

**CONSENT AGENDA
FEBRUARY 28-29, 2008**

TAB	DESCRIPTION	ACTION
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2	BAHR-SECTION I IDAHO STATE UNIVERSITY New Positions and Reactivation of Position	Motion to approve
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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
FEBRUARY 28-29, 2008**

BOISE STATE UNIVERSITY

SUBJECT

New positions, changes in positions and deletions of positions

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections II.B. and II.G.1.b.

BACKGROUND

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

DISCUSSION

Boise State University requests approval to:

- Create one (1) new faculty position (1.0 FTE) supported by local funds
- Create two (2) new professional staff positions (2.0 FTE) supported by appropriated funds, create four (4) new professional staff positions (4.0 FTE) supported by local funds, and create one (1) new professional staff position (1.0 FTE) supported by grant funds
- Create three (3) new classified positions (2.75 FTE) supported by appropriated funds, and create one (1) new classified position (1.0 FTE) supported by grant funds
- Increase the term of two (2) professional staff positions (2.0 FTE), and increase the term of three (3) classified positions (2.80 FTE), all supported by local funds
- Delete three (3) faculty positions (3.0 FTE), three (3) professional staff positions (3.0 FTE), and delete one (1) classified position (1.0 FTE) all supported by local funds

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approving the changes to positions listed above.

BOARD ACTION

A motion to approve the request by Boise State for twelve (12) new positions (11.75 FTE); term, salary, FTE change to five (5) positions (4.80 FTE), and delete seven (7) positions (7.0 FTE).

Moved by _____ Seconded by _____ Carried Yes_____ No_____

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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NEW POSITIONS

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$88,000
Funding Source	Local Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Electrical Engineering
Duties and Responsibilities	Provide instruction in Electrical and Computer Engineering coursework and related research.
Justification of Position	Additional faculty needed due to growth in Ph.D. program.

Position Title	Research Assistant/Associate
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$44,000
Funding Source	Appropriated Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Biology Department
Duties and Responsibilities	Operate, schedule, and train Confocal Imaging System (computerized real-time 3-D view of living cells) users.
Justification of Position	Permanent research staff needed to support technology and create consistent resource for researchers.

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Position Title	Compensation Manager
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$70,000
Funding Source	Appropriated Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Human Resource Services
Duties and Responsibilities	Plan, organize, direct and oversee compensation systems and processes; develop and recommend compensation policies and ensure policy compliance.
Justification of Position	Additional position needed to manage, administer and implement compensation and classification programs and systems.

Position Title	Associate Manager, Printing and Graphics
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$50,000
Funding Source	Local Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Printing and Graphic Services
Duties and Responsibilities	Design workflows and processes, manage campaigns and monitor reports, assist with marketing, promotions and technology initiatives.
Justification of Position	Department has acquired new technology and reorganized functions in response to industry trends. Additional position required to assist with implementation of new business model.

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Position Title	Director, Operations-Press Box/SkySuite
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$40,000
Funding Source	Local Funds
New or Reallocation	New
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Manage all aspects of special event support and facility operations for Press Box/Sky Suites.
Justification of Position	Staff required for additional Bronco Stadium facilities.

Position Title	Executive Director, Press Box/Sky Suites
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$62,000
Funding Source	Local Funds
New or Reallocation	New
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Direct events, conferences and activities in Press Box/Sky Suite.
Justification of Position	Staff required for additional Bronco Stadium facilities.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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Position Title	Senior Associate Director, Alumni Relations /Director, Programs
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$60,000
Funding Source	Local Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Alumni Relations
Duties and Responsibilities	Lead the development and growth of alumni chapters and networks; coordinate on-line community; assist director in achieving key strategic objectives.
Justification of Position	Additional position needed to engage more members, bring a higher level of participation, and identify additional potential prospects for the comprehensive campaign.

Position Title	Manufacturing Specialist
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$60,000
Funding Source	Grant Funds
New or Reallocation	New
Area/Department of Assignment	TechHelp
Duties and Responsibilities	Provide technical and training assistance to Idaho's small and medium manufacturers to help them improve profit, products and services.
Justification of Position	On-going grant projects and industry needs require establishing a permanent position.

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Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$22,963
Funding Source	Appropriated Funds
New or Reallocation	Reallocation
Area/Department of Assignment	College of Business and Economics
Duties and Responsibilities	Perform a wide variety of secretarial support functions; develop and maintain program records, collect information and prepare reports; provide customer service and support liaison activities.
Justification of Position	Additional position required to support College's Director of Development.

Position Title	Office Specialist 2
Type of Position	Classified
FTE	.75 FTE
Term of Appointment	9 Months
Effective Date	3/1/2008
Salary Range	\$15,538
Funding Source	Appropriated Funds
New or Reallocation	Reallocation
Area/Department of Assignment	College of Health Sciences
Duties and Responsibilities	Provide administrative support to the Dean's Office.
Justification of Position	Additional staff needed to meet increasing demands on the College of Health Sciences.

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Position Title	Administrative Assistant 2
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$25,605
Funding Source	Appropriated Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Energy Research, Policy and Campus Sustainability
Duties and Responsibilities	Provide administrative support for reporting, grant and outreach activities.
Justification of Position	Additional position required to support newly established Associate Vice President for Energy Research, Policy and Campus Sustainability.

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	\$23,963
Funding Source	Grant Funds
New or Reallocation	New
Area/Department of Assignment	Center for School Improvement/Policy Studies
Duties and Responsibilities	Provide a variety of administrative support functions.
Justification of Position	Growth in department programs and projects requires permanent support staff.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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CHANGES IN POSITIONS

Position Title	Teacher
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	Change from 9 Months to 12 Months
Effective Date	3/1/2008
Salary Range	Change from \$13,860 to \$16,071
Funding Source	Local Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Childrens Center
Duties and Responsibilities	Plan and execute activities designed to promote social, emotional, creative, physical and intellectual growth in children.
Justification of Position	Year-round position needed in order to ensure consistent staffing during the summer and optional care times.

Position Title	Accountant
Type of Position	Professional
FTE	Change from .5 FTE to 1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Change from \$20,000 to \$40,000
Funding Source	Local Funds
New or Reallocation	Reallocation
Area/Department of Assignment	University Advancement
Duties and Responsibilities	Provide accounting support including logging payments, fund transfers, expense reconciliations and budgeting.
Justification of Position	Additional FTE needed to handle growth due to Comprehensive Campaign.

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Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	Change from .80 FTE to 1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Change from \$20,750 to \$25,938
Funding Source	Local Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Selland College of Applied Technology - Truck Driving Program
Duties and Responsibilities	Provide administrative support to department and assistance to students.
Justification of Position	Additional administrative support required due to growth in program, enrollments and inquiries.

Position Title	Financial Technician
Type of Position	Classified
FTE	Change from .50 FTE to 1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Change from \$14,154 to \$28,309
Funding Source	Local Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Selland College of Applied Technology - Accounting Unit
Duties and Responsibilities	Analyze, research, forecast, and reconcile complex financial documents; ensure compliance with laws, rules, and policies.
Justification of Position	Additional FTE required due to department workload.

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Position Title	Technical Records Specialist 1
Type of Position	Classified
FTE	Change from .70 FTE to .80 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Change from \$21,184 to \$24,211
Funding Source	Local Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Boise State Radio
Duties and Responsibilities	Support membership program and system; point of contact for members; analyze, research and reconcile systems and accounts.
Justification of Position	Additional hours needed to meet increased workload.

DELETED POSITIONS

Position Title	Associate Dean, Enrollment Management
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Less \$81,099
Funding Source	Local Funds
New or Reallocation	n/a
Area/Department of Assignment	Selland College of Applied Technology
Duties and Responsibilities	Provide overall leadership in enrollment management and student success.
Justification of Position	Position deleted due to reorganization.

Position Title	Associate Dean, Instruction
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Less \$75,005
Funding Source	Local Funds
New or Reallocation	n/a
Area/Department of Assignment	Selland College of Applied Technology
Duties and Responsibilities	Assist the Dean in overseeing instructional programs and faculty affairs; ensure fulfillment of mission and goals.
Justification of Position	Position deleted due to reorganization.

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Position Title	Senior Instructor
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	9 Months
Effective Date	3/1/2008
Salary Range	Less \$51,459
Funding Source	Local Funds
New or Reallocation	n/a
Area/Department of Assignment	Selland College of Applied Technology
Duties and Responsibilities	Provide instruction in Electronics Technology.
Justification of Position	Position no longer needed; duties redistributed to existing staff.

Position Title	Educational Advisor
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Less \$34,507
Funding Source	Local Funds
New or Reallocation	n/a
Area/Department of Assignment	AT - Student Support Division
Duties and Responsibilities	Provide career and academic advising for College programs.
Justification of Position	Position no longer needed; duties redistributed to existing staff.

Position Title	Educational Advisor
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Less \$31,849
Funding Source	Local Funds
New or Reallocation	n/a
Area/Department of Assignment	Selland College of Applied Technology - Student Support Division
Duties and Responsibilities	Provide career and academic advising for College programs.
Justification of Position	Position no longer needed; duties redistributed to existing staff.

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Position Title	Accountant
Type of Position	Professional
FTE	.60 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Less \$21,000
Funding Source	Local Funds
New or Reallocation	n/a
Area/Department of Assignment	Selland College of Applied Technology
Duties and Responsibilities	Perform accounting functions such as budgeting, forecasting, tracking funds, grant administration and compliance, and effort reporting.
Justification of Position	Department decided not to utilize this position due to organizational changes.

Position Title	Office Specialist 2
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	3/1/2008
Salary Range	Less \$20171
Funding Source	Local Funds
New or Reallocation	n/a
Area/Department of Assignment	Selland College of Applied Technology/ Center For Workforce Training
Duties and Responsibilities	Provide customer service and registration assistance; schedule and coordinate training and assessment events.
Justification of Position	Position no longer needed; duties redistributed to existing staff.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: 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

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

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

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

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

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

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REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II.HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: G.Policies Regarding Faculty (Institutional Faculty Only) October 2002

G. Policies Regarding Faculty (Institutional Faculty Only)

1. Letters of Employment

- b. Term of Appointment - All non-tenured faculty employees have fixed terms of employment. No contract of employment with such an employee may exceed one (1) year without the prior approval of the Board. Employment beyond the contract period may not be legally presumed. Reappointment of a faculty employment contract is subject solely to the discretion of the chief executive officer of the institution, and, where applicable, of the Board.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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IDAHO STATE UNIVERSITY

SUBJECT

Approval of new positions & reactivation of position

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections II.B., and II.G.1.b.

BACKGROUND

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

DISCUSSION

Idaho State University requests approval to:

- create seven (7) new professional staff positions (7.0 FTE) supported by appropriated funds reallocation and local funds;
- reactivate one (1) professional staff position (1.0 FTE) supported by local funds;
- create one (1) classified staff position (1.0 FTE) supported by appropriated funds reallocation

IMPACT

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

STAFF AND COMMENTS AND RECOMMENDATIONS

Staff recommends approving the changes to positions listed above.

BOARD ACTION

A motion to approve the request by Idaho State University for seven (7) new professional staff positions (7.0 FTE) supported by appropriated funds reallocation and local funds, to reactivate one (1) professional staff position (1.0 FTE) supported by local funds, and one (1) new classified staff position (1.0 FTE) supported by appropriated funds reallocation.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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NEW POSITIONS

Position Title	University Business Officer (6 positions)
Type of Position	Non-Classified
FTE	6.0
Term of Appointment	12 month
Effective Date	March 3, 2008
Salary Range	\$55,000.00 – 70,000.00
Funding Source	Appropriated Funds
New or Reallocation	Reallocation
Area/Department of Assignment	Colleges of Arts & Sciences, Business, Education, Engineering, Health Professions, and Pharmacy
Duties and Responsibilities	Provide guidance to College Dean and facilitate the Dean's implementation of the full range of administrative, fiscal, and human resources activities within the College, including resource planning, budget control, financial analysis and fiscal oversight of instructional and research programs, space administration, and organizational and operational improvements.
Justification of Position	To provide administrative support for College Deans. These positions will operate under a dual reporting relationship to the College Dean and the Vice President for Finance and Administration.

Position Title	Physician Assistant (PCN 1325)
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	March 3, 2008
Salary Range	\$71,760.00
Funding Source	Local Funds
New or Reallocation	New – Local funds from patient fees
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Responsible for Family Medicine patient care; model and teach PA, MD inter-relationship to Family Medicine residents.
Justification of Position	Reactivation of deleted position originally approved by the Board on June 15, 2006.

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Position Title	Family Medicine Resident Physician
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	July 1, 2008
Salary Range	\$42,057.60
Funding Source	Local Funds
New or Reallocation	New – Local funds from patient fees
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Graduate medical student in residency training for three years to qualify as a family physician in a rural setting. Duties include work in the clinic, inpatient service, and on-call service. The resident physician in this position will conduct portions of their training both in Pocatello and Rexburg.
Justification of Position	To provide a transitional resident physician for the Rural Training Track (RTT), which will allow physicians, nurses and the hospital in Rexburg a more gentle and appropriate entry into resident education.

Position Title	IT Programmer Analyst, Associate
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	March 3, 2008
Salary Range	\$30,472.00
Funding Source	Appropriated Funds
New or Reallocation	Department reallocation
Area/Department of Assignment	University Relations, Web Communications
Duties and Responsibilities	Code, test and debug basic web files with direction, instruction and supervision from managers; design and develop web pages; perform related work.
Justification of Position	To provide additional technical support due to increased emphasis on the University's web site.

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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UNIVERSITY OF IDAHO

SUBJECT

Approval of three new positions and three position reactivations

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections II.B. and II.G.1.b.

BACKGROUND

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

DISCUSSION

The University of Idaho requests approval to:

- Create three (3) new positions (3.0 FTE) supported by appropriated and non appropriated funds
- Reactivate three (3) positions (3.0 FTE) deleted from EIS and still in FY08 original budget

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approving the changes to positions listed above.

BOARD ACTION

A motion to approve the request by the University of Idaho to establish three (3) new positions and reactivate three (3) positions (6.0 Total FTE), all supported by appropriated and non appropriated funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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NEW POSITIONS

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0 (2080 hours/year)
Term of Appointment	Fiscal Year
Effective Date	July 1, 2008
Salary Range	\$37,814.40
Funding Source	Appropriated funds
New or Reallocation	New PCN from reallocation of resources
Area/Department of Assignment	College Agriculture & Life Sciences/District IV
Duties	Responsible for research and instruction
Justification	Faculty needed for research and teaching at Idaho Falls

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0 (2080 hours/year)
Term of Appointment	Fiscal Year
Effective Date	March 1, 2008
Salary Range	\$55,016.00
Funding Source	Appropriated funds
New or Reallocation	Reactivation of PCN 1734
Area/Department of Assignment	College Agriculture & Life Sciences/District I
Duties	Responsible for research and instruction
Justification	Position was vacant for over 12 months due to failed searches

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0 (1560 hours/year)
Term of Appointment	Academic Year
Effective Date	March 1, 2008
Salary Range	\$58,448.00
Funding Source	Appropriated funds
New or Reallocation	Reactivation of PCN 0015
Area/Department of Assignment	College of Science/Biology
Duties	Responsible for research and instruction
Justification	Position was vacant for over 12 months due to failed searches

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REACTIVATED POSITIONS

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0 (1560 hours/year)
Term of Appointment	Academic Year
Effective Date	March 1, 2008
Salary Range	\$55,016.00
Funding Source	Appropriated funds
New or Reallocation	Reactivation of PCN 0018
Area/Department of Assignment	College of Science/Biology
Duties	Responsible for research and instruction
Justification	Position was vacant for over 12 months due to failed searches

Position Title	Farm Operations Foreperson
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	Fiscal Year
Effective Date	March 1, 2008
Salary Range	\$23,982.40
Funding Source	Appropriated and Non Appropriated funds
New or Reallocation	New PCN from reallocation of resources
Area/Department of Assignment	College Agriculture & Life Sciences/Palouse R&E Center
Duties	Responsible for general farm support operations
Justification	Staff needed for Palouse R&E Center

Position Title	Student Computing Labs Analyst
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	Fiscal Year
Effective Date	March 1, 2008
Salary Range	\$42,016.00
Funding Source	Non Appropriated funds
New or Reallocation	New PCN from reallocation of resources
Area/Department of Assignment	Information Technology Services/Student Computing Labs
Duties	Responsible for the efficient maintenance of hardware and software in the student computing labs
Justification	Existing temporary position changing to permanent

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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LEWIS-CLARK STATE COLLEGE

SUBJECT

Approval of one (1) deleted position and one (1) change in position

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections II.B. and II.G.1.b.

BACKGROUND

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

DISCUSSION

Lewis-Clark State College is requesting approval to:

- Delete one (1) position (.5 FTE) supported by grant funds
- Change one (1) position (.5 to 1.0 FTE) supported by local and grant funds

IMPACT

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

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approving the changes to positions listed above.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for one (1) deleted position (.5 FTE) and one (1) change in position (.5 to 1.0 FTE) supported by local and grant funding.

Moved _____ Seconded _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
FEBRUARY 28-29, 2008**

DELETED POSITIONS

Position Title	Office Specialist I
Type of Position	Classified
FTE	.5
Term of Appointment	12 months
Effective Date	2/1/2008
Salary Range	\$10,962
Funding Source	Grant Funds
Area/Department of Assignment	Tech Prep
Justification of Position	Departmental reorganization, duties reassigned

**CHANGES IN POSITIONS
OTHER**

Position Title	Office Specialist I
Type of Position	Classified
FTE	Increase from 0.5 to 1.0
Term of Appointment	12 months
Effective Date	2/1/2008
Salary Range	Increase \$10,962 to \$21,923
Funding Source	Grant and local Funds
Area/Department of Assignment	Workforce Training
Justification of Position	Departmental reorganization, duties reassigned to full-time

**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
FEBRUARY 28-29, 2008**

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 December 2007 Board meeting. Since that meeting, Board staff has received 14 permits from Boise State University, 17 permits from Idaho State University, and 2 permits from the University of Idaho.

Board staff has prepared a brief listing of the permits issued for use from December 2007 through June 2008. The list is attached for the Board's review.

ATTACHMENTS

BSU permits	page 3
ISU permits	page 5
UI permits	page 7

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
FEBRUARY 28-29, 2008**

**APPROVED ALCOHOL SERVICE AT
BOISE STATE UNIVERSITY**

December 2007 – June 2008

EVENT	LOCATION	DATE (S)
Culinary Arts Capstone Dinner	Boise State Culinary Building	12/08/2007
Fly Me Home For Christmas	Morrison Center Main Hall	12/08/2007
Idaho STAR Awards Banquet	Hatch Ballroom / SUB	12/08/2007
Concert for a Cause	Morrison Center Main Hall	12/12/2007
Coaches Club Holiday Social	Allen Noble Hall of Fame	12/28/2007
George Carlin	Morrison Center Main Stage	1/18/2008
Rodney Carrington	Taco Bell Arena	1/31/2008
Bronco Advocacy Network Reception	Allen noble Hall of Fame	2/6/2008
Jeff Dunham	Morrison Center Main Hall	2/7/2008
Rachel Price	Morrison Center Main Hall	2/16/2008
Lisa Lampanelli	Morrison Center Main Hall	2/17/2008
Power & Grace Boise Philharmonic	Morrison Center Main Hall	2/23/2008
Gypsy	Morrison Center Main Hall	2/25-2/27/2008
McCurdy/Davis Wedding	The Galleria at BSU Hall of Fame	6/7/2008

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**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
FEBRUARY 28-29, 2008**

APPROVED ALCOHOL SERVICE AT IDAHO STATE UNIVERSITY		
December 2007 – April 2008		
EVENT	LOCATION	DATE (S)
Faculty Party	Stephen's Performing Arts Center	12/6/2007
Kurt Bestor Pre-Concert Reception	PAC Rotunda	12/18/2007
Kurt Bestor Intermission Reception	PAC, Bennion Promenade	12/18/2008
Colling Family Wedding	Stephen's Performing Arts Center	1/5/2008
Annual Potlatch	Magnussen Alumni House	1/18/2008
Martin Luther King Banquet	Wood River Room- ISU	1/21/2008
IMEA Biennial In-Service	ISU Student Union Building	1/24/2008
IMEA Biennial In-Service Conference	Stephens Performing Arts Center (Foyer)	1/25/2008
Bengal Foundation, Col. Kirkpatrick Award Banquet	Bennion Room- Holt Arena	2/2/2008
Official Opening of the Richard H. Stallings Papers	ISU Library Lounge	2/8/2008
Pre-Concert Dinner	Marshall Rotunda, Stephens PAC	2/20/2008
Bengal Foundation Auction Preview	Bennion Room- Holt Arena	2/21/2008
Idaho Business Leader of the Year Reception	L.E. and Thelma E. Stephens Performing Arts Center, Bennion Promenade	2/26/2008
Bengal Foundation Membership Drive Kickoff Party	Holt Arena	3/4/2008
Gem Legacy, President's Donor Recognition Dinner	L.E. and Thelma E. Stephens Performing Arts Center, Bennion Promenade	3/28/2008
ISU Women's Art Exhibit and Silent Auction	Cyber Café in the Rendezvous Building	3/29/2008
Chamber After Hours	Holt Arena	4/3/2008

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**CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
FEBRUARY 28-29, 2008**

**APPROVED ALCOHOL SERVICE AT
University of Idaho**

February 2008

EVENT	LOCATION	DATE (S)
Prichard Benefit Auction	UI Prichard Art Gallery	2/09/2008
Jazz Festival VIP Event	Wawawai Canyon Winery	2/22/2008

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REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

J. Use of Institutional Facilities and Services

June 2004

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

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

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CONSENT - INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
FEBRUARY 28-29, 2008

SUBJECT

Quarterly Report: Program Changes Approved by Executive Director

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND

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

DISCUSSION

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

ATTACHMENTS

Attachment 1 – List of Program Changes Approved by the
Executive Director

Page 3

STAFF COMMENTS AND RECOMMENDATIONS

Board staff offers no comments or recommendations.

BOARD ACTION

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

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**CONSENT - INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
FEBRUARY 28-29, 2008**

**Academic Programs
Approved by Executive Director
October 2007 – February 2008**

*The Board did not have a regular meeting in January; therefore, this report includes programs and changes approved by the Executive Director from October through February.

Boise State University
Establishment of a Basque Studies Center
Certificate in Public Relations
Name change of Master of Arts in English to Master of Arts in English, Literature
Name change of Department of Biology to Department of Biological Sciences
Off-Campus Offering – BSU's Master of Social Work and BA in Social Work Programs at CSI – Twin Falls Campus
Change name of General Business Management major to General Business and change name of degrees offered BBA, BS, BA in General Business Management to General Business
Addition of Radiography Information Administrator option to BS Radiological Sciences program
New Bachelor of General Studies

Lewis-Clark State College
New BA or BS in Business and Communication
Name change of Hotel Restaurant Mgmt to BS/BA Hospitality Mgmt
New minor in Education for the Gifted & Talented (moving from an endorsement to a Minor)

Idaho State University
New Associate of Science in Fire Service Administration (to be offered online)
Establish an Academic Certificate of Completion of the Pre-professional Program in Communication Sciences and Disorders, and Education of the Deaf
Discontinue Photography Emphasis
Addition of a Minor in Business (college-wide)
Establish a Minor in Military Science
New Associate of Science, Emergency Management (to be offered online)

College of Southern Idaho
New Associate of Arts in Dance Program

**Professional - Technical Education Programs
Approved by Executive Director**

Program Activity	Institution
Delete Drafting Technology, AAS Advanced option	BSU
Addition of a new Health Information Technology program	CSI
Discontinue ATC offered in Office Specialist option of Office Technologies program	EITC
Discontinue ATC offered in Business Technology option of Business Tech program	EITC
Change name of Medical Office Program to Administrative Medical Assistant	LCSC
Discontinue AAS in Marketing Technology E-Commerce	ISU
Discontinue Postsecondary Tech Certificate, Basic Business Applications	ISU
Discontinue AAS, Hospitality Management Technology/Hotel/Restaurant & Travel Tourism	ISU
Consolidate Management Technology and Marketing Technology Retail options into one Marketing and Management Technology option	ISU

**CONSENT - INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
FEBRUARY 28-29, 2008**

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: III. POSTSECONDARY AFFAIRS

G. Program Approval and Discontinuance

October 2005

4. Program Approval Policy

b. Existing instructional programs, majors, minors, options, emphases and instructional units.

(2) Changes, additions, expansions, and consolidations to existing instructional programs, majors, minors, options, emphases or instructional units with a financial impact of less than \$250,000 require executive director approval prior to implementation. The executive director may refer any of the requests to the Board or a subcommittee of the Board for review and action. All modifications approved by the executive director shall be reported quarterly to the Board. Non-substantive name or title changes need not be submitted for approval.