

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

TAB	DESCRIPTION	ACTION
1	BOISE STATE UNIVERSITY Interactive Learning Center Project	Motion to approve
2	BOISE STATE UNIVERSITY Update of Stadium Suite Project	Information item
3	UNIVERSITY of IDAHO CH2MHill Sublease Amendment	Motion to approve
4	UNIVERSITY of IDAHO Chilled Water Service Project	Motion to approve
5	UNIVERSITY of IDAHO Salmon Residential Facility Project	Motion to approve
6	UNIVERSITY of IDAHO IPTV Memorandum of Agreement	Motion to approve
7	FY2007 BUDGET REVISIONS	Motion to approve
8	FY 2006 CARRYOVER FUNDS	Motion to approve

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

SUBJECT

Boise State University requests approval to proceed with the fourth floor build out of the Interactive Learning Center (ILC) at an estimated cost not to exceed \$1,000,000, for a total project budget of \$14,500,000.

REFERENCE

- | | |
|---------------|---|
| October 2003 | Presentation of the Interactive Learning Center (ILC) project to the Board – the Board approved the project in concept, subject to approval of financing plan |
| December 2003 | The Board approved planning, design and construction of the project in the amount of \$11,100,000 |
| June 2005 | The Board approved proceeding with design and construction to finish-out tenant space in the ILC (\$375,000) and to purchase and install fixtures, furnishings and equipment (\$525,000) for a food service operation that will be operated by the Student Union. |
| October 2005 | The Board approved a \$2,400,000 increase in the ILC project budget due to unforeseen increases in construction costs. |

APPLICABLE STATUE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections V. B.8-9 and V.K.
Sections 33-3804, 67-5710, 67-510A, 67-5711-C, Idaho Code

BACKGROUND

This request is to proceed with the fourth floor build out of the ILC. Early in the design process, the university elected to shell a fourth floor in the ILC. This decision was made in light of overall budget constraints, with the understanding that shelling a fourth floor during primary construction would be considerably less expensive than going back at a later date to add additional space.

The university has since identified funds that can be used to build out the fourth floor. Based on the cost savings associated with allowing the current general contractor to finish the fourth floor, the university is requesting Board approval to proceed with the build out at this time.

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INSTITUTION/AGENCY AGENDA
BOISE STATE UNIVERSITY – continued

DISCUSSION

This project will finish fourth floor classrooms, bathrooms, janitor rooms and toilet vestibule including all finishes, mechanical equipment, lighting and fixtures and an elevator in the elevator shaft that is currently being constructed under the original bid amount. The project will also finish lighting and electrical branch circuits, audio-visual components, fire alarm and fire sprinkler components, mechanical equipment, ductwork and piping, exhaust system components, grilles, diffusers, and the main air handling unit for the fourth floor.

The anticipated cost of completing the fourth floor is \$1,000,000. A breakdown of costs follows:

Accept proposals for fourth floor alternates	\$ 750,000
Alternate to finish second elevator	125,000
Escalation factor	75,000
Contingency	<u>50,000</u>
 Total estimated cost of completion	 <u>\$1,000,000</u>

The Division of Public Works has approved allowing the ILC general contractor to proceed with the build via a change order to the construction contract.

The university source of funds for this project is interest earnings on the 2004 bond proceeds.

IMPACT

The construction manager estimates the cost savings associated with completing the build out during primary construction at \$170,000. This estimate is comprised of the following:

Escalation costs per year, currently at 15%	\$ 150,000
Removal of fenestration for load-in	10,000
Crane setups and installations	<u>10,000</u>
 Total estimated cost savings	 \$ 170,000

Additional considerations include an increased risk of warranty issues associated with transition to different contractors and other increases in costs due to restricted access in a completed building versus an unfinished building.

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

ATTACHMENTS

Attachment 1 - Project Budget Worksheet	Page 4
Attachment 2 - Capital Project Tracking Sheet	Page 5

STAFF COMMENTS AND RECOMMENDATIONS

BSU finance staff indicates the additional funds are available due to accumulated interest on existing bond issues. BSU is providing Board staff with a more detailed analysis of the additional revenue. As noted by BSU, completing a building rather than waiting until later is less costly overall. The needed space is also available sooner for intended uses.

Staff recommends approval.

BOARD MOTION

A motion to approve the request by Boise State University to build out the fourth floor of the Interactive Learning Center for an amount not to exceed \$1,000,000, funded from interest earnings on bond proceeds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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PROJECT BUDGET

Project Number: DPW04-206
Project Title: Interactive Learning Center
Fund Source No: Bonds **Dept. ID No.** 886L103380
Project Mgr.: Doug Suddreth
Date: September 12, 2006

Category	Budget	Revised	Obligated
Architectural Fees	\$818,000.00		
Reimbursables	\$26,000.00		
Construction Manager	\$420,000.00		
CM Reimbursable	\$540,000.00		
Consultant (Commissioning Agent)	\$70,000.00		
Testing During Construction	\$60,000.00		
Construction Contract 1	\$10,857,900.00	10,847,500.0	
Construction Contingency	\$425,000.00		
FF&E			
Fourth floor finish out	\$1,000,000.00		
Misc. 1 - Builder's Risk Insurance	\$45,000.00		
Plan Check	\$13,000.00		
Project Contingency	\$205,000.00		
Advertising	\$100.00		
Site Survey	\$10,000.00		
Soil Investigation	\$10,000.00		
TOTAL	\$14,500,000.00		

Office of the Idaho State Board of Education
Capital Project Tracking Sheet
As of September 12, 2006

History Narrative

- 1 **Institution/Agency:** Boise State University **Project:** Interactive Learning Center
2 **Project Description:** Interactive Learning Center is a state-of-the-art classroom facility to include hybrid learning areas, independent and interactive study areas, collaborative clusters, as well as traditional classrooms, labs, office spaces.
3 **Project Use:** This state-of-the-art classroom facility will include communications equipment, audio visual, new lecture halls, classrooms, teaching labs, faculty offices and meeting space. A separate project includes a build out in this facility for food service operations.
4 **Project Size:** 63,000 GSF (Reduced from 65,000 GSF)

	Sources of Funds				Use of Funds			Total Uses
	PBF	ISBA	Other *	Total Sources	Planning	Use of Funds Const	Other	
9 Initial Cost of Project	\$ -	\$ -	\$ 11,100,000	\$ 11,100,000	\$ 718,650	\$ 9,432,150	\$ 949,200	\$ 11,100,000
11 History of Revisions:								
13 Proposed Revision #1 October 2005	\$ -	\$ -	\$ 2,400,000	\$ 2,400,000	\$ 145,650	\$ 2,000,000	\$ 254,350	\$ 2,400,000
14 Architect, Construction Manager and DPW recommend increasing budget by \$2.4 million in based on the significant increases in material costs and contractor availability as a result of the hurricanes and extensive construction activity in the Treasure Valley. The project description, scope and purpose remain the same, although programming adjustments have been made to reduce cost. In addition the facility was reduced by 2000sf.								
16 Proposed Revision #2 October 2006	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000
17 Due to the availability of funds and projected costs associated with delaying completion, the university would like to proceed with the 4th floor build out at this time. Proceeding with the build out now will save an estimated \$170,000 and eliminate the disruption associated with commencing a new construction project in a completed building.								
22 Total Project Costs	\$ -	\$ -	\$ 14,500,000	\$ 14,500,000	\$ 864,300	\$ 12,432,150	\$ 1,203,550	\$ 14,500,000

History of Funding:	PBF	ISBA	* Other Sources of Funds			Total Other	Total Funding
			Institutional Funds	Student Revenue	Other		
26 Jan-04	\$ -	\$ -	\$ 11,100,000			\$ 11,100,000	\$ 11,100,000
27 Oct-05 Requested Increase			2,019,000	381,000		\$ 2,400,000	\$ 2,400,000
28 Oct-06 Reused Increase			1,000,000			\$ 1,000,000	\$ 1,000,000
29						-	-
30 Total	\$ -	\$ -	\$ 14,119,000	\$ 381,000	\$ -	\$ 14,500,000	\$ 14,500,000

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: B.Budget Policies

April 2002

B. Budget Policies

8. Major Capital Improvement Project -- Budget Requests

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

a. Definition

A major capital improvement is defined as the acquisition of an existing building, construction of a new building or an addition to an existing building, or a major renovation of an existing building. A major renovation provides for a substantial change to a building. The change may include a remodeled wing or floor of a building, or the remodeling of the majority of the building's net assignable square feet. An extensive upgrade of one (1) or more of the major building systems is generally considered to be a major renovation.

b. Preparation and Submission of Major Capital Improvement Requests

(1) Permanent Building Fund Requests

Requests for approval of major capital improvement projects to be funded from the Permanent Building Fund are to be submitted to the Office of the State Board of Education on a date and in a format established by the executive director. Only technical revisions may be made to the request for a given fiscal year after the Board has made its recommendation for that fiscal year. Technical revisions must be made prior to November 1.

(2) Other Requests

Requests for approval of major capital improvement projects from other fund sources are to be submitted in a format established by the executive director. Substantive and fiscal revisions to a requested project are resubmitted to the Board for approval. This subsection shall not apply to the community colleges.

c. Submission of Approved Major Capital Budget Requests

The Board is responsible for the submission of major capital budget requests for the institutions, school and agencies under this subsection to the Division of Public Works. Only those budget requests which have been formally approved by the Board will be submitted by the office to the executive and legislative branches.

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY - continued

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: K. Construction Projects

April 2002

K. Construction Projects

1. Major Project Approvals - Proposed Plans

Without regard to the source of funding, before any institution, school or agency under the governance of the Board begin formal planning to make capital improvements, either in the form of renovation or addition to or demolition of existing facilities, when the cost of the project is estimated to exceed five hundred thousand dollars (\$500,000), must first be submitted to the Board for its review and approval. All projects identified on the institutions', school's or agencies' six-year capital plan must receive Board approval.

2. Project Approvals

Without regard to the source of funding, proposals by any institution, school or agency under the governance of the Board to make capital improvements, either in the form of renovation or addition to or demolition of existing facilities, when the cost of the project is estimated to be between two hundred fifty thousand dollars (\$250,000) and five hundred thousand dollars (\$500,000), must first be submitted to the executive director for review and approval. Without regard to the source of funding, proposals by any institution, school or agency under the governance of the Board to make capital improvements, either in the form of renovation or addition to or demolition of existing facilities or construction of new facilities, when the cost of the project is estimated to exceed five hundred thousand dollars (\$500,000), must first be submitted to the Board for its review and approval. Project cost must be detailed by major category (construction cost, architecture fees, contingency funds, and other). When a project is under the primary supervision of the Board of Regents or the Board and its institutions, school or agencies, a separate budget line for architects, engineers, or construction managers and engineering services must be identified for the project cost. Budgets for maintenance, repair, and upkeep of existing facilities must be submitted for Board review and approval as a part of the annual operating budget of the institution, school or agency.

3. Fiscal Revisions to Previously Approved Projects

Project revisions that substantially alter the use of the project causing changes in project costs between two hundred fifty thousand dollars (\$250,000) and five

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hundred thousand dollars (\$500,000) must first be submitted to the executive director for review and approval. Changes in project costs of more than five hundred thousand dollars (\$500,000) must first be submitted to the Board for its review and approval. Requests must be supported by a revised detailed project budget and justification for changes.

4. Project Acceptance

Projects under the supervision of the Department of Administration are accepted by the Department on behalf of the Board and the state of Idaho. Projects under the supervision of an institution, school or agency are accepted by the institution, school or agency and the project architect. Projects under the supervision of the University of Idaho are accepted by the University on behalf of the Board of Regents.

5. Statute and Code Compliance

- a. All projects must be in compliance with Section 504 of the Rehabilitation Act of 1973 and must provide access to all persons. All projects must be in compliance with applicable state and local building and life-safety codes and applicable local land-use regulations as provided in Chapter 41, Title 39, and Section 67-6528, Idaho Code.
- b. In designing and implementing construction projects, due consideration must be given to energy conservation and long-term maintenance and operation savings versus short-term capital costs.

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REFERENCE – APPLICABLE STATUTE, RULE OR POLICY – continued

IDAHO STATUTES

TITLE 33
EDUCATION
CHAPTER 38

STATE INSTITUTIONS OF HIGHER EDUCATION BOND ACT

33-3804. POWERS AND DUTIES OF STATE INSTITUTIONS.

Every institution shall have power in its proper name as aforesaid:

- (a) To have a corporate seal and alter the same at pleasure;
- (b) To sue and be sued;
- (c) To acquire by purchase, gift or the exercise of the right of eminent domain and hold and dispose of real or personal property or rights or interests therein and water rights;
- (d) To make contracts and to execute all instruments necessary or convenient;
- (e) To acquire any project or projects, and to own, operate, and maintain such project;
- (f) To accept grants of money or materials or property of any kind from a federal agency, upon such terms and conditions as such federal agency may impose;
- (g) To borrow money, with or without the issuance of bonds and to provide for the payment of the same and for the rights of the holders of such bonds and/or of any other instrument of such indebtedness, including the power to fix the maximum rate of interest to be paid thereon and to warrant and indemnify the validity and tax exempt character;
- (h) To perform all acts and do all things necessary or convenient to carry out the powers herein granted, to obtain loans or grants or both from any federal agency, and to accomplish the purposes of sections 33-3801--33-3813, Idaho Code, and secure the benefits of the Recovery Act;
- (i) To issue refunding bonds, for the purpose of paying, redeeming, or refunding any outstanding bonds theretofore issued under authority of this chapter. Refunding bonds so issued shall have such details, shall bear such rate or rates of interest and shall be otherwise issued and secured as provided by the board authorizing the issuance of such bonds and as otherwise provided in this chapter, provided, however, that such changes in the security and revenues pledged to the payment thereof may be made by such board as may be provided by it in the proceedings authorizing such bonds, but in no event shall such refunding bonds ever be secured by revenues not authorized by this chapter to be pledged to the payment of bonds issued for other than refunding purposes. Refunding bonds issued hereunder may be exchanged for a like principal amount of the bonds to be refunded, may be sold in the manner provided in this chapter for the sale of other bonds, or may be exchanged in part and sold in part. If sold, the proceeds of such bonds may be deposited in escrow for the payment of the bonds to be refunded, provided such bonds mature or are callable for redemption under their

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terms within six (6) months from the date of the delivery of the refunding bonds. No refunding bonds may be issued hereunder in a principal amount in excess of the principal amount of the bonds to be refunded nor may any bonds not maturing or callable for redemption under their terms as above provided be refunded hereunder without the consent of the holders thereof. Refunding bonds so authorized and issued may in the discretion of the board be combined with other bonds to be authorized and issued under this chapter, and a single issue of bonds may be so authorized in part for improvement and in part for refunding purposes.

- (j) In connection with borrowing without the issuance of bonds, to fix fees, rents or other charges for utilization of any facility or project being financed by said borrowing and to pledge the same, together with any other revenue from such project or facility, as collateral for repayment of principal and interest in the same manner and to the same extent as provided in this chapter for securing the payment of bonds issued pursuant to this chapter.

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REFERENCE – APPLICABLE STATUTE, RULE OR POLICY – continued

IDAHO STATUTES

TITLE 67
STATE GOVERNMENT AND STATE AFFAIRS
CHAPTER 57
DEPARTMENT OF ADMINISTRATION

67-5710. PERMANENT BUILDING FUND ADVISORY COUNCIL -- APPROVAL OF USE OF FUND -- DUTIES OF ADMINISTRATOR OF PUBLIC WORKS.

There is hereby created in the division of public works a permanent building fund advisory council which shall be appointed by the governor. This council shall be composed of one (1) member of the senate, one (1) member of the house of representatives, a citizen engaged in the contracting business, a citizen engaged in the banking business, and a citizen who is a member of the business community not engaged in contracting or banking. The senate member and house of representative member shall be appointed for a fixed term of two (2) years. All other council members shall be appointed for a fixed term of three (3) years. The terms of office of members of the council holding office prior to July 1, 1996, shall expire on the following dates: contracting business member on July 1, 1996; senate member and house of representative member on December 1, 1996; business community member on July 1, 1997; and banking member on July 1, 1998. On or after July 1, 1996, the governor shall appoint members of the council as terms of existing members expire. All members of the council shall serve at the pleasure of the governor. The administrator of public works and the responsible heads of the agencies for which appropriations for construction, renovations, remodelings or repairs are made pursuant to chapter 11, title 57, Idaho Code, shall consult, confer and advise with the permanent building fund advisory council in connection with all decisions concerning the administration of these appropriations and the planning and construction or execution of work or works pursuant thereto. The approval of the permanent building fund advisory council shall be a condition precedent to the undertaking of planning or construction.

The administrator of public works is hereby directed to work in close cooperation with the responsible heads of institutions and agencies for which appropriations are made herein and no building proposals shall be approved by the administrator of public works nor any planning or work undertaken by that officer pursuant to these appropriations without the prior approval of the responsible chief officer of the institutions and agencies for whom appropriations are made herein.

67-5710A. REQUIREMENT OF PLANS AND SPECIFICATION APPROVAL BY PERMANENT BUILDING FUND ADVISORY COUNCIL AND DELEGATION OF PROJECT OVERSIGHT BY THE ADMINISTRATOR FOR THE DIVISION OF PUBLIC WORKS.

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(1) (a) Unless an emergency exists as defined in section 67-5711B, Idaho Code, an existing public works may not be altered, repaired, constructed or improved on property owned or occupied by any state institution, department, commission, board or agency, if the estimated cost of work exceeds the limit established in section 67-5711, Idaho Code, and except for those institutions and agency exemptions listed in section 67-5711, Idaho Code, without regard to source of funding, until the location, design, plans and specifications are approved by the permanent building fund advisory council and the project supervised by the division of public works or its designee.

(b) Facilities to be built with funds under the control of a nonstate entity, and owned or occupied by state entities, must have plans and specifications prepared, and all plans and specifications must be reviewed and approved by the permanent building fund advisory council prior to the advertising, bidding, construction and/or negotiation for construction of the facilities.

(2) (a) The administrator for the division of public works may delegate control over design, construction and all other aspects of a public works or maintenance project which costs less than one hundred fifty thousand dollars (\$150,000), to agencies of state government on a project-by-project basis, if a responsible party of the state agency requests that delegation in writing and the permanent building fund advisory council approves the delegation.

(i) The state agency to whom control is delegated shall assume all responsibility for project budgets and shall receive funds appropriated for the project upon application and approval by the permanent building fund advisory council.

(ii) Delegation of project control does not exempt the state agency from complying with public works statutes, life safety and building codes or other applicable codes and regulations. The state agency also must comply with any guidelines or procedures for design and construction adopted by the division of public works and the permanent building fund advisory council.

(iii) State agencies that receive delegated projects may not have access to permanent building fund advisory council contingency funds unless approved by the permanent building fund advisory council or authorized by appropriation.

(iv) Prior, written approval from the administrator must be granted for any public works utilizing sole source or limited competition. No agency will be delegated the ability to declare an emergency as defined in section 67-5711B, Idaho Code.

(v) The permanent building fund advisory council may elect to audit any project for compliance with applicable codes and policies.

(vi) The delegated state agency will use standard documents for professional services contracts and for construction contracts as adopted by the division of public works.

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(vii) Delegation is subject to cancellation by the administrator for the division of public works with the concurrence of the permanent building fund advisory council.

67-5711C. CONSTRUCTION OF PUBLIC PROJECTS -- COMPETITIVE SEALED BIDDING.

(1) All construction contracts for public works shall be awarded to the lowest responsible and responsive bidder after receipt of competitive sealed bidding except as otherwise provided in sections 67-5711B, 67-5711D and 67-5713, Idaho Code.

(2) An invitation for bids shall be issued and shall include a project description and all contractual terms and conditions applicable to the public works.

(3) Adequate public notice of the invitation for bids shall be given at least fourteen (14) days prior to the date set forth therein for the opening of bids. Such notice shall include publication at least fourteen (14) days prior to bid opening in a newspaper of general circulation in the area where the work is located.

(4) When prequalification is deemed in the best interest of the state, competitive bidding procedures shall be open only to licensed public works contractors that meet preliminary supplemental qualifications. The solicitation for bids in a prequalified bidder public works project shall consist of two (2) stages, an initial stage for identifying prequalified contractors, either prime or specialty contractors, followed by a stage during which bid prices will be accepted only from prequalified contractors. Notice of the prequalification stage shall be given in the same manner that notice of open competitive bidding is provided. Prequalification standards must be premised upon demonstrated technical competence, experience constructing similar facilities, prior experience with the state, available nonfinancial resources, equipment and personnel as they relate to the subject project, and overall performance history based upon a contractor's entire body of work. Any request for qualifications must include the standards for evaluating the qualifications of prospective bidders. Licensed contractors desiring to be prequalified to bid on a project must submit a written response to a request for qualifications. After a review of qualification submittals, licensed contractors that meet the prequalification standards shall be notified. Thereafter, bids may be solicited from contractors that meet the prequalification standards. The department may promulgate rules or develop procedures to implement the prequalification process.

(5) Bids shall be opened publicly at the time and place designated in the invitation for bids. The amount of each bid and such other relevant information as may be specified by rules, together with the name of each bidder, shall be entered on a record and the record shall be open to public inspection. After the time of the award all bids and bid documents shall be open to public inspection in accordance with the provisions of sections 9-337 through 9-347 and 67-5725, Idaho Code.

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(6) With respect to a project having a written cost estimate of greater than twenty-five thousand dollars (\$25,000) but less than the public works limit established in section 67-5711, Idaho Code, the agency, if it does not perform the work with existing physical plant staff, must award a written contract to the lowest responsible and responsive bidder after soliciting at least three (3) documented informal bids from contractors licensed in Idaho to perform public works contracts, if reasonably available. Adequate public notice of the invitation for informal bids shall be given at least seven (7) days prior to the date set forth therein for the receipt of the informal bids. Such notice may include publication at least seven (7) days prior to bid opening in a newspaper of general circulation in the area where the work is located; or the agency may advertise the invitation for bids in appropriate trade journals, and otherwise notify persons believed to be interested in the award of a contract. Informal bids must be submitted by the contractor in writing in response to a prepared written document describing the project's scope of work in sufficient detail so as to enable a contractor familiar with such work to prepare a responsible bid. Nothing herein exempts an agency from the responsibility of utilizing formal plans and specifications if the work involves the public health or safety as described in chapters 3 and 12, title 54, Idaho Code. The agency must document receipt of the informal bids in the project file.

(7) Any personal property including goods, parts, supplies and equipment which is to be supplied or provided by a state agency for use in any public work, project, or preventive maintenance programs, whether the public work, project, or preventive maintenance program is constructed, undertaken or performed by agency in-house personnel, or by delegation pursuant to section 67-5710A, Idaho Code, or otherwise provided or supplied by the agency to a contractor, the personal property, goods, parts, supplies or equipment supplied or provided by the agency must be purchased or procured by the agency through the division of purchasing in accordance with the Idaho Code.

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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

Project update and financing plans for the Press Box/Stadium SkySuite facility at Bronco Stadium.

REFERENCE

January 2005	Information item to discuss the feasibility analysis of the proposed stadium expansion projects completed by Conventions Sports and Leisure International.
March 2005	SBOE approval for Boise State to market the lease of SkySuites and Club Seats.
December 2005	SBOE approval to procure architectural services, not to exceed \$900,000, to complete preliminary design and programming through design development for a design-build project for the addition of a Press Box/SkySuite facility to Bronco Stadium.

APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education Governing Policies and Procedures, Sections V.K.1. and V.I.3.a.

BACKGROUND

The Board authorized the University to proceed to procure architectural services, through DPW, for preliminary design and programming through design development, including a cost estimate, for the addition of a Press Box/ Stadium SkySuite facility to Bronco Stadium using the design-build project delivery method. The University anticipates bringing this project to the Board at the November/December 2006 meeting to request approval to proceed with construction and a financing plan.

DISCUSSION

This project is currently in design development with Layton Architects through a contract with the Division of Public Works. The University will present the most current available information on the design progress for this project, the latest estimate for the cost of construction, a project timeline and financing plan in anticipation of bringing this information to the Board for approval at the December 2006 Board meeting.

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INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued

IMPACT

Given the University's limited debt capacity, a financing plan is being developed to limit the impact of the stadium suites project on the University's overall debt capacity. This will also ensure the proposed project financing is supported by direct donations and cash flows from the suite and club seat lease revenues, which will be sufficient to meet the debt payments and operating expenses over the term of the financing, and beyond. In addition, this financial plan will ensure that sufficient guarantees and security are executed from non-university sources to back this debt in the event that operating revenues fall short of expectations.

STAFF COMMENTS AND RECOMMENDATIONS

Staff appreciates this update from BSU and will work closely with institution officials to make certain all necessary information is ready for staff review prior to the November/December Board meeting.

BOARD ACTION

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

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: K. Construction Projects

April 2002

K. Construction Projects

1. Major Project Approvals - Proposed Plans

Without regard to the source of funding, before any institution, school or agency under the governance of the Board begin formal planning to make capital improvements, either in the form of renovation or addition to or demolition of existing facilities, when the cost of the project is estimated to exceed five hundred thousand dollars (\$500,000), must first be submitted to the Board for its review and approval. All projects identified on the institutions', school's or agencies' six-year capital plan must receive Board approval.

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: I. Real and Personal Property and Services

April 2002

Subsection: I. Real and Personal Property and Services

3. Acquisition of Personal Property and Services

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

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INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

Amending the existing sublease between the University of Idaho and CH2MHill to permit CH2MHill's early occupancy of option expansion space.

REFERENCE

December, 2004 Sublease approved

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.I.5.b.1.

BACKGROUND

In 2005, the University of Idaho subleased approximately 50,000 square feet of the Idaho Water Center to CH2MHill. That agreement anticipated the possibility that by 2010, CH2MHill would not only want to extend its five year lease for an additional period, but that it would also want an option to take additional space at that time. CH2MHill has notified UI that it would like to secure all of the pre-identified expansion space before the date anticipated in the sublease, requesting to occupy the option expansion space in 2007.

DISCUSSION

The proposed amendment will make approximately 5200 rentable square feet available for CH2MHill use in 2007, rather than 2010. The space is currently vacant and the University is paying for the space under the terms of the 2002 Facilities Use Agreement with the Idaho State Building Authority.

IMPACT

Approval of this amendment will result in tenant improvement costs of approximately \$290,000 initially paid for by the University, but which over the term of the amended sublease will be paid back to UI by CH2MHill. The amendment will shift some debt service for the currently vacant space and all additional operating costs to CH2MHill as tenant. The lease income from this amendment will be approximately \$123,000 in the first year, with annual escalations for the remainder of the current five-year term.

ATTACHMENTS

- | | | |
|-----------|--|--------|
| Exhibit 1 | - Sublease (available at Board office) | |
| Exhibit 2 | - Preliminary Construction Budget | Page 3 |
| Exhibit 3 | - First Amendment to Sublease | Page 5 |

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued

STAFF COMMENTS AND RECOMMENDATIONS

The original sublease, approved by the Board in December 2004, has not changed. Due to the size of that document, it is not attached here. Staff will have a copy at the October Board meeting for review, if necessary. Staff has reviewed the request and related documents.

Staff recommends approval.

BOARD ACTION

A request by the University of Idaho to approve an amendment to the 2004 Sublease agreement with CH2MHill, in substantial conformance to the form submitted to the Board, and to authorize the Vice President for Finance and Administration of the University of Idaho to execute the amendment documents.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Exhibit 2
CH2MHILL 5TH FLOOR
Preliminary Construction Budget

September 5, 2006
Version 2 (Preliminary Draft)

CATEGORY	ESTIMATE			TOTAL
	TYPE	CONTRACTOR	COSTS	PSF COST
SUPERVISION	Est	Colliers	10,080	2.15
TEMPORARY FACILITIES	Est		3,420	0.73
CLEAN - UP	Est	WBM	4,000	0.85
CONCRETE			None	-
CARPENTRY	Bid	Perrigrine	880	0.19
CABINETRY & MILLWORK	Bid	Boise Cabinet	6,000	1.28
COUNTER TOPS			None	-
INSULATION			None	-
ROOF PATCHING			None	-
SEALANTS AND CAULKING			None	-
DOORS, FRAMES & HDWR	Bid	ABS	14,000	2.98
GLASS & GLAZING			None	-
GYPSUM BOARD ASSEMBLIES	Bid	Idaho Framing	38,900	8.28
CERAMIC TILE			None	-
ACOUSTICAL CEILINGS			None	-
FLOOR COVERINGS	Est	CH Vender	18,087	3.85
PAINTING	Bid	Colliers	3,400	0.72
WALLCOVERINGS			None	-
WALL TALKERS			None	-
TOILET ROOM ACCESSORIES			None	-
FIRE EXTINGUISHERS	Est		1,000	0.21
WINDOW COVERINGS			None	-
FIRE SPRINKLERS	Bid	DeBest	11,075	2.36
PLUMBING	Est	DeBest	2,500	0.53
HVAC	Bid	Hobson	20,000	4.26
ELECTRICAL	Bid	Romar	73,875	15.72
FIRE ALARM SYSTEM	Inc in Electrical		None	-
SECURITY SYSTEM	Est	Simplex	4,000	0.85
SIGNAGE			None	-
APPLIANCES			None	-
AUDIO VIDEO			None	-
DATA / PHONE	Allow	System Tech	35,000	7.45
GENERAL CONDITIONS	Est		2,500	0.53
CONTINGENCY	Allow		24,872	5.29
Total Direct Construction Costs			273,589	58.24
Change Orders per Log	Est		None	-
Total Change Orders				-

Exhibit 2
CH2MHILL 5TH FLOOR
Preliminary Construction Budget

September 5, 2006
Version 2 (Preliminary Draft)

Contracted Architecture	Est	ZGA	3,843	0.82
Interior Design	Est		None	-
Permit Fee	Est	ISBA	282	0.06
Total Architectural/Permit Costs			4,125	0.88
Project Management Fee	Est	Colliers	10,944	2.33
Total Construction Management Costs			10,944	2.33
Total Estimated Project Costs			288,657	61.44

FIRST AMENDMENT TO SUBLEASE

This First Sublease Amendment (Amendment) is made by and between the Regents of the University of Idaho (Sublessor), and CH2MHill, Inc, a Florida Corporation (Sublessee), collectively the Parties. This Amendment shall revise the Sublease (attached as Exhibit 1) between the Parties commencing on June 24, 2005, and shall become effective upon the date consented to by the Idaho State Building Authority.

Now, THEREFORE, in consideration of the mutual promises contained herein, Sublessor and Sublessee agree as follows:

A. Section 1.4 of the Sublease is hereby amended to add the following at the end of the existing Section 1.4:

“In the event the Expansion Space and Renewal Expansion Space (as each are defined in Section 1.9 of this Sublease) are occupied by Sublessee, the total rentable square footage of 55,508 square feet will be used to calculate Base Rent.”

B. Section 1.7 of the Sublease is hereby amended to add the following at the end of the existing Section 1.7:

“In the event the Expansion Space and Renewal Expansion Space (as each are defined in Section 1.9 of this Sublease) are occupied by Sublessee, the monthly Base Rent from the time of commencement of occupation of the Renewal Expansion Space through June 30, 2007 shall be \$92,930. The monthly Base Rent for the period between July 1, 2007 and June 30, 2008 shall be \$95,705. The monthly Base Rent for the period between July 1, 2008 and June 30, 2009 shall be \$98,573. The monthly Base Rent for the period between July 1, 2009 and June 30, 2010 shall be \$101,533. These amounts shall be adjusted in accordance with the provisions for adjustments for tenant improvements as provided in Section 1.10 and adjustments for operating expenses as provided in Section 5.10.”

C. Section 1.9 of the Sublease is hereby deleted and replaced with the following amended Section 1.9:

1.9 Expansion Space and Renewal Expansion Space. Sublessee, with written notice provided to Sublessor prior to July 1, 2007, shall be entitled to occupy additional space under the terms of this Sublease (“**Expansion Space**”) as graphically shown on **Exhibit E**. Upon notification, Sublessor shall make Expansion Space available no later than January 1, 2008 and through the remainder of the Term of this Sublease. Upon the date that Sublessee begins occupation, or January 1, 2008, whichever occurs first, Sublessee shall pay at the rental rate (with appropriate escalation) established in Section 1.7 or (if a renewal is executed) Section 3.2.

Sublessee, with written notice provided to Sublessor prior to January 1, 2007, shall be entitled to occupy additional space under the terms of this Sublease (“**Renewal**

Expansion Space“) as graphically shown on **Exhibit F**. Upon notification, Sublessor shall make Renewal Expansion Space available no later than July 1, 2007 and through the remainder of the Term of this Sublease. Upon the date that Sublessee begins occupation, or July 1, 2007, whichever occurs first, Sublessee shall pay at the rental rate (with appropriate escalation) established in Section 1.7 or (if a renewal is executed) Section 3.2.

For the purposes of the terms of this Sublease, all space included as Expansion Space or Renewal Expansion Space shall also be considered Premises when occupied or possessed by Sublessee.

D. Section 1.10 of the Sublease is hereby amended to add the following at the end of the existing Section 1.10:

“Should Sublessee exercise its option to secure the Renewal Expansion Space in accordance with the provisions of Section 1.9 of this Sublease, Sublessor shall provide tenant improvements in the Renewal Expansion Space in accordance with the work listed in the “Preliminary Construction Budget” (attached as Exhibit 2). These improvements shall be made at Sublessor’s initial expense, but using the same mechanism for landlord’s recapture of tenant improvements costs over five years as described above in this Section 1.10 and applied to the Base Rent provided in Section 1.7 (or Section 3.2 if for a Renewal Term). The “**Renewal Expansion Allowance**” for tenant improvements in the Renewal Expansion Space is \$45 per useable square foot or \$211,410. The tenant improvements are the property of the Sublessor, subject to the terms of the Sublease. In the event Sublessee does not exercise its First Renewal Term and the term of this Amendment is less than the five years anticipated for the recapture of those tenant improvement costs exceeding the “**Renewal Expansion Allowance**”, Sublessee shall pay to Sublessor (as a lump sum) all of the unpaid portion of those tenant improvement costs that exceeded the Renewal Expansion Allowance. The remaining unpaid share of tenant improvement costs exceeding the Renewal Expansion Allowance at the time of lease termination shall be paid in full to Sublessor by July 31, 2010. In the event Sublessee exercises its First Renewal Term, the Base Rent for the “Renewal Expansion Space” will be adjusted to the rates established in Section 3.2, after the tenant improvement costs have been recaptured by Sublessor at the end of the five year term indicated above.”

E. Section 5.10 of the Sublease is hereby amended to add the following at the end of the existing Section 5.10:

“In the event the Expansion Space and Renewal Expansion Space are occupied by Sublessee, Sublessee’s share of building operating expenses shall be 30.20% and the method for determining the Adjustment Amount (for rent) shall be in accordance with this Section 5.10.”

F. If there is any conflict between the terms and provisions of this Amendment and the terms and provisions of the Sublease, the terms and provisions of this Amendment shall govern. Except as specifically set forth herein, all other provisions of the Sublease shall remain in full force and effect and be binding upon the Parties in accordance with the terms therein.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the date(s) set forth below.

SUBLESSEE

By: _____

Its: _____

Date

SUBLESSOR

Lloyd E. Mues, Vice-President
Finance & Administration

Date

IDAHO STATE BUILDING AUTHORITY CONSENT

By: _____

Its: _____

Date: _____

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: I. Real and Personal Property and Services

April 2002

Subsection: I. Real and Personal Property and Services

5. Disposal of Real Property

b. Board approval of other transfers

- (1) Leases to use real property under the control of an institution, school or agency require prior Board approval - if the term of the lease exceeds five (5) years or if the lease revenue exceeds two hundred fifty thousand dollars (\$250,000).

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

Capital Project Authorization Request: Provide central chilled water service to the Education Building on the Moscow campus

REFERENCE

N/A

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.K.1

BACKGROUND

This is an initial request for authorization to design and construct a project to provide central chilled water service to the Education Building on the Moscow campus.

The Education Building was constructed in 1967. At the time of its initial construction, the building was equipped with a stand-alone chiller that produced and distributed chilled water for cooling to two handlers in the building. In this manner the entire building was air-conditioned.

This chiller is now 39 years old. A typical life span for such a piece of equipment is approximately 25 years. The anticipated retirement/replacement of this chiller has been an element of the university's list of unfunded and deferred maintenance requests for nearly 20 years. In the summer of 2006, the chiller failed completely. The original vendor verified that the chiller is aged and failed to a point beyond repair. Currently, the university is servicing the cooling loads and demands of the Education Building with a temporary, rental chiller via a temporary piping lash-up.

DISCUSSION

It is the intent of the university to replace the original chiller and satisfy the cooling loads and demands of the Education Building by connecting the building to the university's central chilled water production and distribution system. Doing so provides a level of redundancy, efficiency, reliability and diversity not available with a replacement stand-alone chiller.

Schedule constraints associated with the project are severe if the university is to have the completed project in place and functional prior to the beginning of the 2007 cooling season – thus eliminating the need to once again rent a chiller for all or part of the 2007 cooling season.

INSTITUTION / AGENCY AGENDA

UNIVERSITY OF IDAHO – continued

The university initially estimated this project to be less than \$500,000 and thus sent an initial letter describing the project to the Board's Executive Director. Consistent with that earlier letter, and due to the schedule constraints associated with this project, the university has initiated the following two preliminary steps:

1. The university has identified and entered into a contract with a design engineer for this effort utilizing the Division of Public Works' mid-range selection materials and process. The approximate value of this contract is \$55,000.
2. Further, it is the intent of the university to work with the identified design engineer to plan, design, bid, award, and construct preliminary work to make a connection to the existing central chilled water distribution system and bring that system into the steam and mechanical tunnel that serves the Education Building. Schedule dictates that this preliminary work must be done prior to the fall rainy season in order to have the project complete prior to next summer's cooling season. The construction value of this preliminary work is estimated at approximately \$55,000.

The sum of these two, requisite preliminary steps is approximately \$110,000.

With the two preliminary steps underway, It is the intent of the university to work with the selected design engineer to plan design and develop the construction documents for the main project. The main project can be undertaken over winter and early spring as it is either within the steam and mechanical tunnel serving the Education Building or within the building itself.

The estimated total cost of the preliminary work and the main project and project contingencies currently is \$600,000. During the design process, construction cost estimates will be refined.

The main project includes requisite distribution piping – both supply and return – modifications to the air handlers to accept new cooling coils appropriate to the central chilled water system, pumps, valves and digital controls. The project includes all systems and appurtenances necessary for a complete and functional installation.

The project is fully consistent with the university's strategic plan and the campus Long Range Campus Development Plan (LRCDP). The project addresses and retires an element of the university's identified scope of deferred maintenance.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO – continued

IMPACT

Immediate fiscal impact of this effort is estimated to be \$600,000.

<u>Funding</u>		<u>Estimate Budget</u>	
State	\$ 0	Construction	\$ 490,000
Federal:	0	A/E Fees	55,000
Other (State & UI)	<u>600,000</u>	Contingency	<u>55,000</u>
Total	\$ 600,000	Total	\$ 600,000

Total authorization request (inclusive of preliminary work): \$700,000.

Due to the timing matters associated with this project, the university is requesting a project authorization \$100,000 in excess of the current estimate, in the event that the initial planning and investigation by the engineer reveal a need to adjust the project budget upward. If the refined estimate, including the cost of the preliminary work, exceeds \$700,000, the university will bring this project back to the Board for review and re-authorization.

ATTACHMENTS

Attachment 1 - Capital Project Tracking Sheet Page 4
Attachment 2 - Letter to D. Johnson Page 5

STAFF COMMENTS AND RECOMMENDATIONS

As noted above, UI staff initially requested permission from the Board office to proceed with a project less than \$500,000. Due to construction increases as discussed herein, the UI requests approval to proceed with the project at a cost of \$600,000, plus a contingency of an additional \$100,000. Staff is comfortable with this approach due to the current nature of the construction environment.

Staff recommends approval.

BOARD ACTION

A motion to approve the request to replace the water chiller in the Educational Building, at a cost not to exceed \$700,000, using institutional funds and contingency reserves.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**Office of the Idaho State Board of Education
Capital Project Tracking Sheet
As of 8 Sep, 2006**

History Narrative

1 **Institution/Agency:** University of Idaho **Project:** Provide District Chilled Water Service to Education Building, University of Idaho, Moscow, Idaho

2 **Project Description:** The effort will design and construct a project to provide District Chilled Water Service to the University of Idaho Education Building, Moscow, Idaho.

3 **Project Use:** The result of the project will be District Chilled Water Service to the University of Idaho Education Building to service and satisfy cooling load demands in lieu of replacement of the failed, 39 year old, stand alone chiller.

4 **Project Size:** N/A

	Sources of Funds				Use of Funds			
	PBF	ISBA	Other	Total Sources	Planning	Use of Funds* Const	Other**	Total Uses
9 Initial Cost of Project	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 55,000	\$ 490,000	\$ 55,000	\$ 600,000
11 History of Revisions:								
14 Total Project Costs	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 55,000	\$ 490,000	\$ 55,000	\$ 600,000

History of Funding:	PBF	ISBA	* Other Sources of Funds-----				Total Other	Total Funding
			Institutional Funds (Gifts/Grants)	Student Revenue	Other			
18 Original Authorization, Oct 06	\$ -		\$ 600,000				\$ 600,000	
20							-	
21							-	
22							-	
23 Total	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000	\$ 600,000	

25 * Overall project cost estimate will be refined and improved as part of this planning process; UI will report back to the Board of Regents any resulting revisions to the project estimate and seek additional project authorization as may be required.

26 ** Project Contingency

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**University of Idaho**

Finance and Administration
P.O. Box 443168
Moscow Idaho 83844-3168
208-885-6174
Fax 208-885-5504
<http://www.uidaho.edu>

July 31, 2006

Mr. Dwight Johnson
Executive Director
Office of the State Board of Education
650 W. State Street
Len B. Jordan Building, Room 307
Boise, ID 83720-0037

Subject: **INFORMATIONAL ITEM: FAILED CHILLER AT COLLEGE OF
EDUCATION BUILDING, UNIVERSITY OF IDAHO**

Dear Dwight,

The University of Idaho wishes to notify you of the recent failure of the chiller serving the Education Building on the Moscow campus. This building's cooling needs were served by the original stand-alone building chiller, now nearly forty years old. The intended course of action for repair is to connect the building to the central campus chilled water distribution system. This work will involve extending the distribution lines and linking them into a utility tunnel which serves the buildings in this sector of campus. The extended chilled water system will include the necessary pipe tee's and valves to support the future extension of services to other buildings in this region of campus.

Very early estimates suggest this project may cost between \$400K and \$600K. A more precise cost estimate will be generated as part of a formal design effort, yet to be undertaken. The University intends to pay for this project through institutional funds in hand. In the meantime, the UI is leasing a temporary chiller to serve the building needs through the remainder of this cooling season.

The University anticipates the following steps in prosecuting the necessary work:

1. Contract with a mechanical engineering firm to design the necessary extension of the central chilled water distribution system and connections to the building HVAC system (anticipated cost of design is approximately \$50K).
2. Implement phase 1 of the construction work. This will entail site excavation in the heart of the campus pedestrian walkway system. This will allow the piping to be extended to and to make connections into the appropriate utility tunnel system. It is important to complete this work in advance of inclement weather in the fall. The anticipated cost of this phase 1 work is \$50K.
3. The remaining project work, phase 2, may be valued in the range of \$300K to

\$500K, and would be undertaken only after receiving Board authorization, from either the Executive Director or the Full Board, as may be warranted within Board policy. This portion of work will largely be carried out within the underground utility tunnel and within the Education Building. Accordingly, it can be carried out over the course of the winter, without serious concerns about the weather.

In summary, the University will undertake approximately \$100K worth of work in the near term, within our local spending authority levels. The University will seek the necessary Board authorization at a later date, based on total project costs, once a more firm cost estimate is in place.

If you have any questions, please don't hesitate to contact me.

Sincerely,



Lloyd Mues

Vice President Finance and Administration

cc: Mark Brainard
Brian Johnson
Ray Pankopf
Mark Labolle

Office of the Idaho State Board of Education
 Capital Project Tracking Sheet
 As of 27 July 2006

History Narrative

1 **Institution/Agency:** University of Idaho **Project:** Extend Campus Chilled Water Distribution to Education Building
 2 **Project Description:** Design and construction to extend central chilled water services to the Education Building. Work is required to serve the cooling needs of the building, following failure of the 40-year old stand-alone chiller.
 3 **Project Use:** Past studies have shown tremendous efficiencies in serving cooling needs via the central campus system as opposed to through a stand-alone building chiller. There is greater system reliability, reduced maintenance needs, and more efficient delivery of cooling. Project will serve the cooling needs of the Education Building, housing the College of Education.

4 **Project Size:** Extend chilled water lines approx 300 feet to serve the Education Building

	Sources of Funds			Use of Funds			
	PBF	ISBA	Other *	Planning	Use of Funds Const	Other	Total Uses
9 Initial Cost of Project			\$ 525,000	\$ 52,500	\$ 446,250	\$ 26,250	\$ 525,000
10							
11 History of Revisions:							
12							
13 Revision #1			\$ -	\$ -	\$ -	\$ -	\$ -
14							
15							
16			\$ -	\$ -	\$ -	\$ -	\$ -
17							
18							
19			\$ -	\$ -	\$ -	\$ -	\$ -
20							
21							
22 Total Project Costs	\$ -	\$ -	\$ 525,000	\$ 52,500	\$ 446,250	\$ 26,250	\$ 525,000
23							
24							
25							
26 History of Funding:							
27							
28 July, 2006	PBF	ISBA	Institutional Funds	Other Sources of Funds Student Revenue	Other (Gift Revenue)	Total Other	Total Funding
29			\$ 525,000			\$ 525,000	\$ 525,000
30							
	Total		\$ 525,000	\$ -	\$ -	\$ 525,000	\$ 525,000

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: K. Construction Projects

April 2002

K. Construction Projects

1. Major Project Approvals - Proposed Plans

Without regard to the source of funding, before any institution, school or agency under the governance of the Board begin formal planning to make capital improvements, either in the form of renovation or addition to or demolition of existing facilities, when the cost of the project is estimated to exceed five hundred thousand dollars (\$500,000), must first be submitted to the Board for its review and approval. All projects identified on the institutions', school's or agencies' six-year capital plan must receive Board approval.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

Salmon Residential Facility

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.K.1.

BACKGROUND

This is an initial request for Regent's Authorization to design and construct a Residential Facility to be located at the UI Nancy M. Cummings Research, Education & Extension Center, Salmon, Idaho.

DISCUSSION

The University of Idaho, College of Agricultural and Life Sciences, requests authorization to plan, design and construct a residential (dormitory) facility at the Nancy M. Cummings Research, Extension & Education Center located on approximately 1,025 acres of real property in Salmon, Idaho. This property was gifted to the University of Idaho with the agreement that the College of Agricultural and Life Sciences would promote research, economic development and educational opportunities for the residents of Lemhi and surrounding counties, and secondarily to the state of Idaho, the nation and the world.

This request is the initial request to allow the university to begin to meet the above stated obligations. At this time, the facility is envisioned to be approximately 7,300 GSF with a budget allocation of up to \$1,500,000. It is the intent of the university to enter into a planning and programming contract with an Architect/Engineer (A/E) for the purpose of defining the program, scope and cost. The university will report back the results of this initial effort and, if necessary, will seek to adjust the authorization accordingly at that time.

The project includes planning, pre-design, design, bid, award and construction phase activities necessary construct a new building, complete, to house up to 16 dormitory rooms for faculty, staff, students, administrative personnel and constituent groups, a family sleeping room, a large assembly space for conferences and community outreach events, restrooms, kitchen, laundry and ancillary spaces. The project includes all systems and appurtenances necessary for a complete and functional installation.

The project is fully consistent with the university's strategic plan and its goals related to research, extension and outreach.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO – continued

IMPACT

Immediate fiscal impact of this effort is \$1,500,000.

<u>Funding</u>		<u>Estimate Budget</u>	
State	\$ 0	Construction	\$1,227,000
Federal:	0	A/E Fees	150,000
Other (State & UI)	<u>1,500,000</u>	Contingency	<u>123,000</u>
Total	<u>\$1,500,000</u>	Total	<u>\$1,500,000</u>

As stated above, should the initial planning and investigation by the A/E reveal a need to adjust the estimated project budget, the university will bring a request to adjust the authorization accordingly back before the board for full discussion and authorization prior to proceeding.

ATTACHMENTS

Attachment 1 - Capital Project Tracking Sheet Page 3

STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed the requested item and notes the UI will bring the project back to the Board for further authorization should the project budget increase above the stated amount. UI officials will be available at the Board meeting to discuss the source of project funds, and the source of funds, if needed, for any project increase.

Staff recommends approval.

BOARD ACTION

A motion for authorization to plan, design and construct a residential (dormitory) facility at the Nancy M. Cummings Research, Extension & Education Center in Salmon, Idaho, at a cost not to exceed \$1,500,000. Funds for this project are from local, non-appropriated funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Office of the Idaho State Board of Education
 Capital Project Tracking Sheet
 As of 8 Sep, 2006

History Narrative

- 1 **Institution/Agency:** University of Idaho **Project:** Residential Facility to be located at the UI Nancy M. Cummings Research, Education & Extension Center, Salmon, Idaho.
- 2 **Project Description:** Project includes planning, pre-design, design, bid, award and construction phase activities necessary construct a new building, complete, to house up to 16 dormitory rooms for faculty, staff, students, administrative personnel and constituent groups, a family sleeping room, a large assembly space for conferences and community outreach events, restrooms, kitchen, laundry and ancillary spaces. The project includes all systems and appurtenances necessary for a complete and functional installation.
- 3 **Project Use:** The project house faculty, staff, students, administrative personnel and constituent groups while performing research and attending conferences and community outreach events. The project supports research, economic development and educational opportunities for the residents of Lemhi and surrounding counties, and to the state of Idaho.
- 4 **Project Size:** 7,300 GSF

	Sources of Funds				Use of Funds			
	PBF	ISBA	Other	Total Sources	Planning	Use of Funds* Const	Other**	Total Uses
Initial Cost of Project	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 150,000	\$ 1,227,000	\$ 123,000	\$ 1,500,000
History of Revisions:								
Total Project Costs	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 150,000	\$ 1,227,000	\$ 123,000	\$ 1,500,000

History of Funding:	PBF	ISBA	* Other Sources of Funds				Total Other	Total Funding
			Institutional Funds (Gifts/Grants)	Student Revenue	Other	Total		
Original Authorization, Oct 06	\$ -		\$ 1,500,000			\$ 1,500,000	\$ 1,500,000	
						-	-	
						-	-	
Total	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	

25 * Overall project cost estimate will be refined and improved as part of this planning process; UI will report back to the Board of Regents any resulting revisions to the project estimate and seek additional project authorization as may be required.

26 ** Project Contingency

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: K. Construction Projects

April 2002

K. Construction Projects

1. Major Project Approvals - Proposed Plans

Without regard to the source of funding, before any institution, school or agency under the governance of the Board begin formal planning to make capital improvements, either in the form of renovation or addition to or demolition of existing facilities, when the cost of the project is estimated to exceed five hundred thousand dollars (\$500,000), must first be submitted to the Board for its review and approval. All projects identified on the institutions', school's or agencies' six-year capital plan must receive Board approval.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

Memorandum of Understanding: University of Idaho and Idaho Public Television.

REFERENCE

January 22-23, 1991 Existing Memorandum of Understanding (MOU)
Reviewed and approved by State Board of
Education.

APPLICABLE STATUTE, RULE, OR POLICY

N/A

BACKGROUND

This MOU between Idaho Public Television (IdahoPTV) and the University of Idaho (University) supersedes the current MOU, which requires Board approval for termination. The new MOU reaffirms a cooperative relationship to support the public broadcasting mission of IdahoPTV and the academic mission of the University through the joint use of equipment owned by IdahoPTV and the University and facilities owned by the University. It reflects changes in the names of the two entities and has been updated to reflect existing operating procedures.

DISCUSSION

The University of Idaho operated KUID-TV from its founding in 1964 until the station became part of a statewide system (then called the Idaho Education Public Broadcast System) in 1982. IdahoPTV shares a building on the UI campus with the School of Journalism and Mass Media. UI students and faculty members use equipment owned by IdahoPTV in courses in radio, television and digital media production.

IMPACT

The MOU provides for the sharing of in-kind services between UI and IdahoPTV. The UI provides support services to KUID-TV that include custodial, campus mail delivery, utilities, and building maintenance services at no cost to IdahoPTV. IdahoPTV provides broadcast airtime, production assistance and educational opportunities and support to the UI. The new MOU will not add any new budget obligations for either entity.

ATTACHMENTS

Attachment 1 - New MOU	Page 3
Attachment 2 - Previous 1991 MOU	Page 5

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued

STAFF COMMENTS AND RECOMMENDATIONS

As noted in the "Background" section, the new agreement reflects changes to organization names and current operating procedures.

Staff recommends approval.

BOARD ACTION

A motion by the University of Idaho to approve the Memorandum of Agreement between the University and Idaho Public Television (IdahoPTV).

Moved by _____ Seconded by _____ Carried Yes _____ No _____

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding between Idaho Public Television (IdahoPTV) and the University of Idaho (University) reaffirms a cooperative relationship to support the public broadcasting mission of IdahoPTV and the academic mission of the University through the joint use of equipment owned by IdahoPTV and the University and facilities owned by the University herein referred to as the Radio/TV Center.

WHEREAS, IdahoPTV has the assigned mission of providing educational and public broadcast television services to north Idaho from Grangeville to the Canadian borders through its KUID-TV station;

WHEREAS, the KUID-TV station has a responsibility to provide local program input into the statewide public television broadcast network;

WHEREAS, IdahoPTV needs access to the University-owned building that houses IdahoPTV's television production and broadcast facilities to perform its mission in north Idaho;

WHEREAS, IdahoPTV owns some of the television production equipment at the Radio/TV Center that is used by students enrolled in the academic programs of the University's School of Journalism and Mass Media;

WHEREAS, the local production activities of the KUID-TV station provide valuable educational experiences for university students;

WHEREAS, the University offers to its students a radio/TV/digital media academic program through its School of Journalism and Mass Media;

WHEREAS, the University uses the television production and broadcast facilities as a teaching laboratory;

WHEREAS, the University owns some of the equipment used in the television production/broadcast facility;

WHEREAS, the University desires to be able to continue to benefit in the School of Journalism and Mass Media teaching program from the expertise of the IdahoPTV staff assigned to the KUID-TV station;

WHEREAS, the University has a need to communicate with the public about the University's academic programs and outreach activities; and

WHEREAS, both the University and IdahoPTV desire to work cooperatively to fulfill each agency's mission and program responsibilities through the shared use of facilities and equipment.

THEREFORE, It is agreed that:

The University will:

1. Make available to IdahoPTV television studio and production facility space in the Radio/TV Center located adjacent to the Administration Building on the Moscow campus at no cost to IdahoPTV;
2. Provide office space in the Radio/TV Center for IdahoPTV staff assigned to the KUID-TV station at no cost to IdahoPTV; office space for instructional personnel from the School of Journalism and Mass Media and production space for academic use will continue to be assigned in the Radio-TV Center; Assignment and use of space will be mutually agreed upon by IdahoPTV and the School of Journalism and Mass Media.
3. Provide support services to KUID-TV that include custodial, campus mail delivery, utilities, and building maintenance services at no cost to IdahoPTV;
4. Allow KUID-TV staff to acquire University parking permits at rates and for locations under the same conditions that are available to University faculty and staff;
5. Allow KUID-TV staff to be issued University ID cards, reflecting an adjunct affiliation that entitles them to staff privileges, such as library services, recreational facilities access, educational benefits, and faculty/staff discounts to athletic and other cultural activities;
6. Continue the services of the University's Gift Receipting Office for processing and transferring monies received by the UI Foundation, Inc., for donations to the Friends of Idaho Public Television: KUID/KCDT, Inc.;
7. Utilize qualified KUID-TV station professional staff for teaching and service in the University's academic program to the extent that University funds are available and the curriculum allows

such opportunities, and that such appointments have IdahoPTV approval; and

8. Consult with the KUID-TV station manager in scheduling the use of the Radio/TV Center production and broadcast equipment and facilities as a teaching laboratory. It is understood that students will not have access to the facilities unless permission is granted by the KUID-TV station manager or the students are directly supervised by the School of Journalism and Mass Media instructional personnel or teaching assistants. It is further understood that activities relating to broadcast are of the highest priority.

IdahoPTV will:

1. Include in the assigned responsibilities of the KUID-TV station manager the general operational oversight of the Radio/TV Center, including consultation with the Director of the School of Journalism and Mass Media or his/her designee regarding the scheduling of academic curricular activities, and;
2. Work with the University in making time and production/ broadcast facilities available to the University for communicating to the public its programs and activities, subject to scheduling availability;
3. Provide broadcast air time for University-acquired telecourses in the same manner such services are provided for other Idaho higher education institutions;
4. Incorporate students in the production/broadcast activities of the KUID-TV station to the maximum extent possible, with the emphasis on creating educational experiences for the student, through
 - (1) non-paid internships for which University credit may be earned;
 - (2) volunteer opportunities when available;
 - (3) paid part-time positions at any IdahoPTV-operated facility when available.
5. Collaborate with the University in a timely manner for any interior or exterior modifications to jointly occupied buildings and or antenna sites.

6. Allow University access to IdahoPTV-owned equipment used in the student training activities, as well as supporting the video production needs of the University's Instructional Media Service Center;
7. Agree to pay all appropriate direct charges for services used by KUID-TV, such as computing services, central stores, motor pool, and other services available to University colleges and departments for which direct charges are assessed; and
8. Consult with the University on matters of mutual interest.

Indemnity and Insurance

A. Self Insurance The agencies understand that each is insured with respect to tort liability by the State of Idaho Retained Risk Account, a statutory system of self-insurance, and are subject to the Idaho Tort Claims Act. Each agency agrees to accept that coverage as adequate insurance for the other party with respect to personal injury and property damage.

B. Liability The agencies agree that any tort liability claim, suit or loss resulting from or arising out of the parties' performance of any activities under this contract shall be allocated, as between the state agencies, in accordance with law by the Office of Insurance Management for purposes of the respective loss experiences and subsequent allocation of self-insurance assessments. Each party to this contract agrees to notify the Office of Insurance Management and the other agency in the event it receives notice or knowledge of any claims arising out of the performance of, or the agencies' activities under this contract.

Amendment and Termination. This memorandum of understanding may be amended by agreement of both parties in writing at any time. Either party may terminate this agreement with one year written notice to the other party. This agreement becomes effective on Nov. 1, 2006 and will be continuous, subject to any amendments or termination. This agreement modifies and supersedes the previous agreement dated January 22, 1991.

APPROVED BY:

Peter W. Morrill
General Manger
Idaho Public Television

Lloyd Mues
Vice President for Finance and
Administration
University of Idaho

Date

Date

ACKNOWLEDGED BY:

Kenton Bird, Director
School of Journalism and Mass Media
University of Idaho

Date

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MEMORANDUM OF UNDERSTANDING

This memorandum of understanding between the Idaho Educational Public Broadcast System (IEPBS) and the University of Idaho (university) establishes a cooperative relationship for the purpose of supporting the public broadcast mission of IEPBS and the academic mission of the university through the joint use of equipment owned by IEPBS and the university and facilities owned by the university herein referred to as the Radio/TV Center.

WHEREAS, IEPBS has the assigned mission of providing educational and public broadcast television services to north Idaho through its KUID-TV station, and;

WHEREAS, The KUID-TV station has a responsibility to provide local program input into the statewide public television broadcast network, and;

WHEREAS, IEPBS needs access to the university-owned television production and broadcast facilities to perform its mission in north Idaho, and;

WHEREAS, IEPBS owns some of the television production equipment at the KUID-TV station that is used by students enrolled in the academic programs of the University's School of Communication, and;

WHEREAS, The local production activities of the KUID-TV station provide valuable educational experiences for university students, and;

WHEREAS, The university offers to its students a radio/tv academic program through its School of Communication, and;

WHEREAS, The university uses the television production and broadcast facilities as a teaching laboratory, and;

WHEREAS, The university owns some of the equipment used in the television production/broadcast facility, and;

WHEREAS, The university desires to be able to continue to benefit in the School of Communication's teaching program from the expertise of the IEPBS staff assigned to the KUID-TV station, and;

WHEREAS, The university has the need to communicate information to the public about the university's programs and service activities, and;

WHEREAS, Both the university and IEPBS desire to work cooperatively in the fulfillment of mission and program responsibilities of each through the shared use of facilities and equipment;

THEREFORE, It is agreed that:

The university will:

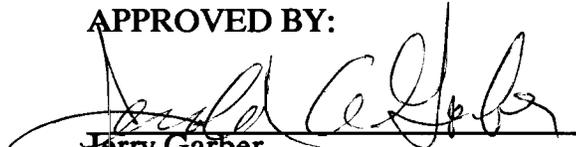
1. Make available to IEPBS television studio and production facility space in the Radio/TV Center located adjacent to the Administration Building on the Moscow campus at no cost to IEPBS, and;
2. Provide office space in the Radio/TV Center for IEPBS staff assigned to the KUID-TV station at no cost to IEPBS; office space for instructional personnel in the School of Communication will continue to be assigned in the Radio-TV Center, and;
3. Provide support services to KUID-TV that include custodial, campus mail delivery, utilities, and building maintenance services at no cost to IEPBS, and;
4. Allow KUID-TV staff to acquire university parking permits at rates and for locations under the same conditions that are available to university faculty and staff, and;
5. Allow KUID-TV staff to be issued university ID cards, reflecting an adjunct affiliation which entitles them to staff privileges, such as library services, recreational facilities access, educational benefits, and faculty/staff discounts to athletic and other university activities, and;
6. Continue the services of the university's Gift Receipting Office for processing and transferring monies collected by the UI Foundation, Inc., for donations to the Friends of KUID-TV, and;
7. In recognition of the general support provided to the university's academic programs by the KUID-TV station, make available funds to IEPBS to support 18% of the KUID-TV station manager's salary, and;
8. Utilize qualified KUID-TV station professional staff for teaching and service in the university's academic program to the extent that university funds are available and the curriculum allows such opportunities, and that such appointments have IEPBS approval, and;
9. Cooperate with the KUID-TV station manager in scheduling the use of the Radio/TV Center production and broadcast equipment and facilities as a teaching laboratory. It is understood that students will not have access to the facilities after sign-off in the evening and before sign-on in the morning unless permission is granted by the KUID-TV station manager or the students are directly supervised by the School of Communication instructional personnel. It is further understood that broadcast activities must have scheduling priority per FCC rules, and;
10. Make available funds, equivalent to 50% of the salary and benefits of the KUID broadcast/maintenance engineer. In return, KUID will provide maintenance of School of Communication equipment housed at KUID and provide engineering assistance, as needed, for classes scheduled at KUID.

IEPBS will:

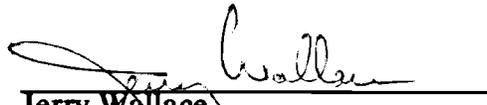
1. Include in the assigned responsibilities of the KUID-TV station manager the general operational oversight of the Radio/TV Center, including consultation with the School of Communication director regarding the scheduling of academic curricular activities, and;
2. Work with the university in making time and production/broadcast facilities available to the university for communicating to the public its programs and activities, subject to scheduling availability, and;
3. Provide broadcast air time for university-acquired telecourses in the same manner such services are provided for other Idaho higher education institutions, and;
4. Incorporate students in the production/broadcast activities of the KUID-TV station to the maximum extent possible, with the emphasis on creating educational experiences for the student, through (1) non-paid internships for which university credit may be earned; (2) volunteer opportunities when available; (3) paid part-time positions at any IEPBS-operated facility when available, and;
5. Allow university access to IEPBS-owned equipment used in the student training activities, as well as supporting the video production needs of the university's Instructional Media Service Center, and;
6. Agree to pay all direct charges for services used by KUID-TV, such as computing services, central stores, motor pool, and other services available to university colleges and departments for which direct charges are assessed, and;
7. Consult with the university on matters of mutual interest.

This memorandum of understanding may be amended by agreement of both parties in writing at any time. Termination of this agreement by either party must have the approval of the Regents of the University of Idaho and the State Board of Education. This agreement becomes effective on January 22, 1991, and will be continuous, subject to any amendments or termination.

APPROVED BY:


Jerry Garber
General Manager
Idaho Educational Public
Broadcast System

5/1/91
Date


Jerry Wallace
Acting Financial Vice President
University of Idaho

2/23/91
Date

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BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION / AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD

REFERENCE

August, 2006 Board approved FY 2008 College and University and Agency budget requests.

SUBJECT

Adjust Board-approved budget requests for FY 2008 to include additional line items.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V. B.1

BACKGROUND

At its August 2006 meeting, the State Board of Education approved Maintenance of Current Operations (MCO) and Line Item budget requests for submission to the Legislative Services Office (LSO) and Division of Financial Management (DFM). Subsequent to publishing the August agenda, several line items requests came to the attention of staff.

DISCUSSION

Subsequent to the August Board meeting, the institutions and agencies brought several line items to the attention of staff. Each additional line item is briefly described in the next section along with page numbers for their supporting documentation. Motions to approve each line are contained under the Motion section.

IMPACT

Tech Help (not available for August Board agenda)

- Product Innovation Outreach..... \$128,800 Page 5
- Manufacturing Outreach..... \$89,200 Page 6-7
- Lean Enterprise Certification \$70,750 Page 8
- Salary Competitiveness \$7,640 Page 9

Idaho Council on Economic Education (not available for August Board agenda)

- Program Coordinator..... \$20,800 Pages 10

Agricultural Research and Extension (not available for August Board agenda)

- Research Dairy Facility\$10,000,000 Pages 11-12

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

Office of the State Board of Education

- Spending Authority for Dedicated funds.... \$90,000 Page 13

Historical Society (Items #6 and #7 were originally requested in Replacement Capital Outlay as part of Maintenance of Current Operations (MCO)). The items were actually program additions and not replacement. They are included in the budget revision as line item 12.06 and 12.07 for a total of \$411,400. The agency reprioritized the Line Items as shown below:

1. Museum Restoration	\$118,600	Page 14
2. Historic Records Reclamation	\$125,600	Page 15
3. History Day Enhancement.....	\$49,300	Page 16
4. Centennial Heritage Revitalization	\$226,700	Page 17
5. Historic Property Preservation/Conservation.....	\$146,800	Page 18
6. Capital Outlay and Operating Expenditures	\$403,600	Page 19
7. Capital Outlay	\$7,800	Page 20
8. Cemetery Preservation.....	\$199,300	Page 21

STAFF COMMENTS AND RECOMMENDATIONS

Staff has worked with the institutions and agencies to ensure these budget requests revisions are in agreement with budget development guidelines issued by the DFM and LSO.

A motion to approve each line item is included below.

Staff recommends approval of the Line Item motions.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

BOARD ACTION

A motion to approve an additional Line Item for Tech Help for FY 2008 in the amount of \$128,800, General Funds, for Product Innovation Outreach.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

A motion to approve an additional Line Item for Tech Help for FY 2008 in the amount of \$89,200, General Funds, for Manufacturing Outreach.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

A motion to approve an additional Line Item for Tech Help FY for 2008 in the amount of \$70,800, General Funds, for Lean Enterprise Certification.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

A motion to approve an additional Line Item for Tech Help for FY 2008 in the amount of \$7,600, General Funds, for Salary Competitiveness.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

A motion to approve an additional Line Item for the Idaho Council on Economic Education for FY 2008 in the amount of \$20,800, General Funds, for a Program Coordinator.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

A motion to approve an additional Line Item for the Agricultural Research and Extension Service for FY 2008 in the amount of \$10,000,000, General Funds, for a Research Dairy Facility.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

A motion to approve an additional Line Item for the Office of the State Board of Education for FY 2008 in the amount of \$90,000, Other Funds, for a Grant Writer.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

A motion to approve an additional Line Item for the Idaho State Historical Society for FY 2008 in the amount of \$403,600, General Funds, for Capital Outlay and Operating Expenditures.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

A motion to approve an additional Line Item for the Idaho State Historical Society for FY 2008 in the amount of \$7,800, General Funds, for Capital Outlay.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

REQUEST BY DECISION UNIT

AGENCY: TechHelp

FUNCTION: GENERAL EDUCATION

ACTIVITY:

Agency No.: 512

Function No.: EDGB

Activity No.: 00

FY 2008 Request

Page 1 of 1 Pages

A: Decision Unit No: 12.01		Descriptive Title: Product Innovation Outreach Agency Priority Ranking 1 of 4			
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
Personnel Cost:					
1. Salaries	90,000				90,000
2. Benefits	28,800				28,800
TOTAL PERSONNEL COSTS:	118,800				118,800
OPERATING EXPENDITURES by summary object:					
1. Infrastructure Needs	10,000				10,000
TOTAL OPERATING EXPENDITURES:	10,000				10,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	128,800				128,800

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level.

1. TechHelp requests funding for 1.5 staff positions to continue the Product Innovation services started in association with the Economic Development Administration. Workload demand and the increasing needs of manufacturers to develop new products to stay in business has resulted in this becoming a key strategic service offering for TechHelp.

2. This request is for 1.5 full time staff positions with benefits. The position would be supported at the start of the fiscal year.

3. Funding requested is from General Funds. Personnel costs are \$90,000 plus the full time eligible benefits of 32% or \$28,800. Operating costs for supplies, travel and training total \$10,000. Additional funding support will be generated from client revenue and by taking advantage of grant opportunities.

4. These positions will serve Idaho's existing 2,300 manufacturers and food processors as well as inventors and technology companies. Over the past 2 years, TechHelp clients reported over \$80 million in positive economic impact in the areas of bottom line savings/sales, investment in people-plant-equipment, and employee creation and retention. Since 2001, the TechHelp New Product Development Team has completed nearly 200 projects with 100 companies from 12 Idaho counties. Adding these positions will help TechHelp meet the increasing New Product Development needs of Idaho companies and will allow TechHelp to better support the current NPD internship program at BSU.

If these positions are not funded, TechHelp will not be able to meet the increasing demand for new product development services in Idaho.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

REQUEST BY DECISION UNIT

AGENCY: TechHelp

FUNCTION: GENERAL EDUCATION

ACTIVITY:

Agency No.: 512

Function No.: EDGB

Activity No.: 00

FY 2008 Request

Page 1 of 1 Pages

A: Decision Unit No: 12.02		Descriptive Title: Manufacturing outreach			Agency Priority Ranking 2 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
Personnel Cost:					
1.Salaries	60,000				60,000
2. Benefits	19,200				19,200
TOTAL PERSONNEL COSTS:	79,200				79,200
OPERATING EXPENDITURES by summary object:					
1. Infrastructure Needs	10,000				10,000
TOTAL OPERATING EXPENDITURES:	10,000				10,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	89,200				89,200

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level.

1. TechHelp is requesting an additional Manufacturing Specialist position to meet the growing needs of Idaho manufacturers and processors throughout the state and to continue to offer services initiated by the Manufacturing Extension Partnership. Workload demand and the increasing needs of manufacturers to adopt innovative product and process improvements to stay in business has resulted in this becoming a key strategic service offering for TechHelp. Manufacturing is the largest sector of Idaho's economy providing 14% of state GDP in 2004. An increasing number of Idaho companies are seeking assistance with product and process innovation in order survive in a highly competitive global economy. This state funding matches \$700,000 of Federal funding.

2. This request is for one full time position with benefits. The position would be supported at the start of the fiscal year.

3. This position will be funded by General Funds. Personnel cost are \$60,000 plus full time eligible benefits of 32% or \$19,200. Operating costs for Supplies, travel and training total \$10,000. The position will generate client fees and will take advantage of grant opportunities that will help sustain and grow the position.

4. This request will serve Idaho's 2,300 existing manufactures and food processors as well as innovators who are just beginning to invent products and start new companies. Based on recent history, TechHelp expects this position to produce \$5 Million in positive economic impact for companies served in the areas of investment in plant/equipment, bottom line savings/sales and jobs created & retained. It should be noted that Idaho manufacturers that have utilized TechHelp services during the past two years have reported over \$80 million in positive economic impact in the areas of investment, bottom line savings/sales, and jobs created and retained. This positive impact feeds back to the state in the form of property, sales and income taxes and also helps create healthy companies with good jobs throughout Idaho. Without this position, TechHelp will have difficulty meeting the growing needs of Idaho manufactures throughout the state and will not be in position to seek additional grant opportunities from other funding sources.

TECHHELP: ADVANCE IDAHO MANUFACTURING INITIATIVE

TechHelp is a proven state investment that regularly and reliably provides positive returns on investment. During the past year, TechHelp clients reported nearly \$30 million of positive economic impact in the areas of investment, job creation/retention and bottom line sales and savings.

Idaho's manufacturing sector, a vital component of the state's economy, is faced with enormous challenges in an increasingly competitive global economy. Idaho manufacturers are proving that they can succeed and even thrive in the new economy by **investing in plant and people**, by **adopting world-class manufacturing processes** and by making **new product development and process innovation** the backbone upon which they are built. TechHelp has been assisting Idaho manufactures in all of these areas since 1996 and will help Idaho companies achieve continued success through its **Advance Idaho Manufacturing Initiative**.

TechHelp is seeking to add \$295,000 to annual ongoing funding that will be used to leverage \$873,000 in federal funds. This ongoing state funding will allow TechHelp to match and draw from federal funds available from the Economic Development Administration, the U.S. Department of Labor, the National Science Foundation and the National Institute of Standards and Technology Manufacturing Extension Partnership in support of the following initiatives:

1. **Permanently Staff TechHelp Regional Offices** – As Idaho's Manufacturing Extension Center and a partnership of Idaho's three state universities, TechHelp provides assistance to manufactures statewide. Ongoing state funding will be used to permanently **staff TechHelp offices in Northern Idaho, the Treasure Valley, Eastern Idaho and the Magic Valley** where manufacturing is a vital and growing component of the economy.
2. **Add Capabilities to and Permanently Staff the New Product Development Lab at BSU** – Innovation and new product development are critical to the success of Idaho manufacturers. The New Product Development (NPD) lab at BSU has a successful history of helping companies such as Trus Joist, TenXsys, Rekluse, Ox-Gen and Ugobe take ideas to reality. NPD activities generate the new products, new companies, new jobs and economic development needed to keep Idaho's economy vibrant. TechHelp used \$50K of state funding in 2006 to add two new prototyping materials that are already being used by Idaho companies to develop and test new products. TechHelp would use additional state funding to **fully staff the NPD lab and to stay on the cutting edge of NPD technology**.
3. **Expand and Permanently Staff the Office of Professional Development at the University of Idaho** – The on-going development of Idaho's technical professionals is critical to keep Idaho's manufacturers up to date and competitive. Numerous firms across the state have benefited from advanced technical training in lean, six sigma, and other areas. For example, we are currently delivering the recently launched Lean Enterprise Certification Program (LECP) with one-time funding from the U.S. Department of Labor. The LECP project is a two-year collaborative partnership to train and certify the U.S. manufacturing workforce in the principles of Lean Enterprise. TechHelp is nationally recognized for its work in developing and delivering Lean programs for food processors in Idaho. In 2006, TechHelp created a successful statewide Six Sigma Belt Certification program with participants from ten Idaho Companies. TechHelp would use ongoing state funding to **bring these programs to Idaho and leverage available federal funds to expand advanced-level training needed by technical professionals in Idaho's manufacturing companies**.

TECHHELP
SOLUTIONS FOR MANUFACTURERS

a NIST | Network
MEP | Affiliate

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

REQUEST BY DECISION UNIT

AGENCY: TechHelp

FUNCTION: GENERAL EDUCATION

ACTIVITY:

Agency No.: 512

Function No.: EDGB

Activity No.: 00

FY 2008 Request

Page 1 of 1 Pages

A: Decision Unit No: 12.03		Descriptive Title: Lean enterprise certification			Agency Priority Ranking 3 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
Personnel Cost:					
1. Salaries	45,000				45,000
2. Benefits	15,800				15,800
TOTAL PERSONNEL COSTS:	60,800				60,800
OPERATING EXPENDITURES by summary object:					
1. Infrastructure Needs	10,000				10,000
TOTAL OPERATING EXPENDITURES:	10,000				10,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	70,800				70,800

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level.

1. TechHelp requests funding for 1 staff position to deliver the new Lean Enterprise Certification Program (LECP) that is offered in association with the Manufacturing Extension Partnership. The LECP will give Idaho employees a nationally recognized credential that adds to their value and certifies that they possess a body of knowledge in Lean. The certifying body includes the Association for Manufacturing Excellence, The Society of Manufacturing Engineers and the Shingo Prize for Excellence in Manufacturing. Idaho employers will benefit by employing workers trained and certified in Lean and by being able to hire workers that possess a nationally recognized certification. Workload demand and the increasing needs of manufacturers to adopt innovative product and process improvements to stay in business has resulted in this becoming a key strategic service offering for TechHelp. Manufacturing is the largest sector of Idaho's economy providing 14% of state GDP. An increasing number of Idaho companies are seeking assistance with product and process innovation, such as Lean, in order survive in a highly competitive global economy.

2. This request is for one full time position with benefits. The position would be supported at the start of the fiscal year.

3. General funds will be needed to fund this manufacturing specialist position. Personnel cost is \$45,000 plus full time eligible benefits of 35% or \$15,800. The operating costs for supplies, travel and training total \$10,000. The position will generate client fees and will take advantage of grant opportunities that will help sustain and grow the position.

4. This request will serve Idaho's 2,300 existing manufactures and food processors as well as innovators who are just beginning to invent products and start new companies. Based on recent history, TechHelp expects this position to produce \$5 Million in positive economic impact for companies served in the areas of investment in plant/equipment, bottom line savings/sales and jobs created & retained. It should be noted that Idaho manufacturers that have utilized TechHelp services during the past two years have reported over \$80 million in positive economic impact in the areas of investment, bottom line savings/sales, and jobs created and retained. The positive impact created by this position will feed back to the state in the form of property, sales and income taxes and by creating healthy companies with good jobs throughout Idaho. Without this position, TechHelp will continue to have difficulty meeting the growing needs of Idaho manufactures throughout the state and will not be in position to seek additional grant opportunities from other funding sources.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

REQUEST BY DECISION UNIT

AGENCY: TechHelp
 FUNCTION: GENERAL EDUCATION
 ACTIVITY:

Agency No.: 512
 Function No.: EDGB
 Activity No.: 00

FY 2008 Request
 Page 1 of 1 Pages

A: Decision Unit No: 12.01	Descriptive Title: Salary Competitiveness			Agency Priority Ranking 4 of 4	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
Staff	7,600				
TOTAL PERSONNEL COSTS:	7,600				
OPERATING EXPENDITURES by summary object:					
Infrastructure Needs					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	7,600				

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level.

- Consulting with manufacturers and innovators requires that the TechHelp staff possess advanced skills which impact the profitability of the companies they serve. As has become the case with Idaho colleges and universities around the state, TechHelp has had difficulty attracting, retaining and replacing highly qualified employees with the kinds of skills required to meet the needs of Idaho companies. This request for a 4.5% increase is to help improve our ability to attract and retain quality people to serve our clients.
- Cost: This request supports personnel cost of \$7,600 .
- Funding requested is from General Funds.
- This request will help TechHelp do a better job of serving Idaho's existing 2,300 manufacturers and processors as well as inventors and innovators who are creating the products of tomorrow. Over the past 2 years, TechHelp clients have reported over \$80 million in positive economic impact in the areas of cost saving, increased profits, investment in plant-people-equipment and in employee creation and retention. Without this funding, it will be increasingly difficult for TechHelp to attract and retain the kind of professional manufacturing specialists who can meet the ever increasing needs of Idaho companies.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

REQUEST BY DECISION UNIT

AGENCY: Idaho Council on Economic Education Agency No.: 512

FY 2008 Request

FUNCTION: GENERAL EDUCATION Function No.: EDJJ

Page 1 of 1 Pages

ACTIVITY: Activity No.: 00

A: Decision Unit No: 12.01		Descriptive Title: Program Coordinator			Agency Priority Ranking 1 of 1
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Program Coordinator @ 50%/no benefits	20,800				20,800
2.					
3.					
TOTAL PERSONNEL COSTS:	20,800				20,800
OPERATING EXPENDITURES by summary object:					
1.					
2.					
3.					
4.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
4.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	20,800				20,800

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level.

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

Additional funding to secure half-time program coordinator position currently paid from a non-secured account. This would stabilize the program and ensure continued support to teacher programs.

2. What resources are necessary to implement this request?

Funding at the rate of \$20.00/hr for 1,040 hours (50% time). No benefits are currently required.

3. Please break out fund sources with anticipated expenditures in the financial data matrix.

4. Who is being served by this request and what are the expected impacts of the funding requested?

Securing this position would greatly enhance our continued ability to reach Idaho teachers for training and program development work. Current incumbent is paid through nonsecured funds on a need by need basis. Funding this position would produce greater opportunities for long-term outreach, planning and training.

If this request is not funded who and what are impacted?

Boise State strives to become a University of exceptional research. This is defined by progressive scholarship and creative activity, and graduate programs that have groundbreaking applications locally, regionally and globally. The above funding request would assist with adding opportunities to grow the number and quality of our current graduate assistantships and to help sustain sponsored research activity that can be beneficial to the community, the State, and beyond.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

REQUEST BY DECISION UNIT

AGENCY: University of Idaho
 FUNCTION: Agricultural Research and
 ACTIVITY: Extension

Agency No.: 504
 Function No.: 02
 Activity No.: 00

FY 2008 Request
 Page 1 of 1 Pages

A: Decision Unit No: 12.02		Descriptive Title: Research Dairy Facility			Agency Priority Ranking 2 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. Research Dairy Facility	10,000,000				10,000,000
TOTAL CAPITAL OUTLAY:	10,000,000				10,000,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	10,000,000				10,000,000

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

This request seeks funding to facilitate the development and construction of a state-of-the-art food-animal, research, extension and teaching facility. This facility must be sufficiently sized to address a wide variety of basic research needs and allow for translational research for adoption by industry. Many of the current studies being conducted, such as nutrient management, odor and water quality, and production management, require intensive sampling from many animals. The University of Idaho's current dairy, located on the Moscow campus, is small (< 100 cows), dated (1960's technology) and far removed from the center of the dairy industry. With the limited animal numbers at the current University facility, relevant research is a tremendous challenge. In addition, evaluation of production-related responses requires hundreds of animals per treatment to determine the differences economically important to industry.

2. What resources are necessary to implement this request?

This request represents a partnership of state, federal and private interests including the University of Idaho, the College of Agricultural and Life Sciences, the State of Idaho and the Idaho Dairy Association. Partnerships in educational and research programming will also be formed with the Idaho National Laboratory, USDA Agricultural Research Service, College of Southern Idaho, USDA Natural Resources Conservation Service, Idaho Cattle Association, Environmental Protection Agency, the Idaho State Department of Agriculture and Idaho's diverse commodity associations.

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service. None requested at this time.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted. N/A

c. List any additional operating funds and capital items needed. Funding from this request will be utilized for design and construction of the dairy facility.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.) This request is for one-time funds.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Dairy is Idaho's leading agriculture industry and currently ranks 4th in the nation. With anticipated growth, Idaho's dairy industry will soon exceed that of New York and be ranked 3rd nationally. The dairy and associated milk processing industries require technologies to meet environmental challenges related to dairy and waste management to protect water, air and soil quality. The proposed facility will utilize state-of-the-art research to identify solutions to environmental and production challenges that result in positive environmental and economic impact to Idaho. It is clear that a critical scientific and information gap exists related to large western style confined animal feeding operations (CAFO).

This research facility would provide a platform to leverage external funding from federal resources and granting agencies. In addition, the atmosphere for educational and research partnerships will be created to develop solutions to environmental challenges affecting citizens throughout the State of Idaho.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

Ag Research Research Dairy Facility

This is an initial request for Regent's Authorization to plan, design and construct a Research Dairy facility to be located at an undetermined site in southern Idaho.

The University of Idaho, College of Agricultural and Life Sciences, requests authorization to plan, design and construct a state-of-the-art food-animal, research, extension and teaching facility. This facility must be sufficiently sized to address a wide variety of basic research needs and allow for translational research for adoption by industry. Many of the current studies being conducted, such as nutrient management, odor and water quality, and production management, require intensive sampling from many animals.

The University of Idaho's current dairy, located on the Moscow campus, is small (< 100 cows), dated (1960's technology) and far removed from the center of the dairy industry. With the limited animal numbers at the current University facility, relevant research is a tremendous challenge. In addition, evaluation of production-related responses requires hundreds of animals per treatment to determine the differences economically important to industry.

This request represents a partnership of state, federal and private interests including the University of Idaho, the College of Agricultural and Life Sciences, the State of Idaho and the Idaho Dairy Association. Partnerships in educational and research programming will also be formed with the Idaho National Laboratory, USDA Agricultural Research Service, College of Southern Idaho, USDA Natural Resources Conservation Service, Idaho Cattle Association, Environmental Protection Agency, the Idaho State Department of Agriculture and Idaho's diverse commodity associations.

Dairy is Idaho's leading agriculture industry and currently ranks 4th in the nation. With anticipated growth, Idaho's dairy industry will soon exceed that of New York and be ranked 3rd nationally. The dairy and associated milk processing industries require technologies to meet environmental challenges related to dairy and waste management to protect water, air and soil quality. The proposed facility will utilize state-of-the-art research to identify solutions to environmental and production challenges that result in positive environmental and economic impact to Idaho. It is clear that a critical scientific and information gap exists related to large western style confined animal feeding operations (CAFO).

This research facility would provide a platform to leverage external funding from federal resources and granting agencies. In addition, the atmosphere for educational and research partnerships will be created to develop solutions to environmental challenges affecting citizens throughout the State of Idaho.

This project is fully consistent with the university's strategic plan and its goals related to research, extension and outreach.

Immediate fiscal impact to the University of Idaho for this effort is \$10,000,000

<u>Funding</u>	
State	\$10,000,000
Federal	0
Other (State & UI)	<u>\$10,000,000</u>
Total	\$20,000,000

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

REQUEST BY DECISION UNIT

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2008 Request

FUNCTION: OSBE

Function No.: 02

Page 1 of 1 Pages

ACTIVITY:

Activity No.:

A: Decision Unit No: 12.07		Descriptive Title: Spend. Auth. for Dedicated			Agency Priority Ranking 7 of 7
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Group Position: P-T Clerical Support		10,400			10,400
2. Group Position: Benefits		9,700			9,700
3. Contigent Balance to use for one-time, unplanned expenditures		12,000			12,000
		2,900			2,900
5. Salary				3,500	3,500
6. Benefits				1,500	1,500
TOTAL PERSONNEL COSTS:	0	35,000	0	5,000	40,000
OPERATING EXPENDITURES by summary object:					
1. Will be used for unique one-time expenditures		50,000			50,000
2.					
TOTAL OPERATING EXPENDITURES:	0	50,000	0	0	50,000
CAPITAL OUTLAY by summary object:					
1. Office furniture and Equipment					0
2.					
TOTAL CAPITAL OUTLAY:	0	0	0	0	0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	0	85,000	0	5,000	90,000

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

Spending Authority for Indirect Cost Funds

With the award of the GEAR UP grant, OSBE will be collecting indirect costs off of the expenditures made in this grant. Potentially, OSBE may collect approximately \$100,000 over a full year, with an additional \$10,000 (approximately) that will be collected from the Transition to Teaching grant. OSBE is requesting spending authority of \$85,000 in the Indirect Cost fund 0125. PC of \$20,100 will cover a part-time group support position and \$14,900 PC and \$50,000 OE that would be used as need for unique one-time situations such as vacation payoffs, specialized training, etc.

Spending Authority for Miscellaneous Funds

HB 712 requires the State Board of Education to "maintain a register of postsecondary educational institutions approved to provide programs and courses that lead to a degree or which provide, offer and sell degrees in accordance with the procedures established in chapter 24, title 33, Idaho Code". This will require an on-site review by an OSBE staff member and the processing of the paper work as well as the fees that are collected.

2. What resources are necessary to implement this request?

This request is for spending authority only.

3. Please break out fund sources with anticipated expenditures in the financial data matrix.

This request is for \$85,000 spending authority in Indirect Funds and \$5,000 in Miscellaneous Revenue Funds.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

This will allow OSBE to allocate costs in a more efficient way.

BUSINESS AFFAIRS AND HUMAN RESOURCES

OCTOBER 11-13, 2006

REQUEST BY DECISION UNIT

AGENCY: Historical Society
 FUNCTION: Historical Preservation & Education
 ACTIVITY:

Agency No.:
 Function No.:
 Activity No.:

522
 1

FY 20__ Request
 Page 1 of 1 Pages

A: Decision Unit No:	12.01	Descriptive Title:	Historic Records Reclamation Initiative		Agency Priority Ranking 1 of 8
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2,00				
PERSONNEL COSTS:					
1. Salaries	68,000				68,000
2. Benefits	30,600				30,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	98,600				98,600
OPERATING EXPENDITURES by summary object:					
1. Administrative Supplies	20,000				20,000
2.					
3.					
4.					
TOTAL OPERATING EXPENDITURES:	20,000				20,000
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
4.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	118,600				118,600

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

- What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?
 The Idaho State Historical Museum was the first museum west of the Mississippi accredited by the American Museums Association (AMA) more than 30 years ago and will soon lose this important designation due primarily to a lack of adequate staffing and funding support for exhibit development and the preservation of the historic artifacts it holds. This request is for 2 museum curators to assist in the development of public exhibits and the accessioning, cataloging, and preservation of the growing backlog of unprocessed prehistoric and historic artifacts and other material held at the Idaho Historical Museum. There is currently one full-time curator on staff (although the museum manager qualifies as a curator but primarily handles administrative duties). Improvements to exhibits and conservation activity are entirely funded through small dedicated funds allocated to that purpose and from financial contributions from the public. The AMA has cited the lack of funding support from the State of Idaho for the operation of the museum for which it is responsible as a primary contributor to the anticipated denial of reaccreditation due in 2007.
- What resources are necessary to implement this request?
 The request is for two museum curator positions to handle the accessioning and cataloging of the backlog of prehistoric and historic artifacts and other material at the Idaho Historical Museum, as well as to assist with the upgrading of existing and development of new public exhibits at the facility. Some capital expenditures would be required for material to process artifacts and create new exhibits.
 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
 Two permanent museum curators (2 FTE; pay grade 38; both full-time; both full benefits; both with a hiring date of July 1, 2007 with not set time for position expiration).
 - Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 Other than an adjustment in supervisory responsibilities by administrative personnel to coordinate individual work assignments for an expanded staff, there would be no shifting of duties within the agency. Existing operations and the public would benefit from updated and new exhibits at the museum, as well as access to artifacts processed and preserved by the additional personnel for use in creation of such public displays.
 - List any additional operating funds and capital items needed.
 Operating expenditures of \$20,000 will be required to meet the needs for office and curatorial supplies to be used by the new positions to adequately fulfill their responsibilities.
- Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)
 Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc. (See matrix above). All requested allocations for this item would come from General Funds.
- Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
 If this request is not funded, the state of Idaho will assure that the national accreditation of its State Historical Museum will end and the number and quality of its offerings (particularly traveling exhibits of national stature) will be reduced. In addition, the ability to attract support for museum operations will deteriorate due to the perceived lack of professionalism that results from a loss of accreditation. The backlog of accessions (new items) coming to the Idaho Historical Museum but due for appropriate cataloging and preservation will continue to grow, thus restricting children and adult citizens of Idaho from learning about Idaho history through the exhibits and programs produced using these artifacts and other materials.

BUSINESS AFFAIRS AND HUMAN RESOURCES

OCTOBER 11-13, 2006

REQUEST BY DECISION UNIT

AGENCY: Historical Society
 FUNCTION: Historical Preservation & Education
 ACTIVITY:

Agency No.:
 Function No.:
 Activity No.:

522
 1

FY 20__ Request
 Page 1 of 1 Pages

A: Decision Unit No:	12.02	Descriptive Title:	Historic Records Reclamation Initiative		Agency Priority Ranking 2 of 8
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.00				
PERSONNEL COSTS:					
1. Salaries	46,800				46,800
2. Benefits	28,800				28,800
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	75,600				75,600
OPERATING EXPENDITURES by summary object:					
1. Specific Use Supplies	40,000				40,000
2.					
3.					
4.					
TOTAL OPERATING EXPENDITURES:	40,000				40,000
CAPITAL OUTLAY by summary object:					
1. Specific Use Equipment	1,000				1,000
2. Office Machines	7,000				7,000
3. Computer Equipment	2,000				2,000
4.					
TOTAL CAPITAL OUTLAY:	10,000				10,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	125,600				125,600

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

The workload for processing incoming government records (as required by Idaho State Code) and accessing public information requests at the Public Archives and Research Library has increased substantially due to escalated transfer of stored records by state and local government entities as well as homeland security mandates that have taken place since 9/11/2001. Staffing is already well below national standard for handling the agency's records holdings and is increasingly inadequate due to skyrocketing requests for public records held in the State Archives (which have increased by 600 percent in four years). There are currently three full-time archivists on staff (of the 13-15 recommended by national standards) with archival funding of approximately \$148,000 from the General Fund in the base. A federal grant from the National Archives and Records Administration of \$40,000 (but currently unauthorized for 2006-7) has covered some travel for record retrieval for the past two years.
2. What resources are necessary to implement this request?

The request is for one receptionist to handle the requests for records from government agencies and the public, and an archivist to research records requests and to professionally catalogue and process incoming records and documents. Equipment (computers, desks) would be required to meet the requirements placed on these positions and office and archival supplies would also be necessary.

 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
 One permanent receptionist (1 FTE; pay grade 25; full-time status; full benefits; hire date of July 1, 2007 with not set time for position expiration) and one permanent archivist (1 FTE; pay grade 37; full time status; full benefits; hire date of July 1, 2007 with no set time for position expiration).
 - Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 Other than an adjustment in supervisory responsibilities by administrative personnel to coordinate individual work assignments for an expanded staff, there would be no shifting of duties within the agency. Existing operations and the public would benefit from access to records and documents processed by the additional personnel.
 - List any additional operating funds and capital items needed.
 Equipment costs expect to be about \$10,000 in order for the new employees to meet the requirements for workstations, including desks, chairs, telephones, file cabinets, computers, and other such capital equipment as deemed necessary to fulfill their responsibilities. An additional \$40,000 will be needed for office and archival supplies to be used by the new positions.
3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)
 Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc. (See matrix above). All requested allocations for this item would come from General Funds.
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The Public Archives and Research Library processes, stores and retrieves records and documents as deemed necessary by Idaho statute. (Although some records are provided by other entities, those of a permanent and/or historical nature will always be requested from the PARL). All citizens of Idaho and individuals/organizations from the other states and countries have need for public records, such as birth, death, wedding, military, and legal documents. With the increased need for personal and medical histories in conjunction with homeland security inquiries, citizens are requesting such records at an increasing rate. With the handling of such material up by 600 percent in four years, the need for adequate archival staffing has gone beyond critical at the agency. If this request is not funded, the workload will continue to spiral out of control for the current staff and historical public records will not be available, due to the backlog that is already plaguing the Archives staff. Failure to meet requests in a timely manner increases the possibility of legal action against the state for failure to comply with open records statutes.

BUSINESS AFFAIRS AND HUMAN RESOURCES

OCTOBER 11-13, 2006

REQUEST BY DECISION UNIT

AGENCY: Historical Society
 FUNCTION: Historical Preservation & Education
 ACTIVITY:

Agency No.:
 Function No.:
 Activity No.:

522
 1

FY 20__ Request
 Page 1 of 1 Pages

A: Decision Unit No:	12.03	Descriptive Title:	History Day Enhancement Project		Agency Priority Ranking 3 of 8
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				
PERSONNEL COSTS:					
1. Salaries	34,000				34,000
2. Benefits	15,300				15,300
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	49,300				49,300
OPERATING EXPENDITURES by summary object:					
1.					
2.					
3.					
4.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
4.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	49,300				49,300

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

- What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?
 The Idaho History Day education program coordinated statewide by the Idaho Historical Museum has grown rapidly due to increased promotion and interest throughout the state. Students in grades 6 through 12 complete research projects based on a theme related to history, and conduct presentations in the form of static exhibits, written reports, oral presentations or plays with multiple cast members during competition that takes place in the spring at a regional and state level. State winners are eligible for the National History Day competition in Maryland. Participation in the program has grown 84% in the past four years (from 659 students in 2003 to 1,213 students in 2006). With the strong possibility that Idaho History Day projects will qualify as being among those identified by the Idaho Department of Education as fulfilling a research project requirement for high school seniors to graduate, an additional and substantial increase in competitors is being anticipated in grade 12. One staff member at the museum has been assigned part time duty to coordinate the program, along with carrying out all other duties related to education programs offered by the museum. There is an overdue need for an additional full-time education specialist to coordinate Idaho History Day and support other educational programs at the museum. Funding for basic operational needs have come primarily from fees charged to participant, but are not adequate to cover the cost of an additional staff member.
- What resources are necessary to implement this request?
 The request is for one full-time permanent education specialist to coordinate Idaho History Day and support other educational programs in place at the State Historical Museum.
 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
 One permanent education specialist at the Idaho History Museum (1 FTE; pay grade 38; full-time permanent; full benefits; hiring date of July 1, 2007 with no set time for position expiration).
 - Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 Other than an adjustment in supervisory responsibilities by administrative personnel to coordinate individual work assignments for an expanded staff, there would be no shifting of duties within the agency. Existing operation, educators and students would benefit from adequate resources to better coordinate Idaho History Day and other services provided by the museum.
 - List any additional operating funds and capital items needed.
 (See matrix above). All requested allocations for this request would come from General Funds.
- Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)
 Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.
- Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
 This request will impact all schools in Idaho serving grades 6 through 12, plus home schooled students in those grades, who are eligible to participate in the Idaho History Day competition, as well as receive information and services provided by the Idaho Historical Museum. In 2006 there were 1,213 Idaho students involved in IHD competition at the regional, state and national level. If this request is not funded, the ability to adequately coordinate Idaho History Day and provide appropriate services to the increasing number of participants will be in jeopardy.

BUSINESS AFFAIRS AND HUMAN RESOURCES

OCTOBER 11-13, 2006

REQUEST BY DECISION UNIT

AGENCY: Historical Society

Agency No.:

522

FY 2008 Request

FUNCTION: Historical Preservation and Education

Function No.:

1

Page 1 of 1 Pages

ACTIVITY:

Activity No.:

A: Decision Unit No:	12.04	Descriptive Title:	Centennial Heritage Revitalization Project	Agency Priority Ranking 4 of 8	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	4.50				4.50
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding	73,700				73,700
TOTAL PERSONNEL COSTS:	73,700				73,700
OPERATING EXPENDITURES by summary object:					
1. Specific Use Supplies	18,000				18,000
2.					
3.					
4.					
TOTAL OPERATING EXPENDITURES:	18,000				18,000
CAPITAL OUTLAY by summary object:					
1. Computer Equipment	10,000				10,000
2. Buildings and Improvements	125,000				125,000
3.					
4.					
TOTAL CAPITAL OUTLAY:	135,000				135,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	226,700				226,700

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

- What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?
 In conjunction with the 2007 celebration that will take place during the centennial year of the agency's creation, the Historical Society proposes that a three-year Centennial Heritage Revitalization Initiative be funded to support a series of special projects that will deal with a growing backlog of preservation needs that exist throughout the various divisions of the agency. In essence, the initiative would mirror the original intent of the agency to preserve the heritage of Idaho by recognizing the importance of preserving our state's heritage. The request is intended to provide temporary staffing to work on needs that have continued to accumulate over several decades due to a lack of both staffing and funding for these activities.
- What resources are necessary to implement this request?
 To successfully implement the first year of a three-year project, the agency is requesting a General Fund allocation for Personnel Costs of \$73,725 for 4.5 temporary FTEs; \$135,000 in Capital Outlay; and \$18,000 in Operating Expense (for a total of \$226,725 in year one) Year two and year three will request \$350,000 in each year.
- What resources are necessary to implement this request?
 To successfully implement the first year of a three-year project, the agency is requesting a General Fund allocation for Personnel Costs of \$73,725 for 4.5 temporary FTEs; \$135,000 in Capital Outlay; and \$18,000 in Operating Expense (for a total of \$226,725 in year one) Year two and year three will request \$350,000 in each year.
 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
 The first year of the initiative calls for the addition of 1 temporary professional museum curator (1.0 FTP, pay grade 38, full-time temporary, no benefits, expected 1 to 3 year service); 1 temporary professional archival conservator (1.0 FTP, pay grade 37, full-time temporary, no benefits, expected 1 to 3 year service); 1 professional archaeology conservator (1.0 FTP, pay grade 38, full-time temporary, no benefits, expected 1 to 3 year service); 1 temporary professional interpretive specialist (1.0 FTP, pay grade 36, full-time temporary, no benefits, expected 1 to 3 year service); and a part-time temporary office assistant (.5 FTP, pay grade 25, full-time temporary, no benefits, expected 1 or 2 year service) to accomplish the goals. All would be hired in July of 2007 for a one year period (with additional one year extensions depending on the specific position and funding availability for the second and third year of the initiative).
 - Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 Other than an adjustment in supervisory responsibilities by administrative personnel to coordinate initiative projects in each division, there would be no shifting of duties within the agency. Existing operations and the public would benefit from access to resources made available in the material earmarked for processing by the additional temporary personnel.
 - List any additional operating funds and capital items needed.
 Equipment needed to accomplish goals of the initiative will include computers for the specialized tasks to be completed at the various divisions and locations of the Historical Society, including use to input the backlog of records, documents, artifacts, textiles, archaeological items and material, and oral histories. Supplies will include acid free paper, boxes, file folders, binders, and other archival and preservation supplies to protect and store these records and items for future generations. The capital expenditure for the Old Pen Visitor Entry restoration and repairs project would be coordinated by contract through the Division of Public Works.
- Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)
 Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc. (See matrix above). All requested allocations for this item would come from General Funds.
- Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
 This first-year component will take place at sites where divisions of the Idaho State Historical Society are located. The State Historical Museum and its storage warehouse will be the location of artifact and exhibit restoration work. The Idaho History Center will be the home base for historic records and documents processing. It will also be the location for indexing and digitizing Japanese-American oral histories. The 1871 Assay Office will be used in conducting the preservation of the backlog of archaeological artifacts. The Old Idaho Penitentiary will be the base for creation of interpretive information and signage as well as at the site of the restoration and repair work to deal with safety issues at the Old Pen Visitor Entry.

BUSINESS AFFAIRS AND HUMAN RESOURCES

OCTOBER 11-13, 2006

REQUEST BY DECISION UNIT

AGENCY: Historical Society
 FUNCTION: Historical Sites Maintenance & Interpretation
 ACTIVITY:

Agency No.:
 Function No.:
 Activity No.:

522
 4

FY 2008 Request
 Page 1 of 1 Pages

	Historic Property Preservation & Conservation				Agency Priority Ranking 5 of 8
A: Decision Unit No:	12.05 Descriptive Title:				
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Repair & Maintenance Services/Supplies	146,800				146,800
2.					
3.					
4.					
TOTAL OPERATING EXPENDITURES:	146,800				146,800
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
4.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	146,800				146,800

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?
 The request is being made for an allocation of additional resources from the General Fund to provide for the preservation and conservation of the historic sites of the State. In fiscal year 2001 the Historical Society began an effort to increase its maintenance and repair budget for buildings over a four-year period. Due to the holdbacks in fiscal year 2002, the sites maintenance appropriation of \$93,200 was reduced by \$31,000 and completely eliminated in fiscal year 2003. The agency was allocated \$93,200 for FY07 to restore the previous amount it had received five years earlier. The Society has three individuals assigned to maintenance and repair and is asking for no increase in personnel. The agency is responsible for repairing and maintaining historic sites around the State of Idaho. In addition to the Old Idaho Penitentiary Historic District in Boise, the Society maintains the Rock Creek Station and Stricker Homesite near Hansen, four structures at the Franklin Historic Site, the Pierce Courthouse Historic Site, the 1871 Assay Office in Boise, and the 1910 Bureau of Reclamation Building in Boise. All sites and structures continue to deteriorate without sufficient funds to see to their preservation and restoration to an appropriate condition.

2. What resources are necessary to implement this request?
 According to State formula, an agency's budget should allocate a minimum of three percent of the value of buildings for which it is responsible to handle routine repairs and upkeep. The Division of Risk Management values the historical buildings, for which the Historical Society has responsibility, at more than \$8 million. That would require an allocation of \$240,000 to a building repair and maintenance budget to meet those guidelines. The current allocation is \$93,200.
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
 No additional personnel are being requested in this decision unit.
 - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 The Historic Sites Administrator, as well as two Maintenance Craftsmen, will continue to see that historic sites are restored and maintained with portions of the additional funds. In addition, time will be allocated from current hands-on work to identify and oversee contracting for some major projects, thus allowing increased work to be done on buildings without the addition of permanent staff. In other words, only new projects will be implemented that have been delayed due to the current lack of funding resources.
 - c. List any additional operating funds and capital items needed.
 All the additional \$146,800 requested would be allocated for expenditures related to dealing with the more than \$2 million backlog in maintenance and repair needs identified in the 2003 Site and Structure Status Report prepared on the 61 buildings for which the agency is responsible.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)
 Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc. (See matrix above). All requested allocations for this item would come from General Funds.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
 Adequate maintenance and repair of state-owned buildings is of long-term benefit to all citizens of Idaho due to the reduced cost of major restoration or renovation that is likely to otherwise be required place later at a much greater expense. If this request for an additional \$146,800 is not funded for fiscal year 2008, the state-owned historic sites will continue to deteriorate, creating even more expensive restoration in the future, and the citizens of the State of Idaho will ultimately lose some important historic and cultural sites for visiting and utilizing.

BUSINESS AFFAIRS AND HUMAN RESOURCES

OCTOBER 11-13, 2006

REQUEST BY DECISION UNIT

AGENCY: Historical Society
 FUNCTION: Historic Preservation & Education
 ACTIVITY:

Agency No.:
 Function No.:
 Activity No.:

522
 1

FY 2008 Request
 Page 1 of 1 Pages

A: Decision Unit No:	12.06	Descriptive Title:	New Equipment	Agency Priority Ranking 6 of 8	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Supplies	3,000				3,000
2.					
3.					
4.					
TOTAL OPERATING EXPENDITURES:	3,000				3,000
CAPITAL OUTLAY by summary object:					
1. Education Materials Ongoing	80,000				80,000
2. Motorized Equipment One-Time	40,000				40,000
3. Office Equipment One-Time	280,000				280,000
4. Specific Use Equipment One-Time	600				600
TOTAL CAPITAL OUTLAY:	400,600				400,600
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	403,600				403,600

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

- What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?
 We are requesting funds for enhancing/updating the Public Archives & Research Library (PARL) collections (\$80,000), which was cut from our budget during the season of economic downturns and holdbacks in fiscal years 2002 and 2003. Currently the Historical Society received one-time funds for this project from the Economic Recovery funds for the current fiscal year. We request these funds be ongoing in our base from the General Fund as that was the fund that this budget item was cut from.
 We are also requesting a one-ton truck with an enclosed bed for traveling throughout the state of Idaho picking up public records to be archived. Currently we have to rent a truck for these trips, which limits the amount trips taken due to the availability of such vehicles.
 The PARL is requesting an Archival Document Scanner to begin to automate the processing of archival documents for preservation from aging and deterioration. It is also requesting one section of Compact Mobil Archival Shelving to allow for additional records to be archived in a proper climate-controlled setting.
 Non-capitalized office equipment is requested for our satellite office in Lewiston to continue outreach projects for the Historical Society. Our current project coordinator has been able to utilize an office with furnishings at the Lewis-Clark State College rent-free. The office will be no longer available for Fiscal Year 2008, meaning increased costs to house our satellite office.
 Finally, the State Historic Preservation Office requests a metal detector for use on regular Archaeological outings to ease the possible defacing of historic lands in search of historical and pre-historical finds for the Idaho State Historical Society and the citizens of Idaho.
 Current staff will utilize these capital items for the various projects they are requested for. There is no base in the general fund for these items.
- What resources are necessary to implement this request?
 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
 No FTPs are requested for these capital items.
 - Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 These capital requests will be utilized to assist the current Historical Society staff in accomplishing the goals of the Society.
 - List any additional operating funds and capital items needed.
 N/A
- Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)
 Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.
 Request for funds for enhancing/updating the PARL's holdings and collections is a request for ongoing funding (\$80,000). These funds were cut from the Historical Society budget during the lean economic times where holdbacks were utilized. These funds need to be restored to the base for ongoing budget items so that the PARL can begin again and continue to serve the public with current research materials and collections. Please see the matrix for the break out of the remainder of the capital items requested from the general fund.
- Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
 The people of the State of Idaho are ultimately served by acquisition of the above requested tools.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006**

REQUEST BY DECISION UNIT

AGENCY: Historical Society

Agency No.:

522

FY 2008 Request

FUNCTION: Historic Site Maintenance & Interpret.

Function No.:

4

Page 1 of 1 Pages

ACTIVITY:

Activity No.:

A: Decision Unit No:		12.06 Descriptive Title:		New Equipment		Agency Priority Ranking 7 of 8	
DESCRIPTION	General	Dedicated	Federal	Other	Total		
FULL TIME POSITIONS (FTP)							
PERSONNEL COSTS:							
1. Salaries							
2. Benefits							
3. Group Position Funding							
TOTAL PERSONNEL COSTS:							
OPERATING EXPENDITURES by summary object:							
1.							
2.							
3.							
4.							
TOTAL OPERATING EXPENDITURES:							
CAPITAL OUTLAY by summary object:							
1. Motorized Equipment One-Time	7,000					7,000	
2. Office Equipment One-Time	800					800	
3.							
4.							
TOTAL CAPITAL OUTLAY:	7,800					7,800	
T/B PAYMENTS:							
LUMP SUM:							
GRAND TOTAL	7,800					7,800	

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

- What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?
The Historic Sites Maintenance and Interpretation function is requesting additional ground and shop equipment to better maintain the Old Penitentiary historic site and other historic sites around the state. While the current agency staffing level is low for this responsibility and this function, this equipment will make the maintenance of these sites more efficient. There is no funding for these items in the base.
- What resources are necessary to implement this request?
 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
No FTEs are requested here.
 - Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
All existing maintenance employees will utilize this equipment for maintenance.
 - List any additional operating funds and capital items needed.
N/A
- Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)
Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

This equipment request is for the General Fund and all equipment will be one-time in nature.
- Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
Maintenance of these sites is for the benefit of all citizens of the State of Idaho who will visit them. Without funding for this equipment, the work to keep the historic sites safe and useful for the visiting public will be more difficult, possibly leading to eventual deterioration of these sites for future visits.

BUSINESS AFFAIRS AND HUMAN RESOURCES

OCTOBER 11-13, 2006

REQUEST BY DECISION UNIT

AGENCY: Historical Society
 FUNCTION: Historical Preservation & Education
 ACTIVITY:

Agency No.: 522
 Function No.: 1
 Activity No.:

FY2008 Request
 Page 1 of 1 Pages

	12.06	Descriptive Title:	Cemetery Preservation Initiative	Agency Priority Ranking 8 of 8	
A: Decision Unit No:					
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				
PERSONNEL COSTS:					
1. Salaries	34,000				34,000
2. Benefits	15,300				15,300
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	49,300				49,300
OPERATING EXPENDITURES by summary object:					
1. Computer Services	10,000				10,000
2. Professional Services	130,000				130,000
3.					
4.					
TOTAL OPERATING EXPENDITURES:	140,000				140,000
CAPITAL OUTLAY by summary object:					
1. Computer Equipment	6,000				6,000
2. Office Equipment	4,000				4,000
3.					
4.					
TOTAL CAPITAL OUTLAY:	10,000				10,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	199,300				199,300

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?
 The Cemetery Records Preservation Program is a three year, two-phase program that will provide the means for gathering and preserving valuable cemetery records – information that contains important data on the history of Idaho’s communities. Phase I requires that cemeteries throughout the state be inventoried so that historic site information (including burial data, cemetery size and historical significance) can be gathered and then made available for use. Phase II provides for the establishment of a grant program that will assist individual cemeteries with development of both a computerized database of all burials in a particular cemetery and a computerized Geographic Information System (GIS) map showing grave locations. Cities, counties, cemetery districts, private cemeteries and others will be able to apply for grant money through this initiative. There is currently no staff and no funding for this proposal.
2. What resources are necessary to implement this request?
 Implementing Phase I of the initiative and a portion of Phase II (issuing grants) will require an allocation of \$199,300 in fiscal year 2008, followed by a commitment of \$250,000 each in FY09 and FY10 for the remainder of Phase II (a total of \$700,000 over three years) .
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
 One temporary professional grant/contact operations analyst (1.0 FTP, pay grade 38, full-time temporary, full benefits, expected 1 to 3 year service). Engineering and computer consultant needs would be done on a contractual basis.
 - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 Other than an adjustment in responsibilities by administrative personnel to supervise the additional temporary employee coordinating the initiative, there would be no shifting of duties within the agency. Existing operations (particularly within the Public Archives and Research Library Division) would benefit from the availability of a database for all statewide burial and family history information.
 - c. List any additional operating funds and capital items needed.
 Engineering/GIS consultant contracting of \$15,000 and contracted computer consulting of \$15,000 will be needed. Grant funds will be made available to local cemetery entities totaling \$100,000 in the first year. Operating expenditures of \$13,800 will be required to meet the needs for office equipment, communications, and travel.
3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)
 Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc. (See matrix above). All requested allocations for this item would come from General Funds.
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
 Governmental agencies and the public will benefit from the information that will be gathered, both in long range planning (as in routing decisions for transportation planning decisions) and as a research tool for students, historians, genealogists, and citizens studying family history.

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection B. Budget Policy

April 2002

1. Budget Requests

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

a. Submission of Budget Requests

The Board is responsible for submission of budget request for the institutions, school and agencies under its governance to the executive and legislative branches of government. Only those budget requests which have been formally approved by the Board will be submitted by the office to the executive and legislative branches.

b. Direction by the Office of the State Board of Education

The preparation of all annual budget requests is to be directed by the Office of the State Board of Education which designates forms to be used in the process. The procedures for the preparation and submission of budget requests apply to operational and capital improvements budgets.

c. Preparation and Submission of Annual Budget Requests

Annual budget requests to be submitted to the Board by the institutions, school and agencies under Board governance are due in the Office of the State Board of Education on the date established by the executive director.

d. Presentation to the Board

Annual budget requests are formally presented to the designated committee by the chief executive officer of each institution, school or agency or his or her designee. The designated committee will review the requests and provide recommendations to the Board for their action.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

INSTITUTION/AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD

SUBJECT

Request to Carry-Over FY 2006 Authorized Unspent Funds into FY 2007

APPLICABLE STATUTES, RULE OR POLICY

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

BACKGROUND

The agencies and institutions noted below received legislative carryover spending authority.

FY 2007 appropriation bills for the College and Universities (SB1444), Health Programs (HB804), and Division of Professional-Technical Education (SB1463). The institutions and agencies request approval to carry over authorized but unspent funds from FY 2006, to be expended in FY 2007.

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

DISCUSSION

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

IMPACT

Approval will authorize an increase in spending authority for FY 2007 so the institutions and agencies can expend the funds. These expenditure plans are included in the FY 2007 institutional operating budgets.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

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

STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed the information provided by the institutions, and recommends approval of carryover spending authority, as authorized by legislative appropriation.

BOARD ACTION

A motion to approve the requests by Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, ISU Dental Education Program, UI Agricultural Research & Extension Service, UI WWAMI Medical Education Program, and Division of Professional-Technical Education, to carry over authorized but unspent funds from FY 2006 to FY 2007.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

BOISE STATE UNIVERSITY

General Education

The source of funds carried over are: General Account - \$0.00; Student Fees \$13,965,528; **TOTAL \$13,965,528**. Due to the volume of University initiatives that span multiple years, some of this balance is identified for use in FY 2008.

Encumbered Funds as of 6/30/2006	\$651,734
These are purchase orders issued and commitments made as of June 30, although the goods or services were not received as of June 30, 2006.	
HERC and Technology Grants - projects spanning multiple years	550,528
Academic Departments - start-up costs for research scientists, program accreditation costs, matching funds for research grants, program enhancements	3,048,266
Physical Plant - on-going approved safety and maintenance projects as well as ADA compliance projects	2,630,000
Library	75,000
Student Services - certification training for Financial Aid Counselors, additional services for disabled students, high ability recruitment and scholarships as well as Freshman Success Initiatives	700,000
Furniture, Fixtures and Equipment for new Interactive Learning Center	500,000
Institutional Support - includes funding for Professional Staff salary study, technology replacement, back-up power system in Nursing building and infrastructure support.	500,000
Remodel costs for prior year property acquisitions and teaching laboratories	1,774,000
Information technology infrastructure, software and system upgrade costs	1,536,000
General Instruction Reserve - one-time funds	<u>2,000,000</u>
Total Carryover	<u>\$13,965,528</u>

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

IDAHO STATE UNIVERSITY

General Education

The source of funds carried over are: General Account \$0; Student Fees \$5,033,643; Endowment \$0; **TOTAL \$5,033,643**. All carryover funds will be used for non-recurring expense as summarized:

Encumbered Funds as of 6/30/06	\$ 431,649
Purchase orders issued and commitments made, but goods or services not received as of 6/30/06.	

HERC and Technology Grants	421,457
Research & Technology grants and projects are made for a two or three year period. Carryover is necessary to complete those grants and projects.	

Other Carryover Funds	
Instructional Support/Equipment	2,014,596
Faculty Research Projects	178,595
General Institutional Reserve	1,987,346
Total Other Carryover Funds	<u>4,180,537</u>

Total Carryover	<u>\$5,033,643</u>
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Idaho Dental Education Program

The source of funds carried over are: General Account \$13,226; Student Fees \$48,866; **Total \$62,092**. All carryover funds will be used for non-recurring expense as summarized:

Planned expenditures for uncommitted funds are:

Instructional Support/Equipment	\$48,866
Reserve for Trustee Benefit	13,226

Total IDEP Carryover	\$62,092
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BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

UNIVERSITY OF IDAHO

General Education

The sources of funds carried over are: General Account \$0; Matriculation Fee \$3,424; Miscellaneous Receipts to the Appropriation \$14,088,930; and Land Grant Endowments \$2,610,249; **TOTAL \$16,702,603.**

Fiscal Year 2006 carryover funds are nearly equal to fiscal year 2005 carryover amounts. Long-range plans, new initiatives, strategic plan implementation and other operating obligations typically span multiple fiscal years. Maintaining liquidity or operating reserves minimizes disruptions in the delivery of academic programs and student services as internal reorganizations and reallocations are made. It is also important to note that sound liquidity and operating reserves contribute to a healthy financial statement and good bond ratings for the university.

All carryover funds will be used for non-recurring expenses as follows:

Encumbered Funds as of 6/30/06	\$269,490
Purchase orders issued and commitments made, but goods not received as of 6/30/06.	
HERC, Tech Incentive, EPSCoR Projects	1,410,924
Faculty Development and Start-Up	1,443,822
Extra Sections, Part-time Faculty Appointments	600,326
Summer Appointments, Faculty Overload	879,875
Teaching Assistantships,	251,640
Research Activities, Matching Funds, Outreach	1,347,111
Student Recruitment and Retention	324,556
Searches, Recruitment Costs, Replacement Costs	662,631
Academic Area Action Plans and Reserves	5,711,194
Facility Repairs, Modifications, Updates	1,358,068
Equipment, Vehicle Acquisitions and Replacements	940,382
All Other Department Operations, Reserves, Action Plans	<u>1,502,584</u>
Total carryover including encumbrances	<u>\$16,702,603</u>

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

UNIVERSITY OF IDAHO

Agricultural Research and Extension Service

The sources of funds carried over are: General Account \$0; Miscellaneous Receipts to the Appropriation \$3,232; and Federal Formula Funds \$2,726,218; **TOTAL \$2,729,450.**

All carryover funds will be used for non-recurring expenses as follows:

Encumbered Funds as of 6/30/06	\$12,229
Purchase orders issued and commitments made, but goods not received as of 6/30/06.	
Faculty and staff salaries	2,411,716
Department operating support	255,505
Equipment replacement/acquisition	<u>50,000</u>
Total carryover including encumbrances	<u>\$2,729,450</u>

UI Special Programs and Health Programs

WWAMI Medical Education: Funds carried over for one-time expenses in FY2007 are \$185,791 of Miscellaneous Receipts. These funds will be used for new faculty start-up.

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

LEWIS-CLARK STATE COLLEGE

General Education

Encumbered Funds as of 6/30/06 \$178,198

Purchase orders issued and commitments made, but goods and services not received as of 6/30/2006.

Technology Grants 54,512

Research & Technology grants and projects are made for two or three year periods. Carryover necessary to complete these grants and projects.

Other Carryover Funds 1,164,605

Total **\$1,397,315**

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

Section 2. of Senate Bill 1463 reappropriated to the State Board for Professional-Technical Education for the Division of Professional-Technical Education any unexpended and unencumbered balance of any appropriation contained in Section 1, Chapter 385, Laws of 2005, to be used for nonrecurring expenditures, for the period of July 1, 2006 through June 30, 2007.

The Division requests approval to expend FY2006 authorized, but unexpended Professional-Technical Education funds of \$90,457.06 reappropriated to the State Board for Professional-Technical Education for the Division of Professional-Technical Education for nonrecurring expenditures for the period of July 1, 2006 through June 30, 2007 as per Senate Bill 1463.

IMPACT

One-time Personnel Costs	\$ 38,029.66
One-time Operating Expenses	51,990.74
One-time Capital Outlay	<u>436.66</u>
Total	\$ 90,457.06

BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 11-13, 2006

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

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

October 2002

C. Spending Authority

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

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