AGENDA**  
**EASTERN IDAHO TECHNICAL COLLEGE**

**SUBJECT**

A request by Eastern Idaho Technical College for new positions and a change in position.

**APPLICABLE STATUTE, RULE, OR POLICY**

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

**BACKGROUND**

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

**DISCUSSION**

Eastern Idaho Technical College requests approval to:

- Create three (3) new positions (3.0 FTE) supported by grant and local funds,
- Change FTE from .75 to 1.0 for one (1) position, supported by grant and local funds.

**IMPACT**

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

**STAFF COMMENTS AND RECOMMENDATIONS**

This item includes a combination of professional and classified positions. The new positions are needed to accommodate additional workload, caused by increasing enrollment.

Staff recommends approval.

**BOARD ACTION**

A motion by the State Board of Education to approve the request by Eastern Idaho Technical College for three (3) new positions (3.0 FTE) and to change FTE from .75 to 1.0 for one position.

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

---

**INSTITUTION / AGENCY AGENDA**  
**EASTERN IDAHO TECHNICAL COLLEGE — continued**

**NEW POSITIONS**

Position Title	Financial Aid Advisor
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$29,993
Funding Source	Local Funds
Area/Department of Assignment	Financial Aid Office
Duties and Responsibilities	Assists the Director of Financial Aid in the administration of federal and campus-based student financial aid programs.
Justification of Position	In the last five years, the full-time matriculated, financial aid eligible student population has doubled at EITC. An additional full-time Financial Aid Advisor, replacing part-time help, will increase the ability of EITC to proficiently handle the financial aid workload and increase the amount and quality of service.
Position Title	Office Specialist 2
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$19,073
Funding Source	Grant Funds
Area/Department of Assignment	Adult Basic Education
Duties and Responsibilities	To provide assistance for the ABE and JET programs.
Justification of Position	This position combines two part-time positions that were funded from different sources. The combining of these part-time positions allows the employee to exercise the full range of office duties without incurring disruption.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

---

**INSTITUTION / AGENCY AGENDA**  
**EASTERN IDAHO TECHNICAL COLLEGE — continued**

Position Title	IT Information Systems Technician
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$26,956
Funding Source	Local Funds
Area/Department of Assignment	Planning and Information Management Division.
Duties and Responsibilities	Assist with client and networking issues in all areas of the Planning and Information Management Division
Justification of Position	An additional technician would allow a renewed focus on security issues, reduce the per-person workloads, and allow for greater flexibility within the department.

**CHANGE IN POSITIONS**

Position Title	GED Tester
Type of Position	Professional
FTE	From .75 to 1.0 FTE
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	Additional funding of \$6,537
Funding Source	Grants and Local Funds
Area/Department of Assignment	Student Services
Duties and Responsibilities	Manages the testing center and acts as the GED Chief Examiner.
Justification of Position	Demands in workload necessitate extending this position to full-time.

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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

**SUBJECT**

Idaho State University (ISU) requests approval for the College of Education Building 61, currently known as the Home Economics/Vocational Teacher Education (HEVTE) Building, to be renamed Albion Hall.

**APPLICABLE STATUTE, RULE OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section I.K.

**BACKGROUND**

In 1963, when ISU's College of Education buildings were dedicated, the wing currently known as the HEVTE building (61) was dedicated as the Campus Laboratory School. In the early 1970's when the Laboratory School closed, the building became known as the HEVTE building. While two of the building's classrooms continue to be devoted to family consumer science instruction, the building is now used primarily for instruction in teacher preparation, administrator preparations, and instructional technology. In addition, the building houses the early childhood partnership school which includes an infant-toddler classroom, a pre-school classroom, and a K-2 public school classroom.

**DISCUSSION**

Renaming this building has been approved by ISU's Facility Name Designation Committee and the Campus Planning Council. Their recommendation in support of this request was submitted to Dr. Richard Bowen and he concurs with their recommendation.

The College of Education is the home of the Albion State Normal School which began preparing teachers in 1893. ISU's College of Education has been preparing teachers since 1919. Changing the name of the building to Albion Hall will make a significant statement about the tradition of ISU in preparing outstanding educators for Idaho schools and would perpetuate the relationship of the Albion Normal School with ISU's College of Education. There are no facilities currently recognizing the Albion State Normal School heritage.

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff has reviewed this request for conformance with Board Policies and recommends approval.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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

**BOARD ACTION**

A motion by Idaho State University to approve the request for the College of Education Building 61, currently known as the HEVTE Building (Consumer Economics), to be renamed Albion Hall.

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES**

**SUBSECTION: K. Naming/Memorializing Building and Facilities**

April 2002

**K. Naming/Memorializing Buildings and Facilities**

Prior approval of the State Board of Education is required for the naming or memorializing of a building or administrative unit for other than functional use. This policy also includes the naming of facilities.

As used in this policy, the terms "facility" and "facilities" include any building, structure, room, laboratory, administrative unit, open space, or other physical improvement or natural feature of a campus or of other property under the administrative control of the State Board of Education.

1. The Board will consider the following factors in addressing requests for naming of a building, facility, or administrative unit.
  - a. Naming for an administrator, member of the faculty or employee of a unit responsible to the State Board of Education:
    - (1) No building, facility, or administrative unit shall be named for a person currently employed within the system of higher education in Idaho, except when authorized by the Board.
    - (2) Memorialization of a building, facility, or administrative unit for a former employee retired or deceased shall be considered on the basis of the employee's service to education in the state of Idaho. Significant factors will include, but shall not be limited to:
      - (a) Recommendation of the chief executive officer of the institution and the recommendation of the institutional community.
      - (b) Contributions rendered to the academic area to which the building, facility, or administrative unit is primarily devoted.
  - b. Naming of a building, facility, or administrative unit for other than a former employee of the system of higher education will be considered by the Board in accordance with 1.a. Additionally, the following shall apply:

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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- (1) When deemed appropriate, a facility, building, or administrative unit may be given a nonfunctional name intended to honor and memorialize a specific individual who has made a distinguished contribution to the University.
  - (2) Name for an individual in recognition of a gift.
    - (a) No commitment for naming shall be made to a prospective donor of a gift prior to Board approval of the proposed name.
    - (b) In reviewing requests for approval to name a facility, building, or administrative unit for a donor, the Board shall consider:
      - i. The nature of the proposed gift and its significance to the institution;
      - ii. The eminence of the individual whose name is proposed; and
      - iii. The individual's relationship to the institution.
2. The Board exclusively has authority to name administrative units, buildings, and facilities of a campus or of other property under the administrative control of the State Board of Education and Regents of the University of Idaho.
3. The Board delegates to the presidents the authority to name rooms and open spaces located within buildings or structures.
  - a. The presidents shall follow the same guidelines for naming as set forth in this policy.
  - b. All such names designated by the presidents shall be reported annually in August to the Board.
4. All requests for naming outside the presidents' delegated authority, and all delegated naming authority reporting, shall be made to the Board's Business Affairs and Human Resources Committee. When applicable, concurrent request shall be made to the Board's Instruction, Research and Student Affairs Committee.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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

**SUBJECT**

The University of Idaho (UI) is reporting on the approval of the purchase of a mass spectrometer by the Executive Director of the State Board of Education.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, Section V.I.1.e.

**BACKGROUND**

The University engaged in a procurement process to purchase a state-of-the-art mass spectrometer funded primarily by grant funds and to be used in support of research programs of strategic importance to the University and Idaho. The equipment serves a need among a number of University departments engaged in medical and biological science research that cannot be met in existing UI or Washington State University (WSU) facilities. The mass spectrometer will be used to analyze cellular molecules to determine their size as well as to identify their chemical composition and/or interaction with other molecules. It will be used for genomics and proteomics research, analysis of structures protein and other biological and chemical molecules.

The availability of this system will dramatically strengthen the University's research capabilities and will significantly enhance graduate student, postdoctoral, and faculty education and training in one of the most modern analytical techniques used today in the life sciences. As articulated in the UI's Plan for Renewal of Programs, People and Place, one of the Strategic Academic Themes for the University is: "Promoting Science and Technology – Advancing Idaho's core competencies in science, technology, and engineering areas of imaging, power and energy, biosciences, and nanoscience and materials." This research equipment will function in direct support of these programs in keeping with UI and Governor's Science and Technology Advisory Council strategic priorities.

**DISCUSSION**

Procurement Method: This equipment purchase was a sole source request based on compatibility with existing equipment, which is a Waters Qatroll MS/MS. Both systems will use the same set of controlling and data analysis software. The price proposed by Waters has been analyzed by University researchers and purchasing personnel and deemed to be reasonable. Waters is considered a responsible proposer.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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

The equipment item selected for purchase is Waters QTOF Premier MS/MS with nanoACQUITY HPLC and protein expression analysis capability (see Attachment 2). The total cost of the purchase is \$529,625.

Justification for Emergency Request: The procurement request was not available in time to meet the June SBOE/Regents meeting deadline, and the equipment item has a 180-day lead time for ordering and delivery. In order to begin utilizing the equipment to meet the needs of critical research projects and deadlines, the University sought approval to proceed with the purchase in July rather than waiting another 30 days for the next regular SBOE/Regents meeting in August.

**IMPACT**

The equipment will be purchased primarily from grant funds, with some additional institutional funding as follows: \$418,653 (Grant funds - Murdock Trust); \$50,000 (Grant funds – NSF EPSCoR); \$60,972 (UI institutional funds), for a total cost of \$529,625.

**STAFF COMMENTS AND RECOMMENDATIONS**

The UI contacted the Executive Director for permission to begin the purchasing process prior to Board approval due to the time interval between ordering and receipt of the equipment. Director Stivers granted authorization to purchase (see Attachment 1).

**BOARD ACTION**

A motion to approve the purchase by the University of Idaho of a mass spectrometer, for research purposes, in the amount of \$529,625. The Executive Director has previously provided authorization to begin the purchasing process on an emergency basis.

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

**FAKED**  
 7/8/05  
 J L Huber



University of Idaho

Administrative Affairs  
 P O. Box 443162  
 Moscow, Idaho 83844-3162

July 8, 2005

Mr. Gary Stivers  
 Executive Director  
 State Board of Education  
 PO Box 83720  
 Boise, Idaho 83720-0037

Dear Gary:

The University of Idaho requests your approval of the purchase of scientific equipment to be utilized by the Environmental Research Institute in support of research and graduate education efforts at the university. The equipment item is a mass spectrometer (Waters QTOF Premier MS/MS with nanoACQUITY HPLC and protein expression analysis capability). The total cost of the purchase is \$529,625. Per Idaho State Board of Education Governing Policies and Procedures, Section V.I.1.e, the University requests your approval of this item as an emergency request, and the University will follow up with a report to the Regents at the August 2005 regular meeting.

Description of and Need for Equipment Item: The mass spectrometer will be used to analyze cellular molecules to determine their size as well as to identify their chemical composition and/or interaction with other molecules. It will be used for genomics and proteomics research, analysis of structures protein and other biological and chemical molecules. The state-of-the-art capabilities present in this piece of equipment are not available in existing equipment technologies at the University.

The availability of this system will dramatically strengthen the University's research capabilities and will significantly enhance graduate student, postdoctoral, and faculty education and training in one of the most modern analytical techniques used today in the life sciences. One of President White's Strategic Academic Themes for the University is: "Promoting Science and Technology – Advancing Idaho's core competencies in science, technology, and engineering areas of imaging, power and energy, biosciences, and nanoscience and materials." This research equipment will function in direct support of these programs in keeping with UI and Governor's Science and Technology Advisory Council strategic priorities.

Please see the attached document for a more detailed description of the mass spectrometer and how it will be utilized at the University.

Procurement Method: This equipment purchase is a sole source request based on compatibility with existing equipment, which is a Waters Qatroll MS/MS. Both systems will use the same set of controlling and data analysis software. The price proposed by

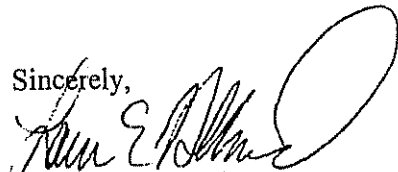
Waters has been analyzed by University researchers and purchasing personnel and deemed to be reasonable. Waters is considered a responsible proposer.

Fiscal Impact: The equipment will be purchased primarily from grant funds, with some additional institutional funding as follows: \$418,653 (Grant funds - Murdock Trust); \$50,000 (Grant funds - NSF EPSCoR); \$60,972 (UI institutional funds).

Justification for Emergency Request: The procurement request was not available in time to meet the June SBOE/Regents meeting deadline, and the equipment item has a 180-day lead time for ordering and delivery. In order to begin utilizing the equipment to meet the needs of critical research projects and deadlines, the University requests approval to proceed with the purchase now rather than waiting another 30 days for the next regular SBOE/Regents meeting in August.

If you have any additional questions regarding this request, please contact me. I appreciate your approval of this request by your signature below.

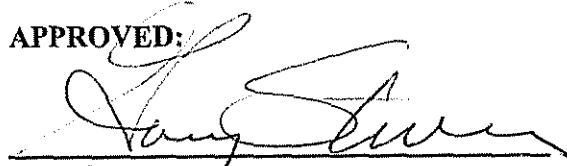
Sincerely,



Laura E. Hubbard

Assistant Vice President for Administration

**APPROVED:**



Gary Stivers  
Executive Director, SBOE

7/15/2005  
Date



**Title: Proteomics Research Discovery Center.****1.1 Waters Q/TOF -Proteomics Discovery mass spectrometer**

This state-of-the-art mass spectrometer will support cutting-edge proteomics and natural products research as well as training and educational opportunities that come only with the flexibility afforded by local (on-campus) access to modern instrumentation. Both faculty and students will benefit from the Proteomics Discovery tandem mass spectrometer capability, which will enable mentors to use either digitally stored or real-time (via a computer network) mass spectra in research and training. Also, researchers and students in our region will be able to access this instrument and the data it generates via the internet for remote and real-time chemical analysis and/or technical training. Moreover, the addition of the new instrument will stimulate growth in our graduate education program. It is our goal to provide resources in formal and informal laboratory settings such that all interested students will have the opportunity to experience one-on-one training in this state-of-the-art analytical laboratory environment. Proteomics researchers have demonstrated the power of Matrix Assisted Laser Desorption Ionization – Time of Flight (MALDI-Q/TOF) mass spectrometry for characterization of the proteomes of living cells. The newest of such instruments, the Waters Proteomics Discovery MALDI-Q/TOF mass spectrometer, support traditional in-gel digestion workflows, Liquid chromatography (LC) MALDI workflows, and intact protein analysis with optional linear detector in single instrument format with unprecedented analytical power and versatility. The proteomic discovery MS consists of the Q/TOF optics, Explorer software, with remote client capability and ProBLAST search engine.

The new instrument will be the only MALDI Q/TOF mass spectrometer at the UI and WSU and will be used by life science research groups across campus. High sensitivity and resolution have long been established as important factors in analysis of complex mixtures by mass spectrometry techniques. The Q/TOF Proteomics Discovery System includes the Waters Q/TOF Proteomics Analyzer has been designed to accurately determine molecular weights on femtomole to sub-femtomole ( $< 10^{-15}$  M) quantities of non-volatile molecules. This system incorporates Q/TOF™ Optics technology for the highest quality performance in sensitivity, mass accuracy and resolution, and is designed for highly productive, routine use by expert and non-expert operators.

The Q/TOF System includes Software for instrument control, peak detection, de novo sequencing of proteins and DNAs, and spectral analysis. This software has been designed to allow the user to easily setup multiple automated acquisitions for spot by spot sample analysis or LC MALDI experiments. The system will include also the Software for protein identification and differential expression experiments. The software also provides Results Dependent Analysis (RDA™) that automatically invokes acquisition of MS/MS (Q/TOF) spectra to confirm protein identification or to identify differential expressed proteins of interest. The software is integrated with an Oracle™ database and uses the Mascot Search Engine for searching. This search engine may

be installed on the Workstation or installed on an external server. Remote accessibility of the proteomic data will give outside UI campus user chance to manipulate and analyze his data directly on the proteomic discovery system computer via internet.

## **1.2 Significance of the Instrument for Biomedical Research**

Many complete sequences of organisms' DNA, their **genomes**, are now available and span phyla from the viruses to bacteria to multicellular eukaryotes including humans. New genes are being discovered by the thousands, including many that encode proteins with no known function. Our challenge is to understand the function of all the proteins produced by an organism. The term **proteome** has been coined to describe the complete collection of proteins encoded by an organism's DNA, and proteomics is the temporal characterization of this collection. The analysis of a cell's dynamic proteome is the next logical step toward a comprehensive investigation of cellular structure and metabolic processes within an organism and will give rise to a new era of biotechnology where molecular movies of cellular processes will be common. To gain insight to any proteome requires a host of new methods and new tools. To accomplish this goal, a powerful array of methods is being developed to analyze both proteins and nucleic acids, with mass spectrometry being a key technique allowing for the study of the biochemistry of whole cells in real time. At the center of the problem is the fact that organisms' dynamic proteomes are complex both in protein variety and abundance, with the latter potentially ranging over six orders of magnitude. This large range complicates the analysis and identification of low-abundance molecules by traditional mass spectrometry techniques where the detector can be swamped by signals from peptides present in high abundances. The Bruker Daltonic, Inc. quadupole instrument uses the system dynamic range enhancement applied to MS (DREAMS) to analyze global protein/peptide digests. However, this system is not compatible with liquid chromatography (LC) systems and costs 50% more than the alternative machine. The second MS from the Thermo Electron Corporation (LTQ FT) uses a linear ion trap to resolve low abundance protein species signal and is fully compatible with LC. The third instrument the Waters QTOF Proteomics Discovery System is a high productivity, proteomics platform for protein characterization studies, including protein identification and protein expression analysis.

The rate of change in the biological sciences has markedly accelerated in recent years, largely due to technological breakthroughs that have provided new ways to gather and analyze data. A significant increase in the study of the molecular basis of cellular processes at UI laboratories has resulted in the need for specialized equipment to view, manipulate, and analyze sensitive samples. Some current preparation techniques and even mass spectrometry itself can be detrimental for viewing dynamic cellular processes - one of the central issues of proteomics in cell biology research.

The requested mass spectrometer will complement the UI's mass spectrometry facilities. Once important cellular molecules have been identified the mass spectrometry will be used to determine their size as well as identify their chemical composition and/or interaction with other molecules.

To further one of the strategic goals of the University of Idaho of becoming one of the United States' top 100 research institutions and to provide high-quality graduate education, it is necessary that the faculty and students of the University of Idaho be able

to pursue research into proteomics using state-of-the-art methods and instruments. Presently this capability is lacking due to the absence of the most modern mass-spectrometry facilities needed for study of the proteome. Research groups from across the UI are using expertise within the Environmental Biotechnology Institute (EBI) in mass spectrometry to teach their students and analyze their samples. During the past semester, EBI's analytical instrumentation was used by 65 students and faculties from eight different departments. The requested mass spectrometer will add a forth mass spectrometer to the EBI analytical instruments facilities and we estimate will increase the user number by about 30%. Our vision is to build a central facility for study of proteomes.

### **1.3 Existing Instruments**

The EBI analytical facility at the University of Idaho currently operates three mass spectrometers (MS). Two MS are used as mass selective detectors with gas chromatographs (GC) – (both of Agilent Technologies, Wilmington DE) to analyze volatile thermally-stable compounds. The third mass spectrometer, the Micromass electrospray Quattro MS/MS, is the only ESI-capable instrument on the UI campus. This six-year-old MS uses a syringe pump to deliver sample, has a working resolution of about 8,000 and practical sensitivity of about  $10^{-6}$  M. The samples have to be extensively purified before analysis on the Quattro MS since resolution and sensitivity are the limiting factors in analysis of complex biological samples. These limitations restrict UI proteomic and genomic researchers from using this machine to do routine analysis. The UI Department of Chemistry operates one GC/MSD (Bruker AXS Inc. Madison, WI). This instrument is mainly used as a GC detector and is not compatible with analysis of biological samples.

The nearby Washington State University (WSU) College of Science received a grant this year of \$500,000 from the Murdock Charitable Trust for the Thermo Electron LTQ FT mass spectrometer. This mass spectrometer will be used by 15 groups from WSU and the Pacific Northwest National Laboratory. Due to the heavy use of the WSU MS, UI scientists will have very limited access to this state-of-the-art modern mass spectrometer. There is clearly the need among University of Idaho departments (Dept. of Microbiology, Molecular Biology, and Biochemistry, Biological Sciences, Chemistry, Animal and Veterinary Science) to use such a MS in their medical and biological science research that can not be met by the WSU instrument facility.

### **2.0 Procedures**

The availability of the Q/TOF Proteomics Discovery System will dramatically strengthen UI research capabilities and significantly enhance graduate student, postdoctoral, and faculty education and training in the one of the most modern analytical techniques used today in the life sciences. The additional MS will promote multidisciplinary research and access to large competitive federal grant programs at agencies such as the NIH, NSF, DOE, and USDA. The following faculty members research groups will immediately benefit from the purchase of this instrument.

## 2.1 Description of Instrument Users

**Dr. Greg Bohach, Department of Microbiology, Molecular Biology & Biochemistry (MMBB).** Dr. Bohach's laboratory studies the mechanisms of pathogenesis involved in staphylococcal infections or following exposure to toxins. The proteomics-capable MS is needed to identify staphylococcal proteins in culture supernatants following growth under a variety of conditions or in cell cultures exposed to staphylococcal toxins.

**Dr. Kurt Gustin, MMBB.** Dr. Gustin's laboratory aims to understand the impact of rhinovirus infection (the cause of the common cold) on the nuclear pore complex (NPC) and nucleo-cytoplasmic trafficking. The researchers use a biochemical fractionation procedure to prepare a highly enriched fraction of NPC proteins from infected and uninfected cells. The Waters Q/TOF mass spectrometer will allow us to rapidly and efficiently characterize the protein composition of these fractions and determine the changes caused by viral infection.

**Dr. Carolyn Hovde Bohach, MMBB.** The research in Dr. Hovde-Bohach's laboratory focuses on understanding the basic interactions between the human pathogen *E. coli* O157:H7 and its ruminant host. The Waters Q/TOF mass spectrometer will be used to analyze surface structures in wild-type and mutant bacterial cells that play a role in bacterial attachment to bovine intestinal mucosa and or impact bovine immune response to *E. coli* O157:H7.

**Dr. Ronald Crawford, EBI and MMBB.** Dr. Crawford's group studies the interaction of microorganisms in natural biofilms. The research group will employ this new mass spectrometer to observe expression and determine amino acids sequences of specific proteins within different biofilms including those of human pathogens such as *Bacillus anthracis*.

**Dr. Andrzej Paszczynski, EBI and MMBB.** It is estimated that every year 10% lumbers in service have to be replaced in USA due to biological degradations. Saprophytic fungi are major contributor to this process. Dr. Paszczynski's group is interested in the biochemistry and physiology of fungi causing wood decay. These fungi exhibit two distinct growth phases, trophophase and idiophase (wood decay phase). His research involves characterization of regulatory mechanisms involved in switching between phases and the identification of metabolic products characteristic for both phases. This MS will allow us to identify and characterize the protein and non-protein molecules involved in these processes.

**Dr. Patricia Hartzell, MMBB.** *Archeoglobus fulgidus* is a strict anaerobe that uses members of a special class of NADH oxidase (Nox) enzymes to protect it from oxidative damage. Our work is aimed at identifying the proteins that must interact with NoxA2 to allow it to complete its catalytic cycle. Anti NoxA2 antibody will be used to immunoprecipitate NoxA2 from cells that have been treated with different types of crosslinking agents. The identity of proteins that precipitate with NoxA2 will be determined by MS analysis and their encoding genes identified from the *A. fulgidus* genome.

**Dr. Gary Daughdrill, MMBB.** The main goal of this project is *to investigate the evolutionary constraints and patterns that govern the natural selection of partially collapsed, flexible proteins and protein domains*. To accomplish this goal we have

selected a model system based on a conserved flexible linker from the 70 kDa subunit of replication protein A (RPA70). RPA70 is a ubiquitously expressed protein in eukaryotes and can be easily isolated from tissue or cell culture using standard chromatographic methods. The requested equipment will allow us to sequence the RPA70 flexible linkers directly from protein isolates.

**Dr. Donald Crawford, MMBB and Environmental Science Program.** Dr. Crawford's laboratory will use the LTQ FT MS to identify proteins that are expressed within plant rhizospheres in response to environmental signals that induce interactions between the plant and specific root-colonizing *Streptomyces* in a relationship where the *Streptomyces* promotes plant growth while also protecting the plant from infection by fungal root pathogens. The goals of these studies are to elucidate the mechanisms of such complex plant-microbe interactions and the discovery of new antimicrobials of use in human medicine.

**Dr. Chien Wai, Chemistry.** Dr. Wai's laboratory is developing green extraction technologies using supercritical carbon dioxide or high pressure water for isolation and characterization of active compounds from widely used herbs including *Ginkgo biloba*, St. John's Wort (*Hypericum*) and Brazilian Stevia. The proposed instrument will be essential for extracted natural product chemical composition identification.

**Dr. Mark McGuire, Animal and Veterinary Science.** We are currently determining changes in the bovine mammary gland mRNA using a bovine microarray with over 19,000 genes. Combining functional genomics with the opportunity for proteomic analysis would greatly enhance our ability to understand the key regulatory factors associated with milk synthesis.

**Dr. Armando McDonald, Forest Products.** We are currently performing structural and functional characterization of immunoprotective lipopolysaccharides (LPS). *Flavobacterium psychrophilum*, the causative agent of bacterial coldwater disease (CWD), is considered one of the most important salmonid pathogens worldwide. Recent work has demonstrated the importance of a lipopolysaccharide (LPS) component in conferring protection following immunization. This is considered a significant finding and may be important for the development of vaccines or additional control strategies for CWD. The structure of this LPS component of different strains of this bacterium will be examined in relation to its virulence. The structures of these isolated LPS's will be determined by a combination of sugar linkage analysis by GC-MS, electrospray-MS, NMR spectroscopy, and other selective degradation procedures. MALDI TOF MS is a pivotal structural elucidation tool and will be employed on isolated (lipid A free) LPS fractions and intact LPS's to establish molecular size, sugar sequences, and composition in LPS structures (both core and O-antigens).

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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**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

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**I. Real and Personal Property and Services**

**1. Authority**

- e. If the executive director finds or is informed that an emergency exists, he or she may consider and approve a purchase or disposal of equipment or services otherwise requiring prior Board approval. The institution, school or agency must report the transaction in the Business Affairs and Human Resources agenda at the next regular Board meeting together with a justification for the emergency action.

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**INSTITUTION / AGENCY AGENDA**

**SUBJECT**

Second Reading: Update Board policy on Audits resulting from the establishment of the Audit Committee (Committee).

**REFERENCE**

October, 2004	Board approved amendment to Bylaws at regular meeting
June, 2005	Board approved 1 <sup>st</sup> Reading at regular meeting

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures; Sections I.A.4 & 5.  
Idaho State Board of Education Governing Policies & Procedures; Bylaws, Section H.

**BACKGROUND**

At the October 2004 Board meeting, the Board approved an amendment to its Bylaws creating the Audit Committee. The Board's Governing Policies and Procedures on Audits needs to be updated to establish the responsibilities the Committee needs to undertake in order to accomplish its role as set forth in the Board's Bylaws. The first reading was approved at the June 2005 Board meeting.

**DISCUSSION**

The Committee is responsible for appointing the independent auditor establishing compensation, and evaluating and overseeing the work of the independent auditor. The Committee also will review the institutional financial statements, adequacy of internal controls and findings with the independent auditor, presents the financial statements to the Board and provides detail and summary reports as appropriate, and monitors the independence and performance of the independent auditor and internal auditing function.

Current policies and procedures contain a Board Internal Audit Function that is outdated and no longer in use. Therefore, the items associated with the Internal Audit Function are being eliminated from the Audit Policies and Procedures. The current Internal Audit Function responsibilities ensure compliance with rules, policies, programs, and laws established by the Board and the State of Idaho, and to provide technical assistance to the institutions and agencies to improve operations and procedures necessary to comply with accounting standards and financial requirements.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**INSTITUTION / AGENCY AGENDA - continued**

**IMPACT**

The Board's Bylaws call for three Board members and three non-Board members. The Bylaws also call for at least four meetings per year, which may be combined with regularly scheduled Board meetings. Anticipated costs include costs for meetings and travel.

**STAFF COMMENTS AND RECOMMENDATIONS**

This will update Board policy to outline the Committee's responsibilities with respect to Audits as set forth in the Board's Bylaws on the Audit Committee.

**BOARD ACTION**

A motion to approve the second reading of changes to Idaho State Board of Education Governing Policies and Procedures, Section V., Subsection H., Audits.

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

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**SECOND READING**

Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES**

SECTION: V. Financial Affairs

Subsection: H. Audits

August 2005

1. General Purpose and Governance

The Audit Committee (Committee) is appointed by the Board in fulfilling its fiscal oversight responsibilities. The Committee provides oversight to the organizations under its governance (defined in Idaho State Board of Education, Policies and Procedures, Section I. A.1.) for: financial statement integrity, financial practices, internal control systems, financial management, and standards of conduct.

The Committee serves as the Board's liaison with its external auditor and with the external and internal audit operations of the agencies, school and institutions. The Committee reviews agency, school and institution fiscal operations. The Committee chairperson reports periodically to the Board on the activities of the Committee, including any recommended changes or additions to the Board's policies and procedures.

2. Calendar

The Committee shall establish a calendar of all regularly scheduled meetings including meetings with the Board, the independent auditors, institutions, and others as appropriate. The Committee should take into consideration the requirements and due dates of other State agencies in establishing timelines.

3. Audit Committee

a. Membership

Each member of the Committee shall be in good standing, and shall be independent in order to serve on the Committee. The Committee minutes will indicate whenever a new member is appointed by the Board as well as an acknowledgement that independence has been verified for the new member. Affirmation of independence will be documented in the minutes annually or whenever a change in status by any Committee member occurs.

b. Financial Expert

At least one member of the Committee shall be designated as a financial expert and indicated in the Committee minutes. This designation shall be affirmed annually, unless there is a change in status.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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c. Board Bylaws on Audit Committee

The Committee will review, reassess the adequacy of, and recommend any proposed changes to the Board annually, unless changes are needed during the course of the year, in light of new best practices and new legal requirements.

d. Meetings

The Committee shall meet at least four times per year and may be combined with regularly scheduled Board meetings or more frequently as circumstances may require. The Committee may require institution management or others to attend the meetings and provide pertinent information as necessary. All members are expected to attend each meeting in person, via telephone conference or videoconference. The agendas for meetings should be prepared and provided to members in advance, along with appropriate briefing materials. Minutes shall be prepared that document decisions made and action steps established and shall be maintained at the Board office.

4. Selection of Independent Auditors

Items 3, 4 and 5 apply to the institutions only (Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, and Eastern Idaho Technical College).

- a. The Committee shall allow enough time to prepare and publish a Request for Proposal, review and evaluate proposals, obtain Board approval of the selected audit firm, and negotiate and authorize a contract.
- b. The Committee may establish a process for selecting an independent audit firm. The process used should include representatives from the Board, Committee, and institutions.
- c. The Committee shall make the selection of the audit firm.
- d. The selection of the new audit firm shall be presented to the Board and ratified at the next Board meeting following the Committee's selection.

5. Independent Auditors

a. Lead Audit Partner Rotation

It is the intent of the Board to adhere to the recommendation of the National Association of College and University Business Officers (NACUBO) to require rotation of the lead audit partner of the independent audit firm every five

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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years, with a two-year timeout provision. The Committee shall establish when the five-year limit will be reached for the current lead audit partner. At least one year prior to that time, the Committee shall discuss transition plans for the new lead audit partner. The five-year limit will be reviewed annually with the independent auditors. These discussions shall be documented in the Committee meeting minutes.

**b. Risk Assessment**

Prior to the publication of the independent auditor's report, the Committee will review all material written communications between the independent auditors and institution management, including management letters and any schedule of unadjusted differences. The Committee shall conclude on the appropriateness of the proposed resolution of issues, and the action plan for any items requiring follow-up and monitoring. The Committee shall review these risks with institution management at each meeting or sooner, if necessary, to make sure it is up-to-date.

**c. Audit Scope**

- i. **Prior to Audit:** Prior to the start of any audit work for the current fiscal year, the Committee will meet with the lead audit partner to review the audit scope. Questions related to audit scope may include significant changes from prior year, reliance on internal controls and any internal audit function, assistance from institutional staff, and changes in accounting principles or auditing standards. The Committee should also discuss how the audit scope will uncover any material defalcations or fraudulent financial reporting, questionable payments, or violations of laws or regulations. Areas of the audit deserving special attention by the Committee and issues of audit staffing should be reviewed.
- ii. **Subsequent to Audit:** Subsequent to the audit report, the Committee shall meet with the lead audit partner and the Chief Financial Officer of each institution, to review the scope of the previous year's audit, and the inter-relationship between any internal audit function and the external auditors with respect to the scope of the independent auditor's work. Prior to the start of interim work for the current year audit, the Committee shall review the plans for the audit of the current year.

**d. Accounting Policies**

Annually and/or in conjunction with the year-end audit, the Committee shall review with the lead audit partner all critical accounting policies and practices and all alternative treatments of financial information within generally

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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accepted accounting principles that have been discussed with management of the institutions, the ramifications of each alternative, and the treatment preferred by each institution.

e. Financial Statement Review

At the completion of the independent audit, the Committee shall review with institution management and the independent auditors each institution's financial statements, Management's Discussion and Analysis (MDA), related footnotes, and the independent auditor's report. The Committee shall also review any significant changes required in the independent auditor's audit plan and any serious difficulties or disputes with institution management encountered during the audit. The Committee shall document any discussions, resolution of disagreements, or action plans for any item requiring follow-up.

f. Single Audit Review

At the completion of the Single Audit Report (as required under the Single Audit Act of 1984, and the Single Audit Act Amendments of 1996), the Committee shall review with institution management and the independent auditors each institution's Single Audit Report. The Committee shall discuss whether the institution is in compliance with laws and regulations as outlined in the current Single Audit Act described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement. The Committee shall report to the Board that the review has taken place and any matters that need to be brought to the Board's attention. The Committee shall document any discussions, resolution of disagreements, or action plans for any item requiring follow-up.

6. Internal Audits

The Committee shall review with institution management any significant findings on internal audits from the preceding 12 months and planned for the upcoming six months along with the status of each planned audit and management's responses thereto. The Committee shall review any difficulties the institution's internal audit staff encountered in the course of their audits, including any restrictions on the scope of their work or access to required information. The Committee shall discuss any internal audit function's budget and staffing.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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7. Other Audits

a. Legislative Audits

- i. All state agencies under the Board's jurisdiction, excluding the State Department of Education, will receive financial statement audits and federal single audits in accordance with federal and state laws and regulations. The Committee must be informed immediately by an agency of any audit activity being conducted by the legislative auditor.
- ii. At the completion of the legislative audit, the Committee shall discuss with the legislative auditor the progress of the legislative audit, including a full report on preliminary and final audit findings and recommendations.

b. Employee Severance Audits

- i. When key administrative personnel leave an agency, school or institution, the Committee may bring to the full Board a recommendation as to whether an audit should be conducted and the scope of the audit.

8. Confidential Complaints

- a. The Committee shall set up a process to investigate complaints received by the Board regarding accounting, internal accounting controls, or auditing matters that may be submitted by any party internal or external to any entity under its governance.
- b. The Committee shall review the procedures for the receipt, retention, and treatment of complaints, referenced in paragraph 8.a, received by the Board. The Committee shall review an original of each complaint received, no matter the media used to submit and discuss the status or resolution of each complaint. The Committee shall ensure that proper steps are taken to investigate complaints and resolve timely. The Committee shall review a cumulative list of complaints submitted to date to review for patterns or other observations.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES**

SECTION: I. Governing Policies and Procedures

Subsection: A. Policy-Making Authority

April 2004

**4. Conformance with State and Federal Law**

All Board Governing Policies and Procedures and the internal policies and procedures of its institutions, agencies and school will comply with and be in conformance to applicable laws.

**5. Adoption, Amendment, or Repeal of Board Policies**

a. Board policies may be adopted by majority vote at any regular or special meeting of the Board. The adoption, amendment, or repeal of a Board policy may be requested by any member of the Board, the executive director, or any chief executive officer. Persons who are Board employees, or students or student groups, must file a written request with the chief executive officer of an institution, agency or school, or his or her designee, to receive Board consideration. An Idaho resident, other than those described above, may file a written request with the executive director for Board consideration of a proposal. Regardless of the source, a statement of the proposed adoption, amendment, or repeal must be presented to the executive director for transmittal to the Board. If the subject matter of the presentation concerns an agency, institution, school, or department of the Board, the executive director will also notify the appropriate chief executive officer of the nature of the request.

b. Board action on any proposal will not be taken earlier than the next regular or special meeting following Board approval for first reading. During the interim between the first reading and Board action, the chief executive officers will seek to discuss and review the proposal with faculty, staff, or other Board employees and students or student groups, as appropriate. The chief executive officers will transmit summaries of oral statements and written comments on the proposal to the executive director. After thorough consideration, the proposal will be presented by the executive director to the Board for action.

c. The executive director is authorized to make nonsubstantive corrections and amendments to Board Governing Policies and Procedures as may be necessary in such areas as typographical errors, cross-references, and citations of state and federal statutes.



**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES  
AUGUST 10-12, 2005**

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**REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY - continued**

**Idaho State Board of Education  
GOVERNING POLICIES AND PROCEDURES  
SECTION: BYLAWS**

**Revised October 2004**

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**H. Committees of the Board**

**4. Audit Committee**

**a. Purpose**

The Audit Committee (hereinafter referred to as the Committee) is appointed by the Board in fulfilling its fiscal oversight responsibilities. The Committee provides oversight to the organizations under its governance (defined in Idaho State Board of Education, Policies and Procedures, Section I. A.1.) for: financial statement integrity, financial practices, internal control systems, financial management, and standards of conduct.

**b. Composition**

The Committee members shall be appointed by the Board and shall consist of six or more members. Three members of the Committee shall be current Board members and three members shall be independent non-Board members who are permanent residents of the state of Idaho. Each Committee member who is a Board member shall be independent, free from any relationship that would interfere with the exercise of her or his independent judgment. The chief financial officers of the institutions and Board office shall serve as ex-officio members of the Committee.

All members shall have an understanding of the Committee and financial affairs and the ability to exercise independent judgment, and at least one member of the Committee shall have current accounting or related financial management expertise in the following areas:

- 1) an understanding of generally accepted accounting principles, experience in preparing, auditing, analyzing, or evaluating complex financial statements, and;
- 2) the ability to assess the general application of such principles in the accounting for estimates, accruals, and reserves, and;
- 3) experience in preparing or auditing financial statements and;
- 4) an understanding of internal controls.

Appointments shall be for a three-year term. Terms will be staggered such that two members exit and two new members are added each year. The Committee chair shall be appointed by the Board President.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

---

c. Responsibilities and Procedures

It is not the Committee's duty to plan or conduct audits or to determine that the institution's financial statements are complete, accurate and in accordance with generally accepted accounting principles. Management is responsible for the preparation, presentation, and integrity of the financial statements and for the appropriateness of the accounting principles and reporting policies used. The following shall be the principle duties and responsibilities of the Committee:

- 1) Approve the appointment, establish the compensation, and evaluate and oversee the work of the independent auditors. The Committee must approve any services prior to being provided by the independent auditor. The independent auditing firm shall report directly to the Committee and the auditor's "engagement letter" shall be addressed to the Committee and the President of each institution. The Committee shall have the authority to engage the Board's legal counsel and other consultants necessary to carry out its duties;
- 2) Discuss with the independent auditors the audit scope, focusing on areas of concern or interest;
- 3) Review the financial statements, adequacy of internal controls and findings with the independent auditor. The independent auditor's "management letter" shall include management responses and be addressed to the Audit Committee and President of the institution;
- 4) Present the financial statements to the Board and provide detail and summary reports as appropriate;
- 5) Oversee standards of conduct (ethical behavior) and conflict of interest policies of the Board and the institutions under its governance including establishment of confidential complaint mechanisms;
- 6) Monitor the integrity of each organization's financial accounting process and systems of internal controls regarding finance, accounting and stewardship of assets;
- 7) Monitor the independence and performance of each organization's independent auditors and internal auditing departments;
- 8) Provide general guidance for developing risk assessment models for all institutions;
- 9) Provide an avenue of communication among the independent auditors, management, the internal audit staff and the Board;
- 10) Maintain audit review responsibilities of institutional affiliates to include but not limited to foundations and booster organizations;
- 11) As a matter of independence, the Committee will not approve policy.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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The Committee will meet as needed. The Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures. The Board's chief fiscal officer, under the direction of the chair, prepares the agenda for and schedules each meeting of the Committee and maintains a written record of the Committee's activities and recommendations. A copy of the written record is included in the official minutes of the State Board of Education and Board of Regents of the University of Idaho.

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**INSTITUTION / AGENCY AGENDA**

**SUBJECT**

Proposed Amendments to Board Policy, Section V.E. – Gifts and Affiliated Foundations - REVIEW.

**REFERENCE**

April 21-22, 2005                      Review by the Board for this proposed Policy update

June 8, 2005                          1<sup>st</sup> Reading by the Board for this proposed Policy update

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Sections I.A.4. & 5.

**BACKGROUND**

The State Board of Education has requested a review of the relationship of foundations to the Board's institutions and agencies.

**DISCUSSION**

Staff has determined that additional review and discussion take place between the Board, institutions and agencies, and affiliated foundations prior to second reading. Having revised governing policies in place will create a better framework for these discussions, and the resulting operating agreements between institutions, agencies and foundations will be crafted with Board intentions and policies in mind.

**IMPACT**

An amended policy will more accurately reflect the Board's intentions regarding foundations and agencies/institutions.

**STAFF COMMENTS AND RECOMMENDATIONS**

In order to bring finality to this process (which began before the April 2005 Board meeting), Board and legal staff will arrange a meeting in the very near future in which all institutions, foundations, and staff will be invited to participate. Final conclusions will be reached and documents created and approved well in advance of the October Board meeting agenda material deadline (September 13), to preclude experiencing last-minute receipt of documents for staff review.

**BOARD ACTION**

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

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**INSTITUTION / AGENCY AGENDA - continued**

**REVIEW**

**Idaho State Board of Education**

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: V. FINANCIAL AFFAIRS**

**Subsection: E. Gifts and Affiliated Foundations**

June, 2005

**E. Gifts and Affiliated Foundations**

**1. Acceptance of Gifts by an Institution, School, or Agency.**

a. The Board may accept donations of gifts, legacies, and devises (hereinafter "gifts") of real and personal property on behalf of the state of Idaho that are made directly to the Board or to an institution, school, or agency under its governance. Gifts worth more than \$10,000 must be officially accepted by the Board before the gift may be expended or otherwise used by the institution, school, or agency. The chief executive officer of any institution, school, or agency is authorized to receive, on behalf of the Board, gifts worth \$10,000 or less and of a routine nature. (Section 33-3714, Idaho Code.) This provision does not apply to transfers of gifts to an institution, school, or agency from an affiliated foundation. Such transfers shall be in accordance with pertinent institution, school, or agency policies, as described in the written operating agreement between the institution, school, or agency and an affiliated foundation.

b. While an institution, school, or agency may accept gifts made directly to the institution, school, or agency, or directly to the Board, absent unique circumstances making a direct gift to the institution, school, or agency more appropriate, donors shall be requested to make gifts to affiliated foundations.

**2. Purpose of the Policy.**

a. The Board recognizes the importance of voluntary private support and encourages grants and contributions for the benefit of the institutions, school, and agencies under its governance. Private support for public education is an accepted and firmly established practice throughout the United States. Tax-exempt foundations are one means of providing this valuable support to help the institutions, school, and agencies under the Board's governance raise money through contributions. Foundations are separate, legal entities, tax-exempt under Section 501(c) of the United States Internal Revenue Code of 1986, as amended, associated with the institutions, school, and agencies under the Board's governance and established for the purpose of receiving, holding, and/or using funds from the private sector for charitable, scientific, cultural, educational, athletic, or related endeavors that support, enrich, and improve the institutions, school, or agencies. The Board wishes to encourage a broad base of support from many

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

---

sources, particularly increased levels of voluntary support. To achieve this goal, the Board will cooperate in every way possible with the work and mission of affiliated foundations.

b. The Board recognizes that foundations:

(1) Provide an opportunity for private individuals and organizations to contribute to the institutions, school, and agencies under the Board's governance with the assurance that the benefits of their gifts supplement, not supplant, state appropriations to the institutions, school, and agencies;

(2) Provide assurance to donors that their contributions will be distributed and utilized for specified purposes; and

(3) Create an effective forum for alumni and community leaders to help strengthen the institutions, school, and agencies through participation in the solicitation, management, and distribution of private gifts.

c. The Board, aware of the value of tax-exempt foundations to the well being of the institutions, school, and agencies under the Board's governance, adopts this policy with the following objectives:

(1) To preserve and encourage the operation of foundations associated with the institutions, school, and agencies under the Board's governance, and

(2) To ensure that foundations associated with the institutions, school, and agencies under the Board's governance conduct business responsibly according to applicable laws, regulations, and policies while fulfilling their obligation to contributors, to those who benefit from their programs, and to the general public.

d. The Board may recognize as an affiliated foundation an organization that is created and operated in support of the interests of an affiliated institution, school, or agency to aid and assist the Board in attaining its approved educational, research, public service, student loan and financial assistance, alumni relations, and financial development program objectives, consistent with the policies of the Board. Foundations are expected to have mission statements relevant to this purpose, and to adopt policies, plans, and budgets to achieve their respective missions.

e. Technology transfer organizations, including the Idaho Research Foundation, are not subject to this policy.

3. Institutional Foundations.

The purpose of this policy is to promote and strengthen the operations of foundations that have been and may be established for the benefit of the public colleges and universities in Idaho. The following provision sets forth a framework that, from the



**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

---

Board's perspective, enables and enhances a sound and mutually supportive foundation/institution relationship.

a. Recognition of Foundations.

(1) The Board recognizes that it cannot and should not have direct control over affiliated foundations. These foundations must be governed separately to protect their private, independent status. However, because the Board is responsible for ensuring the integrity and reputation of the institutions and its campuses and programs, it must be assured that any affiliated foundation will adhere to ethical standards appropriate to such organizations in order to assure the public that it is conducting its mission with honesty and integrity. Therefore, each institution chief executive officer must ensure that any affiliated foundation ascribes to these policies.

(2) The Board may recognize as an affiliated foundation an entity that meets and maintains the requirements of this policy.

(3) All private support of the institution not provided directly to the institution shall be through a recognized foundation.

(4) It is the responsibility of the foundation to support the institution at all times in a cooperative, ethical, and collaborative manner; to engage in activities in support of the institution; and, where appropriate, to assist in securing resources, to administer assets and property in accordance with donor intent, and to manage its assets and resources.

(5) No institution funds may be transferred directly or indirectly to a foundation without the prior approval of the Board. It is understood that instances may occur where a donor inadvertently directs a contribution to an institution that is intended for the foundation. The institutions shall establish procedures to govern such transfers, which shall be described in the written foundation operating agreement, described in Subsection V.E.3.b. of the Board's Governing Policies and Procedures.

(6) The chief executive officers of the institutions may develop and present a recommended budget to an affiliated foundation to ensure that institution objectives are reflected in the allocation of foundation funds.

(7) The foundation, while protecting personal and private information related to private individuals, is encouraged, to the extent possible or reasonable, to be open to public inquiries related to revenue, expenditure policies, investment performance, personnel information, and/or other information that would normally be open in the conduct of institution affairs.

(8) The organization, before the effective date of this policy, of a nonprofit corporation or affiliated foundation to benefit a public college or university in Idaho, for one or more of the purposes previously described in this policy, shall be brought into substantial conformance with these policies and, upon so doing, the institution shall provide prompt

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

---

notice to the Board in order that the Board may recognize the affiliated foundation. Upon recognition by the Board, the organization of the nonprofit corporation or foundation is ratified, validated, and confirmed, and it shall be deemed to have been organized as if its organization had taken place under authority of this policy.

(9) A foundation's enabling documents (e.g., articles of incorporation and bylaws) and any amendments are to be filed with and reviewed by the Board. These documents must include a clause requiring that in the event of the dissolution of a foundation, its assets and records will be distributed to its affiliated institution, provided the affiliated institution is a qualified charitable organization under relevant state and federal income tax laws.

(10) Foundations acting on behalf of the institutions may be granted various privileges, which may include:

(a) Use of the name and seal of the institution, provided that institution delegations of authority and policies are observed; and

(b) Use of institution space, equipment, and staff in the performance of the foundation's activities, consistent with these policies.

**b. Foundation Operating Agreements.**

(1) Each foundation shall enter into a written agreement with the institution with which the foundation is affiliated. The written agreement must be approved by the Board, and must be re-submitted to the Board every two(2) years, or sooner at the request of the Board, for review and re-approval. In addition to any other requirements discussed elsewhere in this policy, foundation operating agreements shall establish the operating relationship between the parties, describe the purpose of the foundation, and acknowledge the applicability of this policy, which shall be incorporated by reference therein. Written agreements must be signed by the chairman of the foundation's governing board, and by the institution chief executive officer.

(2) The written agreement shall condition the foundation's use of the institution's name or any other name, emblem, or mark to which the university has any legal right, upon the foundation's continuing compliance with the agreement and this policy.

(3) The foundation operating agreement shall include the foundation's conflict-of-interest policy, and shall also include a code of ethics and conduct, as further described in Subsection V.E.3.h of the Board's Governing Policies and Procedures.

**c. Structure and Independence.**

(1) Each foundation shall operate as an Idaho nonprofit corporation that is legally separate from the institution and is recognized as a 501(c)(3) public charity by the

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

---

Internal Revenue Service. The management and control of a foundation shall rest with its governing board.

(2) Institution chief executive officers shall be permitted to attend all meetings of an affiliated foundation's governing board in an advisory role. On a case by case basis, other institution employees may also serve as advisors to an affiliated foundation's governing board, as described in the written foundation operating agreement approved by the Board.

d. Institution Resources and Services.

(1) An institution may provide contract administrative and/or support staff services to an affiliated foundation, provided such resources and services are described in the foundation operating agreement approved by the Board. Such resources and services may include:

(a) Access to the institution's financial systems to receive, disburse, and account for funds held (with respect to transactions processed through the institution's financial system, the foundation shall comply with the institution's financial and administrative policies and procedures manuals);

(b) Accounting services, to include monthly cash disbursements and receipts, accounts receivable and payable, bank reconciliation, monthly reporting and analysis, auditing, payroll, and budgeting;

(c) Investment, management, insurance, benefits administration, and similar services; and

(d) Development services, encompassing research, information systems, communications, and special events.

(2) The foundation is eligible to use the institution's facilities, subject to availability and applicable policies to be established by the institution chief executive officer or a designee, as described in the foundation operating agreement.

(3) The institution is entitled to recover its costs incurred for personnel, use of facilities, or other services provided to the foundation. Payments for such costs shall be made directly to the institution. No payments shall be made to institution employees in connection with resources or services provided to a foundation pursuant to this policy.

e. Management and Operation of Foundations.

(1) The institutions and the foundations want to maintain the highest levels of accountability and stewardship, and each entity shall retain primary responsibility for funds under its respective management. To accomplish these goals, each will share information, develop reporting processes, and institute compliance and auditing

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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procedures that ensure donated funds are accounted for, expenditures are made in accordance with donors' wishes, and reports are made to donors on the use of funds.

(2) Foundations may not engage in activities that conflict with federal or state laws, rules and regulations; the policies of the Board; or the role and mission of the institutions. Foundations shall comply with applicable Internal Revenue Code provisions and regulations and all other applicable policies and guidelines.

(3) Transfers of funds to an institution from an affiliated foundation shall be in accordance with pertinent institution policies, and delegations of authority, which shall be described in the foundation operating agreement. Fund-raising campaigns and solicitations of major gifts for the benefit of the institution by the foundation shall be approved in advance by the institution chief executive officer or a designee, and should be compatible with the plans and needs of the institution. Before accepting contributions or grants for restricted or designated purposes that may require administration or direct expenditure by an institution, a foundation must obtain the prior approval of the institution chief executive officer or a designee. The foundation shall assure that each donation shall be used in accordance with the legally enforceable terms and conditions attached to such gift.

(4) Foundations shall make clear to prospective donors that:

(a) The foundation is a separate legal and tax entity organized for the purpose of encouraging voluntary, private gifts, trusts, and bequests for the benefit of the institution;

(b) Responsibility for the governance of the foundation, including investment of gifts and endowments, resides in the foundation's governing board;

(c) Checks for charitable gifts to any of the institution's participating academic and support programs should be made payable to the foundation; and

(d) Gifts made for a designated purpose will be dedicated in their entirety to that purpose unless it is specifically stated that an administrative charge will be applied.

(5) In accepting gifts of all kinds, foundations shall:

(a) Advise donors that any restrictive terms and conditions they attach to gifts for the institution are subject to institution approval;

(b) Ensure that gifts are reported to and approved for acceptance by the institution chief executive officer and/or Board in accordance with pertinent institution policies and delegations of authority;

(c) Coordinate their funding goals, programs, and campaigns with the institution; and

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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(d) Obtain prior approval in writing from the institution chief executive officer or a designee, if gifts, grants, or contracts include a financial or contractual obligation binding upon the institution.

(6) Financial activities of a foundation shall be administered in accordance with prudent business practices. Each foundation's governing board shall adopt an expense authorization and reporting process. The process shall define the dollar threshold and nature of expenses requiring approval of a member of the foundation's governing board, who shall not be an institution employee or official, and it shall define the type and frequency of expense reporting to the foundation's governing board.

(7) Foundations shall ensure that appropriate written guidelines are developed pertaining to the receiving, depositing, disbursing, and accounting of all monies of a foundation, and that such guidelines have the approval of the foundation's governing board and are systematically enforced. An institution may assist an affiliated foundation in developing these guidelines.

(8) Officers and staff members of a foundation, and institution staff assigned to carry out any functions of a foundation involving handling money (whether receiving or disbursing), shall be adequately bonded, and liability insurance for directors and officers shall be obtained by the foundation, in amounts to be determined by the foundation's governing board.

(9) Foundations shall provide the institution chief executive officers evidence that at least two signatures by authorized and qualified officers of the foundation are required on any checks written on behalf of such foundation. No foundation officer with signature authority shall be a shared institution employee.

(10) Foundation investment procedures should be conducted in accordance with prudent, sound practice to ensure that gift assets are protected and enhanced, and that a reasonable return is achieved, with due regard for the fiduciary responsibilities of the foundation's governing board. The investments must be consistent with the terms of the gift instrument.

(11) Income from investments, net of administrative fees, should be administered in accordance with pertinent policies of the foundation's governing board, and, where appropriate, transferred to the institution and expended from the designated institution department or program accounts.

(12) Should a foundation's investments under-perform appropriate market indices for three consecutive years, then the Board may request from the foundation an independent review of its investment strategies along with plans for corrective action.

(13) Foundations should carry out financial commitments and expenditures consistent with pertinent policies, plans, and budget approved by the foundation's governing board and consistent with the mission of the institution.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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(14) Foundation funds shall be kept separate from institution funds. Institution funds shall not be transferred to or loaned to foundations for any purpose except, when appropriate, by action of the Board. Funds or gifts payable to the Board or any institution under the Board shall not be deposited with or transferred to a foundation, except with prior Board approval. If an affiliated foundation is the intended recipient of funds made payable to the Board or to an institution, then such funds may be deposited with or transferred to the affiliated foundation, provided that accompanying documents demonstrate that the foundation is the intended recipient. Otherwise, the funds shall be deposited in a state account, and Board approval will be required prior to transfer to an affiliated foundation.

(15) Foundations shall not be permitted to make direct payments for specific institutional expenses, including student scholarships or awards.

(16) Institution officials into whose department or program foundation funds are transferred are responsible both to account for them in accordance with institution policies and procedures, and to notify the foundation on a timely basis regarding the use of such funds. The foundation, in consultation with the institution, shall determine who shall be responsible for reporting to the donor regarding the use of such funds.

(17) Foundation-controlled resources shall not be used to acquire or develop real estate or to build facilities for the institution's use without prior Board approval. The foundation shall notify the Board, at the earliest possible date, of any proposed purchase of real estate for such purposes, and also shall coordinate its efforts with those of the institution. The foundation may notify the Board through the institution's chief executive in executive session pursuant to Idaho Code 67-2345 (1) (c).

(18) The executive director of an affiliated foundation must be a paid employee of the foundation, and not of the institution. The appointment or re-appointment of the foundation executive director shall be subject to approval of the foundation's governing board. Prior to approval, the foundation's governing board shall confer with the institution chief executive officer regarding the appointment or re-appointment.

f. Foundation Relationships with the Institutions.

(1) The institutions and foundations acknowledge that each is an independent entity and agree neither will be liable, nor will be held out by the other as liable, for any of the other's contracts, torts, or other acts or omissions, or those of the other's trustees, directors, officers, members, or staff.

(2) Transactions between the institution and an affiliated foundation shall meet the normal tests for ordinary business transactions, including proper documentation and approvals. Special attention shall be given to avoiding direct or indirect conflicts of interest between the institution and the affiliated foundation and those with whom the foundation does business.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

---

(3) A foundation shall permit the institution chief executive officer or a designee (including the Board's auditors) to inspect, at reasonable times, the following documents:

(a) The foundation's books and records;

(b) The foundation's most recent federal and state tax returns; and

(c) A list of the foundation's employees, consultants, and legal counsel for the fiscal year.

(4) The foundation shall provide to the institution chief executive officer prior to the beginning of the new foundation fiscal year an annual budget and capital expenditure plan approved by the foundation's governing board. The budget should be presented in a comparative format with the prior year, and include major categories of revenues and expense. The institution chief executive officer shall report this information to the Board in accordance with policies established by the Board.

(5) All correspondence, solicitations, activities, and advertisements concerning the foundation shall be clearly discernible as being from the foundation and not the institution.

(6) Employees hired by the foundations shall be solely funded by the foundations, and such employees shall not be entitled to state employment rights and benefits. These appointments are not subject to Board approval.

(7) The following provisions shall govern payments made to institutional employees, including institution chief executive officers, which are made in support of the institution, and not in connection with services provided to the foundation:

(a) Any such support payments made by foundations to institution employees must have the prior written approval of the Board; and

(b) Any such support payments provided to or on behalf of an institutional employee, including payments to institution chief executive officers, shall be paid by the foundations to the institutions, which in turn will make payments to the employee in accordance with normal practices, except where the Board approves a different form of payment. Employees shall not receive any payments or other benefits directly from the foundations. This provision shall include reimbursements for expenses incurred for authorized institution and foundation purposes.

(9) The institution shall ensure that its associated foundation provides adequate insurance to cover its operations and the activities of its directors, officers, and employees. Foundations shall not operate on state property or on any property under the control of the Board unless adequate liability insurance coverage is in effect.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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(10) Under no circumstances will any employee of the institution who is providing support staff services to a foundation represent both parties in any negotiation between the foundation and the institution.

g. Audits and Reporting Requirements.

(1) Each foundation shall be audited annually by an independent certified public accountant, who is not a director or officer of the foundation, and who is approved by the Board. The foundation may use the auditor selected by the Board to provide auditing services on behalf of the institution. Each foundation shall conduct its fiscal operations to conform to the institution's fiscal year. Each foundation shall prepare its annual financial statements in accordance with Government Accounting Standards Board principles. The independent audit shall be a full scope audit, performed in accordance with generally accepted auditing standards. As part of the audit, the auditor shall verify a summary annual report of transfers of funds made to the institution. Additionally, each foundation shall have a management letter prepared annually by its independent certified public accountant and submitted to the foundation's governing board. Finally, the foundation's governing board shall also require that the scope of the external audit be expanded to include compliance testing of the required policies and procedures herein, including but not limited to general accounting, fund raising, and gift accounting, investment, and institution and foundation employee policies and procedures.

(2) The foundation shall report on a mutually agreed upon schedule to the institution chief executive officer, and shall provide the following documents to the chief executive officer or a designee, with a copy to the Board:

- (a) Annual financial audit report;
- (b) Annual audit report of transfers made to the institution;
- (c) Annual audit report of unrestricted funds available for the benefit of the institution;
- (d) A list of foundation officers and directors;
- (e) A list of institution employees who received compensation or other payments from the foundation during the fiscal year, and the amount of that compensation or payment;
- (f) A list of all state and federal contracts and grants managed by the foundation; and
- (g) An annual report of the foundation's major activities.

(3) The foundation shall also prepare an annual report to the institution, with a copy to the Board, that summarizes the funds transferred to each institution department. The report shall summarize these amounts by each account and the total for each



**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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department. The institution and foundation shall provide each other with other reports necessary to assure proper financial oversight.

(4) The foundation shall report annually to the Board each real estate purchase or material capital lease, investment, or financing arrangement entered into during the preceding foundation fiscal year. Notice also should be provided periodically of any potential and actual litigation involving the foundation during its fiscal year.

(5) The foundation shall provide the Board with an advance copy of any amendments, additions, or deletions to its articles of incorporation or bylaws.

(6) On an annual basis, the executive director of each foundation shall submit to the institution chief executive officer and to the Board a letter, which certifies compliance with the following requirements:

(a) Copies of the Board's policy have been circulated among all members of the foundation staff and its governing board;

(b) Compensation of any kind which the foundation has provided to any institution employees has been approved by the chief executive officer or a designee prior to payment (a listing of total payments to specific individuals should be attached to the certification letter);

(c) An audit by an independent certified public accounting has been completed, and the audit committee of the foundation has met and reviewed the management letter and response with that auditor;

(d) The annual budget of the foundation has been approved by the foundation governing board and has been provided to the chief executive officer or a designee;

(e) Written approval has been obtained from the chief executive officer and the Board for any substantial proposed business venture or changes in the nature, scope, or purpose of the foundation; and

(f) Other specific requirements as mutually agreed upon by the foundation governing board and the chief executive officer or a designee.

h. Conflict of Interest and Code of Ethics and Conduct.

(1) Transactions involving the foundation and the personal or business affairs of a trustee, director, officers, or staff member should be approved in advance by the foundation's governing board. In addition, directors, officers, and staff members of a foundation disqualify themselves from making, participating, or influencing a decision in which they have or would have a financial interest.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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(2) No director, trustee, officer, or staff member of a foundation shall accept from any source any gift or gratuity that is offered, or reasonably appears to be offered, because of the position held with the foundation; nor should an offer of a gift or gratuity be extended by such an individual on a similar basis.

(3) Board members, administrative officers and officials, and all other employees of the institutions are subject to the Board's conflict of interest policy as stated in Section I, Subsection G, of the Board's Governing Policies and Procedures and any other applicable laws or regulations. The foundation operating agreement must provide that foundation members, officers, and employees shall also comply with the Board's conflict of interest policy, as applicable. In addition, the foundation operating agreement must provide that such foundation shall develop its own conflict of interest policy, as well as a code of ethics and conduct. These policies shall be complied with by the foundation, and shall be provided to the Board for review and approval along with the foundation operating agreement.

**4. Foundations for Other Agencies and ISDB.**

Other agencies and ISDB under the Board's jurisdiction may establish foundations to accept gifts made for the benefit of the agencies' or school's operating purposes. These agencies and school are subject to the same policies as the institutional foundations. However, agency/school foundations with annual revenues less than \$100,000 are not required to obtain an independent audit. These agencies/school must instead submit an annual report to the Board of gifts received and the disposition of such gifts.

**5. Idaho Educational Public Broadcasting System Foundations and Friends Groups.**

Foundations and Friends groups that exist for the benefit of the Idaho Educational Public Broadcasting System (IEPBS) are required by Federal Communications Commission (FCC) regulations to have specific spending authority designated by the Board. Audits of the IEPBS Foundation and Friends groups will be conducted by the Legislative Auditor.

a. By action of the Board, the Idaho Educational Public Broadcasting System Foundation, Inc., has been designated to accept gifts made for the benefit of public television in the state of Idaho. The Foundation will conduct its activities in a manner consistent with the Federal Communications Commission (FCC) regulations and the FCC license held by the Board.

b. By action of the Board, the Friends of Channel 4, Inc., has been designated to accept gifts made for the Benefit of KAID TV, Channel 4. The Friends of Channel 4, Inc., will conduct its activities in a manner consistent with the Federal Communications Commission (FCC) regulations and the FCC license held by the Board.

c. By action of the Board, the Friends of Channel 10, Inc., has been designated to accept gifts made for the benefit of KISU TV, Channel 10. The Friends of Channel 10,

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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Inc., will conduct its activities in a manner consistent with the Federal Communications Commission (FCC) regulations and the FCC license held by the Board.

d. By action of the Board, the Friends of KUID, Inc., has been designated to accept gifts made for the benefit of KUID TV, Channel 12. The Friends of Channel 12, Inc., will conduct its activities in a manner consistent with the Federal Communications Commission (FCC) regulations and the FCC license held by the Board.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**AUGUST 10-12, 2005**

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**REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES**

SECTION: I. Governing Policies and Procedures

Subsection: A. Policy-Making Authority

April 2004

**4. Conformance with State and Federal Law**

All Board Governing Policies and Procedures and the internal policies and procedures of its institutions, agencies and school will comply with and be in conformance to applicable laws.

**5. Adoption, Amendment, or Repeal of Board Policies**

a. Board policies may be adopted by majority vote at any regular or special meeting of the Board. The adoption, amendment, or repeal of a Board policy may be requested by any member of the Board, the executive director, or any chief executive officer. Persons who are Board employees, or students or student groups, must file a written request with the chief executive officer of an institution, agency or school, or his or her designee, to receive Board consideration. An Idaho resident, other than those described above, may file a written request with the executive director for Board consideration of a proposal. Regardless of the source, a statement of the proposed adoption, amendment, or repeal must be presented to the executive director for transmittal to the Board. If the subject matter of the presentation concerns an agency, institution, school, or department of the Board, the executive director will also notify the appropriate chief executive officer of the nature of the request.

b. Board action on any proposal will not be taken earlier than the next regular or special meeting following Board approval for first reading. During the interim between the first reading and Board action, the chief executive officers will seek to discuss and review the proposal with faculty, staff, or other Board employees and students or student groups, as appropriate. The chief executive officers will transmit summaries of oral statements and written comments on the proposal to the executive director. After thorough consideration, the proposal will be presented by the executive director to the Board for action.

c. The executive director is authorized to make nonsubstantive corrections and amendments to Board Governing Policies and Procedures as may be necessary in such areas as typographical errors, cross-references, and citations of state and federal statutes.

**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS**  
**AUGUST 10-12, 2005**

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**SUBJECT**

Alcohol Permits Approved by University Presidents

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, I.J.2.b.

**BACKGROUND**

In June of 2004, the State Board of Education adopted a new policy governing the use of alcohol on campus. The chief executive officer of each institution may waive the prohibition against possession or consumption of alcoholic beverages only as permitted by and in compliance with this policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting.

**DISCUSSION**

The last update presented to the Board was at the March 2005 Board meeting. Since that meeting, Board staff has received 17 permits from Boise State University, 12 permits from Idaho State University, and 21 permits from the University of Idaho.

Board staff has prepared a brief listing of the permits issued from February through August 2005; it is attached for the Board's review.

**IMPACT**

N/A

**STAFF COMMENTS AND RECOMMENDATIONS**

State 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.

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**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS  
AUGUST 10-12, 2005**

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**APPROVED ALCOHOL SERVICE AT  
BOISE STATE UNIVERSITY**

**APRIL 2005 – JULY 2005**

<b>EVENT</b>	<b>LOCATION</b>	<b>DATE (S)</b>
Guy Kawasaki	Morrison Center Main Hall	April 5, 2005
Scheherazade	Morrison Center Main Hall	April 9, 2005
Sports Memorabilia Auction	Taco Bell Arena	April 15, 2005
Velvet Revolver	Taco Bell Arena	April 23, 2005
Geoffrey Trabichoff – Boise Philharmonic	Morrison Center Main Hall	April 23, 2005
Friends of Bob & Tom	Morrison Center Main Hall	April 30, 2005
Mary Chapin Carpenter	Morrison Center Main Hall	May 2, 2005
Hal Halbrook's Mark Twain Tonight	Morrison Center Main Hall	May 13, 2005
Max Hollander & Brad Peters, Boise Philharmonic	Morrison Center Main Hall	May 14, 2005
Choral Concert	Morrison Center Main Hall	May 21, 2005
Idaho Department of Fish and Game Banquet	Jordan Ballroom Student Union Building	May 25, 2005
CATS	Morrison Center Main Hall	June 6-8, 2005
107.1 KHITS Birthday Bash Featuring America	Taco Bell Arena	June 10, 2005
KHITS Concert Sponsor Reception	Allen Noble Hall of Fame Bldg.	June 10, 2005
ACUI Conference BBQ	Allen Noble Hall of Fame Bldg.	June 23, 2005
ACUI – Conference Dinner	Barnwell Room, SUB	June 24, 2005
Warriors Quest for the Title Boxing Matches	Taco Bell Arena	July 8, 2005

**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS  
AUGUST 10-12, 2005**

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**APPROVED ALCOHOL SERVICE AT  
IDAHO STATE UNIVERSITY**

**APRIL 2005 – JULY 2005**

<b>EVENT</b>	<b>LOCATION</b>	<b>DATE (S)</b>
Col. Kirkpatrick Birthday Reception	Sports Medicine Center	April 9, 2005
Friends of Oboler Library Fundraiser	Frazier Auditorium	April 15, 2005
2005 Intermountain Gas Users' Conference	Pond Student Union Building	April 20, 2005
ISU Alumni Spring Social	Magnuson Alumni House	April 28, 2005
ISU Wind Ensemble & Concert Band	Jensen Grand Concert Hall – Stephen Performing Arts Ctr.	April 29, 2005
Idaho State Journal Fundraiser	Performing Arts Center	April 30, 2005
Biology Department Dinner	Performing Arts Center Rotunda	May 5, 2005
Office of Sponsored Programs Reception	Magnuson Alumni House	May 5, 2005
College of Arts & Sciences Faculty Recognition	Magnuson Alumni House	May 13, 2005
Pocatello Women's Health Clinic Retirement Party	Performing Arts Center Rotunda	June 28, 2005
Thiros Family Dinner/Reception	Performing Arts Center Rotunda	July 9, 2005
College of Business Workshop/Reception	Little Wood River Room, Student Union Building	July 14, 2005
Anderson/Bond Wedding Reception	Performing Arts Center Rotunda	July 31, 2005



**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS  
AUGUST 10-12, 2005**

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<p align="center"><b>APPROVED ALCOHOL SERVICE AT UNIVERSITY OF IDAHO</b></p> <p align="center"><b>FEBRUARY 2005 – AUGUST 2005</b></p>		
<b>EVENT</b>	<b>LOCATION</b>	<b>DATE (S)</b>
Lionel Hampton Jazz Festival	Kibbie Dome	February 23-26, 2005
Jazz Festival – Sponsor Reception	Kibbie Activity Center – Backstage	February 24, 2005
International Jazz Collections Event	Prichard Art Gallery	February 26, 2005
Law Student Networking Reception	Prichard Art Gallery	March 31, 2005
High School Coaches Reception	Multipurpose Room, Kibbie Dome	April 15, 2005
Retirement Party for Marcia Niles	UI Golf Course	April 30, 2005
Athletic Scholarship Fundraiser	UI Golf Course	April 30, 2005
UIAA Board of Directors Social	Alumni Lounge	May 11, 2005
Goldschmidt 2005 Conference	Kibbie Activity Center	May 18, 2005
Men's Summer Golf League	Bogey's Bar and Grill	Thursdays, May 19-August 18, 2005
Weathering System Science Consortium Meeting	Horizon-Aurora Room, Commons Building	May 21, 2005
Martin/Dawes Wedding Reception	SUB Ballroom	May 21, 2005
Moscow Chamber of Commerce Dinner	SUB Ballroom	June 4, 2005
Educating The "Net" Generation – Workshop BBQ	Albertson's Foyer	June 8, 2005
Adult Golf School – Reception	Bogey's Grill at UI Golf Course	June 10, 2005

**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS  
AUGUST 10-12, 2005**

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UEC Golf Scramble	Bogey's Grill – UI Golf Course	June 18, 2005
Adult Golf School – Reception	Bogey's Grill at UI Golf Course	July 22, 2005
US Probation Officers Meeting	Shattuck Amphitheatre	July 27, 2005
Arts and Architecture Class of 1995 Reunion	Bogey's Grill	July 30, 2005
Idaho Repertory Theater	Hartung Theater – UI Campus	Various – 2005 Summer Season
Trinity Festival Opening Session	Kibbie Dome	August 7, 2005

**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS  
AUGUST 10-12, 2005**

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**REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY**

**Idaho State Board of Education**

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES**

**J. Use of Institutional Facilities and Services**

**June 2004**

**2. Possession, Consumption, and Sale of Alcohol Beverages at Institutional Facilities**

b. Each institution shall maintain a policy providing for an institutional Alcohol Beverage Permit process. For purposes of this policy, the term “alcoholic beverage” shall include any beverage containing alcoholic liquor as defined in Idaho Code Section 23-105. Waiver of the prohibition against possession or consumption of alcoholic beverages shall be evidenced by issuance of a written Alcohol Beverage Permit issued by the CEO of the institution which may be issued only in response to a completed written application therefore. Staff of the State Board of Education shall prepare and make available to the institutions the form for an Alcohol Beverage Permit and the form for an Application for Alcohol Beverage Permit which are consistent with this Policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting. An Alcohol Beverage Permit may only be issued to allow the sale or consumption of alcoholic beverages on public use areas of the campus grounds provided that all of the following minimum conditions shall be met. An institution may develop and apply additional, more restrictive, requirements for the issuance of an Alcohol Beverage Permit.

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