

**CONSENT AGENDA
AUGUST 9-11, 2006**

TAB	DESCRIPTION	ACTION
1	BAHR-SECTION I BOISE STATE UNIVERSITY New Positions & Changes to Positions	Motion to approve
2	BAHR-SECTION I IDAHO STATE UNIVERSITY New Positions & Changes to Positions	Motion to approve
3	BAHR-SECTION I UNIVERSITY OF IDAHO New Positions	Motion to approve
4	BAHR-SECTION I LEWIS-CLARK STATE COLLEGE New Positions	Motion to approve
5	BAHR-SECTION I EASTERN IDAHO TECHNICAL COLLEGE New Position	Motion to approve
6	BAHR – SECTION II – IDAHO STATE UNIVERSITY Renaming of Building	Information item
7	BAHR-SECTION II AMENDMENT OF BOARD POLICY Amendment to Board Policy Section V.R. – 2 nd Reading – Establishment of Tuition and Fees.	Motion to approve
8	PPGAC - Alcohol Permits Issued By University Presidents	Information item
9	PPGAC – 2nd Reading of Amendment to Board Policy, Section IV.H. – Idaho State Library	Motion to approve
10	PPGAC – 2nd Reading of Amendment to By Laws H. & J.	Motion to approve

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TAB	DESCRIPTION	ACTION
11	IRSA – Quarterly Report -Program Changes	Information item
12	IRSA – - Approval of Pending Rule Governing Thoroughness – Rewards	Motion to approve

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

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.

BACKGROUND

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

DISCUSSION

Boise State University requests approval for:

- thirty-one (31) new positions (31.0 FTE) supported by appropriated, grant and local funds;
- changes to four (4) current position's FTE (from 2.96 to 4.0 total FTE) supported by appropriated and local funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

This item includes conversion of twenty-two long-term temporary (adjunct) faculty into permanent instructor positions, new professional positions for the executive education program in the College of Business and Economics and for University Advancement, an assistant director for the varsity swim team, and a variety of other professional and classified positions. The permanent instructor positions are being created in an effort to BSU deliver its teaching mission more purposely by using instructors who's main purpose is teaching, and will better integrate these instructors into their respective academic departments.

Staff recommends approval.

BOARD ACTION

A motion to approve the request by Boise State University for thirty-one (31) new positions supported by appropriated and local funds; and title, term, salary and FTE changes to four (4) positions.

Moved by _____ Seconded by _____ Carried Yes_____ No_____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006**

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

NEW POSITIONS

Position Title	Administrative Assistant 1
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$22,963
Funding Source	.38 – Appropriated/.45 – Grant/.17 - Local
Area/Department of Assignment	Selland College of Applied Technology - Applied Academics
Duties and Responsibilities	Maintain schedules and records for tutoring program for Basic and Applied Academics study lab at Canyon County Center.
Justification of Position	Tutoring support needed in Canyon County Center due to growth in programs at the Center.
Position Title	Career Counselor
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$34,507
Funding Source	Appropriated
Area/Department of Assignment	Career Center
Duties and Responsibilities	Provide comprehensive career services to Boise State students and alumni.
Justification of Position	Additional position required due to increased volume and demand for career counseling.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued

Position Title	Special Lecturer (4)
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	4 positions at \$30,000 each
Funding Source	Appropriated
Area/Department of Assignment	English
Duties and Responsibilities	Provide instruction for English courses.
Justification of Position	Converting long-term adjuncts to permanent benefit eligible appointments.

Position Title	Special Lecturer (3)
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	3 positions at \$30,000 each
Funding Source	Appropriated
Area/Department of Assignment	English
Duties and Responsibilities	Provide instruction for English courses.
Justification of Position	Converting long-term temporary to permanent appointments.

Position Title	Special Lecturer
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$30,000
Funding Source	Appropriated
Area/Department of Assignment	Chemistry
Duties and Responsibilities	Provide instruction for Chemistry course.
Justification of Position	Converting long-term temporary to permanent appointment.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued

Position Title	Special Lecturer
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$30,000
Funding Source	Appropriated
Area/Department of Assignment	Chemistry
Duties and Responsibilities	Provide instruction for Chemistry courses.
Justification of Position	Converting long-term adjunct to permanent benefit eligible appointment.
Position Title	Special Lecturer (7)
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	7 positions at \$30,000 each
Funding Source	Appropriated
Area/Department of Assignment	Mathematics
Duties and Responsibilities	Provide instruction for Math courses.
Justification of Position	Converting long-term temporary to permanent appointments.
Position Title	Special Lecturer (2)
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	2 positions at \$30,000 each
Funding Source	Appropriated
Area/Department of Assignment	Biology
Duties and Responsibilities	Provide instruction for Biology courses.
Justification of Position	Converting long-term temporary to permanent appointments.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued

Position Title	Special Lecturer
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$30,000
Funding Source	Appropriated
Area/Department of Assignment	Philosophy
Duties and Responsibilities	Provide instruction for Philosophy courses.
Justification of Position	Converting long-term adjunct to permanent benefit eligible appointment.

Position Title	Special Lecturer
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$50,480
Funding Source	Appropriated
Area/Department of Assignment	Network, Operations & Information Systems
Duties and Responsibilities	Provide instruction for Networking & Telecommunication courses.
Justification of Position	Converting long-term temporary to permanent appointment.

Position Title	Special Lecturer (2)
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	2 positions at \$30,000 each
Funding Source	Appropriated
Area/Department of Assignment	Communication
Duties and Responsibilities	Provide instruction for Communication courses.
Justification of Position	Converting long-term adjunct to permanent benefit eligible appointments.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued

Position Title	Program Manager, Executive Education
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 27, 2006
Salary Range	\$50,000
Funding Source	Local
Area/Department of Assignment	College of Business & Economics - Executive Education
Duties and Responsibilities	Manage off-site programs, assist with program operations, develop marketing and advertising materials and assist in program delivery.
Justification of Position	Additional staff needed due to program growth and launch of the executive MBA Program.
Position Title	Associate Vice President, University Advancement
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$115,000
Funding Source	Local
Area/Department of Assignment	Development/Foundation
Duties and Responsibilities	Supervise Development Directors in designated college fund-raising assignments. Responsible for the identification, cultivation, solicitation and stewardship of major gift donors.
Justification of Position	Position was reported on June, 2006 agenda as Director, Advancement Services at \$60,000. Needs reassessed and position changed to adequately staff for Foundation's Comprehensive Campaign.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued

Position Title	Assistant Director, Orientation
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$40,000
Funding Source	Local
Area/Department of Assignment	Orientation Program
Duties and Responsibilities	Develop, enhance, and coordinate transitional and volunteer programs for families and non-traditional students.
Justification of Position	Additional staff needed to meet the demands of significant growth in the orientation program.
Position Title	Management Assistant
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$28,725
Funding Source	Appropriated
Area/Department of Assignment	Vice President Finance & Administration
Duties and Responsibilities	Provide management and administrative support to the new Associate Vice President of Campus Planning and Facilities and will be part of the management team.
Justification of Position	Support staff needed for new Associate Vice President position.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued

Position Title	Assistant Coach, Swimming
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$20,000
Funding Source	Local
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Recruits, coaches/teaches, meet preparation, and performs public relations and team administration duties.
Justification of Position	Additional staff needed for program.

Position Title	Assistant Manager, Operations
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$34,507
Funding Source	Local
Area/Department of Assignment	Bookstore
Duties and Responsibilities	Manages Bronco Express, the Bookstore's shipping, packing, and web processing store.
Justification of Position	Additional staff needed due to growth of on-line sales.

Position Title	Assistant Manager, Textbook
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	\$34,507
Funding Source	Local
Area/Department of Assignment	Bookstore
Duties and Responsibilities	Provide support for Textbook operations. Reconciles activities in purchasing, returns, inventory control & integrated accounting systems.
Justification of Position	Additional staff needed due to sales growth and complexities of managing on-line systems.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued

CHANGE IN POSITIONS

Position Title	Customer Service Representative 1
Type of Position	Classified Staff
FTE	from .5 FTE to 1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	Additional funding of \$10,359
Funding Source	Appropriated
Area/Department of Assignment	Human Resource Services
Duties and Responsibilities	Provides customer service to Human Resource Services callers and visitors.
Justification of Position	Convert partial temporary appointment to full-time to meet departmental service needs.

Position Title	Administrative Assistant 1
Type of Position	Classified Staff
FTE	from .83 FTE to 1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	Additional funding of \$3,956
Funding Source	Local
Area/Department of Assignment	Selland College of Applied Technology - Center Managers Office
Duties and Responsibilities	Provide administrative support for faculty and students within three Applied Technology divisions.
Justification of Position	Additional FTE needed to cover workload due to reorganization of administrative staff.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006**

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

Position Title	Coordinator, Twin Falls
Type of Position	Professional Staff
FTE	from .80 FTE to 1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	Additional funding of \$7,966
Funding Source	Appropriated
Area/Department of Assignment	Division of Extended Studies
Duties and Responsibilities	Promote, enhance, facilitate and support the educational processes of all prospective and current academic students taking BSU classes at the College of Southern Idaho.
Justification of Position	Additional staff time needed due to increase in programs and enrollment.
Position Title	Resident Director
Type of Position	Professional Staff
FTE	from .83 FTE to 1.0 FTE
Term of Appointment	12 month
Effective Date	August 13, 2006
Salary Range	Additional funding of \$4,210
Funding Source	Local
Area/Department of Assignment	Student Housing
Duties and Responsibilities	Provide operational guidance and direction for Residence Halls or Apartment facilities.
Justification of Position	Additional staff time needed for summer hour coverage.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

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
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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.)

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures; Section II.B.
(see Consent Tab 1)

BACKGROUND

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

DISCUSSION

Idaho State University requests approval for:

- seven (7) new positions supported by state, local, and grant funds;
- changes to two current positions' FTE (from 1.70 to 2.0 total FTE) supported by local and grant funds;
- changes to two current position's terms (from 12 to 9 months and 9 to 12 months respectively) supported by local funds;

IMPACT

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

STAFF AND COMMENTS AND RECOMMENDATIONS

This item includes a new faculty position for the Physician Assistant program, a senior accountant for the ISU Foundation / ISU Development Office, and other new and revised positions.

Staff recommends approval.

BOARD ACTION

A motion to approve the request by Idaho State University for seven (7) new positions, to increase the FTE on two (2) positions supported by local and grant funds, and to change the term on two (2) positions supported by local funds.

Moved by _____ Seconded by _____ Carried Yes_____ No_____

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued

NEW POSITIONS
ACADEMIC

Position Title	Faculty
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 month
Effective Date	August 14, 2006
Salary Range	\$70,000.00
Funding Source	Local Funds
Area/Department of Assignment	Physician Assistant Program
Duties and Responsibilities	Assist in development/implementation of a satellite program in Boise; teach clinical medicine content; participate in assessment of student academic and clinical performance; and academic advising.
Justification of Position	To provide faculty support for a newly created satellite program in Boise, required for coordinating the initial offering of the didactic year of the program.

OTHER

Position Title	Senior Accountant
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 14, 2006
Salary Range	\$55,000.00
Funding Source	Local Funds
Area/Department of Assignment	Development Office/ISU Foundation
Duties and Responsibilities	Provide accounting support functions for the ISU Foundation.
Justification of Position	To provide accounting support for the ISU Foundation for compliance with SBOE policy on Foundations.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued

Position Title	Web Communications Manager
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 14, 2006
Salary Range	\$50,000.00
Funding Source	State Funds
Area/Department of Assignment	University Relations
Duties and Responsibilities	Provide leadership and management for the overall strategic and creative development of the University's website, including design, content, marketing effectiveness and innovation, and overall utility.
Justification of Position	To provide technical support for maintaining a strong web presence.
Position Title	Independent Assessment Provider and Quality Assurance Coordinator
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 14, 2006
Salary Range	\$47,500.00
Funding Source	Grant Funds
Area/Department of Assignment	Idaho Center for Disability Evaluation
Duties and Responsibilities	Review files in Regions I – VII to ensure files are complete, accurate, and in standardized form; work with the ICDE research team on various projects.
Justification of Position	To reactivate currently budgeted PCN 8253.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued

Position Title	Assistant Director
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 14, 2006
Salary Range	\$34,000.00
Funding Source	State Funds
Area/Department of Assignment	Twin Falls Center
Duties and Responsibilities	Assist the director in extending the educational resources of the University to the Magic Valley. Primary duty will be to advise current and prospective students in all aspects of student services.
Justification of Position	To provide additional support to enable the Director to dedicate more time to program planning and recruitment.

Position Title	Human Simulation Lab Director
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	9 month
Effective Date	August 14, 2006
Salary Range	\$34,000.00
Funding Source	State Funds
Area/Department of Assignment	College of Technology
Duties and Responsibilities	Responsible for maintenance and up-keep of human simulation labs and resources supporting Pocatello and Boise; schedule and coordinate University wide training; facilitate and execute medical simulation for internal and external customers.
Justification of Position	To provide support for the day-to-day operation of the state-of-the-art human simulators for Health Science student education.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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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 14, 2006
Salary Range	\$22,963.20
Funding Source	Grant Funds
Area/Department of Assignment	Tech Prep, College of Technology
Duties and Responsibilities	Prepare reports; coordinate registration and grade process for Tech Prep students; payroll; grant document organization; bookkeeping; test proctoring; act as liaison between students, parents, teachers and coordinator.
Justification of Position	To reactivate currently budgeted PCN 8346.

CHANGE IN POSITIONS
ACADEMIC

Position Title	Mid-Level or Senior Faculty (PCN 1208)
Type of Position	Faculty
FTE	change from .90 FTE to 1.0 FTE
Term of Appointment	12 month
Effective Date	August 14, 2006
Salary Range	\$140,000.00
Funding Source	Local and Grant Funds
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Supervise Family Medicine residents; maintain clinical skills through personal patient care; provide clinical backup for patients enrolled in grants; provide University and community service.
Justification of Position	To provide full-time support for supervision of resident physicians.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued

CHANGES TO POSITIONS - OTHER

Position Title	Registered Nurse (PCN 2258)
Type of Position	Classified
FTE	1.0
Term of Appointment	change from 12 months to 9 months
Effective Date	August 14, 2006
Salary Range	\$33,600.00
Funding Source	Local Funds
Area/Department of Assignment	Student Health Center
Duties and Responsibilities	Provide client assessment; plan development, clinical activities, health education, and case management; direct nursing care; instruct and counsel patients in disease process, self care, and health promotion techniques; perform skilled nursing services in a clinical setting.
Justification of Position	Voluntary reduction in term. See item below for LPN increase to 12 months (PCN 8078).
Position Title	License Practical Nurse (PCN 8078)
Type of Position	Classified
FTE	1.0
Term of Appointment	change from 9 months to 12 months
Effective Date	August 14, 2006
Salary Range	\$24,232.00
Funding Source	Local Funds
Area/Department of Assignment	Student Health Center
Duties and Responsibilities	Provide practical nursing care or assist a registered nurse or physician in routine to complex situations in clinics; provide charting and record keeping and health education to clients.
Justification of Position	To provide additional support due to term reduction to RN PCN 2258 (see item above).

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued

Position Title	Office Specialist 2 (PCN 3673)
Type of Position	Classified
FTE	change from .80 FTE to 1.0 FTE
Term of Appointment	12 month
Effective Date	August 14, 2006
Salary Range	\$20,716.80
Funding Source	Local and Grant Funds
Area/Department of Assignment	Pharmacy Practice and Administrative Sciences.
Duties and Responsibilities	Clerical support for College of Pharmacy Assessment, Drug Utilization Review and Continuing Education programs.
Justification of Position	To provide full-time clerical support for compliance with Assessment requirements for accreditation.

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

The University of Idaho requests approval for:

- Sixteen (16) new positions (14.60 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 new classified positions for administrative support, information technology, campus recreation, facilities management and other areas.

Staff recommends approval.

BOARD ACTION

A motion to approve the request by the University of Idaho to establish sixteen (16) new positions supported by appropriated and non-appropriated funds.

Moved by _____ Seconded by _____ Carried es _____ No _____

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued

NEW POSITIONS - OTHER

Position Title	Administrative Assistant II
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$32,011.20
Funding Source	Appropriated funds
Area/Department of Assignment	Information Technology Services
Duties and Responsibilities	Responsible for providing administrative support
Justification	New position
Position Title	Computer Support Associate
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$34,008.00-\$40,019.20
Funding Source	Appropriated funds
Area/Department of Assignment	College of Education, Dean's Office
Duties and Responsibilities	Responsible for providing technology support
Justification	New position
Position Title	DFA Programmer Analyst
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$42,016.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Information Technology Services
Duties and Responsibilities	Responsible for providing support for the institutional electronic document imaging application.
Justification	New position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued

Position Title	DFA Programmer Analyst
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$42,016.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	DFA Systems
Duties and Responsibilities	Responsible for providing support to e-commerce and campus card systems
Justification	New position
Position Title	DFA Programmer Analyst
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$42,016.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	DFA Systems
Duties and Responsibilities	Responsible for providing support to Banner, primarily student accounts, and other administrative applications
Justification	New position
Position Title	Employee Work/Life Specialist
Type of Position	NFE
FTE	.5 (1040 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$28,080.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Campus Recreation
Duties and Responsibilities	Responsible for management and delivery of the work/life program
Justification	New position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued

Position Title	HVAC/Mechanic
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$32,011.20
Funding Source	Appropriated funds
Area/Department of Assignment	Facilities Management
Duties and Responsibilities	Responsible for maintaining campus HVAC facilities
Justification	New position
Position Title	HVAC/Ref Journeyman
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$39,000.00
Funding Source	Appropriated funds
Area/Department of Assignment	Facilities Management
Duties and Responsibilities	Responsible for maintaining campus HVAC facilities
Justification	New position
Position Title	Director Native American Center
Type of Position	NFE
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$50,003.20-\$56,992.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Academic Affairs
Duties and Responsibilities	Responsible for coordinating, planning, and implementing an academic year program for Native American students
Justification	New position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued

Position Title	ITS Network Systems Security Analyst
Type of Position	NFE
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$59,176.00
Funding Source	Appropriated funds
Area/Department of Assignment	Information Technology Services
Duties and Responsibilities	Responsible for maintaining and enhancing the information security infrastructure of ITS' central computing resources
Justification	New position
Position Title	Landscape Irrigation System Coordinator
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$32,011.20
Funding Source	Appropriated funds
Area/Department of Assignment	Facilities Management
Duties and Responsibilities	Responsible for maintaining campus irrigation systems
Justification	New position
Position Title	Native American Tribal Liaison
Type of Position	NFE
FTE	.5 (1040 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$25,001.60-\$34,008.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Academic Affairs
Duties and Responsibilities	Responsible for open dialogue between members of the northwest tribes and the University of Idaho
Justification	New position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued

Position Title	Pro-shop Manager
Type of Position	Classified
FTE	.85 (1760 hours/year)
Term of Appointment	10 months
Effective Date	September 1, 2006
Salary Range	\$30,465.60
Funding Source	Appropriated funds
Area/Department of Assignment	Auxiliary Services
Duties and Responsibilities	Responsible for managing the daily operations of the Pro-Shop and all golf related activities at the UI Golf Course
Justification	Reactivation of PCN 7545 (vacant over 12 months)

Position Title	Server Systems Analyst
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$48,776.00
Funding Source	Appropriated funds
Area/Department of Assignment	Information Technology Services
Duties and Responsibilities	Responsible for providing support and maintenance of network system hardware and software
Justification	New position

Position Title	Technical Records Specialist I
Type of Position	Classified
FTE	.75 (1560 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$22,978.80
Funding Source	Appropriated funds
Area/Department of Assignment	Internal Audit, Office of the President
Duties and Responsibilities	Responsible for providing entry level support and data/record retrieval activities
Justification	New position

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006**

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

Position Title	Utilities/Engineer Director
Type of Position	NFE
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2006
Salary Range	\$80,017.60
Funding Source	Appropriated funds
Area/Department of Assignment	Facilities Management
Duties and Responsibilities	Responsible for oversight of campus utility systems
Justification	New position

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

Lewis-Clark State College requests approval for:

- Four (4) new positions (4.0 FTE); supported by appropriated, grant, local and vocational funds;
- changes to two (2) in positions' FTE (1.44 to 2.0 total FTE) supported by appropriated and local funds;
- deletion of four (4) positions.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

This item includes three new positions.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for four (4) new positions supported by appropriated, grant, local and vocational funds; changes in FTE for two (2) positions supported by appropriated and local funds and the deletion of four (4) positions.

Moved _____ Seconded _____ Carried Yes ____ No ____

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE - continued

NEW POSITIONS - INSTRUCTIONAL

Position Title	Instructor
Type of Position	Professional
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	\$33,218
Funding Source	Grant funds
Area/Department of Assignment	Community Programs/Adult and Family education
Duties and Responsibilities	Prepare students for productive lives by developing and presenting curriculum; guiding students.
Justification of Position	This position was previously Irregular Help.

Position Title	Printing Bindery Tech/Instructional Aide
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	\$22,006
Funding Source	Vocational Funds
Area/Department of Assignment	Business Technology Services
Duties and Responsibilities	Performs all bindery duties for Warrior Press and an instructional aide in the Professional-Technical Education Graphic Arts/Printing Technology Program
Justification of Position	Position provides support for in-house printing services.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE - continued

NEW POSITIONS - OTHER

Position Title	Market Development/Transfer Student Specialist
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	\$39,000
Funding Source	Appropriated funds
Area/Department of Assignment	New Student Recruitment
Duties and Responsibilities	Manage College's Dual Credit Program, work closely with community college and transfer students, foster employer relationships, and identify niche markets.
Justification of Position	Reorganization of Student Services due to personnel changes.

Position Title	Assistant Director
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	8/1/2006
Salary Range	\$31,824
Funding Source	Auxiliary
Area/Department of Assignment	Residence Life
Duties and Responsibilities	To assist director with budget development, judicial processes, and gathering and interpreting data on occupancy and facilities.
Justification of Position	Residence life will be managing 225 additional beds.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE - continued**

CHANGES IN POSITIONS - OTHER

Position Title	Office Specialist II
Type of Position	Classified
FTE	Increase from 0.75 to 1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	Increase \$15,398 to \$21,281
Funding Source	Appropriated Funds
Area/Department of Assignment	Student Services/Recruitment
Justification of Position	Reorganization of Student Services due to Personnel changes.

Position Title	Change from Office Specialist I to Administrative Assistant I
Type of Position	Classified
FTE	Increase from 0.69 to 1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	Increase \$13,334 to \$28,516.80
Funding Source	Local Funds
Area/Department of Assignment	Residence Halls
Justification of Position	Increased responsibilities due to growth in Residence Hall facilities

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE - continued**

DELETED POSITIONS

Position Title	Director/Marketing Developer
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	\$65,437
Funding Source	Appropriated Funds
Area/Department of Assignment	Admissions
Justification of Position	Duties reallocated

Position Title	Manager
Type of Position	Exempt
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	\$45,448
Funding Source	Local Funds
Area/Department of Assignment	Bookstore
Justification of Position	Outsourcing of Bookstore

Position Title	Bookstore Operator
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	\$22,195
Funding Source	Local Funds
Area/Department of Assignment	Bookstore
Justification of Position	Outsourcing of Bookstore

Position Title	Handling Receiver
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	7/01/2006
Salary Range	\$18,720
Funding Source	Auxiliary
Area/Department of Assignment	Bookstore
Justification of Position	Outsourcing of Bookstore

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

INSTITUTION / AGENCY AGENDA
EASTERN IDAHO TECHNICAL COLLEGE

SUBJECT

A request by Eastern Idaho Technical College for a new position.

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

Eastern Idaho Technical College requests approval for:

- One (1) new position (1.0 FTE) supported by local funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

This item includes a new position to coordinate the new registered nursing program.

Staff recommends approval.

BOARD ACTION

A motion to approve the request by Eastern Idaho Technical College for one (1) new position supported by local funds.

Moved by _____ Seconded by _____ Carried Yes_____ No_____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006**

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

NEW POSITION

Position Title	Registered Nursing Program Coordinator
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	11 month
Effective Date	August 13, 2006
Salary Range	\$55,000–\$65,000
Funding Source	Local Funds
Area/Department of Assignment	Health Professions Division
Duties and Responsibilities	Coordination of RN program, instruction in RN courses, clinical rotations, and advising students.
Justification of Position	The new RN program requires a qualified coordinator.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

Idaho State University reports that the large auditorium in Frazier Hall has been named the Charles E. "Chick" and Diane Bilyeu Theatre in honor of Mr. and Mrs. Bilyeu.

APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section I.K.1-4.

BACKGROUND

Both Mr. and Mrs. Bilyeu are long time friends of Idaho State University, advocates of ISU and its programs, and contributors to the well being of faculty and education of students. Further, they are outstanding citizens of Pocatello and, indeed, of Idaho. The professional and personal lives of both are closely associated with Frazier Hall's auditorium.

Diane Bilyeu's contributions are both varied and continuing. She was born in Pocatello and educated there, graduating from Idaho State University. It was while she was acting in a local production of South Pacific that she met and married Chick Bilyeu. She continues to be active in the Pocatello theater community, most recently in a community mystery fundraiser for the Idaho Museum of Natural History.

Chick Bilyeu lived most of his life in Pocatello, beginning his higher education at ISU, majoring in Theater. After leaving ISU, he continued his theater education at Redlands University and then at the Pasadena Playhouse. He returned to Pocatello and ISU to teach classes in speech, radio, television, and stage makeup. He continued teaching at ISU for the next forty years and also began directing plays and musicals in Frazier Hall auditorium.

Both of the Bilyeus continue in their long tradition of service to our community and to Idaho State University.

DISCUSSION

Naming the auditorium in Frazier Hall in honor of Chick and Diane Bilyeu 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, who approved the recommendation.

STAFF COMMENTS AND RECOMMENDATIONS

Per Board policy, cited above, Idaho State University is reporting the naming of a room within Frazier Hall. Board action is not necessary.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY - continued

BOARD ACTION

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

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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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
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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
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SUBJECT

Second Reading to update Board policy on the Establishment of Tuition and Fees.

REFERENCE

June 2006

1st Reading of amendments to policy approved

APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section L.
Sections 33-3717 & 33-3717A, Idaho Code

BACKGROUND

First reading was approved by the Board in April 2006. At the June 2006 Board meeting for first reading, Board members asked that clarification of how the self-support program and fee is uniquely defined, and distinguished from a regular university program be added to the proposed policy.

DISCUSSION

Revisions proposed at the June 2006 Board meeting have been incorporated for second reading. These revisions were made to carefully define self-support certificate and program fees, and allow the institutions to support high demand programs.

IMPACT

These proposed changes are intended to better define tuition and fees and to propose additions to modernize the policies set forth in this section. Changes to the current Board policy on professional fees serves to broaden an institution's ability to assess a professional fee for a Board-approved professional program.

The proposed additions require that specific criteria be met in order to qualify as a professional program for which a fee can be assessed. The proposed addition of a self-support certificate and program fee serves to delineate the difference between a professional program and self-support program and specifically allows the institutions to assess fees to support these programs, after the program is approved by the Board.

Once this policy statement is approved for final reading, it provides the basis for further discussions to update tuition and fee practices, (e.g. the ongoing discussion of full-time tuition plateau, differential fees and fee waiver policies for employee and family members to enhance recruitment of faculty and staff, to name a few).

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed this amendment to policy, including the changes requested by the Board following first reading.

Staff recommends approval of second reading.

BOARD ACTION

A motion to approve for second and final reading revisions to the Idaho State Board of Education Governing Policies and Procedures, Sections V.R.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

2ND Reading

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: R. Establishment of Tuition and Fees

August 2006

R. Establishment of Tuition and Fees

1. Board Policy on Student Tuition and Fees

Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens. In setting fees, the Board will consider recommended fees as compared to fees at peer institutions, percent fee increases compared to inflationary factors, fees as a percent of per capita income and/or household income, and the share students pay of their education costs. Other criteria may be considered as is deemed appropriate at the time of a fee change. An institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board.

2. Tuition and Fee Setting Process – Board Approved Tuition and Fees

a. Initial Notice

A proposal to alter student tuition and fees covered by Subsection V.R.3. shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made.

Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper during the months of publication of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board.

b. Board Approval

Board approval for fees will be considered when appropriate or necessary. This approval will be timed to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

c. Effective Date

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Any change in the rate of tuition and fees becomes effective on the date approved by the Board unless otherwise specified.

3. Definitions and Types of Tuition and Fees

The following definitions are applicable to tuition and fees charged to students at all of the state colleges and universities, except where limited to a particular institution or institutions.

a. General and Professional-Technical Education Tuition and Fees

Tuition and fees approved by the State Board of Education. Revenues from these fees are deposited as required by Section V, Subsection Q.

(1) Tuition – University of Idaho

Tuition is defined as the fee charged for the cost of instruction at the University of Idaho. The cost of instruction shall not include those costs associated with the construction, maintenance, and operation of buildings and facilities, student services; or institutional support, which are complementary to, but not a part of, the instructional program. Tuition may be charged only to nonresident students enrolled in the University of Idaho, or to resident students enrolled in the University of Idaho who are in a professional program, college, school, or department approved by the State Board of Education and the Board of Regents of the University of Idaho; who are taking extra studies; or who are part-time students at the institutions.

(2) Matriculation Fee – University of Idaho

Matriculation fee is defined as the fee charged at the University of Idaho for all educational costs other than the cost of instruction, including, but not limited to, costs associated with the construction, maintenance, and operation of buildings and facilities, student services, and institutional support.

(3) Tuition – Boise State University, Idaho State University, Lewis-Clark State College

Tuition is defined as the fee charged for any and all educational costs at Boise State University, Idaho State University, and Lewis Clark State College. Tuition fees include, but are not limited to, costs associated with academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

(4) Professional-Technical Education Fee

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Professional-Technical Education fee is defined as the fee charged for educational costs for students enrolled in Professional-Technical Education pre-employment, preparatory programs.

(5) Part-time Credit Hour Fee

Part-time credit hour fee is defined as the fee per credit hour charged for educational costs for part-time students enrolled in any degree program.

(6) Graduate Fee

Graduate fee is defined as the additional fee charged for educational costs for full-time and part-time students enrolled in any post- baccalaureate degree-granting program.

(7) Western Undergraduate Exchange (WUE) Fee

Western Undergraduate Exchange fee is defined as the additional fee for full-time students participating in this program and shall be equal to fifty percent (50%) of the total of the tuition fee, matriculation fee, facility fee, and activity fee.

(8) Employee/Spouse Fee

The fee for eligible participants shall be a registration fee of twenty dollars (\$20.00) plus five dollars (\$5.00) per credit hour. Eligibility shall be determined by each institution. Employees at institutions, agencies and the school under the jurisdiction of the Board may be eligible for this fee. Special course fees may also be charged.

(9) Senior Citizen Fee

The fee for Idaho residents who are 60 years of age or older shall be a registration fee of twenty dollars (\$20.00) plus five dollars (\$5.00) per credit hour. This fee is for courses on a space available basis only. Special course fees may also be charged.

(10) In-Service Teacher Education Fee

The fee shall be one-third of the average part-time undergraduate credit hour fee or one-third of the average graduate credit hour fee. This special fee shall be applicable only to approved teacher education courses. The following guidelines will determine if a course or individual qualifies for this special fee.

(a) The student must be an Idaho public school teacher or other professional employee of an Idaho school district.

(b) The costs of instruction are paid by an entity other than an institution.

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(c) The course must be approved by the appropriate academic unit(s) at the institution.

(d) The credit awarded is for professional development and cannot be applied towards a degree program.

(11) Workforce Training Credit Fee

This fee is defined as a fee charged students enrolled in a qualified Workforce Training course where the student elects to receive credit. The fee is charged for processing and transcribing the credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges. The Workforce Training fee shall be \$10.00 per credit.

b. Institutional Local Fees – Approved by the Board

Institutional local fees are both full-time and part-time student fees that are approved by the State Board of Education and deposited into local institutional accounts. Local fees shall be expended for the purposes for which they were collected.

The facilities, activity and technology fees shall be displayed with the institution's tuition and fees when the Board approves tuition and fees.

(1) Facilities Fee

Facilities fee is defined as the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of the general education facilities.

(2) Activity Fee

Activity fee is defined as the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students. The activity fee shall not be charged for educational costs or major capital improvement or building projects. Each institution shall develop a detailed definition and allocation proposal for each activity for internal management purposes.

(3) Technology Fee

Technology fee is defined as the fee charged for campus technology enhancements and operations.

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(4) Professional Fees

To designate a professional fee for a Board approved program, *all* of the following criteria must be met:

(a) Credentialing Requirement:

- 1) A professional fee may be assessed if graduates of the professional program obtain a specialized higher education degree that qualifies them to practice a professional service or to be eligible for credentialing or licensing to practice a professional service.
- 2) The program leads to a degree that is at least the minimum required for entry to the practice of a profession.

(b) Accreditation Requirement (if applicable): The program meets the requirements of national/specialized/professional accrediting agencies as defined by the State Board of Education.

(c) Extraordinary Program Costs: The cost of the professional program significantly exceeds the cost of nonprofessional programs at the institution. Institutions will be required to provide documentation to support the reported cost of the program.

Institutions will propose professional fees for Board approval based on the costs to deliver the program.

(5) Self-Support Certificate and Program Fees

Self-support certificates and programs are a defined set of specific courses that must all be successfully completed in order to earn the certificate. Such programs must be encapsulated, separate and distinct from the regular courses of the institution. Institutions may offer self-support certificates and programs if the fees assessed cover all costs of the program and no appropriated funds are used to support the program. In addition, students pay a fee for the entire program and may not enroll for program courses on an individual course-by-course basis. Students enrolled in the self-support programs may take courses outside of the program as long as they pay the required tuition and fees for those courses. Institutions will establish such fees on an individual program basis according to anticipated expenditures. Self-support certificate and program fees are retained by the institution.

(6) Contracts and Grants

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

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(7) Student Health Insurance Premiums or Room and Board Rates

Fees for student health insurance premiums paid either as part of the uniform student fee or separately by individual students, or charges for room and board at the dormitories or family housing units of the institutions. Changes in insurance premiums or room and board rates or family housing charges shall be approved by the Board no later than three (3) months prior to the semester the change is to become effective. The Board may delegate the approval of these premiums and rates to the chief executive officer.

c. Institutional Local Fees and Charges Approved by Chief Executive Officer

These local fees and charges are assessed to support specific activities and are only charged to students that engage in these particular activities. Local fees and charges are deposited into local institutional accounts and shall only be expended for the purposes for which they were collected.

(1) Continuing Education

Continuing education fee is defined as the additional fee to part-time students which is charged on a per credit hour basis to support the costs of continuing education.

(2) Course Overload Fee

This fee may be charged to full-time students with excessive course loads as determined by each institution.

(3) Special Course Fees or Assessments

A special course fee is a fee required for a specific course or special activity and, therefore, not required of all students enrolled at the institution. Fees such as penalty assessments, library fines, continuing education fees, parking fines, laboratory fees, breakage fees, fees for video outreach courses, late registration fees, and fees for special courses offered for such purposes as remedial education credit that do not count toward meeting degree requirements are considered special course fees. All special course fees or penalty assessments, or changes to such fees or assessments, are established and become effective in the amount and at the time specified by the chief executive officer of the institution. The chief executive officer is responsible for reporting these fees to the Board upon request.

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

BYLAWS: SECTION L. Adoption, Amendment, and Repeal of Bylaws

L. Adoption, Amendment, and Repeal of Bylaws

Bylaws may be adopted, amended, or repealed at any regular or special meeting of the Board by a majority vote of the Board, provided notice has been presented at the preceding meeting of the Board.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY - continued

IDAHO STATUTES
TITLE 33
EDUCATION
CHAPTER 37
MISCELLANEOUS PROVISIONS RELATING
TO STATE INSTITUTIONS OF LEARNING

33-3717. FEES AT THE UNIVERSITY OF IDAHO. (1) The state board of education and the board of regents of the university of Idaho may prescribe fees, but not tuition, for all full-time, resident students enrolled in the university of Idaho.

(2) The state board of education and the board of regents of the university of Idaho may prescribe tuition for:

- (a) Nonresident students enrolled in the university of Idaho; or
- (b) Resident students enrolled in the university of Idaho who are:
 - (i) In a professional program, college, school or department approved by the state board of education and the board of regents of the university of Idaho;
 - (ii) Taking extra studies; or
 - (iii) Part-time students at the institution.
- (3) For purposes of this section, tuition shall be defined as payment for the cost of instruction.
- (4) Fees which may be prescribed under this section include matriculation fees, defined as the fees charged to students for all educational costs other than the cost of instruction including, but not limited to, costs associated with the construction, maintenance and operation of buildings and facilities, student services, and institutional support, which are complementary to, but not a part of, the instructional program. The state board of education and the board of regents of the university of Idaho also may prescribe fees for all students for any additional charges, other than payment for the cost of instruction, that are necessary for the proper operation of the institution.

(5) A resident student is a student who meets the residency requirements imposed by section 33-3717B, Idaho Code.

(6) Nothing contained in this section shall prevent the state board of education and the board of regents of the university of Idaho from waiving fees or tuition to be paid by nonresident students, as defined in section 33-3717C, Idaho Code, who are enrolled in the university of Idaho.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-11, 2006

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY – continued

IDAHO STATUTES
TITLE 33
EDUCATION
CHAPTER 37
MISCELLANEOUS PROVISIONS RELATING
TO STATE INSTITUTIONS OF LEARNING

33-3717A. FEES AT STATE COLLEGES AND UNIVERSITIES OTHER THAN THE UNIVERSITY OF IDAHO.

(1) The state board of education may prescribe fees, including tuition fees, for resident and nonresident students enrolled in all state colleges and universities other than the university of Idaho. For purposes of this section, said fees, including tuition fees, may be used for any and all educational costs at the state colleges and universities including, but not limited to, costs associated with:

- (a) Academic services;
- (b) Instruction;
- (c) The construction, maintenance and operation of buildings and facilities;
- (d) Student services; or
- (e) Institutional support.

The state board of education also may prescribe fees for all students for any additional charges that are necessary for the proper operation of each institution.

(2) A resident student is a student who meets the residency requirements imposed by section 33-3717B, Idaho Code.

(3) Nothing contained in this section shall prevent the state board of education from waiving fees, including tuition fees, to be paid by nonresident students, as defined in section 33-3717C, Idaho Code, who are enrolled in the state colleges and universities.

(4) Nothing contained in this section shall apply to community colleges now or hereafter established pursuant to chapter 21, title 33, Idaho Code, or to postsecondary professional-technical schools now or hereafter established and not connected to or a part of a state college or university.

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CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006

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 June 2006 Board meeting. Since that meeting, Board staff has received 3 permits from Boise State University, 5 permits from Idaho State University, and 5 permits from the University of Idaho.

Board staff has prepared a brief listing of the permits issued for use from June 2006 through October 2006. The list is attached for the Board's review.

IMPACT

N/A

ATTACHMENTS

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 9-11, 2006

**APPROVED ALCOHOL SERVICE AT
BOISE STATE UNIVERSITY**

July 2006

EVENT	LOCATION	DATE (S)
KHIT's Concert	Taco Bell Arena	07/09/06
Jake Plummer Alzheimer's Benefit	Caven-Williams Sports Complex	07/10/06
Bronco Dairy Boosters Fundraiser	Hall of Fame	07/16/06

**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006**

**APPROVED ALCOHOL SERVICE AT
IDAHO STATE UNIVERSITY**

June 2006 – September 2006

EVENT	LOCATION	DATE (S)
Baney Wedding Reception	Alumni House	06/19/06
Gallagher's Farewell Reception	Thelma E Stephens Performing Arts Center	06/24/06
Kendrick/Czech Wedding & Reception	York House	07/29/06
College Convocation	Alumni House	08/17/06
Wine Tasting	Continuing Education Building Room 125	09/17/06

**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006**

**APPROVED ALCOHOL SERVICE AT
UNIVERSITY OF IDAHO**

July - October 2006

EVENT	LOCATION	DATE (S)
Parks/Planagan Wedding	UI Parker Farm	07/16/06
Business After Hours	UI Bookstore	08/31/06
AVS Alumni and Friends BBQ	College of Agricultural and Life Sciences Interaction Court	09/16/06
Dad's Weekend	Student Union Ballroom	09/16/06
Alumni Reception	College of Law	10/06/06

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.

PLANNING, POLICY & GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006

SUBJECT

Second Reading of Amendment to Board Policies I.A.1., I.M.1.b., IV.A., V.A.1., V.B.1., V.B.8., and IV.H. – Idaho State Library

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections I. A. 5. Title 33, chapter 25, Idaho Code.

BACKGROUND

During the 2006 Legislative Session, HB684 was passed. This bill changed the name of the Idaho State Library to the Commission for Libraries.

DISCUSSION

The Board will need to amend all Board Policies that reference the Idaho State Library in order for Board policy to be in compliance with the new legislation that will become effective on July 1, 2006.

Some non-substantive amendments have been made between the first and second reading.

IMPACT

If the Board does not approve the second reading of the amendment to Board Policies I.A.1., I.M.1.b., IV.A., V.A.1., V.B.1., V.B.8., and IV.H., the policies will not conform with Idaho Code.

If the Board approves the second reading of the amendment to Board Policies Board Policies I.A.1., I.M.1.b., IV.A., V.A.1., V.B.1., V.B.8., and IV.H., the policies will be updated effective August 2006 and the policies will conform with Idaho Code.

ATTACHMENTS

Board Policies as noted above

page 3

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval of the second reading of the amendment to Board Policies I.A.1., I.M.1.b., IV.A., V.A.1., V.B.1., V.B.8., and IV.H.

BOARD ACTION

A motion to approve the second reading of the amendment to Board Policies I.A.1., I.M.1.b., IV.A., V.A.1., V.B.1., V.B.8., and IV.H.

Moved _____ Seconded _____ Carried Yes _____ No _____

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PLANNING, POLICY & GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: A. Policy Making Authority

August 2006

A. Policy-Making Authority

1. Definition

The Governing Policies provide broad basic principles that generally form the foundation for Board procedures. The State Board of Education and the Board of Regents of the University of Idaho (hereinafter referred to as the Board) intends each organization under its governance to follow the policies and procedures outlined herein. As used throughout these policies and procedures, unless otherwise specified, "institutions" refers to Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho and Eastern Idaho Technical College. "Agencies" refers to the State Department of Education, Idaho Educational Public Broadcasting, the Idaho Division of Professional-Technical Education, the Idaho Division of Vocational Rehabilitation, and the Office of the State Board of Education. "School" refers to the Idaho School for the Deaf and the Blind.

North Idaho College, the College of Southern Idaho, the Idaho State Historical Society, and the Idaho Commission for Libraries operate in accordance with policies established by their respective boards of trustees, except for state appropriations requests and other matters governed by the State Board of Education. For the purposes of these governing policies and procedures, North Idaho College, College of Southern Idaho, the Idaho State Historical Society, and the Idaho Commission for Libraries are excluded from coverage unless included by reference.

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: M. Annual Planning and Reporting

August 2006

M. Annual Planning and Reporting

1. Strategic Plans

- a. Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho, North Idaho College, College of Southern Idaho, Eastern Idaho Technical College, Division of Professional-Technical Education, Division of Vocational Rehabilitation, Idaho Educational Public Broadcasting System, and the School for the Deaf and the Blind will develop and maintain five-year strategic plans.

PLANNING, POLICY & GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006

- (1) Institution, school and agency strategic plans shall be aligned with the Board's strategic plan, be created in accordance with Board guidelines, and be consistent with assigned role and mission statements.
 - (2) Plans shall be updated annually and submitted to the Board for approval.
 - (3) Plans shall be submitted by the Board to the appropriate state administrative entity in order to meet the state's annual planning requirements.
- b. The Idaho State Historical Society and Idaho Commission for Libraries are recognized as unique collaborators in the state education system and are encouraged to report annually to the Board in accordance with these guidelines.

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: IV. ORGANIZATION SPECIFIC POLICIES AND PROCEDURES

Subsection: A. Coverage

August 2006

A. Coverage

The State Board of Education is responsible for the general supervision of the State Department of Education, the Idaho Educational Public Broadcasting System, the School for the Deaf and the Blind, the Division of Professional Technical Education, and the Division of Vocational Rehabilitation, all of which operate in accordance with the Governing Policies and Procedures established by the Board.

The State Historical Society and the Commission for Libraries operate in accordance with the policies established by the respective boards of trustees, except for state appropriation requests and related matters governed by the State Board of Education. For purposes of this section, the State Historical Society and the State Library Commission for Libraries are excluded from coverage unless included by specific reference.

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: IV. ORGANIZATION SPECIFIC POLICIES AND PROCEDURES

Subsection: H. Idaho Commission for Libraries

August 2006

H. ~~Idaho State Library~~ Commission for Libraries

The Idaho Commission for Libraries ~~provides, promotes, and delivers library services to people in Idaho.~~ assists libraries to build the capacity to better serve their clientele.

1. Board of Library Commissioners.

PLANNING, POLICY & GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006

- a. The Board of Library Commissioners consists of ~~the state superintendent of public instruction (or his or her designee), as an ex-officio member,~~ and five (5) ~~members~~ commissioners appointed by the State Board of Education., ~~each to a term of five (5) years.~~ OSBE shall annually appoint one commissioner for a term of five (5) years.
- b. Board Appointment Procedures:
 - (1) Incumbent Reappointment
In the event that the incumbent candidate is interested in reappointment, the Board of Library Commissioners shall forward a recommendation to the Board, along with a letter of interest and statement of qualifications for the incumbent. The State Board of Education may choose to reappoint the incumbent without soliciting other candidates, thus completing the appointment procedures. If there is no incumbent seeking reappointment, or if the Board chooses not to reappoint an incumbent, the procedures are as outlined in item (2).
 - (2) Open Appointment
 - (a) The Board of Library Commissioners, on behalf of the State Board of Education, will advertise the vacancy in appropriate state, regional or local publications. Such advertisements will solicit interested persons to apply for the vacant position on the Idaho Board of Library Commissioners.
 - (b) Each applicant must provide a written statement expressing his or her interest in becoming a member of the Board of Library Commissioners. Each applicant must also provide evidence of his or her qualifications, and must identify his or her primary residence.
 - (c) The Board of Library Commissioners will review all applications for the vacant position and conduct interviews as deemed necessary. The purpose of this review is to eliminate from further consideration all but the most qualified applicants.
 - (d) The Board of Library Commissioners will forward only the most highly qualified applicants, in order of preference, to the State Board of Education for consideration. The Board may provide for interviews of the applicants, or may make the appointment based on the recommendation of the Board of Library Commissioners.
 - (3) The Board of Library Commissioners, in making their recommendation, and the State Board of Education, in making the final appointment, shall consider geographical representation, interest, knowledge, experience, and willingness to advocate for the development and delivery of library and information services in Idaho.

2. Policies and Procedures.

PLANNING, POLICY & GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006

The Board of Library Commissioners elects its own officers and makes all necessary rules for the conduct of the public business entrusted to its care.

3. Budgetary and Other Matters.

The Board of Library Commissioners, through its chief executive officer, submits an annual budget request to the State Board of Education on a schedule established by the executive director or his or her designee. Other matters that might involve the Commission for Libraries are referred to in these Governing Policies and Procedures of the State Board of Education.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: A. General Authority, Responsibilities, and Definitions **August 2006**

A. General Authority, Responsibilities, and Definitions

1. Scope of Section

With the exception of the State Department of Education, and unless otherwise noted, each institution, agency, and school under the governance of the State Board of Education and Board of Regents of the University of Idaho (hereinafter the "Board") must conduct all of its financial and related affairs as provided in this section. The community colleges (NIC and CSI), Idaho State Historical Society, and Idaho Commission for Libraries are included only as specified. The policies and procedures outlined here are to complement and not to supplant the Office of the State Controller's user manual.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: B. Budget Policies **August 2006**

B. Budget Policies

1. Budget Requests

For purposes of Item 1., the community colleges (CSI and NIC), the State Historical Society, and the Commission for Libraries are included.

8. Major Capital Improvement Project -- Budget Requests

PLANNING, POLICY & GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006

For purposes of Item 8., the community colleges (NIC and CSI), the State Historical Society, and the Commission for Libraries are included, except as noted in V.B.8.b. (2).

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PLANNING, POLICY & GOVERNMENTAL AFFAIRS
AUGUST 9-11, 2006

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES
SUBSECTION: A. Policy Making Authority

April 2002

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.

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PLANNING, POLICY & GOVERNMENTAL AFFAIRS

August 9-11, 2006

SUBJECT

Second Reading of Amendment to Board Bylaws

BACKGROUND

The Board's Bylaws have not been amended since October 2004. Staff has amended the Bylaws to make them more consistent with the current practices of the Board.

DISCUSSION

Since April 2004, the Board has made many changes in the operation of the standing committees under the Board. The following proposed amendments are intended to bring the Board's Bylaws into compliance with the current practices of the Board.

IMPACT

If the Board chooses not to approve the second reading of the amendment to the Board Bylaws, the Board's Bylaws will not be consistent with current Board practice. If the Board does approve the second reading of the approval of the amendment to Board policies, the Board Bylaws will be updated effective August 2006.

Only a minor, non-substantive revision has been made to the Board's Bylaws between first and second reading.

ATTACHMENTS

N/A

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval of the second reading of the amendment to Board Bylaws

BOARD ACTION

A motion to approve the second reading of the amendment to Board Bylaws.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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PLANNING, POLICY & GOVERNMENTAL AFFAIRS
August 9-11, 2006

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES

SECTION: BYLAWS

Revised August 2006

H. Committees of the Board

The Board shall organize itself into four (4) permanent standing committees: the Planning, Policy and Governmental Affairs Committee; the Instruction, Research, and Student Affairs Committee; the Business Affairs and Human Resources Committee; and the Audit Committee. The Board may constitute other non-permanent task forces or working ~~groups~~ as groups as necessary. Standing committee members, and the members of any task forces or working groups, are appointed by the Board president after informal consultation with other Board members. ~~Any Board~~ Any Board standing committee ~~standing committee~~, task force, or working group may make recommendations to the Board, but may not take any action, except when authority to act has been delegated by the Board. The Board president may serve as an ex-officio member of any ~~standing committee~~ standing committee, task force, or working group.

For purposes of the bylaws, the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, Eastern Idaho Technical College, the College of Southern Idaho and North Idaho College are included in references to the "institutions;" and Idaho Educational Public Broadcasting System, the Division of Vocational Rehabilitation, the Division of Professional-Technical Education, the State Department of Education, the State Historical Society, and the State Library are included in references to the "agencies." The School for the Deaf and the Blind is referred to as "school."* An institution, agency or school may, at its option and with concurrence of the Board president, comment on any committee report or recommendation.

1. Planning, Policy and Governmental Affairs Committee

a. Purpose

The Planning, Policy and Governmental Affairs Committee is a permanent standing advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy, planning, and governmental affairs. The committee, in conjunction with the chief executive officers and chief administrators of the Board governed agencies, institutions and school, will develop and recommend to the Board future planning initiatives and goals. This committee shall also advise the Board on collaborative and cooperative measures for all education entities and branches of state government necessary to provide for the general supervision, governance and control of the state educational institutions, agencies and public schools, with the goal of producing a seamless educational system.

b. Composition

* Definition provided for purposes of the Bylaws only. Recognizing the Board governance relationship varies with each of these entities, the intent in including representatives of each of the agencies and institutions as much as possible in the committee structure is to ensure proper and adequate representation, but is not intended to obligate or interfere with any other local boards or governing entities.

PLANNING, POLICY & GOVERNMENTAL AFFAIRS

August 9-11, 2006

The Planning, Policy and Governmental Affairs Committee is composed of two (2) or more members of the Board, appointed by the president of the Board, who designates one (1) member to serve as the chairperson and spokesperson of the committee, and the Deputy Director. The Planning, Policy and Governmental Affairs Committee may form a working unit or units, as necessary, to advise the committee. The chairperson presents all committee and working unit recommendations to the Board.

c. Responsibilities and Procedures

The Planning, Policy and Governmental Affairs Committee is responsible, through its various working unit or units, for making recommendations to the Board in the following general areas:

- (1) long range planning and coordination;
- (2) initial discussions and direction on strategic policy initiatives and goals;
- (3) legislative proposals and administrative rules for Board agencies and institutions;
- (4) coordination and communication with the Governor, the Legislature, and all other governmental entities with regard to items of legislation, Board policy and planning initiatives;
- (5) review and revision of Board policies, administrative rules and education-related statutes for consistency and compatibility with the Board's strategic direction;
- (6) reports and recommendations from the Presidents' Council and the Agency Heads' Council;
- (7) other matters as assigned by the Board.

At the direction of the Board President, any matter before the Board may be removed to the Planning, Policy and Governmental Affairs Committee for initial action or consideration.

The Board's Deputy Director, under the direction of the chairperson, prepares the agenda for the Planning, Policy and Governmental Affairs Committee work that is under consideration at each meeting of the Board

2. Instruction, Research and Student Affairs Committee

a. Purpose

The Instruction, Research and Student Affairs Committee is a permanent standing advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy and procedure concerning instruction, research and student affairs.

PLANNING, POLICY & GOVERNMENTAL AFFAIRS

August 9-11, 2006

b. Composition

The Instruction, Research and Student Affairs Committee is composed of two (2) or more members of the Board, appointed by the president of the Board, who designates one (1) member to serve as chairperson and spokesperson of the committee, and the Board's Chief Academic Officer. The Instruction, Research and Student Affairs Committee may appoint a working unit or units, as necessary, to advise the committee. One such working unit shall be the Council on Academic Affairs and Programs (CAAP), which shall be composed of the Board's Chief Academic Officer and the chief academic officers of the institutions. The chairperson presents all committee and working group recommendations to the Board.

c. Responsibilities and Procedures

The Instruction, Research and Student Affairs Committee is responsible, through its various working unit or units, for making recommendations to the Board in the following general areas:

- (1) agency and institutional instruction, research and student affairs agenda items;
- (2) instruction, academic or professional-technical program approval;
- (3) instruction, academic or professional-technical program review, consolidation, modification, and discontinuance, and course offerings;
- (4) outreach, technology and distant learning impacting programs and their delivery;
- (5) long-range instruction, academic and professional-technical planning;
- (6) registration of postsecondary educational institutions offering programs or courses in Idaho;
- (7) continuing education, professional development, workforce training, programs for at-risk populations, career guidance;
- (8) student organizations' activities and issues; and
- (9) other matters as assigned by the Board.

The Board's Chief Academic Officer, under the direction of the chairperson, prepares the agenda for the Instruction, Research and Student Affairs Committee work that is under consideration at each meeting of the Board.

3. Business Affairs and Human Resources Committee

a. Purpose

PLANNING, POLICY & GOVERNMENTAL AFFAIRS

August 9-11, 2006

The Business Affairs and Human Resources Committee is a permanent standing advisory committee of the Board. It is responsible for developing and presenting recommendations to the Board on matters of policy and procedures concerning business affairs and human resources affairs.

b. Composition

The Business Affairs and Human Resources Committee is composed of two (2) or more members of the Board appointed by the president of the Board, who designates one (1) member to serve as chairperson and spokesperson of the committee, and the Board's Chief Fiscal Officer. The Business Affairs and Human Resources Committee may appoint a working unit or units, as necessary, to advise the committee. One such working unit shall be the Financial Vice Presidents Council, which shall be composed of the Board's Chief Fiscal Officer and the chief financial officers of the institutions. The chairperson presents all committee recommendations to the Board.

c. Responsibilities and Procedures

The Business Affairs and Human Resources Committee is responsible, through its various working unit or units, for making recommendations to the Board in the following general areas:

- (1) Agency and institutional financial agenda items;
- (2) Coordination and development of guidelines and information for agency and institutional budget requests and operating budgets;
- (3) Long-range fiscal planning;
- (4) Fiscal analysis of the following
 - (a) New and expanded financial programs;
 - (b) Establishment, discontinuance or change in designation of administrative units;
 - (c) Consolidation, relocation, or discontinuance of programs;
 - (d) New facilities and any major modifications to facilities which would result in changes in programs or program capacity; and
- (5) other matters as assigned by the Board.

The Board's Chief Fiscal Officer, under the direction of the chairperson, prepares the agenda for the Business Affairs and Human Resources Committee work that is under consideration at each meeting of the Board

4. Audit Committee

a. Purpose

The Audit Committee is a permanent standing advisory committee of the Board, and its members are appointed to assist the Board in fulfilling its fiscal oversight responsibilities. The Audit 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 Audit Committee members shall be appointed by the Board and shall consist of six or more members. Three members of the Audit 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 Audit 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 Audit Committee may appoint a working unit or units, which could include the chief financial officers of the institutions and financial officers of the Board office.

All members shall have an understanding of the Audit Committee and financial affairs and the ability to exercise independent judgment, and at least one member of the Audit 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 Audit Committee chair shall be appointed by the Board President and shall be a Board member.

c. Responsibilities and Procedures

It is not the Audit 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 principal duties and responsibilities of the Audit Committee:

PLANNING, POLICY & GOVERNMENTAL AFFAIRS

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- 1) Approve the appointment, establish the compensation, and evaluate and oversee the work of the independent auditors. The Audit Committee must approve any services prior to being provided by the independent auditor. The independent auditing firm shall report directly to the Audit Committee and the auditor's "engagement letter" shall be addressed to the Audit Committee and the President of each institution. The Audit 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 Audit Committee will not approve policy.

The Audit Committee will meet as needed.

5. Executive Committee

a. Purpose

The Executive Committee is responsible for assisting the full Board in discharging its responsibilities with respect to the management of the business and affairs of the Board and the Board Office when it is impracticable for the full Board to meet and act, to consider matters concerning the Board that may arise from time to time, and to provide appropriate direction to the executive director on any of such matters.

b. Composition

The Executive Committee is composed of the current Board President, Vice

PLANNING, POLICY & GOVERNMENTAL AFFAIRS

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President, and Secretary, and the immediate past Board President. The Board's executive director also shall serve on the Executive Committee. The current Board President serves as chairperson of the committee. In the event the past Board President is unable to serve on the Executive Committee, then the Board President may appoint another member of the Board to serve in the place of such former officer.

c. Responsibilities and Procedures

The Executive Committee shall have such duties, responsibilities, and authority as may be delegated from time to time to the Executive Committee by the Board, and in the intervals between meetings of the Board, the Executive Committee shall have and shall exercise the powers of the Board in directing the management of the business and affairs of the Board. However, the Executive Committee may not undertake any action that, pursuant to any applicable law, rule, or policy of the Board, must be performed by another committee of the Board, or which must be acted upon by the whole Board in public session. The Board's executive director, under the direction of the Board President, prepares the agenda for and schedules each meeting of the Executive Committee, which may be conducted telephonically. A written record is not kept of the committee's activities, but it shall be the responsibility of the executive director to promptly communicate to all Board members who are not members of the committee regarding information related to the committee's discussions and activities.

I. Committee Presentations

1. The agenda for each regular meeting of the Board shall be organized using the areas of responsibility provided for in regard to each permanent standing committee of the Board, as described in Subsection H above, with the exception of the Audit Committee.
2. The Board member who is the chair of the permanent standing advisory committee and spokesperson shall lead and facilitate discussion and presentations with regard to agenda items in the area of that committee's responsibility. In the event of an absence or conflict with respect to the committee chairperson, the Board President may designate a substitute Board member or Board officer to lead and facilitate discussions and presentations in a particular area.

J. Presidents' Council

1. Purpose

The Presidents' Council convenes prior to each Board meeting to discuss and make recommendations, as necessary, on agenda items scheduled for Board consideration. The Presidents' Council may also choose or be directed by the Board to meet with the Agency Heads' Council for exchanges of information or to discuss projects of benefit to the entire system. The Presidents' Council reports to the Board through the Planning, Policy and Governmental Affairs Committee of the Board.

2. Composition

The Presidents' Council is composed of the presidents of the University of Idaho, Idaho State University, Boise State University, Lewis-Clark State College, Eastern Idaho Technical College; and the presidents of North Idaho College and the College of Southern Idaho; each of whom has one (1) vote. One (1) of the voting members shall serve as chair of the Council, with a new chair elected each academic year, such that the chair will rotate among the respective members. The administrator of the Division of Professional-Technical Education and the Board's Executive Director shall be non-voting members of the council.

3. Duties of the Chair

The chair:

- a. presides at all Presidents' Council meetings with full power to discuss and vote on all matters before the Council;
- b. establishes the Presidents' Council agenda in consultation with the executive director; and
- c. maintains open communications with the Board on agenda matters through the Planning, Policy and Governmental Affairs Committee.

4. The executive director will communicate openly and in a timely manner with the Presidents' Council for discussion and recommendation on agenda items.

CONSENT - INSTRUCTION, RESEARCH & STUDENT AFFAIRS
AUGUST 10-11, 2006

SUBJECT

Quarterly Report: Program Changes Approved by Executive Director

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

In accordance with Board policy, "All modifications approved by the executive director shall be reported quarterly to the Board." The Board office is providing a report of program changes, additions, etc. from Idaho's public colleges and universities that were approved by the executive director.

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 - INSTRUCTION, RESEARCH & STUDENT AFFAIRS
AUGUST 10-11, 2006

Academic Programs
Approved by Executive Director
April 2006 – July 2006

Boise State University
Addition of Graduate Certificate in Conflict Management
Addition of a minor in Biomedical Engineering
Addition of a minor in Electrical Engineering
Addition of the Institute for the Study of Addiction
New Heavy Equipment Technology Program

College of Southern Idaho
New Associate of Science degree in Animal Science
New Associate of Arts in K-12 Physical Education

Idaho State University
Postsecondary Technical Certificate – changes to an existing program/option
Instructional Design Ph.D. degree – transform current Ed.D. degree program in Educational Leadership: Instructional Technology into a degree program for an Instruction Design Ph.D.
M.A., Mathematics for Secondary Teachers (currently has a Mathematics program offering A.S., B.S., M.S., and D.A. degrees)
Reinstate M.S. degree in Chemistry
Expand Master of Physician Assistant Studies to ISU Boise through video conference
Classification change of first and second professional year students as professional/graduate students, the same as the third and fourth professional year students in the Doctor of Pharmacy Program.
Addition of Native American Business Administration Emphasis
Terminate minor in Speech-Language Pathology
Terminate minor in Audiology

University of Idaho
Discontinuance of Distance program in Plant Science
Discontinuance of Agribusiness (BS Ag Econ) Idaho Falls

Professional - Technical Education Programs
Approved by Executive Director

Program Change	Institution
New Associate of Applied Science degree in Animal Science	CSI
New Technical Certificate, Residential Construction Technology	CSI
New Associate of Applied Science, Residential Construction Technology	CSI
Modification of Advanced Technical Certificate, Practical Nursing	ISU
Delete AAS degree in Medical Office Tech Option and change Certificate to an Advanced Technical Certificate	ISU
Addition of Postsecondary Technical Certificate entitled Basic Business Applications	ISU
Addition of Postsecondary Technical Certificate entitled Administrative Information Tech-Basic	ISU
Name change: Instrumentation Technology to Instrumentation and Automation Technology, Advanced Technical Certificate and Associate of Applied Science	ISU

CONSENT - INSTRUCTION, RESEARCH & STUDENT AFFAIRS
AUGUST 10-11, 2006

Professional - Technical Education Programs

Approved by Executive Director

Continued

Program Change	Institution
Drop Electromechanical Design Drafting Technology	ISU
Drop Computerized Machining Technology	ISU
Addition of Computer Aided Design Drafting Technology AAS, Computer Science Design Drafting Tech, Advanced Technical Certificate	ISU
New program option, Computerized Machining Technology/CNC Operator, Advanced Technical Certificate	ISU
Addition of AAS, Food and Beverage Mgmt, Culinary Arts program	NIC
Addition of AAS, in Resort/Recreation Management	NIC

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 2005

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 – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
AUGUST 10-11, 2006

SUBJECT

Pending Rule – IDAPA 08.02.03, Rules Governing Thoroughness, Rewards

APPLICABLE STATUTE, RULE, OR POLICY

- Section 33-105. Rules – Executive Department. Idaho Code.
- Section 33-1612 (1) (c). Thorough System of Public Schools. Idaho Code

BACKGROUND

The No Child Left Behind Act requires that states give some type of recognition to schools in addition to making Adequate Yearly Progress determinations. In 2003, the State Board of Education approved the two rewards outlined in Section 113. Subsequently, greater clarification of the rewards was added to the rule to more clearly differentiate the two awards.

The Board approved the Proposed Rule for Section 113, Rewards at the October 16-17, 2005 Board meeting.

DISCUSSION

It is proposed that Section 113 in IDAPA 08.02.03 be amended to formally give the responsibility of calculating rewards to the State Department of Education.

The State Department of Education currently makes all the calculations for the Adequate Yearly Progress (AYP) and can use the same data to calculate the rewards. The State Department of Education follows the guidelines in the State Accountability Plan to calculate AYP and would continue to use the guidelines set up by the State Board of Education to calculate the rewards.

IMPACT

The State Board of Education has contracted with the State Department of Education this year to create an automated system for calculating the award categories. This automated system will require less staff time, but this is an additional assignment for the State Department of Education.

STAFF COMMENTS AND RECOMMENDATIONS

Board staff recommends Board approval of the pending amendments.

BOARD ACTION

A motion to approve the pending amendment to IDAPA 08.02.03, Rules Governing Thoroughness, Rewards.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
AUGUST 10-11, 2006

113. REWARDS.

01. Distinguished Schools. ~~The State Board of Education~~ A school may be recognized as a “Distinguished Schools” if it is in the top five percent (5%) of schools exceeding the Idaho Adequate Yearly Progress (AYP) intermediate targets listed in Subsection 112.02, of this rule, and if it has significantly reduced the gaps between subgroups listed in Subsection 112.03.d. of this rule. (____)

02. Additional Yearly Growth (AYG) Award. ~~A~~ Schools demonstrating improved proficiency levels of subpopulations or in the aggregate by greater than ten percent (10%) shall be considered to have achieved AYG. The Such school must have achieved Adequate Yearly Progress (AYP) to be eligible for this award. (____)

03. Determination by State Department of Education. The State Department of Education will determine the schools eligible for the Distinguished School and AYG awards each year based upon the criteria outlined in Subsections 113.01 and 02. The State Department of Education will present the schools to be recognized to the State Board of Education no later than the annual October Board Meeting. (____)

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
AUGUST 10-11, 2006

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.

(2) Statements of the state board of education and board of regents of the university of Idaho which relate to the curriculum of public educational institutions, to students attending or applicants to such institutions, or to the use and maintenance of land, equipment and buildings controlled by the respective institutions, are not rules and are not statements of general applicability for the purposes of chapter 52, title 67, Idaho Code.

(3) Notwithstanding any other provision of chapter 52, title 67, Idaho Code, the state board of education and board of regents of the university of Idaho shall be deemed to be in full compliance with the notice requirements of section 67-5221, Idaho Code, if:

(a) Notice is given by including the intended action in the official written agenda for a regularly scheduled meeting of the board, and the agenda is available for public inspection at the central office of the board not less than five (5) days prior to the meeting; and

(b) Notice of the intended action, accompanied by the full text of the rule under consideration prepared so as to indicate words added or deleted from the presently effective text, if any, is transmitted to the director of the legislative services office at the same time that notice is given under paragraph (a) of this subsection. The director of the legislative services office shall refer the material under consideration to the germane joint subcommittee created in section 67-454, Idaho Code, to afford the subcommittee opportunity to submit data, views or arguments in writing to the board prior to the time for receiving comment as provided in paragraph (d) of this subsection; and

(c) The intended action is discussed but not acted upon during the regularly scheduled meeting for which the agenda was prepared, but instead is held for final action at the next regularly scheduled or later meeting of the board; and

(d) At least fifteen (15) days prior to the scheduled date for final action, the board shall mail to all persons who have made timely request in writing to the board and shall publish in an issue of the Idaho administrative bulletin a brief description of the intended action, or a concise summary of any statement of economic impact required pursuant to section 67-5223(2), Idaho Code, and shall note the time when, the place where, and the manner in which interested persons may present their views thereon; and

(e) Upon adoption of a rule, the board, if requested in writing to do so by an interested person either prior to adoption or within twenty-eight (28) days thereafter, shall issue a concise statement of the principal reasons for and against its adoption, incorporating therein its reasons for overruling the considerations urged against its adoption.

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
AUGUST 10-11, 2006

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

TITLE 33
EDUCATION
CHAPTER 16
COURSES OF INSTRUCTION

33-1612. THOROUGH SYSTEM OF PUBLIC SCHOOLS. The constitution of the state of Idaho, section 1, article IX, charges the legislature with the duty to establish and maintain a general, uniform and thorough system of public, free common schools. In fulfillment of this duty, the people of the state of Idaho have long enjoyed the benefits of a public school system, supported by the legislature, which has recognized the value of education to the children of this state.

In continuing recognition of the fundamental duty established by the constitution, the legislature finds it in the public interest to define thoroughness and thereby establish the basic assumptions which govern provision of a thorough system of public schools.

A thorough system of public schools in Idaho is one in which:

1. A safe environment conducive to learning is provided;
2. Educators are empowered to maintain classroom discipline;
3. The basic values of honesty, self-discipline, unselfishness, respect for authority and the central importance of work are emphasized;
4. The skills necessary to communicate effectively are taught;
5. A basic curriculum necessary to enable students to enter academic or professional-technical postsecondary educational programs is provided;
6. The skills necessary for students to enter the work force are taught;
7. The students are introduced to current technology; and
8. The importance of students acquiring the skills to enable them to be responsible citizens of their homes, schools and communities is emphasized.

The state board shall adopt rules, pursuant to the provisions of chapter 52, title 67, Idaho Code, and section 33-105(3), Idaho Code, to establish a thorough system of public schools with uniformity as required by the constitution, but shall not otherwise impinge upon the authority of the board of trustees of the school districts. Authority to govern the school district, vested in the board of trustees of the school district, not delegated to the state board, is reserved to the board of trustees. Fulfillment of the expectations of a thorough system of public schools will continue to depend upon the vigilance of district patrons, the dedication of school trustees and educators, the responsiveness of state rules, and meaningful oversight by the legislature.