

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
FEBRUARY 19, 2015**

---

<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
	<b>AMENDMENT TO BOARD POLICY</b>	
<b>1</b>	Section V.Q. – Retirement Plan Committee - First Reading	Motion to approve
	<b>INTERCOLLEGIATE ATHLETICS</b>	
<b>2</b>	Financial Reports	Information item
	<b>INTERCOLLEGIATE ATHLETICS</b>	
<b>3</b>	Employee Compensation Reports	Information item
	<b>BOISE STATE UNIVERSITY</b>	
<b>4</b>	Proposed Project - Student Housing	Information item
	<b>IDAHO STATE UNIVERSITY</b>	
<b>5</b>	Amendment of ISU Intellectual Property Foundation Bylaws	Motion to approve
	<b>UNIVERSITY OF IDAHO</b>	
<b>6</b>	UI Library – Renovation and Improvements – Planning and Design Phases	Motion to approve
	<b>UNIVERSITY OF IDAHO</b>	
<b>7</b>	Proposed Project - Idaho Sports Arena	Information item
	<b>UNIVERSITY OF IDAHO</b>	
<b>8</b>	Sodexo Food Service Contract	Motion to approve
	<b>AMENDMENT TO BOARD POLICY</b>	
<b>9</b>	Section V.T. – Fees Waivers – First Reading	Motion to approve

**THIS PAGE INTENTIONALLY LEFT BLANK**

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**SUBJECT**

Board Policy V.Q. – Retirement Plan Committee – First Reading

**APPLICABLE STATUTES, RULE OR POLICY**

Idaho Code §33-107A, -107B, -107C

Idaho Code §59-513

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

**BACKGROUND / DISCUSSION**

The State Board of Education (Board) is the Plan Sponsor for three defined contribution (DC) plans used by employees at the colleges and universities. The Board has a 401(a) mandatory plan (with employer and employee contributions), and then voluntary 403(b) and 457(b) plans. The exclusive Board-approved vendors for the 401(a) and 457(b) plans are TIAA-CREF and VALIC. These vendors are available for the 403(b), in addition to about a half-dozen other vendors employees can elect to use with whom the Board has information sharing agreements.<sup>1</sup>

There are two other state agencies with same or similar investment responsibilities. The largest and most germane, of course, is the Public Employee Retirement System of Idaho (PERSI). PERSI is massive, with a fund value of \$13.8B as of 12/31/14. PERSI has an entire infrastructure of 5 full-time staff and a number of outside investment consultants managing the portfolio.

There is also the Idaho Endowment Fund Investment Board (EFIB).<sup>2</sup> The Endowment Fund value as of 12/31/14 was \$1.8B. EFIB staff is smaller than PERSI's, but there is an Investment Manager, Investment Officer and investment consultant to manage the portfolio.

While the Board's DC Plans are smaller in terms of overall asset value, they are not insignificant. As of 7/30/2014, TIAA-CREF had a consolidated asset value of \$860.4M, and as of 3/31/14, VALIC had a consolidated asset value of \$128.7M. In contrast to PERSI and EFIB, the Board has neither an investment officer nor an investment consultant to manage the portfolio.<sup>3</sup> The Board has instead relied upon the two primary vendors to manage their respective portfolios in the best interest of the participants. Board staff has requested the vendors to provide an

---

<sup>1</sup> The 403(b) plan document excludes the community colleges from participation.

<sup>2</sup> "The Endowment Fund Investment Board was established to manage investment of the proceeds generated by the endowment lands within the State of Idaho. The EFIB also manages the financial assets of the State Insurance Fund, the Judges' Retirement Fund, the Ritter Island Endowment Fund and the Trail of the Coeur d'Alenes Endowment Fund. The Investment Board also manages a Credit Enhancement Program for public school bonds." Source: <http://efib.idaho.gov/>

<sup>3</sup> In the last five years Board staff has, however, retained an investment consultant on two separate occasions to evaluate and opine on major portfolio and fee changes proposed by the vendors.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

in-person plan review and investment report annually at a meeting of the human resources directors of the institutions.<sup>4</sup>

The Board also lacks an investment/retirement committee and an investment policy to formalize the Board's fiduciary duty with respect to these three DC plans. "A best practice for plan sponsors of retirement plans is to establish an investment committee to manage the investment process for the plan."<sup>5</sup> A special retirement plan committee of the Board would provide financial market expertise as it relates to evaluating portfolio performance, reviewing vendor fees, and other fiduciary matters. A retirement plan committee would also help provide continuity so that committee members can make good decisions by applying a consistent approach, understanding historical decisions and directions, and having a long term view of market performance.

**IMPACT**

A Retirement Plan Committee will assist the Board in performing its fiduciary duties as the plan sponsor of the DC Plans.

**ATTACHMENTS**

Attachment 1 – Section V.Q. – First Reading

Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

Board staff does not have the time or expertise to perform necessary and appropriate monitoring of the Plans. Even with in-house expertise, however, a committee to oversee retirement plan design, investments and fees is a best practice and industry standard. Staff recommends approval of the proposed policy for the formation of a special Retirement Plan Committee.

**BOARD ACTION**

I move to approve the first reading of the proposed Board policy Section V.Q., Retirement Plan Committee, as presented.

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

---

<sup>4</sup> In an attempt to provide an additional layer of due diligence, several years ago Board staff asked representatives (knowledgeable about capital markets) from each of the four-year institutions, PERSI's investment officer, and a private sector investment advisor to participate as an ad hoc "investment committee" to sit in on the vendors' annual presentations and provide feedback. Unfortunately, attendance and participation by the members was sporadic, so Board staff ultimately disbanded the group.

<sup>5</sup> "Establishing an Investment Committee for Your Company's Retirement Plan" RBC Wealth Management. n.d. Web. January 1, 2015.



**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**

**SECTION: V. FINANCIAL AFFAIRS**

**Subsection: Q. Retirement Plan Committee**

**April 2015**

---

1. The Retirement Plan Committee is a special committee of the Board. The Committee provides stewardship of the retirement plans sponsored by the Board for the exclusive benefit of participants and their beneficiaries. The Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures.
2. The Committee shall consist of five or more members appointed by, and serving at the pleasure of, the Board. The chair of the Committee shall be appointed by the Board President and shall be a Board member. Other members of the Committee shall include two participants in the sponsored plans: one representative from a public four-year institution and one representative from a community or technical college. At least two members shall be private sector members who are knowledgeable about financial markets. All committee members should have investment, legal or benefits management expertise sufficient to evaluate the risks associated with the Committee's purpose. A quorum of any meeting of the Committee shall consist of a majority of the members. Committee members shall not be compensated for their service on the Committee. The Committee will meet as needed, but not less than semi-annually. The Committee is supported by the Board's Chief Fiscal Officer and by the Board's outside tax counsel.
3. Board-sponsored plans include the 401(a) Optional Retirement Plan (ORP), and the 403(b) and 457(b) voluntary deferred compensation plans (collectively referred to hereinafter as "Plan" or "Plans"). The Board is the Plans' named fiduciary and has authority to manage and control the Plans' operation and administration. The Board retains exclusive authority to amend the Plans and select Trustees/Custodians.
  - a. The Committee shall report at least annually to the Board.
  - b. The Committee members shall sign a conflict of interest disclosure questionnaire.
  - c. The Board delegates execution of the following fiduciary responsibilities with respect to the Plans to the Committee:
    - i. Establishing, periodically reviewing, and maintaining a written investment policy, including investment allocation strategies.
    - ii. Overseeing administration of the Plans in accordance with the investment policy, including:
      - a) Selecting an appropriate number and type of investment asset classes and management styles for Plan participants, including default investment elections.
      - b) Establishing performance criteria and benchmarks for selected asset classes.

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**

**SECTION: V. FINANCIAL AFFAIRS**

**Subsection: Q. Retirement Plan Committee**

**April 2015**

---

- c) Researching, selecting, and withdrawing Plan investments as appropriate for specified asset classes or styles.
    - d) Reviewing communication methods and materials to ensure that Plan participants receive adequate investment education and performance information.
    - e) Ensuring the Committee and the Plans comply with applicable laws, regulations, and the terms of the Plan pertaining to investments.
  - iii. Reviewing and monitoring investment performance, including the reasonableness of investment fees, against appropriate benchmarks and in accordance with the investment policy.
  - iv. Managing the Plans to ensure regulatory compliance pertaining to Plan investments, including required Plan amendments and document retention;
  - v. Monitoring the Plans' vendors and implementation of contractual service arrangements;
  - vi. Advising the Board on selection or termination of the Plans' trustee(s)/custodian(s);
  - vii. Monitoring for reasonableness and consistency with the Plans' terms any investment product fees and charges passed through to Plan participants; and
  - viii. Retaining investment consultants, subject to approval by the Board's executive director.
- 4. The Trustee(s) and/or Custodian(s) of the sponsored plans will be responsible for holding and investing the Plans' assets in accordance with the terms of the Trust/Custodial Agreement.
- 5. The Committee may recommend to the Board's executive director the engagement of outside consultants and/or other professionals. The services of consultants and other professionals may include, but are not limited to:
  - a. Providing formal reviews of the performance of the investment options. Such reviews shall be based on established criteria and shall include recommendations for changes where appropriate;
  - b. Advising the Committee of any recommended modifications to the investment structure of the Plans; and
  - c. Advising the Committee as to the appropriate performance benchmarks for the investment options.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**SUBJECT**

Intercollegiate Athletics Reports of revenues, expenditures, participation

**APPLICABLE STATUTE, RULE OR POLICY**

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

**BACKGROUND/DISCUSSION**

Responsibility, management, control and reporting requirements for athletics are detailed in Board policy V.X. The college and universities are required to submit regular financial reports as specified by the Board office. The revenue and expenditures reported must reconcile to the NCAA Agreed Upon Procedures Reports that are prepared annually and reviewed by the external auditors.

**IMPACT**

The Athletics Reports present the financial status of the intercollegiate athletic programs and the participation of students in the various sport programs. The report on page 7 shows all the institutions have positive fund balances.

**ATTACHMENTS**

Attachment 1	Charts identifying the revenue by major source by Institution and as a percent of total athletics revenue	Page 3-6
Attachment 2	Charts identifying athletic departments' fiscal year end fund balance by institution	Page 7
Attachment 3	Charts displaying total students participating in athletic programs and number of full-ride scholarships	Page 8

**Institution Tabs (BSU, ISU, UI, LCSC)**

**STAFF COMMENTS AND RECOMMENDATIONS**

The Athletics Reports show actual results for fiscal years 2010 through 2014 and the forecast for fiscal year 2015.

All institutions are within their state general funds, gender equity and institutional funds limits.

Staff highlights the following revenue and expenditure data for the Board's consideration:

BSU FY 2015 Estimates

- Ticket Sales down -9.9%
- NCAA/Conference/Tournaments up 31.3%
- Admin Staff Salary/Benefits up 15.1%
- Direct Facilities/Maint/Rentals down -59.3%
- Debt Service on Facilities up 30.1%

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

- Medical Expenses and Insurance up 58.6%
- Athletic Director Office up 41.2%
- Total Male Participation down -9.5%
- Total Female Participation down -12.6%
  
- Fiscal Year Net Income \$16,081
- Ending Fund Balance \$963,680

ISU FY 2015 Estimates

- Other Program Revenue down -87.8%
- Direct Facilities, Maintenance, Rentals down -85.1%
  
- Fiscal Year Net Income is \$0
- Ending Fund Balance \$1,527,903

UI FY 2015 Estimates

- Ticket Sales up 22.4%
- Game Guarantees down -45.2%
- Non-Resident Tuition Waivers up 30.9%
- Athletic Director Office down -46.5%
- Athletic Training Room down -54.4%
- Memberships and Dues down -71.8%
- Other Miscellaneous Expenses up 88.2%
  
- Fiscal Year Net Income \$117,000
- Ending fund balance \$115,197

LCSC FY 2015 Estimates

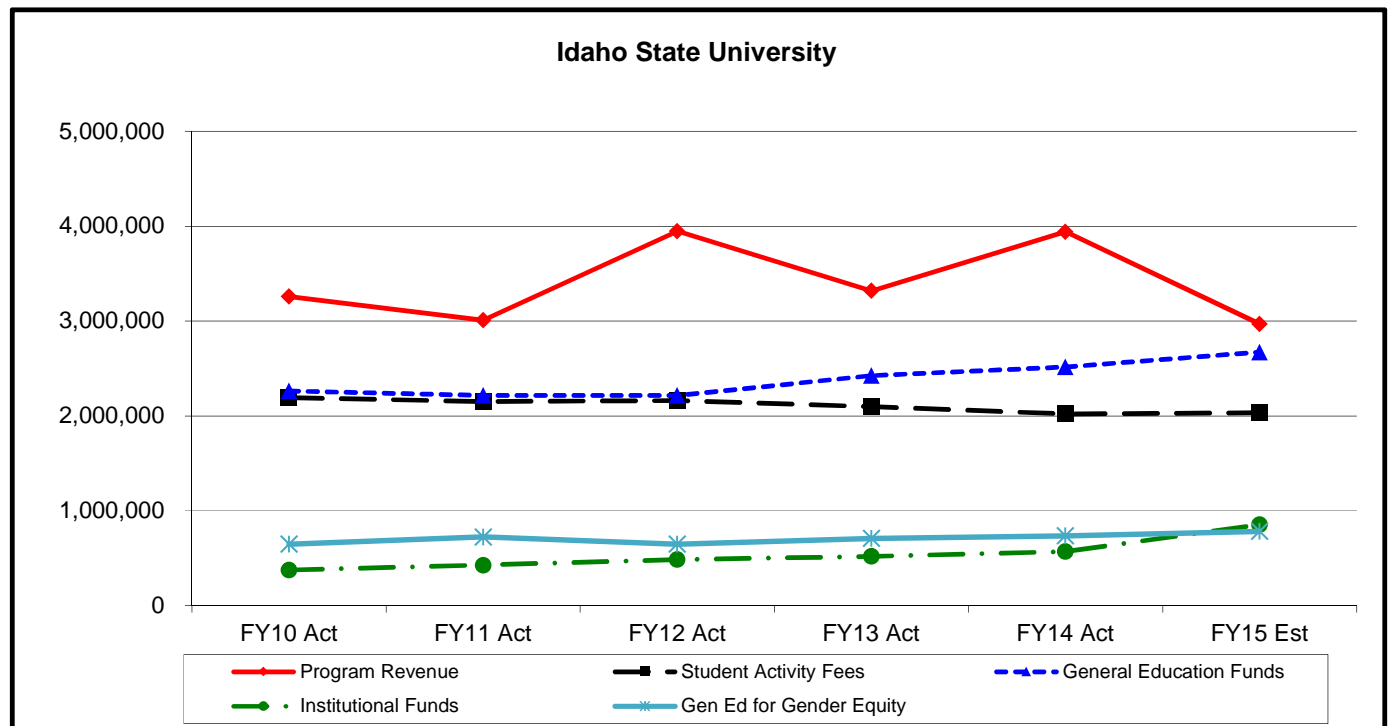
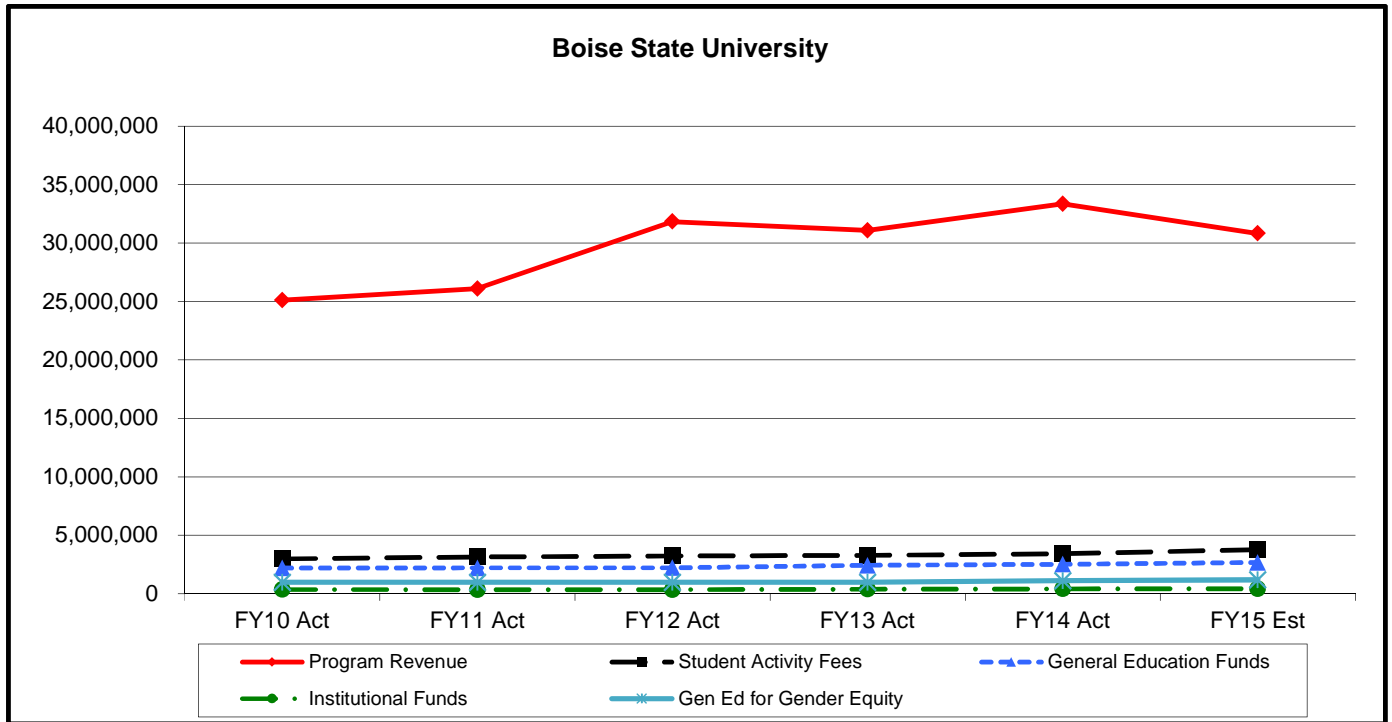
- Athletics Student Aid up 14.4%
- Coaching salary and benefits up 14.1%
- Admin Staff Salary/Benefits up 14.2%
  
- Fiscal Year Net Income \$18,750
- Ending fund balance \$336,355

**BOARD ACTION**

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

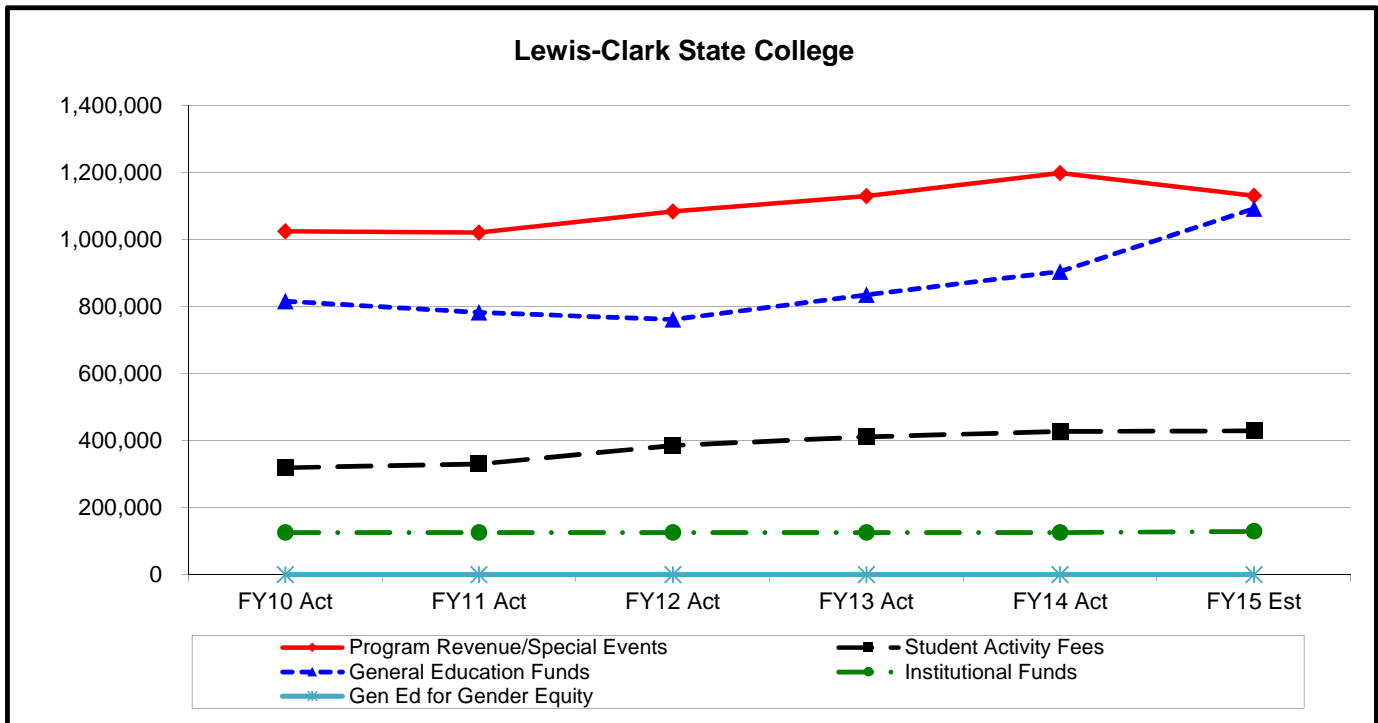
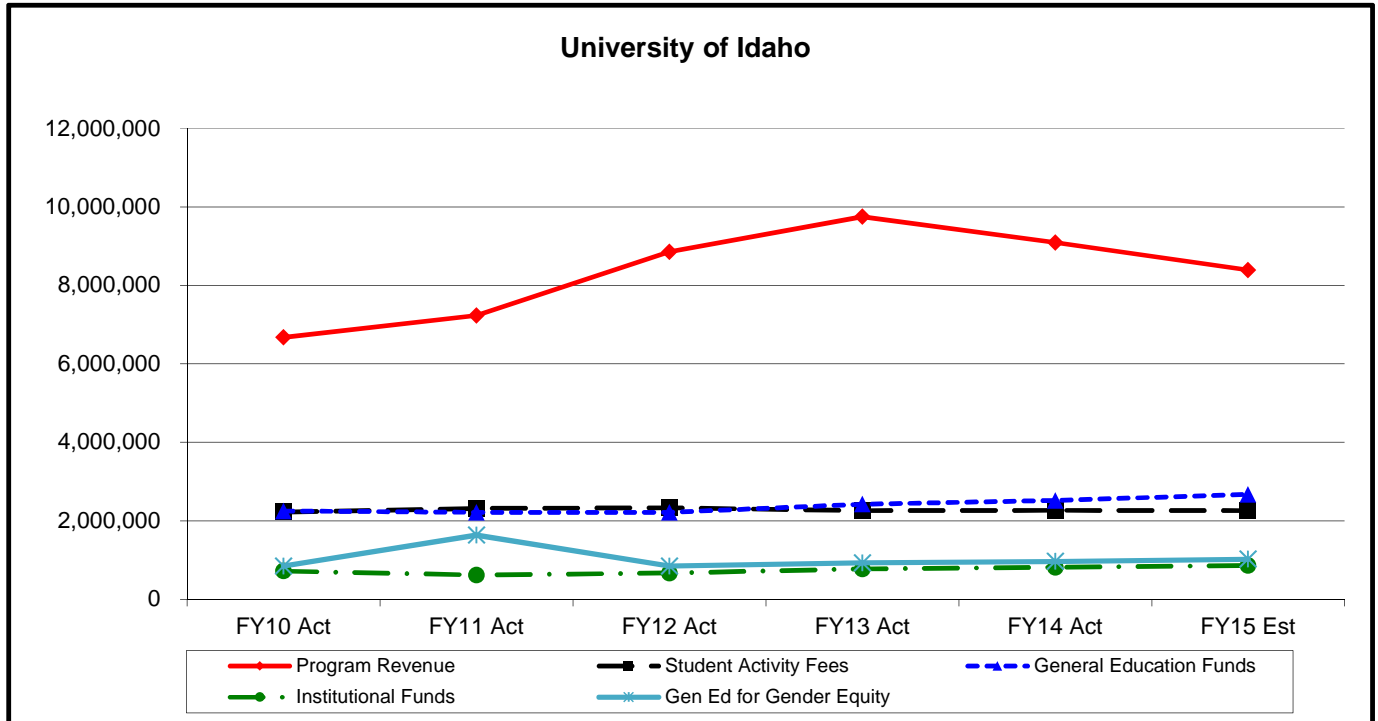
# Intercollegiate Athletics Report

## Revenue by Major Source



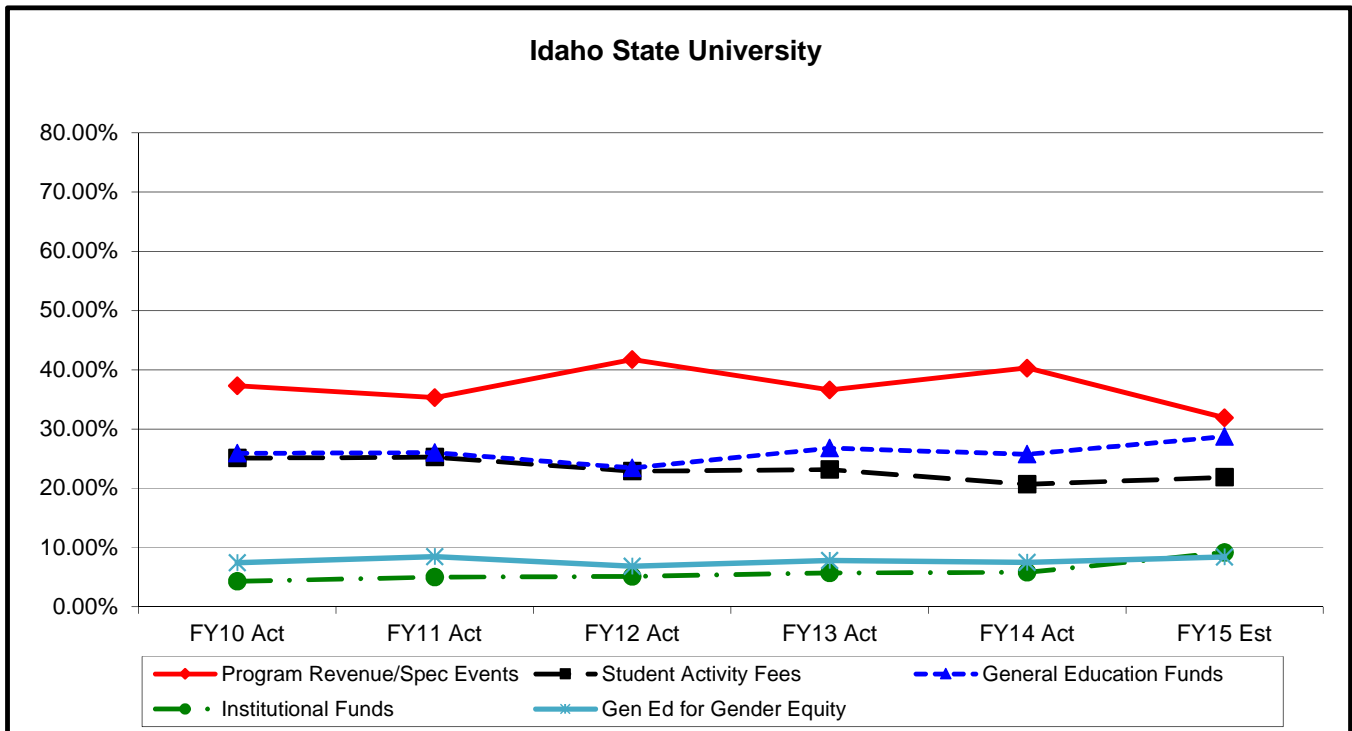
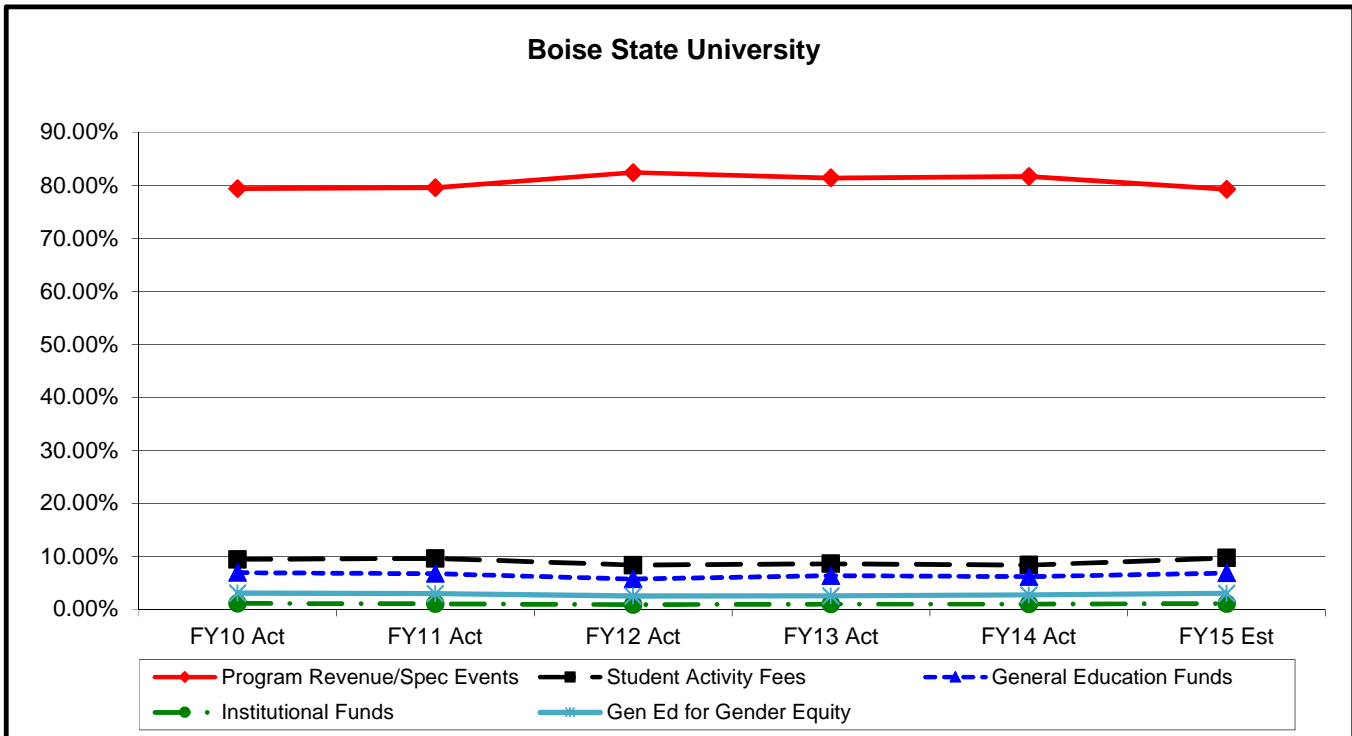
# Intercollegiate Athletics Report

## Revenue by Major Source



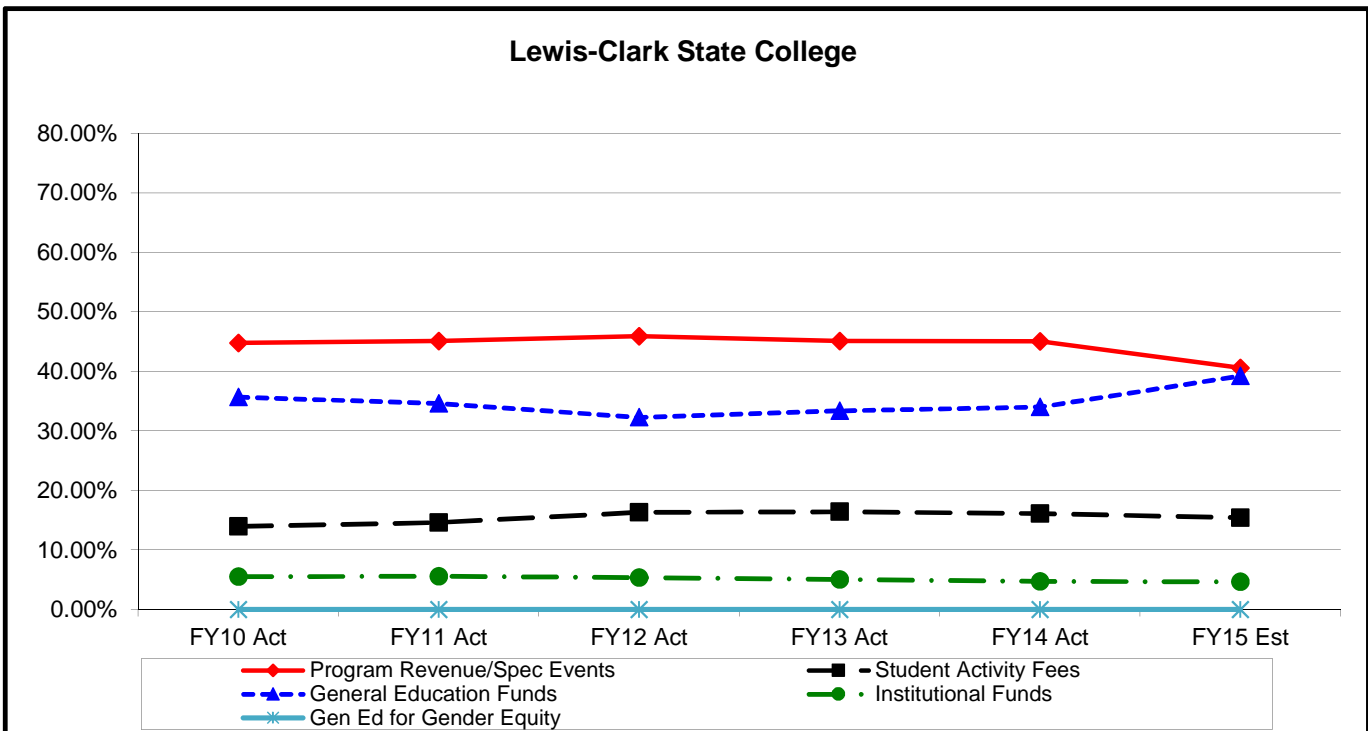
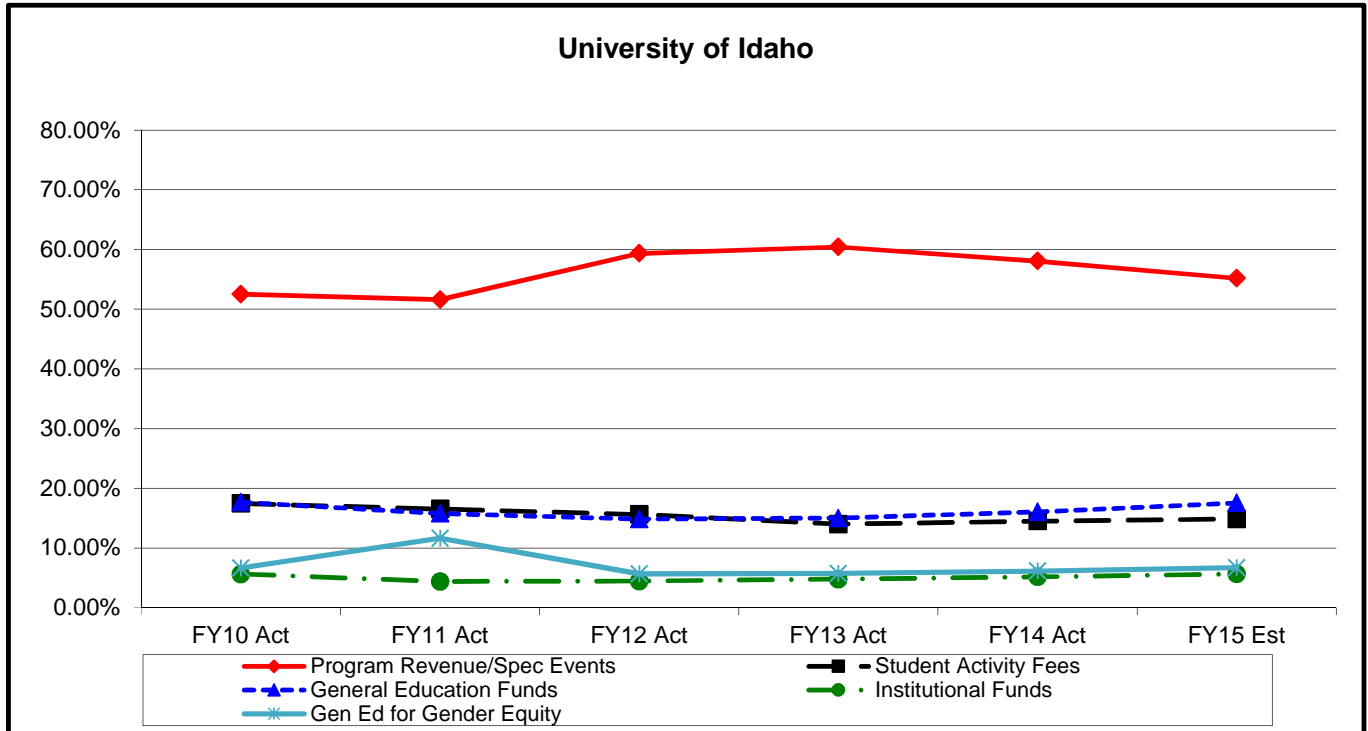
# Intercollegiate Athletics Report

## Revenue as a Percent of Total Revenue by Major Source



# Intercollegiate Athletics Report

## Revenue as a Percent of Total Revenue by Major Source

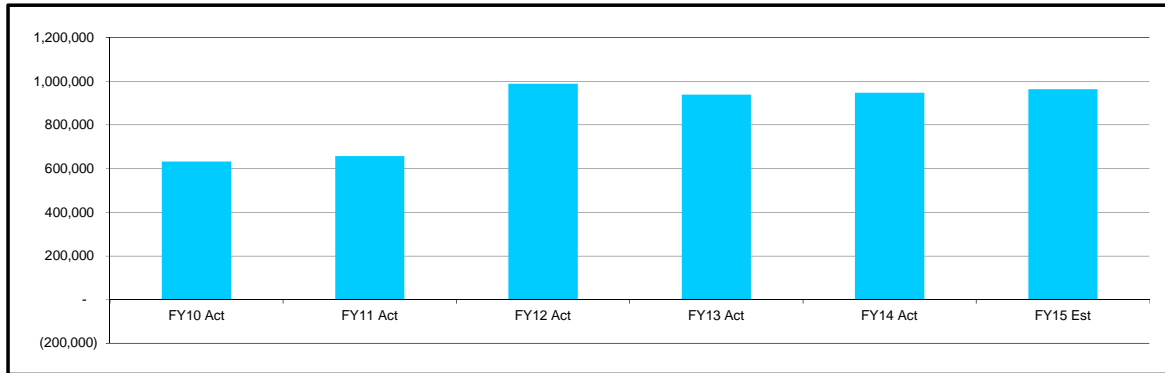




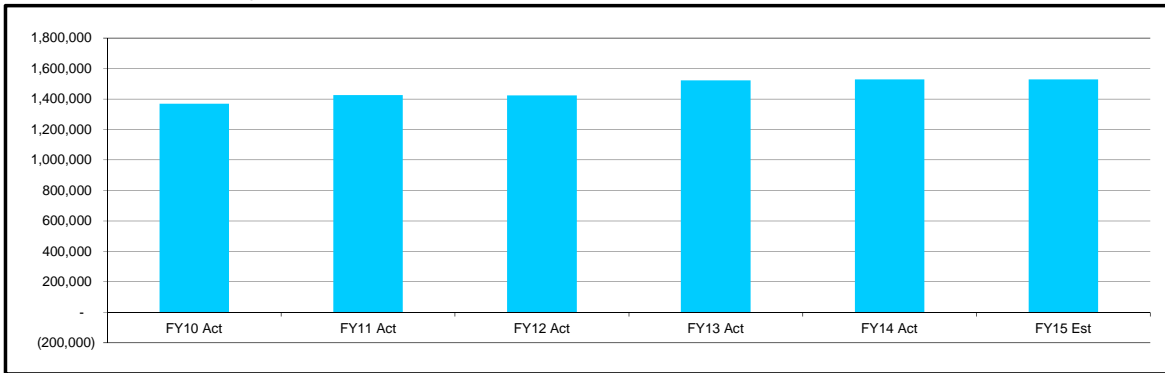
# Intercollegiate Athletic Report

## Fiscal Year Ending Fund Balance for Athletic Program by Institution

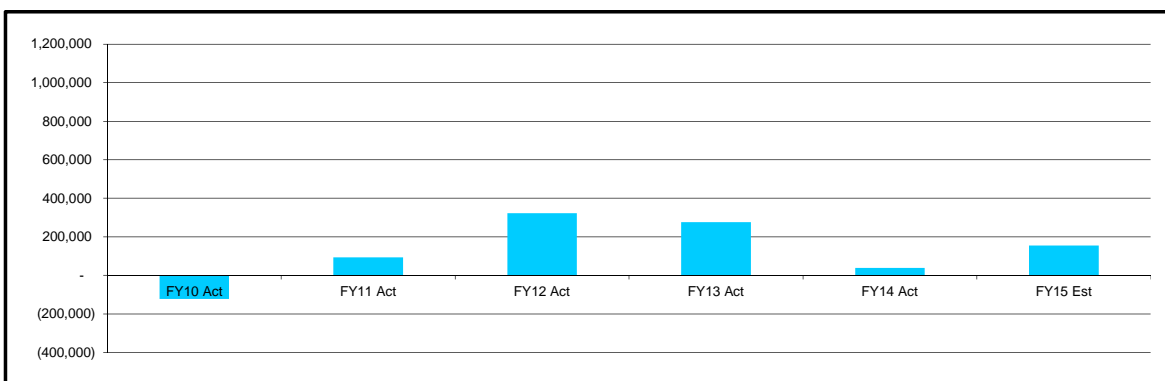
### Boise State University



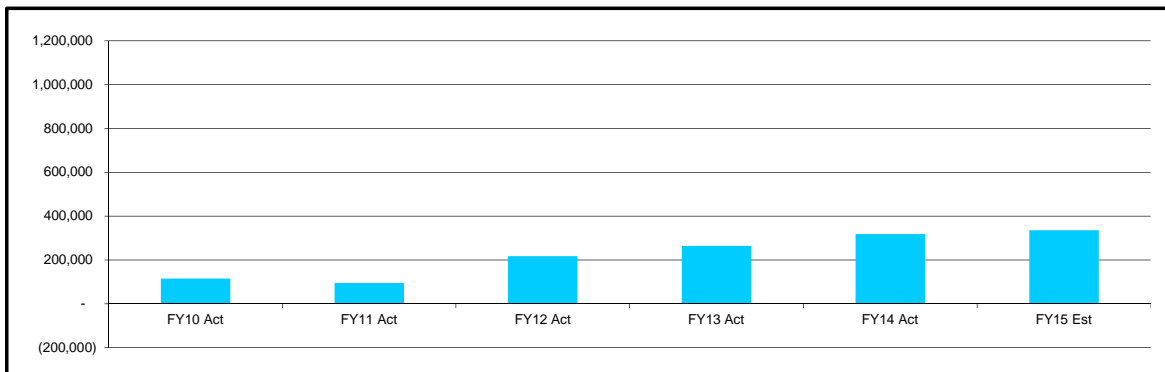
### Idaho State University



### University of Idaho



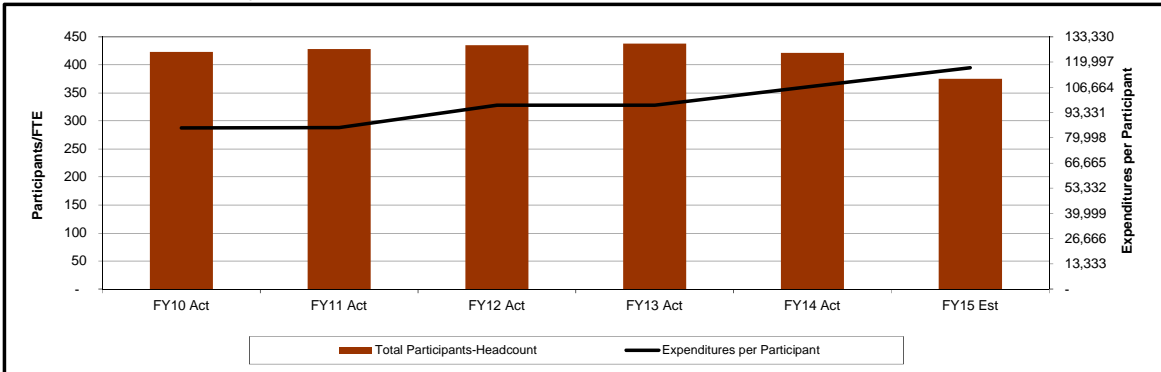
### Lewis-Clark State College



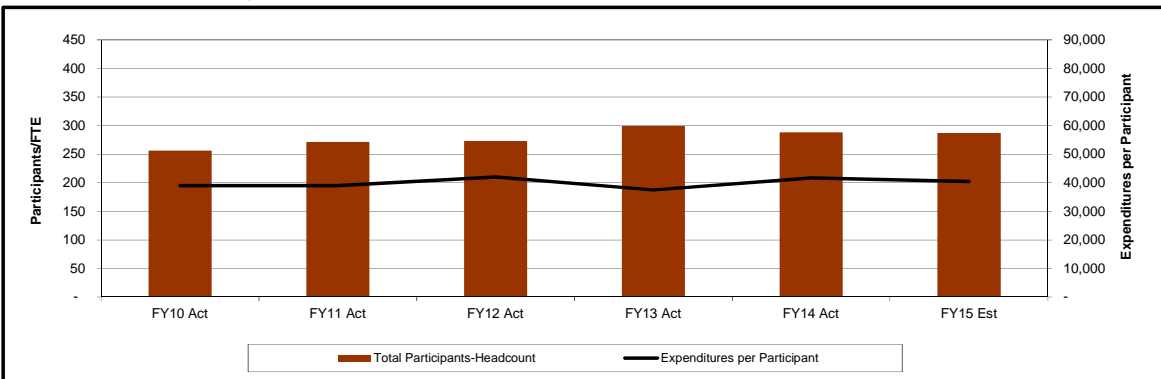
# Intercollegiate Athletic Report

## Athletic Expenditures by Participant Headcount

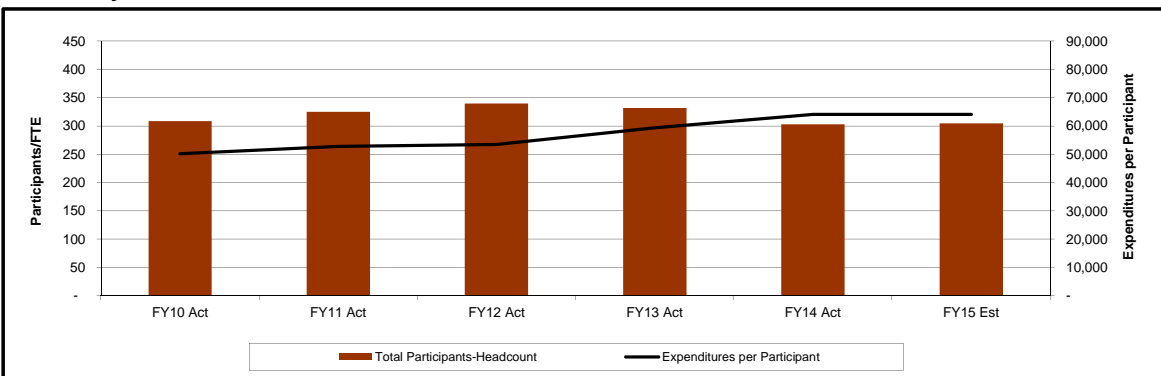
### Boise State University



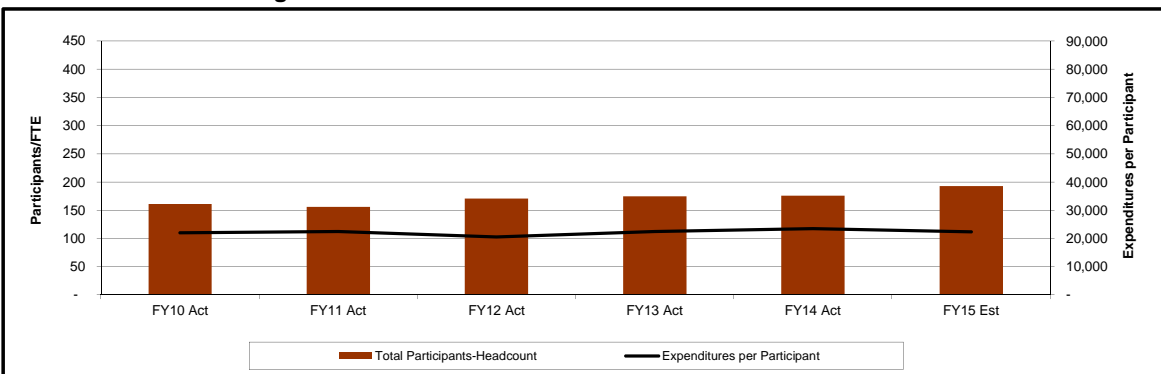
### Idaho State University



### University of Idaho



### Lewis-Clark State College



**College & Universities**  
**Intercollegiate Athletics Report**  
**Summary of Revenue and Expenditures**  
**Boise State University**

Revenues/Expend/Fund Balance	FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>1 Revenue (Detail):</b>								
<b>2 Program Revenue:</b>								
3 Ticket Sales	7,102,661	7,615,697	8,306,921	8,309,461	8,564,574	7,715,396	-9.9%	1.7%
4 Game Guarantees	580,000	1,500,000	2,287,500	1,575,000	667,000	1,550,000	132.4%	21.7%
5 Contributions	6,553,812	9,594,181	9,261,601	11,142,524	11,050,335	8,431,385	-23.7%	5.2%
6 NCAA/Conference/Tournaments	1,835,720	1,298,910	3,782,335	3,335,018	4,725,927	6,204,605	31.3%	27.6%
7 TV/Radio/Internet Rights	126,678	140,598	64,249	39,095	1,691	10,000	491.4%	-39.8%
8 Program/Novelty Sales, 9 Concessions, Parking	932,558	945,438	1,030,353	1,044,473	1,052,770	858,383	-18.5%	-1.6%
10 Royalty, Advertisement, Sponsorship	2,773,179	3,612,480	3,668,995	3,780,877	4,677,489	4,474,681	-4.3%	10.0%
11 Endowment/Investment Income	0	-	-	-	-	-		
12 Other	803,891	880,479	3,057,533	1,654,680	2,581,945	1,558,113	-39.7%	14.2%
13 Total Program Revenue	20,708,499	25,587,783	31,459,487	30,881,128	33,321,731	30,802,563	-7.6%	9.9%
<b>14 Non-Program Revenue:</b>								
15 NCAA/Bowl/World Series	4,407,144	524,641	385,201	213,059	37,401	29,750	-20.5%	-63.2%
16 Student Activity Fees	2,980,056	3,151,147	3,227,977	3,293,399	3,416,104	3,769,844	10.4%	4.8%
17 General Education Funds	2,193,089	2,211,077	2,214,700	2,424,400	2,515,800	2,671,900	6.2%	4.0%
18 GenEd Funds for Gender Eq.	976,872	976,872	976,872	976,872	1,109,700	1,178,600	6.2%	3.8%
19 Institutional Funds	358,700	346,600	346,600	386,100	406,400	430,200	5.9%	3.7%
20 Subtotal State/Inst. Support	3,528,661	3,534,549	3,538,172	3,787,372	4,031,900	4,280,700	6.2%	3.9%
21 Total Non-Program Revenue	10,915,861	7,210,337	7,151,350	7,293,830	7,485,405	8,080,294	7.9%	-5.8%
22 Subtotal Operating Revenue:	31,624,360	32,798,120	38,610,837	38,174,958	40,807,136	38,882,857	-4.7%	4.2%
<b>23 Non-Cash Revenue</b>								
24 Third Party Support	293,750	-	-	-	-	-		-100.0%
25 Indirect Institutional Support	2,209,387	1,822,713	1,828,871	2,016,485	1,974,714	2,136,420	8.2%	-0.7%
26 Non-Cash Revenue	0	-	-	-	-	-		
27 Non-Resident Tuition Waivers	1,913,158	1,983,889	2,210,648	2,373,316	2,351,983	2,871,713	22.1%	8.5%
28 Subtotal Non-Cash Revenue	4,416,295	3,806,602	4,039,519	4,389,801	4,326,697	5,008,133	15.7%	2.5%
29 Total Revenue:	36,040,655	36,604,722	42,650,356	42,564,759	45,133,833	43,890,990	-2.8%	4.0%
<b>31 Expenditures:</b>								
<b>32 Operating Expenditures:</b>								
33 Athletics Student Aid	3,739,015	3,865,115	4,126,419	4,412,782	4,574,395	5,191,955	13.5%	6.8%
34 Guarantees	789,500	597,500	633,314	650,651	770,946	662,000	-14.1%	-3.5%
35 Coaching Salary/Benefits	7,219,755	7,910,123	8,169,987	9,174,828	9,551,342	8,831,783	-7.5%	4.1%
36 Admin Staff Salary/Benefits	4,309,086	4,786,700	5,021,919	5,022,466	5,043,009	5,806,208	15.1%	6.1%
37 Fringe Benefits/Severance Payments						0		
38 Recruiting	281,642	383,327	411,603	446,068	588,969	437,980	-25.6%	9.2%
39 Team Travel	1,966,291	2,061,440	2,163,971	2,537,997	2,242,217	2,570,327	14.6%	5.5%
40 Equipment, Uniforms and Supplies	1,483,833	1,188,767	1,430,251	1,384,106	1,732,599	1,489,811	-14.0%	0.1%
41 Game Expenses	791,191	1,642,127	1,790,666	1,331,753	1,685,148	1,398,487	-17.0%	12.1%
42 Fund Raising, Marketing, Promotion	550,524	389,355	337,076	333,068	335,124	237,912	-29.0%	-15.4%
43 Direct Facilities/Maint/Rentals	1,091,002	4,430,381	8,520,267	4,780,139	5,383,629	2,188,553	-59.3%	14.9%
44 Debt Service on Facilities	3,629,955	3,360,608	3,383,251	4,399,874	4,305,383	5,599,888	30.1%	9.1%
45 Spirit Groups	88,599	118,297	185,101	121,422	175,748	155,860	-11.3%	12.0%
46 Medical Expenses & Insurance	104,918	125,596	134,805	184,118	750,743	1,190,672	58.6%	62.6%
47 Memberships & Dues	482,578	479,800	488,816	524,793	666,757	758,056	13.7%	9.5%
48 NCAA/Special Event/Bowls	3,954,459	497,587	375,967	235,915	(32,683)	15,750	-148.2%	-66.9%
49 Other Operating Expenses	1,135,668	935,819	1,107,465	2,683,625	3,025,077	2,331,534	-22.9%	15.5%
50 Subtotal Operating Expenditures	31,618,016	32,772,542	38,280,878	38,223,605	40,798,403	38,866,776	-4.7%	4.2%
<b>51 Non-Cash Expenditures</b>								
52 3rd Party Coaches Compensation	293,750	0	0	0	0	0		-100.0%
53 3rd Party Admin Staff Compensation	2,209,387	1,822,713	1,828,871	2,016,485	1,974,714	2,136,420	8.2%	-0.7%
54 Indirect Facilities & Admin Support								
55 Non-Cash Expense								
56 Non-Resident Tuition Waivers	1,913,158	1,983,889	2,210,648	2,373,316	2,351,983	2,871,713	22.1%	8.5%
57 Subtotal Non-Cash Expenditures	4,416,295	3,806,602	4,039,519	4,389,801	4,326,697	5,008,133	15.7%	2.5%
58 Total Expenditures:	36,034,311	36,579,144	42,320,397	42,613,406	45,125,100	43,874,909	-2.8%	4.0%
59								
60 Net Income/(deficit)	6,344	25,578	329,959	(48,647)	8,733	16,081	84.1%	
61								
62 Ending Fund Balance 6/30	631,976	657,554	987,513	938,866	947,599	963,680	1.7%	
63								
<b>64 Sport Camps &amp; Clinics</b>								
65 Revenue	865,924	886,724	755,194	678,940	684,506	400,000	-41.6%	-14.3%
66 Coach Compensation from Camp	222,413	196,637	342,655	282,486	209,423	150,000	-28.4%	-7.6%
67 Camp Expenses	398,975	517,499	509,173	499,941	482,972	250,000	-48.2%	-8.9%
68 Total Expenses	621,388	714,136	851,828	782,427	692,395	400,000	-42.2%	-8.4%
69 Net Income from Camps	244,536	172,588	(96,634)	(103,487)	(7,889)	0	-100.0%	-100.0%
							1 YR	Ave Ann

**College & Universities**  
**Intercollegiate Athletics Report**  
**Summary of Revenue and Expenditures**  
**Boise State University**

	FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	% Chg	% Chg
<b>1 General Revenue:</b>								
2 Student Fees	2,980,056	3,151,147	3,227,977	3,293,399	3,416,104	3,769,844	10.4%	4.8%
3 Contributions	6,553,812	9,594,182	9,261,601	11,142,524	11,050,335	8,431,385	-23.7%	5.2%
4 State Support	2,193,089	2,211,077	2,214,700	2,424,400	2,515,800	2,671,900	6.2%	4.0%
5 Institutional Gender Equity	976,872	976,872	976,872	976,872	1,109,700	1,178,600	6.2%	3.8%
6 Institutional Support	358,700	346,600	346,600	386,100	406,400	430,200	5.9%	3.7%
7 NCAA/Conference	1,835,720	1,298,910	3,782,335	3,335,018	4,725,927	6,204,605	31.3%	27.6%
8 TV/Radio/Internet	126,678	140,598	64,249	39,095	1,691	10,000	491.4%	-39.8%
9 Concessions/program/etc.	932,558	945,438	1,030,353	1,044,473	1,052,770	858,383	-18.5%	-1.6%
10 Advertising/sponsorship/Royalty	2,773,179	3,612,480	3,668,995	3,780,877	4,677,489	4,474,681	-4.3%	10.0%
11 Endowments	-	-	-	-	-	-		
12 NCAA/Special Event/Bowls	4,407,144	524,641	385,201	213,059	37,401	29,750	-20.5%	-63.2%
13 Other	803,891	880,479	3,057,533	1,654,680	2,581,945	1,558,113	-39.7%	14.2%
14 Total General Revenue	23,941,699	23,682,424	28,016,416	28,290,497	31,575,562	29,617,461	-6.2%	4.3%
<b>15 Revenue By Sport:</b>								
<b>16 Men's Programs:</b>								
17 Football								
18 Ticket Sales	6,657,518	7,009,544	7,550,296	7,537,204	7,470,941	6,784,022	-9.2%	0.4%
19 Game Guarantees	450,000	1,450,000	2,201,000	1,575,000	575,000	1,350,000	134.8%	24.6%
20 Other (Tourn/Bowl/Conf)						-		
21 Basketball								
22 Ticket Sales	373,570	526,157	620,293	653,494	963,751	883,374	-8.3%	18.8%
23 Game Guarantees	130,000	50,000	85,000		90,000	200,000		
24 Other (Tourn/Bowl/Conf)						-		
25 Track & Field/Cross Country	3,658	3,274	5,038	4,544	5,655	3,510	-37.9%	-0.8%
26 Wrestling	23,431	28,706	41,361	18,559	7,892	5,850	-25.9%	-24.2%
27 Total Men's Sport Revenue	7,638,177	9,067,681	10,502,988	9,788,801	9,113,239	9,226,756	1.2%	3.9%
<b>28 Women's Programs</b>								
29 Volleyball								
30 Ticket Sales	5,284	4,729	6,280	6,565	6,840	5,070	-25.9%	-0.8%
31 Game Guarantees								
32 Other (Tourn/Bowl/Conf)								
33 Basketball								
34 Ticket Sales	13,596	20,367	53,907	57,286	77,268	9,000	-88.4%	-7.9%
35 Game Guarantees								
36 Other (Tourn/Bowl/Conf)								
37 Track & Field/Cross Country	3,658	3,274	5,158	4,544	5,815	3,510	-39.6%	-0.8%
38 Gymnastics	8,128	7,276	9,662	10,098	10,523	7,800	-25.9%	-0.8%
39 Soccer	8,128	7,276	9,662	10,098	10,523	7,800	-25.9%	-0.8%
40 Softball	5,690	5,093	6,764	7,069	7,366	5,460	-25.9%	-0.8%
41 Total Women's Sport Rev	44,484	48,015	91,433	95,660	118,335	38,640	-67.3%	-2.8%
<b>42 Total Revenue</b>	<b>31,624,360</b>	<b>32,798,120</b>	<b>38,610,837</b>	<b>38,174,958</b>	<b>40,807,136</b>	<b>38,882,857</b>	<b>-4.7%</b>	<b>4.2%</b>

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
Boise State University**

<b>Expenditures by Admin/Sport</b>	<b>FY10 Act</b>	<b>FY11 Act</b>	<b>FY12 Act</b>	<b>FY13 Act</b>	<b>FY14 Act</b>	<b>FY15 Est</b>	<b>1 YR % Chg</b>	<b>Ave Ann % Chg</b>
<b>43 Administrative and General</b>								
44 Athletic Director Office	1,316,953	1,486,160	2,151,763	1,891,453	2,296,044	3,243,006	41.2%	19.7%
45 Fund Raising Office	1,161,260	1,175,263	626,932	705,861	724,272	636,564	-12.1%	-11.3%
46 Academic Support	1,008,813	963,391	1,052,068	1,086,948	1,087,742	1,038,993	-4.5%	0.6%
47 Media Relations	323,729	261,561	265,624	308,093	322,708	385,841	19.6%	3.6%
48 Marketing and Promotions	758,910	809,449	445,782	473,848	489,248	445,168	-9.0%	-10.1%
49 Ticket Office	300,717	291,231	353,820	359,720	353,362	376,906	6.7%	4.6%
50 Athletic Training Room	549,045	590,457	646,873	643,210	724,540	825,374	13.9%	8.5%
51 Memberships and Dues	482,578	479,800	488,816	524,793	666,219	758,056	13.8%	9.5%
52 Facilities Mtn & Debt Service	4,892,422	5,051,465	5,427,987	6,313,573	6,343,444	8,407,188	32.5%	11.4%
53 Capital Improvements	685,863	3,832,545	7,187,002	3,407,304	3,943,529	438,500	-88.9%	-8.6%
54 NCAA/Special Event/Bowls	3,954,459	497,587	375,967	216,747	(32,683)	15,750	-148.2%	-66.9%
55 Other Miscellaneous	1,874,379	1,444,657	2,582,069	4,600,164	3,393,193	4,529,696	33.5%	19.3%
<b>56 Total Admin &amp; General</b>	<b>17,309,128</b>	<b>16,883,566</b>	<b>21,604,703</b>	<b>20,531,714</b>	<b>20,311,618</b>	<b>21,101,042</b>	<b>3.9%</b>	<b>4.0%</b>
<b>57</b>								
<b>58 Men's Programs:</b>								
59 Football	6,850,396	7,834,316	8,537,612	9,200,026	11,523,144	8,635,504	-25.1%	4.7%
60 Basketball	1,529,236	1,926,002	1,729,154	1,757,700	1,978,592	1,989,182	0.5%	5.4%
61 Track & Field/Cross Country	484,006	486,153	503,319	468,870	469,221	567,019	20.8%	3.2%
62 Tennis	381,888	345,771	355,193	324,282	320,856	340,706	6.2%	-2.3%
63 Wrestling	497,694	433,774	486,327	486,511	448,655	477,159	6.4%	-0.8%
64 Golf	162,284	180,976	186,419	230,737	247,013	196,196	-20.6%	3.9%
<b>65 Total Men's Programs</b>	<b>9,905,504</b>	<b>11,206,992</b>	<b>11,798,024</b>	<b>12,468,126</b>	<b>14,987,481</b>	<b>12,205,766</b>	<b>-18.6%</b>	<b>4.3%</b>
<b>66</b>								
<b>67 Women's Programs</b>								
68 Volleyball	456,679	528,957	584,346	576,637	577,478	633,402	9.7%	6.8%
69 Basketball	933,985	1,028,579	1,063,506	1,152,429	1,249,635	1,232,135	-1.4%	5.7%
70 Track & Field/Cross Country	558,720	554,851	591,738	551,227	550,822	666,583	21.0%	3.6%
71 Tennis	353,075	245,434	167,725	291,020	304,029	331,018	8.9%	-1.3%
72 Gymnastics	561,430	481,154	512,089	546,568	575,965	576,453	0.1%	0.5%
73 Golf	202,557	192,740	205,041	247,327	270,659	222,839	-17.7%	1.9%
74 Soccer	473,646	557,972	573,723	556,114	650,195	604,739	-7.0%	5.0%
75 Softball	433,678	526,695	560,874	600,892	583,781	650,379	11.4%	8.4%
76 Swimming	429,614	565,602	619,109	701,551	736,740	642,420	-12.8%	8.4%
<b>77 Total Women's Programs</b>	<b>4,403,384</b>	<b>4,681,984</b>	<b>4,878,151</b>	<b>5,223,765</b>	<b>5,499,304</b>	<b>5,559,968</b>	<b>1.1%</b>	<b>4.8%</b>
<b>78</b>								
<b>79 Total Expenditures</b>	<b>31,618,016</b>	<b>32,772,542</b>	<b>38,280,878</b>	<b>38,223,605</b>	<b>40,798,403</b>	<b>38,866,776</b>	<b>-4.7%</b>	<b>4.2%</b>

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
Boise State University**

<b>Participants by Sport</b>		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
80	<b>Men's Programs:</b>								
81	Football	109	112	108	105	111	106	-4.5%	-0.6%
82	Basketball	15	16	16	14	16	15	-6.3%	0.0%
83	Track & Field/Cross Country	46	45	54	53	42	30	-28.6%	-8.2%
84	Tennis	13	11	10	11	10	8	-20.0%	-9.3%
85	Wrestling	29	32	28	34	34	32	-5.9%	2.0%
86	Golf	9	8	9	8	9	10	11.1%	2.1%
87	Total Male Participation	221	224	225	225	222	201	-9.5%	-1.9%
88	<b>Women's Programs</b>								
89	Volleyball	17	17	18	15	16	14	-12.5%	-3.8%
90	Basketball	15	14	14	16	16	16	0.0%	1.3%
91	Track & Field/Cross Country	59	62	68	63	49	36	-26.5%	-9.4%
92	Tennis	8	7	8	11	10	7	-30.0%	-2.6%
93	Gymnastics	18	18	16	15	16	18	12.5%	0.0%
94	Golf	9	9	8	9	9	8	-11.1%	-2.3%
95	Soccer	29	28	31	35	32	25	-21.9%	-2.9%
96	Softball	20	21	20	24	24	23	-4.2%	2.8%
97	Swimming	27	28	27	25	27	27	0.0%	0.0%
98	Total Female Participation	202	204	210	213	199	174	-12.6%	-2.9%
99	<b>Total Participants</b>	423	428	435	438	421	375	-10.9%	-2.4%

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
Boise State University**

							1 YR	Ave Ann
<b>Full Ride Scholarships (Hdct)</b>							% Chg	% Chg
100	<b>Men's Programs:</b>							
101	Football	84.0	67.0	63.0	82.0	82.0	2.4%	0.0%
102	Basketball	12.0	13.0	13.0	13.0	13.0	0.0%	1.6%
103	Track & Field/Cross Country	5.0	2.0	1.0	0.0	0.0		7.0%
104	Tennis	2.0	2.0	2.0	1.0	2.0	0.0%	0.0%
105	Wrestling	1.0	0.0	2.0	2.0	2.0	-100.0%	-100.0%
106	Golf	0.0	1.0	0.0	1.0	0.0		
107	Subtotal	104.0	85.0	81.0	99.0	99.0	7.1%	0.4%
108	<b>Women's Programs</b>							
109	Volleyball	11.0	11.0	12.0	11.0	12.0	0.0%	1.8%
110	Basketball	13.0	13.0	13.0	15.0	15.0	0.0%	2.9%
111	Track & Field/Cross Country	7.0	3.0	3.0	0.0	3.0		-3.0%
112	Tennis	8.0	5.0	5.0	8.0	8.0	0.0%	0.0%
113	Gymnastics	12.0	11.0	12.0	11.0	11.0	27.3%	3.1%
114	Golf	0.0	1.0	1.0	1.0	1.0	100.0%	
115	Soccer	1.0	2.0	2.0	2.0	1.0	100.0%	14.9%
116	Softball	1.0	1.0	1.0	2.0	5.0	-100.0%	-100.0%
117	Swimming	2.0	2.0	2.0	1.0	0.0		-100.0%
118	Subtotal	55.0	49.0	51.0	51.0	56.0	5.4%	1.4%
119	<b>Total Scholarships</b>	159.0	134.0	132.0	150.0	155.0	6.5%	0.7%
120	<b>Partial Scholarships by Sport (FTE)</b>							
121	<b>Men's Programs:</b>							
122	Football	1.00	12.64	15.20	0.00	0.00		-100.0%
123	Basketball	0.40	0.00	0.00	0.00	0.00		-100.0%
124	Track & Field/Cross Country	6.30	10.39	10.38	9.89	8.95	-49.7%	-6.5%
125	Tennis	2.49	2.64	2.50	3.89	2.50	-20.0%	-4.3%
126	Wrestling	8.07	8.30	7.30	7.21	7.70	27.4%	4.0%
127	Golf	3.79	4.09	3.42	2.85	3.20	37.5%	3.0%
128	Subtotal	22.05	38.06	38.80	23.84	22.35	-7.3%	-1.2%
129	<b>Women's Programs</b>							
130	Volleyball	0.00	0.92	0.00	0.00	0.00		
131	Basketball	0.78	0.78	0.78	0.00	0.00		-100.0%
132	Track & Field/Cross Country	8.12	12.17	12.26	13.79	10.72	-10.1%	3.5%
133	Tennis	0.00	1.21	0.00	0.00	0.00		
134	Gymnastics	0.78	0.87	0.00	1.00	0.00		-100.0%
135	Golf	5.53	3.94	4.38	4.99	4.50	-34.2%	-11.8%
136	Soccer	9.39	8.72	10.53	11.85	12.43	-12.2%	3.0%
137	Softball	7.75	9.72	10.35	10.69	8.24	40.4%	8.3%
138	Swimming	10.02	11.79	11.91	12.71	12.39	-6.1%	3.0%
139	Subtotal	42.37	50.12	50.21	55.03	48.28	-3.2%	2.0%
140	<b>Total Scholarships</b>	64.42	88.18	89.01	78.87	70.63	-4.5%	0.9%

**THIS PAGE INTENTIONALLY LEFT BLANK**



**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
Idaho State University**

Revenues/Expend/Fund Balance							1 YR % Chg	Ave Ann % Chg
1	<b>Revenue:</b>	FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	
2	<b>Program Revenue:</b>							
3	Ticket Sales	253,108	222,452	326,481	239,520	243,761	281,462	15.5%
4	Game Guarantees	1,330,402	1,179,000	1,099,500	1,372,700	1,256,000	1,129,000	-10.1%
5	Contributions	382,833	379,301	359,422	406,803	434,592	376,000	-13.5%
6	NCAA/Conference/Tournaments	642,292	606,968	664,303	601,037	590,406	524,000	-11.2%
7	TV/Radio/Internet Rights	8,559	4,782	9,199	13,923	9,293	4,000	-57.0%
8	Program/Novelty Sales,							
9	Concessions, Parking	17,000	17,000	17,000	17,000	17,000	17,000	0.0%
10	Royalty, Advertisement, Sponsorship	498,620	499,071	767,784	410,155	538,712	520,000	-3.5%
11	Endowment/Investment Income	23,710	30,650	23,140	17,851	18,314	18,207	-0.6%
12	Other	98,973	63,821	643,142	228,407	814,504	99,000	-87.8%
13	Total Program Revenue	3,255,497	3,003,045	3,909,971	3,307,396	3,922,582	2,968,669	-24.3%
14	<b>Non-Program Revenue:</b>							
15	NCAA/Bowl/World Series	720	3,240	36,458	11,670	18,130	0	-100.0%
16	Student Activity Fees	2,191,453	2,149,637	2,160,685	2,096,674	2,019,527	2,030,734	0.6%
17	General Education Funds	2,262,900	2,214,700	2,214,700	2,424,400	2,515,800	2,671,900	6.2%
18	GenEd Funds for Gender Eq.	646,500	721,500	646,500	707,700	734,400	780,000	6.2%
19	Institutional Funds	374,000	424,628	485,100	516,700	568,900	852,200	49.8%
20	Subtotal State/Inst. Support	3,283,400	3,360,828	3,346,300	3,648,800	3,819,100	4,304,100	12.7%
21	Total Non-Program Revenue	5,475,573	5,513,705	5,543,443	5,757,144	5,856,757	6,334,834	8.2%
22	Subtotal Operating Revenue	8,731,070	8,516,750	9,453,414	9,064,540	9,779,339	9,303,503	-4.9%
23	<b>Non-Cash Revenue</b>							
24	Third Party Support	42,013	41,271	37,389	26,863	74,500	65,000	-12.8%
25	Indirect Institutional Support	0	0	0	0	0	0	
26	Non-Cash Revenue	629,269	605,374	573,359	605,521	542,696	600,000	10.6%
27	Non-Resident Tuition Waivers	1,251,295	1,444,723	1,393,045	1,604,010	1,613,326	1,640,334	1.7%
28	Subtotal Non-Cash Revenue	1,922,577	2,091,368	2,003,793	2,236,394	2,230,522	2,305,334	3.4%
29	<b>Total Revenue:</b>	10,653,647	10,608,118	11,457,207	11,300,934	12,009,861	11,608,837	-3.3%
30								
31	<b>Expenditures</b>							
32	<b>Operating Expenditures:</b>							
33	Athletics Student Aid	1,821,964	1,902,615	2,130,563	2,374,523	2,381,821	2,352,711	-1.2%
34	Guarantees	230,667	59,406	61,257	50,187	96,520	126,000	30.5%
35	Coaching Salary/Benefits	1,822,432	1,939,811	1,738,519	1,919,248	1,988,401	2,212,982	11.3%
36	Admin Staff Salary/Benefits	1,398,814	1,462,165	1,392,011	1,359,902	1,366,454	1,472,109	7.7%
37	Severance Payments	0	0	0	0	0	0	
38	Recruiting	308,441	194,743	204,478	190,156	197,269	223,800	13.4%
39	Team Travel	830,424	872,386	941,467	1,140,313	979,415	950,000	-3.0%
40	Equipment, Uniforms and Supplies	249,711	311,693	326,594	308,236	307,809	360,000	17.0%
41	Game Expenses	268,359	243,692	262,426	304,579	323,967	270,000	-16.7%
42	Fund Raising, Marketing, Promotion	122,220	168,456	130,733	108,336	166,561	185,000	11.1%
43	Direct Facilities/Maint/Rentals	204,111	256,817	1,196,670	243,210	1,107,727	165,000	-85.1%
44	Debt Service on Facilities	0	0	0	0	0	0	
45	Spirit Groups	54,421	57,628	0	0	0	0	-100.0%
46	Medical Expenses & Insurance	325,110	307,664	268,988	271,586	275,125	297,000	8.0%
47	Memberships & Dues	39,062	44,648	47,926	41,271	38,282	48,000	25.4%
48	NCAA/Special Event/Bowls	762	3,240	30,314	23,789	15,735	0	-100.0%
49	Other Operating Expenses	385,075	635,043	724,547	628,896	528,959	640,901	21.2%
50	Subtotal Operating Expenditures	8,061,573	8,460,007	9,456,493	8,964,232	9,774,045	9,303,503	-4.8%
51	<b>Non-Cash Expenditures</b>							
52	3rd Party Coaches Compensation	37,484	37,282	33,520	19,150	56,100	50,000	-10.9%
53	3rd Party Admin Staff Compensation	4,529	3,989	3,869	7,713	18,400	15,000	-18.5%
54	Indirect Facilities & Admin Support	0	0	0	0	0	0	
55	Non-Cash Expense	629,269	605,374	573,359	605,521	542,696	600,000	10.6%
56	Non-Resident Tuition Waivers	1,251,295	1,444,723	1,393,045	1,604,010	1,613,326	1,640,334	1.7%
57	Subtotal Non-Cash Expenditures	1,922,577	2,091,368	2,003,793	2,236,394	2,230,522	2,305,334	3.4%
58	<b>Total Expenditures:</b>	9,984,150	10,551,375	11,460,286	11,200,626	12,004,567	11,608,837	-3.3%
59								
60	<b>Net Income/(deficit)</b>	669,497	56,743	(3,079)	100,308	5,294	0	-100.0%
61								
62	<b>Ending Fund Balance 6/30</b>	1,368,637	1,425,380	1,422,301	1,522,609	1,527,903	1,527,903	0.0%
63								
64	<b>Sport Camps &amp; Clinics</b>							
65	Revenue	197,065	127,179	79,570	123,696	199,935	110,000	-45.0%
66	Coach Compensation from Camp	104,025	65,387	37,109	30,300	76,250	45,000	-41.0%
67	Camp Expenses	137,041	76,190	54,692	63,112	116,974	65,000	-44.4%
68	Total Expenses	241,066	141,577	91,801	93,412	193,224	110,000	-43.1%
69	Net Income from Camps	-44,001	-14,398	-12,231	30,284	6,711	0	-100.0%

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
Idaho State University**

		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>1 General Revenue:</b>									
2	Student Fees	2,191,453	2,149,637	2,160,685	2,096,674	2,019,527	2,030,734	0.6%	-1.5%
3	Contributions	382,833	379,301	359,422	406,803	434,592	376,000	-13.5%	-0.4%
4	State Support	2,262,900	2,214,700	2,214,700	2,424,400	2,515,800	2,671,900	6.2%	3.4%
5	Institutional Gender Equity	646,500	721,500	646,500	707,700	734,400	780,000	6.2%	3.8%
6	Institutional Support	374,000	424,628	485,100	516,700	568,900	852,200	49.8%	17.9%
7	NCAA / Conference	642,292	606,968	664,303	601,037	590,406	524,000	-11.2%	-4.0%
8	TV / Radio / Internet	8,559	4,782	9,199	13,923	9,293	4,000	-57.0%	-14.1%
9	Concessions / program / etc.	17,000	17,000	17,000	17,000	17,000	17,000	0.0%	0.0%
10	Advertising / sponsorship / Royalty	498,620	499,071	767,784	410,155	538,712	520,000	-3.5%	0.8%
11	Endowments	23,710	30,650	23,140	17,851	18,314	18,207	-0.6%	-5.1%
12	NCAA / Bowl / World Series	720	3,240	36,458	11,670	18,130	0	-100.0%	-100.0%
13	Other	98,973	63,821	643,142	228,407	814,504	99,000	-87.8%	0.0%
14	Total General Revenue	7,147,560	7,115,298	8,027,433	7,452,320	8,279,578	7,893,041	-4.7%	2.0%
<b>15 Revenue By Sport:</b>									
<b>16 Men's Programs:</b>									
17	Football								
18	Ticket Sales	124,521	106,830	152,189	119,480	124,668	177,389	42.3%	7.3%
19	Game Guarantees	899,902	725,000	720,000	970,000	850,000	650,000	-23.5%	-6.3%
20	Other (Tourn/Bowl/Conf)	0	0	0	0	0	0		
21	Basketball								
22	Ticket Sales	100,082	77,955	86,292	64,367	72,511	60,000	-17.3%	-9.7%
23	Game Guarantees	360,000	368,000	328,000	322,200	325,000	400,000	23.1%	2.1%
24	Other (Tourn/Bowl/Conf)	0	0	0	0	0	0		
25	Track & Field/Cross Country	2,710	3,348	3,041	2,788	4,070	2,000	-50.9%	-5.9%
26	Total Men's Sport Revenue	1,487,215	1,281,133	1,289,522	1,478,835	1,376,249	1,289,389	-6.3%	-2.8%
<b>27 Women's Programs</b>									
28	Volleyball								
29	Ticket Sales	3,449	4,307	3,781	7,433	7,094	9,838	38.7%	23.3%
30	Game Guarantees	2,000	2,000	6,000	6,000	9,000	10,000	11.1%	38.0%
31	Other (Tourn/Bowl/Conf)	0	0	0	0	0	0		
32	Basketball								
33	Ticket Sales	18,184	22,812	76,425	31,107	28,446	24,300	-14.6%	6.0%
34	Game Guarantees	65,000	76,000	44,000	69,000	66,500	56,000	-15.8%	-2.9%
35	Other (Tourn/Bowl/Conf)	0	0	0	0	0	0		
36	Track & Field/Cross Country	2,710	3,347	3,042	2,788	4,070	2,000	-50.9%	-5.9%
37	Soccer	4,952	8,853	3,211	15,057	4,403	5,935	34.8%	3.7%
38	Softball	0	3,000	0	2,000	4,000	13,000	225.0%	
39	Total Women's Sport Rev	96,295	120,319	136,459	133,385	123,513	121,073	-2.0%	4.7%
<b>40 Total Revenue</b>		<b>8,731,070</b>	<b>8,516,750</b>	<b>9,453,414</b>	<b>9,064,540</b>	<b>9,779,339</b>	<b>9,303,503</b>	<b>-4.9%</b>	<b>1.3%</b>

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
Idaho State University**

<b>Expenditures by Admin/Sport</b>		<b>FY10 Act</b>	<b>FY11 Act</b>	<b>FY12 Act</b>	<b>FY13 Act</b>	<b>FY14 Act</b>	<b>FY15 Est</b>	<b>1 YR % Chg</b>	<b>Ave Ann % Chg</b>
41	<b>Administrative and General</b>								
42	Athletic Director Office	725,477	755,459	656,672	662,012	652,440	652,488	0.0%	-2.1%
43	Fund Raising Office	171,829	190,175	199,881	202,266	199,423	213,043	6.8%	4.4%
44	Academics Support	253,551	251,903	241,055	225,644	232,721	223,117	-4.1%	-2.5%
45	Media Relations	187,813	191,580	181,473	170,857	184,726	186,481	1.0%	-0.1%
46	Marketing and Promotions	235,799	203,317	180,034	169,288	231,103	219,228	-5.1%	-1.4%
47	Ticket Office	0	0	0	0	0	0		
48	Athletic Training Room	276,778	276,060	267,815	264,165	289,745	315,658	8.9%	2.7%
49	Memberships and Dues	39,062	44,648	47,926	41,271	38,282	48,000	25.4%	4.2%
50	Facilities Mtn & Debt Service	85,000	85,000	85,000	85,000	85,000	85,000	0.0%	0.0%
51	Capital Improvements	0	0	0	0	0	0		
52	NCAA/Special Event/Bowls	0	0	30,314	23,789	15,735	0	-100.0%	
53	Other Miscellaneous	502,292	756,101	1,497,684	452,314	1,338,470	616,097	-54.0%	4.2%
54	<b>Total Admin &amp; General</b>	<b>2,477,601</b>	<b>2,754,243</b>	<b>3,387,854</b>	<b>2,296,606</b>	<b>3,267,645</b>	<b>2,559,112</b>	<b>-21.7%</b>	<b>0.6%</b>
55									
56	<b>Men's Programs:</b>								
57	Football	2,107,695	2,050,701	2,267,725	2,628,308	2,411,391	2,435,183	1.0%	2.9%
58	Basketball	860,818	907,169	867,162	858,299	930,597	916,968	-1.5%	1.3%
59	Track & Field/Cross Country	288,551	276,797	308,489	306,057	327,114	330,015	0.9%	2.7%
60	Tennis	97,807	109,243	107,912	114,420	122,216	126,421	3.4%	5.3%
61	Golf	4,817	0	0	0	0	0		-100.0%
62	<b>Total Men's Programs</b>	<b>3,359,688</b>	<b>3,343,910</b>	<b>3,551,288</b>	<b>3,907,084</b>	<b>3,791,318</b>	<b>3,808,587</b>	<b>0.5%</b>	<b>2.5%</b>
63									
64	<b>Women's Programs</b>								
65	Volleyball	362,629	373,993	382,796	426,474	426,643	447,773	5.0%	4.3%
66	Basketball	602,524	631,067	703,770	787,033	744,981	793,253	6.5%	5.7%
67	Track & Field/Cross Country	344,213	376,260	414,199	427,234	406,542	469,087	15.4%	6.4%
68	Tennis	113,820	132,909	138,800	163,441	178,699	180,518	1.0%	9.7%
69	Golf	110,715	108,037	120,128	134,937	99,068	137,421	38.7%	4.4%
70	Soccer	394,806	407,010	413,482	422,973	448,233	459,308	2.5%	3.1%
71	Softball	295,577	332,578	344,176	398,450	410,916	448,444	9.1%	8.7%
72	<b>Total Women's Programs</b>	<b>2,224,284</b>	<b>2,361,854</b>	<b>2,517,351</b>	<b>2,760,542</b>	<b>2,715,082</b>	<b>2,935,804</b>	<b>8.1%</b>	<b>5.7%</b>
73									
74	<b>Total Expenditures</b>	<b>8,061,573</b>	<b>8,460,007</b>	<b>9,456,493</b>	<b>8,964,232</b>	<b>9,774,045</b>	<b>9,303,503</b>	<b>-4.8%</b>	<b>2.9%</b>

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
Idaho State University**

<b>Participants by Sport</b>		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
75	<b>Men's Programs:</b>								
76	Football	84	84	81	88	83	85	2.4%	0.2%
77	Basketball	15	15	14	15	14	14	0.0%	-1.4%
78	Track & Field/Cross Country	36	39	36	47	46	43	-6.5%	3.6%
79	Tennis	6	8	9	8	7	7	0.0%	3.1%
80	Total Male Participation	141	146	140	158	150	149	-0.7%	1.1%
81	<b>Women's Programs</b>								
82	Volleyball	17	13	13	13	15	14	-6.7%	-3.8%
83	Basketball	15	13	16	15	16	16	0.0%	1.3%
84	Track & Field/Cross Country	28	38	42	51	50	50	0.0%	12.3%
85	Tennis	9	10	11	10	9	8	-11.1%	-2.3%
86	Golf	8	7	8	9	5	9	80.0%	2.4%
87	Soccer	24	28	26	24	24	24	0.0%	0.0%
88	Softball	14	16	17	19	19	17	-10.5%	4.0%
89	Total Female Participation	115	125	133	141	138	138	0.0%	3.7%
90	<b>Total Participants</b>	256	271	273	299	288	287	-0.3%	2.3%

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
Idaho State University**

		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>Full Ride Scholarships (Hdct)</b>									
91	<b>Men's Programs:</b>								
92	Football	51.0	50.5	54.4	58.5	55.5	56.0	0.9%	1.9%
93	Basketball	11.0	13.0	10.5	11.0	12.0	12.5	4.2%	2.6%
94	Track & Field/Cross Country	3.0	2.0	1.0	0.0	0.0	0.0		-100.0%
95	Tennis	0.0	0.5	0.5	0.5	0.0	0.0		
96	Subtotal	65.0	66.0	66.4	70.0	67.5	68.5	1.5%	1.1%
97	<b>Women's Programs</b>								
98	Volleyball	11.0	12.0	12.0	12.0	12.0	12.0	0.0%	1.8%
99	Basketball	11.0	8.5	15.0	14.0	11.5	14.0	22.2%	4.9%
100	Track & Field/Cross Country	5.0	5.0	2.0	4.0	2.0	0.0	-100.0%	-100.0%
101	Tennis	1.0	4.0	3.0	5.0	5.5	6.0	9.1%	43.1%
102	Golf	0.0	0.0	0.0	0.0	0.0	1.0		
103	Soccer	4.0	2.0	1.0	2.0	3.0	2.0	-33.3%	-12.9%
104	Softball	0.0	0.0	1.0	3.0	3.0	4.0	33.3%	
105	Subtotal	32.0	31.5	34.0	40.0	37.0	39.0	5.5%	4.0%
106	<b>Total Scholarships</b>	97.0	97.5	100.4	110.0	104.5	107.5	2.9%	2.1%
107	<b>Partial Scholarships by Sport (FTE)</b>								
108	<b>Men's Programs:</b>								
109	Football	11.09	3.44	4.66	8.35	7.19	5.86	-18.5%	-12.0%
110	Basketball	0.49	0.00	0.00	0.00	0.00	0.00		-100.0%
111	Track & Field/Cross Country	8.00	8.54	11.14	12.49	11.85	11.74	-0.9%	8.0%
112	Tennis	4.02	3.53	3.31	3.87	3.94	3.38	-14.2%	-3.4%
113	Subtotal	23.60	15.51	19.11	24.71	22.98	20.98	-8.7%	-2.3%
114	<b>Women's Programs</b>								
115	Volleyball	0.00	0.00	0.00	0.00	0.00	0.00		
116	Basketball	0.50	2.04	0.00	0.68	1.57	0.00	-100.0%	-100.0%
117	Track & Field/Cross Country	9.78	12.92	13.82	13.25	15.23	14.14	-7.2%	7.7%
118	Tennis	3.69	1.87	3.53	1.66	1.73	1.10	-36.4%	-21.5%
119	Golf	4.28	3.31	4.08	3.76	2.29	3.18	38.9%	-5.8%
120	Soccer	8.75	9.16	10.54	11.89	10.53	11.03	4.7%	4.7%
121	Softball	7.70	8.31	8.69	8.55	8.42	7.02	-16.6%	-1.8%
122	Subtotal	34.70	37.61	40.66	39.79	39.77	36.47	-8.3%	1.0%
123	<b>Total Scholarships</b>	58.30	53.12	59.77	64.50	62.75	57.45	-8.4%	-0.3%

**THIS PAGE INTENTIONALLY LEFT BLANK**

**College & Universities**  
**Intercollegiate Athletics Report**  
**Summary of Revenue and Expenditures**  
**University of Idaho**

		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>Revenues/Expend/Fund Balance</b>									
<b>1 Revenue (Detail):</b>									
<b>2 Program Revenue:</b>									
3 Ticket Sales		700,856	1,077,791	582,445	754,828	791,987	969,000	22.4%	6.7%
4 Game Guarantees		804,000	1,063,980	2,223,592	2,490,000	3,344,000	1,831,000	-45.2%	17.9%
5 Contributions		2,354,627	2,084,036	3,122,067	968,869	2,354,911	2,739,774	16.3%	3.1%
6 NCAA/Conference/Tournaments		1,578,852	2,004,216	1,531,635	3,983,478	834,318	1,525,580	82.9%	-0.7%
7 TV/Radio/Internet Rights		50,000	50,000	50,000	50,000	75,000	50,000	-33.3%	0.0%
8 Program/Novelty Sales,									
9 Concessions, Parking		48,925	36,037	35,531	25,388	25,708	34,100	32.6%	-7.0%
10 Royalty, Advertisement, Sponsorship		396,999	385,041	716,948	602,221	736,100	710,000	-3.5%	12.3%
11 Endowment/Investment Income		265,469	231,743	221,350	218,262	419,243	225,000	-46.3%	-3.3%
12 Other		77,003	297,993	367,527	449,381	251,019	306,000	21.9%	31.8%
13 Total Program Revenue		6,276,731	7,230,837	8,851,095	9,542,427	8,832,286	8,390,454	-5.0%	6.0%
<b>14 Non-Program Revenue:</b>									
15 NCAA/Bowl/World Series		400,000	0	0	0	0	0		
16 Student Activity Fees		2,218,219	2,317,147	2,330,453	2,261,190	2,269,389	2,261,110	-0.4%	0.4%
17 General Education Funds		2,246,527	2,214,700	2,214,700	2,424,400	2,515,800	2,671,900	6.2%	3.5%
18 GenEd Funds for Gender Eq.		846,560	1,632,885	846,560	926,660	961,600	1,021,300	6.2%	3.8%
19 Institutional Funds		717,400	617,506	666,530	772,100	812,800	860,400	5.9%	3.7%
20 Subtotal State/Inst. Support		3,810,487	4,465,091	3,727,790	4,123,160	4,290,200	4,553,600	6.1%	3.6%
21 Total Non-Program Revenue		6,428,706	6,782,238	6,058,243	6,384,350	6,559,589	6,814,710	3.9%	1.2%
22 Subtotal Operating Revenue:		12,705,437	14,013,075	14,909,338	15,926,777	15,391,875	15,205,164	-1.2%	3.7%
<b>23 Non-Cash Revenue</b>									
24 Third Party Support		270,100	381,000	402,300	422,300	448,650	423,800	-5.5%	9.4%
25 Indirect Institutional Support		305,244	354,418	394,510	448,831	495,585	468,254	-5.5%	8.9%
26 Non-Cash Revenue		421,655	457,572	462,539	536,710	542,077	536,710	-1.0%	4.9%
27 Non-Resident Tuition Waivers		1,843,208	2,160,805	2,267,708	2,338,347	2,326,282	3,044,250	30.9%	10.6%
28 Subtotal Non-Cash Revenue		2,840,207	3,353,795	3,527,057	3,746,188	3,812,594	4,473,014	17.3%	9.5%
29 Total Revenue:		15,545,644	17,366,870	18,436,395	19,672,965	19,204,469	19,678,178	2.5%	4.8%
<b>31 Expenditures:</b>									
<b>32 Operating Expenditures:</b>									
33 Athletics Student Aid		2,850,642	2,956,509	3,138,547	3,267,270	3,169,167	3,552,364	12.1%	4.5%
34 Guarantees		138,132	313,905	275,132	318,099	807,373	215,200	-73.3%	9.3%
35 Coaching Salary/Benefits		2,539,352	2,716,981	2,773,965	3,127,423	2,805,591	2,906,899	3.6%	2.7%
36 Admin Staff Salary/Benefits		1,904,159	1,887,726	1,842,975	2,100,144	2,016,005	2,086,761	3.5%	1.8%
37 Severance Payments		1,934	0	78,655	0	0	0		-100.0%
38 Recruiting		469,594	367,071	494,417	616,004	387,576	363,080	-6.3%	-5.0%
39 Team Travel		1,518,534	1,913,014	1,958,530	2,385,190	2,191,881	2,349,442	7.2%	9.1%
40 Equipment, Uniforms and Supplies		373,182	446,713	528,876	635,019	556,167	540,361	-2.8%	7.7%
41 Game Expenses		559,545	590,233	602,474	626,400	650,815	575,711	-11.5%	0.6%
42 Fund Raising, Marketing, Promotion		207,435	231,482	300,925	515,422	385,136	270,526	-29.8%	5.5%
43 Direct Facilities/Maint/Rentals		69,497	64,870	283,229	158,841	68,292	19,500	-71.4%	-22.4%
44 Debt Service on Facilities		0	0	0	0	0	0		
45 Spirit Groups		0	0	0	0	0	0		
46 Medical Expenses & Insurance		332,460	338,615	368,250	257,327	339,813	388,580	14.4%	3.2%
47 Memberships & Dues		414,380	414,258	419,515	421,794	274,062	134,100	-51.1%	-20.2%
48 NCAA/Special Event/Bowls		381,917	0	0			0		
49 Other Operating Expenses		910,891	1,556,252	1,614,008	1,766,173	2,080,750	1,685,640	-19.0%	13.1%
50 Subtotal Operating Expenditures		12,671,654	13,797,629	14,679,498	16,195,106	15,732,628	15,088,163	-4.1%	3.6%
<b>51 Non-Cash Expenditures</b>									
52 3rd Party Coaches Compensation		252,600	363,500	384,800	404,800	433,650	408,800	-5.7%	10.1%
53 3rd Party Admin Staff Compensation		17,500	17,500	17,500	17,500	15,000	15,000	0.0%	-3.0%
54 Indirect Facilities & Admin Support		305,244	354,418	394,510	448,831	495,585	468,254	-5.5%	8.9%
55 Non-Cash Expense		421,655	457,572	462,539	315,001	439,631	536,710	22.1%	4.9%
56 Non-Resident Tuition Waivers		1,843,208	2,160,805	2,267,708	2,338,347	2,326,282	3,044,250	30.9%	10.6%
57 Subtotal Non-Cash Expenditures		2,840,207	3,353,795	3,527,057	3,524,479	3,710,148	4,473,014	20.6%	9.5%
58 Total Expenditures:		15,511,861	17,151,424	18,206,555	19,719,585	19,442,776	19,561,177	0.6%	4.7%
59									
60 Net Income/(deficit)		33,783	215,446	229,840	(46,620)	(238,307)	117,000	-149.1%	
61									
62 Ending Fund Balance 6/30		(122,162)	93,284	323,124	276,504	38,197	155,197	306.3%	
63									
<b>64 Sport Camps &amp; Clinics</b>									
65 Revenue		137,542	178,433	147,818	125,150	49,980	80,000	60.1%	-10.3%
66 Coach Compensation from Camp		38,812	31,275	50,165	12,149	19,727	25,000	26.7%	-8.4%
67 Camp Expenses		107,856	131,411	114,815	113,001	14,913	30,000	101.2%	-22.6%
68 Total Expenses		146,668	162,686	164,980	125,150	34,640	55,000	58.8%	-17.8%
69 Net Income from Camps		(9,126)	15,747	(17,162)	0	15,340	25,000	63.0%	

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
University of Idaho**

	FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>1 General Revenue:</b>								
2 Student Fees	2,218,219	2,317,147	2,330,453	2,261,190	2,269,389	2,261,110	-0.4%	0.4%
3 Contributions	2,354,627	2,084,036	3,122,067	968,869	2,354,911	2,739,774	16.3%	3.1%
4 State Support	2,246,527	2,214,700	2,214,700	2,424,400	2,515,800	2,671,900	6.2%	3.5%
5 Institutional Gender Equity	846,560	1,632,885	846,560	926,660	961,600	1,021,300	6.2%	3.8%
6 Institutional Support	717,400	617,506	666,530	772,100	812,800	860,400	5.9%	3.7%
7 NCAA/Conference	1,578,852	2,004,216	1,531,635	3,983,478	834,318	1,525,580	82.9%	-0.7%
8 TV/Radio/Internet	50,000	50,000	50,000	50,000	75,000	75,000	0.0%	8.4%
9 Concessions/program/etc.	48,925	36,037	35,531	25,388	25,708	34,100	32.6%	-7.0%
10 Advertising/sponsorship/Royalty	396,999	385,041	716,948	602,221	736,100	710,000	-3.5%	12.3%
11 Endowments	265,469	231,743	221,350	218,262	419,243	225,000	-46.3%	-3.3%
12 Special Events	0	0	0	0	0	0		
13 Other	77,003	297,993	367,527	449,381	251,019	306,000	21.9%	31.8%
14 Total General Revenue	10,800,581	11,871,304	12,103,301	12,681,949	11,255,888	12,430,164	10.4%	2.9%
<b>15 Revenue By Sport:</b>								
<b>16 Men's Programs:</b>								
17 Football								
18 Ticket Sales	610,058	998,844	489,788	706,748	704,355	852,000	21.0%	6.9%
19 Game Guarantees	725,000	950,000	2,075,000	2,350,000	3,135,000	1,700,000	-45.8%	18.6%
20 Other (Tourn/Bowl/Conf)	400,000	0	0	0	0	0		
21 Basketball								
22 Ticket Sales	72,357	68,274	77,530	45,022	66,680	80,000	20.0%	2.0%
23 Game Guarantees	65,000	89,980	87,000	90,000	150,000	80,000	-46.7%	4.2%
24 Other (Tourn/Bowl/Conf)	0	0	0	0	0	0		
25 Track & Field/Cross Country	3,104	0	1,064	0	1,207	0		
26 Total Men's Sport Revenue	1,875,519	2,107,098	2,730,382	3,191,770	4,057,242	2,712,000	-33.2%	7.7%
<b>27 Women's Programs</b>								
28 Volleyball								
29 Ticket Sales	3,869	4,789	6,233	2,171	7,444	6,000	-19.4%	9.2%
30 Game Guarantees	0	4,000	13,592	5,000	1,000	0		
31 Other (Tourn/Bowl/Conf)	0	0	0	0	0	0		
32 Basketball								
33 Ticket Sales	8,310	5,884	6,740	887	11,093	6,000	-45.9%	-6.3%
34 Game Guarantees	14,000	20,000	44,000	40,000	58,000	51,000	-12.1%	29.5%
35 Other (Tourn/Bowl/Conf)	0	0	0	0	0	0		
36 Track & Field/Cross Country	3,158	0	1,090	0	1,208	0		
37 Soccer	0	0	4,000	5,000	0	0		
38 Total Women's Sport Rev	29,337	34,673	75,655	53,058	78,745	63,000	-20.0%	16.5%
<b>39 Total Revenue</b>	<b>12,705,437</b>	<b>14,013,075</b>	<b>14,909,338</b>	<b>15,926,777</b>	<b>15,391,875</b>	<b>15,205,164</b>	<b>-1.2%</b>	<b>3.7%</b>



**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
University of Idaho**

<b>Expenditures by Admin/Sport</b>		<b>FY10 Act</b>	<b>FY11 Act</b>	<b>FY12 Act</b>	<b>FY13 Act</b>	<b>FY14 Act</b>	<b>FY15 Est</b>	<b>1 YR % Chg</b>	<b>Ave Ann % Chg</b>
40	<b>Administrative and General</b>								
41	Athletic Director Office	990,936	969,157	912,330	1,145,896	1,113,183	595,312	-46.5%	-9.7%
42	Fund Raising Office	309,804	316,086	313,800	373,729	363,056	350,190	-3.5%	2.5%
43	Academics Support	189,314	139,842	125,552	165,344	160,622	195,830	21.9%	0.7%
44	Media Relations	195,018	187,655	192,102	221,877	215,540	201,726	-6.4%	0.7%
45	Marketing and Promotions	160,798	157,666	206,379	186,419	181,095	229,897	26.9%	7.4%
46	Ticket Office	75,780	228,959	234,982	270,713	262,982	209,501	-20.3%	22.6%
47	Athletic Training Room	568,597	585,811	646,048	692,642	672,862	307,000	-54.4%	-11.6%
48	Memberships and Dues	406,768	414,258	415,780	489,804	475,816	134,100	-71.8%	-19.9%
49	Facilities Mtn & Debt Service	63,922	0	274,568	0	0	0		
50	Capital Improvements	13,203	37,321	20,789	44,125	42,864	20,250	-52.8%	8.9%
51	NCAA/Special Event/Bowls	381,917	0	0	0	0	0		
52	Other Miscellaneous	627,543	661,496	604,904	782,129	759,794	1,429,617	88.2%	17.9%
53	<b>Total Admin &amp; General</b>	<b>3,983,600</b>	<b>3,698,251</b>	<b>3,947,234</b>	<b>4,372,678</b>	<b>4,247,814</b>	<b>3,673,423</b>	<b>-13.5%</b>	<b>-1.6%</b>
54									
55	<b>Men's Programs:</b>								
56	Football	3,555,514	4,587,974	4,818,488	5,420,569	5,265,775	5,427,883	3.1%	8.8%
57	Basketball	1,184,482	1,377,144	1,432,234	1,627,059	1,580,595	1,319,232	-16.5%	2.2%
58	Track & Field/Cross Country	415,926	396,216	445,082	468,119	454,751	441,459	-2.9%	1.2%
59	Tennis	166,566	156,923	175,975	185,400	180,105	220,778	22.6%	5.8%
60	Golf	179,069	198,443	179,966	234,455	227,759	210,128	-7.7%	3.3%
61	<b>Total Men's Programs</b>	<b>5,501,557</b>	<b>6,716,700</b>	<b>7,051,745</b>	<b>7,935,602</b>	<b>7,708,985</b>	<b>7,619,481</b>	<b>-1.2%</b>	<b>6.7%</b>
62									
63	<b>Women's Programs</b>								
64	Volleyball	574,067	607,615	660,292	698,173	678,235	683,510	0.8%	3.6%
65	Basketball	819,638	865,568	968,353	994,570	966,168	962,343	-0.4%	3.3%
66	Track & Field/Cross Country	492,382	443,724	507,956	509,856	495,296	517,017	4.4%	1.0%
67	Tennis	170,545	216,623	196,635	248,908	241,800	273,169	13.0%	9.9%
68	Golf	209,922	225,705	227,095	259,344	251,938	247,495	-1.8%	3.3%
69	Soccer	411,111	520,781	570,891	598,397	581,308	575,407	-1.0%	7.0%
70	Swimming	508,832	502,662	549,297	577,578	561,084	536,318	-4.4%	1.1%
71	<b>Total Women's Programs</b>	<b>3,186,497</b>	<b>3,382,678</b>	<b>3,680,519</b>	<b>3,886,826</b>	<b>3,775,829</b>	<b>3,795,260</b>	<b>0.5%</b>	<b>3.6%</b>
72									
73	<b>Total Expenditures</b>	<b>12,671,654</b>	<b>13,797,629</b>	<b>14,679,498</b>	<b>16,195,106</b>	<b>15,732,628</b>	<b>15,088,163</b>	<b>-4.1%</b>	<b>3.6%</b>

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
University of Idaho**

<b>Participants by Sport</b>		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>74 Men's Programs:</b>									
75	Football	102	112	112	108	91	90	-1.1%	-2.5%
76	Basketball	15	14	14	17	15	18	20.0%	3.7%
77	Track & Field/Cross Country	38	43	43	40	38	32	-15.8%	-3.4%
78	Tennis	11	13	12	11	9	9	0.0%	-3.9%
79	Golf	8	8	11	10	9	8	-11.1%	0.0%
80	Total Male Participation	174	190	192	186	162	157	-3.1%	-2.0%
<b>81 Women's Programs</b>									
82	Volleyball	17	15	17	15	12	14	16.7%	-3.8%
83	Basketball	13	15	16	16	13	14	7.7%	1.5%
84	Track & Field/Cross Country	40	40	45	47	38	44	15.8%	1.9%
85	Tennis	10	12	10	9	8	8	0.0%	-4.4%
86	Golf	8	8	9	9	8	8	0.0%	0.0%
87	Soccer	22	20	26	25	26	27	3.8%	4.2%
88	Swimming	25	25	25	25	36	33	-8.3%	5.7%
89	Total Female Participation	135	135	148	146	141	148	5.0%	1.9%
<b>90 Total Participants</b>		<b>309</b>	<b>325</b>	<b>340</b>	<b>332</b>	<b>303</b>	<b>305</b>	<b>0.7%</b>	<b>-0.3%</b>

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenue and Expenditures  
University of Idaho**

		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>Full Ride Scholarships (Hdct)</b>									
91	<b>Men's Programs:</b>								
92	Football	67.0	66.0	62.0	61.0	61.0	58.0	-4.9%	-2.8%
93	Basketball	11.0	11.0	11.0	10.0	12.0	12.0	0.0%	1.8%
94	Track & Field/Cross Country	6.0	6.0	4.0	5.0	5.0	7.0	40.0%	3.1%
95	Tennis	0.0	0.0	0.0	0.0	1.0	1.0		
96	Golf	1.0	1.0	0.0	0.0	0.0	0.0		-100.0%
97	Subtotal	85.0	84.0	77.0	76.0	79.0	78.0	-1.3%	-1.7%
98	<b>Women's Programs</b>								
99	Volleyball	9.0	12.0	11.0	11.0	11.0	10.0	-9.1%	2.1%
100	Basketball	14.0	13.0	13.0	12.0	12.0	11.0	-8.3%	-4.7%
101	Track & Field/Cross Country	7.0	8.0	9.0	7.0	7.0	11.0	57.1%	9.5%
102	Tennis	8.0	8.0	5.0	7.0	8.0	7.0	-12.5%	-2.6%
103	Golf	5.0	4.0	5.0	3.0	3.0	2.0	-33.3%	-16.7%
104	Soccer	3.0	2.0	2.0	1.0	0.0	0.0		-100.0%
105	Swimming	7.0	7.0	8.0	6.0	5.0	3.0	-40.0%	-15.6%
106	Subtotal	53.0	54.0	53.0	47.0	46.0	44.0	-4.3%	-3.7%
107	<b>Total Scholarships</b>	138.0	138.0	130.0	123.0	125.0	122.0	-2.4%	-2.4%
108	<b>Partial Scholarships by Sport (FTE)</b>								
109	<b>Men's Programs:</b>								
110	Football	5.89	8.48	10.34	12.48	12.48	11.26	-9.8%	13.8%
111	Basketball	1.61	0.74	0.00	2.15	0.56	0.90	60.7%	
112	Track & Field/Cross Country	6.40	5.19	7.98	7.09	7.08	6.89	-2.7%	1.5%
113	Tennis	4.49	4.50	4.44	4.45	3.50	3.50	0.0%	-4.9%
114	Golf	3.12	3.51	3.70	3.12	4.25	3.98	-6.4%	5.0%
115	Subtotal	21.51	22.42	26.46	29.29	27.87	26.53	-4.8%	4.3%
116	<b>Women's Programs</b>								
117	Volleyball	1.40	0.00	1.00	0.48	0.00	1.00		-6.5%
118	Basketball	0.46	1.01	0.62	1.47	0.00	0.50		1.7%
119	Track & Field/Cross Country	9.27	8.12	7.34	9.65	7.40	4.86	-34.3%	-12.1%
120	Tennis	0.00	0.00	3.00	0.50	0.00	0.82		
121	Golf	0.69	1.96	0.97	2.94	2.98	4.00	34.2%	42.1%
122	Soccer	9.48	10.38	10.77	12.57	12.51	11.24	-10.2%	3.5%
123	Swimming	6.35	6.47	4.04	6.34	7.25	7.66	5.7%	3.8%
124	Subtotal	27.65	27.94	27.74	33.95	30.14	30.08	-0.2%	1.7%
125	<b>Total Scholarships</b>	49.16	50.36	54.20	63.24	58.01	56.61	-2.4%	2.9%

**THIS PAGE INTENTIONALLY LEFT BLANK**

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenues and Expenditures  
Lewis-Clark State College**

Revenues/Expend/Fund Balance	FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>1 Revenue (Detail):</b>								
<b>2 Program Revenue:</b>								
3 Ticket Sales	37,188	37,100	37,159	41,177	38,204	35,000	-8.4%	-1.2%
4 Game Guarantees								
5 Contributions	515,511	550,514	624,717	622,670	581,042	591,200	1.7%	2.8%
6 NCAA/Conference/Tournaments								
7 TV/Radio/Internet Rights	8,800	6,350	5,700	7,300	4,400	4,800	9.1%	-11.4%
8 Program/Novelty Sales,								
9 Concessions, Parking								
10 Royalty, Advertisement, Sponsorship								
11 Endowment/Investment Income								
12 Other								
13 Total Program Revenue	561,499	593,964	667,576	671,147	623,646	631,000	1.2%	2.4%
<b>14 Non-Program Revenue:</b>								
15 NCAA/Bowl/World Series	463,657	427,581	416,796	459,212	575,684	500,000	-13.1%	1.5%
16 Student Activity Fees	319,920	331,329	386,450	411,617	428,761	430,000	0.3%	6.1%
17 General Education Funds **	817,036	783,656	762,186	836,221	905,307	1,093,300	20.8%	6.0%
18 GenEd Funds for Gender Eq.	* See Note	* See Note	* See Note	* See Note	* See Note	* See Note		
19 Institutional Funds **	126,500	126,500	126,500	126,500	126,500	129,900	2.7%	0.5%
20 Subtotal State/Inst. Support	943,536	910,156	888,686	962,721	1,031,807	1,223,200	18.5%	5.3%
21 Total Non-Program Revenue	1,727,113	1,669,066	1,691,932	1,833,549	2,036,252	2,153,200	5.7%	4.5%
22 <b>Subtotal Operating Revenue:</b>	2,288,612	2,263,030	2,359,508	2,504,697	2,659,898	2,784,200	4.7%	4.0%
<b>23 Non-Cash Revenue</b>								
24 Third Party Support	36,989	25,550	29,250	32,100	35,600	32,800	-7.9%	-2.4%
25 Indirect Institutional Support	184,702	159,528	160,123	201,415	217,521	243,800	12.1%	5.7%
26 Non-Cash Revenue								
27 Non-Resident Tuition Waivers	1,001,002	1,030,456	1,077,904	1,234,194	1,273,674	1,272,700	-0.1%	4.9%
28 Subtotal Non-Cash Revenue	1,222,693	1,215,534	1,267,277	1,467,709	1,526,795	1,549,300	1.5%	4.8%
29 <b>Total Revenue:</b>	3,511,305	3,478,564	3,626,785	3,972,406	4,186,693	4,333,500	3.5%	4.3%
* Institutional gender equity for FY2010 thru FY2015 is reflected in line 27 Non-Resident Tuition Waivers.								
** Reflects revised Gen Ed spending limit approved starting FY 2015.								
<b>31 Expenditures:</b>								
<b>32 Operating Expenditures:</b>								
33 Athletics Student Aid	455,825	478,700	460,623	522,750	501,450	573,600	14.4%	4.7%
34 Guarantees	56,567	36,963	37,555	25,183	38,484	40,500	5.2%	-6.5%
35 Coaching Salary/Benefits	495,978	410,023	409,133	507,559	549,531	626,900	14.1%	4.8%
36 Admin Staff Salary/Benefits **	212,584	235,815	266,289	249,018	298,242	340,600	14.2%	9.9%
37 Severance Payments								
38 Recruiting	33,810	41,703	32,122	41,690	39,345	32,500	-17.4%	-0.8%
39 Team Travel	232,572	286,549	299,834	316,550	301,736	321,500	6.6%	6.7%
40 Equipment, Uniforms and Supplies	139,711	178,779	154,149	196,940	186,081	187,800	0.9%	6.1%
41 Game Expenses	83,699	62,707	66,101	87,410	89,618	90,250	0.7%	1.5%
42 Fund Raising, Marketing, Promotion								
43 Direct Facilities/Maint/Rentals								
44 Debt Service on Facilities								
45 Spirit Groups								
46 Medical Expenses & Insurance	16,800	17,930	15,600	15,600	14,970	15,000	0.2%	-2.2%
47 Memberships & Dues								
48 NCAA/Bowls/World Series	495,660	458,361	429,826	422,574	523,930	480,000	-8.4%	-0.6%
49 Other Operating Expenses	94,268	74,843	65,672	72,525	63,834	56,800	-11.0%	-9.6%
50 Subtotal Operating Expenditures	2,317,474	2,282,373	2,236,904	2,457,799	2,607,221	2,765,450	6.1%	3.6%
<b>51 Non-Cash Expenditures</b>								
52 3rd Party Coaches Compensation								
53 3rd Party Admin Staff Compensation								
54 Indirect Facilities & Admin Support	184,702	159,528	160,123	201,415	217,521	243,800	12.1%	5.7%
55 Non-Cash Expense	36,989	25,550	29,250	32,100	35,600	32,800	-7.9%	-2.4%
56 Non-Resident Tuition Waivers	1,001,002	1,030,456	1,077,904	1,234,194	1,273,674	1,272,700	-0.1%	4.9%
57 Subtotal Non-Cash Expenditures	1,222,693	1,215,534	1,267,277	1,467,709	1,526,795	1,549,300	1.5%	4.8%
58 <b>Total Expenditures:</b>	3,540,167	3,497,907	3,504,181	3,925,508	4,134,015	4,314,750	4.4%	4.0%
59								
60 <b>Net Income/(deficit)</b>	(28,862)	(19,343)	122,604	46,898	52,678	18,750	-64.4%	
61								
62 <b>Ending Fund Balance 6/30</b>	114,768	95,425	218,029	264,927	317,605	336,355	5.9%	24.0%
63								
<b>64 Sport Camps &amp; Clinics</b>								
65 Camp Revenue	55,901	56,367	84,417	98,580	177,590	139,000	-21.7%	20.0%
66 Coach Compensation from Camp	18,675	15,500	24,296	35,158	47,234	30,000	-36.5%	9.9%
67 Camp Expenditures	33,252	29,922	27,096	39,800	43,091	46,000	6.8%	6.7%
68 Total Expenses	51,927	45,422	51,392	74,958	90,325	76,000	-15.9%	7.9%
69 Net Income from Camps	3,974	10,945	33,025	23,622	87,265	63,000	-27.8%	73.8%

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenues and Expenditures  
Lewis-Clark State College**

		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
1	<b>General Revenue:</b>								
2	Student Fees	319,920	331,329	386,450	411,617	428,761	430,000	0.3%	6.1%
3	Contributions	79,846	85,450	180,824	86,881	45,874	225,200	390.9%	23.0%
4	State Support **	817,036	783,656	762,186	836,221	905,307	1,093,300	20.8%	6.0%
5	Institutional Gender Equity	* See Note	* See Note	* See Note	* See Note	* See Note	* See Note		
6	Institutional Support **	126,500	126,500	126,500	126,500	126,500	129,900	2.7%	0.5%
7	NCAA/Conference /World Series	463,657	427,581	416,796	459,212	575,684	500,000	-13.1%	1.5%
8	TV/Radio/Internet	8,800	6,350	5,700	7,300	4,400	4,800	9.1%	-11.4%
9	Concessions/program/etc.								
10	Advertising/sponsorship/Royalty								
11	Endowments								
12	Special Events								
13	Other								
14	Total General Revenue	1,815,759	1,760,866	1,878,456	1,927,731	2,086,526	2,383,200	14.2%	5.6%
15	<b>Revenue By Sport:</b>								
16	<b>Men's Programs:</b>								
17	Basketball								
18	Ticket Sales	8,181	8,162	8,175	9,059	8,405	7,700	-8.4%	-1.2%
19	Game Guarantees								
20	Contributions (Fundraising)	60,508	76,569	57,921	91,579	137,819	40,000	-71.0%	-7.9%
21	Track & Field/Cross Country	28,118	24,997	27,536	28,351	29,508	35,000	18.6%	4.5%
22	Tennis	28,315	20,326	5,360	4,916	12,473	8,000	-35.9%	-22.3%
23	Baseball								
24	Ticket Sales	18,594	18,550	18,579	20,588	19,102	17,500	-8.4%	-1.2%
25	Contributions (Fundraising)	69,558	68,921	74,067	111,221	90,021	85,000	-5.6%	4.1%
26	Golf (Contributions & Fundraising)	12,594	15,840	16,385	35,268	25,171	25,000	-0.7%	14.7%
27	Total Men's Sport Revenue	225,868	233,365	208,023	300,982	322,500	218,200	-32.3%	-0.7%
28	<b>Women's Programs</b>								
29	Volleyball								
30	Ticket Sales	2,231	2,226	2,230	2,471	2,292	2,100	-8.4%	-1.2%
31	Game Guarantees								
32	Contributions (Fundraising)	35,556	43,445	45,317	43,850	47,508	45,000	-5.3%	4.8%
33	Basketball								
34	Ticket Sales	8,181	8,162	8,175	9,059	8,405	7,700	-8.4%	-1.2%
35	Game Guarantees								
36	Contributions (Fundraising)	77,301	91,420	111,542	106,462	98,993	55,000	-44.4%	-6.6%
37	Track & Field/Cross Country	58,317	60,457	65,118	65,199	48,131	40,000	-16.9%	-7.3%
38	Tennis	37,473	30,337	10,491	5,642	16,132	8,000	-50.4%	-26.6%
39	Golf (Contributions & Fundraising)	27,926	32,752	30,156	43,301	29,411	25,000	-15.0%	-2.2%
40	Total Women's Sport Rev	246,985	268,799	273,029	275,984	250,872	182,800	-27.1%	-5.8%
41	<b>Total Revenue</b>	2,288,612	2,263,030	2,359,508	2,504,697	2,659,898	2,784,200	4.7%	4.0%

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenues and Expenditures  
Lewis-Clark State College**

<b>Expenditures by Admin/Sport</b>		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
42	<b>Administrative and General</b>								
43	Athletic Director Office **	318,686	318,775	353,690	371,397	407,921	451,680	10.7%	7.2%
44	Fund Raising Office	595	174	188	1,280	1,134	1,500	32.3%	20.3%
45	Academic Support								
46	Media Relations								
47	Marketing and Promotions								
48	Ticket Office								
49	Athletic Training Room	46,440	29,232	33,677	40,521	40,050	34,700	-13.4%	-5.7%
50	Memberships and Dues								
51	Facilities Mtn & Debt Service								
52	Capital Improvements								
53	NCAA/Special Event/Bowls								
54	Other Miscellaneous/World Series	495,660	458,361	429,826	422,574	523,930	480,000	-8.4%	-0.6%
55	<b>Total Admin &amp; General</b>	861,381	806,542	817,381	835,772	973,035	967,880	-0.5%	2.4%
56									
57	<b>Men's Programs:</b>								
58	Basketball	227,163	268,385	226,151	205,771	218,869	232,003	6.0%	0.4%
59	Track & Field/Cross Country	59,148	59,036	57,959	59,363	71,277	153,462	115.3%	21.0%
60	Tennis	40,353	52,783	50,405	31,519	31,852	48,334	51.7%	3.7%
61	Baseball	459,335	391,130	385,383	491,415	487,153	487,723	0.1%	1.2%
62	Golf	47,042	46,833	38,348	64,972	62,115	64,387	3.7%	6.5%
63	<b>Total Men's Programs</b>	833,041	818,167	758,246	853,040	871,265	985,909	13.2%	3.4%
64									
65	<b>Women's Programs</b>								
66	Volleyball	209,998	227,731	203,421	249,885	229,043	228,053	-0.4%	1.7%
67	Basketball	234,090	229,988	256,048	276,324	284,034	286,281	0.8%	4.1%
68	Track & Field/Cross Country	92,151	86,496	101,571	124,008	138,880	163,012	17.4%	12.1%
69	Tennis	49,462	60,271	50,657	37,696	36,564	52,534	43.7%	1.2%
70	Golf	37,351	53,178	49,580	81,074	74,401	81,781	9.9%	17.0%
71	<b>Total Women's Programs</b>	623,052	657,664	661,277	768,987	762,921	811,661	6.4%	5.4%
72									
73	<b>Total Expenditures</b>	2,317,474	2,282,373	2,236,904	2,457,799	2,607,221	2,765,450	6.1%	3.6%

**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenues and Expenditures  
Lewis-Clark State College**

<b>Participants by Sport</b>		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
74	<b>Men's Programs:</b>								
75	Basketball	10	14	16	16	15	13	-13.3%	5.4%
76	Track & Field/Cross Country	18	14	24	22	25	35	40.0%	14.2%
77	Tennis	15	12	11	9	16	11	-31.3%	-6.0%
78	Baseball	37	35	34	41	42	50	19.0%	6.2%
79	Golf	7	10	8	8	8	9	12.5%	5.2%
80	Total Male Participation	87	85	93	96	106	118	11.3%	6.3%
81	<b>Women's Programs</b>								
82	Volleyball	16	17	17	16	15	16	6.7%	0.0%
83	Basketball	11	12	14	12	12	12	0.0%	1.8%
84	Track & Field/Cross Country	23	20	28	29	20	26	30.0%	2.5%
85	Tennis	14	12	11	13	14	11	-21.4%	-4.7%
86	Golf	10	10	8	9	9	10	11.1%	0.0%
87	Total Female Participation	74	71	78	79	70	75	7.1%	0.3%
88	<b>Total Participants</b>	161	156	171	175	176	193	9.7%	3.7%



**College & Universities  
Intercollegiate Athletics Report  
Summary of Revenues and Expenditures  
Lewis-Clark State College**

		FY10 Act	FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Est	1 YR % Chg	Ave Ann % Chg
<b>Full Ride Scholarships (Hdct)</b>									
89	<b>Men's Programs:</b>								
90	Basketball								
91	Track & Field/Cross Country								
92	Tennis								
93	Baseball								
94	Golf								
95	Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
96	<b>Women's Programs</b>								
97	Volleyball								
98	Basketball								
99	Track & Field/Cross Country								
100	Tennis								
101	Golf								
102	Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
103	<b>Total Scholarships</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
104	<b>Partial Scholarships by Sport (FTE)</b>								
105	<b>Men's Programs:</b>								
106	Basketball	5.64	8.20	6.09	3.66	6.13	5.94	-3.1%	1.0%
107	Track & Field/Cross Country	2.74	2.84	7.26	3.59	3.69	4.02	8.9%	8.0%
108	Tennis	1.87	0.70	1.59	1.66	2.37	1.64	-30.8%	-2.6%
109	Baseball	9.83	9.05	8.76	8.83	10.38	9.37	-9.7%	-1.0%
110	Golf	1.55	2.80	2.28	1.76	1.88	2.05	9.0%	5.8%
111	Subtotal	21.63	23.59	25.98	19.50	24.45	23.02	-5.8%	1.3%
112	<b>Women's Programs</b>								
113	Volleyball	2.96	2.70	2.65	4.30	5.10	3.54	-30.6%	3.6%
114	Basketball	4.77	3.61	4.57	4.01	2.49	3.89	56.2%	-4.0%
115	Track & Field/Cross Country	2.98	4.92	9.23	1.93	0.98	4.01	309.2%	6.1%
116	Tennis	1.36	1.65	1.66	1.13	1.47	1.45	-1.4%	1.3%
117	Golf	1.00	1.81	2.36	2.72	2.11	2.00	-5.2%	14.9%
118	Subtotal	13.07	14.69	20.47	14.09	12.15	14.89	22.6%	2.6%
119	<b>Total Scholarships</b>	34.70	38.28	46.45	33.59	36.60	37.91	3.6%	1.8%

**THIS PAGE INTENTIONALLY LEFT BLANK**

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**SUBJECT**

Intercollegiate Athletics Department, Employee Compensation Report

**APPLICABLE STATUTE, RULE OR POLICY**

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

**BACKGROUND/ DISCUSSION**

In FY 1997 the Board adopted an annual report on the compensation of the employees of the intercollegiate athletic departments. The attached reports include FY 2014 actual compensation and FY 2015 estimated compensation for each institution.

**IMPACT**

The report details the contracted salary received by administrators and coaches, including bonuses, supplemental compensation and perquisites, if applicable.

**ATTACHMENTS**

Attachment 1 - Boise State University	FY14 Actual FY15 Estimate	Pages 3-4 Pages 5-6
Attachment 2 - Idaho State University	FY14 Actual FY15 Estimate	Pages 7-8 Pages 9-10
Attachment 3 - University of Idaho	FY14 Actual FY15 Estimate	Pages 11-12 Pages 13-14
Attachment 4 - Lewis-Clark State College	FY14 Actual FY15 Estimate	Pages 15-16 Pages 17-18

**STAFF COMMENTS AND RECOMMENDATIONS**

The Board has delegated to the Chief Executive Officer of each institution the appointing authority for all athletic department positions, except multi-year contracts for head coaches and athletic directors.

**BOARD ACTION**

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

**Intercollegiate Athletics Compensation Report**  
**Boise State University**  
**FY 2014 Actual Compensation**

Depart/Name/Title		Athletic FTE	Base Salary	Compensation			Contract Bonus			Perks			Multi-Yr Contract	State Approp.	Funding Program Revenue	All Other
				Camps/ Clinics	Media	Equip Co & Other	Academic Perform.	Winning Perform.	Other	Club Mbership	Car	Other				
Athletic Administration																
	Adam Herman	Head Coach, Strength & Conditioning	1,000	73,612	0	0	0	0	0	No	No	No	No	45,012	28,600	-
	Andy Atkinson	Director, Ath Info & Digital Tech	1,000	66,831	0	0	500	0	0	No	No	No	No		66,831	500
	Anita Guerricabeitia	Asst AD - Tkt Operations	1,000	70,013	0	0	1,000	0	0	No	No	No	No		70,013	1,000
	Ashlee Anderson-Ching	Dir, Student Ath Enhancement Prog	1,000	47,320	0	0	250	0	0	No	No	No	No	47,320	-	250
*	Bob Madden	Assoc AD, Development	0,690	73,554	0	0	0	0	0	No	Yes	No	No		73,554	-
	Brandon Voigt	Asst Athletic Trainer	1,000	38,314	738	0	500	0	0	No	No	No	No	38,314	-	1,238
	Brent Moore	Director, Annual Giving & Premium Seating	1,000	45,844	0	0	500	0	0	No	No	No	No		45,844	500
	Bryan Klobucar	Assoc Coach, Strength & Cond	1,000	30,015	0	0	750	0	0	No	No	No	No		30,015	750
	Caleb Howard	Coordinator, Video Services	1,000	35,610	0	0	0	0	0	No	No	No	No		35,610	-
	Christina Van Tol	Sr. Assoc AD - SWA	1,000	100,943	0	0	2,500	0	0	No	Yes	No	No		100,943	2,500
	Christopher Mackay	Asst Coach, Strength & Conditioning	1,000	32,344	0	0	750	0	0	No	No	No	No		32,344	750
	Vacant	Coordinator, Video Services	1,000	44,200	500	0	500	0	0	No	No	No	No		44,200	1,000
	Curt Apsey	Sr. Assoc AD, Advancement	1,000	153,026	0	0	2,500	0	0	Yes	Yes	No	No		153,026	2,500
	Cynthia Rice	Senior Business Manager	1,000	57,346	0	0	500	0	0	No	No	No	No	57,346	-	500
	Dale Holste	Dir, Athletic Equipment Operations	1,000	56,015	3,590	0	2,000	0	0	No	No	No	No		56,015	5,590
	Danielle Charters	Assistant Director-Compliance	1,000	45,012	0	0	500	0	0	No	No	No	No		45,012	500
	David (DJ) Giumento	Asst AD, Facility Operations	1,000	55,016	0	0	1,000	0	0	No	No	No	No		55,016	1,000
	David Kinard	Assoc Director, Development	1,000	83,637	0	0	1,000	0	0	Yes	No	No	No		83,637	1,000
	Doug Link	Asst Sports Info Director	1,000	41,975	0	0	500	0	0	No	No	No	No		41,975	500
	Eric Kile	Academic Advisor	1,000	40,165	0	0	500	0	0	No	No	No	No	40,165	-	500
	Eric Thorpe	Dir, Game Operations/Events	1,000	36,317	0	0	500	0	0	No	No	No	No		36,317	500
	Gabe Rosenvall	Asst AD, Student Services	1,000	68,516	0	0	2,000	4,000	0	No	No	No	No	68,516	4,000	2,000
	Heather Berry	Director, Athletics HR & Student Insurance	1,000	45,012	0	0	500	0	0	No	No	No	No		45,012	500
	James Spooner	Asst Athletic Trainer	1,000	54,600	763	0	500	0	0	1,000	No	No	No	54,600	1,000	1,263
	Jeff Pitman	Head Coach, Strength	1,000	128,600	4,590	0	2,000	0	0	No	No	No	No		128,600	6,590
	Jennifer Bellomy	Director, NCAA Compliance Monitoring	1,000	54,018	0	0	500	0	0	No	No	No	No		54,018	500
	Jessica Perretta	Academic Advisor	1,000	36,733	0	0	500	0	0	No	No	No	No	36,733	-	500
	John Perkins	Asst Director, Athletic Equipment Operations	1,000	35,610	0	0	500	0	0	No	No	No	No		35,610	500
	Jolenne Dimeo	Facility Operations Supervisor	1,000	53,332	0	0	500	0	0	No	No	No	No		53,332	500
	Joseph Nickell	Director, Sports Information	1,000	43,972	0	0	500	0	0	No	No	No	No		43,972	500
@	Vacant	Head Dance Coach	1,000		0	0	0	0	0	No	No	No	No		-	-
	Justin LaChapelle	Athletic Technical Support Specialist	1,000	35,610	0	0	500	0	0	No	No	No	No		35,610	500
	Keila Mintz	Accountant	1,000	39,978	0	0	500	0	0	No	No	No	No	39,978	-	500
	Keita Shimada	Asst Athletic Trainer	1,000	36,359	725	0	500	0	0	1,000	No	No	No		37,359	1,225
	Lauren Rodgers	Asst Athletic Trainer	1,000	35,610	0	0	500	0	0	1,000	No	No	No		36,610	500
	Lee Marks	Assistant Coach, Strength & Conditioning	1,000	45,012	1,000	0	750	0	0	No	No	No	No		45,012	1,750
	Linsey Saras	Coordinator, Athletic Events & Ops	1,000	36,005	0	0	500	0	0	No	No	No	No		36,005	500
	Marc Paul	Asst AD/Athletic Trainer	1,000	73,466	0	0	2,000	0	0	2,000	No	No	No		75,466	2,000
	Mark Coyle	Executive Director, Athletics	1,000	331,500	0	0	1,000	25,000	17,500	20,000	Yes	Yes	No	Yes	394,000	1,000
	Mark Wheeler	Director of Compliance	1,000	45,012	0	0	0	0	0	No	No	No	No	45,012	-	-
	Matthew Beckman	Asst AD, Mktng & Promotions	1,000	64,272	0	0	1,000	0	0	No	No	No	No		64,272	1,000
	Matthieu Gaudry	Director, Fan Development & Strategies	1,000	40,831	0	0	500	0	0	No	No	No	No		40,831	500
	Max Corbet	Assoc Athletic Director, Communications	1,000	64,626	0	0	1,000	0	0	No	No	No	No		64,626	1,000
	Michael Walsh	Asst Sports Info Director	1,000	35,610	0	0	500	0	0	No	No	No	No		35,610	500
	Vacant	Asst Sports Info Dir/Website Coord	1,000	38,085	0	0	500	0	0	No	No	No	No	38,085	-	500
	Natalie Keffer	Director, Athletic Relations	1,000	50,004	0	0	500	0	0	No	No	No	No		50,004	500
	Nicole Gamez	Assoc AD, Finance	1,000	90,335	0	0	1,000	0	0	No	No	No	No		90,335	1,000
+	Paul Frushour	Asst Athletic Director, Event Operations	1,000	55,016	0	0	1,000	0	0	No	No	No	No		55,016	1,000
*	Rachel Bickerton	Dir, Trademark Lic/Enforcement	0,437	35,007	0	0	250	0	0	No	No	No	No		35,007	250
	Raul Ibarra	Director, Team Operations	1,000	42,037	0	0	500	0	0	No	No	No	No		42,037	500
	Rhonda McFarland	Senior Business Manager	1,000	65,354	0	0	500	0	0	No	No	No	No		65,354	500
	Robert Carney	Assoc AD, Facilities and Operations	1,000	80,330	0	0	2,500	0	0	No	No	No	No		80,330	2,500
	Vacant	Assistant to AD, Major Gifts	1,000	57,804	0	0	0	0	0	No	No	No	No		57,804	-
	Sabrena Nottingham	Asst Ticket Manager	1,000	36,359	0	0	500	0	0	No	No	No	No		36,359	500
	Scott Duncan	Facility Maintenance Supervisor	1,000	40,207	0	0	500	0	0	No	No	No	No		40,207	500
	Shaela Priaulx-Soho	Ticket Manager	1,000	46,946	0	0	500	0	0	No	No	No	No		46,946	500
	Vacant	Academic Advisor	1,000	36,733	0	0	500	0	0	No	No	No	No	36,733	-	500
	Spencer Jahn	Athletic Multimedia Specialist	1,000	35,610	0	0	500	0	0	No	No	No	No		35,610	500
	Suzanne Goss	Director, Donor Relations Events	1,000	40,020	0	0	500	0	0	No	No	No	No		40,020	500
	Syringa Stark	Asst Athletic Trainer/ Insuance Coor	1,000	35,610	0	0	500	0	0	No	No	No	No		35,610	500
	Taylor Little	Coordinator, Video Services	1,000	40,914	0	0	500	0	0	No	No	No	No		40,914	500
	Ashley Hudson	Asst Athletic Trainer	1,000	35,610	0	0	500	0	0	No	No	No	No	-	35,610	500
	Tobruk Everman Blaine	Head Cheer & Dance Coach	1,000	45,012	0	0	500	0	0	No	No	No	No		45,012	500
	Tyler Smith	Assoc Athletic Trainer	1,000	54,600	0	0	500	0	0	1,000	No	No	No	54,600	1,000	500
	Victoria Lewis	Assistant Business Manager	1,000	39,208	0	0	500	0	0	No	No	No	No		39,208	500

**Intercollegiate Athletics Compensation Report**  
**Boise State University**  
**FY 2014 Actual Compensation**

Depart/Name/Title		Athletic FTE	Compensation				Contract Bonus			Perks			Multi-Yr Contract	State Approp.	Funding	
			Base Salary	Camps/ Clinics	Media	Equip Co & Other	Academic Perform.	Winning Perform.	Other	Club Mbership	Car	Other			Program Revenue	All Other
<b>Men's Sports</b>																
<b>Football</b>						Nike	APR	Winning Bowl/Other								
#	Bryan Harsin	Head Coach	1,000	800,010	0	0	0	0	0	Yes	Yes	No	Yes		800,010	-
#	Mike Sanford	Assistant Coach	1,000	305,012	0	0	0	0	0	No	Yes	No	No		305,012	-
#	Marcel Yates	Assistant Coach	1,000	317,512	0	0	0	0	0	No	Yes	No	No		317,512	-
#	Kent Riddle	Assistant Coach	1,000	250,016	0	0	0	0	0	No	Yes	No	No		250,016	-
#	Steve Caldwell	Assistant Coach	1,000	220,002	0	0	0	0	0	No	Yes	No	No		220,002	-
#	Andy Avalos	Assistant Coach	1,000	210,018	4,590	0	2,000	5,000	0	3,000	No	Yes	No	No	218,018	6,590
#	Scott Huff	Assistant Coach	1,000	270,005	4,590	0	2,000	5,000	0	3,000	No	Yes	No	No	278,005	6,590
#	Elijah Drinkwitz	Assistant Coach	1,000	160,015	0	0	0	0	0	No	Yes	No	No		160,015	-
#	Alton Adams	Assistant Coach	1,000	160,015	0	0	0	0	0	No	Yes	No	No		160,015	-
#	Julius Brown	Assistant Coach	1,000	160,015	0	0	0	0	0	No	Yes	No	No		160,015	-
#	Brian Wilkinson	Director, Football Operations	1,000	76,503	0	0	0	0	0	No	No	No	No		76,503	-
#	Taylor Tharp	Director, Player Personnel	1,000	45,012	0	0	0	0	0	No	No	No	No		45,012	-
#	Antwon Murray	Assistant Director, Player Personnel	1,000	50,004	0	0	0	0	0	No	No	No	No		50,004	-
#	Brad Larrondo	Asst Athletic Director, Football	1,000	71,511	4,590	0	2,000	0	0	3,000	No	Yes	No	No	74,511	6,590
#	Darren Uscher	Football Operations Coordinator	1,000	35,610	1,200	0	500	0	0	0	No	No	No	No	35,610	1,700
<b>Basketball</b>																
	Leon Rice	Head Coach	1,000	496,590	0	0	10,000	7,500	8,000	12,000	Yes	Yes	No	Yes	524,090	10,000
	Daniel Henderson	Assistant Coach, Men's Basketball	1,000	93,731	0	0	2,500	0	0	7,000	No	Yes	No	No	100,731	2,500
	Jeff Linder	Associate Head Coach, Men's Basketball	1,000	133,904	0	0	2,500	1,500	2,000	7,000	No	Yes	No	No	144,404	2,500
	John Rillie	Assistant Coach, Men's Basketball	1,000	106,739	0	0	2,500	1,500	2,000	7,000	No	No	No	No	117,239	2,500
	Isaac Williams	Director, Men's BB Operations	1,000	42,136	180	0	2,500	0	0	7,000	No	No	No	No	42,136	7,000
<b>Wrestling</b>																
	Greg Randall	Head Coach	1,000	70,970	1,650	0	2,000	0	7,000	0	No	Yes	No	No	70,970	7,000
	Chris Owens	Assistant Coach	1,000	43,348	6,044	0	500	0	1,750	0	No	No	No	No	43,348	6,544
	Kirk White	Assistant Coach	1,000	31,512	5,244	0	500	0	1,750	0	No	No	No	No	31,512	1,750
<b>Golf</b>																
	Kevin Burton	Head Coach	1,000	44,242	615	0	2,000	2,000	0	0	Yes	Yes	No	No	41,725	4,517
<b>Tennis</b>																
	Greg Patton	Head Coach	1,000	97,053	0	0	2,000	2,000	3,000	0	No	Yes	No	No	102,053	2,000
	Paluka Shields	Assistant Coach	1,000	31,596	4,769	0	500	0	0	0	No	No	No	No	31,596	-
<b>Men/Women's Track &amp; Field</b>																
	Corey Ihmels	Head Coach	1,000	75,005	0	0	4,000	0	1,000	0	No	No	No	Yes	76,005	4,000
	Grant (Charles) Wall	Assistant Coach	1,000	43,992	0	0	500	0	0	0	No	No	No	No	43,992	-
	Gavin O'Neal	Assistant Coach	1,000	43,992	0	0	500	0	0	0	No	No	No	No	27,353	16,639
@	Vacant	Assistant Coach	1,000	0	0	0	0	0	0	0	No	No	No	No	-	-
	Travis Hartke	Assoc Head CC & Asst Track and Field Coa	1,000	43,992	0	0	500	0	0	0	No	No	No	No	43,992	-
<b>Women's Sports</b>																
<b>Basketball</b>																
	Gordon Presnell	Head Coach	1,000	187,231	0	0	7,500	0	0	0	No	No	No	Yes	187,231	7,500
	Sunny Smallwood	Associate Head Coach	1,000	123,610	0	0	500	0	0	0	No	No	No	No	123,610	-
	Cody Butler	Assistant Coach	1,000	60,010	0	0	500	0	0	0	No	Yes	No	No	60,010	-
	Heather Sower	Assistant Coach	1,000	61,221	0	0	500	0	0	0	No	Yes	No	No	61,221	-
	Cariann Ramirez	Dir, Women's BB Operations	1,000	40,299	0	0	500	0	0	0	No	No	No	No	40,299	-
<b>Soccer</b>																
	James Thomas	Head Coach	1,000	80,018	19,300	0	2,000	0	0	0	No	No	No	No	52,800	27,218
	Edward Moore	Assistant Coach	1,000	30,930	2,820	0	500	0	0	0	No	No	No	No	30,930	-
	Madison Collins	Assistant Coach	1,000	30,930	10,700	0	500	1,200	0	0	No	No	No	No	32,130	11,200
<b>Volleyball</b>																
	Shawn Garus	Head Coach	1,000	86,716	12,963	0	3,500	5,000	0	0	Yes	Yes	No	Yes	91,716	16,463
	Breann Crowell	Assistant Coach	1,000	24,024	900	0	500	1,200	0	0	No	No	No	No	25,224	1,400
	Candy Murphy	Assistant Coach	1,000	51,938	5,000	0	500	1,200	0	0	No	No	No	No	51,938	1,200
<b>Gymnastics</b>																
	Nell Resnick	Co-Head Coach	1,000	71,407	0	0	2,000	4,000	6,000	0	No	Yes	No	Yes	71,407	10,000
	Tina Bird	Co-Head Coach	1,000	61,215	10,006	0	2,000	4,000	6,000	0	No	Yes	No	No	71,215	12,006
	Patti Murphy	Assistant Coach	1,000	36,005	5,515	0	500	0	2,000	0	No	No	No	No	36,005	2,000
<b>Tennis</b>																
	Sherman Roghaar	Head Coach	1,000	51,356	6,563	0	2,000	2,000	0	0	No	No	No	No	46,364	6,992
	Suzanne Matzenauer	Assistant Coach	1,000	28,018	1,783	0	500	0	0	0	No	No	No	No	28,018	-
<b>Golf</b>																
	Nicole Bird	Head Coach	1,000	41,580	0	0	2,000	2,000	0	0	Yes	Yes	No	No	41,580	2,000
<b>Softball</b>																
	Erin Thorpe	Head Coach	1,000	59,634	6,800	0	2,000	2,000	0	0	No	No	No	No	59,634	2,000
	Sarah Gaston	Assistant Coach	1,000	25,876	1,300	0	500	0	0	0	No	No	No	No	25,876	-
+	Shelly Prochaska	Assistant Coach	1,000	33,010	6,800	0	500	1,200	0	0	No	No	No	No	34,210	7,300
<b>Swimming</b>																
	Kristin Hill	Head Coach	1,000	70,013	3,500	0	2,000	2,000	2,000	0	Yes	Yes	No	No	70,013	4,000
	Vacant	Assistant Coach	1,000	44,013	900	0	500	0	0	0	No	No	No	No	44,013	-
	John Lynch	Diving Coach	1,000	38,002	0	0	500	0	0	0	No	No	No	No	38,002	500

Notes: 9,499,312 117,250  
 \* Employee works 1 FTE at the University. The FTE and Base Salary on this report reflect the amount of the employee's salary which is funded by Athletics.  
 # Football staff started in Jan 2014; FB staff equipment allotment will start FY15  
 + Non-renewal- Employee paid administrative leave.  
 @ Reallocated funds to another position

# Intercollegiate Athletics Compensation Report

## Boise State University

### FY2015 Estimated Compensation

Depart/Name/Title		Athletic FTE	Base Salary	Compensation			Contract Bonus			Perks			Multi-Yr Contract	State Approp.	Funding Program Revenue	All Other	Base Salary Annualized Change	Comments
				Camps/ Clinics	Media	Equip Co & Other	Academic Perform.	Winning Perform.	Other	Club Mbership	Car	Other						
Athletic Administration																		
	Aaron Juarez	Asst Sports Info Dir/Website Coord	1.000	40,020	0	0	500	0	0	0	No	No	No	No	40,020	-	500	New
	Adam Herman	Head Coach, Strength & Conditioning	1.000	73,612	0	0	2,000	0	0	0	No	No	No	No	45,012	28,600	2,000	0%
	Andy Atkinson	Director, Ath Info & Digital Tech	1.000	68,224	0	0	500	0	0	0	No	No	No	No		68,224	500	2% CEC
	Anita Guerricabeitia	Asst AD - Tkt Operations	1.000	70,720	0	0	1,000	0	0	0	No	No	No	No		70,720	1,000	1% Equity
	Sarah Swanson	Director, Student Athlete Development	1.000	45,012	0	0	500	0	0	0	No	No	No	No	45,012	-	500	New
	TBD	Assistant Athletic Director, Development	0.690	-	0	0	0	0	0	0	No	No	No	No		-	-	New
*	Bart Hendricks	Director, Development/Athletics	0.282	13,295	0	0	0	0	0	0	No	No	No	No		13,295	-	New
	Brandon Voigt	Asst Athletic Trainer	1.000	39,104	700	0	500	0	0	0	No	No	No	No	39,104	-	1,200	2% CEC
	Brayden Dunning	Asst Director, Development	1.000	35,610	0	0	500	0	0	0	No	No	No	No		35,610	500	New
	Brent Moore	Director, Annual Giving & Premium Seating	1.000	46,343	0	0	500	0	0	0	No	No	No	No		46,343	500	1% CEC
	Benjamin Jaeger	Assistant Director, Sports Performance Coa	1.000	27,207	0	0	500	0	0	0	No	No	No	No		27,207	500	New
	Caleb Howard	Coordinator, Video Services	1.000	36,380	0	0	500	0	0	0	No	No	No	No		36,380	500	2% CEC
	Christina Van Tol	Sr. Assoc AD - SWA	1.000	113,527	0	0	2,500	0	0	0	No	Yes	No	No		113,527	2,500	12% Equity
	Kelly Lopez	Associate Director, Sports Performance Coa	1.000	36,504	0	0	500	0	0	0	No	No	No	No		36,504	500	New
	John Cunningham	Senior Associate Athletic Director, External	1.000	111,592	0	0	2,500	0	0	0	Yes	No	No	No		111,592	2,500	New
	TBD	Associate Athletic Director, Complianace	1.000	85,010	0	0	0	0	0	0	No	No	No	No		85,010	-	New
	Cynthia Rice	Senior Business Manager	1.000	59,114	0	0	500	0	0	0	No	No	No	No	59,114	-	500	3% CEC
	Dale Holste	Dir, Athletic Equipment Operations	1.000	56,618	3,500	0	2,000	0	0	0	No	No	No	No		56,618	5,500	1% CEC
	Danielle Charters	Assistant Director-Compliance	1.000	45,948	0	0	500	0	0	0	No	No	No	No		45,948	500	2% CEC
	David (DJ) Giumento	Asst AD, Facility Operations	1.000	56,160	0	0	1,000	0	0	0	No	No	No	No		56,160	1,000	2% CEC
	TBD	Assoc Athletic Director, Development	0.248	16,000	0	0	0	0	0	0	No	No	No	No		16,000	-	New
+	David Kinard	Assoc Athletic Director, Development	1.000	84,532	0	0	656	0	0	0	No	No	No	No		84,532	656	1% CEC
	Doug Link	Asst Sports Info Director	1.000	42,120	0	0	500	0	0	0	No	No	No	No		42,120	500	0%
	Eric Kile	Academic Advisor	1.000	41,434	0	0	500	0	0	0	No	No	No	No	41,434	-	500	3% CEC
	Linsey Saras	Dir, Game Operations/Events	1.000	40,456	0	0	500	0	0	0	No	No	No	No		40,456	500	12% Promotion
	Gabe Rosenvall	Asst AD, Student Services	1.000	70,616	0	0	2,000	4,000	0	0	No	No	No	No	70,616	4,000	2,000	3% CEC
	Heather Berry	Director, Athletics HR & Student Insurance	1.000	47,320	0	0	500	0	0	0	No	No	No	No		47,320	500	5% CEC
	James Spooner	Asst Athletic Trainer	1.000	55,183	750	0	500	0	0	1,000	No	No	No	No	55,183	1,000	1,250	1% CEC
	Jeff Pitman	Head Coach, Strength	1.000	128,607	4,600	0	2,000	0	0	8,430	No	No	No	No		137,037	6,600	0%
	Jennifer Bellomy	Assistant Athletic Director, Compliance	1.000	56,223	0	0	1,000	0	0	0	No	No	No	No		56,223	1,000	4% CEC
	Jessica Perretta	Academic Advisor	1.000	37,856	0	0	500	0	0	0	No	No	No	No	37,856	-	500	3% CEC
	John Perkins	Asst Director, Athletic Equipment Operations	1.000	35,984	0	0	500	0	0	0	No	No	No	No		35,984	500	1% CEC
	Jolenne Dimeo	Facility Operations Supervisor	1.000	54,434	0	0	500	0	0	0	No	No	No	No		54,434	500	2% CEC
	Joseph Nickell	Director, Sports Information	1.000	44,908	0	0	500	0	0	0	No	No	No	No		44,908	500	2% CEC
	Josh Borgman	Director, Creative Services	1.000	39,208	0	0	500	0	0	0	No	No	No	No		39,208	500	New
	Justin LaChapelle	Athletic Technical Support Specialist	1.000	36,380	0	0	500	0	0	0	No	No	No	No		36,380	500	2% CEC
	Keila Mintz	Accountant	1.000	40,831	0	0	500	0	0	0	No	No	No	No	40,831	-	500	2% CEC
	Keita Shimada	Asst Athletic Trainer	1.000	37,128	725	0	500	0	0	1,000	No	No	No	No		38,128	1,225	2% CEC
	Kevin Riley	Coordinator, Video Services	1.000	39,208	500	0	500	0	0	0	No	No	No	No		39,208	1,000	New
	Lauren Rodgers	Asst Athletic Trainer	1.000	36,380	0	0	500	0	0	1,000	No	No	No	No		37,380	500	2% CEC
	Lee Marks	Assistant Coach, Strength & Conditioning	1.000	45,012	1,000	0	1,000	0	0	0	No	No	No	No		45,012	2,000	0%
	Marc Paul	Asst AD/Athletic Trainer	1.000	74,984	0	0	2,000	0	0	2,000	No	No	No	No		76,984	2,000	2% CEC
	Mark Coyle	Executive Director, Athletics	1.000	334,839	0	0	1,000	25,000	35,000	30,000	Yes	Yes	No	Yes		424,839	1,000	1% CEC
	Mark Wheeler	Director of Compliance	1.000	45,948	0	0	500	0	0	0	No	No	No	No	45,948	-	500	2% CEC
	TBD	Asst AD, Mktg & Promotions	1.000	64,959	0	0	1,000	0	0	0	No	No	No	No		64,959	1,000	New
	Matthieu Gaudry	Director, Fan Development & Strategies	1.000	41,268	0	0	500	0	0	0	No	No	No	No		41,268	500	1% CEC
	Max Corbet	Assoc Athletic Director, Communications	1.000	65,624	0	0	1,000	0	0	0	No	No	No	No		65,624	1,000	2% CEC
	Michael Walsh	Asst Sports Info Director	1.000	38,002	0	0	500	0	0	0	No	No	No	No		38,002	500	7% Promotion
	Natalie Keffer	Director, Athletic Relations	1.000	76,066	0	0	500	0	0	0	No	No	No	No		76,066	500	52% Promotion/Add. Act.
	Nicole Gamez	Assoc AD, Finance	1.000	92,186	0	0	1,000	0	0	0	No	No	No	No		92,186	1,000	2% CEC
	Cody Smith	Asst Athletic Director, Event Operations	1.000	46,405	0	0	500	0	0	0	No	No	No	No		46,405	500	New
*	Rachel Bickerton	Dir, Trademark Lic/Enforcement	0.437	35,007	0	0	250	0	0	0	No	No	No	No		35,007	250	0%
	Raul Ibarra	Director, Team Operations	1.000	42,516	0	0	500	0	0	0	No	No	No	No		42,516	500	1% CEC
	Rhonda McFarland	Senior Business Manager	1.000	67,372	0	0	500	0	0	0	No	No	No	No		67,372	500	3% CEC
	Robert Carney	Assoc AD, Facilities and Operations	1.000	81,994	0	0	2,500	0	0	0	No	No	No	No		81,994	2,500	2% CEC
	Sabrena Nottingham	Asst Ticket Manager	1.000	36,754	0	0	500	0	0	0	No	No	No	No		36,754	500	1% CEC
	Scott Duncan	Facility Maintenance Supervisor	1.000	41,060	0	0	500	0	0	0	No	No	No	No		41,060	500	2% CEC
	Shaela Priaulx-Soho	Ticket Manager	1.000	47,424	0	0	500	0	0	0	No	No	No	No		47,424	500	1% CEC
	Taryn Schutte	Academic Advisor	1.000	35,610	0	0	500	0	0	0	No	No	No	No	35,610	-	500	New
	Spencer Jahn	Athletic Multimedia Specialist	1.000	35,984	0	0	500	0	0	0	No	No	No	No		35,984	500	1% CEC
	Suzanne Goss	Director, Donor Relations Events	1.000	40,456	0	0	500	0	0	0	No	No	No	No		40,456	500	1% CEC
	Syringa Stark	Asst Athletic Trainer/ Insurance Coor	1.000	36,380	0	0	500	0	0	0	No	No	No	No		36,380	500	2% CEC
	Taylor Little	Coordinator, Video Services	1.000	41,767	0	0	500	0	0	0	No	No	No	No		41,767	500	2% CEC
	Ashley Hudson	Asst Athletic Trainer	1.000	35,610	0	0	500	0	0	0	No	No	No	No	-	35,610	500	0%
	Tobruk Everman Blaine	Head Dance Coach	1.000	45,948	0	0	500	0	0	0	No	No	No	No		45,948	500	2% CEC
	Tyler Smith	Assoc Athletic Trainer	1.000	55,183	0	0	500	0	0	1,000	No	No	No	No	55,183	1,000	500	1% CEC
	TBD	Ticket Sales and Development Coordinator	1.000	40,914	0	0	0	0	0	0	No	No	No	No		40,914	-	New
	Victoria Lewis	Assistant Business Manager	1.000	40,040	0	0	500	0	0	0	No	No	No	No		40,040	500	2% CEC

# Intercollegiate Athletics Compensation Report

## Boise State University

### FY2015 Estimated Compensation

Depart/Name/Title		Athletic FTE	Base Salary	Compensation		Equip Co & Other	Contract Bonus			Perks			Multi-Yr Contract	State Approp.	Funding Program Revenue	All Other	Base Salary Annualized Change	Comments
				Camps/ Clinics	Media		Academic Perform.	Winning Perform.	Other	Club Mbership	Car	Other						
Men's Sports																		
Football						Nike	APR	Winning	Bowl/Other									
	Bryan Harsin Head Coach	1.000	800,010	0	0	3,000	20,000	50,000	25,000	Yes	Yes	No	Yes		895,010	3,000	0%	\$200k to LLC
	Mike Sanford Offensive Coordinator	1.000	305,012	4,600	0	2,000	2,500	2,000	15,251	No	Yes	No	No		324,763	6,600	0%	
	Marcel Yates Defensive Coordinator	1.000	317,512	4,600	0	2,000	2,500	2,000	15,876	No	Yes	No	No		337,888	6,600	0%	
	Kent Riddle Assistant Coach	1.000	250,016	4,600	0	2,000	2,500	2,000	12,501	No	Yes	No	No		267,017	6,600	0%	
	Steve Caldwell Assistant Coach	1.000	220,002	4,600	0	2,000	2,500	2,000	11,000	No	Yes	No	No		235,502	6,600	0%	
	Andy Avalos Assistant Coach	1.000	210,018	4,600	0	2,000	5,000	2,000	10,501	No	Yes	No	No		227,519	6,600	0%	
	Scott Huff Assistant Coach	1.000	270,005	4,600	0	2,000	5,000	2,000	13,500	No	Yes	No	No		290,505	6,600	0%	
	Elijah Drinkwitz Assistant Coach	1.000	160,015	4,600	0	2,000	2,500	2,000	8,001	No	Yes	No	No		172,516	6,600	0%	
	Alton Adams Assistant Coach	1.000	160,015	4,600	0	2,000	2,500	2,000	8,001	No	Yes	No	No		172,516	6,600	0%	
	Julius Brown Assistant Coach	1.000	160,015	4,600	0	2,000	2,500	2,000	8,001	No	Yes	No	No		172,516	6,600	0%	
	Brian Wilkinson Director, Football Operations	1.000	76,503	3,000	0	2,000	2,500	2,000	3,825	No	No	No	No		84,828	5,000	0%	Contract
	Taylor Tharp Director, Player Personnel	1.000	45,012	3,600	0	2,000	2,500	2,000	2,251	No	No	No	No		51,763	5,600	0%	
	Antwon Murray Assistant Director, Player Personnel	1.000	50,004	4,600	0	750	2,500	2,000	2,500	No	No	No	No		57,004	5,350	0%	Promotion
	Brad Larrondo Asst Athletic Director, Football	1.000	72,988	4,600	0	2,000	2,500	2,000	3,649	No	Yes	No	No		81,137	6,600	2%	CEC
	Darren Uscher Coordinator of Football Operations	1.000	35,610	1,200	0	500	0	2,000	1,781	No	No	No	No		39,391	1,700	0%	CEC
Basketball																		
	Leon Rice Head Coach	1.000	596,584	0	0	10,000	8,000	18,600	12,000	Yes	Yes	No	Yes		635,184	10,000	20%	Contract
	Daniel Henderson Assistant Coach, Men's Basketball	1.000	93,731	0	0	2,500	2,000	10,850	0	No	Yes	No	No		106,581	2,500	0%	Contract
	Jeff Linder Associate Head Coach, Men's Basketball	1.000	133,904	0	0	2,500	2,000	10,850	3,000	No	Yes	No	No		149,754	2,500	0%	Contract
	John Rillie Assistant Coach, Men's Basketball	1.000	106,739	0	0	2,500	2,000	10,850	2,000	No	No	No	No		121,589	2,500	0%	Contract
	Isaac Williams Director, Men's BB Operations	1.000	42,136	200	0	2,500	1,000	10,850	0	No	No	No	No	42,136	11,850	2,700	0%	Contract
Wrestling																		
	Greg Randall Head Coach	1.000	71,719	1,650	0	2,000	2,000	2,000	0	No	Yes	No	No	71,719	4,000	3,650	1%	CEC
	Chris Owens Assistant Coach	1.000	43,784	6,050	0	500	1,200	1,000	0	No	No	No	No	43,784	2,200	6,550	1%	CEC
	Kirk White Assistant Coach	1.000	31,866	5,200	0	500	1,200	1,000	0	No	No	No	No	31,866	2,200	5,700	1%	CEC
Golf																		
	Dan Potter Head Coach	1.000	45,012	600	0	2,000	0	0	0	Yes	Yes	No	No	45,012	-	2,600	New	
Tennis																		
	Greg Patton Head Coach	1.000	98,052	0	0	2,000	2,000	6,000	0	No	Yes	No	No		106,052	2,000	1%	CEC
	Paluka Shields Assistant Coach	1.000	31,928	4,750	0	500	1,200	1,000	0	No	No	No	No	31,928	2,200	5,250	1%	CEC
Men/Women's Track & Field																		
	Corey Ihmels Head Coach	1.000	78,760	0	0	4,000	1,900	11,500	15,000	No	No	No	Yes		107,160	4,000	5%	Contract
	Grant (Charles) Wall Assistant Coach	1.000	44,471	0	0	500	1,200	1,000	0	No	No	No	No	44,471	2,200	500	1%	CEC
	Gavin O'Neal Assistant Coach	1.000	44,472	0	0	500	1,200	1,000	0	No	No	No	No	27,651	19,021	500	1%	CEC
	TBD Assistant Coach	1.000	-	0	0	0	0	0	0	No	No	No	No	-	-	-	New	
	Travis Hartke Assoc Head CC & Asst Track and Field Coa	1.000	44,471	0	0	500	1,200	5,750	0	No	No	No	No	44,471	6,950	500	1%	CEC
Women's Sports																		
Basketball																		
	Gordon Presnell Head Coach	1.000	189,132	0	0	7,500	0	4,000	0	No	No	No	Yes		193,132	7,500	1%	CEC
	Sunny Smallwood Associate Head Coach	1.000	123,610	550	0	500	0	0	0	No	No	No	No	123,610	-	1,050	0%	
	Cody Butler Assistant Coach	1.000	60,636	0	0	500	0	1,000	0	No	Yes	No	No	60,636	1,000	500	1%	CEC
	Heather Sower Assistant Coach	1.000	61,868	0	0	500	0	1,000	0	No	Yes	No	No	61,868	1,000	500	1%	CEC
	Carriann Ramirez Dir. Women's BB Operations	1.000	40,716	1,100	0	500	0	500	0	No	No	No	No	40,716	500	1,600	1%	CEC
Soccer																		
	James Thomas Head Coach	1.000	80,018	19,300	0	2,000	1,400	0	0	No	No	No	No	52,800	28,618	21,300	0%	
	Edward Moore Assistant Coach	1.000	31,263	2,800	0	500	900	0	0	No	No	No	No	31,263	900	3,300	1%	CEC
	TBD Assistant Coach	1.000	31,263	10,700	0	500	900	0	0	No	No	No	No		32,163	11,200	New	
Volleyball																		
	Shawn Garus Head Coach	1.000	87,610	13,000	0	3,500	1,750	0	0	Yes	Yes	No	Yes		89,360	16,500	1%	CEC
	Breann Crowell Assistant Coach	1.000	24,295	900	0	500	0	0	0	No	No	No	No		24,295	1,400	1%	CEC
	Candy Murphy Assistant Coach	1.000	52,479	5,000	0	500	0	0	0	No	No	No	No	52,479	-	5,500	1%	CEC
Gymnastics																		
	Neil Resnick Co-Head Coach	1.000	76,505	0	0	2,000	2,000	2,000	0	Yes	Yes	No	Yes	76,505	4,000	2,000	7%	Contract
	Tina Bird Co-Head Coach	1.000	62,484	10,000	0	2,000	2,000	2,000	0	No	Yes	No	No		66,484	12,000	2%	CEC
	Patti Murphy Assistant Coach	1.000	36,400	5,500	0	500	1,200	1,000	0	No	No	No	No	36,400	2,200	6,000	1%	CEC
Tennis																		
	Sherman Roghaar Head Coach	1.000	52,437	6,550	0	2,000	2,000	0	0	No	No	No	No	47,340	7,097	8,550	2%	CEC
	Suzanne Matzenauer Assistant Coach	1.000	28,330	1,775	0	500	1,200	0	0	No	No	No	No	28,330	1,200	2,275	1%	CEC
Golf																		
	Nicole Bird Head Coach	1.000	44,533	0	0	2,000	2,000	0	0	Yes	Yes	No	No	44,533	2,000	2,000	7%	Equity
	Cynthia Ball Head Coach	1.000	70,013	6,800	0	2,000	0	0	0	No	No	No	No	70,013	-	8,800	New	
	Taylor Smith Assistant Coach	1.000	30,015	1,300	0	500	0	0	0	No	No	No	No	30,015	-	1,800	New	
	Nathan Miller Assistant Coach	1.000	30,015	6,800	0	0	0	0	0	No	No	No	No		30,015	6,800	New	
Swimming																		
	Kristin Hill Head Coach	1.000	75,001	3,500	0	2,000	2,000	3,000	0	Yes	Yes	No	Yes	75,001	5,000	5,500	7%	Contract
	Eduardo Larios Assistant Coach	1.000	38,210	900	0	500	0	0	0	No	No	No	No	-	38,210	1,400	New	
	John Lynch Diving Coach	1.000	44,720	0	0	500	1,200	1,000	0	No	No	No	No		46,920	500	New	

+ Non-renewal- Employee paid administrative leave.

9,742,039

\* Employee works 1 FTE at the University. The FTE and Base Salary on this report reflect the amount of the employee's salary which is funded by Athletics.



# Intercollegiate Athletics Compensation Report

## Idaho State University

### FY 2014 Actual Compensation

Depart/Name/Title		Athletic FTE	Compensation			Contract Bonuses			Perks			Multi-Yr Contract	Funding			
			Base Salary	Camps/ Clinics	Media	Equip Co & Other	Academic Perform.	Winning Perform..	Other	Club Mbership	Car		Other	State Approp.	Program Revenue	All Other
Athletic Administration:																
Jeff Tingey	Athletic Director	1.00	105,685							Yes		Yes	105,685			
Jim Kramer	Asst Athl Dir/ UBO	1.00	68,994									No	68,994			
Nancy Graziano	Assoc Athl Dir	1.00	70,949									No	70,949			
Matthew Steuart	Asst AD - Academics	1.00	44,075									No			44,075	
Steve Schaack	Asst AD - Media Rel	1.00	51,314									No	51,314			
Jerek Wolcott	Asst Dir Media Rel	0.95	32,915									No	32,915			
Jodi Wotowey	Hd Athl Trainer	1.00	46,821	636								No	46,821			636
Brandon Payne	Assist Trainer	1.00	36,254									No	36,254			
Daryl Finch	Assist Trainer	1.00	35,547									No	35,547			
Rachel Geoghegan	Assist Trainer	1.00	36,005									No	36,005			
Mark Campbell	Strngth Coach	1.00	43,534									No	43,534			
Kalee Ralphs	Director of Marketing & Promo	1.00	36,962									No			36,962	
Thomas Steiner	Asst AD/ Major Gifts	0.87	38,934									No			38,934	
Elizabeth Johnson	Academic Advisor - Football	0.06	2,113									No	2,113			
Tyson Munns	Athletic Equipment Manager	1.00	36,254									No	36,254			
Bengal Foundation																
Donna Hayes	Exec Dir Bengal Foun	1.00	47,070									No			47,070	
Men's Sports																
Football																
Mike Kramer	Hd Coach	0.91	126,018						8,500 ^	Yes		Yes	126,018		8,500	
Spencer Toone	Asst Coach/Co-Defense Coordinator	1.00	47,507	3,900								No	47,507			3,900
Donald Bailey	Offensive Coordinator	1.00	76,419	13,300						Yes		No	76,419			13,300
Roger Cooper	Asst Coach/Co-Defense Coordinator	1.00	48,464	3,900								No	48,464			3,900
Thomas Steiner	(A) Director of Operations	0.13	4,785									No	4,785			
Braeden Clayson	(B) Director of Operations	0.85	29,198									No	29,198			
Steven Fifita	Asst Coach	1.00	38,002	3,900								No	38,002			3,900
Matthew Troxel	Asst Coach	1.00	41,226	4,400						Yes		No	41,226			4,400
Sheldon Cross	Asst Coach	1.00	40,019	4,400								No	40,019			4,400
Stanley Franks	Asst Coach	1.00	31,996	3,900								No	31,996			3,900
Michael Ferriter	Asst Coach	1.00	32,011	3,900								No	32,011			3,900
Basketball																
William Evans	Hd Coach	0.95	98,039	1,700	20,000					Yes		Yes	98,039		20,000	1,700
Andrew Ward	Asst Coach	1.00	61,214	1,700						Yes		No	61,214			1,700
Jay Collins	Asst Coach/ Recruiting Coordinator	1.00	39,357	1,700								No	39,357			1,700
Tim Walsh	Asst Coach	1.00	40,830	1,700								No	40,830			1,700
Tennis																
Robert Goeltz	Hd Coach	0.42	23,853									No	23,853			
Mark Rodel	Asst Coach	0.34	10,004									No	10,004			

(A) = indicates previous coach / employee

(B) = indicates current coach / employee

# Intercollegiate Athletics Compensation Report

## Idaho State University

### FY 2014 Actual Compensation

Depart/Name/Title	Athletic FTE	Base Salary	Compensation			Contract Bonuses			Perks			Multi-Yr Contract	State Approp.	Funding		
			Camps/ Clinics	Media	Equip Co & Other	Academic Perform.	Winning Perform..	Other	Club Mbership	Car	Other			Program Revenue	All Other	
Track & Field																
David Nielsen		Hd Coach	0.46	29,272									No	29,272		
Hillary Merkley		Asst Coach	0.49	13,372									No	13,372		
Cross Country																
Brian Janssen		Hd Coach	0.50	25,074									No	25,074		
Women's Sports																
Basketball																
Seton Sobolewski		Hd Coach	0.95	91,847	450	5,000			1,995 ^	Yes		Yes	91,847	6,995	450	
Anthony Giannotti	(A)	Assoc Coach	0.04	1,734						Yes		No	1,734			
Timothy Dixon	(A)	Assoc Coach	0.98	38,655						Yes		No	38,655			
Michael Trujillo	(B)	Assoc Coach	0.02	866	2,000					Yes		No	866		2,000	
Laura Dinkins		Asst Coach	0.84	28,762	2,500							No	28,762		2,500	
Nkem Nkele		Asst Coach	1.00	23,920	4,800							No	23,920		4,800	
Volleyball																
Chad Teichert		Hd Coach	0.91	53,101	3,300	2,000		2,245		Yes		Yes	53,101	4,245	3,300	
Alison Gorny		Asst Coach	1.00	36,296	1,650							No	36,296		1,650	
Tennis																
Robert Goeltz		Hd Coach	0.42	23,853								No	23,853			
Mark Rodel		Asst Coach	0.34	10,004								No	10,004			
Track & Field																
David Neilsen		Hd Coach	0.46	29,272								No	29,272			
Hillary Merkley		Asst Coach	0.49	13,372								No	13,372			
Golf																
Kelly Hooper		Hd Coach	0.29	14,496								No	14,496			
Cross Country																
Brian Janssen		Hd Coach	0.50	25,074								No	25,074			
Soccer																
Allison Gibson		Hd Coach	1.00	62,691	9,975					Yes		Yes	62,691		9,975	
Stephanie Beall	(A)	Asst Coach	0.58	19,277	7,500							No	19,277		7,500	
Alexandria Vernon	(B)	Asst Coach	0.19	4,847								No	4,847			
Softball																
Julia Wright		Hd Coach	1.00	52,999	1,000			2,090		Yes		Yes	52,999	2,090	1,000	
Jessica Rogers	(A)	Asst Coach	0.08	1,961								No	1,961			
Jessica Moore	(B)	Asst Coach	0.85	21,978	1,200							No	21,978		1,200	

(A) = indicates previous coach / employee

(B) = indicates current coach / employee

#### Game Guarantee Payments

^ Mike Kramer - \$8,500 (1% of the Gross Guarantee Payments)

^^ Seton Sobolewski - \$1,995 (3% of the Gross Guarantee Payments)

If a coach has an agreement with an apparel company, cash payments (payroll) should be reported as compensation. Report the value of clothes and equipment that you know coaches receive in the Perks--Other column. Payments from the foundation should be reported in the other column. Indicate "Yes" or "No" if department employees have an assigned car. If there has been turnover in a position, the FTE should reflect the percent of time employed.

# Intercollegiate Athletics Compensation Report

## Idaho State University

### FY 2015 Estimated Compensation

Depart/Name/Title	Athletic FTE	Compensation			Contract Bonus			Perks			Multi-Yr Contract	Funding		Base Salary Annualized Change	Comments	
		Base Salary	Camps/ Clinics	Media	Equip Co & Other	Academic Perform.	Winning Perform.	Other	Club Mbership	Car		Other	State Approp.			Program Revenue
Athletic Administration:																
Jeff Tingey		1.00	116,661						Yes	Yes		Yes	116,661		10% Merit, Bonus, & Sal Incr.	
Nancy Graziano		1.00	74,162									No	74,162		5% Merit + Bonus	
Jim Kramer		1.00	71,084									No	71,084		3% Merit + Bonus	
Matthew Steuart		1.00	46,072									No		46,072	5% Merit + Bonus	
Steve Schaack		1.00	53,654									No	53,654		5% Merit + Bonus	
Jerek Wolcott	(A)	0.28	9,804	Asst Dir Media Relations								No	9,804		2% Merit + Bonus	
Matthew Gittins	(B)	0.77	26,682	Asst Dir Media Relations								No	26,682		New	
Jodi Wotowey		1.00	50,357	Head Athl Trainer								No	50,357		8% Merit, Equity & Bonus	
Daryl Finch		1.00	37,170	Assist Trainer								No	37,170		5% Merit + Bonus	
Brandon Payne		1.00	37,908	Assist Trainer								No	37,908		5% Merit + Bonus	
Rachel Geoghegan		1.00	37,627	Assist Trainer	381							No	37,627		5% Merit + Bonus	
Mark Campbell		1.00	44,190	Strength Coach								No	44,190		2% Merit + Bonus	
Kalee Ralphs		1.00	39,770	Director of Marketing & Promo								No		39,770	8% Merit, Equity & Bonus	
Thomas Steiner		1.00	46,438	Asst AD/ Major Gifts					Yes			No		46,438	3% Merit + Bonus	
Tyson Munns		1.00	37,908	Athletic Equipment Manager								No	37,908		5% Merit + Bonus	
Bengal Foundation																
Donna Hayes		1.00	48,506	Exec Dir Bengal Foun					Yes			No		48,506	3% Merit + Bonus	
Men's Sports																
Football																
Mike Kramer		0.91	140,187	Hd Coach								Yes	Yes	140,187	15,902	11% Merit, Bonus, & Sal Incr.
Stanley Franks		1.00	32,978	Asst Coach									No	32,978		3% Merit + Bonus
Spencer Toone		1.00	48,942	Asst Coach									No	48,942		3% Merit + Bonus
Donald Bailey		1.00	78,728	Offensive Coordinator						Yes		No	78,728		3% Merit + Bonus	
Roger Cooper		1.00	49,930	Asst Coach								No	49,930		3% Merit + Bonus	
Braeden Clayson		1.00	35,568	Director of Operations								No	35,568		3% Merit + Bonus	
Steven Fifita		1.00	39,156	Asst Coach								No	39,156		3% Merit + Bonus	
Matthew Troxel		1.00	42,474	Asst Coach						Yes		No	42,474		3% Merit + Bonus	
Sheldon Cross		1.00	41,236	Asst Coach								No	41,236		3% Merit + Bonus	
Michael Ferriter		0.52	17,123	Asst Coach								No	17,123		3% Merit + Bonus	
Basketball																
William Evans		0.96	101,021	Hd Coach	1,225	20,000				Yes		Yes	101,021	20,000	1,225	3% Merit + Bonus
Andrew Ward		1.00	63,055	Asst Coach	1,225					Yes		No	63,055		1,225	3% Merit + Bonus
Jay Collins		1.00	41,236	Asst Coach	1,225							No	41,236		1,225	5% Merit + Bonus
Tim Walsh		1.00	42,078	Asst Coach	1,225							No	42,078		1,225	3% Merit + Bonus
Tennis																
Robert Goeltz		0.42	24,644	Hd Coach								No	24,644			3% Merit + Bonus
Vacant		0.33	8,296	Asst Coach								No	8,296			New

(A) = indicates previous coach / employee  
 (B) = indicates current coach / employee

# Intercollegiate Athletics Compensation Report

## Idaho State University

### FY 2015 Estimated Compensation

Depart/Name/Title	Athletic FTE	Compensation			Contract Bonus			Perks			Multi-Yr Contract	Funding		Base Salary Annualized Change	Comments	
		Base Salary	Camps/ Clinics	Media	Equip Co & Other	Academic Perform.	Winning Perform.	Other	Club Mbership	Car		Other	State Approp.			Program Revenue
Track & Field																
David Nielsen	Hd Coach	0.46	30,636								No	30,636			5% Merit + Bonus	
Hillary Merkley	Asst Track & Field Coach	0.50	14,877								No	14,877			9% Merit, Equity, & Bonus	
Cross Country																
Brian Janssen	Hd Coach	0.50	25,839								No	25,839			3% Merit + Bonus	
Women's Sports																
Basketball																
Seton Sobolewski	Hd Coach	0.95	94,745	2,000	5,000			1,680		Yes	Yes	94,745	6,680	2,000	3% Merit + Bonus	
Michael Trujillo	Assoc Head Coach	1.00	45,011	2,700						Yes	Yes	45,011		2,700	0%	
Ryan Johnson	Asst Coach	0.85	25,661								No	25,661			New	
Nkem Nkele	(A) Asst Coach	0.12	2,868	1,800							No	2,868		1,800	2% Merit Only	
Andrea Videbeck	(B) Asst Coach	0.96	23,000	100							No	23,000		100	New	
Volleyball																
Chad Teichert	Hd Coach	0.91	67,144	5,350	2,000			3,970		Yes	Yes	67,144	5,970	5,350	26% Merit, Equity, Bonus, Sal Inc.	
Alison Gorny	(A) Asst Coach	0.04	1,525								No	1,525			0%	
Keisha Fisher	(B) Asst Coach	0.90	27,128	3,950							No	27,128		3,950	New	
Tennis																
Robert Goeltz	Hd Coach	0.42	24,644								No	24,644			3% Merit + Bonus	
Vacant	Asst Coach	0.33	8,296								No	8,296			New	
Track & Field																
David Nielsen	Hd Coach	0.46	30,636								No	30,636			5% Merit + Bonus	
Hillary Merkley	Asst Track & Field Coach	0.50	14,877								No	14,877			9% Merit, Equity, & Bonus	
Golf																
Kelly Hooper	Hd Coach	0.38	19,000								No	19,000			0%	
Cross Country																
Brian Janssen	Hd Coach	0.50	25,839								No	25,839			3% Merit + Bonus	
Soccer																
Allison Gibson	Hd Coach	1.00	64,594	12,500						Yes	Yes	64,594		12,500	3% Merit + Bonus	
Cecilie Henriksen	Asst Coach	0.94	28,557	500							No	28,557		500	New	
Softball																
Julia Wright	Hd Coach	1.00	57,626	1,300			800			Yes	Yes	57,626	800	1,300	9% Merit, Bonus, & Sal Incr.	
Jessica Moore	Asst Coach	1.00	27,560								No	27,560			7% Merit, Bonus, & Sal Incr.	

(A) = indicates previous coach / employee  
(B) = indicates current coach / employee

#### Game Guarantee Payments

Mike Kramer - \$6,500 (1% of the Gross Guarantee Payments)  
Seton Sobolewski - \$1,680 (3% of the Gross Guarantee Payments)

(\*) These coaches receive pay for their participation in off-campus clinics or events.  
These earnings are not reflected in the Regular Salary payroll costs for Idaho State University.

If a coach has an agreement with an apparel company, cash payments (payroll) should be reported as compensation. Report the value of clothes and equipment that you know coaches receive in the Perks--Other column. Payments from the foundation should be reported in the other column. Indicate "Yes" or "No" if department employees have an assigned car. If there has been turnover in a position, the FTE should reflect the percent of time employed.

# Intercollegiate Athletics Compensation Report

## University of Idaho

### FY2014 Actual Compensation

Depart/Name/Title		Athletic FTE	Compensation				Contract Bonus			Other			Multi-Yr Contract	Funding		
			Base Salary	Camps/ Clinics	Media	Equip Co & Other^^	Academic Perform.	Winning Perform.	Other	Club Memb.	Car	Other		State Approp.	Program Revenue	All Other
Athletic Administration:																
Rob Spear	Athletic Director	1.00	172,285		15,000	1,080				yes		yes		172,285	16,080	
John Wallace	AssocAD/Internal Ops	1.00	75,525			1,080									76,605	
Becky Paull	Dir. Med. Rel	1.00	50,980			360									51,340	
Pringle, Seth	Asst. Med Rel	0.76	22,499			135									22,634	
Nick Heidelberger	Asst. Med Rel	1.00	32,905			180									33,085	
Megan Shiflett	Asst Trainer	1.00	41,143	882		480									41,623	882
Toby van Amerongen	Asst Trainer	1.00	41,142			440									41,582	
Barrie Steele	Hd Trainer	1.00	73,201			480									73,681	
Tim Mooney	Assoc AD	0.50	56,900	^		960				yes+					57,860	
Tom Sanford	Acad. Coor	0.34	17,559			200									17,759	
Steele, Susan	Dir. Of Athl. Academics Services	1.00	47,858			480									48,338	
Jake Scharnhorst	Strength Coach	1.00	51,201			300									51,501	
Joe Herold	Asst Stren	1.00	41,281			0									41,281	
Matt Childers	Video Coor.	0.65	28,627			240									28,867	0
Tim Jackson	Video Coor.	0.13	5,202			60									5,262	
Ryan Gilmore	Dir Marketing/Promotions	1.00	45,115			390									45,505	0
Kelly Sharp	Asst Dir Marketing/Promotions	1.00	32,117			390									32,507	0
Damian Garnett	Dir. Equip Rm	1.00	50,178			480									50,658	
Anthony Castro	Asst. Equip	1.00	28,017			480									28,497	
Shelly Robson	Devl. Coor.	0.50	20,165	^		960				yes					21,125	
Emily Adams	Devl. Coor.	1.00	43,482			480									43,962	
Joe Church	Devl. Coor.	1.00	19,008	^		960				yes					19,968	
Ryan Gerulf	Devl. Coor.	0.88	17,370	^		880				yes					18,250	
Chris Apenbrink	Ticket Mgr	1.00	36,379			480									36,859	
Nick Jutila	Ticket Mgr	1.00	36,379			480									36,859	
Men's Sports																
Football																
Robb Akey	Hd Coach	0.65	106,405	#	105,000	400								106,405	105,400	0
Paul Petrino	Hd Coach	1.00	175,011		225,000	560				yes+		yes		175,011	225,560	0
Al Pupunu	Assistant	1.00	63,980	1,150		960				yes				63,980	960	1,150
Eric Brown	Assistant	1.00	52,000	1,150		80				yes				52,000	80	
Mike Levenseller	Assistant	0.03	2,799	#		0								2,799	0	0
Torey Hunter	Assistant	0.03	2,615	#		0								2,615	0	
Jon Carvin	Assistant	1.00	70,290	1,150		560				yes				70,290		
Ashley Ambrose	Assistant	0.19	10,264			160								10,264		
Byron Hardmon	Assistant	1.00	63,003	1,150		80				yes				63,003		
Kris Cinkovich	Assistant	1.00	135,012	1,150		960				yes				135,012		
Bryce Erickson	Assistant	1.00	70,012	1,150		960				yes				70,012		
Ron Lee	Assistant	1.00	125,008	1,150		960				yes				125,008		
Mike Mickens	Assistant	0.69	42,363	1,800		960				yes				42,363		
Jason Shumaker	Assistant	1.00	75,004	1,150		960				yes				75,004		
Mark Vaught	Dir. of FB Ops	1.00	46,203	1,800		960								46,203	960	1,800
Basketball																
Don Verlin	Hd Coach	1.00	150,980		60,000	960		21,565	6,453 &	yes		yes		150,980	60,960	0
Tim Murphy	Assistant	1.00	63,704		15,000	960				yes+				63,704	15,960	0
Chris Helbling	Assistant	0.96	28,860		4,500	960								28,860	5,460	0
Mike Freeman	Assistant	1.00	30,302		15,000	960				yes+				30,302	15,960	0
Kirk Earlywine	Dir Player Development	0.96	38,018		5,000											0

# Intercollegiate Athletics Compensation Report

## University of Idaho

### FY2014 Actual Compensation

Depart/Name/Title		Athletic FTE	Compensation				Contract Bonus			Other			Multi-Yr Contract	Funding		
			Base Salary	Camps/ Clinics	Media	Equip Co & Other^^	Academic Perform.	Winning Perform.	Other	Club Memb.	Car	Other		State Approp.	Program Revenue	All Other
Men's Track & XC																
Wayne Phipps - M	Dir. Of T&F	0.50	31,603		4,000	480		3,000					yes		36,083	0
Julie Taylor - M	Assistant	0.50	25,482			480									25,962	0
Allen Simms	Assistant	0.17	5,258			160										
Golf																
John Means	Hd Coach	1.00	36,705			960		250							37,665	0
Tennis																
Jeff Beaman - M	Hd Coach	0.50	18,488		3,000	480							yes		21,968	0
Women's Sports																
Basketball																
Jon Newlee	Hd Coach	1.00	91,742		18,000	960		13,139	45,500		yes		yes	91,742	18,960	0
Jordan Green	Assistant	0.88	54,126	550		960					yes+			54,126	960	550
Christa Sanford	Assistant	1.00	35,686	925		960					yes+			35,686	960	925
Kristi Zeller	Assistant	1.00	25,502	550		960					yes+			25,502	960	550
Women's Track & XC																
Wayne Phipps - W	Dir. Of T&F	0.50	31,603		4,000	480	450	3,000					yes		36,083	0
Julie Taylor - W	Head	0.50	25,482			480									25,962	0
Allen Simms	Assistant	0.17	2,196			160										
Volleyball																
Debbie Buchanan	Hd Coach	1.00	84,697		15,000	960	5,000		4,000		yes		yes	84,697	15,960	0
Steve Whitaker	Assistant	1.00	39,624		5,000	960								39,624	5,960	0
Brian Lamppa	Assistant	1.00	34,694		5,000	960								34,694	5,960	0
Women's Soccer																
Peter Showler	Hd Coach	0.53	20,372		12,300	960		1,500			yes+		yes	20,372	13,260	0
Ashley O'Brien	Assistant	1.00	27,689			960								27,689	960	
Women's Golf																
Lisa Johnson	Hd Coach	1.00	42,566			960	1,000								43,526	0
Tennis																
Jeff Beaman - W	Hd Coach	0.50	18,488		3,000	480							yes		21,968	0
Women's Swimming																
Mark Sowa	Hd Coach	1.00	50,963		16,500	960		1,000			yes		yes	50,963	17,460	0
Scott Cameron	Assistant	0.87	21,444		5,000	880								21,444	5,880	0

<sup>^</sup>.50 paid by Advancement

<sup>^^</sup>includes cell phone stipend

# as of December 2012, no longer FT employee, but will be paid through their contract: replacements not hired or listed

yes+ = receive a car stipend between \$200-\$400/month rather than a car; this amount not included in base salary

& game guarantee/gate per contract

game guarantee per contract

# Intercollegiate Athletics Compensation Report

## University of Idaho

### FY2015 Estimated Compensation

Depart/Name/Title	Athletic FTE	Compensation				Contract Bonus			Other			Multi-Yr Contract	State Approp.	Funding Program Revenue	All Other	Base Salary Annualized Change	Comments
		Base Salary	Camps/ Clinics	Media	Equip Co & Other^^	Academic Perform	Winning Perform.	Other	Club Memb.	Car	Other						
Athletic Administration:																	
Rob Spear	Athletic Director	1.00	178,381		15,000	1,080				yes		yes	178,381	16,080		4%	
John Wallace	Assoc. AD/Internal Ops	1.00	77,043			1,080								78,123		2%	
Becky Paul	Dir. Med. Rel	1.00	52,000			360								52,360		2%	
Seth Pringle	Asst. Med Rel	1.00	28,371			165								28,536		New	
Nick Heidelberger	Asst. Med Rel	1.00	9,024			180								9,204		-73%	Left the institution
Megan Shiflett	Asst Trainer	1.00	41,974	1,775		480								42,454		2%	
Toby Van Amerongen	Asst Trainer	1.00	41,974			480								42,454		2%	
Barrie Steele	Hd Trainer	1.00	74,027	600		480								74,507		1%	
Tim Mooney	Assoc AD/External Ops	0.50	54,629	^		960				yes				55,589		-4%	
Susan Steele	Dir. Academics	1.00	46,738			480								47,218		New	
Jake Scharnhorst	Strength Coach	1.00	55,058			300								55,358		8%	
Joe Herold	Asst Stren	1.00	38,542			0								38,542		-7%	
Tim Jackson	Video Coord.	1.00	40,019			219								40,238		0%	
Ryan Gilmore	Dir. Mark & Promotions	1.00	46,010			390								46,400		2%	
Kelly Sharp	Asst. Marketing	1.00	10,968			98								11,066		-66%	Left the institution
Damian Garnett	Dir. Equip Rm	1.00	51,002			480								51,482		2%	
Anthony Castro	Asst. Equip	1.00	28,579			480								29,059		2%	
Shelly Robson	Devl. Coord.	0.50	20,166	^		960				yes				21,126		0%	
Emily Adams	Devl. Coord.	1.00	44,512			480								44,992		2%	
Ryan Gerulf	Devl. Coord.	0.50	15,780	^		960								16,740		60%	
Joe Church	Devl. Coord.	0.10	4,512	^		960				yes				5,472		137%	
Chris Apenbrink	Ticket Mgr-Sales	1.00	37,835			480								38,315		4%	
Nick Jutila	Ticket Mgr-Marketing	0.03	1,135			40								1,175		4%	
Glendon Hardin	Ticket Mgr-Marketing	0.65	24,105			320								24,425		New	
Kaitlin Parsons	Asst. Marketing	0.38	12,472			163								12,635		New	
Irv Stevens	Academics Coordinator	0.84	23,520			0								23,520		New	
Amanda Groothuis	Academics Coordinator	0.34	10,080			0								10,080		New	
Marcis Fennell	Academics Coordinator	0.34	9,900			0								9,900		New	
Men's Sports																	
Football																	
Paul Petrino	Hd Coach	1.00	175,011	0	235,000	960				yes		yes	175,011	235,960	0	0%	
Ronnie Lee	Assistant	1.00	127,504	300		960				yes			127,504	960	300	New	
Kris Cinkovich	Assistant	1.00	137,717	300		960				yes			137,717	960	300	2%	
Ashley Ambrose	Assistant	1.00	58,011	1,000		960				yes			58,011	960	1,000	7%	
Bryce Erickson	Assistant	1.00	71,406	700		960				yes			71,406	960	700	2%	
Alfred Pupunu	Assistant	1.00	64,626	700		960				yes			64,626	960	700	New	
Byron Hardmon	Assistant	1.00	64,272	600		960				yes			64,272	960	600	2%	
Jason Shumaker	Assistant	1.00	76,502	700		960				yes			76,502	960	700	2%	
Brown, Eric	Assistant	1.00	53,040	2,000		960				yes			53,040	960	2,000	New	
Charley Molnar	Assistant	1.00	46,009	1,000	3,000	960				yes			46,009	3,960	1,000	New	
Aric Williams	Assistant	0.36	25,210			400				yes			25,210	400	0	New	
Kenny Holmes	Assistant	0.36	22,058			400				yes			22,058	400	0	New	
Mark Vaught	Dir. of FB Ops	0.44	20,941	1,000		400							20,941	400	1,000	3%	
Bobby Daly	Dir of FB Ops	0.34	12,867	1,000		400							12,867	400	1,000	New	
Basketball																	
Don Verlin	Hd Coach	1.00	163,114		60,000	960		6,453		yes		yes	163,114	60,960	0	8%	
Tim Murphy	Assistant	1.04	65,021		15,000	960				yes			65,021	15,960	0	-2%	
Kirk Earlywine	Assistant	1.00	40,810		10,000	960							40,810	10,960	0	3%	
Chris Helbling	Assistant	1.00	30,618		14,500	960				yes+			30,618	15,460		2%	
Milt Palacio	Dir. Of Player Personnel	1.00	32,032			78							32,032	78	0	New	

# Intercollegiate Athletics Compensation Report

## University of Idaho

### FY2015 Estimated Compensation

Depart/Name/Title	Athletic FTE	Compensation				Contract Bonus			Other			Multi-Yr Contract	State Approp.	Funding	All Other	Base Salary	Comments	
		Base Salary	Camps/ Clinics	Media	Equip Co & Other^^	Academic Perform	Winning Perform.	Other	Club Memb.	Car	Other			Program Revenue		Annualized Change		
Men's Track & XC																		
Tim Cawley			Dir of Track & Field	0.46	29,062		4,000	480				yes		33,542	0	New		
Cathleen Cawley		0.46	Assistant		16,201			480						16,681	0	New		
Travis Floeck		0.40	Assistant		18,008			480						18,488	0	New		
Golf																		
John Means		1.00	Hd Coach		37,107			960						38,067	0	1%		
Tennis																		
Vacant		0.50	Hd Coach		18,502			480		1,250				18,982	0	New		
Women's Sports																		
Basketball																		
Jon Newlee		1.00	Hd Coach		95,493		18,000	960		13,139	38,000	yes	yes	95,493	18,960	0	4%	New Position. Moved to 1st assistant
Christa Sanford		1.00	Assistant		60,008			960						60,008	960	0	68%	
Miranda Forry		1.00	Assistant		32,011			960		300		yes		32,011	960	0	New	
Kristi Zeller		1.00	Assistant		27,778		5,000	960						27,778	5,960	0	9%	
Women's Track & XC																		
Tim Cawley		0.46	Dir of Track & Field		29,096		4,000	480		450				33,576	0	New		
Cathleen Cawley		0.46	Assistant		16,201			480						16,681	0	New		
Travis Floeck		0.40	Assistant		18,008			480						18,488	0	New		
Volleyball																		
Debbie Buchanan		1.00	Hd Coach		86,382		15,000	960				yes	yes	86,382	15,960	0	2%	
Steve Whitaker		1.00	Assistant		40,414	4,500	5,000	960						40,414	5,960	4,500	2%	
Brian Lamppa		1.00	Assistant		35,381	5,500	5,000	960						35,381	5,960		2%	
Women's Soccer																		
Derek Pittman		1.00	Hd Coach		40,019		15,000	960				yes		40,019	15,960	0	New	
Josh Davis		0.84	Assistant		25,396			960						25,396	960	0	New	
Ashley O'Brien		0.07	Assistant		1,950			80						1,950	80			
Women's Golf																		
Lisa Johnson		1.00	Hd Coach		43,701			1,000	1,000					44,701	0	3%		
Tennis																		
Vacant		0.50	Hd Coach		18,138									18,138	0	New		
Women's Swimming																		
Mark Sowa		1.00	Hd Coach		52,021		18,000	960		1,000		yes	yes	52,021	18,960	0	2%	
Scott Cameron		1.00	Assistant		25,501		5,000	960						25,501	5,960	0	3%	

^.50 paid by Advancement  
 Salaries do not reflect any annual leave payouts.  
 >Includes overtime pay  
 < does not include any annual leave payoff  
 + put on terminal leave during the year; paid our full contract  
 ^^cell phone stipend  
 game guarantee per contract



**Intercollegiate Athletics Compensation Report  
Lewis-Clark State College  
FY2014 Actual Compensation**

Depart/Name/Title	FTE	Compensation				Contract Bonus			Other		Multi-Yr Contract	All Compensation		
		Base Salary	Camps/ Clinics	Media	Equip Co & Other	Grad Rate	Winning Perform.	Other	Club Memb.	Car		State Approp.	Program Revenue	All Other
Athletic Administration														
Gary Picone		Director, Athletics	1.00	71,343					No	Yes	No	63,495		7,848
Brooke Cushman		Asst. Director	1.00	56,625					No	Yes	No	22,084		34,541
Tracy Collins		Trainer	1.00	38,350					No	No	No	38,350		
Paul Thompson		Athl. Advancement	0.31	10,713					No	No	No	10,713		
Brian Adamowsky		Athletic Operations Manager	1.00	34,507					No	No	No	34,507		
Paula Hasfurther		Admin. Asst. 2	1.00	31,782					No	No	No	10,806		20,976
Men's Sports														
Basketball														
Brandon Rinta		Head Coach	1.00	46,582	14,000				No	Yes	No	46,582	14,000	
Austin Johnson		Asst. Coach	0.16	5,000	1,300				No	No	No		6,300	
Drew Church		Asst. Coach	0.16	5,000					No	No	No		5,000	
Baseball														
Jeremiah Robbins		Head Coach	1.00	60,000					No	No	No	60,000		
Colby Hawk		Asst. Coach	1.00	35,000	2,000				No	No	No	35,000	2,000	
Allen Balmer		Asst. Coach	1.00	44,000	3,300				No	No	No	44,000	3,300	
Cross-Country														
Mike Collins		Head Coach	0.33	15,840					No	No	No	15,840		
Tennis														
Kai Fong		Head Coach	0.50	25,000					No	No	No	7,000		18,000
Golf														
Paul Thompson		Head Coach	0.23	7,958					No	No	No	7,958		
Clifford Carrick		Asst. Coach	0.09	3,000					No	No	No		3,000	

**Intercollegiate Athletics Compensation Report**  
**Lewis-Clark State College**  
**FY2014 Actual Compensation**  
Page 2

Depart/Name/Title	FTE	Compensation				Contract Bonus			Perks		Multi-Yr Contract	All Compensation		
		Base Salary	Camps/ Clinics	Media	Equip Co & Other	Grad Rate	Winning Perform.	Other	Club Mbership	Car		State Approp.	Program Revenue	All Other
Women's Sports														
Basketball														
Brian Orr		Head Coach	1.00	50,000	10,800				No	Yes	No	50,000	10,800	
Kyle Palmer		Asst. Coach	0.29	10,000	1,000				No	No	No		11,000	
Cross-Country														
Mike Collins		Head Coach	0.33	15,840					No	No	No	15,840		
Track														
Mike Collins		Head Coach	0.34	16,320					No	No	No	16,320		
Volleyball														
Latoya Harris		Head Coach	1.00	44,545					No	Yes	No	44,545		
Theoddeus Millan		Asst. Coach	0.14	3,500	875				No	No	No		4,375	
Tennis														
Kai Fong		Head Coach	0.50	25,000					No	No	No	7,000		18,000
Golf														
Paul Thompson		Head Coach	0.36	11,937					No	No	No	11,937		
Clifford Carrick		Asst. Coach	0.09	3,000					No	No	No		3,000	

**Intercollegiate Athletics Compensation Report  
Lewis-Clark State College  
FY2015 Estimated Compensation**

Depart/Name/Title	FTE	Compensation				Contract Bonus			Other		Multi-Yr Contract	All Compensation			Base Salary
		Base Salary	Camps/ Clinics	Media	Equip Co & Other	Grad Rate	Winning Perform.	Other	Club Memb.	Car		State Approp.	Program Revenue	All Other	Annualized Change
Athletic Administration															
Gary Picone	Director, Athletics	1.00	73,270						No	Yes	No	65,210		8,060	3%
Brooke Cushman	Assoc. Director	1.00	57,361						No	Yes	No	22,371		34,990	1%
Tracy Collins	Trainer	1.00	39,849	3,000					No	No	No	39,849	3,000		4%
Paul Thompson	Athl. Advancement	0.31	10,852						No	No	No	10,852			1%
Brian Adamowsky (Old)	Athletic Operations Manager	1.00	9,351						No	No	No	9,351			Resigned
Matt Breach (New)	Athletic Operations Manager	1.00	26,923						No	No	No	26,923			New
Paula Hasfurther	Business Manager	1.00	38,500						No	No	No	38,500			New
Alexandria Canfield	Admin. Asst. 2	1.00	31,200						No	No	No	10,608		20,592	New
Men's Sports															
Basketball															
Brandon Rinta	Head Coach	1.00	48,188	20,000					No	Yes	No	48,188	20,000		3%
Austin Johnson	Asst. Coach	0.16	5,000	1,200					No	No	No		6,200		0%
Drew Church	Asst. Coach	0.16	5,000	1,460					No	No	No		6,460		0%
Baseball															
Jeremiah Robbins	Head Coach	1.00	60,780						No	Yes	No	60,780			1%
Colby Hawk (Old)	Asst. Coach	1.00	24,256						No	No	No	24,256			Resigned
Kyle Blackwell (New)	Asst. Coach	1.00	16,154						No	No	No	16,154			New
Allen Balmer	Asst. Coach	1.00	44,528						No	No	No	44,528			1%
Cross-Country															
Mike Collins	Head Coach	0.25	12,406	2,000					No	No	No	12,406	2,000		3%
Cyrus Hall	Asst. Coach	0.25	7,574						No	No	No	7,574			New
Track															
Mike Collins	Head Coach	0.25	12,406						No	No	No	12,406			New
Cyrus Hall	Asst. Coach	0.25	7,574						No	No	No	7,574			New
Ian Snook	Asst. Coach	0.01	175						No	No	No		175		New
Tennis															
Kai Fong	Head Coach	0.50	25,325						No	No	No	7,091		18,234	1%
Golf															
Paul Thompson	Head Coach	0.23	8,062						No	No	No	8,062			1%
Clifford Carrick	Asst. Coach	0.09	3,000						No	No	No		3,000		0%
Fred Noland	Asst. Coach	0.02	750						No	No	No		750		New

**Intercollegiate Athletics Compensation Report**  
**Lewis-Clark State College**  
**FY2015 Estimated Compensation**  
Page 2

Depart/Name/Title	FTE	Compensation				Contract Bonus			Perks		Multi-Yr Contract	All Compensation			Base Salary Annualized Change
		Base Salary	Camps/ Clinics	Media	Equip Co & Other	Grad Rate	Winning Perform.	Other	Club Mbership	Car		State Approp.	Program Revenue	All Other	
Women's Sports															
Basketball															
Brian Orr		Head Coach	1.00	51,650	4,275				No	Yes	No	51,650	4,275	3%	
Mark Bial		Asst. Coach	0.29	3,333					No	No	No		3,333	New	
Cross-Country															
Mike Collins		Head Coach	0.25	12,406	2,000				No	No	No	12,406	2,000	3%	
Cyrus Hall		Asst. Coach	0.25	7,573					No	No	No	7,573		New	
Track															
Mike Collins		Head Coach	0.25	12,406					No	No	No	12,406		3%	
Cyrus Hall		Asst. Coach	0.25	7,573					No	No	No	7,573		New	
Ian Snook		Asst. Coach	0.01	175					No	No	No		175	New	
Volleyball															
LaToya Harris		Head Coach	1.00	45,080					No	Yes	No	45,080		1%	
Vacant		Asst. Coach							No	No	No			Vacant	
Tennis															
Kai Fong		Head Coach	0.50	25,325					No	No	No	7,091	18,234	1%	
Golf															
Paul Thompson		Head Coach	0.31	12,092					No	No	No	12,092		1%	
Clifford Carrick		Asst. Coach	0.09	3,000					No	No	No		3,000	0%	
Fred Noland		Asst. Coach	0.02	750					No	No	No		750	0%	

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**BOISE STATE UNIVERSITY**

**SUBJECT**

Student Housing Project

**REFERENCE**

April 2013

Idaho State Board of Education (Board) approved purchase of property at 1801 University Drive

**APPLICABLE STATUTE, RULE, OR POLICY**

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

**BACKGROUND/DISCUSSION**

In 2009/2010 Boise State University (BSU) solicited and negotiated a proposal for the private development of on-campus student housing. The selected vendor conducted a market study and recommended the phased development of up to 2,000 beds of additional student housing, with approximately 1,000 beds in the first development phase. The Board approved a memorandum of understanding (MOU) with the developer in 2009; however, the final ground lease for development was not approved in 2010. A key reason the ground lease was not approved was the potential impact to BSU's debt capacity and credit profile due to certain project characteristics, including the developer's proposed financing method.

Of the proposed first phase of 1,000 beds, BSU, acting on its own, developed the Lincoln Townhomes, a fully occupied and successfully operated 360 bed facility. As of August 2014, BSU's housing occupancy rate was 102%, with additional beds added to existing rooms to meet demand. In order to accommodate current and future demand, BSU needs to develop additional student housing.

In July 2014, BSU issued a request for information and statement of qualifications to gauge market interest in developing private student housing, identify qualified development teams and select one or more teams for development negotiations. Several highly qualified development teams responded representing local, regional and national companies. After proposal reviews and preliminary discussions with the candidates, BSU selected Education Realty Trust, Inc. (EDR) as a finalist for negotiations.

**The Proposed Team**

EDR, a publicly traded real estate investment trust company based in Memphis, is a leading national provider of student housing, with a market capitalization of approximately \$2 billion. EDR has developed almost 40,000 beds of student housing for universities since the year 2000, approximately 30,000 of which are located on university campuses. The proposed architectural firm, LCA Architects, is a local firm with extensive experience designing large campus projects

including the Interactive Learning Center and Student Union Building, as well as over 30 other BSU projects. The proposed planning and design firm, Ayers Saint Gross, is the current master planner for BSU. Both LCA and Ayers Saint Gross have extensive student housing experience.

### **The Proposed Project**

BSU and EDR propose the development of 600 beds of student housing. Three hundred beds are slated for a new residential honors college and 300 additional beds for first year students. In addition, the project will include offices and classrooms for the honors college, informal study and recreational spaces, food service space, and a few small retail spaces for vendors selected pursuant to terms and conditions set by BSU.

BSU and its master planning consultants believe the best site for this project is the recently acquired University Christian Church property located at 1801 University Drive, across the street from the Student Union Building and adjacent to other supporting amenities including the Campus Recreation Center, parking structures and intramural recreation space.

### **Need and Value**

This project will add value to BSU and satisfy current and future needs by:

- Providing modern living facilities, at no cost to BSU, which will be an attractive recruitment and retention tool for students;
- Creating additional student housing for a system which is currently strained at 102% occupancy;
- Providing marquee space (residential, office and classroom) for a best-in-class living-learning honors college, which is increasingly used as a marketing tool by universities across the nation to attract the best students;
- Providing additional campus food service options to supplement the main dining facility currently operating at capacity and in need of expansion;
- Improving a key part of BSU campus which is under-developed with older facilities;
- Repurposing a site where the current layout (church offices and worship spaces) is not highly functional for BSU, and
- Providing a new revenue source to BSU and a return on investment for the acquisition of the project site.

A recent University of Kentucky case study indicated that students living on campus attained a GPA 12% higher than students living off campus, and students living in an on campus living-learning community attained a GPA 30.4% higher than off campus students. The study also illustrated an increase in retention of students living on campus of 8.3% and 16.5% respectively (on campus and on campus living-learning over off campus). These results echo

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

other studies supporting improved student performance and retention for students living on campus.

The Board's primary concern with the 2009/2010 proposed student housing project was the potential impact of the developer's debt on BSU. To insulate BSU from this issue, BSU has required and EDR has agreed that this project be 100% funded by EDR's cash equity and that no debt be issued related to this project. The development, its improvements, ground/operating leasehold interests and assets, will not be subordinated or used as collateral for any lending.

This item is provided to the Board for informational purposes and to solicit any comments and concerns from the Board which may be addressed by BSU in its continuing negotiations with EDR. BSU will return to the Board with a ground lease and development agreement incorporating the terms and conditions of the attached MOU with additional detail and a revised site plan and unit mix for Board approval.

**IMPACT**

BSU will not participate in the financing of this project, including any investment of cash or the issuance of debt and will not be subordinated to any developer's debt.

All costs for the development of this project, including design, construction, consultants, permitting and fees, will be the responsibility of the developer.

**Basic Development Terms**

- Fifty year ground lease or operating agreement for the development of the project per an agreed upon site and development plan;
- EDR pays BSU an annual ground lease payment comprised of a minimum guaranteed payment plus an additional amount based on gross project revenues;
- BSU will provide EDR with approximately two thirds of the parcel located at 1801 University Drive for this project, with an optional use of the remaining property for a future phase, at BSU's discretion;
- BSU may manage and deliver residential life programming, or at the option of BSU, EDR will provide residential life services in a manner consistent with BSU's program and standards;
- BSU will provide parking for residents of the development on terms and conditions offered to other BSU student residents. BSU will be compensated for providing parking by the developer via additional ground lease revenue and by the students who will purchase parking from BSU;
- Although not in the current site plan, EDR may develop a limited number of retail spaces; however, the leasing of such spaces is restricted by a lease addendum on prohibited uses to prevent undesirable businesses or activities within the project;

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

- Project will be designed and constructed within the framework of BSU design guidelines;
- Property will be maintained in accordance with Class A standards and EDR will maintain appropriate maintenance reserves; and
- Should BSU request development of spaces which are of primary benefit to BSU and not typically associated with residential developments, BSU will either lease such spaces for an agreed upon amount or agree to a commensurate reduction in ground lease revenue for the use of such spaces.

**ATTACHMENTS**

Attachment 1 - Draft Site Plan/Graphics and Unit Mix

Page 5

Attachment 2 - Draft Memorandum of Understanding

Page 15

**STAFF COMMENTS AND RECOMMENDATIONS**

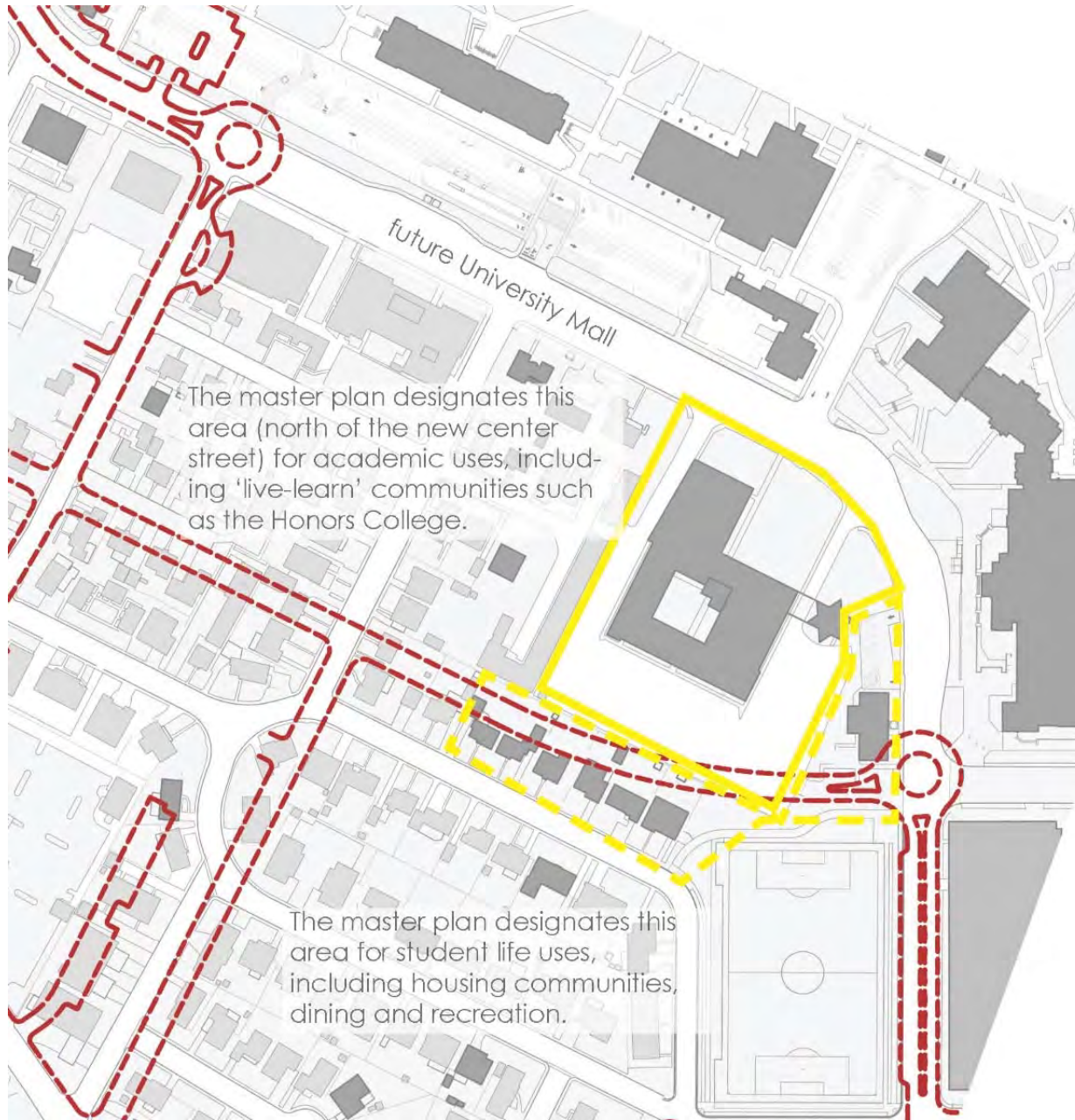
A benefit to private development of student housing is that the university can increase the number of on-campus beds without impacting its debt capacity. Potential drawbacks of a long term ground lease include the loss of control of leased land for an extended period of time and reputational costs associated with an unsuccessful project.

Unmentioned material aspects of the contemplated ground lease are: (1) whether the 50 year ground lease has an option to renew; and (2) whether BSU assumes ownership of the student housing complex upon expiration of the ground lease.

**BOARD ACTION**

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





Yellow outlines the site.

Red outline shows the eventual street network, per the master plan.

## FUTURE STREET NETWORK

## Honors College:

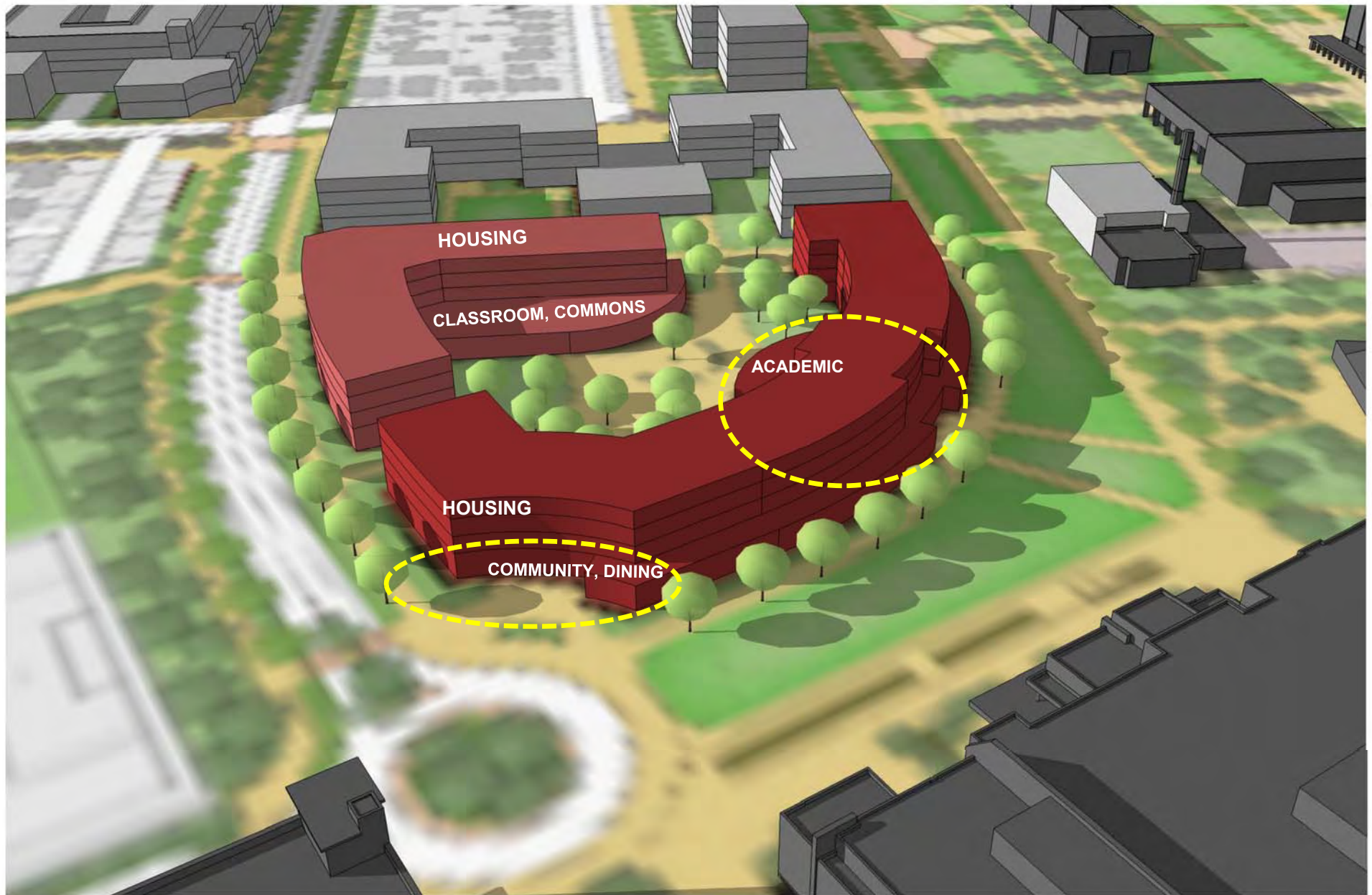
### Site Design:

- Pedestrian connections
  - Across University at Library Mall
  - Across University at Student Union
  - Across Lincoln/University
  - To Rec field
- Central Community Courtyard
- Strong edge along University

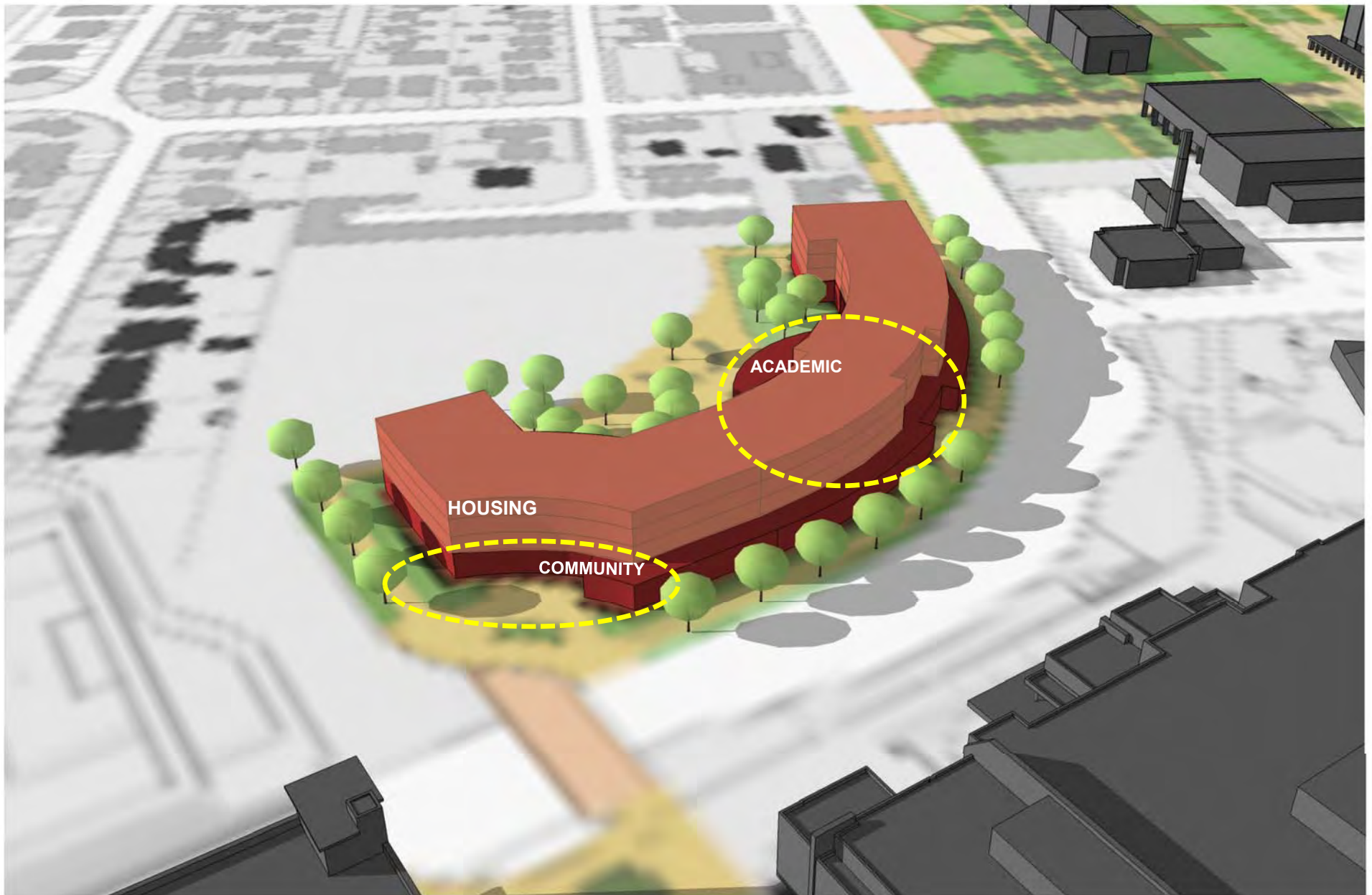


## MASTER PLAN - RELATIONSHIPS





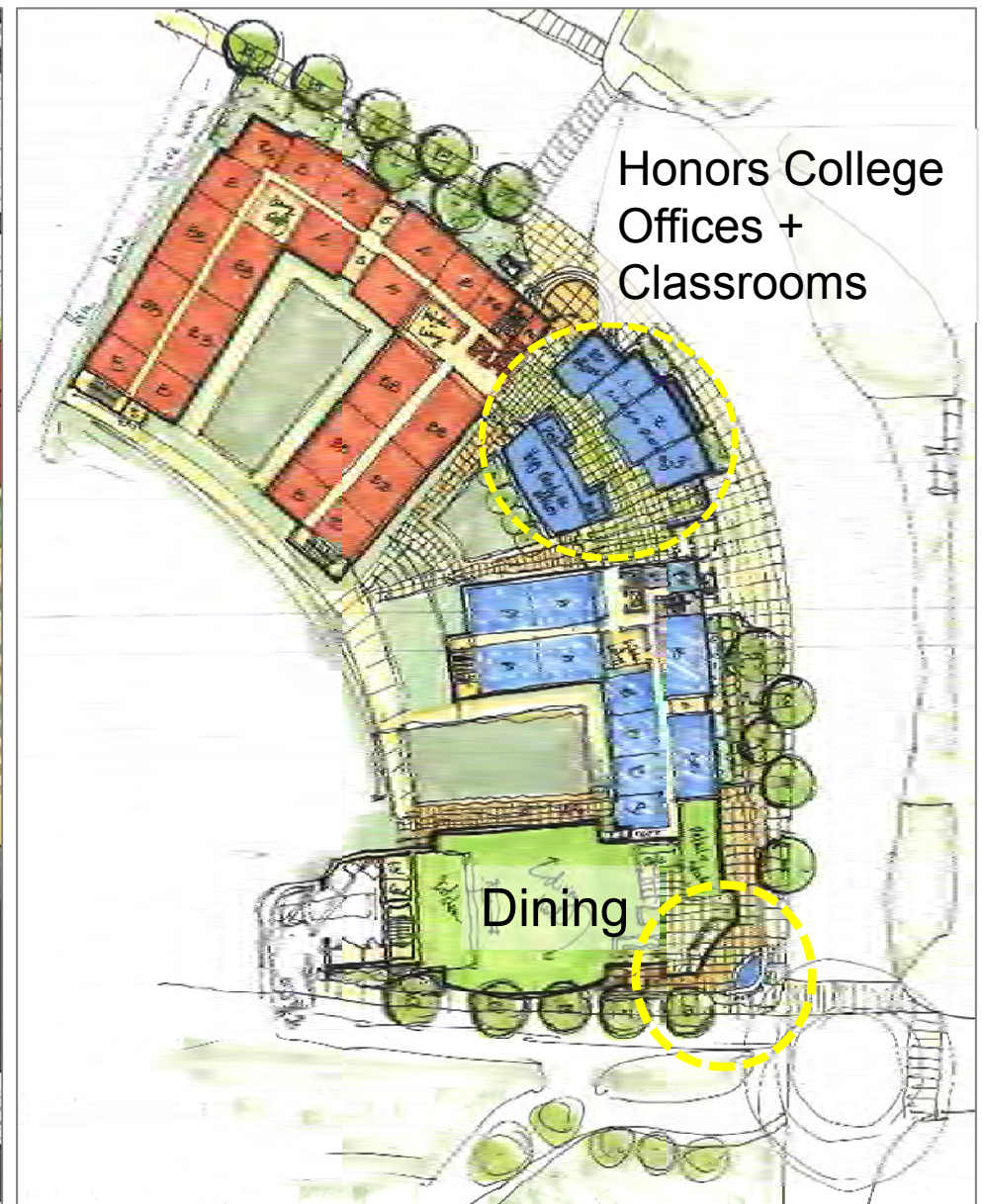
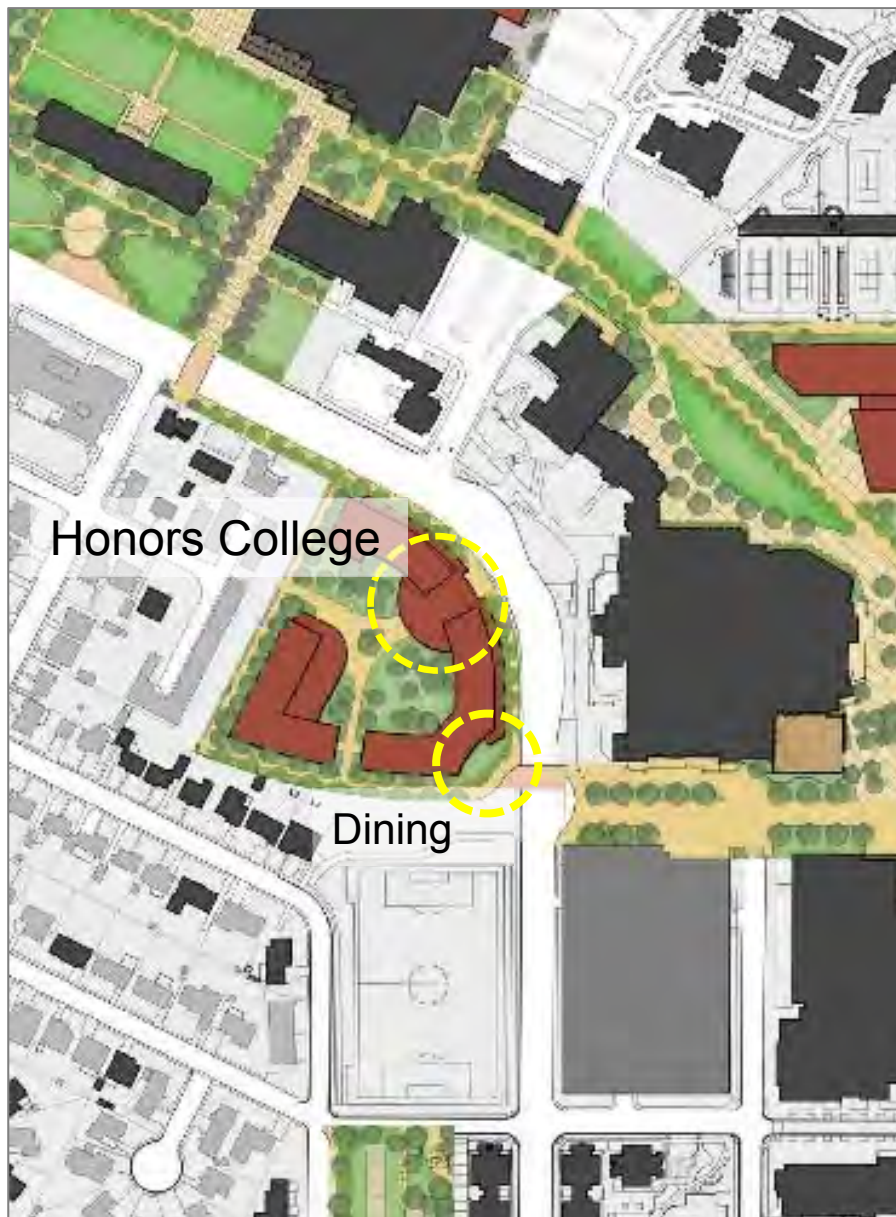
**MASTER PLAN  
HONORS COLLEGE - PHASE 1-B**



**MASTER PLAN  
HONORS COLLEGE - PHASE 1**



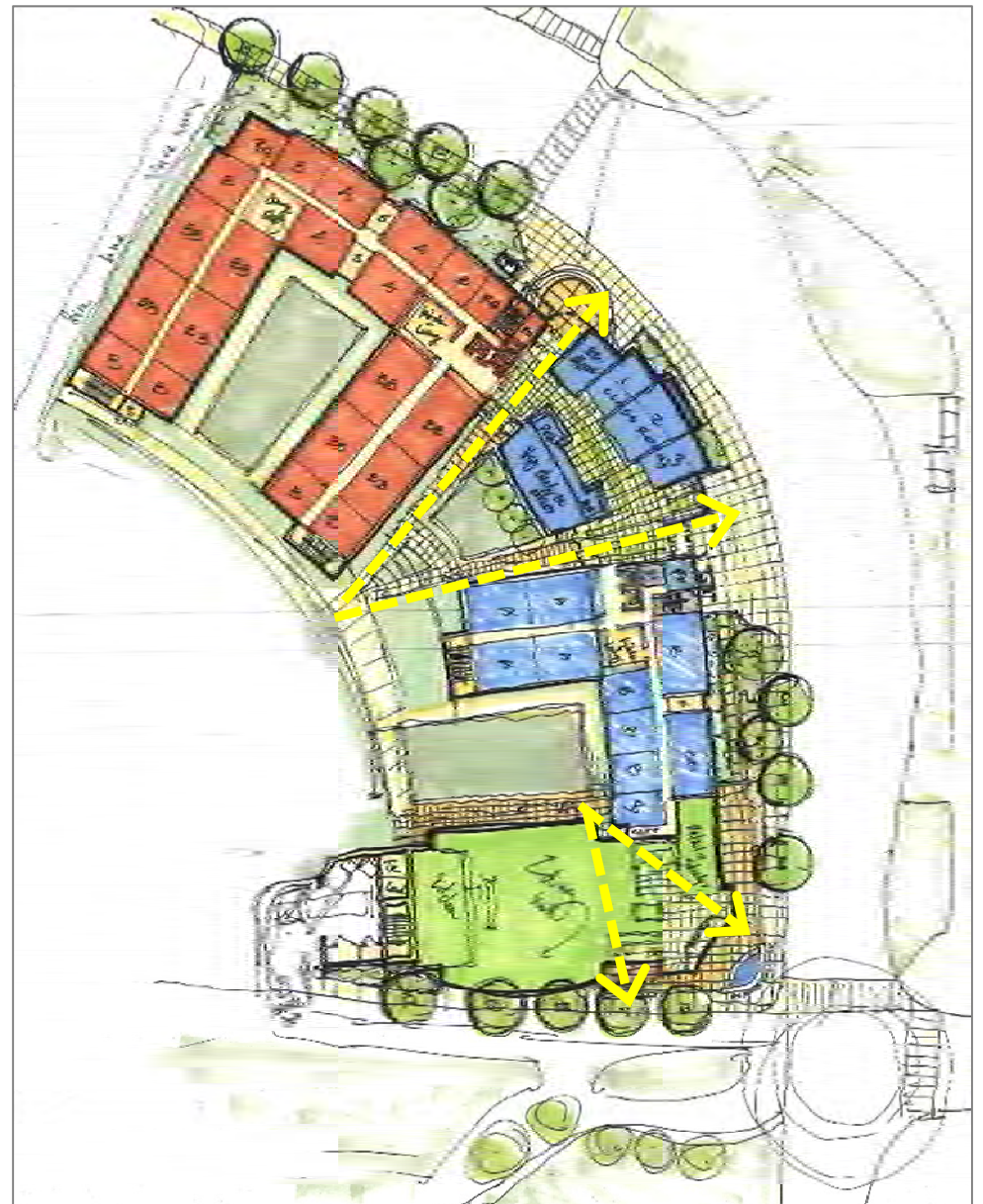
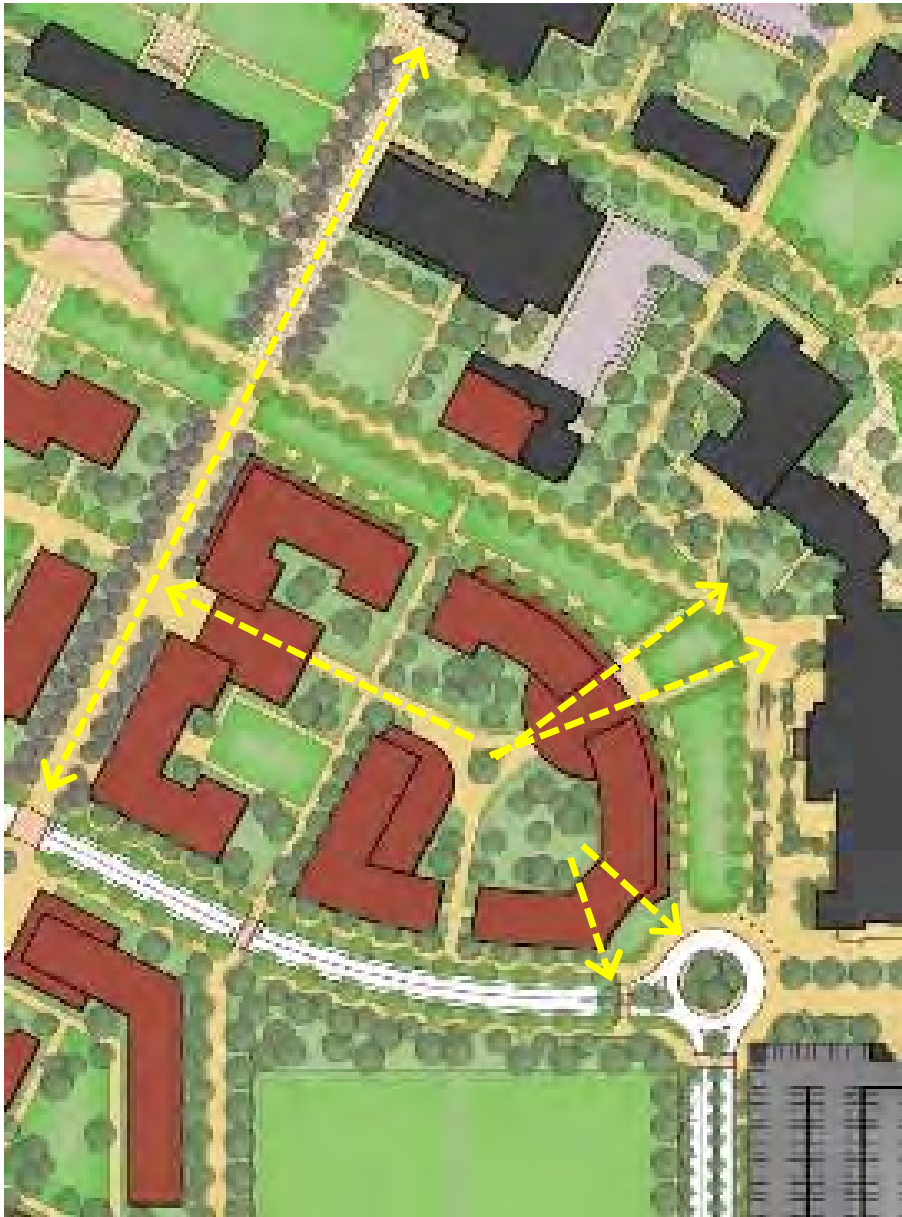
## HONORS COLLEGE STREET LEVEL PLAN



MASTER PLAN – PHASE 1



# HONORS COLLEGE STREET LEVEL PLAN



MASTER PLAN with University Mall

















## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the “Memorandum”) is entered into by and between Education Realty Trust, Inc., a public real estate investment trust (“EdR”), and Boise State University, a \_\_\_\_\_ (the “University”), effective as of the \_\_\_\_ day of \_\_\_\_\_, 2015. For purposes of this Memorandum, EdR and the University are sometimes referred to herein collectively as the “parties” and individually as a “party”.

WITNESSETH

WHEREAS, the University issued that certain Request for Information and Statement of Qualifications to Negotiate for the development of a residential honors college and optional supporting mixed use facilities at Boise State University dated July 14, 2014, and after conducting its vetting process, on November 17, 2014 the University notified EdR of its selection as the leading vendor under consideration for development of the Project; and

WHEREAS, based upon their preliminary negotiations and information available to date, the University and EdR are interested in the development of one or more facilities housing 600 undergraduate student beds composed of a 300 bed residential honors college and a 300 bed freshman living learning community, with potential for expansion of an additional 300 beds, with associated food service and other mixed use opportunities agreed upon by the parties located on the campus of the University on West University Drive to be developed for either fall 2016 or 2017 delivery, as agreed upon by the parties, and financed by EdR pursuant to EdR’s ONE Plan<sup>SM</sup> – The On-Campus Equity Plan (the “Project”); and

WHEREAS, the parties wish to enter into this Memorandum during the due diligence and negotiations phase of the Project to set forth the basic terms of the Project, with the intent to enter into more specific definitive written agreements including a lease and other pertinent agreements upon the parties’ mutual agreement to pursue the Project.

NOW, THEREFORE, in consideration of the mutual promises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Project Scope. The basic parameters of the Project are:
  - a. delivery of 600 beds composed of a 300 bed residential honors college and a 300 bed freshman live-learn facility situated in a separated configuration, including associated food services and other mixed use opportunities, with expansion ability of an additional 300 beds for either the fall 2016 or fall 2017 semester, all subject to finalization by the parties;
  - b. the Total Development Costs for the Project as reflected on the proforma development budget would be approximately \$\_\_\_\_\_ (subject to the final agreement of the parties), which includes, among other things, demolition of the current structures on the Project site, the Pre-Paid Rent (described below), all inclusive operations, management, residence life and security services;



- c. the development and construction of the Project pursuant to the development budget, would be financed with 100% EdR equity through its ONE Plan<sup>SM</sup> without any current or future encumbrance on the fee or leasehold Project interests without the agreement of the University, which may be withheld in its sole discretion. Additions to the Project at the request of the University outside of the final approved development budget would be at the expense of the University;
  - d. the demolition would commence May of the year preceding delivery of the Project and the Project would be substantially complete in July of either 2016 or 2017, as agreed upon by the parties, subject to force majeure and with the inclusion of provisions to cover any costs related to late delivery.
2. Pre-Development Activities. The following non-exclusive list of pre-development activities (collectively, the “Pre-Development Activities”) are required in connection with the Project. In order to meet a fall 2016 occupancy date for the Project, some of the Pre-Development Activities will need to be performed by EdR and/or certain third parties engaged by EdR prior to the time that a final definitive written Lease would be agreed to between the parties, such Pre-Development Activities to include:
- a. visits to the Project site and attend meetings with representatives of the University;
  - b. in consultation with University, select the design, engineering, architectural, construction and other professionals and consultants necessary for the planning, design, engineering, development and construction of the Project. Enter into contracts with any such professionals and consultants to accomplish the Pre-Development Activities;
  - c. in consultation with University, prepare preliminary drawings, conceptual designs (“Conceptual Designs”), schematic designs, preliminary specifications, design development and construction documents including final specifications for the Project (the foregoing drawings, design, specifications and documents are referenced to collectively herein as the “Plans”) and preliminary construction pricing and preliminary development analysis related to the Project;
  - d. conduct a detailed assessment of the Project site, including feasibility study, market evaluation, title review, boundary/topographical surveys, soil borings and geotechnical testing, landscape drawings, water analysis, civil engineering analysis and/or environmental site assessment;
  - e. in consultation with University, further refine the Plans, including revised construction pricing, based upon any budget constraints, Project site constraints, and constituent input; and
  - f. in consultation with University, preparation of a detailed Project schedule.

EdR will keep the University informed as to progress of all Pre-Development Activities. EdR and the University agree to reasonably and timely cooperate with one another in good faith in connection with the Project, the performance of the Pre-Development Activities and the granting of any required approvals in connection therewith. The University will participate in design

charrettes and other material discussions related to the design and materials of the facility. EdR is aware of the University design standards and the expectation of the University these design standards be the primary framework for design, materials and systems. The University is interested in sustainable design and where possible EdR will incorporate sustainable design elements. Following preparation of conceptual designs, EdR will submit same to the University for its approval. The University and EdR will cooperate in the determination if the State of Idaho, or City of Boise is the appropriate construction permitting agency.

3. Pre-Development Expenditures. The Parties agree that the Pre-Development Activities shall be performed directly by EdR or by third parties engaged by EdR and that all third-party costs and expenses (including travel, meals and lodging) paid or incurred by EdR or third parties engaged by EdR in connection with the Pre-Development Activities (collectively, the “Pre-Development Reimbursables”) shall be funded by EdR. The pre-development budget agreed upon by the parties (the “Pre-Development Budget”) sets forth EdR’s estimation of the monthly budget for pre-development expenditures.
4. Contract Documents. EdR’s interest in the Project would be in the form of a leasehold interest in the land, improvements and associated tangible personal property pursuant to a lease (the “Lease”), such leasehold interest to be tax-exempt for purposes of ad valorem real and personal property taxes based upon the exclusive use of the Project as University housing. However the personal and property taxes of non-University housing or University occupied spaces such as retail is yet to be determined. The key provisions of the Lease would include:
  - a. Permitted Use. The Project would be used as the on-campus residential honors college and premium freshman residential community and would remain designated as such for the duration of the term of the Lease. The Project would be treated as on-campus housing on parity with other undergraduate housing for all University services, except as otherwise specified in the Lease. With an academic year lease structure, the Project would be a summer camp venue for the campus on par with other University summer camp locations and the University would work with EdR to identify appropriate camps to support summer revenue targets;
  - b. Term. The Lease term would be fifty (50) years. The term of the operating agreement would be coterminous with the Lease.
  - c. Advisory Committee. An advisory committee consisting of three (3) executives of EdR and two (2) of executives of the University would meet on a semi-annual basis to review the operations of the Project, proposed rents and discuss any outstanding concerns of either EdR or the University.
  - d. Base Rent. The Lease would provide for annual base rent payable by EdR on a monthly basis to the University intended to approximate fifty percent (50%) of initial market rent which would be based upon an agreed upon fixed amount in the first year of operations and thereafter increasing each year by the Consumer Price Index for All Urban Consumers, All Items, West Region (1982-1984=100) published by the Bureau of Labor Statistics of the United States Department of Labor (“CPI Increase”), which would be due upon the opening of the facility;

- e. Percentage Rent. As an additional component of the total rent, EdR would pay a percentage of gross revenue of the Project along with the base rent payment which in the aggregate will be equal to or greater than market rent.
- f. Project Changes. Any savings of the final agreed upon Total Development Costs as measured upon Final Completion of the Project would be split 50%/50% between EdR and the University and the University's portion would be paid as a lump sum at Final Completion. Any increase in the Total Development Costs for the Project as a result of design changes requested by the University would require adjustments to the base rent or percentage rent, but in order to preserve the alignment of the interests of the parties, in no case will changes be permitted where the necessary adjustment would result in a percentage rent percentage of less than 5% of the gross revenues of the Project;
- g. Residential/Retail Rent. EdR would be entitled to set the rents for the residential and retail spaces in the Project and all such rents and any other income derived from the Project will be gross revenues of the Project. The University would reserve the use of certain areas of the Project and would compensate the Project for any use that generates income or is primarily for the benefit of the University rather than the residents of the Project.
- h. Rating Setting. EdR's discretion to set residential rental rates would be required to be exercised in a reasonable manner. EdR would have the right to increase residential rental rates by the greater of (i) the CPI Increase; (ii) the rate of increase at the University's other on-campus housing; and (iii) four percent (4%). EdR would be entitled to a "catch-up" for years where an increase was needed but could not be implemented in EdR's determination. The Advisory Committee would meet to discuss if additional rate increases were appropriate due to extraordinary increases in operating expenses or other circumstances.
- i. Residential Life. At the discretion of the University, residential life services would be provided by the University or by EdR in a manner consistent with the University's program and standard of care.
- j. Operation of the Project. EdR would be responsible for all maintenance, operation and upkeep of the Project in a Class A manner.
- k. Capital Repair and Replacement Reserve. In addition to amounts budgeted for normal maintenance, the operating budget for the Project would include a \$200 per bed capital repair and replacement balance sheet reserve in the first year, escalating by 3% annually thereafter. Upon the expiration or earlier termination of the Lease the then remaining amount of funds allocated to the capital repair and replacement balance sheet reserve would be transferred to the University's for its use to demolish or refurbish the Project.
- l. Parking. The University would allow students residing at the Project to purchase parking from the University with the same on-campus parking terms, conditions rights and

privileges as other students housed in University housing. The provision of such parking is reflected in the Base Rent payment by EdR.

- m. Dining Facilities and Other Food-based Retail Spaces. EdR would cooperate with the University and its exclusive food service provider for the development of a dining hall facility to serve as additional capacity and compliment to the University's meal plan program. Any all-you-care-to-eat, or cafeteria style dining would be operated by the University's food service provider with the development and revenue sharing terms to be negotiated congruent with the University's RFP process for food service vendors. For other food service retail such as Quick Service Retail or Full or partial service food retail, EdR would provide the University's on-campus food service partner a first right of offer for any food service facilities in the Project prior to soliciting outside vendors. If the parties agree that a restaurant should be incorporated into the Project, the restaurant concept may include a mid-price range dining option with alcoholic beverages (subject to approval from the Idaho State Board of Education) available for consumption by adults and a site plan that is designed primarily for seated dining and not a "bar" configuration that is primarily suited to alcohol consumption. The University would be provided the right to veto or alter design elements, if in the sole opinion of the University the design of the proposed restaurant creates the image or feeling of a "bar" environment. The University is concerned that any alcohol on campus is actively and appropriately managed, any food service provider serving alcohol, would in addition to the required State, City and County licenses, ensure all servers are Idaho TIPS and ServSafe certified (or the then prevailing equivalent training) as this training helps to ensure alcohol is appropriately dispensed to those of legal age, and in quantities to avoid over consumption.
- n. Non-Food Retail: To the extent the property provides for other retail establishments which are not food based, the Lease would detail restrictions on prohibited uses of such spaces to ensure no undesirable businesses or direct competitors to the University are offered leases. Such uses include but are not limited to: alcohol vendors, bookstores, pawn shops, pay-day lenders or other predatory lenders, adult-based or adult themed businesses, other educational institutions, business which use or produce hazardous substances, game center, and other prohibited uses to be determined.
- o. Additional University Housing. Conditioned upon EdR meeting all of its contractual obligations with regard to the Project, if the University desired to expand the Project by 300 beds, the University would offer a right of first offer to EdR for such expansion with the goal of incorporating the additional 300 beds into the then current Lease and operating agreement. The University would agree for a period of fifteen (15) years not to build any additional on campus housing beyond the contemplated Project expansion unless an independent market study confirmed reasonable demand and a need for such additional housing and such additional on campus housing did not adversely affect the Project in a material manner per the conclusions of the market study. The University would have the right, but not the obligation to engage in negotiations with EdR and permit EdR to make a first offer for such additional development prior to discussions with third parties.

- p. The Towers. As a condition for development of the Project, and in order to make the Project financially feasible, EdR requires that The Towers be repurposed for a use other than student housing. In consideration for such repurposing EdR is willing to offer an up-front payment to fund the costs of such repurposing in the amount of One Million Dollars (\$1,000,000) to the University.
  - q. Early Termination. Any early termination of the Lease by the University is subject to an early termination payment pursuant to the formula set forth at Exhibit A hereto (the “Early Termination Fee”). The Early Termination Fee is calculated to compensate EdR for its economic interest in the Project and not to serve as a windfall to either party. In the case of an EdR default, the Early Termination Fee would be net of any damages to the University resulting from such default.
  - r. Assignment/Right of First Refusal. EdR would be permitted to assign the Project to a “qualified assignee” as such definition is agreed upon by the parties. A change in control of EdR would not constitute an assignment so long as the resulting entity assumes full liability for all contracts. Prior to any assignment, the University would be permitted a right of first refusal which would require the University to exercise its right within 90 days and close the transaction within 180 days thereafter.
  - s. Naming Rights: The University would retain the exclusive rights to market, solicit and receive compensation for any naming rights associated with the facilities of this project. The project would initially be named and marketed by mutual agreement of both parties, but at any time the University may at its own expense change exterior or interior signage in conjunction with the University selling naming rights, or honoring a University donor with naming rights in this project.
5. Term. This Memorandum shall remain in full force and effect until the earlier of:
- a. mutual execution by the Parties of the Lease and any other operative documents for the Project; or
  - b. termination of this Memorandum by either party pursuant to Section 6.
  - c. Upon termination of this Memorandum, all obligations and liabilities of the Parties by reason of this Memorandum shall cease, except that any obligations or liabilities under Sections 3, 5, 7, 8, 9, 10, 11 and 13 hereof shall survive any termination or expiration of this Memorandum.
6. Termination.
- a. EdR. If EdR determines that the Project is no longer financially feasible due to (a) unanticipated title and/or environmental issues; or (b) modifications or additional requirements of the University, EdR may terminate this Memorandum by written notice to the University.
  - b. University. In advance of an Idaho State Board of Education approval of the final ground lease agreement, the University may terminate this Agreement upon thirty (30) days’



notice for any reason or no reason at all without any liability or payment to EdR, unless the University has entered into any other formal agreement with EdR where any such payment is due.

- c. Termination for Breach. The University may terminate this Agreement in the case that EdR has breached its obligations hereunder in a manner that threatens the viability of the Project and fails to cure such breach within thirty (30) days after notice of same.
7. Confidentiality. The University and EdR understand and agree that the information obtained pursuant to the Pre-Development Activities shall be kept in confidence and shall not be revealed to outside parties other than to the lenders, principals, trustees, directors, officers, agents, advisors or affiliates or as otherwise required by law, including any applicable open records laws, unless mutually agreed upon both parties.
8. Entry Upon Site. The University hereby grants EdR, its agents and employees, and third parties engaged by EdR to provide Pre-Development Activities during the term of this Memorandum, the right to enter upon that portion of the Project site owned by the University or the University for the purpose of conducting Pre-Development Activities. The University agrees to use its best efforts to obtain for EdR the right to access to the remainder of the Project site.
9. Insurance. EdR will procure and maintain, at its expense, the following minimum insurance coverages insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be with insurers acceptable to the University.

#### COVERAGES

Workers' Compensation, Disability  
Employer's Liability

Commercial General Liability, including operations/ completed operations, products, and contractual liability (including defense and investigation costs) including this contract.

Business Automobile Liability, covering owned, leased, or non-owned autos

Umbrella

Architects and Engineers Professional  
Liability/Errors & Omissions

#### LIMITS

Statutory Requirements (Idaho)  
\$500,000/\$500,000/\$500,000

\$1,000,000 per occurrence and a \$3,000,000 aggregate including, but not limited to, coverage for bodily injury, personal injury, property damage, ongoing and completed operations, products and contractual liability  
\$1,000,000 combined single limit for bodily injury or property damage

increase to \$50,000,000 the limits of coverage provided by the insurance required

\$2,000,000 each occurrence

10. Assignment. This Memorandum may not be assigned by EdR or the University without the written consent of the other party, except that EdR may assign this Memorandum to a company owned by EdR's operating partnership, Education Realty Operating Partnership, LP.

## 11. Representations and Warranties.

- a. EdR hereby represents and warrants to the University as follows:
  - i. EdR has all requisite power and authority to enter into this Memorandum and consummate the transaction herein contemplated, and by proper action has duly authorized the execution and delivery of this Memorandum and the consummation of the transaction herein contemplated and no permission, approval or consent by third parties or governmental authorities is required in order for EdR to enter into and consummate this Memorandum;
  - ii. this Memorandum is a valid obligation of EdR and is binding upon and enforceable against EdR in accordance with its terms; and
  - iii. the consummation by EdR of the transaction contemplated hereby does not, and will not, constitute a violation of any order, rule or regulation of any court or of any federal or state or municipal regulatory body or administrative agency or other governmental body having jurisdiction over EdR.
- b. The University hereby represents and warrants to EdR as follows:
  - i. the University has all requisite power and authority to enter into this Memorandum and consummate the transaction herein contemplated, and by proper action has duly authorized the execution and delivery of this Memorandum and the consummation of the transaction herein contemplated and no permission, approval or consent by the third parties, or other governmental authorities, and no official procurement process is required in order for the University to enter into and consummate this Memorandum;
  - ii. this Memorandum is a valid obligation of the University and is binding upon and enforceable against the University in accordance with its terms; and
  - iii. the consummation by the University of the transaction contemplated hereby does not, and will not, constitute a violation of any order, rule or regulation of any court or of any federal or state or municipal regulatory body or administrative agency or other governmental body having jurisdiction over the University.

## 12. Miscellaneous.

- a. This Memorandum may be executed in one or more counterparts, each of which shall be deemed an original. This Memorandum shall be binding upon and shall inure to the benefit of the University and EdR and their respective successors and assigns. This Memorandum shall be governed by and construed in accordance with the laws of the State of Idaho
- b. The University hereby covenants with EdR as follows: (i) in the event that approvals or consents of the University or any governmental authority are required in order for the Project to be properly authorized, the University shall use reasonable effort to obtain such

approvals or consents and (ii) the University shall not take any action which would cause a change in the applicable building or development codes which are applicable to the design, development or construction of the Project, unless such changes are beneficial to the project as agreed upon by both parties.

- c. Any notice, request or other communication given or made hereunder (“Notice”) shall be in writing and sent by any of the parties or their respective attorneys by any of the following means: (i) by registered or certified mail, return receipt requested, postage prepaid, (ii) by personal delivery, (iii) by recognized overnight delivery service or (iv) by e-mail, with prompt confirmation by one of the previous authorized means of notice. Any such Notice shall be addressed to the other party at the addresses or email addresses set forth below, or to such other address or addresses or email address for each party as each party shall hereafter designate by Notice given to the other parties pursuant to this Section 14(c):

To EdR:

Education Realty Trust, Inc.  
999 South Shady Grove, Suite 600  
Memphis, Tennessee 38120  
Attention: Thomas Trubiana and Steve Schnoor  
Telephone: (901) 259-2500  
Email: ttrubiana@edrtrust.com; sschnoor@edrtrust.com

To University:

Boise State University  
Office of General Counsel  
Attention: Kevin Satterlee  
1910 University Dr.  
Boise, ID 83725-1002

With a Copy to:

Boise State University  
Real Estate Services  
Attention: Jared Everett  
1910 University Dr.  
Boise, ID 83725-1247

- d. The parties do not intend to become, and nothing contained in this Memorandum shall be interpreted to deem that the University and EdR are, partners or joint venturers in any way or that EdR is an agent or representative of the University for any purpose or in any manner whatsoever.

- e. Except to the extent, if any, to which this Memorandum specifies otherwise, each party shall be deemed to be required to perform its obligations under this Memorandum at its own expense, and each party shall be permitted to exercise its rights and privileges only at its own expense.
- f. No officer, official, employee, agent or representative of the University, and no employee, officer, member or agent of EdR shall be personally liable for any obligation incurred under the terms of this Memorandum.
- g. All prior negotiations are merged into this Memorandum. No party shall be bound by this Memorandum until it is executed and delivered by both parties.
- h. Nothing in this Memorandum shall be construed to permit anyone other than the University and EdR and their respective successors and assigns to rely upon the covenants and agreements herein contained nor to give any such third party a cause of action (as a third party beneficiary or otherwise) on account of any nonperformance hereunder.
- i. For the purposes of any of the provisions of this Memorandum, neither the University nor EdR shall be considered in breach of or in default of its obligations hereunder in the event of any delay in the performance of such obligations due to causes beyond the control of, and without the fault or negligence of, such party, including without limitation acts of God, acts of the public enemy, acts of war or terrorism, acts of the federal government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, severe or inclement weather, shortages in labor, supplies or materials, or delays due to such causes; it being the purpose and intent of this Section 14(i) that in the event of the occurrence of any such delay, the time or times for performance of the obligations of the party suffering such delay hereunder shall be extended for the period of the delay.
- j. This Memorandum shall be construed in accordance with the laws of the State of Idaho and venue for any action based upon this Memorandum shall be in the state or federal courts located in Boise, Idaho.
- k. EdR acknowledges that the University is governmental and political subdivision of the State of Idaho and as such is subject to the Idaho State Tort Claims act which limits the liability of the University, and the University as a State subdivision is an entity with the authority for eminent domain or condemnation, and no provision of this agreement shall limits these rights of the University.
- l. The Lease would contain provisions whereby EdR agrees to indemnify the University for any claims related to the development or operation of the Project,

[SIGNATURE PAGE(S) TO FOLLOW]

## MEMORANDUM OF UNDERSTANDING

IN WITNESS WHEREOF, each of the Parties hereto has executed this Memorandum effective as of the day and year first set forth above.

EDUCATION REALTY TRUST, INC.

By: \_\_\_\_\_  
Thomas Trubiana,  
President & Chief Investment Officer  
Date: \_\_\_\_\_

BOISE STATE UNIVERSITY

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## EXHIBIT A

### EARLY TERMINATION FEE FORMULA

(a) “Early Termination Fee” shall mean an amount equal to the net present value of (A) Estimated Annual Net Incomes for the remaining part of the Term with residual value of the Improvements of zero dollars (\$0.00); minus (ii) the unexpended Replacement Reserve; (iii) utilizing a seven and a quarter percent (7.25%) discount rate. A further illustration of the method for calculating the Early Termination Fee is set forth in the Financial Model.

(b) “Estimated Annual Net Incomes” shall mean the expected Net Income of Tenant each year for the remaining part of the Term calculated based on the average rate of increase of Tenant’s Net Income for the five (5) years preceding the determination of the Early Termination Fee, or the corresponding proforma amount if the Lease is terminated prior to the 5<sup>th</sup> year (the “Estimated Net Income Percentage Increase Rate”); provided that for purposes of calculating Estimated Net Income, the Estimated Net Income Percentage Increase Rate shall not be less than three percent (3%) and shall not be greater than nine percent (9%).

(c) In the event of a termination of this Lease pursuant to an assignment to a Qualified Assignee, the Early Termination Fee shall be equal to the consideration set forth in the Bona Fide Offer.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**IDAHO STATE UNIVERSITY**

**SUBJECT**

Amendment of Idaho State University (ISU) Intellectual Property Foundation, Inc. (IPF) Bylaws

**REFERENCE**

August, 2014 Idaho State Board of Education (Board) approval of IPF formation including bylaws.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Sections V.E.2.c.ii.6 and V.E.6.

**BACKGROUND/DISCUSSION**

Article Two of the approved bylaws provides that Board members will serve for terms of three to eight years and that ISU may appoint two of the five IPF Board members. The proposed amendment provides that the ISU-appointed Board members will serve for a term of one year, may serve multiple terms, and may be removed at the ISU president's discretion.

**IMPACT**

This amendment allows greater flexibility for ISU.

**ATTACHMENTS**

Attachment 1 – Proposed amendment

Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by Idaho State University to amend the Idaho State University Intellectual Property Foundation bylaws as set forth in Attachment 1.

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

**THIS PAGE INTENTIONALLY LEFT BLANK**



## ARTICLE TWO BOARD OF DIRECTORS

1. Number. The number of Directors on the IPF Board of Directors shall be five (5).
2. Ex Officio Directors on the Board. Ex Officio Directors on the IPF Board shall include the University's President and the Corporation's Executive Director and other key persons as approved by a majority vote of the Board of Directors. Ex Officio Directors shall not count against the number of Directors allowed in these

Bylaws. Provided, however, the number of Ex Officio Directors shall not exceed five (5) and Ex Officio Directors shall not be entitled to vote on any matter coming before the Board of Directors.

3. Manner of Selection and Vacancies.
  - a. Two University employees must always be on the IPF Board of Directors, provided, however, the University's representation on the Board of Directors shall not constitute a majority of the full membership on the Board.
  - b. Appointments to name successor IPF Board members or fill Board vacancies shall be made by the Board of Directors, provided, however, that the President of the University shall appoint successors to, or make appointments to fill vacancies for, those Directors who were University employees when appointed.

~~4.~~ 4. Term. Each non-University-appointed Director, whether by initial appointment or appointment to a vacancy, shall serve for a term of three (3) to eight (8) years as designated by the Chair of the IPF Board of Directors. University-appointed Directors shall serve for a term of one (1) year and may be re-appointed at the discretion of the President of the University. The Chair shall manage the length and/or start dates of terms to preclude, to the extent possible, more than three (3) new Directors being appointed in any one year. A person filling a vacancy is eligible for reappointment in the same manner as set forth in paragraph 3 above. A Director may resign at any time by delivering a written resignation to the Executive Director, a Vice President, or the Recording Secretary. Unless otherwise specified therein, such resignation shall take effect upon delivery. Any Director may be removed by majority vote of the Board of Directors, upon adequate opportunity for hearing before the Board of Directors. The President of the University may remove University-appointed Directors at any time.

**THIS PAGE INTENTIONALLY LEFT BLANK**

**UNIVERSITY OF IDAHO**

**SUBJECT**

Capital Project Authorization Request, Planning and Design Phases Authorization, University of Idaho (UI) Library Renovation and Improvements.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedure, Section V.K.1, and Section V.K.3.a

**BACKGROUND/DISCUSSION**

***University of Idaho Library – Current Conditions***

The UI Library is the largest library in the State of Idaho. It was established in 1892 and has grown from a single classroom located in the UI Administration building. The UI Library houses well over a million books and subscribes to almost ten thousand periodicals, in print and online. The library has also served for over a century as an official regional depository of U.S. federal government publications, making almost two million government documents available to the public. The library's Special Collections and Archives are an invaluable resource for researchers, providing access to historical photographs, state documents, university historical materials, rare books, digital collections, the International Jazz Collections, and the premiere jazz archives of the Pacific Northwest.

The current library building was originally constructed in 1957 and was renovated and increased in size in 1992, and its primary function was to house and protect collections used by faculty and students. That renovation and addition is now 22 years old. Finishes are worn and becoming dated and the programming and layout of several spaces do not readily accommodate the changes in library services and technology that have occurred in the past 22 years. Renovations and improvements are now necessary to allow the library to maintain pace with current practices and pedagogies in support of the UI's academic programs and mission.

***Project Background and Description***

This agenda item is an Authorization Request to allow the University to proceed with planning and design phases of a Capital Project to provide for renovations and improvements to the University of Idaho Library in alignment with the 2009 Library Renovations Feasibility Study. Since that time, the UI and library leadership have worked to continuously refine the program and scope of the needed and desired improvements, identify fund sources and set aside prudent reserves and seek gift funds through the university's capital campaign effort. This project represents the first phase of implementation of the recommendations of the 2009 feasibility study and provides the necessary ground work to

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

subsequently implement the Special Collections and Archives Improvements project.

The project effort is the first significant capital project to result from these efforts. The scope of the project includes:

- Renovations and improvements to the first floor of the UI Library. Approximately 28,000 sf of area will be renovated and refreshed.
- Reconfiguration of the first floor layout to provide for additional open space and maximize access to light in public areas.
- Addition of customer service features such as a small coffee bar and access to technology.
- The provision of additional interactive and collaborative, team learning spaces.
- The relocation of Collection and Archive spaces as the first step in what is anticipated to be a phased, iterative set of improvements to the special collection and archive functions.
- An update of the overall library experience.

***Authorization Request***

This request is for Capital Project Authorization to plan and design a project which provides for the needed and desired renovations and improvements to the UI Library as originally described in the 2009 Feasibility Study and as revised since. The project is also fully consistent with UI's strategic plan and Long Range Capital Development Plan.

**IMPACT**

The total project effort is currently estimated at \$1,400,000, to include design and construction costs and appropriate and precautionary contingency allowances. The immediate fiscal impact of this effort is to fund planning and design phase costs of the overall project.

Funding for this project is to be provided through the use of central university funds and library reserve funds specifically set aside for this effort, supplemented by gifted funds developed during the university's Capital Campaign.

***Overall Project***

<b><u>Funding</u></b>		<b><u>Estimate Budget</u></b>	
State	0	A/E & Consultant Fees	149,900
Federal (Grant):	0	Construction	800,000
Other (UI)		Construction Cont.	80,000
Central University	400,000	FFE (inc. Technology)	271,000
Library Reserves	420,000	Project Cont.	<u>100,000</u>
Gifted Funds	<u>580,000</u>		
Total	\$1,400,000	Total	\$1,400,000

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
FEBRUARY 19, 2015**

---

***Planning and Design Phase***

**Funding**

State	0
Federal (Grant):	0
Other (UI)	
Central University	400,000
Library Reserves	420,000
Gifted Funds	<u>580,000</u>
Total	\$1,400,000*

**Estimate Budget**

A/E & Consultant Fees	\$ 149,900
Construction	0
Construction Cont.	0
FFE (inc. Technology)	0
Project Cont.	<u>100,000</u>
Total	\$ 249,900

\* Total funding currently available exceeds funding requisite for the design phase. The UI's intent is that any unused funding is carried forward to a future construction phase at the time such future construction phase may be approved by the Board of Regents.

**ATTACHMENTS**

Attachment 1 – Capital Project Tracking Sheet

Page 5

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by the University of Idaho to implement the planning and design phases of a Capital Project for the University of Idaho Library Renovation and Improvements, in the amount of \$249,900. Authorization includes the authority to execute all necessary and requisite Consulting and vendor contracts to fully implement the planning and design phases of the project.

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

**Office of the Idaho State Board of Education**  
**Capital Project Tracking Sheet**  
As of January 2015

**History Narrative**

- 1 **Institution/Agency:** University of Idaho      **Project:** Planning and Design Phases Authorization, University of Idaho Library Renovation and Improvements, University of Idaho, Moscow, Idaho.
- 2 **Project Description:** Planning and Design Phase work towards an eventual series of renovations and improvements to the University of Idaho Library located on the main campus of the University of Idaho, Moscow, Idaho.
- 3 **Project Use:** A project effort that will provide for renovations and improvements to the first floor of the University of Idaho Library. The original Library was constructed in 1957. A significant building addition was constructed, and the 1957 space was renovated, in 1992. No significant renovations or improvements have occurred in the 22 years since, although tremendous advances in technology and Library Science have occurred.
- 4 **Project Size:** 28,000 GSF

Project Cost History:	Sources of Funds				Use of Funds*			
	PBF	ISBA	Other	Total Sources	Planning	Use of Funds Const	Other**	Total Uses
Initial Cost of Project. Planning and Design Phase Only	\$ -	\$ -	\$ 249,900	\$ 249,900	\$ 149,900	\$ -	\$ 100,000	\$ 249,900
Anticipated Overall Cost, All Phases	\$ -	\$ -	\$ 1,150,100	\$ 1,150,100				
History of Revisions:								
<b>Total Project Costs</b>	\$ -	\$ -	\$ 1,400,000	\$ 1,400,000	\$ 149,900	\$ -	\$ 100,000	\$ 249,900

\* Total funding currently available exceeds funding requisite for the design phase. The University intent is that any unused funding is carried forward to a future construction phase at the time such future construction phase may be approved by the Board of Regents.

History of Funding:	PBF	ISBA	-----  Other Sources of Funds -----			Total Other	Total Funding
			Institutional Funds (Gifts/Grants)	Student Revenue	Other***		
Initial Authorization Request, Planning and Design Phase Only, February 2015	\$ -	\$ -	\$ 580,000	\$ -	\$ 820,000	\$ 1,400,000	\$ 1,400,000
<b>Total</b>	\$ -	\$ -	\$ 580,000	\$ -	\$ 820,000	\$ 1,400,000	\$ 1,400,000

\*\* Overall Project Contingency, Any Carry forward to be used in future phases approved by the Board of Regents.

\*\*\* Internal Strategic Reserves, \$400,000; Library Reserves \$420,000

NOTE: Total funding currently available exceeds funding requisite for the design phase. The University intent is that any unused funding is carried forward to a future construction phase at the time such future construction phase may be approved by the Board of Regents.

**THIS PAGE INTENTIONALLY LEFT BLANK**



**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**UNIVERSITY OF IDAHO**

**SUBJECT**

Information Item – Idaho Arena

**REFERENCE**

August 2006	Information Item, Technical Assessment & Feasibility Study, Proposed University of Idaho (UI) Events Pavilion and ASUI Kibbie Activity Center.
February 2007	Request to initiate conceptual design and financial feasibility process for multi-use UI Events Pavilion

**APPLICABLE STATUTE, RULE, OR POLICY**

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

**BACKGROUND/DISCUSSION**

The University of Idaho is considering a new sports arena to be constructed on the field north of the ASUI Kibbie Dome at a projected cost not to exceed \$30 million to be funded entirely with private funds through donations and in-kind contributions to construction. The arena is included in UI's Six-Year Capital Construction Plan.

The concept of a sports arena in addition to the ASUI-Kibbie Dome has been under study and consideration at the UI since around the time the ASUI-Kibbie Dome was constructed in the 1970s. Both stand-alone facilities and contiguous facilities have been considered. The facility currently under consideration is a stand-alone facility to serve as a venue for Men's and Women's basketball and other court sports. It also would provide practice facilities, locker rooms, ticket facilities, concession areas and offices.

The facility would serve as an alternative scale venue for small concerts and other UI events. Proposed conference space will add to the multi-purpose functionality of the facility. The arena will relieve the ASUI-Kibbie Dome from the burden of the basketball court, freeing the Dome to host larger scale events for UI as well as the community at large. In that regard, the facility will be a benefit for economic development for both the UI and the Moscow community.

Conceptual drawings are attached to these materials.

**IMPACT**

The projected cost of up to \$30 million will be obtained from donors through direct contributions and pledges as well as in-kind contributions for construction of the facility. President Staben, Athletic Director Spear and the UI Advancement

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
FEBRUARY 19, 2015**

---

Office are engaging the UI donor community now seeking commitments for major donations in anticipation of coming to the Idaho State Board of Education (Board) later this year for planning approval.

**ATTACHMENTS**

Attachment 1 – Concept Drawing – Idaho Arena

Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

Since the contemplated facility is on UI's Six-Year Capital Construction Plan, Board policy permits the institution to solicit and accept gifts in support of the project.

**BOARD ACTION**

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

# Arena Plan



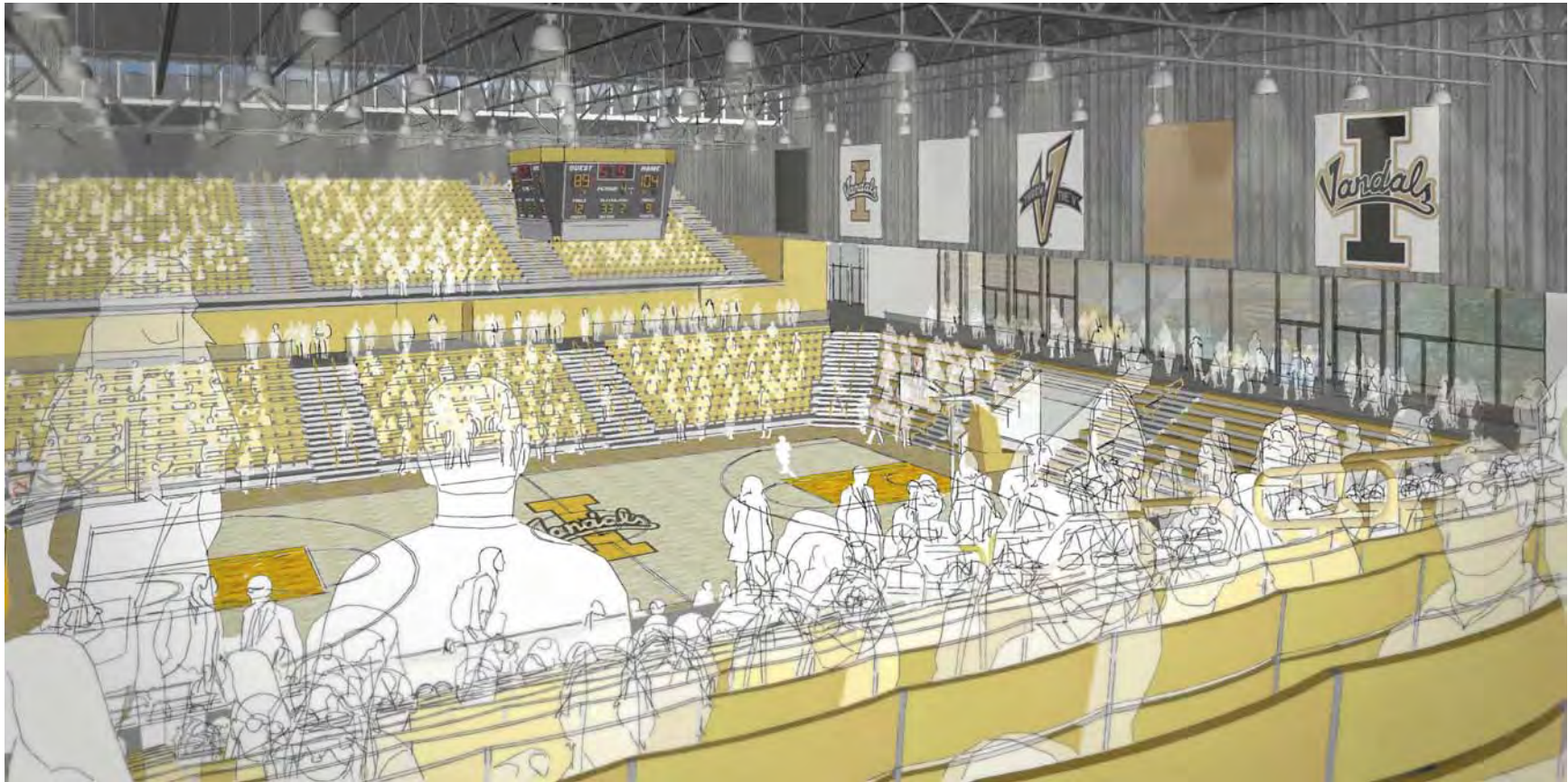


# Arena Plan





# Arena Plan



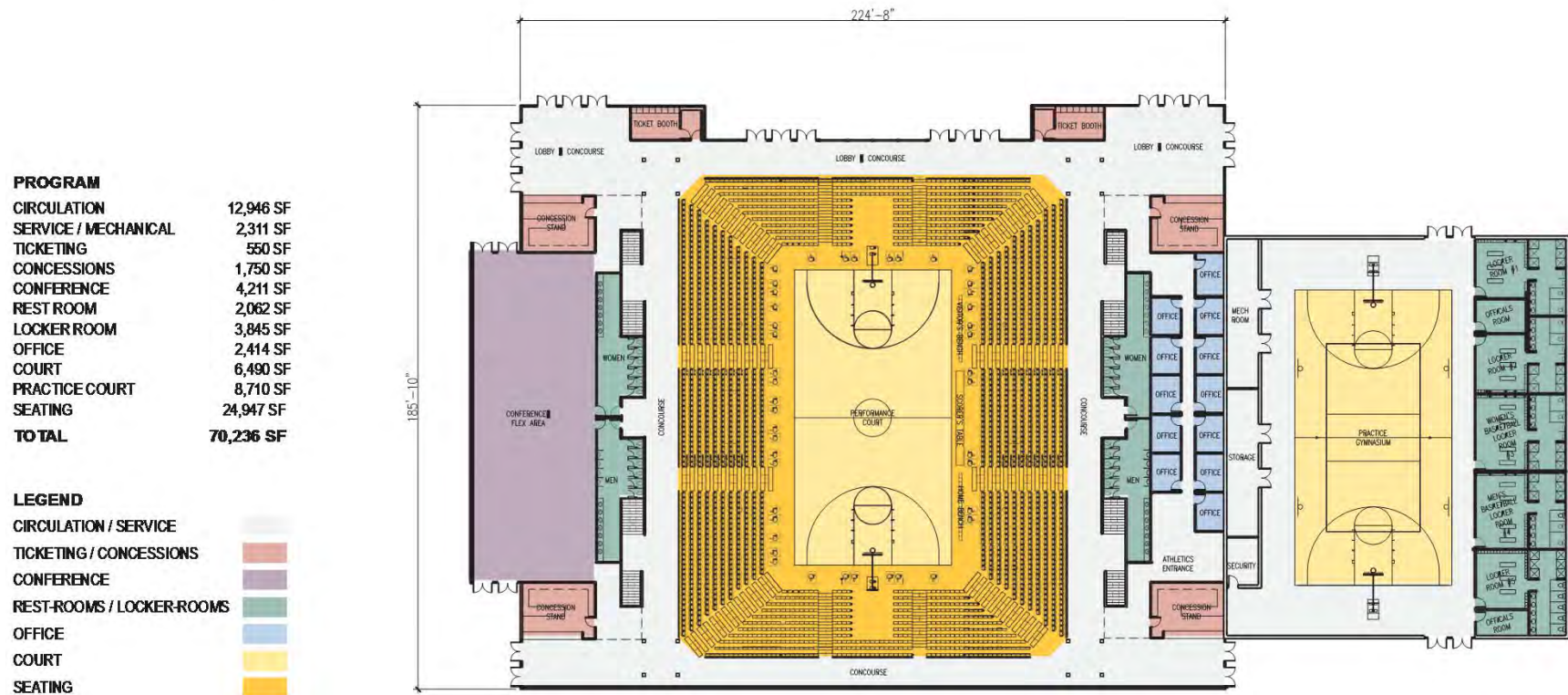


# Arena Plan



# Arena Plan

### OPTION 1: MAIN FLOOR





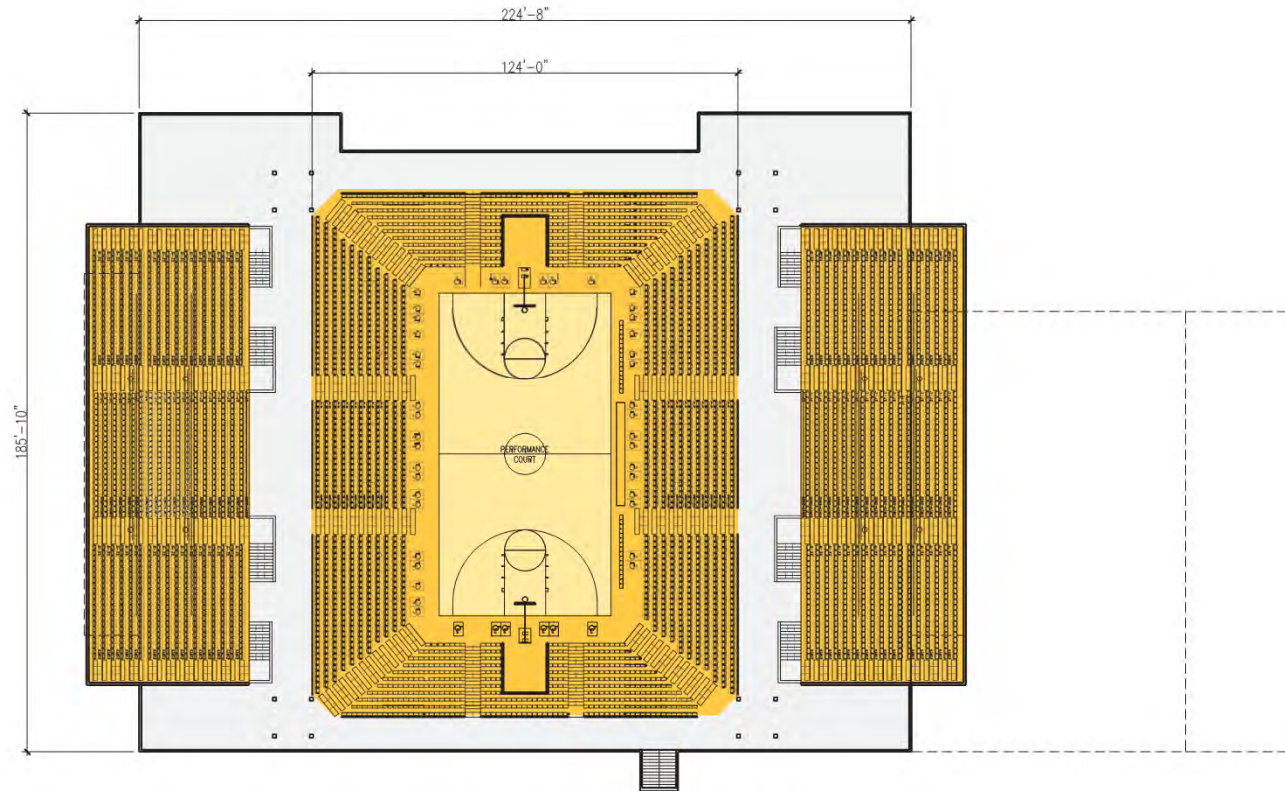
# Upper Level

## PROGRAM

CIRCULATION	12,946 SF
SERVICE / MECHANICAL	2,311 SF
TICKETING	550 SF
CONCESSIONS	1,750 SF
CONFERENCE	4,211 SF
REST ROOM	2,062 SF
LOCKER ROOM	3,845 SF
OFFICE	2,414 SF
COURT	6,490 SF
PRACTICE COURT	8,710 SF
SEATING	24,947 SF
<b>TOTAL</b>	<b>70,236 SF</b>

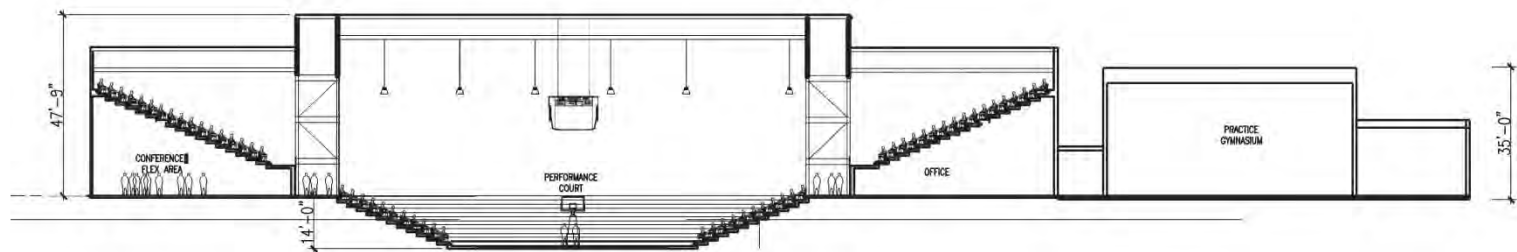
## LEGEND

CIRCULATION / SERVICE	
TICKETING / CONCESSIONS	
CONFERENCE	
REST-ROOMS / LOCKER-ROOMS	
OFFICE	
COURT	
SEATING	





# Section View



**THIS PAGE INTENTIONALLY LEFT BLANK**

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**UNIVERSITY OF IDAHO**

**SUBJECT**

Dining Services contract approval between the University of Idaho (UI) and Sodexo America, LLC

**REFERENCE**

December 1988

Idaho State Board of Education (Board) approved contract with Marriott Corporation beginning effective January 1, 1989.

February 2010

Board approved of contract with Sodexo America, LLC

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Sections V.C.2.a and V.I.3.

**BACKGROUND/DISCUSSION**

In 1989, UI converted from internal operations for its food services (residential board and dining hall, cafeteria, catering, etc.) to a food service contract. Since 1989 the contract has been with Sodexo America, LLC, or its predecessor entities. Under the contract terms, all responsibility for food service was outsourced and the UI received a small annual fee. All underlying operations and costs were controlled by the contract vendor.

In 2006 UI commissioned a consultant to examine the contract. The consultant recommended restructuring of the contract relationship. UI examined various alternatives for food service and determined to continue with an outsource contract relationship, but to seek significantly changed compensation terms.

In 2009 a request for proposals was issued. UI's goals of this RFP were to increase financial return to the university, increase the environmental sustainability of dining services, and increase both university and student satisfaction. Sodexo American, LLC was selected as the best-value vendor for University of Idaho dining services. UI and Sodexo entered into a contract with a term of up to 5 years. The contract was projected to produce income to the university over the five year term in the amount of \$10,346,000 based upon current volume projections. Fixed fees paid to Sodexo over the same five year term were projected to total \$35,344,041 with an additional volume based variable fee not to exceed \$35,344,041 (based on sales volume in excess of that necessary to fund the fixed fee). Additionally, the contractor provided \$2,665,000 in capital and equipment improvements over the 5 year term of the contract. UI projects that the actual return to the university over the term of the contract will total approximately \$7.5 million with total fees paid to Sodexo of approximately \$30 million. Sodexo provided the full promised capital and

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

equipment improvements.

In 2014, in anticipation of the expiration of the Sodexo contract term, UI once again issued an RFP. Sodexo was the only responsive bidder and UI engaged in negotiation of terms for a new 5 year contract. The terms proposed by Sodexo are summarized as follows:

1. Contract term runs for 5 years.
2. The Contractor will operate UI's residential food service, retail food sale establishments and catering functions.
3. The Contractor will be paid a variable fee based on gross operating revenues. The balance of food service revenues are retained by UI.
4. The Contractor will be responsible for all costs of food service operations to be paid from the variable fee.
5. The payment schedule for the fee is based on food service revenues as they are received.
6. The Contractor has committed to an investment of \$870,000 in capital and other investments and sponsorships over the life of the contract.

UI has worked with Sodexo and university bond counsel to ensure that the terms of this contract qualify for the safe-harbor under the Internal Revenue Service regulations governing private business operations in facilities funded with tax exempt bonds.

**IMPACT**

The proposed contract continues the enhanced returns that were created for UI under the 2010 Sodexo contract. Attachment 1 sets out the financial Pro-forma worksheet from the contractor. If UI and the Contractor achieve the estimated sales, UI stands to realize income in excess of \$9 million over the 5 year term of the contract.

Additionally, contractor will provide \$870,000 in capital and other investments and sponsorships over the 5 year term of the contract.

**ATTACHMENTS**

Attachment 1:	Summary of Projected Fee Revenue	Page 5
Attachment 2:	Proposed Contract, Original RFP, Sodexo Response, Pre-Award operations and final offer stipulations.	Page 7

**STAFF COMMENTS AND RECOMMENDATIONS**

UI has renegotiated its out-sourced food service contract and stands to realize revenue and capital improvements over the five year life of the contract. The proposed vendor was the only responsive bid on the RFP.

Staff recommends approval.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**BOARD ACTION**

I move to approve the agreement between the University of Idaho and Sodexo America, LLC, in substantial conformance to the form submitted to the Board in Attachment 2, and to authorize the Vice President for Finance and Administration to execute the contract and any necessary supporting documents.

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

## Attachment 1 – Summary of Projected Fee Revenue

<b>University of Idaho Dining Contract - Current</b>			
<b>Fiscal Year</b>	<b>Gross Sales Estimate</b>	<b>Vendor Fee Estimate</b>	<b>University Retainage Est</b>
FY2011	7,968,351	6,800,689	1,408,558
FY2012	8,395,437	7,095,655	1,569,037
FY2013	7,731,368	6,414,480	1,316,888
FY2014	7,995,062	6,602,206	1,392,856
FY2015	8,638,661	7,076,223	1,562,438
Totals	40,728,878	33,989,253	7,249,776

<b>University of Idaho Dining Contract - Proposed</b>			
<b>Fiscal Year</b>	<b>Gross Sales Estimate</b>	<b>Vendor Fee Estimate</b>	<b>University Retainage Est</b>
FY2016	8,669,287	7,022,122	1,647,165
FY2017	9,167,080	7,425,335	1,741,745
FY2018	9,686,292	7,845,897	1,840,395
FY2019	10,194,157	8,359,209	1,834,948
FY2020	10,723,106	8,792,947	1,930,159
Totals	48,439,922	39,445,509	8,994,413

**THIS PAGE INTENTIONALLY LEFT BLANK**



UNIVERSITY OF IDAHO  
AGREEMENT NUMBER UI-755

The University of Idaho (the “University”) hereby awards to Sodexo America, LLC, Agreement number UI-755 to furnish Campus Dining and Food Services to the University, as specified in University of Idaho Request for Proposals Number 15-01M, in accordance with the terms and conditions of the Request for Proposals.

This Agreement is supplemented by a) University of Idaho Request for Proposals Number 15-01M; b) Sodexo America, LLC’s proposal dated September 26, 2014; and c) Sodexo America, LLC’s exceptions list, which have been agreed to by the parties and by this reference are made a part hereof as though fully set forth herein. To the extent such terms, conditions, or provisions may be in conflict or be inconsistent, their order of authority shall be as follows: 1) University of Idaho Agreement Number UI-755; 2) University of Idaho Request for Proposals Number 15-01M; 3) Sodexo America, LLC’s proposal dated September 26, 2014; and 4) Sodexo America, LLC’s exceptions list (which list modifies the corresponding portions of the Request for Proposals #15-01M).

## 1.1 NOTICES

Any notice under this Agreement shall be in writing and be delivered either in-person, delivery service, certified mail with return receipt requested, or by facsimile. All notices shall be addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

the University:	University of Idaho Contracts & Purchasing Services 875 Perimeter Drive MS2006 Moscow, Idaho 83844-2006 Attn.: Julia R. McIlroy, Director Phone: (208) 885-6123 Fax: (208) 885-6060 Email: <a href="mailto:juliam@uidaho.edu">juliam@uidaho.edu</a>
-----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

the Contractor:	Sodexo America, LLC 283 Cranes Roost Blvd., Suite 260 Altamonte Springs, Florida 32701 Attn: Tim Salley, Senior Director Phone: (407) 339-3230 Fax: (407) 479-3618 Email: <a href="mailto:tim.salley@sodexo.com">tim.salley@sodexo.com</a>
-----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Any notice shall be deemed to have been given on the earlier of : (a) actual delivery or refusal to accept delivery, (b) the date of mailing by certified mail, or (c) the day facsimile delivery is verified. Actual notice, however and from whomever received, shall always be effective.

## **1.2 SEVERABILITY**

The terms and conditions of this Agreement are declared severable if any term or condition of this Agreement or the application thereof to any person(s) or circumstance(s) is held invalid. Such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application.

## **1.3 BID PRICE**

The bid price shall include everything necessary for the performance of this Agreement, including, but not limited to, furnishing all materials, equipment, management, superintendence, labor, and service, except as specifically otherwise provided in this Agreement. Prices quoted on the Bid Form shall include all freight and/or delivery charges. In the event of a discrepancy between the unit price and the total price, the unit price will govern and the total price will be adjusted accordingly.

## **1.4 TERM OF AGREEMENT**

The initial term of this Agreement shall be five (5) years, with no renewal options.

## **1.5 CONTINUATION DURING DISPUTES**

The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as possible under the terms of the Agreement to be entered into, each party will continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.

## **1.6 INVOICES**

All invoices must contain the name of the University department, purchase order number, itemization of materials and services, and correct Agreement pricing. A packing slip referencing current pricing must accompany each order.

Invoices for payment must be submitted by the Contractor to:

University of Idaho  
Accounts Payable  
875 Perimeter Drive MS4244  
Moscow, ID 83844-4244

## **1.7 ENTIRE AGREEMENT**

This Agreement, including all exhibits and attachments which are hereby included and incorporated, constitutes the entire Agreement between the parties. No change thereto shall be valid unless communicated in writing in the stipulated manner and signed by both the University and the Contractor.

The effective date of this contract is July 1, 2015.

For the Regents of the  
UNIVERSITY OF IDAHO

SODEXO AMERICA, LLC

SIGN \_\_\_\_\_

SIGN \_\_\_\_\_

PRINT \_\_\_\_\_

PRINT \_\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_



Purchasing Services  
1028 West Sixth Street  
Moscow, Idaho 83844-2006

**REQUEST FOR PROPOSALS NO. 15-01M**

**FOR**

**Campus Dining Services**

For Additional Information, Please Contact:

Julia McIlroy, Director

Phone (208) 885-6123

Fax (208) 885-6060

[juliam@uidaho.edu](mailto:juliam@uidaho.edu)

[www.uidaho.edu/controller/purchasing](http://www.uidaho.edu/controller/purchasing)

Date Issued: July 15, 2014

Proposals Due: September 26, 2014

## UNIVERSITY OF IDAHO REQUEST FOR PROPOSALS NO. 15-01M

## PROPOSAL RESPONSE CERTIFICATION

\_\_\_\_\_  
DATE

The undersigned, as Proposer, declares that they have read the Request for Proposals, and that the following proposal is submitted on the basis that the undersigned, the company, and its employees or agents, shall meet, or agree to, all specifications contained therein. It is further acknowledged that addenda numbers \_\_\_\_\_ to \_\_\_\_\_ have been received and were examined as part of the RFP document.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number and Fax Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
State of Incorporation

\_\_\_\_\_  
Tax ID Number

Business Classification Type (Please check mark if applicable):

Minority Business Enterprise (MBE)	_____
Women Owned Business Enterprise (WBE)	_____
Small Business Enterprise (SBE)	_____
Veteran Business Enterprise (VBE)	_____
Disadvantaged Business Enterprise (DBE)	_____

*Business Classification Type is used for tracking purposes, not as criteria for award.*

## **SECTION 1 – SCOPE OF WORK**

### **1.1 BACKGROUND**

The University of Idaho (herein referred to as the University) is soliciting proposals for the management and operation of dining services at the University of Idaho Moscow campus. The University shall only consider proposals from financially responsible firms presently engaged in the business of providing dining services. Each Vendor (proposer/firm) shall furnish the required documents in the required format as outlined in this RFP to be considered responsive.

The University expects to award this project to the best value Vendor based on the requirements in this solicitation. The Vendor selected for award will be the Vendor whose proposal is responsive, responsible, and is the most advantageous to the University, as determined by the University in its sole discretion.

### **1.2 CURRENT CONDITIONS**

Best efforts have been made to obtain detailed information on the current conditions at the University. This information should not be assumed to be 100% complete or accurate. Information of all known current conditions can be found in Exhibit 1. The University is looking to secure services equal to, or better than, the level of service currently provided.

### **1.3 SCOPE OF SERVICES**

It is the University's desire to maintain the current financial approach utilizing a Five-Year Safe Harbor due to the financing of University facilities (through tax exempt bonds).

The University's goals of this RFP are to:

1. Increase Financial Return to the University
2. Increase Satisfaction (University and Student)
3. Emphasis on Student Retention
4. Sustainability of Dining Services environmentally, economically, and socially

The scope of work and expectations for the dining service provider are identified in Exhibit 2.

## SECTION 2 – SCHEDULE AND CRITICAL DATES

### 2.1 SCHEDULE OF EVENTS AND CRITICAL DATES

The following are the critical dates for this project. Please be advised that these dates are subject to change as deemed by the University.

### 2.2 PRE PROPOSAL MEETING AND SITE VISIT

July 15, 2014	Project Announcement
September 12, 2014	Pre Proposal Meeting (*see Section 2.2 for details)
September 15, 2014	Last Day For Questions
September 26, 2014	Proposals Due [4:00 PM PST]
October 8, 2014	Notification of Shortlisted Finalist (If Applicable)
October 20-24, 2014	Interview of Shortlisted Finalist
October 28, 2014	Identification of Potential Best Value
November 5, 2014	Clarification Kick Off Meeting
November 19, 2014	Clarification Meeting
February 2015	Anticipated Date of Award
March – June 2015	Transition Period Begins
July 1, 2015	Start of Service

Vendors are highly encouraged to attend the pre-proposal / educational meeting. Understanding the best value process will significantly increase a vendor's competitiveness. The meeting will be held:

Date: September 12, 2014  
 Time: 9:00am – 11:00am  
 Location: Wallace Residence Complex 1<sup>st</sup> Floor  
 Quiet Room in Bob's dining hall  
 1080 West 6<sup>th</sup> Street  
 Moscow, Idaho

An optional site visit will also be conducted on 09/12/2014. The tour will be approximately 3 miles, and is scheduled to occur at 1pm-5pm. Please contact Gwen Miller no later than September 1<sup>st</sup> if you have any mobility requirements ([gmiller@uidaho.edu](mailto:gmillers@uidaho.edu)).

## SECTION 3 – PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA

Proposals will be evaluated based on the criteria outlined in this section. The University reserves the right to add/delete/modify any criteria or requirement if the University deems it to be in their best interest (at the University's sole discretion). It is imperative that each Proposer realize that what is written in the proposals, financials, and discussed in the interview will become part of the winning Proposer's final contract.

### 3.1 RESPONSIVENESS (PASS/FAIL)

The University shall only consider Proposals from financially responsible firms presently engaged in the business of providing dining services. The Vendor selected for award will be the Vendor whose proposal is responsive, responsible, and the most advantageous to the University, as determined by the University in its sole discretion. The University reserves the right to contact a Vendor to clarify any information in their proposal.

Only responsive proposals will be evaluated and considered for award. Vendors must prepare proposals that follow the format and sequence specified in this RFP. This includes adherence to the format of any attachments. The following conditions/criteria **MUST** be met in order to be considered responsive:

1. The Vendor must attend all mandatory meetings / site walks
2. The Vendor will complete and provide all information in Attachment A
3. The Vendor will complete and provide all information in Attachment B
4. The Vendor will complete and provide all information in Attachment C
5. The Vendor will complete and provide all information in Attachment D
6. The Vendor will complete and provide all information in Attachment E
7. The Vendor will complete and provide all information in Attachment F
8. The Vendor will complete and provide all information in Attachment G

### 3.2 EVALUATION CRITERIA & WEIGHTS

Only responsive proposals will be evaluated and considered for award. The University reserves the right to request supplementary information to assure the University that the Vendor's competence, business organization, and financial resources are adequate to successfully perform the specified service. Proposals will be evaluated on the criteria listed in the table below.

15 Points	Project Capability (PC)	Refer to Section 3.6
10 Points	Risk Assessment Plan (RA)	Refer to Section 3.7
10 Points	Value Added (VA)	Refer to Section 3.8
15 Points	Financial Information	Refer to Section 3.9
50 Points	Interview	Refer to Attachment B and C

### 3.3 EVALUATION COMMITTEE

An Evaluation Committee will be used to evaluate specific portions of the proposals (as described in this RFP). The University expects the committee to consist of 3-7 individuals.



**3.4 PROPOSAL FORM (Attachment B)**

The Vendor will prepare and submit a Proposal Form (Attachment B). The Proposal Form requires the following information:

1. Identify the critical individuals that the Vendor will use for the duration of this service.
2. Identify the financial information (price) for a 5-Year, 50% Variable Fee and 50% Fixed Fee structure

**3.5 FIVE YEAR FINANCIAL PRO FORMA (Attachment C)**

Utilizing the worksheet provided in Attachment C, provide a summary of financial Pro Forma projections of revenue and expense for the five years of the contract term. List all assumptions regarding enrollment, board counts, cost escalators, etc. When developing your projections, you must follow these guidelines:

- You must submit your projections using the electronic workbook provided. Provide both electronic and paper copies of projections. Direct Costs must be separately identified from Indirect Costs, and each type of Indirect Cost must be listed as a separate line item. As per the template, provide a detailed schedule of any one-time transition or start up costs identified for Year 1.
- Identify the basis for your projections as identified and required on the spreadsheet, and note any other factors that influence your projection.
- Insure that all formulas are correct.

**3.6 PROJECT CAPABILITY (Attachment D)**

The Project Capability Plan is to allow the Vendor to differentiate themselves based on their technical capability. Vendors should identify high performance claims based on their expertise and experience supported by verifiable performance metrics. All financial impacts associated with technical capabilities listed below must be included in your base financials.

In order to minimize any bias, the Project Capability must NOT contain any names that can be used to identify who the vendor is (such as company names, personnel names, project names, or product names). A Project Capability template is provided in this document and must be used by all vendors. Vendors are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color, add colors, pictures, diagrams, etc). An electronic copy of this document is available for download and must be used.

The Project Capability must NOT exceed 2 pages (front side of page only). Any plan that contains names, or fails to meet all of the formatting requirements mentioned above, shall be marked as unresponsive and eliminated from the evaluation process.

An evaluation committee will review and rate each Project Capability submittal. They will be rated on a scale of 1-10. It is the vendor's responsibility to prove to the University that they have more expertise and can differentiate themselves from their competitors.

### 3.7 RISK ASSESSMENT PLAN (Attachment E)

#### *Objective of the Risk Assessment Plan*

The Vendor should list and prioritize major risk items on this service that could cause the Vendor's "vision" or "plan" to deviate or not meet the expectations of the University (i.e. risks that the Vendor does not control). This includes sources, causes or actions that are beyond the scope of the contract that may cause cost increases, delays, change orders, or dissatisfaction to the University. Do not include in this submittal any risks caused by a lack of the Vendor's technical competency. The risks should be described in simple and clear terms so that non-technical personnel can understand the risk. The Vendor must also explain how they will mitigate, manage, and/or minimize the risk from occurring. A mitigation / management plan solution with supporting documented performance (references, performance measurements of services when the risk mitigation was used etc) is required for a high rating from the selection committee. The backup performance information can include how many times the mitigation plan was previously used, and the impact on performance in terms of customer satisfaction.

#### *Risk Assessment Plan Format*

The Risk Assessment Plan must NOT exceed 2 pages (front side of page only). In order to minimize any bias, the Risk Assessment Plan must NOT contain any names that can be used to identify who the vendor is (such as company names, personnel names, project names, or product names).

A Risk Assessment Plan template is provided in this document and must be used by all vendors. Vendors are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color, add colors, pictures, diagrams, etc). An electronic copy of this document is available for download and must be used.

Any plan that contains names, or fails to meet all of the formatting requirements mentioned above, shall be marked as unresponsive and eliminated from the evaluation process.

### 3.8 VALUE ADDED (Attachment 3)

The purpose of the Value Added Plan is to provide Vendors with an opportunity to identify any value added options or ideas that may benefit the University at a change in cost or scope. These options or ideas may also be referred to as additional or optional services. Where applicable, the Vendor should identify: 1) what the University may have excluded or omitted from its scope; and 2) how these options or ideas have been successful through verifiable performance information and/or best value practices. The Proposer should list the cost and time impact of its options or ideas. All items should be listed in terms of a percentage of the service cost. The ideas identified in the VA Plan must NOT be included in the Vendor's service cost. The value added plan is only used when cost is a major factor in the selection. The Vendor should identify and briefly describe any options, ideas, alternatives, or suggestions to add value to this service, and indicate how the items will increase or decrease cost (note: a Value Added option must impact cost). All cost impacts associated with these Value Added options must NOT be included in your base cost.

#### *Value Added Format*

The Value Added submittal must NOT exceed 2 pages (front side of page only). In order to minimize any bias, the Value Added submittal must NOT contain any names that can be used to

identify who the vendor is (such as company names, personnel names, project names, or product names).

A Value Added template is provided in this document and must be used by all vendors. Vendors are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color, add colors, pictures, diagrams, etc). An electronic copy of this document is available for download and must be used.

Any plan that contains names, or fails to meet all of the formatting requirements mentioned above, shall be marked as unresponsive and eliminated from the evaluation process.

### **3.9 INTERVIEW**

The University shall shortlist Vendors (if necessary) based on all of the submitted information (Financials, Project Capability, Risk Mitigation Plan, and Value Added). The highest ranking Vendors will be invited to participate in the interview process. Only the On-Site General Manager will be rated. The University will interview all of the critical team components from each of the shortlisted firms, including (but not limited to):

1. On-Site General Manager
2. On- Site Manager of Catering
3. On-Site Executive Chef
4. On-Site Retail Operations Manager
5. On-Site Board Operations Manager

The University may also request to interview additional personnel. The University will interview individuals separately (but also reserves the right to interview as a group). The University may request additional information prior to interviews (such as a list of similar past projects, a detailed cost breakdown, a detailed project schedule, etc). No other individuals (from the Vendors organization) will be allowed to sit in or participate during the interviews.

Important Note: All proposed team members must be available in person for interviews on the date specified in this solicitation. No substitutes, proxies, phone interviews, or electronic interviews will be allowed. Individuals who fail to attend the interview will not be given a score which may jeopardize the firm's competitiveness.

## SECTION 4 – SELECTION PROCESS

### 4.1 ANALYSIS OF PROPOSALS

All responsive proposals will be evaluated based on the criteria and weights outlined in Section 3. The University shall use a decision making tool(s) to assist in analyzing and prioritizing the proposals based on the submitted information.

The University will determine the potential best-valued vendor who, in the sole judgment of the University, best meets the RFP requirements. The University reserves the right to clarify or seek additional information on any proposal. The University also reserves the right to re-scope the service, and/or cancel and reject all proposals.

### 4.2 CLARIFICATION PHASE

The University will identify the potential best-value Vendor (as outlined in Section 4.1). The potential best-valued Vendor will be required to perform the Clarification Phase functions as outlined in Exhibit 3. The intent of this period is to allow the Vendor an opportunity to clarify:

1. The proposal in terms of “what is in” and “what is out” of the service scope of work.
2. Simplify the proposal so all parties can clearly understand what will be done and how it will be accomplished including dominant measures.
3. Identify if the vendor’s proposal is acceptable to the University.
4. Get a clearer definition of University expectations by having the University identify areas of risk (which is not the responsibility of the vendor, but where the vendor is responsible to identify, mitigate, minimize and document the risk) that the vendor has not communicated adequately to the University.
5. Finalize an offer that is acceptable to the University.

The Clarification Phase is not a negotiation period. The Vendor will not be permitted to modify their cost/fee/financial rates, service durations, or service team. The potential best value Vendor will be required to conduct Clarification Meeting(s). If the University is not satisfied upon completion of the Clarification Meeting(s), the University may consider another Vendor for potential award (this Vendor would also have to conduct a Clarification Meeting). If the University is satisfied with the potential best value, they will proceed to issue an Award and Notice to Proceed.

## **SECTION 5 – POST AWARD PROCEDURES**

### **5.1 WEEKLY RISK REPORTING SYSTEM**

The awarded Vendor will be required to submit weekly reports documenting risks on the service, as outlined in Exhibit 4. The content and performance measures in the Weekly Risk Report should be finalized in the Clarification Phase and prior to award. The reports are due every Thursday, once a notice to proceed is issued, until the project/service is 100% completed. It is in the vendor's best interest to start the Weekly Risk Report during the Clarification Phase and continue until the end of the contract. It is the vendor's responsibility to submit accurate reports on time. The accuracy and on-time submittal of the reports will impact the vendor's final rating.

### **5.2 PERFORMANCE REPORTS**

The Vendor will be required to document the performance of their services in the Weekly Risk Report. Additionally, as a contract provider of service located within Auxiliary Services, the vendor is required to develop and submit information and reports consistent with all Auxiliary Services departments. These reports include monthly P&L statements, quarterly reports, annual report, annual budget, and annual capital plan plus any additional reports the University requires from time to time.

### **5.3 MANDATORY EDUCATIONAL FEE**

The University shall require the Vendor to partner with Kashiwagi Solution Model Inc, to receive education and training on Best Value PIPS and supporting documentation guidelines. The fee for this education is \$35,000 per year. The University will require this education for a minimum of 2 years.

### **5.4 POST SERVICE EVALUATION**

Upon completion of the service, the Vendor will be evaluated based on their performance on the service. This includes (but is not limited to): overall quality, ability to manage the service, ability to minimize complaints, ability to minimize University efforts, ability to service the students, submission of accurate weekly reports, and submission of accurate monthly and yearly reports.

## SECTION 6 – SUBMITTAL FORMAT

### 6.1 SUBMITTAL FORMAT

All submittal documents must be on standard 8½" x 11" paper. The proposal should be stapled (and not bound) to facilitate easy handling, photocopying, and reading by the evaluation committee. No faxed or emailed proposals will be considered. **The proposal must be received by 4pm Pacific Standard Time on the date listed in Section 2.1.** Late submittals will not be considered. The proposal must be mailed or delivered in a sealed envelope or package. The package must contain the following information on the outside of the package:

1. Vendors Name
2. Vendors Address
3. RFP Project Name
4. RFP Number

Mail or deliver one (1) signed package and five (5) copies to:

**You are strongly encouraged to utilize FedEx to guarantee desktop delivery**

**Julia R. McIlroy, Director**  
**University of Idaho**  
 Contracts and Purchasing Services  
 1028 W. 6<sup>th</sup> Street  
 Moscow, Idaho 83844-2006

### 6.2 QUESTIONS AND INQUIRIES

The person designated below shall be the only contact for all inquiries regarding any aspect of this RFP process and its requirements. Questions are due no later than 4:00 PM PST on Monday September 15, 2014.

**Julia R. McIlroy, Director**  
**Contracts and Purchasing Services**  
[juliam@uidaho.edu](mailto:juliam@uidaho.edu)

Please E-mail all questions to the person listed above by the date noted in the tentative schedule. No phone calls will be accepted. Responses to questions which involve an interpretation or change to this Request will be issued in writing by addendum. All such addenda issued by University shall be considered part of this RFP.

If a Vendor fails to notify the University prior to the Proposal due date of a known error in the RFP or an error that reasonably should have been known to the Vendor, and if a Contract is awarded to that Vendor, the Vendor shall not be entitled to additional compensation or time by reason of the error or its correction.

Only formal written addenda shall be binding. Oral and other interpretations or clarifications, including those occurring at the pre proposal meeting, site visits, etc. will be without legal effect. Do not contact any University employee, representative, or student regarding this RFP.

## SECTION 7 – GENERAL INFORMATION

### 7.1 DISQUALIFICATION

Carefully read the information contained in this solicitation and submit a complete response to all requirements specifications, and directions as directed. Please be advised that failure to comply with all of the requirements in this solicitation will be grounds for disqualification.

### 7.2 TERMS AND CONDITIONS

The Vendors Proposal is a valid, firm, and irrevocable offer which the University may accept within 120 days from the Proposal's Due Date as stated in Section 2.1. The Proposal, if accepted, shall remain valid for the life of the contract.

### 7.3 CONTRACT EXTENSION / RENEWAL

This is a safe harbor contract. The base contract shall be a period of three (3) years. Based on the satisfaction of the University, the University may renew the service for two (2) additional one-year terms for a maximum total of five (5) years. The University shall provide written notice to the Vendor of its intent to extend this contract at least 120 days prior to the end of the Initial Term. If the Vendor does not desire to extend the contract, the Vendor shall so notify the University in writing no later than ten days after the date of the University's notice of intent under this paragraph. Any renewal shall be under the same terms and conditions as the final year of the Initial Term of the Contract unless otherwise negotiated and agreed to by the parties.

### 7.4 OWNERSHIP OF PROPOSALS

All submittal contents become the property of the University, and may become a part of any resulting contract. Award or rejection of a proposal does not affect this right.

### 7.5 PROPOSAL EXPENSE

Under no circumstances shall the University be responsible for any proposal preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a Vendors participation in this process.

### 7.6 CLARIFICATION

The University reserves the right to clarify, or seek clarification, on any submittal (this includes, but is not limited to, contacting past clients to verify performance, interviewing key personnel, performing additional investigating on the firms performance history, and requiring additional documentation or information to respond to any performance findings).

### 7.7 CONSIDERATION OF PROPOSAL

The Vendor selected for an award will be the vendor whose proposal is responsive, responsible, and is the most advantageous to the University, as determined by the University in its sole discretion. The University anticipates that all Vendors will have a fair and reasonable opportunity to provide service.

The University intends to award a contract, subject to the terms of this solicitation, to the best valued Vendor. The University may add, delete, or modify any requirement or statement in this solicitation if the University deems that it is in the best interest of the University.



The University reserves the right to reject any or all proposals and to reject a proposal not accompanied by any required data, or to reject a proposal that is in any way incomplete or irregular. The University shall reject all submittals from Vendors where there has been collusion among the Vendors.

Any final analysis or weighted point score does not imply that one Vendor is superior to another, but simply that in our judgment the Vendor selected appears to offer the best overall solution for our current and anticipated needs.

The University shall have the right to waive any informality or irregularity in any proposal received and to advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined by the University to be in its own best interest. The successful Vendor shall comply with all employment laws and regulations.

**7.8 CONFLICT OF INTEREST**

No employee, officer or agent of University shall participate in the selection, the award, or administration, of the contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when one of the following has a financial or other interest in any firm proposing on or selected for the award:

- 1) The employee, or an officer or agent of the employee;
- 2) Any member of the employee's immediate family;
- 3) The employee's business partner; or
- 4) An organization which employs, or is about to employ any of the above.

University officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from responders, potential responders, sub-Vendors, or other parties to sub-agreements whereby the intent could reasonably be inferred as influencing the employee in the performance of his or her duties or was intended as a reward for any official act on his or her part.

**7.9 ACCEPTANCE OF RFP TERMS**

All terms and conditions contained herein shall become part of any subsequent contract that is awarded from this RFP. A proposal submitted in response to the RFP shall constitute a binding offer.

**7.10 MODIFICATION TO TERMS**

All additional or different terms propose by the Vendor are objected to and are hereby rejected (unless otherwise provided for in writing by the purchasing manager of the University of Idaho). No alteration in any of the terms, conditions, delivery, price, quality, quantity or specifications of this order will be effective without the written consent of the University of Idaho Department of Purchasing Services.

**7.11 HOLD HARMLESS**

Vendor shall indemnify, defend and hold the University and the State of Idaho harmless from and against any and all claims, losses, damages, injuries, liabilities and all costs, including attorneys fees, court costs and expenses and liabilities incurred in or from any such claim, arising from any breach or default in the performance of any obligation on Vendor's part to be performed under the terms of this Agreement, or arising from any act, negligence or the failure to act of Vendor, or any of its agents, sub-vendors, employees, invitees or guests. Vendor, upon

notice from the University, shall defend the University at Vendor's expense by counsel reasonably satisfactory to the University. Vendor, as a material part of the consideration of the University, hereby waives all claims in respect thereof against the University.

**7.12 CERTIFICATION OF INDEPENDENT OFFER**

By submitting a Proposal, the Vendor certifies that in connection with this RFP:

- a The Proposal has been arrived at independently, without consultation, communication or agreement with any competitor for the purpose of restricting competition.
- b Unless otherwise required by law, the offer cited in this RFP has not been and will not be knowingly disclosed by the Vendor prior to opening directly or indirectly to any other Vendor.
- c No attempt has been made nor will be made by the Vendor to induce another person or firm to submit or not submit a Proposal for the purpose of restricting competition.

**7.13 TERMINATION**

The University may terminate the Contract by providing the Vendor with written notice 30 calendar days prior to such date. In the event of a breach by Vendor of any of the provisions of this Agreement, the University of Idaho reserves the right to cancel and terminate this Agreement forthwith upon giving written notice to the Vendor. Vendor shall be liable for damages suffered by the University of Idaho resulting from Vendor's breach of Agreement.

**7.14 NEWS RELEASE**

The Vendor shall not in any way or in any form publicize or advertise any part of the RFP, contract, or services provided to the University without the written approval from the University. However, the Vendor shall be allowed to list the University on its routine client list for matters of reference.

**7.15 PRICE WARRANTY**

Vendor warrants that prices charged to the University of Idaho are based on Vendor's current catalog or market prices of commercial items sold in substantial quantities to the general public and prices charged do not exceed those charged by Vendor to other customers purchasing the same item in like or comparable quantities.

**7.16 PROPOSAL SIGNATORY AUTHORITY**

Each person signing this Proposal certifies that they are the person in the Vendor's firm authorized to make the decision to make the offer.

**7.17 PROMOTIONS**

Vendor shall not use the name, trade name, trademark, or any other designation of the University, or any contraction, abbreviation, adaptation, or simulation of any of the foregoing, in any advertisement or for any commercial or promotional purpose (other than in performing under this Agreement) without the University's prior written consent in each case.

**7.18 LAWS, REGULATIONS AND PERMITS**

The Vendor shall give all notices required by law and comply with all applicable Federal, State, and local laws, ordinances, rules and regulations relating to the conduct of the work. The Vendor shall be liable for all violations of the law in connection with work furnished by the Vendor, including the Vendor's sub-Vendors. Vendor guarantees all items, or services, meet or

exceed those requirements and guidelines established by the Occupational Safety and Health Act. All purchase orders and contracts issued by the University of Idaho are subject to F.A.R. 52.209-6. Vendor warrants that neither supplier nor its principals is presently debarred, suspended or proposed for debarment by the Federal Government.

**7.19 RECORD OF PURCHASES**

Vendor will provide Purchasing Services a detailed usage report of items/services ordered, quantities, and pricing under this Agreement upon request.

**7.20 APPEAL OF AWARD**

A Proposer aggrieved by the award of an Agreement may file an appeal by writing to the Director of Purchasing Services. The appeal must be received by the Director of Purchasing Services within five working days after the award is made, must describe the basis for the appeal, and must include all argument and evidence the Proposer wishes the Director of Purchasing Services to consider. Keeping track of the date an award is made is the responsibility of the Proposer.

**7.21 APPLICABLE LAW AND FORUM**

This Agreement shall be construed in accordance with, and governed by the laws of the State of Idaho. Any legal proceeding related to this Agreement shall be instituted in the courts of the county of Latah, state of Idaho, and Vendor agrees to submit to the jurisdiction of such courts.

**7.22 ASSIGNMENTS**

No Agreement, order, or any interest therein shall be transferred by Vendor to any other party without the approval in writing of the Purchasing Manager, University of Idaho. Transfer of an Agreement without approval may cause the recession of the transferred Agreement at the option of the University of Idaho.

**7.23 REGENTS' APPROVAL**

This Agreement may be subject to approval by the Regents of the University of Idaho, and if it is and if such approval is not granted this Agreement shall be void and neither party shall have any further obligations or liabilities hereunder.

**7.24 RISK OF LOSS**

Until all improvements, equipment, or goods to be provided under this Agreement are installed on property owned or controlled by University and working properly, Vendor and its sub-vendors of any tier shall bear all risks of all loss or damage to the improvements, equipment, or goods, excluding loss or damage caused by acts, omissions, or negligence of the University. Once all improvements, equipment, or goods to be provided under this Agreement are installed on property owned or controlled by University and working properly, the risk of all loss or damage shall be borne by University, excluding loss or damage caused by acts, omissions, or negligence of the Vendor. Vendors shall require its sub-vendors of any tier to bear the same risk of loss.

**7.25 WARRANTY**

Vendor warrants that all products delivered under this order shall be new, unless otherwise specified, free from defects in material and workmanship, and shall be fit for the intended purpose. All products found defective shall be replaced by the Vendor upon notification by the

University of Idaho. All costs of replacement, including shipping charges, are to be borne by the Vendor.

**7.26 PAYMENT / CASH DISCOUNT**

Invoices will not be processed for payment nor will the period of computation for cash discount commence until receipt of a properly completed invoice or invoiced items are received and accepted, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. Payment shall not be considered late if a check or warrant is available or mailed within the time specified.

**7.27 LIENS, CLAIMS AND ENCUMBRANCES**

Vendor warrants and represents that all the goods and materials delivered herein are free and clear of all liens, claims or encumbrances of any kind.

**7.28 TAXES**

The University of Idaho is exempt from payment of Idaho State Sales and Use Tax. In addition, the University is generally exempt from payment of Federal Excise Tax under a permanent authority from the District Director of the Internal Revenue Service. Exemption certificates will be furnished as required upon written request by Vendor. If Vendor is required to pay any taxes incurred as a result of doing business with the University of Idaho, it shall be solely responsible for the payment of those taxes. If Vendor is performing public works construction, it shall be responsible for payment of all sales and use taxes.

**7.29 BINDING EFFECT**

This Agreement is for the benefit only of the parties hereto and shall inure to the benefit of and bind the parties and their respective heirs, legal representatives, successors and assigns.

**7.30 WAIVER**

No covenant, term or condition, or the breach thereof, shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition herein. Acceptance by a party of any performance by another party after the time the same shall have become due shall not constitute a waiver by the first party of the breach or default unless otherwise expressly agreed to in writing.

**7.31 FORCE MAJEURE**

Any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, inability to obtain labor or materials or reasonable substitutes thereof, governmental restrictions, governmental regulations, governmental controls, enemy or hostile governmental action, civil commotion, fire or other casualty, and other causes beyond the reasonable control of the party obligated to perform (except for financial ability), shall excuse the performance by such party for a period equal to any such prevention, delay or stoppage.

**7.32 JOINT VENTURE**

Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment or agency relationship between the parties.

**7.33 NONDISCRIMINATION**

Vendor represents and agrees that it will not discriminate in the performance of this Agreement or in any matter directly or indirectly related to this Agreement on the basis of race, sex, color, religion, national origin, disability, ancestry, or status as a Vietnam veteran. This non-discrimination requirement includes, but is not limited to, any matter directly or indirectly related to employment. Breach of this covenant may be regarded as a material breach of Agreement.

**7.34 INSURANCE REQUIREMENTS**

Vendor and its sub-vendors of any tier are required to carry the types and limits of insurance required by law. By requiring insurance herein, University does not represent that coverage and limits will necessarily be adequate to protect Vendor and its sub-vendor(s) of any tier, and such coverage and limits shall not be deemed as a limitation on the liability of the Vendor and its sub-vendor(s) of any tier under the indemnities granted to University in this Agreement.

The Vendor is required to provide University with a Certificate of Insurance ("certificate") to extent indemnified. All certificates shall be coordinated by the Vendor and provided to the University within seven (7) days of the signing of the contract by the Vendor. Certificates shall be executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. All certificates shall provide for thirty (30) days' written notice to University prior to cancellation, non-renewal, or other material change of any insurance referred to therein as evidenced by return receipt of United States certified mail. Additionally and at its option, the University may request certified copies of required policies and endorsements. Such copies shall be provided within (10) ten days of the Institution's request.

All insurance required hereunder shall be maintained in full force and effect with insurers with Best's rating of AV or better and be licensed and admitted in Idaho. All policies required shall be written as primary policies and not contributing to nor in excess of any coverage University may choose to maintain. Failure to maintain the required insurance may result in termination of this Agreement at University's option.

All policies except Workers Compensation and Professional Liability shall name University as Additional Insured. The Additional Insured shall be stated as: "State of Idaho and The Regents of the University of Idaho". Certificate Holder shall read: "University of Idaho." Certificates shall be mailed to: University of Idaho, Risk Management, 875 Perimeter Drive MS 3162, ID 83844-3162.

Failure of University to demand such certificate or other evidence of full compliance with these insurance requirements or failure of Institution to identify a deficiency from evidence that is provided shall not be construed as a waiver of the obligation of Vendor and its sub-vendor(s) of any tier to maintain such insurance.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

Vendor is responsible for coordinating the reporting of claims and for the following: (a) notifying the Institution in writing as soon as practicable after notice of an injury or a claim is received; (b)

cooperating completely with University in the defense of such injury or claim; and (c) taking no steps (such as admission of liability) which will prejudice the defense or otherwise prevent the University from protecting its interests.

Vendor and its sub-vendor(s) of any tier shall at its own expense obtain and maintain:

- Commercial General and Umbrella / Excess Liability Insurance. Vendor and its sub-Vendor(s) of any tier shall maintain Commercial General Liability (“CGL”) written on an occurrence basis and with a limit of not less than \$1,000,000 each occurrence and in the aggregate. If such CGL insurance contains a general aggregate limit, it shall apply separately by location and shall not be less than \$1,000,000. CGL insurance shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent Vendors, products-completed operations, personal injury and advertising injury, liquor legal liability, food borne illness and contamination, and liability assumed under a contract including the tort liability of another assumed in a business contract. If necessary to provide the required limits, the Commercial General Liability policy’s limits may be layered with a Commercial Umbrella or Excess Liability policy.
- Commercial Auto Insurance. Vendor and its sub-Vendor(s) of any tier shall maintain a Commercial Auto policy with a Combined Single Limit of not less than \$1,000,000; Underinsured and Uninsured Motorists limit of not less than \$1,000,000; Comprehensive; Collision; and a Medical Payments limit of not less than \$10,000. Coverage shall include Non-Owned and Hired Car coverage..
- Business Personal Property. Vendor and its sub-Vendor(s) of any tier shall purchase insurance to cover Business Personal Property of Vendor and its sub-Vendor(s) of any tier. In no event shall University be liable for any damage to or loss of personal property sustained by Vendor, even if such loss is caused by the negligence of Institution, its employees, officers or agents. Workers’ Compensation. Vendor and its sub-Vendor(s) of any tier shall maintain all coverage statutorily required of the Vendor and its sub-Vendor(s) of any tier, and coverage shall be in accordance with the laws of Idaho. Vendor and its sub-Vendor(s) of any tier shall maintain Employer’s Liability with limits of not less than \$100,000 / \$500,000 / \$100,000.
- Professional Liability. If professional services are supplied to Institution, Vendor and its sub-Vendor(s) of any tier, Vendor and its sub-Vendor(s) of any tier shall maintain Professional Liability (Errors & Omissions) insurance on a claims made basis, covering claims made during the policy period and reported within three years of the date of occurrence. Limits of liability shall be not less than one million dollars (\$1,000,000).

### **7.35 UNIVERSITY’S RULES, REGULATIONS, AND INSTRUCTIONS**

Contractor will follow and comply with all rules and regulations of the University and the reasonable instructions of University personnel. The University reserves the right to require the removal of any worker it deems unsatisfactory for any reason.

7.36 **ATTACHMENTS AND EXHIBITS**

Attachment A	RFP Cover Page and Checklist
Attachment B	Proposal Form
Attachment C	Financial Pro Forma Worksheet
Attachment D	Project Capability Submittal
Attachment E	Risk Assessment /Value Added Submittal
Attachment F	Scope of Work Expectations
Attachment G	Milestone Schedule

Exhibit 1	Current Conditions
Exhibit 2	Scope of Work and Expectations
Exhibit 3	Clarification Phase Guide
Exhibit 4	Weekly Reporting System Guide



## ATTACHMENT A

### RFP COVER PAGE & CHECKLIST

The Vendor must complete and submit this Attachment. This Attachment shall be the cover page for the Vendors Proposal. DO NOT MODIFY THE FORMAT OF ANY OF THE REQUIRED ATTACHMENTS. Please staple all Attachments together (do not bind in any other way).

Project Number:	<b>RFP 15-001J</b>
Project Name:	<b>University of Idaho Dining Services</b>

Vendors Name:	
Address:	
City:	
State:	
Zip Code:	
Point of Contact for this RFP:	
Phone:	
Fax:	
Email:	

The following documents are required for this proposal (please mark off each document to acknowledge that you have submitted the document in the proper format):

- ☐ Attachment A – Complete and staple as cover page in your proposal
- ☐ Attachment B – Fill in all required information on Proposal Form
- ☐ Attachment C – Complete and submit Financial Pro Forma Worksheet
- ☐ Attachment D – Complete and submit Project Capability
- ☐ Attachment E – Complete and submit Risk Assessment /Value Added Submittal
- ☐ Attachment F – Complete and submit Scope of Work Expectations
- ☐ Attachment G – Complete and submit Milestone Schedule

The following checklist must also be completed. Failing to answer, or answering “No” to any of the questions below will result in disqualification.

- ☐ Yes ☐ No Is your entire proposal stapled together (not bound in any other way)?
- ☐ Yes ☐ No Is your Project Capability 2 pages or less?
- ☐ Yes ☐ No Is your Risk Mitigation 2 pages or less?
- ☐ Yes ☐ No Is your Value Added submittal 2 pages or less?
- ☐ Yes ☐ No Do you understand that your Project Capability and Risk Assessment can NOT contain any names, past projects, or information that may be used to identify who your firm is?
- ☐ Yes ☐ No Do you understand that you cannot re-create the Project Capability and Risk Assessment template (you must download it online)?
- ☐ Yes ☐ No Do you understand that you are NOT allowed to alter font size, add colors, or add pictures, to the Project Capability and Risk Assessment?
- ☐ Yes ☐ No Do you understand that your proposal will be disqualified if you fail to meet any of the formatting requirements of the Project Capability and Risk Assessment?
- ☐ Yes ☐ No Do you understand that the contents of Project Capability and Risk Assessment will become part of the final contract (if you awarded the project)?

## ATTACHMENT B PROPOSAL FORM

### SECTION 1 - CRITICAL TEAM MEMBERS

Name of Firm: \_\_\_\_\_

Name of Regional Vice President: \_\_\_\_\_

Name of On-Site General Manager: \_\_\_\_\_

Name of Executive Chef: \_\_\_\_\_

Name of Catering Director: \_\_\_\_\_

### SECTION 2 – ADDENDA ACKNOWLEDGEMENT

Vendor acknowledges receipt of the following addenda, and has incorporated the requirements of such addenda into the proposal (*List All Addenda Issued For This Project*):

No.	Date	No.	Date	No.	Date
No.	Date	No.	Date	No.	Date

### SECTION 3 – FIRM QUALIFICATIONS

No	Criteria	Response
1	How many years has your firm been continuously active in dining services (under the current business name)?	
2	Identify the number of citations received in the past three years from any government agency, regardless of the nature of alleged violations and outcome:	2011 = 2012 = 2013 =
3	Is your firm currently licensed to provide dining services in the State of Idaho?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Is your firm current disqualified, de-listed or barred from doing business with the State of Idaho or the University of Idaho?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Is your firm current disqualified, de-listed or barred from doing business with any federal or state agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 5 - FINANCIAL EVALUATION 5-YEAR TERM**

Provide the financial information below for the five-year safe harbor option. Under this option, the Vendor will have compensation that is at least fifty percent (50%) fixed fee, and the remainder a variable fee compensation (50%) not to exceed the fixed fee. Please provide information (if any) on any capital investment, other investment, or sponsorship that is included in your proposal (to be amortized over the base term of the contract plus contract extensions). Price per dollar of gross sales can be a sliding scale. If offering a sliding scale or tiered pricing structure, please submit and attach proposed structure on spate page. Safe harbor contracts shall have a three-year base term and two one-year contract extensions up to a maximum of five years total.

YEAR	GROSS SALES (\$)	PRICE PER DOLLAR OF GROSS SALES (\$)	MAJOR CAPITAL INVESTMENTS (\$)	OTHER INVESTMENT OR SPONSORSHIP (\$)
FY 2015-16	\$	\$	\$	\$
FY 2016-17	\$	\$	\$	\$
FY 2017-18	\$	\$	\$	\$
FY 2018-19	\$	\$	\$	\$
FY 2019-20	\$	\$	\$	\$
TOTAL:	\$	\$	\$	\$

**SECTION 6 - SIGNATURE**


---

 Name of Company

---

 Printed Name of Firm Representative

---

 Signature of Firm Representative

---

 Date

---

 Email

---

 Phone

---

 Fax

## ATTACHMENT C

### FINANCIAL PRO FORMA WORKSHEET

#### University Expenditure Responsibility

Facility Rental  
 Utilities  
 Vandal Card Support  
 Utility Infrastructure Maintenance  
 Trash Collection from designated area  
 Internet Access

#### Contractor Expenditure Responsibility

All other costs not listed above, for example:

*Labor Expenses*  
*Food Costs*  
*Paper Supplies*  
*Cleaning Supplies*  
*Office Supplies (supplies, postage, printing)*  
*Telephone*  
*Hiring Costs & Background Checks*  
*Parking Permits*  
*Vehicle Expenses*  
*Equipment Rental*  
*Linens and Uniforms*  
*Flowers / Decorations*  
*Utilities*  
*Equipment Repairs and Maintenance*  
*Training / Professional Development*  
*Marketing and Advertising*  
*Credit Card Fees*  
*Banking and Professional Fees*  
*Courier Expense*  
*Workers' Compensation Insurance*  
*Business Insurance*  
*Brand Licensing/Franchise Fees*  
*Taxes and Licenses (do not include sales tax)*  
*Student Organization Event Funding Support*  
*Small wares Replacement*  
*Small Equipment Replacement*  
*Pest Control*  
*Light Bulbs*  
*Painting*  
*Plumbing clogs*  
*Tools*  
*Signage*



## ATTACHMENT D

### PROJECT CAPABILITY (PC) SUBMITTAL

This template must be used. Modifications to the format of this template will result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). You may add/delete additional rows to identify additional claims and performance, but do not exceed the 2-page limit. Do not list any names/information that can be used to identify your firm.

**Project Capability #1 Claim:** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Project Capability #2 Claim:** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Project Capability #3 Claim:** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Project Capability #4 Claim:** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Project Capability #5 Claim:** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Project Capability #6 Claim:** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Project Capability #7 Claim:** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Project Capability #8 Claim:** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

## ATTACHMENT E

### RISK ASSESSMENT (RA) / VALUE ADDED (VA) SUBMITTAL

This template must be used. Modifications to the format of this template will result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). You may add/delete additional rows to identify additional risks, solutions, and value added options, but do not exceed the 2-page limit.

#### SECTION 1 – MAJOR RISKS

All cost impacts associated with these risks/solutions must be included in your proposed premium

<b>Risk 1:</b>	
<b>Why it is a Risk:</b>	
<b>Solution:</b>	
<b>Documented Performance:</b>	
<b>Risk 2:</b>	
<b>Why it is a Risk:</b>	
<b>Solution:</b>	
<b>Documented Performance:</b>	
<b>Risk 3:</b>	
<b>Why it is a Risk:</b>	
<b>Solution:</b>	
<b>Documented Performance:</b>	
<b>Risk 4:</b>	
<b>Why it is a Risk:</b>	
<b>Solution:</b>	
<b>Documented Performance:</b>	



**SECTION 2 – VALUE ADDED OPTIONS**

All cost impacts associated with these value added options must NOT be included in your premium.

**Item 1 Claim:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented performance:** \_\_\_\_\_

**Impact:** Cost (\$) \_\_\_\_\_ Time \_\_\_\_\_

**Item 2 Claim:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented performance:** \_\_\_\_\_

**Impact:** Cost (\$) \_\_\_\_\_ Time \_\_\_\_\_

**Item 3 Claim:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented performance:** \_\_\_\_\_

**Impact:** Cost (\$) \_\_\_\_\_ Time \_\_\_\_\_

**Item 4 Claim:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented performance:** \_\_\_\_\_

**Impact:** Cost (\$) \_\_\_\_\_ Time \_\_\_\_\_

**Item 5 Claim:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented performance:** \_\_\_\_\_

**Impact:** Cost (\$) \_\_\_\_\_ Time \_\_\_\_\_

## ATTACHMENT F

### SCOPE OF WORK EXPECTATIONS

Please respond here to the requests found in Exhibit 2. This template must be used. Modifications to the format of this template will result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.).

#### **Base Scope:**

Base scope items should be included in the price of the contract and are considered essential to the contract. Please provide us with your performance claim and proposed dominant measures for all base scope items.

#### **Financial Return**

1a. \$1,660,000 return to University to cover operating expenses on behalf of the Vendor.

--

1b. Provide for all operating maintenance of all spaces occupied by vendor to include but not limited to: clogged sinks & toilets, light bulbs, refuse removal, deep cleaning carpets, painting walls, signage, small wares, tools, and equipment with values <\$5,000 per item.

--

#### **Sustainability**

2a. 15% food purchases from locally produced/raised sources (Latah & Adjoining Counties).

--

2b. 70% food purchases from regionally produced/raised sources (Eastern Washington, Idaho, Northeast Oregon, Western Montana).

2c. Minimize Food Waste by 90%

2d. Transparent Reporting System on food purchases in keeping with intent of 2a. & 2b.

**Student Success/Satisfaction**

3a. Work with registered dietitian to meet dietary needs

3b. Provide affordable retail and board options

3c. Provide vegan and vegetarian options in retail and dining hall.

3d. EBI of 5.0 or Greater

3e. Sanitation and cleanliness

3f. Friendly student oriented employees

**Catering Excellence**

4a. Zero tolerance for errors

4b. High level responsiveness to each college and department needs

4c. At University's discretion, executive residence excluded from contract.

**Add Alternate:**

Add Alternate items are in addition to the base contract. Please respond to each of the Add Alternate options, explaining your performance claim, proposed dominant measures and any addition cost associated with the item, all cost impacts associated with these options must NOT be included in your premium.

**Financial Return**

1a. Capital Improvement to Wallace Dining Facility

1b. Retail Capital Improvement

1c. Other Capital Improvements (Vendor Identifies)

**Sustainability**

2a. Commit to direct purchase contract with all student produced / raised food, possibly including: Soil Stewards, Vandal Meats, UI Dairy

2b. Zero Waste Catering

2c. Point of decision nutrition information as outlined in USDA Guideline

**Student Success/Satisfaction**

3a. Gluten free options

3b. In Kind sponsorship of RHA

3c. Expanded hours in Resident Dining to 9pm nightly

3d. Expanded weekend hours in Resident Dining

3e. Coffee/espresso drink option other than dining hall close to residence halls



3f. Kitchen and staff available for supervision of student organization food preparations.

3g. Fast Food Chain(s)

3h. Ability to offer Athletic meal plan that provides the closest to 3 meals a day, 7 days a week.

**Catering Excellence**

4a. Dedicated Executive chef to executive residence

4b. Dedicated catering supervisor for College of Business & Economics catered events

4c. Value Catering menu for students

**Corporate Sponsorship/Athletic Naming Opportunity**

5a. Vandal Athletic Scholarship Fund

5b. Athletic Venues (i.e. Naming Rights)

**5c. Student Scholarships**

**5d. Other Opportunities (Vendor Identifies)**

**ATTACHMENT G  
MILESTONE SCHEDULE**

Please add your milestone schedule for your proposal here. You can use whatever form that works best. Please label your submittal Attachment G Milestone Schedule. This is a high level overview of the project outlining the major milestones and dates. One page limit.

## EXHIBIT 1

### CURRENT CONDITIONS

Best efforts have been made to obtain detailed information on the current conditions at the University. This information should not be assumed to be 100% complete or accurate. The University is looking to secure services equal to, or better than, the level of service currently provided.

#### 1.1 QUICK FACTS ABOUT THE UNIVERSITY *(Based on Academic year 2013-2014)*

- Student Enrollment (Moscow campus): 11,143
- Undergraduate Enrollment (Moscow campus): 9,555
- Graduate Enrollment (Moscow campus): 1,670
- Student population is 53 percent male and 47 percent women
- Number of Freshman in Fall 2012: 1,586
- Freshman living in residence halls: 57 percent
- International students: 480
- Faculty: 535
- Staff: 1,530

*A student who is enrolled in two program levels within the same college, e.g., Undergraduate and Graduate, at the same point of time in a given semester is counted once in each Undergraduate and Graduate program level.*

#### 1.2 HISTORIC COUNTS AND GROSS SALES

The following outlines boarder counts, transaction counts and gross sales from the current contract.

	Actual	Actual	Actual	Estimate	Budget
	2010-11	2011-12	2012-13	2013-14	2014-15
Boarders Fall / Spring	1958 / 1725	1981 / 1748	1675 / 1460	1620 / 1537	1642 / 1557
Mandatory Residence Hall Meal Plans	1773	1760	1225	1315	1315
Board Gross Sales	\$5,431,764	\$5,768,661	\$5,035,892.48	\$5,584,703	\$5,696,278
Retail Transactions	590,700	624,908	482,806	490,640	500,000
Retail Revenue	\$1,526,772	\$1,511,986	\$1,546,896	\$1,550,609	\$1,601,646
Catering Events	1601	1,534	1,351	1350	1350
Internal Catering Revenue	\$734,045	\$791,094	\$694,437	\$619,483	\$631,872
External Catering Revenue	\$105,802	\$136,516	\$97,171	\$98,000	\$99,960
Concessions Revenue	\$201,773	\$177,666	\$143,291	\$166,784	\$170,120
Conference Revenue	\$211,833	\$279,613	\$221,701	\$250,000	\$255,000
<b>Grand Total</b>	<b>\$8,211,989</b>	<b>\$8,665,536</b>	<b>\$7,739,391</b>	<b>\$7,987,133</b>	<b>\$8,129,945</b>

### 1.3 HISTORIC MEAL PLAN PRICING

Management of the campus's meal plan program, including the marketing and sale of meal plans. The current meal plan program has been structured as follows. Plan pricing is subject to approval by the University President and is reviewed by the State Board of Education.

Current policy requires all first-year students living in Wallace Residence Center, Theophilus Tower, Targhee, McConnell, LLC-Upham and LLC-CNR residence halls are required to choose a meal plan option. Students living in McConnell or Targhee do have reduced meal plan options available to them. Upper-level and Transfer students who choose to live in an upper-level LLC building are not required to purchase a meal plan.

Please note, the "flex" program is being eliminated starting with fiscal year 2015-2016. As such, the cost of each plan will be reduced by the cost of the "flex" attributed to that plan. This is to provide competitive mandatory board plan price points. Management will support the Vandal Dollar program that can be used anywhere on campus and is not pre-captured dollars by the vendor.

Note that in years 2012-13 an effort was made to simplify the number of mandatory meal plans available. This effort led to the three tier plan structure seen below. The University wishes to continue using a simple meal plan structure.

Management also desires potential contractors to develop a meal plan strategy for summer term students in conjunction with available summer housing options. This strategy should be distinctly different than the summer camp/conference plans.

#### Meal Plan Pricing History

Updated February 7, 2014

Meal Plans	2010-11	2011-12	2012-13	2013-14	2014-15
<i>Mandatory Meal Plans</i>					
All Access + \$230 Flex	\$1,728 + Tax	\$1,801 + Tax			
19 Meals Per Week + \$200 Flex	\$1,533 + Tax	\$1,597 + Tax			
14 Meals Per Week + \$395 Flex	\$1,533 + Tax	\$1,597 + Tax			
19 Meals Per Week + \$445 Flex	\$1,708 + Tax	\$1,772 + Tax			
14 Meals Per Week + \$590 Flex	\$1,683 + Tax	\$1,747 + Tax			
All Access + \$500 Flex	\$1,903 + Tax	\$1,976 + Tax			
Unlimited Meals + \$75 Flex + 10 Guest Passes			\$1,925 + Tax	\$2,045 + Tax	\$2,100 + Tax
14 Meals Per Week + \$250 Flex			\$1,705 + Tax	\$1,810 + Tax	\$1,860 + Tax
140 Meals Per Semester + \$300 Flex			\$1,595 + Tax	\$1,695 + Tax	\$1,740 + Tax

<i>Voluntary Meal Plans</i>					
10 Meals Per Week + \$550 Flex	\$1,533 + Tax	\$1,597 + Tax			
5 Meals Per Week + \$525 Flex	\$1,168+ Tax	\$1,238 + Tax			
10 Meals Per Week + \$700 Flex	\$1,658 + Tax	\$1,722 + Tax			
5 Meals Per Week + \$665 Flex	\$1,293 + Tax	\$1,342 + Tax			
Freedom First Plan	\$200 + Tax	\$200 + Tax			
Freedom Forward	\$600 + Tax	\$600 + Tax			
Freedom Rings	\$400 + Tax	\$400 + Tax			
\$500 Flex (Targhee Residents only)	\$500 + Tax	\$500 + Tax	\$500 + Tax	\$500 + Tax	\$500 + Tax
100 Meals Per Semester + \$500 Flex			\$1,247 + Tax	\$1,325 + Tax	\$1,360 + Tax
50 Block Meals + \$250 Flex			\$600 + Tax	\$640 + Tax	\$660 + Tax
\$250 Flex			\$250 + Tax	\$250 + Tax	\$250 + Tax

***Costs are for each semester / no tax has been added to the prices***

#### **1.4 SUMMER CAMPS/SUMMER CONFERENCES**

Summer Conferences serves as one-stop-shop point of contact for all lodging, catering, food service, and facility needs. Summer Conferences offers all-you-can eat cafeteria style dining to all conference groups in the Wallace Food Court on a per meal basis. The pricing structure for all of dining options is set by campus dining, working in conjunction with University Housing. The 2013 cafeteria rates were:

Breakfast \$4.65

Lunch \$5.80

Dinner \$7.05

Daily Total \$17.50

Summer Conference generates, on average, over \$225K in gross revenue for campus dining and serves between 1,800-2,500 guests during the period from late May to mid-August.

#### **1.5 CONCESSIONS**

The University has permanent concession locations at the Kibbie Dome venue. Traditionally, concessions have been provided for major sporting events and large scale campus events from this location. Additionally, mobile concession stands have been used to supplement concession needs in the Kibbie Dome or to support concessions at other campus locations such as Memorial Gym.

**1.6 EXCLUDED FOOD SERVICES**

The following Moscow campus dining locations and/or services are excluded from the contract, unless otherwise determined by the University at its sole discretion:

- Food Service offered by VandalStore
- Campus Pouring Rights
- Vending
- Non-exclusive rights to retail operations or concessions upon sole discretion of Auxiliary Services.

**1.7 ACADEMIC YEAR BOARD CALENDAR**

Following is the board operation calendar for the FY2013-14 academic year:

8/22/13	Open (Beginning of Academic Year)
11/23-11/30/13	Closed for Thanksgiving Break
12/21-1/12/14	Closed for Winter Break
3/15-3/22/14	Closed for Spring Break
5/16/14	Closed (End of Academic Year)

**1.8 HOURS OF OPERATIONS**

Following are current hours of operation by venue for the FY2013-14 academic year.

No.	Venue	Hours of Operation						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	Denny's AllNighter	10am - 12am	10am - 12am	10am - 12am	10am - 12am	10am - 2am	10am - 12am	
2	Traders Market	8am - 12am	8am - 12am	8am - 12am	8am - 12am	8am - 2am	8am - 2am	8am - 2am
3	Joe's Cafe	7am - 2pm	7am - 2pm	7am - 2pm	7am - 2pm	7am - 2pm	Closed	
4	Sister's Brew JEB	7am - 2pm	7am - 2pm	7am - 2pm	7am - 2pm	7am - 2pm	Closed	
5	Sister's Brew Admin Building	7am - 2pm	7am - 2pm	7am - 2pm	7am - 2pm	7am - 2pm	Closed	
6	Stover's	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	Closed	
7	Einstein Bros	7am - 6pm	7am - 6pm	7am - 6pm	7am - 6pm	7am - 6pm	Closed	
8	"I" of the Commons	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	Closed	
9	Mein Bowl	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	Closed	
10	Sub Connection	8am - 4pm	8am - 4pm	8am - 4pm	8am - 4pm	8am - 4pm	Closed	
11	Vandals Grill	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	Closed	
12	Jamba Juice	7am - 4pm	7am - 4pm	7am - 4pm	7am - 4pm	7am - 4pm	Closed	
13	JV's Pizzeria	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	8am - 3pm	Closed	
14	Bogey's Grill (seasonal)	11am - 2pm	11am - 2pm	11am - 2pm	11am - 2pm	11am - 2pm	11am - 2pm	



**1.9 VANDAL CARD**

1. Microsoft OS / Oracle 11g DB
2. CBORD CSGold 6.0.16
3. Installed in 1994, last updated in October 2013
4. Campuswide there are 529 end point locations which include things like vending machines, card access swipes, door alarm points, etc.
5. From 11/1/2012 to 11/1/2013 there were approximately 276,000 purchase transactions for \$1.2 million, as well as 415,000 meal transactions.
6. We currently have 42 direct point-of-sale locations, plus we interface with the UI Bookstore's and Starbuck's point-of-sale systems.
7. The basic POS equipment is owned by Vandal Card, but cash registers are owned by The Vendor. CSGold is compatible with Micros and perhaps other cash register terminals, and Vandal Card will work with The Vendor with regards to those. There will be no charges for staff assistance in getting Micros or other CSGold compatible systems working with the card system but contractor will be responsible for any additional equipment or software needed to do that.
8. Vandal Card will maintain the basic POS equipment.
9. We have no plans to change the existing system beyond keeping the software version current and replacing readers with current versions as they become available. That said, Vandal Card regards The Vendor as a customer, and so our future plans with regards to Campus Dining are contingent on their needs.

Services include the provision and support of point-of-sale devices as requested by The Vendor, and any reports that The Vendor requires. There are no transaction fees. There are no Dining Services venues that do not accept Vandal Card.

**1.10 UNIVERSITY PROVIDED CAPITAL EQUIPMENT**

All University-owned food service equipment shall be provided for use by the Contractor. Additional capital equipment required to execute Contractor's proposed concepts and programs must be provided at Contractor expense, to be amortized over the base term of the contract. Upon full amortization of Contractor provided capital equipment, ownership shall reside with the University.

Upon request and prior to proposal submission, a University representative will provide tours of all dining locations in order to discuss existing capital equipment. Upon selection of the preferred Proposer, the preferred Proposer and the University will jointly assess equipment needs and develop an addition/replacement schedule as part of the Negotiation/Pre-Planning & Quality Control period.

Contractor will provide facility and equipment preventative and ongoing maintenance programs that result in good stewardship of University owned resources.

**1.11 UNIVERSITY PROVIDED SMALLWARES**

The University owned small wares, including kitchen utensils, china, glass, silverware and service pieces currently associated with those aspects of the dining program to will be provided to the contractor. The contractor agrees to maintain all small wares at mutually agreed upon levels as a course of regular dining operations as an operating expense by the contractor. It is agreed that the University retains ownership of all small wares and replacements and additions made during the term of the vendor's contract.

**1.12 WASTE REDUCTION/COMPOSTING**

Food waste/compostable material from dining services locations including Bob's, Commons Food Court, Einstein's, and Denny's is picked up by the Campus Food and Farm Composting program and taken to a composting facility each Monday, Wednesday, and Friday. Recycling facilities are provided at Bob's and the Common's for cardboard, plastic, glass and tin.

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

- a. Board Administrative Rules IDAPA 08.01.08 provides requirements relative to alcoholic beverages on campus grounds. Said rules generally prohibit the possession or consumption of alcoholic beverages in areas open to and most commonly used by the general public on campus grounds. The rules authorize the Board to waive the prohibition pursuant to Board policies and procedures. 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. The grant of any such waiver shall be determined by the chief executive officer ("CEO") only in compliance with this Policy and in accordance with the provisions set forth herein, and not as a matter of right to any other person or party, in doing so, the chief executive officer must ensure that the decisions to allow possession and consumption of alcoholic beverages are consistent with the proper image and the mission of the institution.
- 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.
  - (1) An Alcohol Beverage Permit may be granted only for a specifically designated event (hereinafter "Permitted Event"). Each Permitted Event shall be defined by the activity planned, the area or location in which the activity will take place and the period of time during which the activity will take place. The activity planned for the Permitted Event must be consistent with the proper image and mission of the institution. The area or location in which the activity will take place must be defined with particularity, and must encompass a restricted space or area suitable for properly controlling the possession and consumption of alcoholic beverages. The time period for the activity must be a single contiguous time period for a separate defined occurrence (such as a dinner, a conference, a reception, a concert, a sporting competition and the like). An

extended series of events or a continuous activity with no pre-determined conclusion shall not be a Permitted Event. The area or location of the Permitted Event, the restricted space or area therein for possession and consumption of alcoholic beverages and the applicable time periods for the Permitted Event must each be set forth in the Alcohol Beverage Permit and in the application therefore.

- (2) The serving of alcoholic beverages must be part of a planned food and beverage program for the Permitted Event, rather than a program serving alcoholic beverages only. Food must be available at the Permitted Event. Consumption of alcoholic beverages and food cannot be the sole purpose of a Permitted Event.
- (3) Non-alcoholic beverages must be as readily available as alcoholic beverages at the Permitted Event.
- (4) A Permitted Event must be one requiring paid admission through purchase of a ticket or through payment of a registration fee, or one where admission is by written, personal invitation. Events generally open to participation by the public without admission charges or without written personal invitation shall not be eligible for an alcoholic beverage permit. Only persons who have purchased a ticket or paid a registration fee for attendance at a Permitted Event, or who have received a written invitation to a Permitted Event, and who are of lawful age to consume alcoholic beverages, will be authorized to possess and consume alcoholic beverages at the Permitted Event.
- (5) Permitted Events which are generally open to the public through purchase of a ticket (such as sporting events, concerts or other entertainment events) must set out a confined and defined area where alcoholic beverages may be possessed and consumed. For such events, the defined area where alcoholic beverages may be possessed and consumed shall be clearly marked as such, and shall be separated in a fashion that entry into the area and exit from the area can be controlled to ensure that only those authorized to enter the area do so and that no alcoholic beverages leave the area. Only those individuals lawfully attending the Permitted Event who are of lawful age to consume alcoholic beverages may be allowed into the defined area, provided that such individuals may be accompanied by youth for whom they are responsible, but only if such youth are, at all times, under the supervision and control of such individuals. For such events there shall be sufficient space outside of the area where alcoholic beverages may be possessed and consumed to accommodate the participating public who do not wish to be present where alcoholic beverages are being consumed.
- (6) No student athletic events, (including without limitation NCAA, NIT, NAIA and intramural student athletic events) occurring in college or university owned, leased or operated facilities, or anywhere on campus grounds, shall be Permitted Events, nor shall a Permitted Event be allowed in conjunction with any such student athletic event.
- (7) An Alcohol Beverage Permit for a Permitted Event to which attendance is limited to individuals who have received a personal written invitation, or to those who have registered to participate in a particular conference (for example, a reception, a dinner, an exclusive conference) may allow alcoholic beverages to be possessed and consumed throughout the area of the event, provided that the area of the event is fully enclosed, and provided further that the area of the event must be such that entry into the area and exit from the area can be controlled to ensure that only those authorized to enter the area do so and that no alcoholic beverages leave the area. Additionally, the area of the Permitted Event must not be open to access by the

- general public, or to access by persons other than those properly participating in the Permitted Event.
- (8) Application for an Alcohol Beverage Permit must be made by the organizers of the event. Such organizers must comply with all applicable laws of the State of Idaho and the local jurisdiction with respect to all aspects of the event, including the possession sale and consumption of alcoholic beverages.
  - (9) The Alcohol Beverage Permit, any required local catering permit, and applicable state or local alcoholic beverages permits shall be posted in a conspicuous place at the defined area where alcoholic beverages are authorized to be possessed and consumed.
  - (10) The sale, service and consumption of alcoholic beverages at a Permitted Event shall be confined to the specific event, area or activity identified on the Beverage Permit application. Any alcoholic beverages allowed at a Permitted Event shall be supplied through authorized contractors of the organizers (such as caterers hired by the organizers). In no event shall the institution supply or sell alcoholic beverages directly. In no event shall the general public, or any participants in a Permitted Event be allowed to bring alcoholic beverages into a Permitted Event, or leave the defined area where possession and consumption is allowed while in possession of an alcoholic beverage.
  - (11) The person/group issued the Beverage Permit and the contractors supplying the alcoholic beverages shall assume full responsibility to ensure that no one under the legal drinking age is supplied with any alcoholic beverage or allowed to consume any alcoholic beverage at the Permitted Event. Further, the person/group must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs of the institution, but in no case less than \$500,000 minimum coverage per occurrence. Such insurance must list the permitted person/group, the contractor, the institution, the State Board of Education and the State of Idaho as additional insured's, and the proof of insurance must be in the form a formal endorsement to the policy evidencing the coverage and the required additional insured's.
  - (12) The Alcohol Beverage Permit shall set forth the time at which sale, service, possession and consumption of alcoholic beverages will be permitted, which times shall be strictly enforced. Service and sale of alcoholic beverages shall stop at a time in advance of the time of closure of the event sufficient to allow an orderly and temperate consumption of the balance of the alcoholic beverages then in possession of the participants of the event prior to closure of the event.
  - (13) These guidelines shall apply to both institutional and non-institutional groups using institutional facilities.
- c. Within residential facilities owned, leased or operated by an institution, the CEO may allow the possession or consumption of alcoholic beverages by persons of legal drinking age within the living quarters of persons of legal drinking age. Consumption of alcohol shall not be permitted in the general use areas of any such residence facility. Possession of alcohol within the general use areas of a residential facility may only be done in a facility where consumption has been authorized by the CEO, and such possession shall be only as is incidental to, and reasonably necessary for, transporting the alcohol by the person of legal drinking age to living quarters where consumption is allowed. The term "living quarters" as used herein shall mean, and be limited to, the specific room or rooms of a residential facility which are assigned to students of the institution (either individually or in conjunction with another roommate or roommates) as their individual living space.

## EXHIBIT 2

### SCOPE OF WORK & EXPECTATIONS

#### Base Scope:

- 1) Financial Return**
  - a. \$1,660,000 return to University to cover operating expenses on behalf of the Vendor
  - b. Provide for all operating maintenance of all spaces occupied by vendor to include but not limited to: clogged sinks & toilets, light bulbs, refuse removal, deep cleaning carpets, painting walls, signage, smallwares, tools, and equipment with values <\$5,000 per item.
- 2) Sustainability**
  - a. 15% food purchases from locally produced/raised sources (Latah and adjoining counties).
  - b. 70% food purchases from regionally produced/raised sources (Eastern Washington, Idaho, Northeast Oregon, and Western Montana).
  - c. Minimize Food Waste by 90%
  - d. Transparent Reporting System on food purchases in keeping with intent of 2a & 2b.
- 3) Student Success/Satisfaction**
  - a. Work with registered dietitian to meet dietary needs
  - b. Provide affordable retail and board options
  - c. Provide vegan and vegetarian options in retail and dining hall.
  - d. EBI of 5.0 or Greater
  - e. Sanitation and cleanliness
  - f. Friendly student oriented employees
- 4) Catering Excellence**
  - a. Zero tolerance for errors
  - b. High level responsiveness to each college and department needs
  - c. At University's discretion, executive residence excluded from contract.

#### Add Alternate:

- 1) Financial Return**
  - a. Capital Improvement to Wallace Dining Facility
  - b. Retail Capital Improvement
  - c. Other Capital Improvements(Vendor Identifies)
- 2) Sustainability**
  - a. Commit to direct purchase contract with all student produced / raised food, Possibly including: Soil Stewards, Vandal Meats, UI Dairy
  - b. Zero Waste Catering
  - c. Point of decision nutrition information as outlined in USDA Guideline
- 3) Student Success/Satisfaction**
  - a. Gluten free options
  - b. In Kind sponsorship of RHA
  - c. Expanded hours in Resident Dining to 9pm nightly
  - d. Expanded weekend hours in Resident Dining
  - e. Coffee/espresso drink option other than dining hall close to residence halls
  - f. Kitchen and staff available for supervision of student organization food preparations.
  - g. Fast Food Chain(s)

- h. Ability to offer Athletic meal plan that provides the closest to 3 meals a day, 7 days a week.

**4) Catering Excellence**

- a. Dedicated Executive chef to executive residence
- b. Dedicated catering supervisor for College of Business & Economics catered events
- c. Value Catering menu for students

**5) Corporate Sponsorship/Athletic Naming Opportunity**

- a. Vandal Athletic Scholarship Fund
- b. Athletic Venues(i.e. Naming Rights)
- c. Student Scholarships
- d. Other Opportunities(vendor identifies)

## **EXHIBIT 3**

### **CLARIFICATION PHASE GUIDE**

#### **OVERVIEW**

The Clarification Phase is carried out prior to the signing of the contract. The University's objective is to have the project/service completed on time, without any cost increases, and with high customer satisfaction. At the end of the service, the University will evaluate the performance of the Vendor based on these factors, so it is very important that the Vendor preplans the service to ensure there are no surprises.

It is the Vendor's responsibility to ensure he understands the University's subjective expectations. It is not the University's responsibility to ensure that the Vendor understands what their expectations are. The Vendor is at risk, and part of the risk is understanding the University's expectations.

The Clarification Phase provides the Vendor with a final opportunity to protect itself, by allowing the Vendor to carefully pre-plan the service before an award is made. The pre-planning should include all coordination and identification of all risks that cannot be controlled by the Vendor.

In many cases, one of the Vendor's biggest risks (in terms of delivering the service with high satisfaction) is the University themselves. Therefore, it is in the Vendor's best interest to identify any issues or concerns ahead of time during the Clarification Phase. The Vendor should minimize their risk by creating documentation that puts them in control and eliminates any outside interference that could hinder them from performing.

#### **PRE PLANNING AND COORDINATION**

The University requires that the Vendor attend a Kick Off Meeting to discuss the objectives of the Clarification Phase.

- Re-visit the site to do any additional investigating.
- Coordinate with all parties that will be involved with the service. Identify what concerns they have and determine solutions to resolve their concerns. This may include consultants, sub-vendors, and suppliers (to ensure that there are no inconsistencies with the requirements or delivery schedules.)
- Identify where the risk lies on the service and make sure that all identified risks can be minimized.
- Identify any actions required by the University or University's representatives.
- Identify all risks that you (the vendor) do not control with a plan to mitigate the risks

**CLARIFICATION DOCUMENT**

The objective of the Vendor's Clarification Document is to identify risk that the Vendor does not control or risk that is impacted by factors that the Vendor does not control. The Vendor must also identify how they will attempt to minimize the risk. If the Vendor does not identify the risk that they do not control, then the Vendor is stating the risk (stated or not stated) is under their control and a part of their contract to meet the intent of the University.

After the Vendor provides the University with his plan they will be provided the risks from all the other Vendors to ensure that they are identifying all the risks that they do not control. This forces the Vendor to do what a best value Vendor would do, to think in the best interest of the University.

The Clarification Document should address the concerns of the University. The identification of these concerns is a clarification of the understanding of the University's intent in the best value process. It in no way changes the technical scope or amount of work of the Vendor, but merely confirms that the Vendor has understood the intent of the University. The objective of these clarifications are to confirm that the Vendor who is being hired understands the University's intent. The Clarification Document must include the following items as a minimum:

1. A service financial summary
2. A summary of accepted/rejected value added options
3. A complete service schedule including a transition milestones schedule.
4. A list of all risks identified by other vendors along with solutions to the risks.
5. A complete list of factors/risks which are outside the control of the Vendor.
6. Risk Mitigation Plan (RMP): A list of all risks with a plan of preventative actions and reactive actions upon occurrence. Action plans should be defined in terms of metrics.
7. Performance Measurements: A detailed list of monthly, quarterly, and yearly performance metrics and benchmarks that must consider financial performance, quality and customer satisfaction performance, and other necessary benchmarks of the received level of service.
8. A detailed summary of proposal assumptions.
9. Weekly Risk Report (Exhibit 4)
10. A one page executive summary which summarizes the scope of work being delivered.

**CLARIFICATION MEETING**

The clarification meeting is held at the end of the clarification phase and is used to present a summary of what was developed and agreed upon during the clarification phase. The clarification meeting is not a question and answer session. The Vendor must not wait for the meeting to ask questions. All coordination and planning with the University should be done prior to the meeting.

The Vendor should give a presentation, which walks the University through the entire service and summarizes all of the coordination/planning done during the clarification period. The Vendor should bring their team and all the documents specified in the Clarification Document. The Vendor should come with documents explaining what the University is responsible for in this service and should identify exactly what they want from the University with due dates. The Vendor must convince the University that they have minimized all risks and will not be surprised once the service begins. The clarification meeting presentation (and meeting minutes, if applicable) will become part of the contract along with the other documents stated in the Clarification Document.



If, upon presentation of the Clarification Document, the University deems it to be demonstrably non-responsive to any of the University's stated expectations, the University may elect to immediately cease clarifications with the top ranked Proposer and invite the next highest ranked Proposer into this period.

*REMEMBER: The Clarification Phase provides the Vendor with a final opportunity to protect itself, by allowing the Vendor to carefully pre-plan the service before an award is made. If the Vendor does not identify a risk or risks that they do not control, then the Vendor is stating the risk (stated or not stated) is under their control and a part of their contract to meet the intent of the University.*

## EXHIBIT 4

### WEEKLY RISK REPORTING SYSTEM GUIDE

#### OVERVIEW

The Weekly Risk Reporting System (WRRS) is a tool for the University in analyzing the performance of the service based on risk. The WRRS is expected to take minimal effort (approximately 5 minutes per week). The WRRS does not substitute or eliminate weekly progress reports or any other traditional reporting systems or meetings (that the Vendor may do).

The purpose of the WRRS is to allow the Vendor to manage and document all risks that occur throughout a project. Risk is defined as anything that impacts service cost or service schedule. This includes risks that are caused by the Vendor (or entities contracted by the Vendor), and risks that are caused by the University (scope changes, unforeseen conditions, etc). The University Project Manager may also require the Vendor to document risks that may impact customer or University satisfaction.

#### SUBMISSION

The weekly report is an excel file that must be submitted on the Friday of every week. The report is due every week once the Notice To Proceed is issued, and must be submitted every week throughout the duration of the service. Please contact the University PM if you have not received an electronic version of the spreadsheet (once the Notice To Proceed has been issued). The report must be emailed to:

Email: juliam@uidaho.edu  
 Email: tyroneb@uidaho.edu  
 Email: gmiller@uidaho.edu

The completed report must be saved using the date and name of the project given by the University (Format: **YYMMDD\_ProjectName\_Project ID**; For example, 'Polk Project' for the week ending Friday, March 1, 2005, should be labeled '050301\_PolkProject\_01-123-45-6789'). This will facilitate the UNIVERSITY in analyzing all projects on a weekly basis. Weekly Reports are to be emailed (by midnight C.S.T. of each Friday).

The weekly report consists of scope changes or unforeseen events that are risks to the service in terms of cost, schedule, or University satisfaction including any issues that could potentially develop into a risk. When a new issue is identified, it is added to the service risks, along with the following: Identification date (date the risk was identified), plan to minimize the risk, resolution due date, impact to critical path or schedule (in days), and impact to final cost (in dollars).

Prior to submitting the report, the Vendor must contact the University Project Manager if there are any risks or potential risks identified. The University Project Manager is required to provide a satisfaction rating based on the identified risk and the Vendors plan to mitigate the risk. The rating is based on a scale of 1-10 (10 being completely satisfied and 1 being completely dissatisfied). The University Project Manager may modify their satisfaction ratings at any time throughout the service. When a risk is resolved, the actual date of resolution must be listed.

The Vendor is also required to submit a detailed service schedule (including the Notice To Proceed date, Substantial completion date, and Final completion date) in the weekly report. The schedule report must contain the Vendors original schedule along with the current estimated schedule.

*Note: The Weekly Reports will be analyzed for accuracy and timely submittals by the University Project Manager. Upon completion of the project, the Vendor will be evaluated based on their performance on the project. This includes (but is not limited to): overall quality, on-time completion, no cost change orders, no complaints, and submission of accurate weekly reports. The final rating will be used to modify the Vendors Teams PPI scores by up to 50%. The modified rating will be used for competition on future projects.*

## UNIVERSITY OF IDAHO REQUEST FOR PROPOSALS NO. 15-01M

## PROPOSAL RESPONSE CERTIFICATION

September 26, 2014

DATE

The undersigned, as Proposer, declares that they have read the Request for Proposals, and that the following proposal is submitted on the basis that the undersigned, the company, and its employees or agents, shall meet, or agree to, all specifications contained therein. It is further acknowledged that addenda numbers \_\_\_\_\_ to \_\_\_\_\_ have been received and were examined as part of the RFP document.

Sodexo America, LLC

Name

Tim Salley

Signature

Senior Director of Business Development

Title

Sodexo

Company

283 Cranes Roost Blvd, Suite 260

Street Address

Altamonte Springs, FL 32701

City, State, Zip

407-339-3230 and 407-479-3618

Telephone Number and Fax Number

425-785-7471

Cell Phone Number

Tim.salley@sodexo.com

E-mail Address

Delaware

State of Incorporation

52-2208632

Tax ID Number

Business Classification Type (Please check mark if applicable): N/A

Minority Business Enterprise (MBE) \_\_\_\_\_

Women Owned Business Enterprise (WBE) \_\_\_\_\_

Small Business Enterprise (SBE) \_\_\_\_\_

Veteran Business Enterprise (VBE) \_\_\_\_\_

Disadvantaged Business Enterprise (DBE) \_\_\_\_\_

*Business Classification Type is used for tracking purposes, not as criteria for award.*

## ATTACHMENT A

### RFP COVER PAGE & CHECKLIST

The Vendor must complete and submit this Attachment. This Attachment shall be the cover page for the Vendors Proposal. DO NOT MODIFY THE FORMAT OF ANY OF THE REQUIRED ATTACHMENTS. Please staple all Attachments together (do not bind in any other way).

Project Number:	<b>RFP 15-001J</b>
Project Name:	<b>University of Idaho Dining Services</b>

Vendors Name:	Sodexo America, LLC
Address:	283 Cranes Roost Blvd, Suite 260
City:	Altamonte Springs
State:	FL
Zip Code:	32701
Point of Contact for this RFP:	Tim Salley
Phone:	425-785-7471
Fax:	407-479-3618
Email:	Tim.Salley@sodexo.com

The following documents are required for this proposal (please mark off each document to acknowledge that you have submitted the document in the proper format):

- ☒ Attachment A – Complete and staple as cover page in your proposal
- ☒ Attachment B – Fill in all required information on Proposal Form
- ☒ Attachment C – Complete and submit Financial Pro Forma Worksheet
- ☒ Attachment D – Complete and submit Project Capability
- ☒ Attachment E – Complete and submit Risk Assessment /Value Added Submittal
- ☒ Attachment F – Complete and submit Scope of Work Expectations
- ☒ Attachment G – Complete and submit Milestone Schedule

The following checklist must also be completed. Failing to answer, or answering “No” to any of the questions below will result in disqualification.

- ☒ Yes ☐ No Is your entire proposal stapled together (not bound in any other way)?
- ☒ Yes ☐ No Is your Project Capability 2 pages or less?
- ☒ Yes ☐ No Is your Risk Mitigation 2 pages or less?
- ☒ Yes ☐ No Is your Value Added submittal 2 pages or less?
- ☒ Yes ☐ No Do you understand that your Project Capability and Risk Assessment can NOT contain any names, past projects, or information that may be used to identify who your firm is?
- ☒ Yes ☐ No Do you understand that you cannot re-create the Project Capability and Risk Assessment template (you must download it online)?
- ☒ Yes ☐ No Do you understand that you are NOT allowed to alter font size, add colors, or add pictures, to the Project Capability and Risk Assessment?
- ☒ Yes ☐ No Do you understand that your proposal will be disqualified if you fail to meet any of the formatting requirements of the Project Capability and Risk Assessment?
- ☒ Yes ☐ No Do you understand that the contents of Project Capability and Risk Assessment will become part of the final contract (if you awarded the project)?

## ATTACHMENT B PROPOSAL FORM

### SECTION 1 - CRITICAL TEAM MEMBERS

**Name of Firm:** Sodexo America, LLC  
**Name of Regional Vice President:** Pam Smith  
**Name of On-Site General Manager:** Pat Clelland  
**Name of Executive Chef:** Justin Fuchs  
**Name of Catering Director:** Kristen Raasch

### SECTION 2 – ADDENDA ACKNOWLEDGEMENT

Vendor acknowledges receipt of the following addenda, and has incorporated the requirements of such addenda into the proposal (*List All Addenda Issued For This Project*):

No.	Date	No.	Date	No.	Date
No.	Date	No.	Date	No.	Date

### SECTION 3 – FIRM QUALIFICATIONS

No	Criteria	Response
1	How many years has your firm been continuously active in dining services (under the current business name)?	14 years
2	Identify the number of citations received in the past three years from any government agency, regardless of the nature of alleged violations and outcome:	2011 = * 2012 = * 2013 = *
3	Is your firm currently licensed to provide dining services in the State of Idaho?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4	Is your firm current disqualified, de-listed or barred from doing business with the State of Idaho or the University of Idaho?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5	Is your firm current disqualified, de-listed or barred from doing business with any federal or state agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

\*As with all large companies, Vendor has on occasion, during its normal course of business, received citations from government agencies including citations related to health and safety matters. Vendor does not believe that any citations received within the past three years from any government agency had or will have a material adverse impact on the Vendor's operations, including its ability to perform any obligations pursuant to this Request for Proposal.

**SECTION 5 - FINANCIAL EVALUATION 5-YEAR TERM**

Provide the financial information below for the five-year safe harbor option. Under this option, the Vendor will have compensation that is at least fifty percent (50%) fixed fee, and the remainder a variable fee compensation (50%) not to exceed the fixed fee. Please provide information (if any) on any capital investment, other investment, or sponsorship that is included in your proposal (to be amortized over the base term of the contract plus contract extensions). Price per dollar of gross sales can be a sliding scale. If offering a sliding scale or tiered pricing structure, please submit and attach proposed structure on separate page. Safe harbor contracts shall have a three-year base term and two one-year contract extensions up to a maximum of five years total.

YEAR	GROSS SALES (\$)	PRICE PER DOLLAR OF GROSS SALES (\$)	MAJOR CAPITAL INVESTMENTS (\$)	OTHER INVESTMENT OR SPONSORSHIP (\$)
FY 2015-16	\$ 8,669,287	\$ 0.81	\$ 550,000	\$ 85,000
FY 2016-17	\$ 9,167,080	\$ 0.81	\$	\$ 85,000
FY 2017-18	\$ 9,686,292	\$ 0.81	\$	\$ 50,000
FY 2018-19	\$ 10,194,157	\$ 0.82	\$	\$ 50,000
FY 2019-20	\$ 10,723,106	\$ 0.82	\$	\$ 50,000
TOTAL: \$ 48,439,921 \$ 0.81 \$ 550,000 \$ 320,000				

**SECTION 6 - SIGNATURE**

Sodexo America, LLC

Name of Company

Pam Smith

Printed Name of Firm Representative

*Pam Smith*

Signature of Firm Representative

September 26, 2014

Date

Pamela.smith2@sodexo.com

Email

509-979-4166

Phone

407-479-3618

Fax



**Section 5 – Financial Evaluation – Page 23 of response****1. Please list out the projects and amount dedicated to each proposed under the \$550,000 Major Capital Investments.**

Sodexo will invest up to \$550,000 in the following Major Capital Investments:

- Build out of Chic-fil-A replacing the Pizza Station in the Commons - \$500,000
- Mein Bowl refresh to include new menu, enhanced signage and new image package - \$50,000

**2. Please list the sponsorships and the amount of each is proposed for each year under the \$320,000 Other Investment or Sponsorship.**

The Investment and Sponsorships proposed are listed in the two tables below. Sodexo proposes to allocate \$85,000 annually years one and two (listed in table 1) and \$50,000 annually years three through five (listed in table 2).

**Table 1**

Sodexo will designate \$85,000 in sponsorships to the following groups annually year's one and two of the agreement:

- **\$10,000-** Food Donations to Support Vandal Food Pantry and Food Recovery Network Program
- **\$10,000-** College of Food and Nutrition Dietetic Degree - Scholarship to support continuous development and collaboration on Health and Wellness Initiatives in Campus Dining Program
- **\$10,000 –** Athletic Department – Food Donations to support Athletic “Fueling Station”
- **\$10,000 –** Towards paid internship for support of food tracking system development and implementation- internship participants to be paid by Sodexo.
- **\$25,000 -in kind to support Community and Student Related events** - amounts determined by Sodexo on case by case basis- Groups to include but not limited to: Sustainability Center, RHA, and ASUI.
- **\$20,000** Presidential “In-Kind” fund to be used at Presidents office discretion to support food related events or meal plan awards.

**Table 2**

Sodexo will designate \$50,000 in sponsorships to the following groups annually year's three through five of the agreement:

- **\$5,000-** Food Donations to Support Vandal Food Pantry and Food Recovery Network Program
- **\$5,000-** College of Food and Nutrition Dietetic Degree - Scholarship to support continuous development and collaboration on Health and Wellness Initiatives in Campus Dining Program
- **\$10,000 –** Athletic Department – Food Donations to support Athletic “Fueling Station”

- **\$5,000** – Towards paid internship for support of food tracking system development and implementation- internship participants to be paid by Sodexo.
- **\$15,000** -in kind to support Community and Student Related events - amounts determined by Sodexo on case by case basis- Groups to include but not limited to: Sustainability Center, RHA, and ASUI.
- **\$10,000** Presidential “In-Kind” fund to be used at Presidents office discretion to support food related events or meal plan awards.

**3c. Expanded Hours in Resident Dining to 9pm nightly;**

**Hours of Operation will be adjusted to business needs.**

**Bob’s Resident Dining Hall Hours**

**Monday- Friday**

**Breakfast:** 7:00am - 10:30am

**Lunch (All Stations):** 11:00am - 1:30pm

**Lunch (Deli, Grill, & Salad):** 1:30pm - 5:00pm

**Dinner:** 5:00 - 7:30

**Saturday - Sunday**

**Limited Continental Breakfast** 8:00am - 10:30am

**Brunch:** 10:30am - 2:00pm

**Dinner:** 5:00pm - 6:30pm

**Community Store Meal Swipe Hours of Operation**

**Monday – Friday:** 7:30pm – 9:00pm

ATTACHMENT C					
FINANCIAL PRO FORMA WORKSHEET					
UNIVERSITY OF IDAHO					
PRO FORMA PROJECTIONS (7/1/2015 – 6/30/2020)					
REVENUE: (Net of Sales Tax)	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
Meal Plan	\$5,440,740	\$5,777,105	\$6,128,756	\$ 6,496,306	\$ 6,880,393
Retail	\$2,036,886	\$2,138,730	\$2,244,445	\$ 2,332,970	\$ 2,424,363
Concessions	\$ 175,224	\$ 183,985	\$ 193,079	\$ 200,695	\$ 208,557
Catering	\$ 753,787	\$ 791,476	\$ 830,598	\$ 863,358	\$ 897,180
Summer Conference	\$ 262,650	\$ 275,783	\$ 289,414	\$ 300,829	\$ 312,614
Other (specify)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue:</b>	<b>\$8,669,287</b>	<b>\$9,167,080</b>	<b>\$9,686,292</b>	<b>\$10,194,157</b>	<b>\$10,723,106</b>
OPERATING EXPENSES:					
Wages/Benefits	\$2,649,757	\$2,783,032	\$2,922,462	\$ 3,060,074	\$ 3,196,941
Food/Beverage	\$2,620,241	\$2,768,067	\$2,920,761	\$ 3,067,225	\$ 3,218,196
Services and Supplies	\$ 659,408	\$ 697,272	\$ 736,764	\$ 775,394	\$ 815,627
Repair and Maintenance	\$ 104,522	\$ 110,524	\$ 116,784	\$ 122,907	\$ 129,284
Capital Contribution	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
<i>Other Expenses: Return to University of Idaho</i>	\$1,745,000	\$1,815,000	\$1,850,000	\$ 1,920,000	\$ 1,990,000
<i>Other Expenses: Brand Commissions</i>	\$ 297,027	\$ 305,938	\$ 315,116	\$ 324,569	\$ 334,306
<i>Other Expenses: WC &amp; GL Insurance</i>	\$ 118,022	\$ 123,952	\$ 130,156	\$ 135,998	\$ 142,080
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Income</b>	<b>\$ 365,310</b>	<b>\$ 453,296</b>	<b>\$ 584,249</b>	<b>\$ 677,990</b>	<b>\$ 786,671</b>

**Attachment C – Financial Pro Forma Worksheet**

- 3. Please list major assumptions which correspond to the Total Revenue projections provided. Specifically list all revenue detail associated with proposed projects, value added, or add alternate that are included in these projections.**

The primary drivers of total revenue growth are the mix shift in meal plan participation and the introduction of the new Chick-fil-A. The value added or add alternative is not included our revenue projections.

Sodexo's meal plan participation projection assumes the total number will remain the same in year one compared to the current trend; however, the University will realize an increase in the number of Vandal Pride meal plans sold with the elimination of the McConnell plan. In addition, the out-years assume the total number of meal plans sold will increase by fifty participants annually as a result of the University's growth strategy.

Proposed Meal Plan Options:

<b>Meal Plan Options</b>	<b># Students</b>	<b>Retail Price</b>	<b>Total Revenue</b>
<b>Current</b>			
<b>Vandal Premiere \$50</b>	340	1900	\$1,292,000
<b>Vandal Presitage \$200</b>	809	1900	\$3,074,200
<b>Vandal Pride \$200</b>	422	1700	\$1,434,800
<b>Revenue Projections</b>			<b>\$5,801,000</b>

**Meal Plan Assumptions:**

- The meal plan options are part of the mandatory meal plan for all students.

**Voluntary Meal Plans**

The Voluntary Meal Plan is designed to entice students in purchasing a meal plan and the overhead is built into the base plans.

**Idaho Freedom:**

Cost per semester - \$673.00+tax / includes the following:

- 50 block meals per semester to be used at Bob's Place. Block meals do not carry over and expire at the end of the semester.
- The Idaho Freedom Plan also includes \$250.00 worth of Vandal Dollar's to be used anywhere on campus.

**Greekend:**

Cost per semester - \$255.00 / includes the following:

- 2 meals per week to be used at Bob's Place..

## ATTACHMENT D

### PROJECT CAPABILITY (PC) SUBMITTAL

This template must be used. Modifications to the format of this template will result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). You may add/delete additional rows to identify additional claims and performance, but do not exceed the 2-page limit. Do not list any names/information that can be used to identify your firm.

**Project Capability #1 Claim:** Consistently maximize financial return to the University

A strategic mix of local vendors, national brands and our own brands will increase sales, satisfaction and income as part of our retail strategy. We work with local and small vendors in our partners' communities, fifteen national brands and seven of our own brands to drive revenues and return to the University. Thirteen of our regional accounts have used this approach and have experienced a sales growth of over 6% to 159.7% over that last five years.

Financial Stewardship: Developing strong financial returns for our partners and for us is critical for long-term partnerships. We are a customer-satisfaction driven organization, which has consistently earned over 10% organic growth with our universities in the region—even in these

**Documented Performance:** challenging times.

**Project Capability #2 Claim:** Maximize student, faculty and staff satisfaction of the dining services to improve student retention levels and increase student recruitment to the University

1. 42% growth in Voluntary Meal Plan growth at major university competitor utilizing standards and systems one year after assuming contract from competitors
2. 27% capture rate of student engagement special meal event in resident dining
3. Increased year-over-year client satisfaction scores with on-site management teams
4. National Coalition of Students contributing to the continuous improvement of dining programs, offers and events. An initiative created by students for students.
5. Approximately 21% of meal plans are voluntarily purchased by students living in non-mandatory resident housing facilities.
6. In-place collaboration with dietitians to ensure special dietary needs and requirements are met in dining program for this demographic trending higher year-over-year
7. 388,860 Voluntary Meal Plans sold nationally during last academic year

**Documented Performance:**

**Project Capability #3 Claim:** Industry leader in sustainability

1. Named Global Sustainability Industry Leader in its sector for the 10<sup>th</sup> year in a row

**Document Performance:**

- 
2. The company earned a perfect (100) score for the positive local impact of its business operations around the world. The Company also earned the highest score in its industry in the social pillar.
  3. Ranked as the best-performing company for social, environmental and economic performance in the benchmark RobecoSAM Sustainability Yearbook 2014
  4. Achieved the highest overall score in its peer group, 80 percent (compared to a sector average of 48) and was the only company in the sector named Gold Class
  5. The United Nation's Global Compact recognized Vendor at their highest (Advanced) level
  6. Vendor is the only company to have been in the top two of the DiversityInc Top 50 for five years in a row
- 

**Project Capability #4 Claim:** High-performing general manager in RFP that can minimize inefficiency and maximize capability of dining management and workers

1. 34 years of foodservice experience, 24 years with current vendor in higher education
  2. Held the following positions with the current organization: student manager, retail manager, production manager, executive chef, culinary trainer, general manager, support roles for account openings, regional sustainability board member
  3. Utilized/implemented successful Student Employee Program capturing at least 40% of the campus workforce
  4. Graduated from Emerging Leaders Masters Level Leadership program 2014, ranking top 10% of managers nationally
  5. Reduced complaints to client by 99%
  6. Maximized return of students' investment in their dining program and stabilized financial model by middle page reduction of 20%
  7. 100% response to administration of students' concerns
  8. Recipient of two regional recognition awards for best in class
  9. Established and utilized extensive regional and national network acquiring resources for students and clients to support account
  10. Nominated for Spirit of Teamwork award for Regional Sustainability Board membership in 2014
- 

**Documented Performance:**

**Project Capability #7 Claim:** Best value-trained organization

1. General manager certified in Best Value Process
  2. Retained Best-value Consultant in the past five years
  3. 11 executive and unit-level certified managers in Best Value
  4. Vendor has implemented and continues to evolve Best Value weekly risk reporting system at Best Value Account
  5. General manager and operations managers attend Best Value Weekly Risk Report Meeting to ensure sustainability of process
- 

**Documented Performance:**

**Attachment D – Project Capability (PC) Submittal**

- 4. PC #1 relates to increasing top line sales. Please lay out the retail strategies being proposed and the expected annual sales growth for each strategy over the next five years for our University.**

The attached revenue bridge table illustrates our expected growth for each proposed retail strategy for the next five years.

University of Idaho																
Revenue Bridge																
	Current Revenue	Yr1 Projected Revenue	Growth		Yr2 Projected Revenue	Growth		Yr3 Projected Revenue	Growth		Yr4 Projected Revenue	Growth		Yr5 Projected Revenue	Growth	
			\$ B/(W)	% B/(W)		\$ B/(W)	% B/(W)		\$ B/(W)	% B/(W)		\$ B/(W)	% B/(W)			
Meal Plans	5,043,090	5,440,740	397,650	7.9%	5,777,105	336,365	6.2%	6,128,756	351,651	6.1%	6,496,306	367,550	6.0%	6,880,393	384,087	5.9%
Vandal Dollars	781,935	367,388	(414,547)	-53.0%	385,757	18,369	5.0%	404,825	19,068	4.9%	420,792	15,967	3.9%	437,276	16,484	3.9%
Mein Bowl	261,401	245,393	(16,008)	-6.1%	257,663	12,270	5.0%	270,399	12,736	4.9%	281,064	10,665	3.9%	292,074	11,011	3.9%
Sub Connection	74,675	96,472	21,797	29.2%	101,296	4,824	5.0%	106,303	5,007	4.9%	110,495	4,193	3.9%	114,824	4,329	3.9%
Chick-fil-A	-	348,192	348,192	-	365,602	17,410	5.0%	383,673	18,071	4.9%	398,806	15,133	3.9%	414,429	15,623	3.9%
Cabrizo	-	107,728	107,728	-	113,114	5,386	5.0%	118,706	5,591	4.9%	123,387	4,682	3.9%	128,221	4,834	3.9%
Jamba Juice	53,401	55,473	2,072	3.9%	58,247	2,774	5.0%	61,126	2,879	4.9%	63,537	2,411	3.9%	66,026	2,489	3.9%
Einstein Bros	439,913	332,314	(107,599)	-24.5%	348,930	16,616	5.0%	366,177	17,247	4.9%	380,620	14,443	3.9%	395,530	14,911	3.9%
The Den	176,228	218,870	42,642	24.2%	229,814	10,944	5.0%	241,173	11,359	4.9%	250,685	9,512	3.9%	260,506	9,820	3.9%
The Grid	129,105	160,676	31,571	24.5%	168,710	8,034	5.0%	177,049	8,339	4.9%	184,032	6,983	3.9%	191,241	7,209	3.9%
Stover's	63,286	56,548	(6,738)	-10.6%	59,375	2,827	5.0%	62,310	2,935	4.9%	64,768	2,458	3.9%	67,305	2,537	3.9%
Bogey's Grill	19,936	20,530	594	3.0%	21,557	1,027	5.0%	22,622	1,066	4.9%	23,514	892	3.9%	24,435	921	3.9%
Sister's Brew (Admin)	12,708	13,040	333	2.6%	13,692	652	5.0%	14,369	677	4.9%	14,936	567	3.9%	15,521	585	3.9%
Sister's Brew (JEB)	13,970	14,262	292	2.1%	14,975	713	5.0%	15,715	740	4.9%	16,335	620	3.9%	16,975	640	3.9%
Concessions	133,964	175,224	41,260	30.8%	183,985	8,761	5.0%	193,079	9,094	4.9%	200,695	7,615	3.9%	208,557	7,862	3.9%
Catering	718,183	753,787	35,604	5.0%	791,476	37,689	5.0%	830,598	39,122	4.9%	863,359	32,760	3.9%	897,180	33,822	3.9%
Summer Conference	237,261	262,650	25,389	10.7%	275,783	13,133	5.0%	289,414	13,632	4.9%	300,829	11,415	3.9%	312,614	11,785	3.9%
Total	8,159,055	8,669,287	510,232	6.3%	9,167,079	497,792	5.7%	9,686,293	519,214	5.7%	10,194,159	507,866	5.2%	10,723,108	528,948	5.2%
Assumptions:																
Board Growth: =====>		Meal plan mix shift in participants			50 new boarders/VMP's = \$175,000			50 new boarders/VMP's = \$180,000			50 new boarders/VMP's = \$185,000			50 new boarders/VMP's = \$190,000		
Catering/Concession/Summer		Increased Base/Off Campus Growth			Increased Base/Off Campus Growth			Increased Base/Off Campus Growth			Increased Base/Off Campus Growth			Increased Base/Off Campus Growth		
Retail Growth: =====>		New Chick-fil-A, Grid & Den Branding			New Growth /Vandal \$\$'s/Mktg			New Growth /Vandal \$\$'s/Mktg			New Growth /Vandal \$\$'s/Mktg			New growth through marketing. New Growth / Vandal \$\$'s		



## ATTACHMENT E

### RISK ASSESSMENT (RA) / VALUE ADDED (VA) SUBMITTAL

This template must be used. Modifications to the format of this template will result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). You may add/delete additional rows to identify additional risks, solutions, and value added options, but do not exceed the 2-page limit.

#### SECTION 1 – MAJOR RISKS

All cost impacts associated with these risks/solutions must be included in your proposed premium

<b>Risk:</b>	Decline in student enrollment
<b>Why it is a Risk:</b>	Overall University finance, community and delivery of student program impacted
<b>Solution:</b>	Maintain high level of engagement with Auxiliary Services and be an active partner in Client's strategic plan and the University's master plan, engagement with RHA, student government and Housing Department and educate the dining program for recruitment purposes, promote student intern and student employment program, maintain high level of student engagement events and work closely with RHA/Student Life to have exciting and memorable dining experiences, sponsorship of resident dining passes to visitors to showcase resident dining, allergen-free format and campus dietitian collaboration for those students with diet restrictions
<b>Documented Performance:</b>	Engaged GM with 100% participation in Client quarterly reports, annual reports, strategic planning and continuous improvement participation, provided annual funding to support recruitment and retention events with students, National Marketing "Best Practice" Awards of current marketing team, increasing recruitment and retention results, documented successful student counseling and navigation of dining options with campus dietitian/students/culinary team/national dietitian and nationally recognized and awarded allergen-free/health and wellness format, documented growth in Voluntary Meal Plan purchases, indicating retention and quality program offer, solid student employment record providing financial support, work opportunity, internships, and career employment opportunity upon graduation plus 99 registered student interns for Fall 2014
<b>Risk:</b>	University departments budgets are reduced/frozen
<b>Why it is a Risk:</b>	Reduced funding for peripheral events and activities that contribute to the University's mission of student success, reduced ability for departments to entertain and solicit development funds, poor departmental morale
<b>Solution:</b>	Summer Conference Solutions Service, including no-cost marketing of University website link to potential conference groups/trade show exposure, personal catering budget and planning service, face-to-face resources/consultants to meet budgetary restrictions, introduce faculty and staff to customer loyalty price for departments to utilize resident dining meeting room location and food formats for their events/meetings, offsetting catering costs of 60% on average, continued focus on student catering guide with "student sensitive" pricing
<b>Documented Performance:</b>	All events currently include a personal service, meetings and price adjustments to meet the financial boundaries and expectations of our customer base on campus. University departments utilize resident dining department Shoestring Offer and save an average of 60% on all events if catered otherwise
<b>Risk:</b>	Foodborne Illness Allegation/Allergic Reaction/Anaphylactic Shock
<b>Why it is a Risk:</b>	Possible death/injury to students/customers, negative impact on students' psyche, decreased credibility, decreased customer satisfaction, recruitment and retention decline, negative media coverage
<b>Solution:</b>	Approved credible vendor supply chain, documented HACCP Program/documentated Safety Program, NSF International - Annual 3 <sup>rd</sup> Party Audit to validate standards, working partnership with State Department of Health, collaborative partnership

	and protocol with campus and national dietitian, clearly identified ingredient information in resident dining/retail operations/catering events, independent Allergen Free Format in Resident Dining operation,
<b>Documented Performance:</b>	Consistent passing of 3 <sup>rd</sup> party National Safety Federation Scores, 100% State Health Department Scores, over 30 hourly on-site staff ServSafe Certified, all managers in T/O ServSafe Certified, zero foodborne illness incidents, 100% concerns and allegations addressed with dean, client, students, Health Department – all cases closed with satisfaction, zero episodes and documented collaborative cases with campus dietitian
<b>Risk:</b>	<b>Natural disaster/Local emergency preventing vendor delivery or customer satisfaction</b>
<b>Why it is a Risk:</b>	Inability to provide residents sustenance and decreased Customer Satisfaction
<b>Solution:</b>	Vendor has current Disaster Plan and Emergency Evacuation Plan in place, vendor has local, regional, national and international team dedicated to emergency relief efforts for units and community units, maintain emergency supply of food and disposable service items to provide for seven days of meals/service for emergency situations, enact "Disaster Event Plan" designed with our marketing/Student Engagement Team
<b>Documented Performance:</b>	Vendor has national and regional Emergency Disaster Plan and team in place to respond and mitigate emergencies Current management team has experienced delays in delivery/staffing and has enacted menu/service adjustment to support services seamlessly without reduction in customer satisfaction
<b>Risk:</b>	<b>The two parties don't agree to the contractual language and exhibits as part of agreement</b>
<b>Why it is a Risk:</b>	There could be expectations of the hiring party that can't be met
<b>Solution:</b>	Each party is willing to discuss the variances
<b>Documented Performance:</b>	We manage multiple agreements nationwide where contractual terms of the agreement meet both parties' needs through collaboration.

## SECTION 2 – VALUE ADDED OPTIONS

All cost impacts associated with these value added options must NOT be included in your premium.

<b>Item 1 Claim:</b>	Installation of a 360 degree gas grill in resident dining will improve student satisfaction and meal plan retention.
<b>How will this add value?</b>	The grill will add more variety to the menu and meet the needs of our international students
<b>Documented performance:</b>	The schools that have installed the 360 degree grill have seen an increase in satisfaction by 12% and retention in meal plans by 8%.
<b>Impact:</b>	Cost (\$) <u>\$70,000</u> Time <u>Two-year ROI</u>
<b>Item 2 Claim:</b>	The installation of energy efficient lighting, cooler thermostats and smart exhaust fans
<b>How will this add value?</b>	Will reduce energy
<b>Documented performance:</b>	These technologies have a documented payback of three to four years
<b>Impact:</b>	Cost (\$) <u>\$60,000</u> Time _____
<b>Item 3 Claim:</b>	Conversion from electric to natural gas will reduce utility expense
<b>How will this add value?</b>	Natural gas is more efficient than electric and speeds cooking time and recovery time of equipment
<b>Documented performance:</b>	Each natural gas oven and steamer will each save \$5,000 annually if converted to gas. Each fryer and griddle will save \$1,000 annually. Total kitchen savings could be from \$15,000 to \$20,000 annually. Converting Hot water heaters also offer a substantial savings opportunity.
<b>Impact:</b>	Cost <u>\$30,000 to install gas lines</u> Time <u>Two-year payback</u>

**Attachment E – Risk Assessment (RA)/ Value Added (VA) Submittal**

5. Under natural disaster/local emergency risk, there is reference to a current Disaster Plan and Emergency Evacuation Plan being in place. Please provide a copy of these plans.

We have included a copy of our Emergency Preparedness Plan in an attachment.

6. Value Added Option #1 relates to installing a 360 deg gas grill. Please detail out the installation timeline and milestone schedule for this option. Also, provide sample menu items for this concept, expected first and second year increases in retention expressed as a number of additional students retained, and how the increase in satisfaction will be measured. Please detail out the calculations used to provide a two year ROI.

**360 Grill and new Captive Aire hood**

All labor, materials, equipment, and installation

\$100,956.00

Add/Optional new 72" Charbroiler (per Tyrone's request) includes equipment, install,

\$13,000.00

*The University has accepted option #1.*

7. Value Added Option #2 relating to the installation of energy efficient lighting. Please provide detail with regards to which lighting fixtures would be upgraded and with what they are upgraded with/to. Please also do the same for cooler thermostats and smart exhaust fans. Also, provide a project timeline and milestone schedule.

**Lighting Upgrade to all LED**

Includes dinning, kitchen, dish room, restrooms, storage, and quiet room

\$44,730.00

*The University has declined option #2.*

8. Value Added Option #3 relating to the installation of natural gas lines. Please list where the gas lines would be installed, which specific pieces of equipment, and the expectation for replacement of each piece of equipment to take advantage of natural gas. Please provide detail as to the ROI calculation and a detailed timeline and milestone schedule for the proposed project.

**New Gas Line**

Includes new line from main at the road,

connection to the 360 Grill, new 72" Char Broiler, and make up air for the 360 Grill

27,149.00

*The University has accepted option #3.*

9. For the value added options, please state payment terms expected if the University accepts each.

Payment terms due at time of service. The terms will be determined upon the decision around the value-added options #1 through 3..

## ATTACHMENT F

### SCOPE OF WORK EXPECTATIONS

Please respond here to the requests found in Exhibit 2. This template must be used. Modifications to the format of this template will result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.).

#### **Base Scope:**

Base scope items should be included in the price of the contract and are considered essential to the contract. Please provide us with your performance claim and proposed dominant measures for all base scope items.

#### **Financial Return**

1a. \$1,660,000 return to University to cover operating expenses on behalf of the Vendor.

Dining services estimates \$1,660,000 annually based on our proposed financial proforma. There will be no risk to the University in meeting the financial goal of expected return to the University.

1b. Provide for all operating maintenance of all spaces occupied by vendor to include but not limited to: clogged sinks & toilets, light bulbs, refuse removal, deep cleaning carpets, painting walls, signage, small wares, tools, and equipment with values <\$5,000 per item.

Dining services subcontracts to general contractors to dispatch emergency maintenance personnel, perform routine preventive maintenance and support small to large projects involving infrastructure.

#### **Sustainability**

2a. 15% food purchases from locally produced/raised sources (Latah & Adjoining Counties).

As an organization, we are committed to increasing food purchased in our clients' communities from local producers or small businesses to 30% by 2015. As part of this commitment, we require our produce vendors to purchase local produce whenever possible. Furthermore, we increased our purchase of local foods to more than \$45 million in FY13, supporting more than 1,400 farmers and farmer co-ops.

2b. 70% food purchases from regionally produced/raised sources (Eastern Washington, Idaho, Northeast Oregon, Western Montana).

The vendor general manager maintains high levels of farm-to-fork and local food systems initiatives and seeks to maintain high levels of education and awareness. Collaborative partnerships and opportunity discussions with produce vendor supply chain and local producers are the foremost mission of the local food purchases initiative. The GM works as a liaison between the producer and vendor supply chain, innovating solutions and navigating the chain of custody liabilities and G.A.P. process that meet University of Idaho risk mitigation expectations and foodservice organization requirements.

The vendor organization continues to foster intentional partnerships between vendors and producers regionally and bio-regionally.

2c. Minimize Food Waste by 90%

With LeanPath, waste characterization studies, reusable china in retail operations, new food pulper/mulcher in resident dining dishroom, zero waste events and Food Recovery Network, dining services will maintain and grow the average of 37 tons of food waste diversion from landfills. Our student sustainability intern will drive the process and keep records to track progress and transparently communicate efforts to the Sustainability Center.

2d. Transparent Reporting System on food purchases in keeping with intent of 2a. & 2b.

Dining services will adopt "Real Food Challenge" practices as Real Food Challenge is not being pursued by University of Idaho.

Through the signing of an agreement of confidentiality regarding vendor pricing and tracking each invoice, with the help of interested student volunteers led by a dining services paid intern, transparent tracking of purchases may commence. In the spirit of education, dining services will also propose to the School of Business and Economics curriculum the opportunity of autonomy for the life of contract and to provide this as a training opportunity for students each semester. All data will be shared with the University, in particular the Sustainability Center.

### **Student Success/Satisfaction**

3a. Work with registered dietitian to meet dietary needs

Campus dietitian actively advises and collaborates with dining team to ensure program meets standards. Campus dietitian is granted access to National Dietetic Network Conference Calls, Dietary Resources and Direct Consultation from National Dietitian upon request.

In addition to working with the campus dietitian, dining services works directly with University of Idaho dietetic curriculum creating a dietetic internship to support student success and credit toward graduation and a classroom rotation in quantity food production venues. Dietetic students also create a Quantity Meal (Etiquette Dinner) of which dining serves collaborates to support up to 50% cost in an effort to participate in education of students in a social dining setting.

## 3b. Provide affordable retail and board options

Tier pricing to meet financial needs and sensitivities are offered in resident dining. Price sensitivity and value were considered when developing meal plans. Meal Plans will have the ability to attach Vandal Dollars (University owned), and a high-value unlimited access Premiere Plan will be made available for student to access the dining hall any time during the day from open to close.

A "Prestige" Meal Plan will include unlimited access after the hours of 11am and until close. A Block Meal Plan will include 150 transferable meals per semester at any time in resident dining.

See Attachment H.

## 3c. Provide vegan and vegetarian options in retail and dining hall.

Resident dining operation offers vegan and vegetarian formats during meal periods. These will include: a full salad bar with proteins derived from vegetables, legumes and grains; a vegetarian and/or vegan entrée at Classics; vegan meatless "meat-type" sandwich items upon request; and a deli format that provides vegetarian and vegan sandwiches.

Our retail options will all offer vegetarian options and we will identify vegan options to complement that demographic.

Dining services will accept direction and collaboration at all levels in order to identify continuous improvement opportunities that reasonably accommodate the need and desire of the customer base.

## 3d. EBI of 5.0 or Greater

Our marketing team has one primary focus: to increase the awareness of campus dining. It is time to conduct another thorough evaluation of your campus utilizing our expansive resources. We will create an integrated marketing campaign based on the goal to achieve an EBI score of 5.0 or greater focused on the following five objectives:

- Communication with target markets
- Optimization of dining experiences to drive participation and increase satisfaction
- Delivery of programs that promote meal plan retention and stimulate new sales
- Enhanced life learning and personal growth opportunities for the University of Idaho community
- Program offerings that represent our corporate social responsibility initiatives

## 3e. Sanitation and cleanliness

Cleaning schedules and self-inspections that follow daily checklists cover everything from the dining room and kitchen to the restrooms and loading dock to ensure an immaculate dining facility. Preventive maintenance plans are meticulously followed to keep equipment and facilities in safe working condition. Managers follow up aggressively on areas cited for improvement, as does your regional Vice President.

In addition, unannounced, random food safety audits conducted by registered third party food safety auditors effectively maintain our strict standards and the University is welcome to inspect the results of all evaluations and audits, join in these audits or conduct your own.

## 3f. Friendly student oriented employees

We will engage hourly employees on the Dining Services Committee in order to create a direct line of feedback to foster a collaborative system of continuous improvement and engagement at the front line level. This process will ensure bottom-up implementation and autonomy, which is the core of best value.

Exceptional service and student engagement is assured by our company Employee Experience program. The program builds ever-growing customer loyalty and enjoyment because it is built on the three key elements of a successful experience.

Catering Excellence

## 4a. Zero tolerance for errors

A team comprised of catering manager, catering coordinator, catering supervisor, chef manager and catering production team meet Tuesday of each week for 1.5 hours to outline, update, plan and discuss all events and the Catering department's continuous improvement opportunities.

A high level of communication with all customers is also maintained and clearly outlines expectations of event on a BEO form that is confirmed by signature of customer prior to event to ensure customers' needs have been clearly understood, documented and will be executed as ordered.

## 4b. High level responsiveness to each college and department needs

Dining services recognizes the importance of catering as a support mechanism for University department development initiatives, social performance and business needs. Dining services catering team is available on a 24/7 basis for emergency and last minute catering needs. Catering has an online ordering system to initiate catering request from all customers. This offer will notify the catering coordinator of a customer's intentions and initiate follow-up communication and personalized service as well. This offer will enable tracking of billing information and historical data/post mortems for continuous improvement to further meet the needs and exceed expectations of customers

## 4c. At University's discretion, executive residence excluded from contract.

University may reserve the right to exclude executive residence from contract for special events as necessary and mutually agreed upon between the President's Office and dining services.

**Add Alternate:**

Add Alternate items are in addition to the base contract. Please respond to each of the Add Alternate options, explaining your performance claim, proposed dominant measures and any addition cost associated with the item, all cost impacts associated with these options must NOT be included in your premium.

**Financial Return****1a. Capital Improvement to Wallace Dining Facility**

An annual fund of \$100,000 funded by the client will be used to enhance dining hall seating/tables/dining space. Additional booths, stub walls and fixture costs will be assessed and collaboratively assessed with housing and student groups.

**1b. Retail Capital Improvement**

Last spring, we assembled a team to conduct a comprehensive account review of the retail locations on campus. We held student, faculty and staff focus groups and surveyed the entire campus testing current food and beverage purchasing behavior. The team identified Chick-fil-A, a national brand that will match the food and spending, environmental and service needs of the population. We also recommend upgrading the Mein Bowl brand with new signage and service ware.

Total Investment will be \$550,000.

**1c. Other Capital Improvements (Vendor Identifies)**



**Sustainability**

2a. Commit to direct purchase contract with all student produced / raised food, possibly including: Soil Stewards, Vandal Meats, UI Dairy

Currently, dining services is committed and remains committed to purchasing From Soil Stewards and Vandal Meats as they continue to meet University risk mitigation requirements, Vendor requirements and FDA guidelines and is competitively priced for the product line they provide. Should the U of Idaho dairy meet these guidelines and is competitively priced, vendor will commit to the purchase milk and dairy products from them.

We update our commitment in writing to Soil Stewards annually, have solicited funding for and received funding for a fence, supported and consulted on the "Dinner at the Greenhouse" event to raise awareness, and fully embraces the product line in resident dining and catered events when it is available.

2b. Zero Waste Catering

To help eliminate waste we use the following systems:

1. CaterTrax system
2. Reduction in counts communicated in timely manner
3. Overall proper planning and communication in conjunction with recipe compliance based on actual counts

These systems will reduce and/or eliminate waste.

2c. Point of decision nutrition information as outlined in USDA Guideline

All retail and resident dining have available nutrition information; website has resident dining menu with nutrition information; nutrition guides are available at most retail locations at POS locations. Dining services offers distinct icons and signage to identify vegetarian, vegan, local, gluten free and My Fitness Pal.

Additional assistance in finding the right types of foods is always available from our servers, chefs, and most importantly, from our campus dietitian who works closely with dining services and is available for no cost consultations to help navigate healthy eating on campus and support student success.

**Student Success/Satisfaction**

3a. Gluten free options

Dining services and our "Simple Servings" format offers a gluten free refrigerator with gluten-free items as well as an entire format free of allergens to include wheat, gluten, fin fish, milk, eggs, peanuts and tree nuts. The format is served to students to prevent possible cross contact with allergens from other formats in the dining hall. In addition to this format and offer, most options on our full salad bar are gluten-free.

Gluten-free options are also available in our on-campus Community Store located in the LLC center. This product line continues to evolve as we endeavor to exceed the expectations of a gluten free offer and dietary restrictions.

## 3b. In Kind sponsorship of RHA

Dining services has a budget to support RHA efforts and events. The dollar figure is indicated in RFP response under "corporate sponsorships."

Dining services also works collaboratively to offset expenses of student engagement events in resident dining. This effort is tied in with meals and adds little expense to RHA budgets if planned correctly.

Dining Services will continue to support "Paint the Palouse" free hot dog and beverage at concession stands during the "Paint the Palouse" Day.

## 3c. Expanded hours in Resident Dining to 9pm nightly

Dining services will offer a Meal Swipe Menu in the Community Store located in the LLC building after closing in the resident dining hall and up to 10:30pm nightly Monday - Friday. This option will meet the needs of students who, due to class and schedule conflicts, may not have the ability to eat at resident dining.

This offer will be determined and continuously developed by using data such as product movement and customer feedback.

The LLC Community Store and Den location have been selected for this option as dining space is available to meet the demographic need and social setting, while allowing an appropriate close and next day reset of resident dining under a fiscally responsible schedule and design.

## 3d. Expanded weekend hours in Resident Dining

Dining services opens at 8am Saturday and Sunday for continental breakfast, serves a complete brunch from 10am until 1:30pm, has expanded weekend menu offer and is open again from 4:30pm until 7:30pm for dinner.

## 3e. Coffee/espresso drink option other than dining hall close to residence halls

A self-service, high-quality, espresso/cappuccino/latte machine is in place at the Community Convenience Store strategically located in the LLC complex adjacent to the Denny's Late Night offer. This machine is receiving great feedback from the students as relayed to the president of RHA. It also is available until the late hours of the evening to service students who study late or wish to gather in the evenings on campus as opposed to the "downtown or Greek House scene." The coffee/espresso offer is complemented by multiple food items for sale in the retail setting as well as seating for meetings and social gathering.

3f. Kitchen and staff available for supervision of student organization food preparations.

All food can be purchased through the vendor and prepared by the students with oversight by a dining services supervisor who is trained in food safety. In most cases the dining services employee is paid for by the dining services as a value add. There are limited instances in which a waiver is written to indemnify dining services and University if food from an "unapproved vendor" is requested to be brought in for production. Dining services works closely with University Risk Management to identify and mitigate risks in such instances. Dining services also fully supports student clubs and organizations ability to raise funds through food sales such as concessions and Commons tabling events.

3g. Fast Food Chain(s)

Chick-fil-A, Denny's (The Den), Jamba Juice and Einstein Bros Bagels are nationally and regionally recognized brands that complement our in-house SubConnection Sandwich Shop, Cobrizo Mexican Concept, Mein Bowl Chinese food format, Community Convenience Store and Stover Café pita concept.

3h. Ability to offer Athletic meal plan that provides the closest to 3 meals a day, 7 days a week.

Athletic meal plan price will reflect that of the "Premium All Access" plan which will meet the requirements of the 21 meals requested in the RFP. Vandal Dollars may be added to meal plans.

#### **Catering Excellence**

4a. Dedicated Executive chef to executive residence

A qualified chef manager will be available for service at the executive residence. The chef will be an integral part of the menu planning and design of the events. In addition, the catering manager is also a chef to add value and back up should an emergency arise with the chef manager.

## 4b. Dedicated catering supervisor for College of Business &amp; Economics catered events

A qualified and proven supervisor is available for the College of Business & Economics. This individual has years of experience in the location and understands the client's needs. In addition, there are two other supervisors who back up the main supervisor in this location. This location also has a dedicated coordinator who books the events one-on-one with the University's administrative assistant and also has a secession plan in place for employees to train and develop to meet the expectations of the client.

## 4c. Value Catering menu for students

A menu is developed for a student that is tailored to meet or exceed the expectations of the students as well as their budgets. In addition, a budget has been set aside for in-kind donations that will support the costs of the event. All student events (and catered events) have a "personal catering budget and planning service" resource. Furthermore, a Catering Staff Table of Organization Manager and Booking Coordinator are assigned as personal, face-to-face resources/consultants to meet budgetary restrictions while achieving expectations that contribute to success of the event and meet the available budget. All current pricing is highly competitive with area competition.

**Corporate Sponsorship/Athletic Naming Opportunity**

## 5a. Vandal Athletic Scholarship Fund

To address section 5a. through 5d. Scholarships and Athletic Naming Rights, the vendor will commit \$50,000 in annual support to University departments and scholarships. The University will determine at their discretion how funds are allocated. The vendor will be made aware of allocations and be provided with naming rights in locations where appropriate.

## 5b. Athletic Venues (i.e. Naming Rights)

See response in 5a.

5c. Student Scholarships

See response in 5a.

5d. Other Opportunities (Vendor Identifies)

See response in 5a.

**Attachment F – Scope of Work Expectations**

- 10. Base Scope 2a. - Please give a detailed procurement action plan to achieve 30% of food purchases from locally produced/raised sources from Latah and adjoining counties by 2015. Also, provide the methodology to collect data and calculate these purchases so that the University can track the progress of this commitment. How often and when will the report be made to the University regarding this claim? The second part of this item also lists local food purchases of more than \$45 million in FY2013. Please provide the data to substantiate this claim.**
- 11. Base Scope 2b. – Please explain what this response means relative to the state goal of 70% food purchases from regionally produced/raised sources as defined in the proposal.**

Base Scope 2a & 2b:

Sodexo makes no claim that the goal of 30% and will not commit to a percentage regarding food purchases from locally produced/raised sources from Latah and adjoining counties by 2015, or regionally produced/raised sources as defined in the proposal.

Sodexo will commit sponsorship funds listed in tables 1 and 2 of question 3 – towards a paid internship to develop and manage the tracking of our purchases for quarterly reporting to the University. The intern will be interviewed, hire and paid by Sodexo.

Sodexo will commit to purchase locally produced/raised sources from Latah and adjoining counties or regionally produced/raised sources as defined in the proposal.

\*This purchase commitment does not apply to Retail Brands or Concepts where purchase from an identified Vendor Supply Chain is a Brand Requirement per contract.

**Local categories and products, that meet Sodexo's Quality Assurance standards and requirements, will include and not be limited to:**

- Soil Stewards: Sodexo will purchase 100% of available produce
- Vandal Meats: Sodexo will purchase 100% of available whole muscle and other meats
- Milk and Dairy: Sodexo will purchase 100% local rBST free milk
- Flour: Sodexo will purchase flour from Shepherd's Grain, a sustainable and local group of 60 growers who raise wheat in our community.
- Bread: Purchase through Franz Bakery, made with grains from the Great Falls/Helena area of Montana, Eastern WA/OR. Product is milled in Spokane and Portland.
  - LINC, A Local Inland Northwest Cooperative: A new farmer-owned co-op, supported by Sodexo. Sodexo has already developed a relationship with LINC for University of Idaho and will begin order products from them in early December 2014. LINC member-farmers are committed to environmentally sustainable, socially just growing practices. They do not use synthetic pesticides or fertilizers and they follow standardized food safety protocol, ensuring top-quality local and safe products.
  - Additional locally and regionally produced/raised vendor sources: Sodexo is committed to incorporating additional local and regional products and farmers that

can be connected via LINC or elsewhere in our vendor network or as independent vendors.

Sodexo makes no claim that the goal of 70% local purchases will be met within the confines of this agreement and will continue to source through current supply chain partners and those that meet the definition of locally/regionally/ produced/raised sources as defined in the proposal, providing said sources meet Sodexo's Quality Assurance standards and requirements.

**12. Base Scope 2c. – Please provide methodology and copies of forms/reports the University can expect to see in calculating the diversion of 37 tons or more of food waste from landfills. Also, what will be the reporting time periods with expected dates to receive the reports?**

Vandals Dining will conduct waste studies once a semester as a way to track changes in the amount of waste being produced. Sodexo commits to a reduction up to 90% of food waste diverted from landfills. We will use our initial reported waste at the beginning of the academic year as a baseline. The sustainability intern will oversee the implementation of these waste studies and will handle analysis of the results. The results will be available November and April. Outside of the time periods encompassing the waste studies, the sustainability intern will manage the compost program and provide coaching to staff members to ensure that all food waste is being captured by the program and contamination is reduced. The sustainability intern will examine compost and trash bins on a regular basis to ensure that staff members are following proper waste disposal protocols. The sustainability intern will also stay in communication with staff members from the UI dairy so that any of their concerns can be addressed in a timely manner.

Baseline will be updated in Quarterly Reports to Auxiliaries Services Team.

**13. Base Scope 2d. – Please provide the detail action plan and timeline to achieve this commitment.**

In consideration to Local Food commitment Sodexo will sponsor a paid internship for support of development and implementation of a food tracking system. With Regional Sustainability Coordinator Support- internship participants will be paid by Sodexo and will engage University Colleges and / or Student Organizations in the planning and development along with the execution of the action plan. Results will be shared quarterly.

**14. Base Scope 3d. – Please provide an outline of the integrated marketing plan with timeline and milestones.**

Vandals Dining uses an ever-changing calendar of events and promotions created by Marketing Manager, Katlyne Clark. This planner contains the following:

- Dates for a wide range of events
- Promotions throughout the campus including categories such as: retail, resident dining, catering, meal plans, sustainability and other university events.
- The resident dining calendar with holiday events and quarterly promotions
- Retail dining promotions throughout the year

- The catering limited-time offers
- The meal plan calendar includes orientation, festivals and many other university events.

We have included a Marketing Plan for FY15 in an attachment

**15. Base Scope 3e. – Please provide the daily checklists and work plans referred to in response.**

We have included the daily checklists and plans in an attachment.

**16. Base Scope 3f. – Please provide a copy of the Employee Experience program that will be used for this account.**

We have included Sodexo's Employee Experience program in an attachment.

**17. Add Alternates - Will there be any addition cost to the client for any of the add alternate options? As submitted, there is only one item (1a.) that carries an additional cost to the client.**

The capital improvement to the Wallace Dining Facility will be funded by the client up to the annual \$100,000 improvement fund which can, upon agreement of vendor and client, be rolled over from one year into the next. Capital improvements will be determined by client and may be Sourced and / or Managed by Sodexo.

The Retail Capital Improvement listed in section 5 will be funded by Sodexo up to \$550,000.

The Wallace Dining Facility capital improvement plan includes:

- Installation of the 360 grill
- Installation of natural gas into the facility

**18. Add Alternate 1b. - Please detail the proposed improvements under this section with expected net increase in retail sales, project timelines, milestone schedule, and measures of success. Please indicate if the total investment number of \$550,000 is related to the number reported in Section 5 on page 23 or if this is an additional cost proposed by the vendor for the client to cover.**

The total investment of \$550,000 is related to the number reported in Section 5 on page 23 and is not an additional cost proposed by Sodexo for the client to cover.

The proposed improvements include Chic-fil-A and a brand refresh of the Mein Bowl. We expect a net increase in retail sales of 11.5% the first year and 2% growth in subsequent years. We will measure success by comparing same store sales year over year.

We have included a rendering, project timeline and milestone schedule in an attachment.

**19. Add Alternate 2b. - Will you offer Zero Waste Catering to include options for composting /recycling waste and only reusable/compostable containers, service ware, and dinnerware?**

Vandal Dining will offer zero waste catering to include options for composting, recycling waste and reusable/compostable containers, service ware and dinnerware.



All Zero Waste Events will be assessed a surcharge based on the number of guests (see table below).

Each Zero Waste Event will be documented and results will be shared with the customer.

**Zero Waste Event Surcharge**

0-100 = \$25.00

101 – 200 = \$50.00

201 – 300 = \$75.00

301 and up = \$100.00

**20. Add Alternate 3b. – Please indicate the annual amount to be dedicated for RHA event sponsorship.**

Of the annual “In kind” to support Community and Student Related events fund as described in answer 3 of the clarification document, the distribution will be as follows:

- **\$5,000 RHA**
- **\$5,000 ASUI**
- **Remainder at Sodexo Discretion**

**21. Add Alternate 3h. – The client reads this offer as: the vendor will provide an athletic meal plan using the Wallace dining hall location at a price equal to the “Premium All Access” price less amount of Vandal Dollars included. This equals a price of \$1,850 per student under the proposed meal plan offerings. Is this correct? If not, please clarify the offer.**

The “Vandal Premier” unlimited access from open to close in resident dining is offered to the Athletic department at a \$1,900.00 cost. This includes \$50 Vandal Dollars. Vandal Dollars can be added to the plan as they have been in the past under a separate account.

The Meal Plan cost is \$1,900.00; however, there is flexibility to modify the terms (not the cost) of the meal plan to meet the needs of the athletes – this is also why the “Prestige” unlimited access from 11:00am to close plan with \$200.00 Vandal Dollars was created.

**RISK MIDIGATION PLAN for the Athletic Meal Plan is in the weekly risk report dated 11/20/14.**

**22. Add Alternate 4c. – Please explain how the in-kind donations will be accounted for if at all. Also, provide an example of the Value Catering Menu for students.**

Any in-kind donations are tracked internally by our unit controller for transparency and audit purposes. The in-kind dollar amount is \$50,000 annually. The University may acquire a copy of our tracking tool upon request.

We have attached the Catering Shoestring Menu which is our Value Catering Menu for Students.

## ATTACHMENT G

### MILESTONE SCHEDULE

Please add your milestone schedule for your proposal here. You can use whatever form that works best. Please label your submittal Attachment G Milestone Schedule. This is a high level overview of the project outlining the major milestones and dates. One page limit.

	Item		Due Date		Actual Completion Date
<b>Contract</b>					
	Clarification / Kick Off Meeting		11/5/2015		
	Clarification Meeting		11/15/2015		
3	State and University Approval - Sign Contract		Feb 2015		
4	Provide University with Certificate of Insurance		2/15/15		
5	Inventory of China and Small Wares -		2/15/15		
6	Joint Inventory of University Owned Food Service Equip. -		2/30/15		
<b>Communication</b>					
14	WRR		Ongoing Thursdays		
15	Present Meal Plans To RHA		10/2014		
16	Catering Education Meeting with U Of Idaho Admin		10/2014		
	Graduation Catering Orders E-Mail Notice		2/17/2015		
<b>Retail Chick Filet</b>					
17	Designer Identified and Contacted		11/25/2014		
18	Designer Site Visit		12/14/2014		
19					
20	Design Work - Initial Plan Submitted		1/14/2015		
21	Architectural and Engineering Site Work plan		2/14/2015		
22	Health Department -Initial Plan Review		2./25./2015		
23	Design Work - Final Plan Submitted		3/30/2015		
24	Materials Ordered - Millwork, Equipment		4/1/2015		
27	Construction Bid Completed		4/15/2015		
28	Construction Bids Submitted		4/21/2015		
29	General Contractor Identified and Bid Awarded		4/30/2015		
30	Obtain Parking Permits and Campus Access Approval		5/15/2015		
31	Schedule Opening Training Sessions		5/15/2015		
32	Pre-Construction Preparation		5/19/2015		
<b>Construction</b>					
34	Construction Substantially Completed		7/14/2015		
35	Punch List Walk Through		7/20/2015		
36	IT Equipment Installed		7/18/2015		
37	Opening Order for Operation Placed		7/18/2015		
38	Signage In Place		7/18/2015		
39	Set Up Operation		7/25/2015		
40	Health Department Inspection		7/28/2015		
41	Hold Opening Training for Key Employees		8/11/2015		
42	Open Operation		8/14/2015		
<b>Value Add Project Milestone / Schedule Completion Deadline</b>					
	Project Plan Submission for Summer 2015		3/15/2015		
	Gas Line Project review / Plan		1/24/2015	Based on value Add Acceptance	
	360 Wok Plan		1/24/2015	Based on value Add Acceptance	
	Roth Roofing Plan		1/24/2015	Based on value Add Acceptance	

## Attachment H

Meal Plans are priced as follows FY 2015-2016 and are subject to annual increases based upon inflationary influencers and program costs.

<b>Meal Plans Per Semester</b>	<b>Student Price Per Semester Without Flex Dollars</b>	<b>Suggested Added Vandal Dollars</b>	<b>Plan Price with Vandal Dollars</b>
Vandal Premiere – Unlimited Open to Close	\$1850.00	<b>\$50.00</b>	\$1900.00
Vandal Prestige – Unlimited 11am - Close	\$1700.00	<b>\$200.00</b>	\$1900.00
Vandal Pride – 150 Meals and Transferable	\$1500.00	<b>\$200.00</b>	\$1700.00

## Attachment H

23. Please indicate what the inflationary influencers and program cost are based upon for future board plan increases. Will this be offered as 6 separate plans or 3 plans with the option to add any amount of vandal\$ to those plans?

The tool we use to identify the “inflationary influencers and program costs” is below.

Attachment – Annual Rate Tool

UNIV OF IDAHO-WALLACE : 70-58413				
	Cost Categories Subject to Inflation	Ann'l avg Inflation Index	\$ Inflation	Notes
Board Sales	4,517,156	0.00%	-	N/A
Retail Sales	2,397,798	0.00%	-	N/A
Catering Sales	794,612	0.00%	-	N/A
Camp/Conference Sales	397,831	0.00%	-	N/A
Annual Revenue/Rate increase	8,107,398		-	
Food Cost	2,362,705	3.34%	78,818	Producer Price Index for Finished Consumer Foods (WPUSOP3110)
Labor:				
Avg Hourly Rate	10.18	2.00%	10.38	Employment Cost Index (ECI) - Accommodation and food services
Total Hourly Labor \$	1,490,991	0	29,861	
Outside Labor	358	2.00%	7	Employment Cost Index (ECI) - Accommodation and food services
Management Wages	448,426	2.00%	8,969	Sodexo Compensation guidelines
Taxes	221,816	2.00%	4,442	Employment Cost Index (ECI) - Accommodation and food services
Benefits	199,730	14.00%	27,962	Sodexo Compensation guidelines
Paper Expense	147,867	4.80%	7,101	PPI Series– 09150336. It Includes Products Used for Dry and Wet Food Handling
All "other" controllable Exp. subject to inflation	750,365	1.60%	12,034	PPI Series “SOP 3400 Finished Goods Excluding Food”
Total Non-Controllable Exp - subject to inflation	154,932	1.60%	2,485	PPI Series “SOP 3400 Finished Goods Excluding Food”
Projected Annual Cost Increases			171,680	
Annual Revenue/Rate increase			-	
Net Cost Subject to Inflation (before Adj)			171,680	
			3.80%	
Program Adjustments				Financial impact of program adjustments.
Net Cost Subject to Inflation			171,680	
Client Board Rate increase needed to offset Inflation			3.80%	

**Current Payment Terms for the Fee**

On Friday of every other calendar week the University will submit to the contractor a report of the gross revenue collected in the immediately preceding two calendar weeks (14 days). Contractor will prepare and submit an invoice to the University for Contractors "Fee" calculated from the gross sales. All Payments owed by the University to the Contractor shall be due within fifteen (15) days after the receipt of an invoice.

**RFP 15-01M - EXCEPTIONS LIST**

Sodexo America, LLC ("Contractor") has reviewed the Request for Proposal for Food Services for University of Idaho ("University") and is submitting its Proposal conditioned upon the incorporation of the following modifications:

1. Contractor requests the addition of the following to Section 7.11, Hold Harmless:

"Except as otherwise expressly provided in this Agreement, Contractor and University shall defend, indemnify and hold each other harmless from and against all claims, liability, loss and expense, including reasonable collection expenses, attorneys' fees and court costs which may arise because of the sole negligence, misconduct, or other fault of the indemnifying party, its agents or employees in the performance of its obligations under the Agreement. Notwithstanding the foregoing, with respect to property damage, for which the parties maintain a system of coverage on their respective property, and based on the representations contained in Section 9.3 above, each party hereto waives its rights, and the rights of its subsidiaries and affiliates, to recover from the other party hereto and its subsidiaries and affiliates for loss or damage to such party's building, equipment, improvements and other property of every kind and description resulting from fire, explosion or other cause normally covered in standard broad form property insurance policies. This clause shall survive termination of the Agreement."

2. Contractor requests replaced of Section 7.13 with the following:

"If either party breaches a material provision hereof ("Cause"), the non-breaching party shall give the other party notice of such Cause. If the Cause is remedied within ten (10) days in the case of failure to make payment when due or sixty (60) days in the case of any other Cause, the notice shall be null and void. If such Cause is not remedied within the specific period, the party giving notice shall have the right to terminate this Agreement upon expiration of such remedy period. The rights of termination referred to in this Agreement are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Either party may terminate this Agreement at any time upon sixty (60) days' prior written notice to the other party."

3. Contractor requests the following changes to Section 7.34 on pages 17 and 18

Second paragraph modified to read as follows:

"The Vendor is required to provide University with a Certificate of Insurance ("certificate") to extent indemnified. All certificates shall be coordinated by the Vendor and provided to the University within seven (7) days of the signing of the contract by the Vendor. Certificates shall be executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. All **required policies of insurance** shall provide for thirty (30) days' written notice to **Vendor** prior to cancellation, non-renewal, or other material change

of any insurance referred to therein. **Upon Vendors receipt of such notice Vendor shall provide University notice of the same.**

Sixth paragraph deleted in its entirety in that Contractors insures are only obligated to provide note to Contractor.

4. Contractor requests clarification to exhibit 2, Base Scope, Section 2) on page 48, in that the following shall apply:

**“Non-Contractor Approved Vendors.** University understands that Contractor has entered into agreements with many vendors and suppliers of products which (i) give Contractor the right to inspect such vendors' and suppliers' plants and/or storage facilities and (ii) require such vendors and suppliers to adhere to standards to ensure the quality of the products purchased by Contractor for or on behalf of University. University shall not require Contractor to use products from non-Contractor approved vendors.

5. Contractor requests the following provisions included in the resultant Agreement:

**Condition of Premises and Equipment.** The Premises and equipment provided by University for use in the Food Service operation shall be in good condition and maintained by University to ensure compliance with applicable laws concerning building conditions, sanitation, safety and health (including, without limitation, OSHA regulations). University agrees to indemnify Contractor against any liability or assessment, including related interest and penalties, arising from University's breach of the aforementioned obligations, and University shall pay reasonable collection expenses, attorneys' fees and court costs incurred in connection with the enforcement of such indemnity. University further agrees that any modifications or alterations to the workplace or the Premises (whether structural or non-structural) necessary to comply with any statute or governmental regulation shall be the responsibility of University and shall be at the University's expense. This provision shall survive the termination of this Agreement.

**Property Insurance.** University shall maintain a system of coverage (either through purchased insurance, self insurance, or a combination thereof) to keep University's buildings, including the Premises, and all property contained therein insured against loss or damage by fire, explosion or other cause normally covered by standard broad form property insurance.

**Trade Secrets and Proprietary Information.** During the term of the Agreement, Contractor may grant to University a nonexclusive right to access certain proprietary materials of Contractor, including menus, signage, Food Service survey forms, software (both owned by and licensed to Contractor), and similar items regularly used in Contractor's business operations ("Proprietary Materials"). In addition, University may have access to certain non-public information of Contractor, including, but not limited to, recipes, management guidelines and procedures, operating manuals, personnel information, purchasing and distribution practices, pricing and bidding information, financial information, surveys and studies, and similar compilations regularly used in Contractor's business operations ("Trade Secrets"). Trade Secrets shall not include (i) any information which at the time of disclosure or discovery or thereafter is generally

available to and known by the public or the relevant industry (other than as a result of a disclosure directly or indirectly by University), or (ii) any information which was available to University on a non-confidential basis from a source other than Contractor, provided that such source was not bound by an agreement prohibiting the transmission of such information, or (iii) any information independently developed or previously known without reference to any information provided by Contractor.

University shall not disseminate any Proprietary Materials or disclose any of Contractor's Trade Secrets, directly or indirectly, during or after the term of the Agreement. University shall not photocopy or otherwise duplicate any such material without the prior written consent of Contractor. All Proprietary Materials and Trade Secrets shall remain the exclusive property of Contractor and shall be returned to Contractor immediately upon termination of the Agreement. Without limiting the foregoing, University specifically agrees that all software associated with the operation of the Food Service, including without limitation, menu systems, food production systems, accounting systems, and other software, are owned by or licensed to Contractor and not University. Furthermore, University's access or use of such software shall not create any right, title interest, or copyright in such software, and University shall not retain such software beyond the termination of the Agreement. Any signage, servicemark or trademark proprietary to Contractor shall remain the exclusive property of Contractor and shall be returned to Contractor immediately upon termination of this Agreement. In the event of any breach of this provision, Contractor shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. This provision shall survive termination of the Agreement.



**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**SUBJECT**

Board Policy V.T. – Fee Waivers – First Reading

**APPLICABLE STATUTES, RULE OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, Section V.T.  
Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146)

**BACKGROUND / DISCUSSION**

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 (“Choice Act”) into law. Section 702 of the Choice Act requires the Department of Veterans Affairs (VA) to disapprove programs of education under the Post-9/11 GI Bill and Montgomery GI Bill–Active Duty (“MGIB-AD”) at public institutions of higher of higher learning if the institution charges qualifying veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015. In other words, the VA must disapprove programs of education for everyone training under the Post-9/11 GI Bill and MGIB–AD, if resident charges are not offered to all “covered individuals.”

In order to address covered individuals attending Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College and Eastern Idaho Technical College, changes to Board Policy V.T. are necessary. The change allows for an additional waiver type which can be used for non-Idaho residents who qualify for VA educational benefits in compliance with Section 3679(c) of Title 38, United States Code.

The change to policy must be in effect prior to July 1, 2015 in order for Idaho institutions to be in compliance with this law.

**IMPACT**

The VA does not provide information on the number of potential qualifying veterans, so at this time how many waivers will be used is unknown at this time.

**ATTACHMENTS**

Attachment 1 – Section V.T. – First Reading

Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

Board Staff has worked with representatives of the Federal Veterans Administration, and the Idaho State Veterans Services and have looked at several options for compliance. Changing Board policy was determined to be the best option at this time. Staff recommends approval of this policy change.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 19, 2015**

---

**BOARD ACTION**

I move to approve the first reading of proposed amendments to Board policy  
V.T. Fee Waivers, with all revisions as presented.

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

# Idaho State Board of Education

## GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS Subsection: T. Fee Waivers

August-~~April~~ 2014

### 1. Purpose and Authority for Fee/Tuition Waivers

#### a. Definition

A fee/tuition waiver shall mean a reduction of some or all of the approved fees/tuition specified in Section V, Subsection R, attributable to a particular student as the cost for attending an Idaho institution of higher education.

#### b. Purpose

The purpose in authorizing fee/tuition waivers includes but is not limited to the achievement of the following strategic objectives:

- i. The enhancement of education opportunities for Idaho residents;
- ii. To promote mutually beneficial cooperation and development of Idaho communities and nearby communities in neighboring states;

iii. To contribute to the quality of educational programs; ~~and~~

iv. To assist in maintaining the cost effectiveness of auxiliary operations in Idaho institutions of higher education-; and

iv-v. To comply with Section 3679(c) of Title 38, United States Code, effective July 1, 2015, which states that the Secretary of Veterans Affairs shall disapprove courses of education provided by public institutions if certain veterans and their dependents are charged non-resident tuition.

#### c. Authority

An institution shall not waive any of the applicable fees/tuition specified in Section V, Subsection R., unless specifically authorized in this subsection. Employee/Spouse/Dependent, Senior Citizen, In-Service Teacher Education, and Workforce Training Credit fees as authorized pursuant to Board policy V.R. do not constitute waivers.

### 2. Waiver of Nonresident Fees/Tuition

Nonresident fees/tuition may be waived for the following categories:

#### a. Graduate/Instructional Assistants

Waivers are authorized for students employed as graduate assistants appointed pursuant to Section III, Subsection P.11.c.

#### b. Students Participating in Intercollegiate Athletics

For the purpose of improving competitiveness in intercollegiate athletics, the universities are authorized up to two hundred twenty-five (225) waivers per semester and, Lewis-Clark State College is authorized up to one hundred ten (110) waivers per semester. The institutions are authorized to grant additional waivers, not to exceed ten percent (10%) of the above waivers, to be used exclusively for post-eligibility students.

c. Non-resident students who can prove to the institution that they meet the eligibility criteria set forth under Section 3679(c) of Title 38, United States Code.

ed. Waivers to Meet Other Strategic Objectives

The chief executive officer of each institution is authorized to waive nonresident fees/tuition for students, not to exceed the equivalent of six percent (6%) of the institution's total full-time equivalent enrollment. The criteria to be followed in granting such nonresident waivers shall be as follows:

- i. A waiver may be granted to place a nonresident student in an institutional program only when there is sufficient capacity in the program to meet the needs of Idaho resident students; and
- ii. A waiver may be granted only when its use is fiscally responsible to place a nonresident student in an institutional program in order to meet a strategic state and/or institutional need, as identified by the chief executive officer of the institution.

ee. National Student Exchange Program - Domestic

Waivers are authorized for nonresident students participating in this program.

ef. Western Interstate Commission for Higher Education

Waivers are authorized for nonresident students participating in the Western Interstate Commission for Higher Education Professional Student Exchange Program and the Graduate Student Exchange Program. An institution may include a participating nonresident student in its enrollment workload adjustment calculation, provided the figure does not exceed the maximum approved for an institution by the Board.

fg. Institution Agreements

An institution may request Board approval of agreements with other entities resulting in special fees if it is shown to meet a strategic or workforce need (e.g. reaching an underserved or isolated population) or to help facilitate collaboration between the public institutions as it relates to enrollment and course/degree completion. The discounted dollar value of these special fees shall be reported to the Board, for inclusion in the annual discounts and waivers report, in a format and time to be determined by the Executive Director.