

**CONSENT AGENDA
APRIL 18-20, 2007**

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CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

Boise State University requests approval to:

- create eight (8) new positions (8.0 FTE) supported by appropriated, grant and local funds
- change four (4) current position's FTE (from 3.58 to 5.0 Total FTE) supported by appropriated and local funds
- delete six (6) positions supported by local funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

The request includes several new positions needed to respond to the growth in services at Boise State University in various areas, including custodial, maintenance, administrative, and the bookstore in the downtown Boise (BODO) area. Staff notes the deletion of six facilities personnel in Housing due to reorganizing of its maintenance operations. Work requiring licensed trades will be coordinated with the campus Facilities, Operations and Maintenance department.

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

BOARD ACTION

A motion to approve the request by Boise State to create eight (8) new positions (8.0 FTE) supported by appropriated, grant and local funds; to change four (4) positions title, term, salary and FTE (from 3.58 to 5.0 total FTE); and to delete six (6) positions supported by local funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

NEW POSITIONS

| | |
|-------------------------------|---|
| Position Title | HVAC Systems Foreman |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$28,725 |
| Funding Source | Appropriated |
| Area/Department of Assignment | Facilities, Operation and Maintenance |
| Duties and Responsibilities | Direct and supervise staff; perform administrative tasks and a variety of Heating, Ventillation and Air Conditioning (HVAC) maintenance tasks |
| Justification of Position | Additional FTE needed due to increased equipment on campus as a result of recent facility remodels and opening of new buildings. |

| | |
|-------------------------------|---|
| Position Title | Office Specialist 2 |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$20,717 |
| Funding Source | Local |
| Area/Department of Assignment | Center for Workforce Training |
| Duties and Responsibilities | Provide customer service and registration assistance; schedule and coordinate training and assessment events. |
| Justification of Position | Additional administrative support needed due to growth in non-credit classes. |

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|---|
| Position Title | Custodian Leadworker – 2 positions |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE each |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$17,181 each |
| Funding Source | Appropriated |
| Area/Department of Assignment | Facilities, Operation and Maintenance |
| Duties and Responsibilities | Assist Custodial Foreman in oversight and direction of custodial staff. |
| Justification of Position | Additional positions needed to cover the opening of the Interactive Learning Center and improve overall supervision of staff. |

| | |
|-------------------------------|---|
| Position Title | Grant Coordinator |
| Type of Position | Professional Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 9 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$47,380 |
| Funding Source | 21% Appropriated 79% Grant |
| Area/Department of Assignment | Nursing Department |
| Duties and Responsibilities | Identify projects and programs for potential external funding sources; write and track grant proposals. |
| Justification of Position | Position needed to create new programs and services and support ongoing programs. |

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|---|
| Position Title | Manager, BODO Store |
| Type of Position | Professional Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$34,507 |
| Funding Source | Local |
| Area/Department of Assignment | Bookstore |
| Duties and Responsibilities | Responsible for daily retail floor operations of downtown Boise (BODO) BroncoShop. |
| Justification of Position | A new position is needed to provide management for the new bookstore retail outlet opening in downtown Boise. |

| | |
|-------------------------------|---|
| Position Title | Coordinator, Intensive English Program Student Affairs/Program Development |
| Type of Position | Professional Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$34,507 |
| Funding Source | Local |
| Area/Department of Assignment | International Programs Office |
| Duties and Responsibilities | Coordinate student programs and program development for the Intensive English Program; ensure compliance with Bureau of Citizenship and Immigration Services and Student and Exchange Visitor Information System regulations. |
| Justification of Position | Restructuring and growth of Intensive English Program requires additional staff. |

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|---|
| Position Title | Senior Buyer |
| Type of Position | Professional Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$43,000 |
| Funding Source | Local |
| Area/Department of Assignment | Purchasing Department |
| Duties and Responsibilities | Purchase supplies, services, material, and equipment; research and perform value analysis on products, services, and equipment; serve as a department leadworker. |
| Justification of Position | Increased volume of work requires additional staff. |

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

CHANGE IN POSITIONS

| | |
|-------------------------------|---|
| Position Title | Technical Records Specialist 1 |
| Type of Position | Classified Staff |
| FTE | From .5 to 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | Total Salary \$23,546 |
| Funding Source | Appropriated |
| Area/Department of Assignment | Admissions |
| Duties and Responsibilities | Review all admission materials and determine applicant's admission status; run daily admission processes on system. |
| Justification of Position | Additional FTE needed due to increase in applications. |

| | |
|-------------------------------|---|
| Position Title | Office Specialist 2 |
| Type of Position | Classified Staff |
| FTE | From .75 to 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | Total Salary \$21,237 |
| Funding Source | Local |
| Area/Department of Assignment | Center for Workforce Training |
| Duties and Responsibilities | Coordinate activities such as scheduling, organizing, preparing correspondence, and processing records. |
| Justification of Position | Additional FTE needed to cover additional workload due to program growth. |

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|--|
| Position Title | Director, Ticketing Relations |
| Type of Position | Professional Staff |
| FTE | From .75 to 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | Total Salary \$46,467 |
| Funding Source | Local |
| Area/Department of Assignment | Morrison Center for the Performing Arts |
| Duties and Responsibilities | Oversee all ticket related issues for events; maintain relationships with promoters. |
| Justification of Position | Increased volume of events requires additional FTE. |

| | |
|-------------------------------|---|
| Position Title | Learning Disability Specialist |
| Type of Position | Professional |
| FTE | From .79 to 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | Total Salary \$44,200 |
| Funding Source | Appropriated |
| Area/Department of Assignment | Disability Services |
| Duties and Responsibilities | Evaluate medical documentation, determine appropriate accommodations, provide counseling and advocacy for students with disabilities. |
| Justification of Position | Growing student population, including those with disabilities, requires additional staff. |

| | |
|-------------------------------|--|
| Position Title | Director, Counseling Services |
| Type of Position | Professional |
| FTE | From .83 to 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 7/1/2007 |
| Salary Range | Total Salary \$90,000 |
| Funding Source | Appropriated |
| Area/Department of Assignment | Health, Wellness & Counseling Services |
| Duties and Responsibilities | Provide leadership, vision, administration and strong clinical perspective for services. |
| Justification of Position | Responsibilities require a year-round presence on campus. |

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

DELETED POSITIONS

| | |
|-------------------------------|---|
| Position Title | Electrician |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$32,178 |
| Funding Source | Local |
| Area/Department of Assignment | Student Housing |
| Duties and Responsibilities | Repair and maintain electrical equipment in apartments and residence halls. |
| Justification of Position | Student Housing has reorganized its maintenance operations. Work requiring licensed trades will be coordinated with Facilities, Operations and Maintenance. |

| | |
|-------------------------------|---|
| Position Title | Electrician |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$31,387 |
| Funding Source | Local |
| Area/Department of Assignment | Student Housing |
| Duties and Responsibilities | Repair and maintain electrical equipment in apartments and residence halls. |
| Justification of Position | Student Housing has reorganized its maintenance operations. Work requiring licensed trades will be coordinated with Facilities, Operations and Maintenance. |

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|---|
| Position Title | Carpenter |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$24,981 |
| Funding Source | Local |
| Area/Department of Assignment | Student Housing |
| Duties and Responsibilities | Perform rough and finish carpentry projects in apartments and residence halls. |
| Justification of Position | Student Housing has reorganized its maintenance operations. Work requiring licensed trades will be coordinated with Facilities, Operations and Maintenance. |

| | |
|-------------------------------|--|
| Position Title | Building Facility Foreman |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$40,643 |
| Funding Source | Local |
| Area/Department of Assignment | Student Housing |
| Duties and Responsibilities | Provide supervision and administrative support for maintenance functions. |
| Justification of Position | Student Housing has reorganized its maintenance operations. With the deletion of several positions, this Foreman position is no longer needed. |

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|--|
| Position Title | Landscape Foreman |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$32,552 |
| Funding Source | Local |
| Area/Department of Assignment | Student Housing |
| Duties and Responsibilities | Supervise employees in landscape and grounds maintenance functions. |
| Justification of Position | Student Housing has reorganized its maintenance operations. Existing Landscape Technician positions were transferred to Facilities, Operations and Maintenance, so there is no longer a need for a supervisor. |

| | |
|-------------------------------|---|
| Position Title | Plumber |
| Type of Position | Classified Staff |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | 5/1/2007 |
| Salary Range | \$33,488 |
| Funding Source | Local |
| Area/Department of Assignment | Student Housing |
| Duties and Responsibilities | Repair and maintain plumbing in apartments and residence halls. |
| Justification of Position | Student Housing has reorganized its maintenance operations. Work requiring licensed trades will be coordinated with Facilities, Operations and Maintenance. |

CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.
2. Delegation of Authority
The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.
3. Specifically Reserved Board Authority
(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:
 - a. Position Authorizations
(1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:
 - (a) position title;
 - (b) type of position;
 - (c) FTE
 - (d) Term of appointment;
 - (e) Effective date;
 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position

CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
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(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

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

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

Idaho State University requests approval to:

- create four (4) new professional staff positions (4.0 FTE) supported by appropriated, local, and grant funds
- create seven (7) new classified staff positions (7.0 FTE) supported by appropriated and local funds
- increase the FTE on two (2) positions (1.0 to 2.0 Total FTE) supported by appropriated and local funds.

IMPACT

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

STAFF AND COMMENTS AND RECOMMENDATIONS

Idaho State University has requested several positions which are needed for additional workload (Rendezvous Center janitorial, new Enterprise Resource/IT system, Physician Assistant Program) and related reasons.

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

BOARD ACTION

A motion to approve the request by Idaho State University to create eleven (11) new positions (11.0 FTE) supported by appropriated, local, and grant funds; and to increase the FTE on two (2) positions (1.0 to 2.0 Total FTE) supported by appropriated, and local funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

NEW POSITIONS

| | |
|-------------------------------|---|
| Position Title | Senior Database Administrator |
| Type of Position | Non-Classified |
| FTE | 1.0 |
| Term of Appointment | 12 month |
| Effective Date | May 15, 2007 |
| Salary Range | \$70,000.00 |
| Funding Source | Appropriated Funds |
| Area/Department of Assignment | Information Technology Services |
| Duties and Responsibilities | Manage the Oracle database environment required for administrative systems, including updating software, tuning the database structure for efficient operation, and developing and implementing a backup and recovery procedure; administer the specific databases required for administrative system operated within the Oracle environment. |
| Justification of Position | Provide administrative support required for the implementation of a new ERP system. |

| | |
|-------------------------------|---|
| Position Title | Quality Coordinator |
| Type of Position | Non-Classified |
| FTE | 1.0 |
| Term of Appointment | 12 month |
| Effective Date | July 1, 2007 |
| Salary Range | \$55,473.60 |
| Funding Source | Local Funds |
| Area/Department of Assignment | Family Medicine |
| Duties and Responsibilities | Prepare monthly reports on specific data points and quality indicators for a number of diseases for submission to CMS Medicare/Medicaid; originate and participate in interventions to improve quality care; train nursing and office staff in improved work flows and efficiency; educate ISU health professionals in outpatient quality of care and Payment for Performance issues. |
| Justification of Position | Provide professional staff support for quality of care training and reporting. |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|---|
| Position Title | Senior Instructional Technologist |
| Type of Position | Non-Classified |
| FTE | 1.0 |
| Term of Appointment | 12 month |
| Effective Date | April 23, 2007 |
| Salary Range | \$50,000.00 |
| Funding Source | Grant Funds |
| Area/Department of Assignment | Instructional Technology Resource Center |
| Duties and Responsibilities | Responsible for design, development, and production of curricular materials to support faculty; integrate various technologies; incorporate various instructional design principals; teach workshops; guide curriculum design; identify and implement multimedia materials. |
| Justification of Position | Provide support for technology integration into instruction for various departments and colleges. The duties of this position have been previously performed by a temporary, part-time employee. |

| | |
|-------------------------------|--|
| Position Title | Network Administrator |
| Type of Position | Non-Classified |
| FTE | 1.0 |
| Term of Appointment | 12 month |
| Effective Date | May 1, 2007 |
| Salary Range | \$38,000.00 |
| Funding Source | Local Funds |
| Area/Department of Assignment | Information Technology Services |
| Duties and Responsibilities | Responsible for installation, maintenance, and integration of transport media and related equipment and Voice and Data switching equipment hardware, software and network operating systems; monitor and troubleshoot multi-vendor LAN/WAN and Wireless Voice/Data network; maintain networking and telecommunications routers and switching equipment; perform installation, repairs, moves, adds and changes on communications infrastructure. |
| Justification of Position | Provide additional support for the network infrastructure due to increased needs. |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|--|
| Position Title | IT Systems Programmer, Senior |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 12 month |
| Effective Date | May 15, 2007 |
| Salary Range | \$55,000.00 |
| Funding Source | Appropriated Funds |
| Area/Department of Assignment | Information Technology Services |
| Duties and Responsibilities | Develop and implement policies and procedures for operating system support and management for computer servers operated in support of administrative systems, including operating system patches and upgrades, system security, and hardware and system integrity. |
| Justification of Position | Provide support required for implementation of a new ERP system which will utilize a configuration of more than a dozen new servers and related hardware. |

| | |
|-------------------------------|---|
| Position Title | IT Systems Programmer |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 12 month |
| Effective Date | May 15, 2007 |
| Salary Range | \$38,000.00 |
| Funding Source | Appropriated Funds |
| Area/Department of Assignment | Information Technology Services |
| Duties and Responsibilities | Responsible for operating system support and management for computer servers operated in support of administrative systems, including operating system patches and upgrades, managing system security, and maintaining hardware and system integrity; work with IT Systems Programmer Senior in a collaborative team environment to support administrative systems. |
| Justification of Position | Provide support required for implementation of a new ERP system which will utilize a configuration of more than a dozen new servers and related hardware. |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|---|
| Position Title | Media Equipment Specialist (2 positions) |
| Type of Position | Classified |
| FTE | 2.0 |
| Term of Appointment | 12 month |
| Effective Date | May 1, 2007 |
| Salary Range | \$27,102.00 |
| Funding Source | Local Funds |
| Area/Department of Assignment | Physician Assistant Studies |
| Duties and Responsibilities | Operate, construct or modify various audio visual equipment and microcomputers associated with distance learning, broadcast, presentation, and classroom instruction. |
| Justification of Position | Provide support for the Boise Physician Assistant Program. One position will be based in Pocatello and the other in Boise. |

| | |
|-------------------------------|--|
| Position Title | Custodian Leadworker |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 12 month |
| Effective Date | June 1, 2007 |
| Salary Range | \$18,928.00 |
| Funding Source | Local Funds |
| Area/Department of Assignment | Student Unions |
| Duties and Responsibilities | Perform heavy-duty cleaning and maintenance work in assigned areas; coordinate the work of other custodians, including training and review of performance of custodial staff, explaining priorities for completion of projects and maintaining supplies and inventories. |
| Justification of Position | Provide custodial support for the new Rendezvous facility. |

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

| | |
|-------------------------------|--|
| Position Title | Custodian (2 positions) |
| Type of Position | Classified |
| FTE | 2.0 |
| Term of Appointment | 12 month |
| Effective Date | June 1, 2007 |
| Salary Range | \$16,099.20 |
| Funding Source | Local Funds |
| Area/Department of Assignment | Student Unions |
| Duties and Responsibilities | Perform heavy-duty cleaning and maintenance work in assigned areas; remove waste and debris; set up tables, chairs, sound and projection equipment for events; ensure floor and building security. |
| Justification of Position | Provide custodial support for the new Rendezvous facility. |

CHANGES TO POSITIONS

| | |
|-------------------------------|---|
| Position Title | Coordinator (PCN 5104) |
| Type of Position | Non-Classified |
| FTE | change from .50 to 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | May 14, 2007 |
| Salary Range | \$37,000.00 |
| Funding Source | Appropriated and Local Funds |
| Area/Department of Assignment | Counseling & Testing / Career Development |
| Duties and Responsibilities | Coordinate and supervise computer based testing operations, campus placement examinations, GED testing program, special accommodations, and assist with career and personal counseling. |
| Justification of Position | Provide full-time support for increased workload. |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|--|
| Position Title | Office Specialist 2 (PCN 6522) |
| Type of Position | Classified |
| FTE | change from .50 to 1.0 |
| Term of Appointment | 12 month |
| Effective Date | April 23, 2007 |
| Salary Range | \$20,716.80 |
| Funding Source | Local Funds |
| Area/Department of Assignment | Family Medicine |
| Duties and Responsibilities | Perform office support functions including resident application processing; create and maintain databases; produce reports; generate, distribute, and process evaluations and reports; manage and maintain PDA programs and equipment. |
| Justification of Position | Provide full-time clerical support for increased work load. |

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.
2. **Delegation of Authority**
The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.
3. **Specifically Reserved Board Authority**
(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:
 - a. **Position Authorizations**
(1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:
 - (a) position title;
 - (b) type of position;
 - (c) FTE
 - (d) Term of appointment;
 - (e) Effective date;
 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

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

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

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

APPLICABLE STATUTE, RULE, OR POLICY

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

DISCUSSION

The University of Idaho requests approval to:

- create eight (8) new positions (7.5 FTE) supported by appropriated and non-appropriated funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

Three of the new faculty position establishments are related to creation of a new program in Management, Marketing and Operations, which is being requested in the IRSA agenda at this meeting.

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

BOARD ACTION

A motion to approve the request by the University of Idaho to create eight (8) new positions (7.5 FTE) supported by appropriated and non-appropriated funds

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

NEW POSITIONS

| | |
|-------------------------------|--|
| Position Title | Assistant Professor (tenure track) |
| Type of Position | Faculty |
| FTE | 1.0 (2080 hours/year) |
| Term of Appointment | 12 months |
| Effective Date | August 12, 2007 |
| Salary Range | \$55,016.00 |
| Funding Source | Appropriated and non-appropriated funds |
| Area/Department of Assignment | Margaret Ritchie School of Family and Consumer Sciences |
| Duties and Responsibilities | Responsible for teaching and research in the area of Early Childhood |
| Justification | New position |

| | |
|-------------------------------|--|
| Position Title | Assistant Professor (tenure track) |
| Type of Position | Faculty |
| FTE | 1.0 (1560 hours/year) |
| Term of Appointment | 9 months |
| Effective Date | August 12, 2007 |
| Salary Range | \$85,009.60 |
| Funding Source | Appropriated and non-appropriated funds |
| Area/Department of Assignment | Management, Marketing, and Operations |
| Duties and Responsibilities | Responsible for teaching and research in the area of Marketing |
| Justification | New position (program is on the IRSA agenda) |

| | |
|-------------------------------|---|
| Position Title | Assistant Professor (tenure track) |
| Type of Position | Faculty |
| FTE | 1.0 (1560 hours/year) |
| Term of Appointment | 9 months |
| Effective Date | August 12, 2007 |
| Salary Range | \$80,017.60 |
| Funding Source | Appropriated and non-appropriated funds |
| Area/Department of Assignment | Management, Marketing, and Operations |
| Duties and Responsibilities | Responsible for teaching and research in the area of Management and Human Resources |
| Justification | New position (program is on the IRSA agenda) |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|--|
| Position Title | Assistant Professor (tenure track) |
| Type of Position | Faculty |
| FTE | 1.0 (1560 hours/year) |
| Term of Appointment | 9 months |
| Effective Date | August 12, 2007 |
| Salary Range | \$90,001.60 |
| Funding Source | Appropriated and non-appropriated funds |
| Area/Department of Assignment | Economics, Finance and Information Systems |
| Duties and Responsibilities | Responsible for teaching and research in the area of Finance |
| Justification | New position (program is on the IRSA agenda) |

| | |
|-------------------------------|---|
| Position Title | Assistant Professor (tenure track) |
| Type of Position | Faculty |
| FTE | 1.0 (2080 hours/year) |
| Term of Appointment | 12 months |
| Effective Date | July 1, 2007 |
| Salary Range | \$65,000.00 – 75,004.80 |
| Funding Source | Appropriated funds |
| Area/Department of Assignment | Agricultural Economics and Rural Sociology |
| Duties and Responsibilities | Responsible for teaching and research in community and land use economics |
| Justification | New position |

| | |
|-------------------------------|--|
| Position Title | Administrative Assistant II |
| Type of Position | Classified |
| FTE | 1.0 (2080 hours/year) |
| Term of Appointment | 12 months |
| Effective Date | June 1, 2007 |
| Salary Range | \$32,032.00 |
| Funding Source | Appropriated funds |
| Area/Department of Assignment | Finance and Administration |
| Duties and Responsibilities | Responsible for providing administrative support |
| Justification | New position |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|--|
| Position Title | Administrative Assistant II |
| Type of Position | Classified |
| FTE | .5 (1040 hours/year) |
| Term of Appointment | 12 months |
| Effective Date | June 1, 2007 |
| Salary Range | \$14,996.80 |
| Funding Source | Non-appropriated funds |
| Area/Department of Assignment | College of Letters, Arts and Social Sciences |
| Duties and Responsibilities | Responsible for providing administrative support |
| Justification | New position |

| | |
|--------------------------------|--|
| Position Title | Assistant Computer Scientist |
| Type of Position | Exempt |
| FTE | 1.0 (2080 hours/year) |
| Term of Appointment | 12 months |
| Effective Date | June 1, 2007 |
| Salary Range | \$50,232.00 |
| Funding Source | Appropriated funds |
| Areas/Department of Assignment | Biological Sciences |
| Duties and Responsibilities | Responsible for operation and maintenance of specialized equipment |
| Justification | New position |

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

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

2. Delegation of Authority

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

3. Specifically Reserved Board Authority

(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:

a. Position Authorizations

(1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:

- (a) position title;
- (b) type of position;
- (c) FTE
- (d) Term of appointment;
- (e) Effective date;
- (f) approximate salary range;
- (g) funding source;
- (h) area or department of assignment;
- (i) a description of the duties and responsibilities of the position;

and

- (j) a complete justification for the position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

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

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE

SUBJECT

A request by Lewis-Clark State College for approval of a new position and deleted positions.

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

Lewis-Clark State College requests approval to:

- create one (1) new position (1.0 FTE) supported by grant funds
- delete five (5) positions supported by appropriated and grant funds.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

The deleted positions are due to an expiring grant.

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

BOARD ACTION

A motion to approve the request by Lewis-Clark State College to create one (1) new position (1.0 FTE) supported by grant funds; and to delete five (5) positions supported by appropriated and grant funds.

Moved _____ Seconded _____ Carried Yes ____ No ____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

**NEW POSITIONS
OTHER**

| | |
|-------------------------------|---|
| Position Title | Instructional Specialist |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 12 months |
| Effective Date | 4/1/2007 |
| Salary Range | \$34,486.40 |
| Funding Source | Grant Funds |
| Area/Department of Assignment | Trio Training |
| Duties and Responsibilities | To use multimedia authoring software and computer-based learning management systems to develop and maintain instructional programs. |
| Justification of Position | This position is needed to meet required program deadlines for the newly funded online training project. |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

DELETED POSITIONS

| | |
|-------------------------------|---|
| Position Title | Senior Cook |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 12 months |
| Effective Date | 1/31/2007 |
| Salary Range | \$22,443.20 |
| Funding Source | Grant Funds |
| Area/Department of Assignment | Senior Nutrition Program |
| Justification of Position | Position being eliminated due to termination of grant funding as of 1/31/2007 |

| | |
|-------------------------------|---|
| Position Title | Head Cook |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 12 months |
| Effective Date | 1/31/2006 |
| Salary Range | \$18,158.40 |
| Funding Source | Grant Funds |
| Area/Department of Assignment | Senior Nutrition Program |
| Justification of Position | Position being eliminated due to termination of grant funding as of 1/31/2007 |

| | |
|-------------------------------|---|
| Position Title | Assistant Cook |
| Type of Position | Classified |
| FTE | .65 |
| Term of Appointment | 12 months |
| Effective Date | 1/31/2007 |
| Salary Range | \$11,467.00 |
| Funding Source | Grant Funds |
| Area/Department of Assignment | Senior Nutrition Program |
| Justification of Position | Position being eliminated due to termination of grant funding as of 1/31/2007 |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|---|
| Position Title | Administrative Assistant I |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 12 months |
| Effective Date | 1/31/2007 |
| Salary Range | \$21,900.00 |
| Funding Source | Grant Funds |
| Area/Department of Assignment | Senior Nutrition Program |
| Justification of Position | Position being eliminated due to termination of grant funding as of 1/31/2007 |

| | |
|-------------------------------|---------------------|
| Position Title | Custodian |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 12 months |
| Effective Date | 1/31/2007 |
| Salary Range | \$19,324.00 |
| Funding Source | Appropriated Funds |
| Area/Department of Assignment | Physical Plant |
| Justification of Position | Position eliminated |

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

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

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3. Specifically Reserved Board Authority

(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:

a. Position Authorizations

(1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:

- (a) position title;
- (b) type of position;
- (c) FTE
- (d) Term of appointment;
- (e) Effective date;
- (f) approximate salary range;
- (g) funding source;
- (h) area or department of assignment;
- (i) a description of the duties and responsibilities of the position;

and

- (j) a complete justification for the position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

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

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

INSTITUTION / AGENCY AGENDA
EASTERN IDAHO TECHNICAL COLLEGE

SUBJECT

A request by Eastern Idaho Technical College for new positions.

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

Eastern Idaho Technical College requests approval to:

- create four (4) new positions (4.0 FTE) supported by the Battelle Energy Alliance, LLC contract funding.

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

The new positions are related to providing training opportunities to the Idaho National Laboratory.

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

BOARD ACTION

A motion to approve the request by Eastern Idaho Technical College to create four new positions (4.0 FTE) supported by the Battelle Energy Alliance, LLC contract funding.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

NEW POSITIONS

| | |
|-------------------------------|---|
| Position Title | Idaho National Laboratory Training Program Document Control Clerk |
| Type of Position | Non-classified |
| FTE | 0.5 FTE |
| Term of Appointment | 12 month |
| Effective Date | June 1, 2007 |
| Salary Range | \$11,242 |
| Funding Source | Contract |
| Area/Department of Assignment | Workforce Training Division |
| Duties and Responsibilities | Prepare billings, provide clerical assistance to instructional staff, and maintain files and records. |
| Justification of Position | This position is required per the INL contract to provide program control. |

| | |
|-------------------------------|---|
| Position Title | Idaho National Laboratory Training Program Scheduler |
| Type of Position | Non-classified |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | June 1, 2007 |
| Salary Range | \$41,600 |
| Funding Source | Contract |
| Area/Department of Assignment | Workforce Training Division |
| Duties and Responsibilities | Schedule INL Environmental Safety & Health training courses for 3,566 employees. |
| Justification of Position | This position is required per the INL contract for the scheduling of 48 program and course options. |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

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

| | |
|-------------------------------|--|
| Position Title | Idaho National Laboratory Training Program Lead/Respirator Instructor |
| Type of Position | Non-classified |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | May 1, 2007 |
| Salary Range | \$65,000 |
| Funding Source | Contract |
| Area/Department of Assignment | Workforce Training Division |
| Duties and Responsibilities | Provide senior leadership, respirator instruction, and oversight of the ES&H training and qualification program. |
| Justification of Position | This position is required per the INL contract to provide on-site program coordination and instruction. |

| | |
|-------------------------------|--|
| Position Title | Idaho National Laboratory Training Program Radiological Controls Instructor |
| Type of Position | Non-classified |
| FTE | 1.0 FTE |
| Term of Appointment | 12 month |
| Effective Date | May 1, 2007 |
| Salary Range | \$60,000 |
| Funding Source | Contract |
| Area/Department of Assignment | Workforce Training Division |
| Duties and Responsibilities | Provide radiological controls instruction. |
| Justification of Position | This position is required per the INL contract to provide radiological controls instruction. |

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

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3. Specifically Reserved Board Authority

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- (a) position title;
- (b) type of position;
- (c) FTE
- (d) Term of appointment;
- (e) Effective date;
- (f) approximate salary range;
- (g) funding source;
- (h) area or department of assignment;
- (i) a description of the duties and responsibilities of the position;

and

- (j) a complete justification for the position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

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

CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007

INSTITUTION/AGENCY AGENDA
STATE DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

SUBJECT

Legislative Audits - Report IC50306/SA50306, *Management Report* for the Division of Professional-Technical Education for Fiscal Years 2004, 2005, and 2006.

APPLICABLE STATUTES, RULE OR POLICY

State Board of Education Governing Policies and Procedures, Section V.H.5.

BACKGROUND

All state agencies under the Board's jurisdiction are required to receive financial statement audits and federal single audits in accordance with federal and state laws and regulations.

DISCUSSION

The Legislative Services Office, Legislative Audits Division, completed certain financial audit procedures on the Division of Professional-Technical Education financial activities that occurred during the fiscal years ended June 30, 2004, 2005 and 2006. These procedures, together with procedures performed at other State agencies, allowed them to express their opinion on the statewide basic financial statements prepared by the State Controller's Office. Since a major federal program was present, appropriate procedures and required tests were made in order to issue the federally required Single Audit. There were no findings or recommendations included in the audit report.

A copy of the report is on file at the Office of the State Board of Education. Additional copies of the report are available at the Division of Professional-Technical Education.

IMPACT

Agencies having undergone Legislative Audits with no findings or recommendations can be viewed as having management control systems that preclude, as much as possible, negative financial activities.

STAFF COMMENTS AND RECOMMENDATIONS

The state Legislative Services Office audits state agencies on a two- or three-year basis. The Legislative Auditor noted no findings or recommendations for the Division of Professional Technical Education.

BOARD ACTION

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

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
H. Audits

August, 2005

- 5. Independent Auditors
 - e. Financial Statement Review

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

- f. Single Audit Review

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

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

**INSTITUTION/AGENCY AGENDA
IDAHO PUBLIC TELEVISION**

SUBJECT

Legislative Audits - Report OP52006, *Individual Entity Audit Report* for Idaho Public Television (IPTV) for Fiscal Year 2006.

APPLICABLE STATUTES, RULE OR POLICY

State Board of Education Governing Policies and Procedures, Section V.H.5.

BACKGROUND

All state agencies under the Board's jurisdiction are required to receive financial statement audits and federal single audits in accordance with federal and state laws and regulations.

DISCUSSION

The Legislative Services Office, Legislative Audits Division, completed certain financial audit procedures on IPTV's financial activities that occurred during the fiscal year that ended June 30, 2006.

The purpose of the audit was to determine if IPTV financial statements were materially accurate and reliable, and to determine if IPTV has complied with state laws and regulations affecting fiscal operations.

A copy of the report is on file at the Office of the State Board of Education. Additional copies of the report are available at the Idaho Public Television.

IMPACT

Agencies having undergone Legislative Audits with no findings or recommendations can be viewed as having management control systems that preclude, as much as possible, negative financial activities.

STAFF COMMENTS AND RECOMMENDATIONS

The state Legislative Services Office normally audits state agencies on a two- or three-year basis. However, Idaho Public Television is audited every year based upon the reporting requirements of the Corporation for Public Broadcasting.

The Legislative Auditor noted no findings or recommendations for Idaho Public Television.

BOARD ACTION

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

**CONSENT AGENDA – BUSINESS AFFAIRS AND HUMAN RESOURCES
APRIL 18-20, 2007**

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
H. Audits

August, 2005

- 5. Independent Auditors
 - e. Financial Statement Review

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

- f. Single Audit Review

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

CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
APRIL 18-20, 2007

SUBJECT

Alcohol Permits Approved by University Presidents

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

The last update presented to the Board was at the March 2007 Board meeting. Since that meeting, Board staff has received 11 permits from Boise State University, 12 permits from Idaho State University, and 11 from University of Idaho.

Board staff has prepared a brief listing of the permits issued for use from February 2007 through May 2007. The list is attached for the Board's review.

IMPACT

N/A

ATTACHMENTS

| | |
|--|--------|
| BSU permits | page 3 |
| ISU permits | page 5 |
| UI permits | page 7 |
| Governing Policies and Procedures Section I.J.2. | page 9 |

STAFF COMMENTS AND RECOMMENDATIONS

State Board staff offers no comments or recommendations.

BOARD ACTION

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

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**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
APRIL 18-20, 2007**

**APPROVED ALCOHOL SERVICE AT
BOISE STATE UNIVERSITY**

February 2007 – April 2007

| EVENT | LOCATION | DATE (S) |
|--|---------------------------------------|-----------------|
| Reception with Olympia Dukakis | Morrison Center Lobby | 02/02/2007 |
| WWE RAW (Road to WrestleMania) | Taco Bell Arena | 02/10/2007 |
| Boise Code Camp | Hall of Fame | 02/10/2007 |
| Carnival of Animals | Morrison Center Main Hall | 03/03/2007 |
| David Copperfield | Morrison Center Main Stage | 03/04/2007 |
| RAIN-The Beatles Experience | Morrison Center Main Stage | 03/13/2007 |
| Art Department Open House | Fin Arts Building-Visual Arts Gallery | 03/16/2007 |
| Boise Philharmonic (Elina Vahala) | Morrison Center Main Hall | 03/17/2007 |
| Taking Back Sunday | Taco Bell Arena | 03/17/2007 |
| AIDA | Morrison Center Main Hall | 03/20-22/2007 |
| Dr. James Weatherby Endowment Fundraiser | SUB-Jordan Ballroom | 04/02/2007 |

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**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
APRIL 18-20, 2007**

**APPROVED ALCOHOL SERVICE AT
IDAHO STATE UNIVERSITY**

February 2007 – May 2007

| EVENT | LOCATION | DATE (S) |
|--|---|-----------------|
| Col. Kirkpatrick Award Winner Reception | Holt Arena – Bennion Room | 02/27/2007 |
| ISU Foundation Board Dinner | Stephen’s Performing Arts Center | 03/22/2007 |
| Museum Mystery Dinner Theater Fundraiser | Idaho Museum of Natural History | 03/22-24/2007 |
| Gem Legacy Reception Dinner | Bistline Promenade | 03/23/2007 |
| Wildlife Banquet | Student Union Building | 03/23/2007 |
| Reception for Women’s Art Show | Student Union Building | 03/24/2007 |
| Business Leader of the Year Dinner & Reception | Bistline Promenade | 03/29/2007 |
| Celtic Tenors Reception | Stephen’s Performing Arts Center | 03/31/2007 |
| Friends of Oboler Library Reception | Student Union Building, Wood River Room | 04/13/2007 |
| Museum Mystery Dinner Theater | Building 12, Room 204 | 04/13/2007 |
| Statesman of the Year Banquet | Stephen’s Performing Arts Center | 04/21/2007 |
| Professional Physics Society Sectional | Student Union Ballroom | 05/17-18/2007 |

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**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
APRIL 18-20, 2007**

**APPROVED ALCOHOL SERVICE AT
University of Idaho**

February 2007 – May 2007

| EVENT | LOCATION | DATE (S) |
|--|---------------------------|-----------------|
| Rocky Mountain Elk Foundation Dinner & Auction | Kibbie Dome | 02/13/2007 |
| The Sloan Conversations on Architecture | Prichard Art Gallery | 02/13/2007 |
| Doc Skinner Community Recognition Reception | 414/416 S. Main, Moscow | 02/21/2007 |
| Animal Tracking on Snowshoes: Workshop & Lakeside Dinner | McCall Field Campus | 03/10/2007 |
| ACMS Donor Dinner | Prichard Art Gallery | 03/21/2007 |
| CCA Recycled Fashion Show | Prichard Art Gallery | 03/21/2007 |
| Faculty Regalia Reception | UI Bookstore | 03/27/2007 |
| New Executive Director Welcome Reception | Prichard Art Gallery | 03/27/2007 |
| UI Vandal Football Coach's Clinic | Kibbie Multi-purpose Room | 04/20-21/2007 |
| Graduate and Professional Student Assoc. Expo | UI SUB Ballroom | 04/10/2007 |
| Northwest Archivist Conference | UI SUB Ballroom | 05/18/2007 |

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CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
APRIL 18-20, 2007

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: J. Use of Institutional Facilities and Services with Regard to the Private Sector
August 2005

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

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

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