

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 16, 2016**

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<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
<hr/>		
<b>1</b>	<b>AMENDMENT TO BOARD POLICY</b> Section V.X. – Intercollegiate Athletics – Second Reading	Motion to approve
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<b>2</b>	<b>FY 2017 OPERATING BUDGETS</b>	Motion to approve
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<b>3</b>	<b>FY 2018 LINE ITEMS</b>	Motion to approve
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<b>4</b>	<b>IDAHO NATIONAL LABORATORY</b> Lease Expansion Update	Information item
<hr/>		
<b>5</b>	<b>IDAHO STATE UNIVERSITY</b> Tuition Lock Initiative	Motion to approve
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<b>6</b>	<b>UNIVERSITY OF IDAHO</b> Marketing Agreement for Intercollegiate Athletics – Learfield Communications	Motion to approve
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<b>7</b>	<b>UNIVERSITY OF IDAHO</b> Disposal of Real Property - Aberdeen Research and Extension Center	Motion to approve
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<b>8</b>	<b>LEWIS-CLARK STATE COLLEGE</b> Spalding Hall Construction Project	Motion to approve
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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**SUBJECT**

Idaho State Board of Education (Board) Policy V.X. – Intercollegiate Athletics – second reading

**REFERENCE**

August 2014	Board approved second reading of amendments setting athletic limits through formula rather than Board approval.
April 2016	Board approved first reading of amendments revising the reporting requirements for gender equity and financial reporting.

**APPLICABLE STATUTE, RULE, OR POLICY**

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

**BACKGROUND/DISCUSSION**

At the recommendation of the Athletics Committee the Board considered amendments to the Intercollegiate Athletics reporting requirements in Board Policy V.X. at the April 2016 Board meeting.

These amendments include allowing the institutions to use the Federal Title IX reports in regards to gender equity and the NCAA financial reporting format for the financial reporting requirements.

**IMPACT**

The proposed changes will eliminate the current duplicative reports and formats for gender equity, operating budget, and revenue and expenditures and provide the Board with the current NCAA reports for revenues/expenses and Title IX.

**ATTACHMENTS**

Attachment 1: Board policy V.X. – Second Reading	Page 3
Attachment 2: Sample gender equity report	Page 9
Attachment 3: Sample operating budget report	Page 10
Attachment 4: Sample revenues and expenditures report	Page 11
Attachment 5: Sample NCAA revenue/expense report	Page 12
Attachment 6: Detail of Direct Institutional Support	Page 13
Attachment 7: Sample NCAA Title IX report	Page 14

**STAFF COMMENTS AND RECOMMENDATIONS**

The proposed amendments would reduce the time and effort required for athletic oversight by institutions and the Board, delegate appropriate authority for conducting detailed athletic operations to the chief executive officers, and enhance the ability of the Board to monitor and provide direction for athletic policies and operations. There were no changes between first and second reading. Staff recommends approval.

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**BOARD ACTION**

I move to approve the second reading of proposed amendments to Board policy Section V.X., Intercollegiate Athletics, as presented in Attachment 1.

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

**1. Philosophy**

The Board reaffirms the role of intercollegiate athletics as a legitimate and significant component of institutional activity. The responsibility for and control of institutional activities in this area rest with the Board.

In the area of intercollegiate athletics, the Board seeks to establish programs which:

- a. Provide opportunities for student athletes to attend college and participate in athletic programs while pursuing and completing academic degrees;
- b. Reflect accurately the priorities and academic character of its institutions;
- c. Fuel school spirit and community involvement;
- d. Serve the needs of the institutions as they seek, through their athletic programs, to establish fruitful and sustaining relationships with their constituencies throughout the state and nation; and
- e. Actively and strategically progress toward compliance with Title IX of the Higher Education Amendments Act of 1972.

Given these goals, the Board has a continuing interest in the academic success of student athletes, the scope and level of competition, and the cost of athletic programs administered by its institutions. Consequently, the Board will, from time to time in the context of this policy statement, promulgate, as necessary, policies governing the conduct of athletic programs at its institutions.

**2. Policies**

The day-to-day conduct of athletic programs is vested in the institutions and in their chief executive officers. Decision making at the institutional level must be consistent with the policies established by the Board and by those national organizations and conferences with which the institutions are associated. In the event that conflicts arise among the policies of these governance groups, it is the responsibility of the institution's chief executive officer to notify the Board in a timely manner. Likewise, any knowledge of NCAA or conference rule infractions involving an institution should be communicated by the athletic department to the chief executive officer of the institution.

The Board recognizes that the financing of intercollegiate athletics, while controlled at the institutional level, is ultimately the responsibility of the Board itself. In assuming that responsibility, the sources of funds for intercollegiate athletics shall be defined in the following categories:

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

**ATTACHMENT 1**

**SECTION: V. FINANCIAL AFFAIRS**

**SUBSECTION: X. Intercollegiate Athletics**

~~August 2014~~ June 2016

- a. State General Funds – means state General Funds (as defined in section 67-1205, Idaho Code) appropriated to the institutions.
  - b. Student Athletic Fee Revenue – means revenue generated from the full-time and part-time student activity fee that is dedicated to the intercollegiate athletics program pursuant to policy V.R.3.b.ii.
  - c. Program Funds – means revenue generated directly related to the athletic programs, including but not limited to ticket sales/event revenue, tournament/ bowl/conference receipts, media/broadcast receipts, concessions/parking/ advertisement, game guarantees and foundation/booster donations.
  - d. Institutional Funds – means any funds generated by the institution outside the funds listed in a., b. and c. above. Institutional Funds do not include tuition and fee revenue collected under policy V.R.3. Examples of Institutional Funds include, but are not limited to, auxiliaries, investment income, interest income, vending, indirect cost recovery funds on federal grants and contracts, and administrative overhead charged to revenue-generating accounts across campus.
3. Funds allocated and used by athletics from the above sources are limited as follows:
- a. State General Funds –
    - i. The limit for State General Funds shall be allocated in two categories: General Funds used for athletics and General Funds used to comply with Title IX.
    - ii. The Board set the following FY 2013 General Fund limits:
      - 1) General Funds for Athletics:

a) Universities	\$2,424,400
b) Lewis-Clark State College	\$ 901,300
      - 2) General Funds for Gender Equity:

a) Boise State University	\$1,069,372
b) Idaho State University	\$ 707,700
c) University of Idaho	\$ 926,660
d) Lewis-Clark State College	\$ 0
    - iii. The methodology for computing the limits for both categories of State General Funds shall be to calculate the rate of change for the next fiscal year ongoing State General Funds compared to the ongoing State General Funds in the current fiscal year, and then apply the rate of change to both limits approved by the Board in the previous year.

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

**ATTACHMENT 1**

**SECTION: V. FINANCIAL AFFAIRS**

**SUBSECTION: X. Intercollegiate Athletics**

~~August 2014~~ June 2016

b. Institutional funds –

i. The Board set the following FY 2013 limits:

1) Boise State University	\$386,100
2) Idaho State University	\$540,400
3) University of Idaho	\$772,100
4) Lewis-Clark State College	\$154,300

- ii. The methodology for computing the limits for Institutional Funds shall be to calculate the rate of change for the next fiscal year ongoing Appropriated Funds compared to the ongoing Appropriated Funds in the current fiscal year, and then apply the rate of change to the limit approved by the Board in the previous year. For purposes of this paragraph, “Appropriated Funds” means all funds appropriated by the Legislature to the institutions, including but not limited to, State General Funds, endowment funds, and appropriated tuition and fees.

- c. Student ~~Activity~~ Athletic Fee Revenue – shall not exceed revenue generated from student activity fee dedicated for the athletic program. Institutions may increase the student fee for the athletic program at a rate not more than the rate of change of the total student activity fees.

- d. Program funds – the institutions can use the program funds generated, without restriction.

The president of each institution is accountable for balancing the budget of the athletic department on an annual basis. In accounting for the athletic programs, a fund balance for the total athletic program must be maintained. In the event that revenue within a fiscal year exceeds expenses, the surplus would increase the fund balance and would be available for future fiscal years. In the event that expenses within a fiscal year exceeds revenue, the deficit would reduce the fund balance. If the fund balance becomes negative, the institutions shall submit a plan for Board approval that eliminates the deficit within two fiscal years. Reduction in program expenditures and/or increase revenue (program funds only) can be used in an institutional plan to eliminate a negative fund balance. If substantial changes in the budget occur during the year resulting in a deficit for that year, the president shall advise the Board of the situation at the earliest opportunity.

Donations to athletics at an institution must be made and reported according to policy V.E. The amount of booster money donated to and used by the athletic department shall be budgeted in the athletic department budget.

It is the intent of the Board that increases in program revenues should be maximized before increases to the athletic limits under subsection 3 will be considered.

4. Gender Equity

- a. Gender equity means compliance with Title IX of the Higher Education Amendments Act of 1972 which prohibits discrimination on the basis of gender in any education program or activity receiving federal financial assistance, including athletics. Congress delegated authority to promulgate regulations (34 C.F.R. §106.41) for determining whether an athletics program complies with Title IX. The U.S. Department of Education, through its Office of Civil Rights (OCR) is responsible for enforcing Title IX.
- b. Title IX measures gender equity in athletics in three distinct areas: participation, scholarships, and equivalence in other athletics benefits and opportunities.
- c. The chief executive officer of each institution shall prepare a gender equity ~~report~~ narrative for review ~~and formal approval~~ by the Board in a format and time to be determined by the Executive Director. ~~The gender equity report will show the status of an institution's compliance with Title IX. The gender equity report will show the changes to the athletics programs necessary to comply with Title IX over time. An institution will provide the Board with report(s) required by the institution's federal regulatory body regarding compliance to Title IX in its athletics programs and any summaries of such reports.~~

5. Financial Reporting.

The Board requires that the institutions adopt certain reporting requirements and common accounting practices in the area of intercollegiate athletic financing. ~~The athletic reports shall contain revenues, and expenditures, in the detail prescribed by the Board office, including all revenue earned during a fiscal year. A secondary breakdown of expenditures by sport and the number of participants will also be required. The fund balances as of June 30 shall be included in the report. The general format of the report will be consistent with the format established by the Executive Director. The revenue and expenditures reported on these reports must reconcile to the NCAA Agreed Upon Procedures Reports that are prepared annually and reviewed by the external auditors for each university will be provided to the Board and will also serve as a reporting template for a similar annual report for Lewis-Clark State College. The institutions will submit the following reports to the Board:~~

- ~~a. The institutions shall submit an operating budget for the upcoming fiscal year beginning July 1 in a format and time to be determined by the Executive Director.~~
- ~~i. Actual revenues and expenditures for the fiscal year most recently completed.~~
- ~~ii. Estimated revenues and expenditures for the current fiscal year.~~
- ~~iii. Proposed operating budget for the next budget year beginning July 1.~~



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

ATTACHMENT 1

SECTION: V. FINANCIAL AFFAIRS

SUBSECTION: X. Intercollegiate Athletics ~~August 2014~~ June 2016

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- ~~b. The following fiscal year's financial information will be reported by each institution in a format and time to be determined by the Executive Director:~~
- ~~i. Actual revenues and expenditures for the prior four (4) fiscal years~~
  - ~~ii. i. Estimated revenues and expenditures for the current fiscal year.~~

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**Intercollegiate Athletics - Gender Equity**  
**Name of Institution**

**ATTACHMENT 2**

			Estimates						
			FY13 ACT	FY14 PROJ	FY15	FY16	FY17	FY18	
1	TITLE IX COMPLIANCE: Accommodation of student interests and abilities								
2	Compliance can be met by meeting 1 of 3 prongs: 1) Participation, or 2) Showing history of program expansion, or 3) accommodating interests of underrepresented gender								
3	Prong 1: Participation								
4	FT Students: NOTE A	Male	5,851	5,981	6,101	6,223	6,347	6,474	
5	(undergraduate student body)	Female	6,309	6,263	6,388	6,516	6,646	6,779	
6	%:	Male	48.12%	48.85%	48.85%	48.85%	48.85%	48.85%	
7		Female	51.88%	51.15%	51.15%	51.15%	51.15%	51.15%	
8	Athletic Participants: NOTE B	Male	272	277	283	288	291	294	
9	Title IX Definition of Participant	Female	307	294	303	304	304	304	
10	%:	Male	46.98%	48.51%	48.29%	48.65%	48.91%	49.16%	
11		Female	53.02%	51.49%	51.71%	51.35%	51.09%	50.84%	
12	Variance between FT and Athletics: NOTE C		-1.14%	-0.34%	-0.56%	-0.20%	0.06%	0.31%	
13	Number of Sports Teams at Institution by Gender:	Male	8	8	8	8	8	8	
14		Female	11	11	12	12	12	12	
15	Male Student Athletes Needed: NOTE D		12.71	3.76	6.39	2.33	-0.68	-3.68	
16	Male Squad Size Average: NOTE E		34	35	35	36	36	37	
17	Female Student Athletes Needed: NOTE D		-13.71	-3.94	-6.69	-2.44	0.71	3.85	
18	Female Squad Size Average: NOTE E		28	27	25	25	25	25	
19	TITLE IX COMPLIANCE: Athletic Financial Aid								
20	Financial Aid Participants: NOTE F	Male	225	226	227	227	227	227	
21	Current (unduplicated)	Female	210	214	206	206	206	206	
22	New Sports (unduplicated)	Female	0	0	8	8	8	8	
23	Subtotal Female Participants	Female	210	214	214	214	214	214	
24	%:	Male	51.72%	51.36%	51.47%	51.47%	51.47%	51.47%	
25		Female	48.28%	48.64%	48.53%	48.53%	48.53%	48.53%	
26	Athletic Financial Aid Totals: NOTE G	Male	\$ 2,819,534	\$ 2,867,466	\$ 2,916,213	\$ 2,965,789	\$ 3,016,207	\$ 3,067,482	
27	Current	Female	\$ 2,461,802	\$ 2,503,653	\$ 2,546,215	\$ 2,589,501	\$ 2,633,522	\$ 2,678,292	
28	New Sports	Female	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
29	Subtotal Female	Female	\$ 2,461,802	\$ 2,503,653	\$ 2,646,215	\$ 2,689,501	\$ 2,733,522	\$ 2,778,292	
30	%:	Male	53.39%	53.39%	52.43%	52.44%	52.46%	52.47%	
31		Female	46.61%	46.61%	47.57%	47.56%	47.54%	47.53%	
32	Variance between Financial Aid & Undup Participants: NOTE H		-1.66%	-2.02%	-0.95%	-0.97%	-0.98%	-1.00%	
33	PARTICIPANTS BY SPORT:								
34	Men's Programs: NOTE I								
35		Football	108	106	108	110	110	110	
36		Basketball	16	14	16	16	16	16	
37		Indoor Track	43	47	47	48	49	50	
38		Outdoor Track	44	44	47	48	49	50	
39		Cross Country	14	13	14	15	16	17	
40		Tennis	10	11	10	10	10	10	
41		Wrestling	28	34	32	32	32	32	
42		Golf	9	8	9	9	9	9	
43		Total Male Participants	272	277	283	288	291	294	
44	Women's Programs:								
45		Basketball	14	16	14	15	15	15	
46		Volleyball	18	15	16	16	16	16	
47		Sand Volleyball			16	16	16	16	
48		Gymnastics	16	15	14	14	14	14	
49		Swimming and Diving	27	25	26	26	26	26	
50		Skiing							
51		Soccer	31	35	28	28	28	28	
52		Golf	8	9	9	9	9	9	
53		Tennis	8	11	10	10	10	10	
54		Indoor Track	66	60	60	60	60	60	
55		Outdoor Track	64	58	60	60	60	60	
56		Cross Country	35	30	30	30	30	30	
57		Softball	20	20	20	20	20	20	
58		Total Female Participants	307	294	303	304	304	304	
59		Total Participants	579	571	586	592	595	598	
60	SPORTS COSTS								
61	Current Direct Costs of Women's Sports, including financial aid		4,878,151	5,050,217	5,219,227	5,419,227	5,619,227	5,819,227	
62	Direct Costs of New Women's Sports, including financial aid		0	0	600,000	600,000	600,000	600,000	
63	Total Direct Costs for Women's Sports		4,878,151	5,050,217	5,819,227	6,019,227	6,219,227	6,419,227	
64	Gender Equity Limit (FY13-14 Approved, FY15 Formual, FY16-18 static)		976,872	976,872	1,109,700	1,109,700	1,109,700	1,109,700	
65	Institution request for increase in gender equity limit					100,000	100,000	100,000	
66	Percentage of Gender Equity Limit to Total Direct Costs for Women's Sports		20.0%	19.3%	19.1%	18.4%	17.8%	17.3%	

**College or University**  
**Intercollegiate Athletics Report**  
**FY14 Actuals, Revised Estimates for FY15, and FY16 Operating Budgets**

**ATTACHMENT 3**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
					(3-1)	(5/1)			(7-3)	(9/3)
	FY14 Act	%	FY15 Est as of 5/14	%	Variance 15 Est/14 Act	Variance %	FY16 Orig Oper Bdgt	%	Variance 16 Bud/15 Est	Variance %
<b>1 Revenue:</b>										
<b>2 Program Revenue:</b>										
3 Ticket Sales	8,564,574	18.98%	7,715,396	17.17%	(849,178)	-9.92%	7,027,413	16.16%	(687,983)	-8.92%
4 Guarantees	667,000	1.48%	1,550,000	3.45%	883,000	132.38%	505,000	1.16%	(1,045,000)	-67.42%
5 Contributions	11,050,335	24.48%	5,981,385	13.31%	(5,068,950)	-45.87%	10,982,071	25.25%	5,000,686	83.60%
6 NCAA/Conference/Tournaments	4,725,927	10.47%	6,273,355	13.96%	1,547,428	32.74%	5,855,456	13.46%	(417,899)	-6.66%
7 TV/Radio/Internet Rights	1,691	0.00%	10,000	0.02%	8,309	491.37%	0	0.00%	(10,000)	-100.00%
8 Program/Novelty Sales, Concessionns, Parking	1,052,770	2.33%	858,383	1.91%	(194,387)	-18.46%	862,937	1.98%	4,554	0.53%
9 Royalty, Advertisement, Sponsorship	4,677,489	10.36%	4,474,681	9.96%	(202,808)	-4.34%	4,172,021	9.59%	(302,660)	-6.76%
10 Endowment/Investment Income	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
11 Other	2,581,945	5.72%	1,558,113	3.47%	(1,023,832)	-39.65%	1,328,113	3.05%	(230,000)	-14.76%
12 Total Program Revenue	33,321,731	73.83%	28,421,313	63.23%	(4,900,418)	-14.71%	30,733,011	70.67%	2,311,698	8.13%
<b>13 Non-Program Revenue:</b>										
14 NCAA/Bowl/World Series	37,401	0.08%	4,029,750	8.97%	3,992,349	10674.44%	29,750	0.07%	(4,000,000)	-99.26%
15 Student Fees	3,416,104	7.57%	3,469,844	7.72%	53,740	1.57%	3,464,390	7.97%	(5,454)	-0.16%
16 Direct State General Funds	2,515,800	5.57%	2,671,900	5.94%	156,100	6.20%	2,669,634	6.14%	(2,266)	-0.08%
17 Gender Equity - General Funds	1,109,700	2.46%	1,178,600	2.62%	68,900	6.21%	1,178,600	2.71%	0	0.00%
18 Direct Institutional Support	406,400	0.90%	430,200	0.96%	23,800	5.86%	430,200	0.99%	0	0.00%
19 Subtotal State/Institutional Support	4,031,900	8.93%	4,280,700	9.52%	248,800	6.17%	4,278,434	9.84%	(2,266)	-0.05%
20 Total Non-Program Revenue	7,485,405	16.58%	11,780,294	26.21%	4,294,889	57.38%	7,772,574	17.87%	(4,007,720)	-34.02%
21 Subtotal Operating Revenue	40,807,136	90.41%	40,201,607	89.44%	(605,529)	-1.48%	38,505,585	88.55%	(1,696,022)	-4.22%
<b>22 Non-Cash Revenue</b>										
23 Third Party Support		0.00%		0.00%	0	0.00%		0.00%	0	0.00%
24 Indirect Institutional Support	1,974,714	4.38%	2,269,470	5.05%	294,756	14.93%	2,373,275	5.46%	103,805	4.57%
25 Non-Cash Revenue		0.00%		0.00%	0	0.00%		0.00%	0	0.00%
26 Out-of-State Tuition Revenue	2,351,983	5.21%	2,476,638	5.51%	124,655	5.30%	2,607,900	6.00%	131,262	5.30%
27 Subtotal Non-Cash Revenue	4,326,697	9.59%	4,746,108	10.56%	419,411	9.69%	4,981,175	11.45%	235,067	4.95%
<b>28 Total Revenue:</b>	<b>45,133,833</b>	<b>100.00%</b>	<b>44,947,715</b>	<b>100.00%</b>	<b>(186,118)</b>	<b>-0.41%</b>	<b>43,486,760</b>	<b>100.00%</b>	<b>(1,460,955)</b>	<b>-3.25%</b>
<b>29</b>										
<b>30 Expenditures</b>										
<b>31 Operating Expenditures:</b>										
32 Athletics Student Aid	4,574,395	10.14%	5,191,955	11.55%	617,560	13.50%	5,878,533	13.52%	686,578	13.22%
33 Guarantees	770,946	1.71%	662,000	1.47%	(108,946)	-14.13%	962,000	2.21%	300,000	45.32%
34 Coaching Salary/Benefits	9,551,342	21.17%	8,831,783	19.65%	(719,559)	-7.53%	9,360,286	21.53%	528,503	5.98%
35 Admin Staff Salary/Benefits	5,043,009	11.18%	5,806,208	12.92%	763,199	15.13%	5,730,218	13.18%	(75,990)	-1.31%
36 Severance Payments		0.00%		0.00%	0	0.00%		0.00%	0	0.00%
37 Recruiting	588,969	1.31%	437,980	0.97%	(150,989)	-25.64%	432,092	0.99%	(5,888)	-1.34%
38 Team Travel	2,242,217	4.97%	2,570,327	5.72%	328,110	14.63%	2,537,579	5.84%	(32,748)	-1.27%
39 Equipment, Uniforms and Supplies	1,732,599	3.84%	1,489,811	3.32%	(242,788)	-14.01%	1,260,756	2.90%	(229,055)	-15.37%
40 Game Expenses	1,685,148	3.73%	1,398,487	3.11%	(286,661)	-17.01%	1,140,150	2.62%	(258,337)	-18.47%
41 Fund Raising, Marketing, Promotion	335,124	0.74%	237,912	0.53%	(97,212)	-29.01%	224,961	0.52%	(12,951)	-5.44%
42 Direct Facilities/Maint/Rentals	5,383,629	11.93%	2,188,553	4.87%	(3,195,076)	-59.35%	1,781,010	4.10%	(407,543)	-18.62%
43 Debt Service on Facilities	4,305,383	9.54%	5,599,888	12.46%	1,294,505	30.07%	5,602,088	12.88%	2,200	0.04%
44 Spirit Groups	175,748	0.39%	155,860	0.35%	(19,888)	-11.32%	146,999	0.34%	(8,861)	-5.69%
45 Medical Expenses & Insurance	750,743	1.66%	1,190,672	2.65%	439,929	58.60%	1,196,057	2.75%	5,385	0.45%
46 Memberships & Dues	666,757	1.48%	758,056	1.69%	91,299	13.69%	700,803	1.61%	(57,253)	-7.55%
47 NCAA/Special Event/Bowls	(32,683)	-0.07%	2,342,175	5.21%	2,374,858	-7266.34%	15,750	0.04%	(2,326,425)	-99.33%
48 Other Operating Expenses	3,025,077	6.70%	1,331,534	2.96%	(1,693,543)	-55.98%	1,527,644	3.51%	196,110	14.73%
49 Subtotal Operating Expenditures	40,798,403	90.41%	40,193,201	89.44%	(605,202)	-1.48%	38,496,926	88.54%	(1,696,275)	-4.22%
<b>50 Non-Cash Expenditures</b>										
51 3rd Party Coaches Compensation		0.00%		0.00%	0	0.00%		0.00%	0	0.00%
52 3rd Party Admin Staff Compensation		0.00%		0.00%	0	0.00%		0.00%	0	0.00%
53 Indirect Facilities & Admin Support	1,974,714	4.38%	2,269,470	5.05%	294,756	14.93%	2,373,275	5.46%	103,805	4.57%
54 Non-Cash Expense		0.00%		0.00%	0	0.00%		0.00%	0	0.00%
55 Out-of-State Tuition Expense	2,351,983	5.21%	2,476,638	5.51%	124,655	5.30%	2,607,900	6.00%	131,262	5.30%
56 Subtotal Non-Cash Expenditures	4,326,697	9.59%	4,746,108	10.56%	419,411	9.69%	4,981,175	11.46%	235,067	4.95%
<b>57 Total Expenditures:</b>	<b>45,125,100</b>	<b>100.00%</b>	<b>44,939,309</b>	<b>100.00%</b>	<b>(185,791)</b>	<b>-0.41%</b>	<b>43,478,101</b>	<b>100.00%</b>	<b>(1,461,208)</b>	<b>-3.25%</b>

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

**ATTACHMENT 4**

		FY11 Act	FY12 Act	FY13 Act	FY14 Act	FY15 Act	FY16 Est	1 YR % Chg	Ave Ann % Chg
<b>Revenues/Expend/Fund Balance</b>									
<b>1 Revenue:</b>									
<b>2 Program Revenue:</b>									
3 Ticket Sales		222,452	326,481	239,520	243,761	306,826	274,475	-10.5%	4.3%
4 Game Guarantees		1,179,000	1,099,500	1,372,700	1,256,000	1,135,500	1,367,500	20.4%	3.0%
5 Contributions		379,301	359,422	406,803	434,592	278,228	492,951	77.2%	5.4%
6 NCAA/Conference/Tournaments		606,968	664,303	601,037	590,406	683,380	612,053	-10.4%	0.2%
7 TV/Radio/Internet Rights		4,782	9,199	13,923	9,293	14,090	4,000	-71.6%	-3.5%
8 Program/Novelty Sales, 9 Concessions, Parking		17,000	17,000	17,000	17,000	17,000	17,000	0.0%	0.0%
10 Royalty, Advertisement, Sponsorship		499,071	767,784	410,155	538,712	489,341	500,000	2.2%	0.0%
11 Endowment/Investment Income		30,650	23,140	17,851	18,314	18,996	20,024	5.4%	-8.2%
12 Other		63,821	643,142	228,407	814,504	268,758	170,535	-36.5%	21.7%
13 Total Program Revenue		3,003,045	3,909,971	3,307,396	3,922,582	3,212,119	3,458,538	7.7%	2.9%
<b>14 Non-Program Revenue:</b>									
15 NCAA/Bowl/World Series		3,240	36,458	11,670	18,130	0	0	#DIV/0!	-100.0%
16 Student Activity Fees		2,149,637	2,160,685	2,096,674	2,019,527	2,032,777	1,974,760	-2.9%	-1.7%
17 General Education Funds		2,214,700	2,214,700	2,424,400	2,515,800	2,671,900	2,752,200	3.0%	4.4%
18 GenEd Funds for Gender Eq.		721,500	646,500	707,700	734,400	780,000	803,500	3.0%	2.2%
19 Institutional Funds		424,628	485,100	516,700	568,900	852,200	879,700	3.2%	15.7%
20 Subtotal State/Inst. Support		3,360,828	3,346,300	3,648,800	3,819,100	4,304,100	4,435,400	3.1%	5.7%
21 Total Non-Program Revenue		5,513,705	5,543,443	5,757,144	5,856,757	6,336,877	6,410,160	1.2%	3.1%
22 Subtotal Operating Revenue		8,516,750	9,453,414	9,064,540	9,779,339	9,548,996	9,868,698	3.3%	3.0%
<b>23 Non-Cash Revenue</b>									
24 Third Party Support		41,271	37,389	26,863	74,500	60,000	70,000	16.7%	11.1%
25 Indirect Institutional Support		0	0	0	0	300,000	300,000		
26 Non-Cash Revenue		605,374	573,359	605,521	542,696	520,299	600,000	15.3%	-0.2%
27 Non-Resident Tuition Waivers		1,444,723	1,393,045	1,604,010	1,613,326	1,579,246	1,640,334	3.9%	2.6%
28 Subtotal Non-Cash Revenue		2,091,368	2,003,793	2,236,394	2,230,522	2,459,545	2,610,334	6.1%	4.5%
<b>29 Total Revenue:</b>		10,608,118	11,457,207	11,300,934	12,009,861	12,008,541	12,479,032	3.9%	3.3%
<b>30</b>									
<b>31 Expenditures</b>									
<b>32 Operating Expenditures:</b>									
33 Athletics Student Aid		1,902,615	2,130,563	2,374,523	2,381,821	2,485,836	2,418,211	-2.7%	4.9%
34 Guarantees		59,406	61,257	50,187	96,520	113,519	126,000	11.0%	16.2%
35 Coaching Salary/Benefits		1,939,811	1,738,519	1,919,248	1,988,401	2,077,182	2,260,842	8.8%	3.1%
36 Admin Staff Salary/Benefits		1,462,165	1,392,011	1,359,902	1,366,454	1,398,248	1,492,659	6.8%	0.4%
37 Severance Payments		0	0	0	0	0	0		
38 Recruiting		194,743	204,478	190,156	197,269	216,125	230,000	6.4%	3.4%
39 Team Travel		872,386	941,467	1,140,313	979,415	970,845	980,000	0.9%	2.4%
40 Equipment, Uniforms and Supplies		311,693	326,594	308,236	307,809	370,269	405,000	9.4%	5.4%
41 Game Expenses		243,692	262,426	304,579	323,967	342,465	358,000	4.5%	8.0%
42 Fund Raising, Marketing, Promotion		168,456	130,733	108,336	166,561	196,093	198,000	1.0%	3.3%
43 Direct Facilities/Maint/Rentals		256,817	1,196,670	243,210	1,107,727	360,605	305,000	-15.4%	3.5%
44 Debt Service on Facilities		0	0	0	0	0	0		
45 Spirit Groups		57,628	0	0	0	0	0		-100.0%
46 Medical Expenses & Insurance		307,664	268,988	271,586	275,125	280,892	305,000	8.6%	-0.2%
47 Memberships & Dues		44,648	47,926	41,271	38,282	43,612	48,000	10.1%	1.5%
48 NCAA/Special Event/Bowls		3,240	30,314	23,789	15,735	0	0	#DIV/0!	-100.0%
49 Other Operating Expenses		635,043	724,547	628,896	528,959	658,191	741,986	12.7%	3.2%
50 Subtotal Operating Expenditures		8,460,007	9,456,493	8,964,232	9,774,045	9,513,882	9,868,698	3.7%	3.1%
<b>51 Non-Cash Expenditures</b>									
52 3rd Party Coaches Compensation		37,282	33,520	19,150	56,100	50,100	55,000	9.8%	8.1%
53 3rd Party Admin Staff Compensation		3,989	3,869	7,713	18,400	9,900	15,000	51.5%	30.3%
54 Indirect Facilities & Admin Support		0	0			300,000	300,000		
55 Non-Cash Expense		605,374	573,359	605,521	542,696	520,299	600,000	15.3%	-0.2%
56 Non-Resident Tuition Waivers		1,444,723	1,393,045	1,604,010	1,613,326	1,579,246	1,640,334	3.9%	2.6%
57 Subtotal Non-Cash Expenditures		2,091,368	2,003,793	2,236,394	2,230,522	2,459,545	2,610,334	6.1%	4.5%
<b>58 Total Expenditures:</b>		10,551,375	11,460,286	11,200,626	12,004,567	11,973,427	12,479,032	4.2%	3.4%
<b>59</b>									
<b>60 Net Income/(deficit)</b>		56,743	(3,079)	100,308	5,294	35,114	0	-100.0%	
<b>61</b>									
<b>62 Ending Fund Balance 6/30</b>		1,425,380	1,422,301	1,522,609	1,527,903	1,563,017	1,563,017	0.0%	
<b>63</b>									
<b>64 Sport Camps &amp; Clinics</b>									
65 Revenue		127,179	79,570	123,696	199,935	220,043	180,000	-18.2%	7.2%
66 Coach Compensation from Camp		65,387	37,109	30,300	76,250	109,384	72,000	-34.2%	1.9%
67 Camp Expenses		76,190	54,692	63,112	116,974	112,958	108,000	-4.4%	7.2%
68 Total Expenses		141,577	91,801	93,412	193,224	222,342	180,000	-19.0%	4.9%
69 Net Income from Camps		-14,398	-12,231	30,284	6,711	-2,299	0	-100.0%	-100.0%

Preliminary Draft.....Preliminary Draft.....Preliminary Draft

**University of Idaho Intercollegiate Athletics Department  
NCAA Statement of Revenues and Expenses  
For the Year Ended June 30, 2015 (Unaudited)**

	Football	Men's Basketball	Other Men's Sports	Women's Volleyball	Women's Basketball	Other Women's Sports	Non-Program Specific	Grand Total	Comments
<b>Operating Revenues</b>									
01 Ticket Sales	534,199	82,791	932	5,488	8,409	932		<b>632,751</b>	
03 Student Fees							2,158,920	<b>2,158,920</b>	
04 Direct Institutional Support	1,838,597	531,268	437,055	459,523	561,462	1,653,314	2,362,618	<b>7,843,836</b>	includes OST waivers & work study
06 Indirect Institutional Support							580,721	<b>580,721</b>	all non-cash
07 Guarantees	1,680,000	50,000		4,000	51,000			<b>1,785,000</b>	
08 Contributions	1,090,402	222,234	208,086	141,234	168,057	628,830	714,328	<b>3,173,170</b>	
09 In-Kind	29,400	12,600		4,200	4,200		12,600	<b>63,000</b>	all non-cash (courtesy cars)
10 Compensation & Benefits Provided by 3rd Party	233,000	99,500	6,000	25,000	23,000	40,500	15,000	<b>442,000</b>	all non-cash
11 Media Rights	100,000	413					75,000	<b>175,413</b>	
12 NCAA Distributions	195,896	37,509	89,404	37,934	41,509	186,875	412,806	<b>1,001,933</b>	NCAA & conference budgeted together
13 Conference Distributions (Non-Media or Bowl)	530,000						0	<b>530,000</b>	NCAA & conference budgeted together
14 Program, Novelty, Parking & Concessions	17,771	2,724		397	1,202			<b>22,094</b>	
15 Royalties, Licensing, Advertising & Sponsorships	19,100	6,450					758,355	<b>783,905</b>	includes sponsorship trade/in-kind
16 Sports Camp Revenues	31,500	9,910		61,869	3,100		2,054	<b>108,433</b>	separate section in budget
17 Athletics Restricted Endowment & Investment Income	125,083	23,415	24,555	61,910	16,481	63,645	54,349	<b>369,438</b>	
18 Other Operating Revenues	12,267	697	8,250			10,098	249,039	<b>280,350</b>	
<b>Total Operating Revenues</b>	<b>6,437,214</b>	<b>1,079,510</b>	<b>774,282</b>	<b>801,555</b>	<b>878,420</b>	<b>2,584,193</b>	<b>7,395,790</b>	<b>19,950,964</b>	
<b>Operating Expenditures</b>									
20 Athletic Student Aid	2,170,389	440,703	595,612	326,915	379,414	1,521,960	280,348	<b>5,715,340</b>	includes OST waivers
21 Guarantees	195,000	11,000		12,095	2,000	397		<b>220,492</b>	
22 Coaching Salaries, Benefits & Bonuses	1,179,127	406,089	162,889	235,501	338,906	446,236		<b>2,768,748</b>	includes camp compensation
23 Coaching Salaries, Benefits & Bonuses Paid by 3rd Party	233,000	99,500	6,000	25,000	23,000	40,500		<b>427,000</b>	all non-cash
24 Support Staff/Admin Compensation Benefits & Bonuses	50,942	81,999	16,916	1,121	254	10,898	2,239,638	<b>2,401,768</b>	includes OST wages & work study
25 Support Staff/Admin Compensation Benefits & Bonuses Paid by 3rd Party							15,000	<b>15,000</b>	all non-cash
27 Recruiting	176,546	95,399	19,350	27,260	70,497	71,879		<b>460,930</b>	
28 Team Travel	1,319,158	200,157	210,412	107,425	234,936	406,160	(0)	<b>2,478,247</b>	
29 Sports Equipment, Uniforms & Supplies	235,482	36,727	60,483	23,406	28,598	109,240	207,485	<b>701,421</b>	includes Nike sponsorship promo gear
30 Game Expenses	272,199	148,615	11,654	58,905	117,353	38,043		<b>646,768</b>	includes sponsorship trade/in-kind
31 Fund Raising, Marketing & Promotion							420,498	<b>420,498</b>	includes sponsorship trade/in-kind
32 Sports Camp Expenses	46,399	3,532		42,607	1,332		1,899	<b>95,769</b>	separate section in budget
33 Spirit Groups							2,500	<b>2,500</b>	
34 Athletic Facilities, Debt Service, Leases & Rental Fees							59,051	<b>59,051</b>	
35 Direct Overhead & Administrative Expenses	3,583	1,924	645	921	1,277	2,900	43,575	<b>54,825</b>	
36 Indirect Institutional Support							580,721	<b>580,721</b>	includes sponsorship trade/in-kind
37 Medical Expenses & Insurance		279				0	418,149	<b>418,428</b>	includes sponsorship trade/in-kind
38 Memberships & Dues		2,545	1,140	345	253	5,419	147,989	<b>157,691</b>	does not include conference realignment below
39 Other Operating Expenses	474,949	161,274	43,201	45,735	76,677	136,711	684,385	<b>1,622,933</b>	includes sponsorship trade/in-kind
<b>Total Operating Expenditures</b>	<b>6,356,773</b>	<b>1,689,744</b>	<b>1,128,302</b>	<b>907,236</b>	<b>1,274,497</b>	<b>2,790,344</b>	<b>5,101,237</b>	<b>19,248,132</b>	
<b>Excess (Deficiency) of Revenues Over (Under) Expenses</b>	<b>80,441</b>	<b>(610,233)</b>	<b>(354,020)</b>	<b>(105,682)</b>	<b>(396,076)</b>	<b>(206,151)</b>	<b>2,294,554</b>	<b>702,832</b>	\$77,832 net of conference realignment below
<b>Other Reporting Items</b>									
42 Conference Realignment Expenses							625,000	625,000	
43 Total Athletics Related Debt							440,354	440,354	
44 Total Institutional Debt							200,712,645	200,712,645	
45 Value of Athletics Dedicated Endowments							9,459,890	9,459,890	
46 Value of Institutional Endowments							238,238,847	238,238,847	

**04 Direct Institutional Support**

General Education	\$2,671,900
Gender Equity	1,021,300
Conference Initiation Fees	625,000
Institutional Support	860,400
OST Waivers covered centrally	2,394,006
OST Wages covered centrally	231,746
Work Study covered centrally	39,484
<b>Total Direct Institutional Support</b>	<b>\$7,843,836</b>

**University of Idaho**  
**Equity in Athletics Disclosure Act (EADA) Report**  
**Report on Athletic Program Participation Rates and Financial Support Data**  
**July 1, 2014 through June 30, 2015**

**University Enrollment**

Gender	Full-Time Undergraduates	
	Number	Percent
Male Students	4,100	54%
Female Students	3,507	46%
<b>Totals</b>	<b>7,607</b>	<b>100%</b>

**Athletic Student Aid & Recruiting**

Team Gender	Athletically Related Student Aid		Recruiting Expenses Amount
	Amount	Percent	
Men's Teams	\$3,206,704	59%	\$291,294
Women's Teams	2,228,288	41%	169,636
<b>Totals for All Teams</b>	<b>\$5,434,992</b>	<b>100%</b>	<b>\$460,930</b>

**Athletic Participation**

Varsity Teams	Number of Participants			Number Participating on a Second Team		Number Participating on a Third Team	
	Men's	Women's	Total	Men's	Women's	Men's	Women's
Basketball	14	13	27	1	1		
Football	101		101	1			
Golf	10	8	18				
Soccer		25	25				
Swimming & Diving		32	32				
Tennis	7	8	15				
Track & Field (Indoor)	38	31	69	36	31	10	13
Track & Field (Outdoor)	38	31	69	34	31	10	14
Cross Country	10	14	24	10	13	10	13
Volleyball		17	17		2		1
<b>Total Participants</b>	<b>218</b>	<b>179</b>	<b>397</b>	<b>82</b>	<b>78</b>	<b>30</b>	<b>41</b>
<b>Percentage of Total</b>	<b>55%</b>	<b>45%</b>	<b>100%</b>				
<b>Unduplicated Count</b>	<b>172</b>	<b>133</b>	<b>305</b>				



**University of Idaho**  
**Equity in Athletics Disclosure Act (EADA) Report**

**Total Revenues & Expenses**

Varsity Teams	Total Revenues			Total Expenses			Revenues minus Expenses		
	Men's	Women's	Totals	Men's	Women's	Totals	Men's	Women's	Totals
Basketball	\$1,590,244	\$1,251,497	\$2,841,741	\$1,590,244	\$1,251,497	\$2,841,741	\$0	\$0	\$0
Football	6,204,214		6,204,214	6,123,773		6,123,773	80,441		80,441
Golf	287,609	357,865	645,474	287,609	357,865	645,474	0	0	0
Soccer		716,340	716,340		716,340	716,340		0	0
Swimming & Diving		636,982	636,982		636,982	636,982		0	0
Tennis	288,385	373,618	662,003	288,385	373,618	662,003	0	0	0
Track & Field & Cross Country	546,308	712,939	1,259,247	546,308	665,038	1,211,346	0	47,901	47,901
Volleyball		882,236	882,236		882,236	882,236		0	0
<b>Totals for All Teams</b>	<b>\$8,916,760</b>	<b>\$4,931,477</b>	<b>\$13,848,237</b>	<b>\$8,836,319</b>	<b>\$4,883,576</b>	<b>\$13,719,895</b>	<b>\$80,441</b>	<b>\$47,901</b>	<b>\$128,342</b>
Not Allocated by Gender/Sport			5,080,006			5,130,516			(50,510)
<b>Grand Totals for Athletics</b>			<b>\$18,928,243</b>			<b>\$18,850,411</b>			<b>\$77,832</b>
Totals for All Sports Except Football & Basketball	\$1,122,302	\$3,679,980	\$4,802,282	\$1,122,302	\$3,632,079	\$4,754,381	\$0	\$47,901	\$47,901

**Operating (Game Day) Expenses**

(includes lodging, meals, transportation, uniforms, equipment, event costs & officials)

Varsity Teams	Operating (Game Day) Expenses			Number of Participants			Operating Expenses per Participant		
	Men's	Women's	Totals	Men's	Women's	Totals	Men's	Women's	Totals
Basketball	\$385,498	\$380,887	\$766,385	14	13	27	\$27,536	\$29,299	\$28,385
Football	1,826,838		1,826,838	101		101	18,088		18,088
Golf	96,966	88,904	185,870	10	8	18	9,697	11,113	10,326
Soccer		171,467	171,467		25	25		6,859	6,859
Swimming & Diving		112,213	112,213		32	32		3,507	3,507
Tennis	88,407	77,600	166,007	7	8	15	12,630	9,700	11,067
Track & Field & Cross Country	97,176	103,260	200,436	86	76	162	1,130	1,359	1,237
Volleyball		189,736	189,736		17	17		11,161	11,161
<b>Totals for All Teams</b>	<b>\$2,494,885</b>	<b>\$1,124,067</b>	<b>\$3,618,952</b>	<b>218</b>	<b>179</b>	<b>397</b>	<b>\$11,444</b>	<b>\$6,280</b>	<b>\$9,116</b>
Totals for All Sports Except Football & Basketball	\$282,549	\$743,180	\$1,025,729	103	166	269	\$2,743	\$4,477	\$3,813

**University of Idaho**  
**Equity in Athletics Disclosure Act (EADA) Report**

**Average Coaching Salaries**

Description/Explanation	Head Coaches		Assitant Coaches	
	Men's Teams	Women's Teams	Men's Teams	Women's Teams
Average Annual Institutional Salary per Coach	\$87,760	\$62,773	\$65,297	\$30,258
Number of Head Coaches Used to Calculate Average	5	7	14	11
Average Annual Insitutional Salary per Full-Time Equivalent (FTE)	\$97,511	\$67,602	\$70,320	\$33,284
Full-Time Equivalents (FTEs) Used to Calculate Average	4.50	6.50	13.00	10.00

**Counts of Head Coaches**

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned Full-Time	Assigned Part Time	Full-Time Employee	Part-Time/ Volunteer	Assigned Full-Time	Assigned Part Time	Full-Time Employee	Part-Time/ Volunteer	
<b>Men's Varsity Teams</b>									
Basketball	1		1						1
Football	1		1						1
Golf	1		1						1
Tennis	1		1						1
Track & Field & Cross Country		1	1						1
<b>Totals for Men's Teams</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Women's Varsity Teams</b>									
Basketball	1		1						1
Golf					1		1		1
Soccer	1		1						1
Swimming & Diving	1		1						1
Tennis					1		1		1
Track & Field & Cross Country		1	1						1
Volleyball					1		1		1
<b>Totals for Women's Teams</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>7</b>

**University of Idaho**  
**Equity in Athletics Disclosure Act (EADA) Report**

**Counts of Assistant Coaches**

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned Full-Time	Assigned Part Time	Full-Time Employee	Part-Time/Volunteer	Assigned Full-Time	Assigned Part Time	Full-Time Employee	Part-Time/Volunteer	
<b>Men's Varsity Teams</b>									
Basketball	3		3						3
Football	9	4	9	4					13
Golf									0
Tennis		1		1					1
Track & Field & Cross Country		1	1			1	1		2
<b>Totals for Men's Teams</b>	<b>12</b>	<b>6</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>19</b>
<b>Women's Varsity Teams</b>									
Basketball					3	1	3	1	4
Golf	1		1						1
Soccer	1		1			1		1	2
Swimming & Diving	1		1		1		1		2
Tennis						1		1	1
Track & Field & Cross Country		1	1			1	1		2
Volleyball	2		2						2
<b>Totals for Women's Teams</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>14</b>

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**SUBJECT**

Approval of FY 2017 Appropriated Funds Operating Budgets

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures Section V.B.3.b.ii., 4.b., 5.c, 6.b.

**BACKGROUND/DISCUSSION**

Per Board policy, each institution and agency prepares an operating budget for appropriated funds, non-appropriated auxiliary enterprises, non-appropriated local services, and non-appropriated other.

For the appropriated funds operating budget, Board policy provides as follows: “each institution or agency prepares an operating budget for the next fiscal year based upon guidelines adopted by the Board. Each budget is then submitted to the Board in a summary format prescribed by the Executive Director, for review and formal approval before the beginning of the fiscal year.” The appropriated operating budgets have been developed based on appropriations passed by the Legislature during the 2016 session.

For the college and universities’ non-appropriated operating budgets, Board policy requires reports of revenues and expenditures to be submitted to the State Board of Education at the request of the Board. Currently, these operating budgets are submitted to the Board office and are available to Board members.

Operating budgets are presented in two formats: budgets for agencies, health education programs, and special programs contain a summary (displayed by program, by source of revenue, and by expenditure classification) and a budget overview that briefly describes the program and changes from the previous fiscal year. All sources of revenues are included (i.e. General Funds, federal funds, miscellaneous revenue, and any other fund source).

For the college and universities, postsecondary professional-technical education and agricultural research & extension, supplemental information is provided including personnel costs summarized by type of position. The college and universities’ reports only contain information about appropriated funds, which include state General Funds, endowment funds, and appropriated student fees.

**IMPACT**

Approval of the budgets establishes agency and institutional fiscal spending plans for FY 2017, and allows the agencies and institutions to continue operations from FY 2016 into FY 2017.

**ATTACHMENTS**

Attachment 1 – FY17 Operating Budgets Index

Page 3

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**STAFF COMMENTS AND RECOMMENDATIONS**

Budgets were developed according to legislative intent and/or Board guidelines. There was funding for a 3% ongoing Change in Employee Compensation (CEC) in FY 2017. Representatives from the institutions will be available to answer specific questions.

Page 32 presents a system-wide summation of personnel costs by institution, by classification and also includes the number of new positions added at each institution. Board policy only requires prior Board approval for the following positions:

- Any position at a level of vice-president (or equivalent) and above, regardless of funding source.
- The initial appointment of an employee to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.
- The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.
- Non-classified employee contracts over one year.

All other hiring authority has been expressly delegated to the presidents. Therefore, Board review of the operating budgets is the only time the Board sees the number of new positions added year-over-year.

For informational purposes only, the lists of FY 2017 maintenance projects recommended by the Permanent Building Fund Advisory Council is included starting at page 45.

**BOARD ACTION**

I move to approve the FY 2017 operating budgets for the Office of the State Board of Education, Idaho Public Television, Division of Vocational Rehabilitation, College and Universities, Postsecondary Professional-Technical Education, Agricultural Research & Extension Service, Health Education Programs and Special Programs, as presented.

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

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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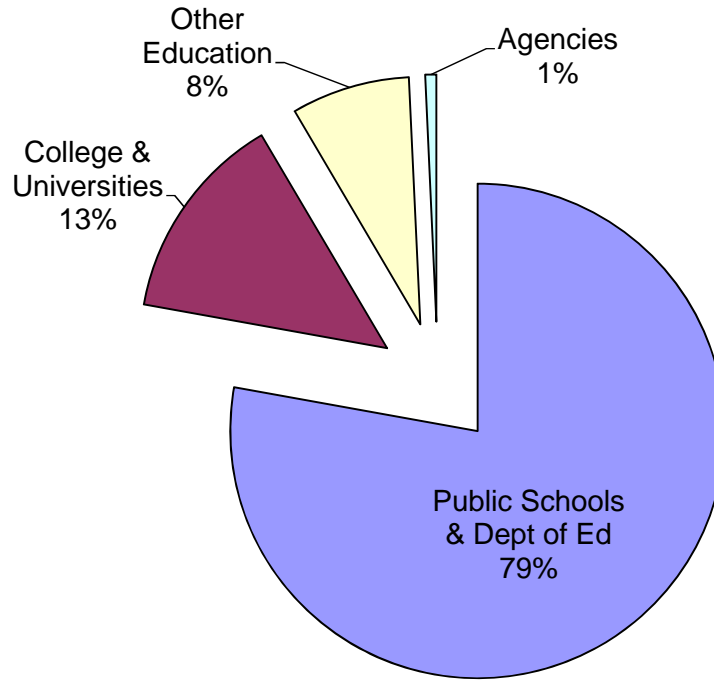
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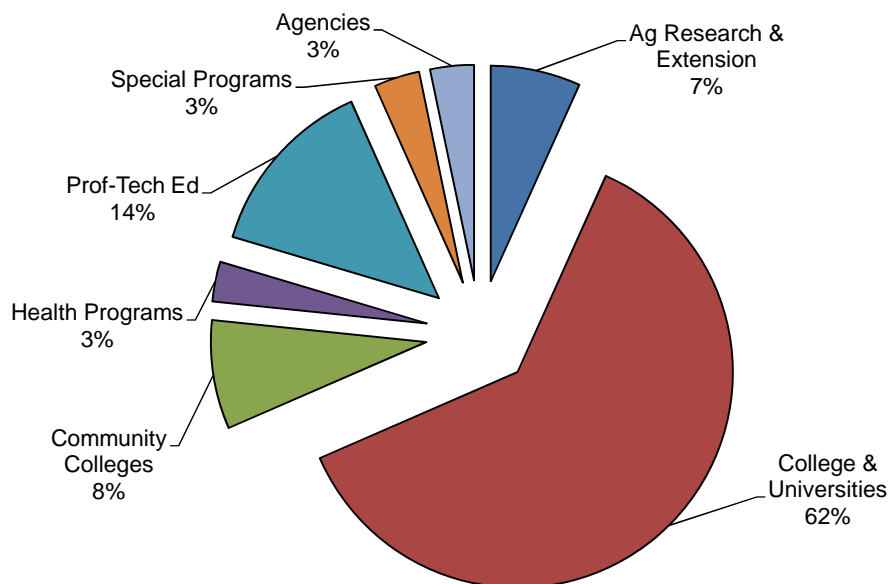
# State Board of Education

FY17 General Funds by Program

## Includes Public Schools and Department of Education General Funds



## Excludes Public Schools and Department of Education General Funds



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**OFFICE OF THE STATE BOARD OF EDUCATION**  
**FY 2017 Operating Budget**

	<b>FY 2016 BUDGET</b>	<b>FY 2017 BUDGET</b>	<b>PERCENT of CHANGE</b>
<b>By Cost Center:</b>			
Office of the State Board of Education			
Management Services	3,931,600	4,178,800	6.29%
Proprietary Schools	192,000	200,000	4.17%
Charter School Commission	468,000	498,100	6.43%
Academic Services	581,700	2,019,200	247.12%
Research Services	305,100	405,800	33.01%
Fiscal Services	329,100	329,100	0.00%
Scholarship Programs	8,858,300	14,503,600	63.73%
Community College Start Up		5,000,000	100.00%
System Wide Needs	1,003,300	1,003,300	0.00%
<b>Total Programs</b>	<b>15,669,100</b>	<b>28,137,900</b>	<b>79.58%</b>
<b>By Fund Source:</b>			
General Fund	2,441,500	3,477,000	42.41%
General Fund - Scholarships	6,724,900	11,729,200	74.41%
General Fund - Systemwide Needs	1,003,300	1,003,300	0.00%
Charter Commission Fund	330,200	351,600	6.48%
Federal Funds	2,727,500	2,736,100	0.32%
Federal Funds - GEARUP	2,083,400	1,724,400	-17.23%
Miscellaneous Revenue	192,000	950,000	394.79%
Miscellaneous - Opportunity Fund	50,000	50,000	0.00%
Public School Income Fund		1,000,000	100.00%
Higher Education Stabilization Fund		5,000,000	100.00%
Indirect Cost Recovery Fund	116,300	116,300	0.00%
<b>Total Funds</b>	<b>15,669,100</b>	<b>28,137,900</b>	<b>79.58%</b>
<b>By Expenditure Classification:</b>			
Personnel Costs	2,544,000	2,994,300	17.70%
Operating Expenditures	3,255,400	3,266,900	0.35%
Capital Outlay	3,400	20,400	N/A
Trustee/Benefit Payments	9,866,300	21,856,300	121.52%
Lump Sum	0	0	N/A
<b>Total Expenditures</b>	<b>15,669,100</b>	<b>28,137,900</b>	<b>79.58%</b>
<b>Full Time Positions</b>	<b>27.10</b>	<b>30.10</b>	<b>11.07%</b>

**Budget Overview**

The Office of the State Board of Education received a 3% ongoing CEC as well as benefit increases, replacement capital, funding for a 27th payroll and 1 FTP and \$66k for a Human Resources Specialist. The increase in Academic Services is 1 FTP and \$88k for the Teacher Effectiveness position, \$750k for school improvement evaluations, and \$600k for review career ladder evaluations. Research Services increased for the 1 FTP and \$101k for a SLDS Analyst position. The increase in Scholarship Programs is a decrease in spending authority for GEARUP scholarships combined with an increase of \$5m for Opportunity Scholarships and \$1m for the Postsecondary Scholarship Credit program to reward students who have met certain criteria for earning postsecondary credits prior to graduation from high school. OSBE also received \$5m for start-up funds for a community college in eastern Idaho.

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**IDAHO PUBLIC TELEVISION  
FY 2017 Operating Budget**

		<b>FY 2016 BUDGET</b>	<b>FY 2017 BUDGET</b>	<b>PERCENT of CHANGE</b>
1	<b>By Program:</b>			
2	Delivery System and Administration:			
3	Technical Services (2)	2,204,550	2,525,110	14.54%
4	Administration (1)	1,299,660	1,398,310	7.59%
5	Educational Content:			
6	Programming Acquisitions	1,595,100	1,669,500	4.66%
7	IdahoPTV Productions	1,436,420	1,454,550	1.26%
8	Special Productions/Projects (3)	380,000	415,500	9.34%
9	Communications (4)	703,330	764,860	8.75%
10	Development	1,080,240	1,066,770	(1.25%)
11	<b>Total Programs</b>	<b>8,699,300</b>	<b>9,294,600</b>	<b>6.84%</b>
12				
13	<b>By Fund Source:</b>			
14	General Fund - PC/OE (1)	1,990,000	2,186,300	9.86%
15	General Fund - Capital (One-Time) (5)	324,000	835,800	157.96%
16	Federal Funds	0	0	
17	Local Funds	6,005,300	5,857,000	(1.77%)
18	Special Productions/Projects (3)	380,000	415,500	6.95%
19	<b>Total Funds</b>	<b>8,699,300</b>	<b>9,294,600</b>	<b>6.84%</b>
20				
21	<b>By Expenditure Classification:</b>			
22	Personnel Costs (1)	4,259,700	4,551,400	6.85%
23	Operating Expenditures:			
24	Communication & Programming	1,498,590	1,507,480	0.59%
25	Employee Development & Travel (6)	212,120	226,080	6.58%
26	Professional, Admin & Other Services	450,130	456,210	1.35%
27	Supplies, R&M Services	414,080	431,640	4.24%
28	Utilities and Gas (7)	168,250	183,900	9.30%
29	Leases and Rentals	508,690	520,020	2.23%
30	Miscellaneous	201,740	212,070	5.12%
31	Total Operating Expenditures	3,453,600	3,537,400	2.43%
32	Capital Outlay (8)	986,000	1,205,800	22.29%
33	<b>Total Expenditures</b>	<b>8,699,300</b>	<b>9,294,600</b>	<b>6.84%</b>
34				
35	<b>FTP Count</b>	(9) 60.0	64.48	7.47%
36				
37	<b>Notes:</b>			
38	FY 2016 budget per SB1149; FY 2017 budget per SB1370			
39	(1) Appropriations for a 3% CEC and 27th payroll that increased personnel costs throughout the budget.			
40	(2) Increases in personnel costs, repairs and maintenance, and more general fund capital outlay.			
41	(3) Seeking additional donations to support IdahoPTV special productions and projects.			
42	(4) Added educational position and outreach.			
43	(5) Increased level of general fund capital replacement appropriation.			
44	(6) Increase in training for new and existing personnel.			
45	(7) Anticipated increase in utility and gas costs.			
46	(8) Increased appropriations for general fund replacement capital; miscellaneous fund if donations secured.			
47	(9) Nine Group positions converted to classified P/T within 0349 fund (no change in cost).			

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**DIVISION OF VOCATIONAL REHABILITATION**  
**FY 2017 Operating Budget**

	<b>FY 2016 BUDGET</b>	<b>FY 2017 BUDGET</b>	<b>PERCENT of CHANGE</b>
<b>By Program:</b>			
Vocational Rehabilitation	21,332,200	23,368,900	9.55%
Comm. Supp. Employ. Work Svcs. (CSE)	3,908,100	4,207,200	7.65%
Council for the Deaf & Hard of Hearing	203,400	215,800	6.10%
<b>Total Programs</b>	<b>25,443,700</b>	<b>27,791,900</b>	<b>9.23%</b>
<b>By Fund Source:</b>			
General Fund	7,557,800	8,336,100	10.30%
Federal Funds	15,843,500	17,408,900	9.88%
Miscellaneous Revenue	960,900	965,400	0.47%
Dedicated Funds	1,081,500	1,081,500	0.00%
<b>Total Funds</b>	<b>25,443,700</b>	<b>27,791,900</b>	<b>9.23%</b>
<b>By Expenditure Classification:</b>			
Personnel Costs	10,012,300	10,742,600	7.29%
Operating Expenditures			
Communications	250,000	282,500	13.00%
Employee Dev./Memberships	59,300	67,000	12.98%
Professional & General Services	554,200	632,200	14.07%
Travel	96,000	108,400	12.92%
Supplies & Insurance	114,000	128,800	12.98%
Rents	430,000	491,700	14.35%
Other	20,000	22,600	13.00%
<b>Total Operating Expenditures</b>	<b>1,523,500</b>	<b>1,733,200</b>	<b>13.76%</b>
Capital Outlay	70,000	67,600	-3.43%
Trustee/Benefit Payments	13,837,900	15,248,500	10.19%
<b>Total Expenditures</b>	<b>25,443,700</b>	<b>27,791,900</b>	<b>9.23%</b>
<b>Full Time Positions</b>	152.50	152.50	0.00%

**Budget Overview**

Senate Bill 1395 appropriates moneys for the Divisions of Vocational Rehabilitation for FY 2017.

An increase in appropriations of \$1.4 million was approved for Trustee/Benefits from additional State and grant funds due to the implementation of the Workforce Innovation and Opportunity Act (WIOA) and the Act's requirement that IDVR spend 15% of our Federal Grant on Pre-employment Transition Services to students with disabilities. The additional funds allows IDVR to capture our full Federal Award and allows the agency to continue to serve the non-student population without an interruption to the services needed due to the funding shift required by WIOA.

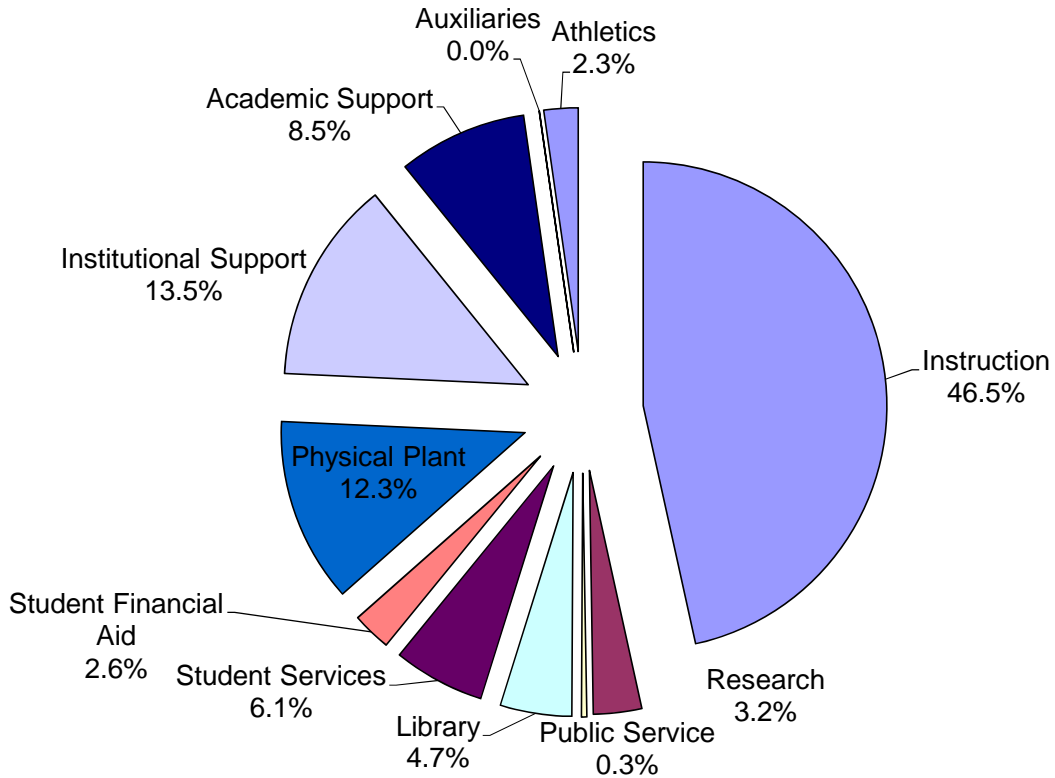
An increase in appropriations of \$209,700 was approved for Operating expenditures. Personnel costs were increased by a net \$730,300 due to implementing the 27th payroll, a 3% on-going salary increase, and an increase in benefit costs. State allocations increased by \$9,700 and capital outlay decreased by \$2,400.

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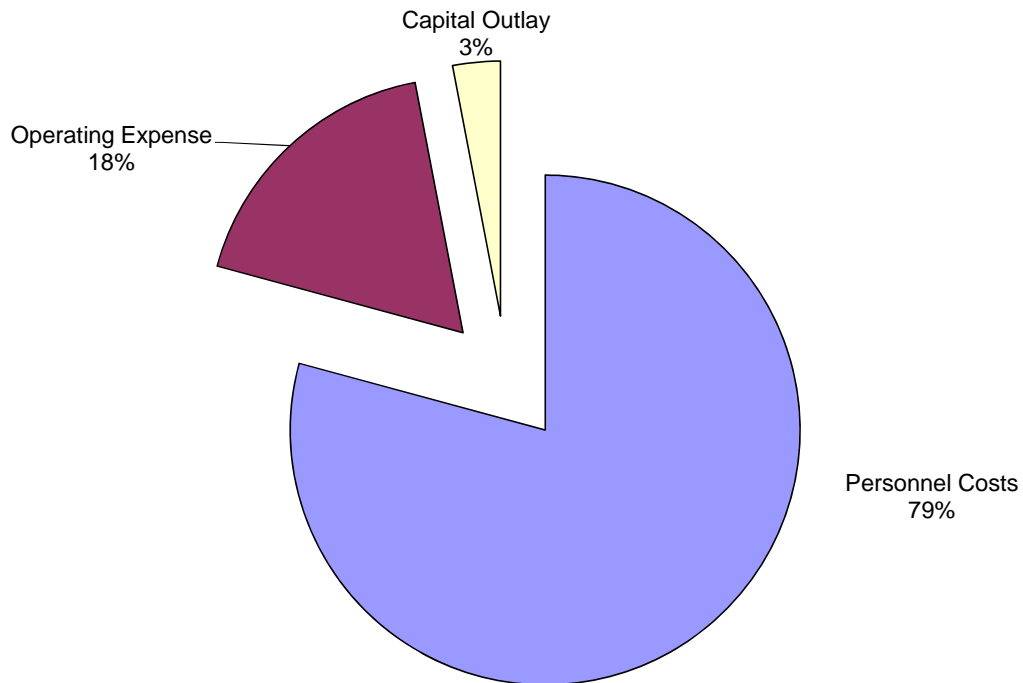


## COLLEGE & UNIVERSITIES

### FY 2017 Appropriated Funds Budget By Function



### FY 2017 Appropriated Funds Budget By Expenditure Classification



# COLLEGE & UNIVERSITIES SUMMARY

## Budget Distribution by Activity and Expense Class

July 1, 2016 - June 30, 2017

### Appropriated Funds

	FY2016 Original Budget		FY2017 Original Budget		Changes from	
	Amount	% of Total	Amount	% of Total	Amount	% Chge
<b>Revenue by Source</b>						
1 State General Account - ongoing	\$250,212,700	48.65%	\$265,110,500	48.58%	\$14,897,800	5.95%
2 State General Account - one time	3,598,700	0.70%	9,336,800	1.71%	5,738,100	159.45%
3 State Endowments	13,980,000	2.72%	15,840,000	2.90%	1,860,000	13.30%
4 Millennium Fund/Economic Recov	0	0.00%	1,686,100	0.31%	1,686,100	0.00%
5 Student Tuition and Fees	246,493,500	47.93%	253,794,100	46.50%	7,300,600	2.96%
6 Total Operating Revenues	<u>\$514,284,900</u>	<u>100.00%</u>	<u>\$545,767,500</u>	<u>100.00%</u>	<u>\$31,482,600</u>	<u>6.12%</u>
<b>Expenses</b>						
<b>By Function:</b>						
7 Instruction	\$234,911,017	46.07%	\$249,564,789	46.54%	\$14,653,772	6.24%
8 Research	15,825,194	3.10%	17,192,977	3.21%	1,367,783	8.64%
9 Public Service	1,872,030	0.37%	1,832,971	0.34%	(39,059)	-2.09%
10 Library	24,603,597	4.82%	25,417,326	4.74%	813,729	3.31%
11 Student Services	29,341,444	5.75%	32,567,424	6.07%	3,225,980	10.99%
12 Student Financial Aid	11,275,897	2.21%	13,834,893	2.58%	2,558,996	22.69%
13 Physical Plant	69,748,858	13.68%	65,704,387	12.25%	(4,044,471)	-5.80%
14 Institutional Support	66,296,114	13.00%	72,190,420	13.46%	5,894,306	8.89%
15 Academic Support	44,735,526	8.77%	45,780,810	8.54%	1,045,284	2.34%
16 Auxiliaries	11,400	0.00%	11,400	0.00%	0	0.00%
17 Athletics	11,298,631	2.22%	12,154,653	2.27%	856,022	7.58%
18 Total Bdgt by Function	<u>\$509,919,708</u>	<u>100.00%</u>	<u>\$536,252,049</u>	<u>100.00%</u>	<u>\$26,332,341</u>	<u>5.16%</u>
<b>19 By Expense Class:</b>						
20 Personnel Costs:						
21 Salaries:						
22 Faculty	\$145,020,538	28.44%	\$151,041,039	28.17%	\$6,020,501	4.15%
23 Executive/Admin	18,957,117	3.72%	20,051,095	3.74%	1,093,978	5.77%
24 Managerial/Prof	64,576,761	12.66%	71,243,163	13.29%	6,666,402	10.32%
25 Classified	44,098,308	8.65%	46,684,647	8.71%	2,586,339	5.86%
26 Grad Assist	10,066,152	1.97%	10,594,376	1.98%	528,224	5.25%
27 Irregular Help	7,058,230	1.38%	9,983,984	1.86%	2,925,754	41.45%
28 Total Salaries	<u>\$289,777,106</u>	<u>56.83%</u>	<u>\$309,598,304</u>	<u>57.73%</u>	<u>\$19,821,198</u>	<u>6.84%</u>
29 Personnel Benefits	104,766,391	20.55%	115,175,492	21.48%	10,409,101	9.94%
30 Total Pers Costs	<u>\$394,543,497</u>	<u>77.37%</u>	<u>\$424,773,796</u>	<u>79.21%</u>	<u>\$30,230,299</u>	<u>7.66%</u>
31 Operating Expense:						
32 Travel	1,573,561	0.31%	1,688,002	0.31%	114,441	7.27%
33 Utilities	19,656,598	3.85%	15,120,446	2.82%	(4,536,152)	-23.08%
34 Insurance	2,596,680	0.51%	3,055,994	0.57%	459,314	17.69%
35 Other Oper. Exp	75,500,511	14.81%	75,440,798	14.07%	(59,713)	-0.08%
36 Total Oper. Exp	<u>\$99,327,350</u>	<u>19.48%</u>	<u>\$95,305,240</u>	<u>17.77%</u>	<u>(\$4,022,110)</u>	<u>-4.05%</u>
37 Capital Outlay:						
38 Depart Equipment	4,255,581	0.83%	3,656,704	0.68%	(598,877)	-14.07%
39 Library Acquisitions	11,793,280	2.31%	12,516,309	2.33%	723,029	6.13%
40 Total Cap Outlay	<u>\$16,048,861</u>	<u>3.15%</u>	<u>\$16,173,013</u>	<u>3.02%</u>	<u>\$124,152</u>	<u>0.77%</u>
41 Tot Bdgt by Exp Class	<u>\$509,919,708</u>	<u>100.00%</u>	<u>\$536,252,049</u>	<u>100.00%</u>	<u>\$26,332,341</u>	<u>5.16%</u>
42 One-time 27th Payroll (GF)	\$0		\$10,997,700		\$10,997,700	
43 One-time Capital Outlay	\$2,336,500		\$1,865,600		(\$470,900)	
44 One-time Other	\$2,028,692		\$1,686,100		(\$342,592)	
45 Activity Total	<u>\$514,284,900</u>		<u>\$550,801,449</u>		<u>\$36,516,549</u>	<u>7.10%</u>
46 TOTAL FTE POSITIONS	4,332.68		4,511.37		178.69	4.12%

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**BOISE STATE UNIVERSITY**  
**FY2016 BUDGET OVERVIEW**  
**Appropriated Funds**

**2017 State Budget Overview**

**FY 2016 Base Operating Budget** **\$177,157,400**

**Adjustments to Base from State Funds**

Personnel Benefits (Health Insurance Costs)	876,100
CEC – 3% Merit Pool	1,881,700
Complete College Idaho	962,400
Material Science / Engineering	617,100
Cyber Security	360,000
SWCAP	413,100
Enrollment Workload Funding	<u>63,800</u>

**NET INCREASE IN BASE STATE FUNDING** **\$5,174,200**

**Increases from Student Tuition and Fees** **\$3,544,400**

**FY 2017 Base Operating Budget** **\$185,876,000**

**One-time increases from State General  
Account and Student Tuition and Fees**

27 <sup>th</sup> Payroll	4,721,700
Cyber Security	<u>640,000</u>

**NET INCREASE IN ONE-TIME FUNDING** **\$5,361,700**

---

Boise State's FY 2017 base operating budget of \$185,876,000 is an \$8.71 million increase over the previous year's base funding. About one third of the new funding will come from student tuition and fees. The State general account funding comprises 48% of the base operating budget and totals \$89,887,100, and student tuition and fees comprise 52% of the base operating budget for a total of \$95,988,900.

Following are highlights of the FY 2017 appropriated operating budget.

- Health insurance costs continue to increase. The employer costs will be covered with partial funding from the State and the remaining from student tuition and fees. Total fringe costs are estimated to increase more than \$1.7 million.
- Salary Adjustments - State funding will partially cover a 3% CEC, and student tuition and fees are required for approximately half of the cost in the appropriated

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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budget. The total cost is \$3.8 million. In addition to merit increases, equity adjustments for some staff have been approved through salary adjustment initiatives. The increases are targeted for employees furthest away from benchmark data and compa-ratios.

- Complete College Idaho – State general funding will provide \$962,400 to Boise State University to help meet the 60 percent goal by 2020. This funding will first be used for positions within the Learning Assistant Program; a peer support program that has produced higher course pass rates and greater retention rates when compared to students not involved in the program. Second, to fund new faculty and lecturer lines; to reduce Boise State's reliance on adjunct instructors. And third, to increase student access to advising by increasing the number of student advisors.
- Materials Science / Engineering Initiative received \$617,100 of general fund money. These funds will allow Boise State to hire additional faculty to grow the Materials Science program.
- Cyber Security received \$360,000 in ongoing funding from the state general fund and \$640,000 of one-time funding. Boise State will use these funds for the development of a statewide process control cybersecurity lab located at Boise State University, in collaboration with the INL.
- The 27<sup>th</sup> Payroll, which occurs every eleven years, will cost the university almost \$4.7 million dollars. The extra pay date this fiscal year will be funded from \$2.4 million of state one-time general fund and \$2.3 million from reserves.

**BOISE STATE UNIVERSITY**  
**Budget Distribution by Activity and Expense Class**  
**July 1, 2016 - June 30, 2017**  
**Appropriated Funds**

	FY2016 Original Budget		FY2017 Original Budget		Changes from Prior Year	
	Amount	% of Total	Amount	% of Total	Amount	% Chge
<b>Revenue by Source</b>						
1 State General Account - ongoing	\$84,747,800	47.50%	\$89,887,100	47.00%	\$5,139,300	6.06%
2 State General Account - one time	832,100	0.47%	3,046,100	1.59%	2,214,000	266.07%
3 State Endowments		0.00%		0.00%	0	0.00%
4 Millennium Fund/Economic Recovery		0.00%		0.00%	0	0.00%
5 Student Tuition and Fees	92,851,200	52.04%	98,304,500	51.40%	5,453,300	5.87%
6 Total Operating Revenues	\$178,431,100	100.00%	\$191,237,700	100.00%	\$12,806,600	7.18%
<b>Expenses</b>						
<b>By Function:</b>						
7 Instruction	\$88,039,866	49.54%	\$94,928,735	51.07%	\$6,888,869	7.82%
8 Research	4,692,136	2.64%	5,017,658	2.70%	325,522	6.94%
9 Public Service	1,545,764	0.87%	1,492,989	0.80%	(52,775)	-3.41%
10 Library	7,650,459	4.30%	7,771,935	4.18%	121,476	1.59%
11 Student Services	10,624,335	5.98%	11,135,356	5.99%	511,021	4.81%
12 Student Financial Aid		0.00%		0.00%	0	0.00%
13 Physical Plant	18,977,418	10.68%	18,316,278	9.85%	(661,140)	-3.48%
14 Institutional Support	24,703,007	13.90%	26,021,602	14.00%	1,318,595	5.34%
15 Academic Support	18,803,279	10.58%	18,218,347	9.80%	(584,932)	-3.11%
16 Auxiliaries		0.00%		0.00%	0	0.00%
17 Athletics	2,693,236	1.52%	2,973,100	1.60%	279,864	10.39%
18 Total Bdgt by Function	\$177,729,500	100.00%	\$185,876,000	100.00%	\$8,146,500	4.58%
<b>19 By Expense Class:</b>						
20 Personnel Costs:						
21 Salaries:						
22 Faculty	\$53,382,413	30.04%	\$55,533,115	29.88%	\$2,150,702	4.03%
23 Executive/Admin	6,842,909	3.85%	7,081,530	3.81%	238,621	3.49%
24 Managerial/Prof	28,688,054	16.14%	31,136,459	16.75%	2,448,405	8.53%
25 Classified	11,027,808	6.20%	11,202,478	6.03%	174,670	1.58%
26 Grad Assist	4,109,681	2.31%	4,590,081	2.47%	480,400	11.69%
27 Irregular Help	994,578	0.56%	3,373,160	1.81%	2,378,582	239.15%
28 Total Salaries	\$105,045,443	59.10%	\$112,916,823	60.75%	\$7,871,380	7.49%
29 Personnel Benefits	39,198,857	22.06%	43,271,532	23.28%	4,072,675	10.39%
30 Total Pers Costs	\$144,244,300	81.16%	\$156,188,355	84.03%	\$11,944,055	8.28%
31 Operating Expense:						
32 Travel	\$602,704	0.34%	\$575,793	0.31%	(26,911)	-4.47%
33 Utilities	3,792,406	2.13%	3,852,406	2.07%	60,000	1.58%
34 Insurance	888,606	0.50%	888,606	0.48%	0	0.00%
35 Other Oper. Exp	23,444,584	13.19%	20,438,243	11.00%	(3,006,341)	-12.82%
36 Total Oper. Exp	\$28,728,300	16.16%	\$25,755,048	13.86%	(\$2,973,252)	-10.35%
37 Capital Outlay:						
38 Depart Equipment	\$1,809,604	1.02%	\$950,901	0.51%	(858,703)	-47.45%
39 Library Acquisitions	2,947,296	1.66%	2,981,696	1.60%	34,400	1.17%
40 Total Cap Outlay	\$4,756,900	2.68%	\$3,932,597	2.12%	(\$824,303)	-17.33%
41 Tot Bdgt by Exp Class	\$177,729,500	100.00%	\$185,876,000	100.00%	\$8,146,500	4.58%
42 One-time 27th Payroll (GF)	\$0		\$4,721,700		\$4,721,700	
43 One-time Capital Outlay	\$701,600		\$640,000		(\$61,600)	
44 One-time Other	\$0		\$0		\$0	
45 Activity Total	\$178,431,100		\$191,237,700		\$12,806,600	7.18%
46 TOTAL FTE POSITIONS	1,561.40		1,620.01		58.61	3.75%

# BOISE STATE UNIVERSITY

## Summary of Salary Changes for FY2017 by Employee Group

Institution/Agency by Group	Existing Positions							Position Adjustments		Total			
	FY16 FTE	FY2016 FY16 Salary	Promotion	Perf/Exp/Merit	Salary Adjustments Equity	Total	% Incr	FTE	Salary Base	FY16 FTE	FY16 Salary	% change	
General Education (Approp Only)													
Faculty													
Professor	170.18	15,368,175.00	\$149,557	\$461,045		\$610,602	\$15,978,777	4.0%	-0.53	121,807	169.65	16,100,584	4.8%
Associate Professor	187.40	13,413,766.00	\$175,033	\$402,413		\$577,446	\$13,991,212	4.3%	2.50	147,352	189.90	14,138,564	5.4%
Assistant Professor	187.67	12,252,042.00	\$4,000	\$367,561		\$371,561	\$12,623,603	3.0%	14.59	1,056,381	202.26	13,679,984	11.7%
Instr/Lect	121.41	5,358,430.00		\$160,753		\$160,753	\$5,519,183	3.0%	12.84	627,654	134.25	6,146,837	14.7%
Part-Time Instructor	0.00	6,990,000.00		\$209,700		\$209,700	\$7,199,700	3.0%	0.00	-1,732,554	0.00	5,467,146	-21.8%
Total Faculty	666.66	53,382,413.00	\$328,590	\$1,601,472	\$0	\$1,930,062	\$55,312,475	3.6%	29.40	220,640	696.06	55,533,115	4.0%
Executive/Administrative	43.19	6,842,909.00	\$35,006	\$205,287	\$20,780	\$261,073	\$7,103,982	3.8%	0.34	-22,452	43.53	7,081,530	3.5%
Managerial/Professional	497.27	28,688,054.00	\$60,245	\$860,642	\$43,032	\$963,919	\$29,651,973	3.4%	31.26	1,484,486	528.53	31,136,459	8.5%
Classified	354.28	11,027,808.00	\$23,158	\$330,834	\$16,542	\$370,534	\$11,398,342	3.4%	-2.38	-195,864	351.90	11,202,478	1.6%
Student/Teaching Assistant	0.00	4,109,681.00		\$0		\$0	\$4,109,681	0.0%	0.00	480,400	0.00	4,590,081	11.7%
Irregular Help	0.00	994,578.00		\$0		\$0	\$994,578	0.0%	0.00	2,378,582	0.00	3,373,160	239.2%
Total	1,561.40	104,325,478.42	\$446,999	\$2,998,236	\$80,354	\$3,525,589	\$108,571,032	3.4%	58.62	4,345,792	1,620.01	112,916,824	8.2%
Idaho Small Business Development Center													
Faculty													
Professor						0	0	0.0%					
Associate Professor						0	0	0.0%					
Assistant Professor						0	0	0.0%					
Instr/Lect						0	0	0.0%					
Part-Time Instructor						0	0	0.0%					
Total Faculty		0	0	0	0	0	0	0.0%					
Executive/Administrative						0	0	0.0%					
Managerial/Professional	0.52	47,637		1,429	0	1,429	49,066	3.0%	0.59	31,554	1.11	80,620	
Classified						0	0	0.0%					
Student/Teaching Assistant						0	0	0.0%					
Irregular Help	0.00	200,000					200,000			321,480	0.00	521,480	
Total	0.52	247,637	0	0	0	0	249,066	0.0%	0.59	353,034	1.11	602,100	
TechHelp													
Faculty													
Professor					\$0.00		0.00	0.0%					
Associate Professor					0		0	0.0%					
Assistant Professor					0		0	0.0%					
Instr/Lect					0		0	0.0%					
Part-Time Instructor					0		0	0.0%					
Total Faculty			0	0	0	0	0	0.0%					
Executive/Administrative						0	0	0.0%					
Managerial/Professional	0.00	0				0	0	#DIV/0!	0.25	17,498	0.25	17,498	
Classified							0	0.0%					
Student/Teaching Assistant							0	0.0%					
Irregular Help		75,000				0	75,000			73,902		148,902	
Total	0.00	75,000	0	0	0	0	75,000	0.0%	0.25	91,400	0.25	166,400.00	

**IDAHO STATE UNIVERSITY**  
**FY2017 BUDGET OVERVIEW**  
**Appropriated Funds**

In this budget cycle, Idaho State University continued the use of the Special Budget Consultation Committee (SBCC) to facilitate key budget discussions, deliberations, and recommendations. The SBCC included extensive representation of students, faculty, and staff.

The Board approved 2.5% tuition and fee increase reflected in this budget was reached after extensive internal deliberation and is ISU's lowest increase in twenty-eight years.

The FY2017 General Education operating budget totaling \$150,143,500 represents an increase of 8.29% over FY2016. State General and Endowment appropriations increased by \$6,577,200 in both permanent and one-time funding, representing a 9.01% increase. Budgeted revenue generated by student tuition is estimated to slightly decrease by -\$117,400, or -0.18%, due to a decline in enrollment. Through state appropriations, institutional reallocations, student tuition and fee revenue, and reserves, funding will be provided for personnel benefit cost increases, ADA/accessibility, library inflation and support, Complete College Idaho, expansion of the Doctor of Physical Therapy program at the Meridian Health Sciences Center, support for both Pocatello and Meridian anatomy and physiology labs, facility maintenance and operations, academic support, student services, institutional support, investments in enrollment management and financial aid, and the 3% Change in Employee Compensation.

Unique to the FY2017 budget is a deficit of approximately -\$5,034,000 representing 7.68% of estimated student tuition and fee revenue. In order to remain competitive and be sensitive to parents and students concerns regarding the cost of tuition, the institution's proposed and approved 2.5% tuition and fee increase will not be sufficient to cover funding for institutional priorities when combined with continuing enrollment challenges. As a result, Idaho State will fund this budget deficit from reserves. The University plans to recover this deficit and balance the budget at the end of a three-year recovery period through enrollment growth and resource reprioritization. Monitoring of the deficit and its recovery will occur through mechanisms such as use of the quarterly financial measurement system and monthly area reviews with University Business Officers.

Idaho State will be implementing a new financial incentive referred to as "Tuition Lock", and will be investing an additional \$1,575,000 in institutional financial aid to address enrollment challenges and federal financial aid reductions. Tuition Lock will ensure that the "base" tuition rate first charged to a resident undergraduate student will remain constant for a period of four continuous academic years following initial enrollment. The goals of this initiative are to give students the incentive to complete their degrees in four years, and to provide students and their families with better financial certainty for planning their higher education goals by avoiding annual increases in the cost of tuition.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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The University is providing additional institutional aid for Idaho residents that complete early college courses at ISU and choose to continue their higher education at ISU, and for current full-time Pell Grant eligible students with a minimum GPA of 2.5 that have declared a major. Additionally, Enrollment Management has a developed and will be implementing a nine-point plan to help improve enrollment.

At the encouragement of the Legislature, ISU will continue to invest in its employees. The compensation plan for FY2017 includes a performance increase with a 3% merit pool to provide faster salary advancement for higher performers in accordance with guidance from DFM and DHR. Classified minimum salaries will continue to be maintained at 75% of Policy in the State's FY2017 pay structure. The classified minimum hourly rate for benefitted positions will be raised to \$10.00, which is 3% above the federal poverty rate for a family of three. Further, limited equity and market adjustments will be provided for employees who are below market and/or paid inequitably, and to address compensation issues based on race, gender, and ethnicity.

Idaho State has continued its restraint on student tuition and fee increases while making investments and creating incentives to increase enrollment. The institution will continue to maintain and enhance student support, actively develop and grow sponsored research, address key infrastructure and deferred maintenance needs, focus on compensation equity, and maintain affordability for students. A temporary use of reserves will be used to aid in the dynamic rebalancing of our financial posture, which is essential for improving student opportunities and increasing access to a high-quality education.



# IDAHO STATE UNIVERSITY

## Budget Distribution by Activity and Expense Class

### July 1, 2016 - June 30, 2017

#### Appropriated Funds

	FY2016 Original Budget		FY2017 Original Budget		Changes from Prior Year	
	Amount	% of Total	Amount	% of Total	Amount	% Chge
<b>Revenue by Source</b>						
1 State General Account - ongoing	\$69,054,400	49.80%	\$72,576,000	50.01%	\$3,521,600	5.10%
2 State General Account - one time	927,700	0.67%	2,217,900	1.53%	1,290,200	139.08%
3 State Endowments	3,004,200	2.17%	3,609,600	2.49%	605,400	20.15%
4 Millennium Fund/Economic Recovery		0.00%	1,160,000	0.80%	1,160,000	0.00%
5 Student Tuition and Fees	65,663,500	47.36%	65,546,100	45.17%	(117,400)	-0.18%
6 Total Operating Revenues	\$138,649,800	100.00%	\$145,109,600	100.00%	\$6,459,800	4.66%
<b>Expenses</b>						
<b>By Function:</b>						
7 Instruction	\$64,865,990	47.41%	\$67,585,167	46.43%	\$2,719,177	4.19%
8 Research	4,964,666	3.63%	5,762,992	3.96%	798,326	16.08%
9 Public Service	0	0.00%	0	0.00%	0	0.00%
10 Library	5,901,532	4.31%	6,119,184	4.20%	217,652	3.69%
11 Student Services	6,502,493	4.75%	7,806,457	5.36%	1,303,964	20.05%
12 Student Financial Aid	3,864,449	2.82%	5,444,993	3.74%	1,580,544	40.90%
13 Physical Plant	20,478,812	14.97%	19,555,995	13.44%	(922,817)	-4.51%
14 Institutional Support	15,426,895	11.27%	17,077,500	11.73%	1,650,605	10.70%
15 Academic Support	11,264,571	8.23%	12,361,361	8.49%	1,096,790	9.74%
16 Auxiliaries	0	0.00%	0	0.00%	0	0.00%
17 Athletics	3,555,700	2.60%	3,841,100	2.64%	285,400	8.03%
18 Total Bdgt by Function	\$136,825,108	100.00%	\$145,554,749	100.00%	\$8,729,641	6.38%
<b>By Expense Class:</b>						
20 Personnel Costs:						
21 Salaries:						
22 Faculty	\$37,387,853	27.33%	\$38,171,820	26.23%	\$783,967	2.10%
23 Executive/Admin	4,608,605	3.37%	5,322,066	3.66%	713,461	15.48%
24 Managerial/Prof	16,243,102	11.87%	18,193,972	12.50%	1,950,870	12.01%
25 Classified	12,562,919	9.18%	12,856,084	8.83%	293,165	2.33%
26 Grad Assist	2,403,809	1.76%	2,451,630	1.68%	47,821	1.99%
27 Irregular Help	4,540,511	3.32%	5,112,107	3.51%	571,596	12.59%
28 Total Salaries	\$77,746,799	56.82%	\$82,107,679	56.41%	\$4,360,880	5.61%
29 Personnel Benefits	28,967,018	21.17%	31,386,878	21.56%	2,419,860	8.35%
30 Total Pers Costs	\$106,713,817	77.99%	\$113,494,557	77.97%	\$6,780,740	6.35%
31 Operating Expense:						
32 Travel	\$598,407	0.44%	\$684,369	0.47%	85,962	14.37%
33 Utilities	4,789,070	3.50%	3,824,820	2.63%	(964,250)	-20.13%
34 Insurance	757,989	0.55%	757,989	0.52%	0	0.00%
35 Other Oper. Exp	19,376,001	14.16%	21,573,635	14.82%	2,197,634	11.34%
36 Total Oper. Exp	\$25,521,467	18.65%	\$26,840,813	18.44%	\$1,319,346	5.17%
37 Capital Outlay:						
38 Depart Equipment	\$1,788,395	1.31%	\$2,044,221	1.40%	255,826	14.30%
39 Library Acquisitions	2,801,429	2.05%	3,175,158	2.18%	373,729	13.34%
40 Total Cap Outlay	\$4,589,824	3.35%	\$5,219,379	3.59%	\$629,555	13.72%
41 Tot Bdgt by Exp Class	\$136,825,108	100.00%	\$145,554,749	100.00%	\$8,729,641	6.38%
42 One-time 27th Payroll (GF)	\$0		\$3,419,800		3,419,800	
43 One-time Capital Outlay	\$0		\$9,000		9,000	
44 One-time Other	\$1,824,692		\$1,160,000		(664,692)	
45 Activity Total	\$138,649,800		\$150,143,549		\$11,493,749	8.29%
46 TOTAL FTE POSITIONS	1,173.68		1,205.04		31.36	2.67%

# IDAHO STATE UNIVERSITY

## Summary of Salary Changes for FY2017 by Employee Group

Institution/Agency by Group	Existing Positions								Position Adjustments		Total	
	FTE	FY2016 Salary Base	Promotion	Salary Adjustments			FY2017 Salary	% Incr	FTE	Salary Base	FTE	FY2017 Salary
				Perf/Exp	Equity	Total						
<b>General Education</b>												
Faculty	459.55	32,095,423.28	99,449.66	803,644.44	106,824.52	1,009,918.62	33,105,341.90	3.15	2.76	-394,906.40	462.31	\$32,710,435.50
Adjunct Faculty	0.00	5,292,430.05	3,057.60			3,057.60	5,295,487.65	0.06	0.00	165,896.66		\$5,461,384.31
Executive/Administrative	30.54	4,608,604.92	7,300.80	152,359.42	36,545.60	196,205.82	4,804,810.74	4.26	3.66	517,255.10	34.20	\$5,322,065.84
Managerial/Professional	271.79	16,243,102.12		430,572.02	53,198.02	483,770.04	16,726,872.16	2.98	21.43	1,467,099.77	293.22	\$18,193,971.93
Classified	411.80	12,562,918.81		363,933.21	4,929.60	368,862.81	12,931,781.62	2.94	3.51	-75,697.50	415.31	\$12,856,084.12
Teaching Assistant	0.00	2,403,808.80		71,898.24		71,898.24	2,475,707.04	2.99	0.00	-24,076.80	0.00	\$2,451,630.24
Irregular Salaries	0.00	4,540,511.04				0.00	4,540,511.04	0.00	0.00	571,596.24	0.00	\$5,112,107.28
<b>Total</b>	<b>1,173.68</b>	<b>\$77,746,799.02</b>	<b>\$109,808.06</b>	<b>\$1,822,407.33</b>	<b>\$201,497.74</b>	<b>\$2,133,713.13</b>	<b>\$79,880,512.15</b>	<b>2.74</b>	<b>31.36</b>	<b>\$2,227,167.07</b>	<b>1,205.04</b>	<b>\$82,107,679.22</b>
<b>Idaho Dental Education Program</b>												
Faculty	2.00	118,497.60		1,872.00		1,872.00	120,369.60	1.58			2.00	\$120,369.60
Adjunct Faculty	0.00	65,155.20				0.00	65,155.20	0.00		-3,548.09	0.00	\$61,607.11
Executive/Administrative	0.00	0.00				0.00	0.00	N/A			0.00	\$0.00
Managerial/Professional	1.25	99,740.01		3,883.50		3,883.50	103,623.51	3.89		6,048.50	1.25	\$109,672.01
Classified	0.00	0.00				0.00	0.00	0.00			0.00	\$0.00
Teaching Assistant	0.00	0.00				0.00	0.00	N/A			0.00	\$0.00
Irregular Salaries	0.00	26,978.18				0.00	26,978.18	N/A			0.00	\$26,978.18
<b>Total</b>	<b>3.25</b>	<b>\$310,370.99</b>	<b>\$0.00</b>	<b>\$5,755.50</b>	<b>\$0.00</b>	<b>\$5,755.50</b>	<b>\$316,126.49</b>	<b>1.85</b>	<b>0.00</b>	<b>\$2,500.41</b>	<b>3.25</b>	<b>\$318,626.90</b>
<b>Idaho Museum of Natural History</b>												
Faculty	0.17	13,906.87				0.00	13,906.87	0.00	-0.17	-13,906.87	0.00	\$0.00
Adjunct Faculty		0.00				0.00	0.00					\$0.00
Executive/Administrative	0.41	56,285.62				0.00	56,285.62	0.00	0.09		0.50	\$56,285.62
Managerial/Professional	5.30	208,807.57		4,306.37		4,306.37	213,113.94	2.06	-0.09		5.21	\$213,113.94
Classified	1.20	36,849.28		1,664.00		1,664.00	38,513.28	4.52	0.01	1,560.00	1.21	\$40,073.28
Teaching Assistant	0.00	0.00				0.00	0.00	N/A			0.00	\$0.00
Irregular Salaries	0.00	11,659.55				0.00	11,659.55	N/A		19,802.75	0.00	\$31,462.30
<b>Total</b>	<b>7.08</b>	<b>\$327,508.89</b>	<b>\$0.00</b>	<b>\$5,970.37</b>	<b>\$0.00</b>	<b>\$5,970.37</b>	<b>\$333,479.26</b>	<b>1.82</b>	<b>-0.16</b>	<b>\$7,455.88</b>	<b>6.92</b>	<b>\$340,935.14</b>
<b>Family Practice Residency</b>												
Faculty	1.00	195,429.94		2,697.06		2,697.06	198,127.00	1.38	-0.62	-122,759.52	0.38	\$75,367.48
Adjunct Faculty		1,461.95				0.00	1,461.95			1,496.62		\$2,958.57
Executive/Administrative	0.00	0.00				0.00	0.00	N/A			0.00	\$0.00
Managerial/Professional	2.80	266,126.62		11,545.75		11,545.75	277,672.37	4.34	0.62	123,693.13	3.42	\$401,365.50
Classified	2.00	65,353.60		2,579.20		2,579.20	67,932.80	3.95		-1,872.00	2.00	\$66,060.80
Teaching Assistant	0.00	0.00				0.00	0.00	N/A			0.00	\$0.00
Irregular Salaries	0.00	0.00				0.00	0.00	N/A			0.00	\$0.00
<b>Total</b>	<b>5.80</b>	<b>\$528,372.11</b>	<b>\$0.00</b>	<b>\$16,822.01</b>	<b>\$0.00</b>	<b>\$16,822.01</b>	<b>\$545,194.12</b>	<b>3.18</b>	<b>0.00</b>	<b>\$558.23</b>	<b>5.80</b>	<b>\$545,752.35</b>

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**UNIVERSITY OF IDAHO**  
**FY2016 BUDGET OVERVIEW**  
**Appropriated Funds**

The FY2017 General Education operating budget totals \$174,200,000 with \$171,406,500 in permanent base funding and \$2,793,500 in one-time funding. Key base funding from the state includes:

- Salary Increases (CEC): \$1,901,700
  - This amount covers approximately 62% of the CEC cost for the university's Education and General budget leaving \$1.2m to be covered from other sources, primarily student tuition.
- Benefit Increases: \$794,200
  - This amount covers approximately 49% of the estimated benefit costs for the Education and General budget leaving \$0.8m to be covered from other sources, primarily student tuition.
- Complete College Idaho: \$538,700 (includes \$15,300 one-time)
  - This new appropriation represents 11% of the total CCI request of \$5,002,000. These funds will be used to fund key student services positions.
- UI/NIC Computer Science Program: \$950,000 (includes \$350,000 one-time)
  - This new appropriation will be used to provide a complete third year in Coeur d'Alene for students completing an associates degree in computer science from North Idaho College.

Overall the base state general fund appropriation for the University of Idaho is increasing from \$81,548,300 in FY2016 to \$86,863,800 in FY2017, an increase of 6.5%.

The Board approved an overall undergraduate resident student tuition and fee increase of 3.0% or \$212 per academic year. The student leadership once again provided key support for the operating budget, in this case by limiting the student activity fee increase for the coming year to 2.0% or \$22.28 per academic year. These increases focused both on maintenance of current operations including Change in Employee Compensation (CEC) and benefit rate changes and investment in programs and services including tutoring, undergraduate research, multicultural affairs and LGBTQA. Student leadership also supported a 3.8% or \$30 per academic year increase to the facility fee related to the future University of Idaho Arena. These small increases to the activity and facility fees allowed the majority of the student tuition and fee increase to go to tuition, which is the primary source of flexible dollars to meet the institution's key operating budget needs. There was no increase to the technology fees for FY17.

The Board approved professional fee increases for the Colleges of Law and Art and Architecture as well as program fee increases for the Masters of Science and Doctorate Athletic Training programs and the MOSS Environmental Education Graduate program. These increases will enable these programs to sustain quality and further invest in student success.

The University continues to focus on ensuring that all university resources are used in an effective manner to meet the strategic priorities of the university. Within the General Education budget these efforts for the coming year include the 3% CEC, a critical need for the university

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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as we try to compete for the best faculty and staff on the behalf of our students. In addition, we used increased state funding combined with tuition revenue to help cover the increased costs of providing medical benefits to our employees, and to meet obligated cost increases for utilities, contracts, and inflationary costs in Library serials and periodicals.

We believe the budget you see here will provide a sound base from which to grow an effective and efficient institution that can continue to meet its key roles in education, research and outreach.

# UNIVERSITY OF IDAHO

## Budget Distribution by Activity and Expense Class

### July 1, 2016 - June 30, 2017

#### Appropriated Funds

	FY2016 Original Budget		FY2017 Original Budget		Changes from Prior Year	
	Amount	% of Total	Amount	% of Total	Amount	% Chge
<b>Revenue by Source</b>						
1 State General Account - ongoing	\$81,548,300	49.59%	\$86,863,800	49.75%	\$5,315,500	6.52%
2 State General Account - one time	1,013,200	0.62%	2,793,500	1.60%	1,780,300	175.71%
3 State Endowments	9,171,600	5.58%	10,099,200	5.78%	927,600	10.11%
4 Millennium Fund/Economic Recovery		0.00%	398,400	0.23%	398,400	0.00%
5 Student Tuition and Fees	72,711,900	44.22%	74,443,500	42.64%	1,731,600	2.38%
6 Total Operating Revenues	\$164,445,000	100.00%	\$174,598,400	100.00%	\$10,153,400	6.17%
<b>Expenses</b>						
<b>By Function:</b>						
7 Instruction	\$66,825,148	40.89%	\$71,285,663	41.59%	\$4,460,515	6.67%
8 Research	6,020,288	3.68%	6,260,298	3.65%	240,010	3.99%
9 Public Service	644	0.00%	642	0.00%	(2)	-0.31%
10 Library	9,742,835	5.96%	10,163,922	5.93%	421,087	4.32%
11 Student Services	9,510,508	5.82%	10,443,053	6.09%	932,545	9.81%
12 Student Financial Aid	6,871,448	4.20%	7,849,900	4.58%	978,452	14.24%
13 Physical Plant	27,248,901	16.67%	24,678,922	14.40%	(2,569,979)	-9.43%
14 Institutional Support	21,198,428	12.97%	24,105,198	14.06%	2,906,770	13.71%
15 Academic Support	12,089,400	7.40%	12,456,552	7.27%	367,152	3.04%
16 Auxiliaries		0.00%		0.00%	0	0.00%
17 Athletics	3,924,200	2.40%	4,162,350	2.43%	238,150	6.07%
18 Total Bdgt by Function	\$163,431,800	100.00%	\$171,406,500	100.00%	\$7,974,700	4.88%
<b>By Expense Class:</b>						
19 Personnel Costs:						
20 Salaries:						
21 Faculty	\$45,177,849	27.64%	\$47,837,514	27.91%	\$2,659,665	5.89%
22 Executive/Admin	6,165,817	3.77%	6,217,158	3.63%	51,341	0.83%
23 Managerial/Prof	15,399,100	9.42%	17,246,687	10.06%	1,847,587	12.00%
24 Classified	17,698,795	10.83%	19,651,161	11.46%	1,952,366	11.03%
25 Grad Assist	3,552,662	2.17%	3,552,665	2.07%	3	0.00%
26 Irregular Help	1,053,841	0.64%	1,039,317	0.61%	(14,524)	-1.38%
27 Total Salaries	\$89,048,064	54.49%	\$95,544,502	55.74%	\$6,496,438	7.30%
28 Personnel Benefits	29,045,216	17.77%	32,253,482	18.82%	3,208,266	11.05%
29 Total Pers Costs	\$118,093,280	72.26%	\$127,797,984	74.56%	\$9,704,704	8.22%
30 Operating Expense:						
31 Travel	\$372,450	0.23%	\$427,840	0.25%	55,390	14.87%
32 Utilities & Debt Service	10,187,122	6.23%	6,555,220	3.82%	(3,631,902)	-35.65%
33 Insurance	763,785	0.47%	1,207,199	0.70%	443,414	58.05%
34 Other Oper. Exp	27,767,026	16.99%	28,851,220	16.83%	1,084,194	3.90%
35 Total Oper. Exp	\$39,090,383	23.92%	\$37,041,479	21.61%	(\$2,048,904)	-5.24%
36 Capital Outlay:						
37 Depart Equipment	\$566,582	0.35%	\$570,582	0.33%	4,000	0.71%
38 Library Acquisitions	5,681,555	3.48%	5,996,455	3.50%	314,900	5.54%
39 Total Cap Outlay	\$6,248,137	3.82%	\$6,567,037	3.83%	\$318,900	5.10%
40						
41 Tot Bdgt by Exp Class	\$163,431,800	100.00%	\$171,406,500	100.00%	\$7,974,700	4.88%
42 One-time 27th Payroll (GF)	\$0		\$2,428,200		\$2,428,200	
43 One-time Capital Outlay	\$809,200		\$365,300		(\$443,900)	
44 One-time Other	\$204,000		\$398,400		\$194,400	
45 Activity Total	\$164,445,000		\$174,598,400		\$10,153,400	6.17%
46 TOTAL FTE POSITIONS	1,251.33		1,330.80		79.47	6.35%

**UNIVERSITY OF IDAHO**  
**Summary of Salary Changes for FY2016 by Employee Group**

Institution/Agency by Group	FY2016 Budget Book		Annual Salary Process							Midyear Changes and		FY2017 Budget Book		
	FY2016		Salary Adjustments							Position Adjustments				
			Across the											
	FTE	Salary Base	Promotion	Merit	Equity/Other	Board	Total	Salary	% Incr	FTE	Salary Base	FTE	Salary	% Incr
<b>General Education (U1)</b>														
Faculty														
Professor	150.66	\$ 14,708,662.00	\$ -	\$ 367,474.37	\$ -	\$ -	\$ 367,474.37	\$ 15,076,136.37	2.50%	0.15	\$ (122,489.37)	150.81	\$ 14,953,647.00	1.67%
Associate Professor	142.66	10,757,412.00	65,852.05	281,933.57	-	-	347,785.62	11,105,197.62	3.23%	10.66	820,313.38	153.32	11,925,511.00	10.86%
Assistant Professor	118.52	7,623,758.00	114,363.80	247,910.40	-	-	362,274.20	7,986,032.20	4.75%	1.08	187,776.80	119.60	8,173,809.00	7.21%
Other	124.43	12,088,017.00	9,814.50	151,040.21	-	-	160,854.71	12,248,871.71	1.33%	(4.35)	535,675.29	120.08	12,784,547.00	5.76%
Total Faculty	536.27	\$ 45,177,849.00	\$ 190,030.35	\$ 1,048,358.55	\$ -	\$ -	\$ 1,238,388.90	\$ 46,416,237.90	2.74%	7.54	\$ 1,421,276.10	543.81	\$ 47,837,514.00	5.89%
Executive/Administrative	38.88	6,165,817.00	-	159,666.55	-	-	159,666.55	6,325,483.55	2.59%	(1.32)	(108,325.55)	37.56	6,217,158.00	0.83%
Managerial/Professional	224.22	15,399,100.00	-	547,557.54	-	-	547,557.54	15,946,657.54	3.56%	27.49	1,300,029.46	251.71	17,246,687.00	12.00%
Classified	451.96	17,698,795.00	-	635,186.72	-	-	635,186.72	18,333,981.72	3.59%	45.76	1,317,179.28	497.72	19,651,161.00	11.03%
Teaching Assistant	-	3,552,662.00	-	-	-	-	-	3,552,662.00	0.00%	-	1.00	-	3,552,663.00	0.00%
Irregular Help	-	1,053,841.00	-	-	-	-	-	1,053,841.00	0.00%	-	(14,524.00)	-	1,039,317.00	-1.38%
Total	1,251.33	\$ 89,048,064.00	\$ 190,030.35	\$ 2,390,769.36	\$ -	\$ -	\$ 2,580,799.71	\$ 91,628,863.71	2.90%	79.47	\$ 3,915,636.29	1,330.80	\$ 95,544,500.00	7.30%

**LEWIS-CLARK STATE COLLEGE**  
**FY2017 BUDGET OVERVIEW**  
**Appropriated Funds**

LCSC's FY2017 General Fund budget of \$17,062,900 represents an 8.8% increase in appropriated General Fund dollars compared to FY2016; however, a large portion of this increased funding (approximately \$1.3 million) was provided for one-time purposes, including one-time funding for the 27<sup>th</sup> payroll and capital outlay. The additional ongoing General Funds provided (\$921,400 total) will help cover increased employee salary and benefit costs, continued funding of the College's CCI line item request (\$290,200), and \$71,500 for a Title IX Compliance Coordinator. General Fund monies provided approximately half of the Legislature's adopted 3% CEC increase and health insurance bump. One-time replacement capital outlay funding will be used to address critical technological and equipment needs across campus in FY17.

A portion of the CEC increase and increased employee benefit costs will again be borne by LCSC students. The College's modest 2.0% increase in tuition and fees for LCSC students was approved by the State Board of Education in April 2016. The projected revenue from this increase will be used to fund the CEC and benefit costs allocated to student fees by the Legislature, and to provide a modest pool of funding for faculty promotions and equity adjustments. Based on our enrollment projections and the newly-approved tuition level, we estimate that approximately \$15.5 million in student fees will be generated in FY2017. An increase in Normal School Endowment funds (\$2,131,200 in FY2017 compared to \$1,804,200 in FY2016) will help offset increased operating costs. LCSC's Career & Technical Education (C.T.E.) allocation for FY2017 (\$4,964,056) provides funding for salary and benefit increases, and one additional position each in Diesel Technology, Web Design and Development, and Collision Repair. One-time funds totaling \$425,800 were also received for FY17, and will be used to address critical equipment needs in the CTE program, as well as 27<sup>th</sup> payroll costs.

SB 1410 appropriated one-time funding to the College from the Millennium Fund. These funds will be used to support public services activities aimed at smoking cessation.

The total of the budget components outlined above (General Fund, Student Fees, Normal School Endowment, C.T.E. dollars, and Millennium Funding) equals LCSC's FY2017 Total General Education and Career & Technical Education budget of \$39,785,856. The ensuing schedules speak only to our General Education program (excluding CTE), and total \$34,821,800 for FY17.

LCSC's General Education personnel structure will increase slightly in FY2017, to a total of 355.52 FTP. Our legislative appropriation included funding for 4 new positions (three for CCI, and one for Title IX Compliance). Costs associated with the 27<sup>th</sup> payroll will be funded from College reserves, and from the special one-time appropriation provided by the Legislature for this purpose.

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# LEWIS-CLARK STATE COLLEGE

## Budget Distribution by Activity and Expense Class

### July 1, 2016 - June 30, 2017

#### Appropriated Funds

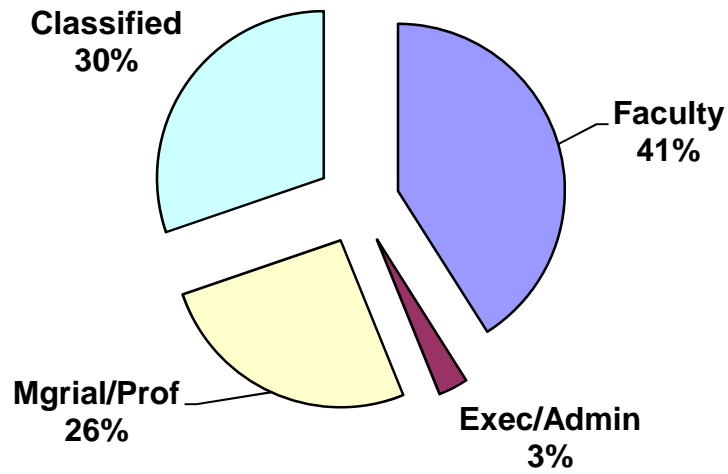
	FY2016 Original Budget		FY2017 Original Budget		Changes from Prior Year	
	Amount	% of Total	Amount	% of Total	Amount	% Chge
<b>Revenue by Source</b>						
1 State General Account - ongoing	\$14,862,200	45.37%	\$15,783,600	45.33%	\$921,400	6.20%
2 State General Account - one time	825,700	2.52%	1,279,300	3.67%	453,600	54.94%
3 State Endowments	1,804,200	5.51%	2,131,200	6.12%	327,000	18.12%
4 Millennium Fund/Economic Recovery		0.00%	127,700	0.37%	127,700	0.00%
5 Student Tuition and Fees	15,266,900	46.60%	15,500,000	44.51%	233,100	1.53%
6 Total Operating Revenues	\$32,759,000	100.00%	\$34,821,800	100.00%	\$2,062,800	6.30%
<b>Expenses</b>						
<b>By Function:</b>						
7 Instruction	\$15,180,013	47.54%	\$15,765,224	47.18%	\$585,211	3.86%
8 Research	148,104	0.46%	152,029	0.45%	3,925	2.65%
9 Public Service	325,622	1.02%	339,340	1.02%	13,718	4.21%
10 Library	1,308,771	4.10%	1,362,285	4.08%	53,514	4.09%
11 Student Services	2,704,108	8.47%	3,182,558	9.52%	478,450	17.69%
12 Student Financial Aid	540,000	1.69%	540,000	1.62%	0	0.00%
13 Physical Plant	3,043,727	9.53%	3,153,192	9.44%	109,465	3.60%
14 Institutional Support	4,967,784	15.56%	4,986,120	14.92%	18,336	0.37%
15 Academic Support	2,578,276	8.07%	2,744,550	8.21%	166,274	6.45%
16 Auxiliaries	11,400	0.04%	11,400	0.03%	0	0.00%
17 Athletics	1,125,495	3.52%	1,178,103	3.53%	52,608	4.67%
18 Total Bdgt by Function	\$31,933,300	100.00%	\$33,414,800	100.00%	\$1,481,500	4.64%
<b>19 By Expense Class:</b>						
20 Personnel Costs:						
21 Salaries:						
22 Faculty	\$9,072,423	28.41%	\$9,498,590	28.43%	\$426,167	4.70%
23 Executive/Admin	1,339,786	4.20%	1,430,341	4.28%	90,555	6.76%
24 Managerial/Prof	4,246,505	13.30%	4,666,045	13.96%	419,540	9.88%
25 Classified	2,808,786	8.80%	2,974,924	8.90%	166,138	5.91%
26 Grad Assist		0.00%		0.00%	0	0.00%
27 Irregular Help	469,300	1.47%	459,400	1.37%	(9,900)	-2.11%
28 Total Salaries	\$17,936,800	56.17%	\$19,029,300	56.95%	\$1,092,500	6.09%
29 Personnel Benefits	7,555,300	23.66%	8,263,600	24.73%	708,300	9.37%
30 Total Pers Costs	\$25,492,100	79.83%	\$27,292,900	81.68%	\$1,800,800	7.06%
31 Operating Expense:						
32 Travel	\$0	0.00%	\$0	0.00%	0	0.00%
33 Utilities	888,000	2.78%	888,000	2.66%	0	0.00%
34 Insurance	186,300	0.58%	202,200	0.61%	15,900	8.53%
35 Other Oper. Exp	4,912,900	15.38%	4,577,700	13.70%	(335,200)	-6.82%
36 Total Oper. Exp	\$5,987,200	18.75%	\$5,667,900	16.96%	(\$319,300)	-5.33%
37 Capital Outlay:						
38 Depart Equipment	\$91,000	0.28%	\$91,000	0.27%	0	0.00%
39 Library Acquisitions	363,000	1.14%	363,000	1.09%	0	0.00%
40 Total Cap Outlay	\$454,000	1.42%	\$454,000	1.36%	\$0	0.00%
41 Tot Bdgt by Exp Class	\$31,933,300	100.00%	\$33,414,800	100.00%	\$1,481,500	4.64%
42 One-time 27th Payroll (GF)	\$0		\$428,000		428,000	
43 One-time Capital Outlay	\$825,700		\$851,300		25,600	
44 One-time Other	\$0		\$127,700		127,700	
45 Activity Total	\$32,759,000		\$34,821,800		\$2,062,800	6.30%
46 TOTAL FTE POSITIONS	346.27		355.52		9.25	2.67%

# LEWIS-CLARK STATE COLLEGE

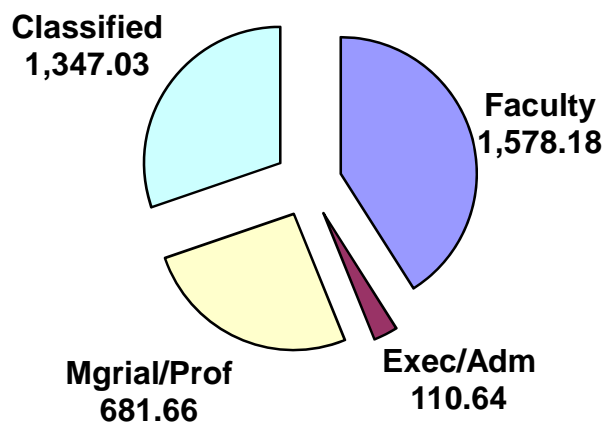
## Summary of Salary Changes for FY2017 by Employee Group

Institution/Agency by Group	Existing Positions							Position Adjustments		Total	
	FY2016		Promotion	Salary Adjustments			FY2017	% Incr	FTE	Salary Base	FY2017
	FTE	Salary Base		Merit (CEC)	Equity	Total					Salary Base
<b>General Education</b>											
Faculty											
Professor	41.00	2,678,458		71,278	39,100	110,378	2,788,836	4.12	(4.00)	(242,414)	37.00 2,546,422
Associate Professor	33.00	1,847,345	27,500	60,239	15,500	103,239	1,950,584	5.59	4.00	204,201	37.00 2,154,785
Assistant Professor	45.50	2,215,483		49,742	19,300	69,042	2,284,525	3.12	3.00	151,400	48.50 2,435,925
Instr/Lect	25.49	1,144,138		25,540	1,500	27,040	1,171,178	2.36	0.03	3,280	25.52 1,174,458
Part-Time Instructor	0.00	1,187,000				0	1,187,000	0.00	0.00	0	0.00 1,187,000
Total Faculty	144.99	9,072,423	27,500	206,799	75,400	309,699	9,382,122	3.41	3.03	116,468	148.02 9,498,590
Executive/Administrative	13.90	1,339,786		38,255	9,619	47,874	1,387,660	3.57	0.00	42,681	13.90 1,430,341
Managerial/Professional	89.53	4,246,505		156,790	41,880	198,670	4,445,175	4.68	5.01	220,870	94.54 4,666,045
Classified	97.85	2,808,786		99,301	8,279	107,580	2,916,366	3.83	1.21	58,558	99.06 2,974,924
Irregular Help	0.00	469,300				0	469,300	0.00	0.00	(9,900)	0.00 459,400
Total	346.27	17,936,800	27,500	501,145	135,178	663,823	18,600,623	3.70	9.25	428,677	355.52 19,029,300

**College & Universities  
FY17 Budgeted Positions by Type - % of Total**



**College & Universities  
FY17 Budgeted Positions by Type - FTP**



**COLLEGE & UNIVERSITIES**  
**Operating Budget Personnel Costs Summary**  
**July 1, 2016 - June 30, 2017**

		FY2016 Original Budget				FY2017 Original Budget			
Classification		FTE	Salaries	Benefits	Total	FTE	Salaries	Benefits	Total
BOISE STATE UNIVERSITY									
1	Faculty	666.66	\$53,382,413	\$20,643,748	\$74,026,161	696.06	\$55,533,115	\$20,337,221	\$75,870,336
2	Executive/Administrative	43.19	6,842,909	\$2,726,533	9,569,442	43.53	7,081,530	\$2,039,757	9,121,287
3	Managerial/Professional	497.27	28,688,054	\$11,295,635	39,983,689	528.53	31,136,459	\$13,095,046	44,231,505
4	Classified	354.28	11,027,808	\$4,284,551	15,312,359	351.90	11,202,478	\$7,211,126	18,413,604
5	Irregular Help		994,578	84,003	1,078,581		3,373,160	404,779	3,777,939
6	Graduate Assistants		4,109,681	164,387	4,274,068		4,590,081	183,603	4,773,684
7	TOTAL	1,561.40	\$105,045,443	\$39,198,857	\$144,244,300	1,620.02	\$112,916,823	\$43,271,532	\$156,188,355
8	Number of New Positions					58.62			
9									
10									
IDAHO STATE UNIVERSITY									
12	Faculty	459.55	\$37,387,853	\$13,310,039	\$50,697,892	462.31	\$38,171,820	\$13,988,860	\$52,160,680
13	Executive/Administrative	30.54	4,608,605	1,289,436	5,898,041	34.20	5,322,066	1,511,156	6,833,222
14	Managerial/Professional	271.79	16,243,102	6,445,635	22,688,737	292.22	18,193,972	7,384,451	25,578,423
15	Classified	411.80	12,562,919	7,524,108	20,087,027	416.31	12,856,084	8,084,674	20,940,758
16	Irregular Help		4,540,511	385,122	4,925,633		5,112,107	404,939	5,517,046
17	Graduate Assistants		2,403,809	12,678	2,416,487		2,451,630	12,798	2,464,428
18	TOTAL	1,173.68	\$77,746,799	\$28,967,018	\$106,713,817	1,205.04	\$82,107,679	\$31,386,878	\$113,494,557
19	Number of New Positions					31.36			
20									
21									
UNIVERSITY OF IDAHO									
23	Faculty	536.27	\$45,177,849	\$14,012,238	\$59,190,087	543.81	\$47,837,514	\$14,877,471	\$62,714,985
24	Executive/Administrative	38.88	6,165,817	2,065,571	8,231,388	37.56	6,217,158	2,136,827	8,353,985
25	Managerial/Professional	224.22	15,399,100	5,819,617	21,218,717	251.71	17,246,687	7,053,898	24,300,585
26	Classified	451.96	17,698,795	6,802,537	24,501,332	497.72	19,651,161	8,037,321	27,688,482
27	Irregular Help		1,053,841	258,214	1,312,055		1,039,317	76,908	1,116,225
28	Graduate Assistants		3,552,662	87,039	3,639,701		3,552,665	71,057	3,623,722
29	TOTAL	1,251.33	\$89,048,064	\$29,045,216	\$118,093,280	1,330.80	\$95,544,502	\$32,253,482	\$127,797,984
30	Number of New Positions					79.47			
31									
32									
LEWIS CLARK STATE COLLEGE									
34	Faculty	144.99	\$9,072,423	\$3,449,137	\$12,521,560	148.02	\$9,498,590	\$3,724,785	\$13,223,375
35	Executive/Administrative	13.90	1,339,786	433,149	1,772,935	13.90	1,430,341	467,790	1,898,131
36	Managerial/Professional	89.53	4,246,505	1,906,267	6,152,772	94.54	4,666,045	2,155,346	6,821,391
37	Classified	97.85	2,808,786	1,726,486	4,535,272	99.06	2,974,924	1,875,804	4,850,728
38	Irregular Help		469,300	40,261	509,561		459,400	39,875	499,275
39	Graduate Assistants		0	0	0		0	0	0
40	TOTAL	346.27	\$17,936,800	\$7,555,300	\$25,492,100	355.52	\$19,029,300	\$8,263,600	\$27,292,900
41	Number of New Positions					9.25			
42									
43									
TOTAL COLLEGE & UNIVERSITIES									
45	Faculty	1,807.47	\$145,020,538	\$51,415,162	\$196,435,700	1,850.20	\$151,041,039	\$52,928,337	\$203,969,376
46	Exec/Admin	126.51	18,957,117	6,514,689	25,471,806	129.19	20,051,095	6,155,530	26,206,625
47	Mgrial/Prof	1,082.81	64,576,761	25,467,154	90,043,915	1,167.00	71,243,163	29,688,741	100,931,904
48	Classified	1,315.89	44,098,308	20,337,682	64,435,990	1,364.99	46,684,647	25,208,925	71,893,572
49	Irregular Help	0.00	7,058,230	767,600	7,825,830	0.00	9,983,984	926,501	10,910,485
50	Graduate Assistants	0.00	10,066,152	264,104	10,330,256	0.00	10,594,376	267,458	10,861,834
51	TOTAL	4,332.68	\$289,777,106	\$104,766,391	\$394,543,497	4,511.38	\$309,598,304	\$115,175,492	\$424,773,796
52	Number of New Positions					178.70			

**IDAHO CAREER & TECHNICAL EDUCATION**  
**FY2017 BUDGET OVERVIEW**  
**Appropriated Funds**

Funds are appropriated to Idaho Career & Technical Education for career & technical education programs and services. The State Board of Education approved the allocation of the appropriation for postsecondary career & technical education at its April 13-14, 2016 meeting. Idaho Career & Technical Education requests approval of the FY2017 Operating Budget for the Postsecondary Career & Technical Education System.

The allocation and reallocation of funds for the FY2017 Postsecondary Career & Technical Education System is based on the Strategic Plan for Career & Technical Education in Idaho, as well as Board and Legislative Intent.

The FY2017 postsecondary budget reflects an overall increase in the budget of \$4,924,799 or 12.46%. The increase includes \$3.8 million in funds for capacity expansion of 30 specific programs at the 6 Postsecondary technical colleges; \$218,000 in one-time funding to purchase replacement equipment at the 6 technical colleges; \$119,600 in ongoing funding for maintenance of the Colleague Data System at EITC as well as \$870,300 to fund a 3% CEC and \$595,500 for the 27<sup>th</sup> payroll.

The following schedules are provided for review:

Operating Budget Distribution by Activity and Expense Standard Class	Page 34
Operating Budget Personnel Costs Summary	Page 35

**Postsecondary Career & Technical Education System**

**Operating Budget Distribution by Activity and Expense Standard Class**

**July 1, 2016 - June 30, 2017**

	Original FY2016	Percent of Total	Original FY2017	Percent of Total	Change from Prior Year	Percent Change
<b>By Activity:</b>						
Instruction	37,735,772	95.44%	42,162,340	94.82%	4,426,568	11.73%
Plant Maintenance & Operations	1,037,528	2.62%	957,711	2.15%	(79,817)	-7.69%
One-Time Funds	765,800	1.94%	1,343,849	3.02%	578,049	75.48%
Total Operating Budget	39,539,100	100.00%	44,463,900	100.00%	4,924,800	12.46%
<b>TOTAL BUDGET</b>	<u>39,539,100</u>	<u>100.00%</u>	<u>44,463,900</u>	<u>100.00%</u>	<u>4,924,800</u>	<u>12.46%</u>
<b>By Expense Standard Class:</b>						
Personnel Costs:						
Faculty	15,197,823	39.20%	17,181,146	39.97%	1,983,323	13.05%
Executive/Administrative	949,735	2.45%	1,049,267	2.44%	99,532	10.48%
Managerial/Professional	3,577,171	9.23%	3,585,030	8.34%	7,859	0.22%
Classified	4,018,380	10.36%	4,195,054	9.76%	176,674	4.40%
Irregular Help	997,829	2.57%	995,397	2.32%	(2,432)	-0.24%
Total Salaries	24,740,938	63.81%	27,005,894	62.82%	2,264,956	9.15%
Personnel Benefits	10,242,011	26.42%	11,475,831	26.69%	1,233,820	12.05%
Total Personnel Costs	34,982,949	90.22%	38,481,725	89.52%	3,498,776	10.00%
Operating Expenses:	3,790,352	9.78%	4,507,026	10.48%	716,674	18.91%
Capital Outlay:	0	0.00%	0	0.00%	0	0.00%
Total On-Going Operating Budget	38,773,301	100.00%	42,988,751	100.00%	4,215,450	10.87%
One-Time Personnel Costs	0		425,649		425,649	
One-Time Operating Expenses	0		0		0	
One-Time Capital Outlay	765,800		1,049,500		283,700	
Total One-Time Funds	765,800		1,475,149		709,349	
<b>TOTAL BUDGET</b>	<u>39,539,101</u>	<u>100.00%</u>	<u>44,463,900</u>	<u>100.00%</u>	<u>4,924,799</u>	<u>12.46%</u>
<b>Total Full Time Positions (FTP)</b>	<u>491.83</u>		<u>524.36</u>		<u>32.53</u>	<u>6.61%</u>

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Postsecondary Career & Technical Education System  
Operating Budget Personnel Costs  
Summary  
July 1, 2016 - June 30, 2017

FY 2016 Operating Budget					FY 2017 Operating Budget			
Classification	FTP	Salaries	Benefits	Total	FTP	Salaries	Benefits	Total
Faculty	296.15	15,197,823	6,232,309	21,430,132	325.65	17,181,146	7,255,264	24,436,410
Exec/Admin	9.58	949,734	304,948	1,254,682	10.28	1,049,266	338,930	1,388,196
Manage/Prof	64.46	3,577,171	1,441,202	5,018,373	62.99	3,585,029	1,459,939	5,044,968
Classified	121.64	4,018,380	2,140,257	6,158,637	125.44	4,195,054	2,300,099	6,495,153
Irreg Help	0.00	997,829	123,294	1,121,123	0.00	995,398	121,599	1,116,997
TOTAL	491.83	24,740,937	10,242,010	34,982,947	524.36	27,005,893	11,475,831	38,481,724

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**University of Idaho**  
**FY2017 Budget Overview**  
**Agricultural Research and Extension Service**

The Agricultural Research and Extension Service Appropriation (ARES) received a 6.2% increase in appropriation from FY16 to address the annual CEC and the 27<sup>th</sup> payroll that occurs every 11 years.

In support of the strategic goals of increasing enrollment and the go on rate as well as the advancement of graduate assistantships (GA) we will continue to develop our strategic direction and align our resources to promote enrollment/GA through continued excellence in research opportunities and education. ARES will also continue to identify alternate funding sources to supplement current funding to move toward an appropriate balance between personnel and operating expenditures.

We will continue to improve our operations to make appropriate adjustments In order to serve the needs of the citizens and stakeholders of Idaho.

**UNIVERSITY OF IDAHO**  
**AVAILABILITY AND ALLOCATION OF FUNDS FOR FY2017**  
**AGRICULTURAL RESEARCH AND EXTENSION SYSTEM**

<b>1 FUNDS AVAILABLE</b>	<b>FTE</b>	<b>AMOUNT</b>
<b>2</b>		
<b>3</b> FY2016 Operating Budget Base	292.74	\$ 28,761,800
<b>4</b> Adjustments: Reappropriation		-
<b>5</b> Adjustments: Appropriation Adjustment		(1,600)
<b>6</b> Adjustments: Remove One-Time		-
<b>7</b>		
<b>8</b>		-
<b>9</b> Adjustments: FTP Additions	4.08	-
<b>10</b> Adjustments: FTP Adjustment	-	
<b>11</b> FY2016 Adjusted Budget Base	296.82	\$ 28,760,200
<b>12</b>		
<b>13</b> Additional Funding for FY2016		
<b>14</b>		\$ -
<b>15</b>		-
<b>16</b> Total Funding Reduction	-	\$ (1,600)
<b>17</b> Total Funds Available for FY2016	296.82	\$ 28,760,200
<b>18</b>		
<b>19</b>		
<b>20</b>		
<b>21 ALLOCATION OF FUNDS</b>		
<b>22</b>		
<b>23</b> FY2017 Adjusted Budget Base	296.82	\$ 28,760,200
<b>24</b>		
<b>25</b> MCO Increases/Decreases to Budget Base		
<b>26</b> Operating Expense		\$ 27,300
<b>27</b> Inflationary Adjustments		\$ 794,300
<b>28</b> Benefit Costs		305,200
<b>29</b> Change in Employee Compensation		653,700
<b>30</b>		
<b>31</b> Total MCO Increases/Decreases	-	\$ 1,780,500
<b>32</b>		
<b>33</b> Enhancements to Budget Base		
<b>34</b> Increase in Personnel	0.19	\$ -
<b>35</b> Sheep Research Station	-	-
<b>36</b> Total Enhancements	0.19	\$ -
<b>37</b>		
<b>38</b> Total Increases	0.19	\$ 1,780,500
<b>39</b>		
<b>40</b> FY2017 Operating Budget	297.01	\$ 30,540,700

# **AGRICULTURAL RESEARCH & EXTENSION SERVICE**

## **Operating Budget Personnel Costs Summary**

**July 1, 2016 - June 30, 2017**

Classification	FY2016 Operating Budget				FY2017 Operating Budget			
	FTE	Salaries	Benefits	Total	FTE	Salaries	Benefits	Total
Faculty	173.75	\$13,727,397	\$2,520,120	\$16,247,517	173.94	\$14,698,986	\$2,696,528	\$17,395,514
Executive/Administrative	2.86	441,474	\$125,722	567,196	2.86	472,377	\$134,523	606,900
Managerial/Professional	31.94	1,746,708	\$683,663	2,430,371	31.94	1,868,978	\$731,519	2,600,497
Classified	88.27	3,487,719	\$1,587,994	5,075,713	88.27	3,731,859	\$1,699,154	5,431,013
Irregular Help		362,354	54,353	416,707		387,719	58,158	445,876
Graduate Assistants		251,967	2,519	254,486		269,605	2,695	272,300
<b>TOTAL</b>	<b>296.82</b>	<b>\$20,017,619</b>	<b>\$4,974,371</b>	<b>\$24,991,990</b>	<b>297.01</b>	<b>\$21,429,523</b>	<b>\$5,322,577</b>	<b>\$26,752,100</b>

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## HEALTH EDUCATION PROGRAMS

### FY 2017 Operating Budget

	FY 2016 BUDGET	FY 2017 BUDGET	PERCENT of CHANGE
<b>By Program:</b>			
WI Veterinary Education	2,015,600	2,088,400	3.61%
WWAMI Medical Education	4,638,900	4,876,100	5.11%
Idaho Dental Education Program	1,753,600	1,827,800	4.23%
University of Utah Medical Education	1,356,000	1,466,200	8.13%
Family Medicine Residencies	2,936,900	3,174,900	8.10%
Boise Internal Medicine Residency	240,000	240,000	0.00%
Psychiatry Residency	157,800	157,800	0.00%
<b>Total Programs</b>	<b>13,098,800</b>	<b>13,831,200</b>	5.59%
<b>By Fund Source:</b>			
General Fund	12,795,300	13,514,000	5.62%
Student Fee Revenue	303,500	317,200	4.51%
<b>Total Funds</b>	<b>13,098,800</b>	<b>13,831,200</b>	5.59%
<b>By Expenditure Classification:</b>			
Personnel Costs	2,579,600	2,889,000	11.99%
Operating Expenditures	1,819,100	1,891,200	3.96%
Capital Outlay	37,500	63,900	70.40%
Trustee & Benefits	8,662,600	8,987,100	3.75%
Lump Sum	0	0	0.00%
<b>Total Expenditures</b>	<b>13,098,800</b>	<b>13,831,200</b>	5.59%
<b>Full Time Position</b>	<b>23.8</b>	<b>24.8</b>	4.20%

#### Budget Overview

The FY 2017 budget for Health Education Programs reflects a 5.59% increase including contract inflation totaling \$84.2k, 3% ongoing CEC of \$64.8k, replacement items of \$58.4k, 27th payroll of \$83.4k, and benefit cost increases of \$25.5k. WWAMI received 1.00 FTP and \$278.9k to add five new first year medical students and for curriculum revisions. The Legislature also funded \$84.6k for two new seats in the University of Utah Medical School program and funding for six additional residents to the Kootenai Health Family Medicine Residencies Program.

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## SPECIAL PROGRAMS

### FY 2017 Operating Budget

	FY 2016 BUDGET	FY 2017 BUDGET	PERCENT of CHANGE
<b>By Program:</b>			
Forest Utilization Research	1,078,800	1,268,400	17.58%
Geological Survey	824,200	1,123,300	36.29%
Scholarships and Grants:			
Idaho Promise Scholarship - A	72,000	19,500	-72.92%
Idaho Promise Scholarship - B	0	0	0.00%
Atwell Parry Work Study Program	1,186,000	1,186,000	0.00%
Teachers/Nurses Loan Forgiveness	80,000	40,000	-50.00%
Armed Forces/Public Safety Officers	179,100	280,000	56.34%
Scholarships Program Manager	61,600	65,900	6.98%
Opportunity Scholarship	5,146,200	10,137,800	97.00%
GEARUP Scholarship	2,083,400	1,724,400	-17.23%
Total Scholarships and Grants	8,808,300	13,453,600	52.74%
Museum of Natural History	486,000	532,700	9.61%
Small Business Development Centers	567,700	610,100	7.47%
TechHelp	155,100	166,400	7.29%
<b>Total Programs</b>	<b>11,920,100</b>	<b>17,154,500</b>	43.91%
<b>By Fund Source:</b>			
General Fund	9,836,700	15,430,100	56.86%
Federal Funds	2,083,400	1,724,400	-17.23%
<b>Total Funds</b>	<b>11,920,100</b>	<b>17,154,500</b>	43.91%
<b>By Expenditure Classification:</b>			
Personnel Costs	2,968,600	3,501,200	17.94%
Operating Expenditures	174,100	215,100	23.55%
Capital Outlay	49,500	70,300	43.84%
Trustee/Benefit or Lump Sum Payments	8,727,900	13,367,900	53.16%
<b>Total Expenditures</b>	<b>11,920,100</b>	<b>17,154,500</b>	43.91%
<b>Full Time Position</b>	38.13	42.13	10.49%

#### Budget Overview

The FY 2017 budget for Special Programs reflects a 52.3% increase including an addition of \$40K in benefit cost increases, \$78K in 3% ongoing CEC, \$97K for 27th payroll, and \$33K in replacement capital. The Forest Utilization Research program received 1 FTP and \$88K to hire an economic research scientist and 1 FTP and \$83K for a sage grouse research initiative. The Geological Survey received 1 FTP and \$130K for a geologic hazard position and 1 FTP and \$92K for a GIS analyst. The Opportunity Scholarship was increased \$5M ongoing to increase scholarships. The GEARUP program was reduced by the prior-year one-time federal funds spending authority for additional scholarships. The Postsecondary Scholarship Credit program was provided \$1M to reward students who have met certain criteria for earning postsecondary credits prior to graduation from high school.

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December 1, 2015

FY2017 SBOE ALTERATION AND REPAIR PROJECTS

AGENCY / INSTITUTION	DPW		
	PROPOSED FUNDING	AGENCY REQUESTS	AGENCY PRIORITY
<b>EDUCATION, STATE BOARD OF</b>			
BOISE STATE UNIVERSITY			
Laboratory Exhaust Hood Upgrades, Science Building	150,000	150,000	1
Recurring Chiller Replacement, Multiple Buildings	1,000,000	1,000,000	2
Recurring Elevator Repair, Multiple Buildings	350,000	350,000	3
Refrigerator & Freezer Generator Systems, Environmental Research Building	150,000	150,000	4
Roof Replacement, Multiple Buildings	350,000	350,000	5
Recurring Sidewalk Repair & Replacement, Campus Wide	150,000	150,000	6
Information Technology Infrastructure, Campus Wide	210,000	210,000	7
Fourth & Sixth Floor Renovations, Education Building		400,000	8
Recurring Flooring Abatement & Replacement, Multiple Buildings		495,000	9
Boiler Replacement, Yanke Family Research Park		400,000	10
Water Upgrade, Ph. 2, Science Building		475,000	11
Deionized Water System Design & Replace, Science Building		895,000	12
Classroom Renewal & Pedagogical Improvements, Multiple Buildings		300,000	13
Pneumatic Controls To DDC Upgrade, Science Buildings		250,000	14
Concrete Sealant, Lincoln & Brady Garages		200,000	15
Replace Pneumatic HVAC Controls With DDC, Multiple Buildings, Campus Wide		800,000	16
Replace Computer Room Cooling Unit, Micron Engineering Center, Rm 305		75,000	17
Theater Curtain Fire Resistance Assessment & Replacement, Multiple Buildings		100,000	18
Repair Southeast Air Handler, Albertson Library		410,000	19
High Voltage Power Vault Upgrade, University High-Voltage Power Loop		35,000	20
Irrigation Main Line Replacement & Point Of Use Controls, Campus Wide		290,000	21
Upgrade Plumbing Systems, Bronco Gym		120,000	22
Pool Dehumidification and HVAC Replacement, Kinesiology Annex		800,000	23
Building Emergency Power System Upgrades, Campus Wide		150,000	24
Upgrade Electrical Power Service Entrance, Administration Building		150,000	25
Replace Building Entrance Stair & Ramp, Multiple Buildings		50,000	26
Replace Main Air Handler, Liberal Arts Building		275,000	27
Fire Alarm & Notification Upgrade, Campus Wide		105,000	28
Fire Alarm IP System Battery/Power Backup, Campus Wide		500,000	29
Initial Request Combined with Priority 24		0	30
Initial Request Combined with Priority 19		0	31
HVAC Upgrade, Yanke Family Research Park		850,000	32
Upgrade Building Lighting Control Panel, Micron Engineering Center		105,000	33
Exterior Finish & Insulation System (EFIS) Repair, Micron Engineering Center		50,000	34
Exterior Wayfinding Signage, Phase 1, Campus Wide		500,000	35
HVAC Validation, Science Building		50,000	36
Study & Upgrade Fume Hood, Science & Engineering		40,000	37
HVAC & Fume Exhaust Hood Upgrades, Mathematics Building		50,000	38
Steam Tunnel Lid Renovations, Campus Wide		100,000	39
Parking Lot Asphalt Overlay, Campus Wide		250,000	40
HVAC System Operation Analysis & Validation, Micron Engineering Center		30,000	41
Window Assessment & Replacement, Ph. 2, Science, Education & Other Bldgs		520,000	42
Electrical Feed To Switch Gear, Taco Bell Arena		50,000	43
Replace Electric Switch Gear, Special Event Center		100,000	44
Exterior Entry Door Replacement, Campus School		75,000	45
Exterior Masonry Cleaning and Repointing, Heat Plant		50,000	46
Emergency Phone Replacement & Additions, Ph. 3, Campus Wide		130,000	47
Rooftop Access & Fall Protection Upgrades, Multiple Buildings, Campus Wide		250,000	48
Initial Request Moved to ADA Requests		0	49
Remodel Computer Classroom 103, Micron Engineering Center		250,000	50
SUBTOTAL	2,360,000	13,085,000	

PBFAC  
RECOMMENDATION

**FY2017 SBOE ALTERATION AND REPAIR PROJECTS**

<b>AGENCY / INSTITUTION</b>	<b>DPW PROPOSED FUNDING</b>	<b>AGENCY REQUESTS</b>	<b>AGENCY PRIORITY</b>
IDAHO STATE UNIVERSITY			
Classroom Renovation, Physiology Lab, Gale Life Science	499,475	499,475	1
Remodel Program Space, Physical Therapy/Occupational Therapy, Garrison Hall	600,000	600,000	2
Replace Water Source Heat Pumps, Museum	322,000	322,000	3
Study, Utility Tunnels	135,000	135,000	4
Emergency Notification Systems (ENS), All Campuses	235,000	235,000	5
Separate Early Learning Center Water Line From Utility Tunnel/Bldg. 6	190,000	190,000	6
Relocate Arts & Letters Dean's Suite, Frazier Hall, Bldg. 1		785,000	7
Ventilation, Controls, Health Code Compliance, First Floor Restrooms, Oboler Library	197,000	197,000	8
Utility Tunnel Access Points, Campus Wide	148,000	148,000	9
Repair/Replace Concrete Sidewalks, Idaho Falls Campus		86,000	10
Exterior Concrete Repair, Pocatello Campus		140,000	11
Sewer Main Repairs, Frazier to Carter St.		145,000	12
Replace/Repair Steam/Condensate Lines, Utility Tunnel, Chemistry To 8th Ave		510,000	13
Replace Hydronic Chiller, Liberal Arts		316,250	14
Upgrade HVAC, Fine Arts		455,000	15
Replace Penthouse HVAC, Gale Life Science		615,000	16
Replace Feedwater Controls, #3 & #4 Boilers, Heat Plant		140,000	17
Renovation, Dowling Building		890,000	18
Video Classroom Upgrades, Finishes, & Systems, Oboler Library		775,000	19
Masonry Repairs, Pocatello Campus, Various Buildings		236,113	20
Storm Water Repairs, Holt Arena		95,000	21
Replace Carpet, Oboler Library		256,200	22
Replace All Piping & Cast Iron Heaters, Colonial Hall		225,000	23
Research & Training Laboratory, Meridian		307,500	24
Replace 2nd Floor HVAC Units With New Child Proof Units, Family Medicine and Family		135,000	25
Replace RTU's & Ductwork, Roy F. Christensen (RFC) Building		850,000	26
Replace Boiler & Associated Equipment, RFC		437,000	27
Replace Entry Doors, Various Buildings		230,000	28
Replace Greenhouse Roof & HVAC, Gale Life Science		457,700	29
Replace Greenhouse Roof & HVAC, Plant Science		370,000	30
Replace Air Conditioning Unit, College Of Education		250,000	31
Asbestos Abatement, Floor Tiles In Corridors, Administration Building		75,044	32
Replace Steam & Condensate Piping & Main Shop Heaters, Armory		130,000	33
Replace HVAC, Bilyeu Theatre, Frazier Hall		300,000	34
Replace Sound & Lighting Equipment & Controls, Auditorium, Tingey Administration		142,720	35
Renovate Office Suite, Rooms 247-251, Business Administration Building		400,000	36
Ventilation, Controls, Health Code Compliance, Second Floor Restrooms, Oboler Library		197,000	37
Ventilation, Controls, Health Code Compliance, Third Floor Restrooms, Oboler Library		197,000	38
Humidification & HVAC Controls, Computer Operations Center, Business Administration		40,000	39
Provide Increased Air Flow & New HVAC System, Basement, Lillibridge Engineering		45,000	40
Replace Hydronic Heating Pumps & Piping, Leonard Hall Pharmacy Building		189,000	41
Stormwater Improvement, Roof Drain, Reed Gym		40,000	42
Replace Structural Floor Slab, Reed Gym		128,000	43
Replace Original Heating Fresh Air Units, RFC		85,000	44
Replace Heating & Cooling Coils & Control Valves, Speech Pathology		196,000	45
HVAC Equipment & Controls (Growth Chamber), Plant Science		90,000	46
Abate Asbestos Containing Finish Materials & Replace with New Materials, Exterior of		145,000	47
Remodel Auditorium, Tingey Administration Building		230,000	48
New Central Chiller, Lab Chiller Plant, CAES		250,000	49
Upgrade Classroom 339, Liberal Arts		51,000	50
Water Supply Disentanglement, Business Administration		149,860	51
Phase II HVAC, Administration Building		783,000	52
Replace HVAC Unit, Basement, Administration Building		35,000	53
Replace HVAC Unit & Tie into New Hydronic System, Administration Building		210,000	54
Replace HVAC System With Newer Efficient System, 2nd floor, Administration Building		300,000	55
Renovate Dance Department, Red Hill		688,482	56
Repair/Replace Sewer Drainage, Reed Gym		196,000	57

**PBFAC  
RECOMMENDATION**

**FY2017 SBOE ALTERATION AND REPAIR PROJECTS**

<b>AGENCY / INSTITUTION</b>	<b>DPW PROPOSED FUNDING</b>	<b>AGENCY REQUESTS</b>	<b>AGENCY PRIORITY</b>
IDAHO STATE UNIVERSITY (Cont.)			
Replace HVAC System, Reed Gym		300,000	58
Replace 2nd Floor A/C Unit for DL Classroom, Vocational Arts		38,000	59
Replace Roof Top A/C Unit, 2nd floor, Vocational Arts		35,000	60
Cosmetology Area HVAC Repairs & Separation from the Building, Vestibule Systems &		250,000	61
Replace Fresh Air Make Up Units With More Efficient Units, RFC		65,000	62
Provide New Heaters, 2nd Floor Labs, Energy System & Tech		42,000	63
Remodel ITRC Lab, Video Editing, & Front Desk, Oboler Library		75,000	64
Provide New Humidification System & DDC Controls, Gale Life Science		130,000	65
Classroom 209 Upgrade, Beckley Nursing		176,057	66
Restore Classrooms 15-17, Lecture Center		496,800	67
Redesign Boiler & Provide Hydronic Heating, Dowling Building		85,000	68
New Sidewalks, Carter Street		108,000	69
Install Control Valves For Steam Heaters Without Control Valves, Campus Wide		65,000	70
New Sidewalk from College Of Education To Plant Science Building, Campus Wide		67,000	71
Update Lighting Controls & Replace Outdated Panels, CAES		50,000	72
Siding Repairs To Re-Attach Entire Building System, CAES		180,000	73
Replace Boilers, CAES		250,000	74
Install Safety Fencing On Both Sides Of Railroad Tracks, Idaho Falls		150,000	75
Boiler Demolition, Heat Plant		400,000	76
Additional Cooling For UPS & Two Computer Labs, Rendezvous		116,100	77
Remodel & Addition To Rooms 209 and 209A, Beckley Nursing		984,712	78
Replace Two Air Handling Units, Lecture Center		225,000	79
Emergency Power System, TAB Idaho Falls		260,000	80
Remodel Plumbing, Replace Ceiling, Basement, TAB Idaho Falls		350,000	81
Install Siemens Controls, CAES		200,000	82
HVAC Upgrades To Conference Rooms, CAES		120,000	83
Sealing, Testing, Balancing Office HVAC, CAES		220,000	84
Enclose Roof Mechanical Penthouse, CAES		170,000	85
IDAHO STATE UNIVERSITY (Cont.)			
Upgrade Parking Lot Lighting & Controls, Idaho Falls Campus		300,000	86
Replace Animal Facility AHU, Leonard Hall		110,000	87
Install Duct Work Throughout Building, Beckley Nursing		300,000	88
SUBTOTAL	2,326,475	22,645,013	
IDAHO STATE UNIVERSITY -- UNIVERSITY PLACE			
Study Space/Entrance Addition, CHE		1,755,000	1
Replace Roof, CHE		425,000	2
Replace Exhaust Fans & Cooling Tower Return Pipe, CHE	240,000	240,000	3
Emergency Power System, CHE		260,000	4
Remodel Existing Chemistry Labs & Storage Rooms, CHE		1,173,000	5
SUBTOTAL	240,000	3,853,000	
UNIVERSITY OF IDAHO			
Replace Pool Gutters & Tile, Swim Center	960,000	960,000	1
Exterior Envelope Repairs, Administration Bldg.	1,004,100	1,004,100	2
Replace Failing Environmental Coolers, Gibb Hall & Life Sciences South	257,500	257,500	3
Renovate Food Research Center (Life Safety)		225,000	4
Replace Corridor Carpet, Teaching and Learning Center		255,000	5
Exterior Envelope Repairs, Replace Stairs/Ramps, Environmental Health and Safety		197,900	6
Engineering Shop & Storage Addition, KUID Building		177,400	7
Replace Roof, Art & Architecture Main	123,900	123,900	8
Pedestrian Improvements, 7th Street		444,900	9
Steam Tunnel Lid & Sidewall Repair and Replacement, Line Street		366,400	10
Campus Sidewalk Improvements, Stadium Drive & Blake Avenue		178,500	11
Emergency Eye Wash Stations & Emergency Showers, Phase 2 (Life Safety, DBS)		162,300	12
System Improvements, Central Campus Chilled Water		255,000	13
Replace Roof, Menard Law Building		501,600	14
Repair & Renovate East Entry Steps & Planters, Menard Law Building		354,700	15

PBFAC  
RECOMMENDATION

**FY2017 SBOE ALTERATION AND REPAIR PROJECTS**

<b>AGENCY / INSTITUTION</b>	<b>DPW PROPOSED FUNDING</b>	<b>AGENCY REQUESTS</b>	<b>AGENCY PRIORITY</b>
<b>UNIVERSITY OF IDAHO (Cont.)</b>			
Replace Roof, Agricultural Biotechnology Laboratory		294,200	16
HVAC Upgrade, Life Sciences South, Phase 3		1,145,900	17
HVAC System Repair, Gibb Hall, Phase 2		1,144,000	18
HVAC System Improvements, Administration Building, Phase 2		1,201,400	19
HVAC Upgrade, Janssen Engineering Building, Phase 4		600,600	20
HVAC System Repair, Gibb Hall, Phase 3		1,201,400	21
Extension, Repairs & Repaving, Idaho Avenue		861,000	22
Replace AC Mains, Domestic Water System, Phase 1		682,900	23
Campus Drive/Administration Circle Repairs, Phase 1		756,400	24
Perimeter Drive Replace Paradise Creek Undercrossing		866,700	25
Emergency Generator, Steam Plant		945,500	26
Reconfigure & Rebuild, Nez Perce Drive		750,000	27
<b>SUBTOTAL</b>	<b>2,345,500</b>	<b>15,914,200</b>	
<b>LEWIS-CLARK STATE COLLEGE</b>			
Upgrade Spalding Hall, Phase II	500,000	500,000	1
Upgrade HVAC, Sam Glenn Complex, (SGC) (AF=\$50k)		200,000	2
Upgrades, Clearwater Hall (CLW) & Center for Arts & History (CAH) (AF=\$50k)		100,000	3
Replace HVAC Controls, Library (LIB) (AF=\$20k)		140,000	4
Replace Roof, Meriwether-Lewis Hall (MLH) (AF=\$50k)		200,000	5
<b>SUBTOTAL</b>	<b>500,000</b>	<b>1,140,000</b>	
<b>NORTH IDAHO COLLEGE</b>			
Replace Assorted Flooring, Campus Wide	315,000	315,000	1
Eliminate Steam Plant, McLain Hall, Install HVAC, Select Buildings		495,000	2
Parking Lot Resurfacing, Campus Wide		750,000	3
Construct Permanent Parking Lot, Educational Corridor		450,000	4
Mechanical Upgrade, Boswell Hall		1,500,000	5
<b>SUBTOTAL</b>	<b>315,000</b>	<b>3,510,000</b>	
<b>COLLEGE OF SOUTHERN IDAHO</b>			
LED Parking Lot Lights	147,000	147,000	1
West Windows, Taylor Bldg	52,400	52,400	2
Struxureware Controls, Shields Bldg	193,300	193,300	3
ARC Flash Project, Phase 1 of 2		164,900	4
Install Water Isolation Valves, Shields, Fine Arts, Meyerhoffer, Gym, Canyon, and Desert Buildings	72,100	72,100	5
Water Isolation Valves, Campus Loop		61,900	6
Sidewalk Replacement, Hepworth Building		55,200	7
Desert Sidewalk Replacement, West & North		53,700	8
Entryway Replacement, Canyon Bldg.		204,100	9
Re-Pave Road, IOOA & Gym Parking Lots		354,600	10
<b>SUBTOTAL</b>	<b>464,800</b>	<b>1,359,200</b>	
<b>COLLEGE OF WESTERN IDAHO</b>			
Chiller Replacement, NCAB - Nampa Campus	400,000	400,000	1
Elevator Modernization, CYNC - Nampa Caldwell Blvd.		175,000	2
Sidewalk Replacement, Campus Wide, Nampa Campus		50,000	3
Exterior Lighting Replacement, CYNC - Nampa Caldwell Blvd.		80,000	4
High Plume Lab Exhaust, NCAB - Nampa Campus		60,000	5
Electrical Sub-Metering, Campus Wide		35,000	6
NFPA 70e Arch Flash Study and Labeling, Campus Wide		110,000	7
Classroom Improvements, Campus Wide		35,000	8
<b>SUBTOTAL</b>	<b>400,000</b>	<b>945,000</b>	

**PBIFAC  
RECOMMENDATION**

**FY2017 SBOE ALTERATION AND REPAIR PROJECTS**

<b><u>AGENCY / INSTITUTION</u></b>	<b><u>DPW PROPOSED FUNDING</u></b>	<b><u>AGENCY REQUESTS</u></b>	<b><u>AGENCY PRIORITY</u></b>
EASTERN IDAHO TECHNICAL COLLEGE			
Sidewalk Repair and Improvement, Campus Wide	80,000	80,000	1
Grounds Rehabilitation, Christofferson Building		250,000	2
Security Measure Upgrades, Access Control System, Phase II	180,000	180,000	3
Replace Carpeting, Sessions & Robertson Buildings	95,000	95,000	4
SUBTOTAL	<u>355,000</u>	<u>605,000</u>	
TOTAL SBE:	<u>9,306,775</u>	<u>63,056,413</u>	

PBFAC  
FOUNDATION

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## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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### **AGENCIES AND INSTITUTIONS OF THE STATE BOARD**

#### **SUBJECT**

FY 2018 Line Item Budget Requests

#### **REFERENCE**

April 2016

Board approved guidance to the 4-year institutions regarding submission of line item requests

#### **APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.B.1.  
Title 67, Chapter 35, Idaho Code

#### **BACKGROUND/ DISCUSSION**

As discussed at its April 2016 Board meeting, the Board directed the college and universities to limit any Fiscal Year 2018 budget line item requests to those which will measurably support implementation of the Board's strategic plan. Institutions may request up to two (2) line items in priority order, the total value of which shall not exceed five percent (5%) of an institution's FY2017 total General Fund appropriation. Any requests for occupancy costs will not count towards the two line items or the 5% cap.

Subsequently, the Board will approve the final budget request at the August 2016 meeting. Following Board approval in August, the budget requests will be submitted to the Legislative Services Office (LSO) and Division of Financial Management (DFM) by September 1, 2016.

The line items represent the unique needs of the institutions and agencies and statewide needs. Following review, the Board may prioritize the line items for the institutions. The line items are summarized separately, one summary for the college and universities and one for the community colleges and agencies. The detail information for each line item request is included on the page referenced on the summary report.

#### **IMPACT**

Once the Board has provided guidance on priority, category, dollar limit, etc., Board staff will work with the Business Affairs and Human Resources (BAHR) Committee, DFM and the agencies/institutions to prepare line items to be approved at the August Board meeting.

#### **ATTACHMENTS**

ATT 1 - Line Items Summary: College & Universities..... Page 3  
ATT 2 - Line Items Summary: Community Colleges and Agencies ..... Page 4-5  
ATT 3 - Occupancy Costs ..... Page 6  
ATT 4 - Individual Line Items..... Page 7

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**STAFF COMMENTS AND RECOMMENDATIONS**

Staff asked the institutions to provide as much detail as possible for their line item requests to be submitted for the June Board meeting.

In the prior year, best practices were further enhanced in terms of information needed in order for the DFM and LSO analysts to conduct their own analysis in support of policymakers:

- Write-ups need a strong problem statement supported with data and strong solution statement supported with outcome data.
- Where applicable, include projected Return on Investments (ROIs) for new programs or program expansion (i.e. where funding for a program has been provided in the past).
- Requests should be scalable and prioritized.
- Address the influence of program prioritization on the request. Did the institution consider reallocating funding for this line-item?
- Describe how the request advances the Board's 60% College Completion Goal or the Board's Complete College Idaho Plan (if applicable).

Per the Board's guidance, 5% of the College & Universities' FY 2017 total General Fund appropriation equates to the following:

BSU: \$4,648,400  
ISU: \$3,739,700  
UI: \$4,482,900  
LCSC: \$ 853,200

**BOARD ACTION**

I move to direct the Business Affairs and Human Resources Committee to review the FY 2018 budget line items as listed on the Line Items Summary at Tab 3 pages 3-4, and to bring recommendations back to Board for its consideration at the regular August 2016 Board meeting.

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



**STATE BOARD OF EDUCATION**  
FY 2018 Line Items - College and Universities

By Institution/Agency	Page	FY 2017 Total Appropriation	Priority	Institution Specific Initiatives	Total	% of FY 2017 Approp.
1 System-wide Needs		5,064,300				
2 Outcomes Based Funding	7			10,000,000	10,000,000	197.5%
3 Boise State University		92,968,100			5,067,100	5.0%
4 Economic and Workforce Development	11		1	2,625,500		
5 Public Service Initiative	19		2	2,020,000		
6 Occupancy Costs	6		3	421,600		
7 Idaho State University		74,793,900			2,649,800	3.4%
8 Idaho Falls Polytech Initiative	25		1	1,804,200	0	
9 Center for Education Innovation	31		2	737,400	0	
10 Occupancy Costs	6		3	108,200	0	
11 University of Idaho		89,657,300			3,703,600	2.9%
12 Computer Science in Coeur d'Alene Ph. 2	35		1	712,200	0	
13 Library Investment - Carnegie Classification	41		2	1,915,500	0	
14 Occupancy Costs	6		3	1,075,900	0	
15 Lewis-Clark State College		17,062,900			946,200	5.0%
16 Health Professions Education Expansion	47		1	455,400	0	
17 Advising and Career Readiness	53		2	397,700	0	
18 Occupancy Costs	6		3	93,100	0	
		<u>\$ 279,546,500</u>		<u>\$ 22,366,700</u>	<u>\$ 22,366,700</u>	
19						
20 Percentage of FY17 Appropriation		8.0%				

**STATE BOARD OF EDUCATION**  
**FY 2018 Line Items - Community Colleges and Agencies**

Priority	By Institution/Agency	FY 2017 Appropriation	Page	Priority	FY 2018 Request	Comments
<b>Career-Technical Education</b>		<b>62,057,600</b>			<b>4,866,700</b>	
	State Leadership & Technical Asst.	2,341,700			196,000	
	Horizontal Alignment and Online Courses		73	7	196,000	
	General Programs	13,984,200			375,000	
	Secondary Added Cost Funding		59	2	375,000	
	Skillstack micro-certification platform		77	9		Dedicated Funds: \$15,000
	Post-secondary Programs	44,463,900			2,549,300	
	Post-Secondary Capacity Expansion		57	1	2,368,000	
	EITC Human Resource Posiiton		63	4	75,100	
	EITC Finance Director		81	11	106,200	
	Dedicated Programs	325,000			1,496,400	
	Industry Partnership Fund		61	3	1,000,000	
	Secondary Incentive Fund		71	6	496,400	
	Related Services	942,800			250,000	
	Adult Basic Education Expansion		67	5	250,000	
	Tranfser CPM/Health Matters back to DHR		75	8		Reduction in Dedicated/Other Funds: \$415,100
	Professional Development Conference		79	10		Dedicated Funds: \$250,000
<b>Community Colleges</b>		<b>36,919,000</b>			<b>6,029,100</b>	
	College of Southern Idaho	13,465,800			668,900	
	Center for Education Innovation		85	1	270,000	
	Bridge to Success Summer Bridge		91	2	132,900	
	Eastern Idaho Math & English Instructors		97	3	129,900	
	Embedded Dual Credit Academy Instructors		101	4	136,100	
	North Idaho College	11,785,000			1,726,000	
	Idaho Summer Completion Initiative		105	1	594,900	
	Title IX Coordinator		109	2	89,700	
	Assistive Technology Coordinator		119	3	706,400	
	College and Career Navigators		123	4	335,000	
	College of Western Idaho	11,668,200			3,634,200	
	Student Success		127	1	368,900	
	Equity Funding		129	2	2,260,000	
	Occupancy Costs		6	3	1,005,300	
<b>Agricultural Research/Extension</b>		<b>30,516,700</b>	<b>131</b>	<b>1</b>	<b>1,500,000</b>	<b>Graduate Research Support IAES</b>

**STATE BOARD OF EDUCATION**  
**FY 2018 Line Items - Community Colleges and Agencies**

Priority	By Institution/Agency	FY 2017 Appropriation	Page	Priority	FY 2018 Request	Comments
<b>Health Education Programs</b>		<b>13,514,000</b>			<b>1,282,400</b>	
	W-I Veterinary Education	1,988,400				No Line Items
	WWAMI Medical Education	4,876,100	137	1	1,282,400	18 month Curriculum
	IDEP	1,610,600				
	Univ. of Utah Med. Ed.	1,466,200				
	Family Medicine Residencies	3,174,900				
	Idaho State University FMR	1,084,900				
	Family Medicine Residency of Idaho	1,530,000				
	Kootenai Health FMR	560,000				
	Boise Internal Medicine Residency	240,000				
	Psychiatry Residency	157,800				
<b>Special Programs</b>		<b>15,430,100</b>			<b>3,201,400</b>	
	Forest Utilization Research	1,268,400			0	
	Geological Survey	1,123,300			0	
	Scholarships and Grants	11,729,200	143	1	3,085,800	Adult Completers Scholarship
	Museum of Natural History	532,700	147	1	115,600	Development for IMNH
	Small Bus. Development Centers	610,100				
	TechHelp	166,400				
<b>State Board of Education</b>		<b>3,477,000</b>			<b>393,400</b>	
	Office of the State Board of Education	3,330,500			173,700	
	College to Career Advising Program Mgr		151	1	88,800	
	Qualitative Research Analyst		159	3	84,900	
	Charter School Commission	146,500	155	2	46,000	Independent, pre-renewal site visits
<b>Idaho Public Television</b>		<b>3,022,100</b>	<b>163</b>	<b>1</b>	<b>183,100</b>	<b>Educational Outreach</b>
<b>Vocational Rehabilitation</b>		<b>8,336,100</b>			<b>232,000</b>	
	Vocational Rehabilitation	3,913,100	173	2	125,000	Additional Grant and Match Funds
	Extended Employment Services	4,207,200	169	1		Additional Program Funds, amount pending
	Council for the Deaf/Hard of Hearing	215,800			107,000	
	Community Outreach		177	3	107,000	
	Increase Spending Authority		183	4		Increase Other funding spending authority
<b>Total</b>		<b>\$ 173,272,600</b>			<b>\$ 17,688,100</b>	

# STATE BOARD OF EDUCATION

## FY 2018 Budget Request

### Colleges & Universities

#### Calculation of Occupancy Costs

		% of			(1)	(2)			(3)	(4)	(5)						
		Use for															
		Non-Aux.	Gross	Non-Aux.													
		Education	Sq Footage	Sq Footage	FTE	Sal & Ben	Supplies	Total	Utility	Maintenance Costs		Total	% qtrs	Revised			
		of Occupancy							Estimate	Repl Value	Cost@1.5%	Other	used in FY18	FY18			
1	Institution/Project																
2																	
3	BOISE STATE UNIVERSITY																
4	City Center Plaza	*	August-16	100%	49,693	49,693	1.91	69,600	5,000	74,600	87,000	9,800,000	147,000	46,100	354,700	100%	354,700
5	Research Renovation/Addition		July-15	100%	7,960	7,960	0.31	11,300	800	12,100	13,900	2,196,960	33,000	7,900	66,900	100%	66,900
6							2.22	80,900	5,800	86,700		180,000		54,000	421,600		421,600
7																	
8	IDAHO STATE UNIVERSITY																
9	Red Hill Building-PAS		October-15	100%	3,700	3,700	0.14	5,100	400	5,500	6,500	355,000	5,300	3,100	20,400	100%	20,400
10	Meridian - DPT/MOT Labs/Classrooms		September-17	100%	11,040	11,040	0.42	15,300	1,100	16,400	19,300	2,760,800	41,400	10,700	87,800	100%	87,800
11							0.56	20,400	1,500	21,900			46,700	13,800	108,200		108,200
12																	
13	UNIVERSITY OF IDAHO																
14	Aquaculture Research Institute Lab		April-17	100%	7,500	7,500	0.29	10,600	800	11,400	13,100	1,600,000	24,000	7,100	55,600	100%	55,600
15	Less FY17 funds received															(41,600)	
16	Integrated Resrch & Innovation Ctr		December-16	100%	70,800	70,800	2.72	99,800	7,100	106,900	123,900	46,600,000	699,000	91,800	1,021,600	100%	1,021,600
17	Less FY17 funds received															(164,700)	
18	6th Street Executive Residence		January-16	100%	6,300	6,300	0.24	8,800	600	9,400	11,000	478,000	7,200	5,200	32,800	100%	32,800
19	University House		January-18	100%	6,740	6,740	0.26	9,500	700	10,200	11,800	1,750,000	26,300	6,600	54,900	50%	27,500
20	McCall MOSS Showerhouse		November-16	100%	1,350	1,350	0.05	1,800	100	1,900	2,400	825,000	12,400	1,700	18,400	100%	18,400
21	Targhee Hall		July-16	100%	13,471	13,471	0.52	19,100	1,300	20,400	23,600	4,000,000	60,000	13,600	117,600	100%	117,600
22																	
23	AgSci Bldg - new lobby/ADA access	*	January-18	100%	1,710	1,710	0.07	2,600	200	2,800	3,000	650,000	9,800	1,800	17,400	50%	8,700
24					4.15	152,200	10,800	163,000	188,800		838,700		127,800	1,318,300		1,075,900	
25	LEWIS-CLARK STATE COLLEGE																
26	Clearwater Hall First Floor Only		July-15	100%	12,790	12,790	0.49	17,800	1,300	19,100	22,400	2,637,249	39,600	12,000	93,100	100%	93,100
27																	
28	COLLEGE OF WESTERN IDAHO																
29	Academic Building -Nampa		2008	100%	65,600	65,600	2.52	90,500	6,600	97,100	114,800	15,000,000	225,000	62,500	499,400	100%	499,400
30	Canyon County		2008	100%	75,500	75,500	2.90	104,200	7,600	111,800	132,100	12,900,000	193,500	68,500	505,900	100%	505,900
31							5.42	194,700	14,200	208,900	246,900		418,500	131,000	1,005,300		1,005,300
32																	

(1) FTE for the first 13,000 gross square footage and in 13,000 GSF increments thereafter, .5 Custodial FTE will be provided.

(2) Salary for custodians will be 80% of Policy for pay grade "E" as prepared by the Division of Human Resources.

Benefit rates as stated in the annual Budget Development Manual; workers comp rates reflect institution's rate for custodial category

Salary CU: \$19,845.00 CC: \$18,900.00

Benefits

FICA

SSDI salary to \$110,100 6.2000% x salary

SSHI 1.4500% x salary

Unemployment Insurance 0.1500% x salary

Life Insurance 0.6750% x salary

Retirement: PERSI 11.3200% x salary

Workmans Comp x salary

Sick Leave 0.6500% x salary

Human Resources

20.4450% per position

Health Insurance \$12,240.00

Supplies 0.10

(3) Annual utility costs will be projected at \$1.75 per sq ft

(4) Building maintenance funds will be based on 1.5% of the construction cost (excluding architectural/engineering fees, site work, movable equipment, etc.) for new buildings or 1.5% of the replacement value for existing buildings.

(5) Other:

IT Maintenance 1.5000 GSF

Security 0.2200 GSF

General Safety 0.0900 GSF

Research & Scientific Safety Costs 0.5000 GSF

Total 2.3100

Too High - Used 1/3 0.7700 GSF

Landscape Greenscape 0.0003 CRV

Insurance Costs 0.0005 CRV

Total 0.00080 CRV

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: College and Universities**

**FUNCTION: Systemwide Needs**

**ACTIVITY:**

Agency No.: 501

Function No.: 02

Activity No.:

FY 2018 Request

Page 1 of 3 Pages

Original Submission X or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>Outcomes-Based Funding (OBF)</b>			Priority Ranking 1 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				0.0
PERSONNEL COSTS:					
1. Salaries	0				0
2. Benefits	0				0
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	0				0
OPERATING EXPENDITURES by summary object:					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and workstation	0				0
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:	\$10,000,000				\$10,000,000
LUMP SUM:					
GRAND TOTAL	\$10,000,000				\$10,000,000

**Supports institution/agency and Board strategic plans:**

**Goal 1: “A Well-Educated Citizenry,” Objective C: “Higher Level of Educational Attainment—Increase successful progression through Idaho’s educational system.”**

The Outcomes-Based Funding (OBF) initiative will provide an incentive for colleges and universities to complete academic and technical programs and obtain certificates and degrees which will prepare them for productive careers in the State’s workforce.

**Performance Measure:** number of Baccalaureate degrees, Associate degrees, and Certificates produced annually.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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The OBF approach ties appropriated dollars to program output (as opposed to program “participation,” which may not translate into degree completion). Degree/certificate production increases are needed in order for Idaho to meet the Legislature and State Board of Education “60%” target.

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### **Description:**

The OBF initiative would replace the current “Enrollment Workload Adjustment (EWA)” funding approach used by the State Board of Education, which, when funded, distributed appropriated dollars to institutions based on credit hours delivered, whether or not the students generating those credit hours actually completed their degrees. In consultation with national experts on other states’ approaches to Performance-Based and Outcomes-Based funding models, the State Board has developed a simple model to distribute dollars to colleges, universities, and community colleges, as a share of their degree production—both career-technical and academic. The degrees eligible for incentive funding would be limited to baccalaureate (4-year) degrees, associate (2-year) degrees, and certificates of at least one year duration. This would focus the incentive funding on outcomes that support the State’s “60%” strategic goal (preparing Idahoans for a workplace in which 60% of jobs for the 24-35 year old cohort will need at least a one-year certificate). This initiative replaces a defunct funding mechanism with a clear, simple approach which could, in subsequent years, be built upon to provide additional incentive weight to high priority career fields, underserved populations, or other shorter (“badge” skills”) or longer (graduate degrees) with high workforce demand. The requested \$10M in ongoing funding would be allocated by the State Board each year, distributed according to degrees produced (payouts based on unduplicated headcount of degree recipients, i.e., only one payout for each graduate who receives multiple degrees/certificates on graduation day). The \$10M request in new dollars would be supplemented by additional funds pulled from current baseline budgets of the institutions. Distributions for FY2018 would be made based on actual degree production in the academic year which concluded to July 1, 2017.

### **Questions:**

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base? The request is for \$10M in ongoing dollars, all from the General Fund. No additional staffing is requested for either the Office of the State Board of Education (OSBE) or the institutions.
2. What resources are necessary to implement this request? \$10M in Trustee/Benefit funds, to be distributed by the State Board to institutions based on graduation outcomes.
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service. Not applicable—no new positions are being requested. The process will be administered by the individuals who currently manage the EWA process, which is being replaced by OBF.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted. None.
  - c. List any additional operating funds and capital items needed. Total request is for \$10M, all in the form of Trustee/Benefit payments to the institutions.
3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards. Request is for ongoing funds. The \$10M requested appropriation will be supplemented by additional dollars reallocated from current institution baseline budgets.
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted? This request is intended to have a positive impact on successful program completion at every public higher education institution in Idaho. The OBF approach will increase the incentive for institutions to enroll, retain, and successfully graduate students ready to assume productive roles in the workforce. If the program is not funded, the system would need to continue to rely upon the (discredited) EWA methodology, until an effective funding mechanism can be put into place.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: Boise State University**  
 FUNCTION: Instruction, Research,  
 Academic Support  
 ACTIVITY: New and Expanded  
 Academic and Student Programs

Agency No.: 512

FY 2018 Request

Function No.: 01

Page 1 of 8 Pages  
 Original Submission X or  
 Revision No. \_\_\_\_

Activity No.:

<b>Economic and Workforce Development</b> A: Decision Unit No: <b>12.01</b> Title: <b>Economic and Workforce Development</b> Priority Ranking 1 of 2					
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	24.0				24.0
PERSONNEL COSTS:					
1. Salaries	\$1,280,100				\$1,280,100
2. Benefits	563,900				563,900
3. Group Position Funding	360,400				360,400
TOTAL PERSONNEL COSTS:	\$2,204,400				\$2,204,400
OPERATING EXPENDITURES by summary object:					
1. Travel	\$65,000				\$65,000
2. Operating	356,200				356,200
TOTAL OPERATING EXPENDITURES:	\$421,200				\$421,200
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$2,625,600				\$2,625,600

**Supports institution/agency and Board strategic plans:**

**Support for the SBOE Strategic Plan FY2017-2021:**

**Goal 1. A Well Educated Citizenry**

**Objective C: Higher Level of Educational Attainment**

**Performance Measures**

- % of Idahoans who have a college degree
- % of new full time degree seeking students who return for the second year
- % of graduates at bachelors and graduate degree levels

**Objective D: Quality Education**

**Objective E: Education to Workforce Alignment**

**Performance Measures**

- Ratio of non-STEM to STEM degrees
- Number of graduates in high demand fields

**Goal 2. Innovation & Economic Development**

**Objective A: Workforce Readiness**

**Performance Measures**

- % of graduates employed 1 and 3 years after graduation
- % of students participating in internships
- % of students participating in undergraduate research

**Objective B: Innovation & Creativity**

**Performance Measures**

- Number of startups, patents, disclosures, etc.

**Support for BSU's Strategic Plan: *Focus on Effectiveness 2017-2021***

**Goal 1: Create a signature, high-quality educational experience for all students**

**Objectives:**

- Provide bountiful opportunities within and across disciplines for experiential learning
- Cultivate intellectual community among students and faculty
- Invest in faculty development and an engaging environment for learning

**Performance Measures:**

NSSE benchmark of student perception of quality of educational experience.  
The funding of this request will have substantial impact on our students' educational experience and their ability to think critically and tackle problems innovatively. Further, it will allow us to react quickly to growing workforce demands and to create programs that feed the local and regional economies

Number of students in internships and research

Number of Students in VIP

**Goal 2: Facilitate the timely attainment of education goals of our diverse student population**

**Objectives:**

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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- Bring classes to students using advanced technologies and multiple delivery formats
- Connect students with university services that address individual needs

### **Performance Measures:**

- Number of degree graduates
- Freshman Retention Rate
- Six-year graduation rate
- eCampus

### **Goal 3: Gain distinction as doctoral research university**

#### **Objectives**

- Recruit, retain and support highly qualified faculty, staff and students from diverse backgrounds
- Identify and invest in select areas of excellence with the greatest potential for economic, societal and cultural benefit
- Design systems to support and reward interdisciplinary collaboration
- 

#### **Performance Measures:**

- Number of doctoral graduates
- Number of peer reviewed publications
- Citations of publications by Boise State authors over a five year span
- Total research and development expenditures

### **Goal 4: Align university programs and activities with community needs**

#### **Objectives:**

- Include community impact in the creation and assessment of university programs and activities
- Leverage expertise and knowledge within the community to develop mutually beneficial partnerships
- Increase student recruitment, retention and graduation in STEM disciplines

#### **Performance measure:**

- Number of graduates in high demand disciplines
- Number of STEM graduates

The funding of this request will have substantial impact on our students' perception of quality of their educational experience. Further, it will allow us to react quickly to growing workforce demands and to create programs that feed the local and regional economies.

**Description:**

Boise State University is requesting funding that will be used to launch a coordinated set of initiatives that will stimulate Idaho economic and workplace development. From developing and expanding student skill development in order to meet current and emerging workplace needs to expanding Boise State's capacity by training next generation students and faculty in stimulating economic development, this funding will be used on direct delivery of programming and staffing required to deliver these services. Boise State will utilize the College of Innovation and Design as the lead entities across Boise State University to deliver most of the initiatives outlined in this request.

**Questions:**

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

**New Games, Interactive Media & Mobile Technology (GIMM) degree program** – funding to expand the rapid growth in this new major. One year into this new major and enrollment has skyrocketed to a forecasted 200 students by Fall 2016. This is 2-3 times higher than initial forecasted enrollment and this major has become a differentiation point for both in-state and out-of-state students to choose Boise State. GIMM majors will enter a rapidly growing field with strong hiring demand for their CS and virtual reality programming skills – specifically used by employers for augmented reality and VR employee training (driverless vehicles, healthcare training, PTSD treatment, etc). *Currently serving 65 students per year. Potential growth with funding is anticipated to be 400-500 students per year by Year 4.*

**New Bridge-to-Career (B2C) program expansion** – funding to expand the delivery of professional skills to students from any major. With 7 out of 10 Boise State students graduating in fields that do not directly map to a professional job, Bridge-to-Career is a critical set of coursework designed to equip all students at Boise State with basic fluency in a professional skill or industry awareness. *Currently serving 175 students per year. Potential growth with funding is anticipated to be 1,000 students per year by Year 4.*

**Venture College program expansion** – funding to expand the delivery of innovation and entrepreneurial skills sets to students from across the University. Boise State believes that every student should have the opportunity to apply ideas learned in the classroom in an experiential setting. Venture College develops the entrepreneurial skill set and mindset many Idaho students need to create tomorrow's companies and become the large employers of tomorrow. *Currently serving 500 students with 25 ventures incubated per year. Potential growth with funding is anticipated to be 1500+ students with 50+ ventures incubated per year by Year 4.*

## BUSINESS AFFAIRS AND HUMAN RESOURCES

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**New Certificate in Professional Ethnography** – funding to develop a new certificate that modifies the techniques of anthropology for use in professional settings rather than academic field work. Hundreds of jobs are posted nationally for jobs looking for ‘applied insights’ and ‘design thinking’ skills. This new major would be a first of its kind to offer an undergraduate certificate that allows students from any major to add a competency that maps to current employer requirements that are current in demand. *Funding is anticipated to serve 250 students (both online and in-person) by Year 4.*

**New Vertically Integrated Projects (VIP) expansion** – funding to expand a novel way for students to apply cutting edge research at Boise State to solving real-world problems affecting Idaho and the world. Students form multi-disciplinary teams under the guidance of senior faculty to tackle real-world problems using Boise State research. To expand this from 6 to 16 projects and affect 200 students each year will be transformative to graduating students who can effectively work in teams and apply theory to real-world applied circumstances. *Currently serving 45 students, via 6 VIP courses. Potential growth with funding is anticipated to grow be 150+ students via 20+ VIP courses by Year 2020.*

**Launch new Boise State X employer/university educational program** – Many Idaho residents are working in lower paying, high turnover, ‘front line’ jobs for large employers that do not require a college degree for the position being done. However, many of these jobs have few, if any, pathways to a higher paying career without an undergraduate degree. In addition, many of these employees do not have the luxury, life stage, or geographic proximity to attend a university in-person. Funding is requested to launch a new program where Boise State will partner with Idaho employers to offer an employer direct pay option for employees to pursue (or complete) their undergraduate degree. Using our MDS online degree, we believe we can expand access to higher education and offer a pathway to empowerment for many Idaho residents that will lead to career and earnings growth. This program will allow these Idaho residents to gain their undergraduate degrees without having to leave full-time employment. Boise State X can have a large scale workforce development impact due to its use of online learning and the employer partnership model. While employers will pay a large part of the program expenses, funding is requested for a manager and academic coaches to support these employees. *Funding is anticipated to serve 1,000 students in partnership with 5 employers by Year 4.*

**New COOP program expansion** – funding to expand a new academic course for all Boise State students that will allow students to gain course credit while undertaking a directed experience with an Idaho employer. Unlike an internship, a COOP is an educational experience that includes a partnership between the university, company, and student so that the student learns while they do. It is a pathway for many students in majors that do not map to a professional position to apply and demonstrate their skills while still learning. It often will help students in the Liberal Arts and other areas demonstrate and build confidence in their professional skills. Employers will appreciate the increase in potential talent available and the lower

cost of hiring associated with this program. St. Luke's Hospital is our first partner in Fall 2016 in this course. *Currently serving 12 students and 1 employer beginning Fall 2016. Potential growth with funding is anticipated to be 250+ students and 20 employers by Year 4.*

**New PhD program in Computing with Computer Science, Cybersecurity, and Computational Science and Engineering Specializations** - Boise State University's Computer Science program is rapidly developing into one of the premier programs in the northwest for both teaching and research. From 2009 to 2015, enrollment in the Computer Science program has grown nearly 280%. This expansion has not gone unnoticed by top industry firms.

*"that the continued success and growth of the CS department is vitally important for HP, and for a multitude of other companies in Idaho, and will have significant, transformative economic impact on the Boise Metro area and Idaho."*

- Jim Nottingham, Hewlett-Packard's Boise Vice President and General

Utilizing primarily existing faculty resources, this funding will allow Boise State to launch a new PhD Program in Computing with specializations in Cybersecurity, Computer Science, and Computational Science and Engineering. This new PhD program will supply highly skilled graduates and attract / retain talented faculty to collaborate with Idaho industries and agencies. In addition, this program will expand professional development opportunities for Idaho residents working in technology professions.

2. What resources are necessary to implement this request?

- GIMM
  - 3 new full-time clinical faculty
  - 3 new adjunct faculty in the College of Engineering to address increased teaching load for COEN courses that serve as GIMM prerequisite courses

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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- Bridge to Career
  - Program Director to manage and grow the program
  - 10 adjunct faculty to teach bridge to career courses
  - Faculty stipends to develop new courses
- Venture College
  - Full-time project director
  - 3 project coordinators
  - Faculty stipends to develop new courses
- Certificate in Professional Ethnography
  - Full-time faculty position
- Boise State X
  - Senior manager
  - 4 academic coaches to support students
- Coop Program
  - 2 full-time clinical faculty
  - 2 full-time project directors
  - 4 full-time project managers
- PhD Computing with Cyber-security, Computer Science, and Computational Science and Engineering specializations
  - 1 new full-time mathematics faculty position
  - 1 new graduate program manager
  - 1 new research administrator / accountant
  - Upgrade the existing Computer Science chair to a 12 month position
  - Upgrade a faculty position to a 12 month PhD Program Coordinator
  - Faculty stipend for program coordination due to the interdisciplinary nature of the program
  - Convert existing Computer Science GAs to 12 month assistantships
  - 6 new GAs

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- a. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

The budget request is for new programs and the expansion of existing programs. Existing operations will not be impacted. With the exception of a new full-time faculty position in Mathematics, the PhD program in Computing will utilize existing faculty lines.

- b. List any additional operating funds and capital items needed.

- Travel and operating for new positions
- Funding for new vertically integrated projects
- Graduate assistant tuition and fee waivers

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

All requests are for ongoing funds. It is anticipated that both private contributions and research grants will supplement the funding of many of these programs.

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

This request serves Boise State current and future students, Idaho employers, and the State through increased tax revenue as a result of economic development.



**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: Boise State University**  
FUNCTION: Instruction, Public  
Service  
ACTIVITY: Expanded Academic and  
Public Service Programs

Agency No.: 512

FY 2018 Request

Function No.: 01

Page 1 of 5 Pages  
Original Submission X or  
Revision No. \_\_\_\_

Activity No.:

A: Decision Unit No: <b>12.01</b>	Title: <b>Public Service Initiative</b>			Priority Ranking 2 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	11.00				11.00
PERSONNEL COSTS:					
1. Salaries	\$1,254,900				\$1,254,900
2. Benefits	399,500				399,500
3. Group Position Funding	205,000				205,000
TOTAL PERSONNEL COSTS:	\$1,859,400				\$1,859,400
OPERATING EXPENDITURES by summary object:					
1. Travel	\$27,500				\$27,500
2. Operating	133,100				133,100
TOTAL OPERATING EXPENDITURES:	\$160,600				\$160,600
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$2,020,000				\$2,020,000

**Supports institution/agency and Board strategic plans:**

**Support for the SBOE Strategic Plan FY2017-2021:**

**Goal 1. A Well Educated Citizenry**

**Objective C: Higher Level of Educational Attainment**

**Performance Measures**

- % of Idahoans who have a college degree
- % of new full time degree seeking students who return for the second year
- % of graduates at bachelors and graduate degree levels

**Objective D: Quality Education**

**Objective E: Education to Workforce Alignment**

**Performance Measures**

- Ratio of non-STEM to STEM degrees
- Number of graduates in high demand fields

**Goal 2. Innovation & Economic Development**

**Objective A: Workforce Readiness**

**Performance Measures**

- % of graduates employed 1 and 3 years after graduation
- % of students participating in internships
- % of students participating in undergraduate research

**Objective B: Innovation & Creativity – increase creation and development of new ideas and solutions that benefit society**

**Support for BSU's Strategic Plan: *Focus on Effectiveness 2017-2021***

**Goal 1: Create a signature, high-quality educational experience for all students**

**Objectives:**

- Provide bountiful opportunities within and across disciplines for experiential learning
- Cultivate intellectual community among students and faculty
- Facilitate respect for the diversity of human cultures, institutions, and experiences in curricular and co-curricular education
- Invest in faculty development and an engaging environment for learning

**Performance Measures:**

NSSE benchmark of student perception of quality of educational experience.  
The funding of this request will have substantial impact on our students' educational experience and their ability to think critically and tackle problems innovatively. Further, it will allow us to react quickly to growing workforce demands and to create programs that feed the local and regional economies  
Number of students in internships and research

**Goal 2: Facilitate the timely attainment of education goals of our diverse student population**

**Objectives:**

- Bring classes to students using advanced technologies and multiple delivery formats
- Connect students with university services that address individual needs

**Performance Measures:**

- Number of degree graduates
- Freshman Retention Rate
- Six-year graduation rate
- eCampus

**Goal 3: Gain distinction as doctoral research university**

**Objectives**

- Recruit, retain and support highly qualified faculty, staff and students from diverse backgrounds
- Identify and invest in select areas of excellence with the greatest potential for economic, societal and cultural benefit
- Design systems to support and reward interdisciplinary collaboration

**Performance Measures:**

- Number of doctoral graduates
- Number of peer reviewed publications
- Citations of publications by Boise State authors over a five year span
- Total research and development expenditures

**Goal 4: Align university programs and activities with community needs**

**Objectives:**

- Include community impact in the creation and assessment of university programs and activities
- Leverage expertise and knowledge within the community to develop mutually beneficial partnerships
- Increase student recruitment, retention and graduation in STEM disciplines

**Performance measure:**

- Number of graduates in high demand disciplines
- Number of STEM graduates

**Description:**

The School of Public Service was founded in 2015 to inspire and equip students to be innovative, principled, and effective public service leaders, promote meaningful community engagement and civil discourse, and serve as an objective and unbiased resource for citizens and decision-makers. The School was designed to rethink and redevelop teaching, learning, and research to ensure that Idaho students, businesses, and taxpayers get the most value out of their investments in higher education.

Future leaders in public service, whether they are employed within the private, non-profit, or public sectors, or more likely, travel across the three paths during the course of their careers, require interdisciplinary knowledge and a combination of higher-order hard and soft skills. Boise State graduates from the School of Public Service will be “systems leaders” well versed in leadership, management, collaborative, systems thinking, user-centered design, analytics, communications, and ethics. To that end, the School of Public Service has been tearing down institutional silos, developing new interdisciplinary academic programs, explicitly integrating skills development into the curriculum, and employing high impact educational practices, including experiential learning programs, that enhance student success.

In addition, the School was designed to facilitate applied research and serve Idaho communities searching for innovative solutions to the seemingly intractable challenges they face. To that end, the School has revised its tenure and promotion guidelines to emphasize applied research and public engagement. And the School has embraced and reinvigorated the University’s historical commitment to public service research by employing faculty and students, from the undergraduate level through the new Ph.D. program in Public Policy and Administration to work in concert with local communities working on downtown revitalization, planning, workforce housing, transportation, and other projects.

**Questions:**

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

This proposed line item is designed to advance two distinct yet interconnected outcomes.

First, funding will be used to enhance student learning at the undergraduate and graduate levels. The integration of new faculty lines will facilitate the implementation of new interdisciplinary academic programs and improve retention and graduation rates for students pursuing careers in public service at the undergraduate level while opening new functional tracks for students pursuing the Ph.D. In addition, funding will support student participation in experiential programs that directly enhance skill development, and will increase opportunities for students to engage in applied and vertically integrated research projects that engage students from the undergraduate level through the Ph.D.

Second, line item funding will enable positive community outcomes. Funding for Boise State’s Applied Policy Institute will enhance local government planning and economic development capacity by providing credible research and evaluation studies, professional training and technical assistance, and convening seminars, colloquia, and public events to promote constructive dialogue and thoughtful deliberation on public issues in Idaho. The Applied Policy Institute conducts public policy and demographic research, publishes economic forecasts and economic impact studies, undertakes public opinion survey research, offers dispute resolution resources and provides leadership development and technical assistance to localities. Additionally, funding will

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**JUNE 16, 2016**

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help make the nationally-ranked and accredited Masters of Public Administration program more accessible to Idaho communities by implementing executive MPA and on-line MPA programs. Finally, funding will increase data analysis capacity on campus by supporting a public service data center and research lab.

2. What resources are necessary to implement this request?

- Eight new faculty lines in the School of Public Service: economics, demography, public finance, fiscal policy, health policy, education policy, environmental policy, dispute resolution, including administrative and research budgets.
- Two administrative leadership lines in Applied Policy Institute
- Two professional staff positions in Applied Policy Institute
- Twelve graduate Assistantships in Masters and PhD program
- Fifteen faculty research fellowships
- Two distinguished visiting scholar lines
- Fellowships for experiential education and study away programs
- Public Service Data Center Lab Manager

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

All requested funds are ongoing. If fully funded, Boise State will construct a Public Service Data Center and Research Center to support the initiative.

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

This request serves the communities of Idaho and all Idahoans.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: Idaho State University**  
**FUNCTION: General Education**  
**ACTIVITY: Idaho Falls Polytech**  
**Initiative**

Agency No.: 510  
 Function No.: 03  
 Activity No.:

FY 2018 Request  
 Page 1 of 5 Pages  
 Original Submission X or  
 Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>Idaho Falls Polytech Initiative</b>			Priority Ranking 1 of 2
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	13.00				13.00
PERSONNEL COSTS:					
1. Salaries	\$1,000,000				\$1,000,000
2. Benefits	365,200				365,200
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$1,365,200				\$1,365,200
OPERATING EXPENDITURES by summary object:					
1. Travel	\$33,000				\$33,000
2. Materials/Supplies	122,000				122,000
TOTAL OPERATING EXPENDITURES:	\$155,000				\$155,000
CAPITAL OUTLAY by summary object:					
1. Equipment/Instrumentation	\$200,000				\$200,000
2. PC and workstation	44,000				44,000
3. DL Classroom Upgrades	40,000				40,000
TOTAL CAPITAL OUTLAY:	\$284,000				\$284,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$1,804,200				\$1,804,200

**Supports Institution/Agency and Board Strategic Plans:**

**ISU Core Theme 2: ACCESS AND OPPORTUNITY**

Idaho State University provides diverse opportunities for students with a broad range of educational preparation and backgrounds to enter the University and climb the curricular ladder so that they may reach their intellectual potential and achieve their educational goals.

**Description**

To improve Access and Opportunity for students in Idaho Falls, ISU plans to locate a multidisciplinary cluster of faculty who, in collaboration with sister institution partners, will reside in Idaho Falls with expertise in energy. As Bonneville County works toward the conversion of Eastern Idaho Technical College to a community college, ISU's current role will change from primarily lower division general education offerings to providing bachelor and graduate degrees to the Upper Snake River Valley. The university has just completed a DPW construction project where just over ten thousand square feet of space has been renovated to include twenty faculty offices, two state of the art conference rooms and four state of the art classrooms as well as flexible student/faculty collaborative space. In order to be successful ISU will need to hire approximately fifteen new faculty members from a variety of disciplines but who have a common interest in energy related research. As would be expected, roughly half of the new faculty will be from science and engineering disciplines, however, the other half will be from the colleges of Arts and Letters, Business and Education. To illustrate the concept, a Political Science and/or History professor may have expertise in energy or environmental policy or the impact of energy on history, an English professor could have expertise in the communication of science to the general public. Additionally, Education professors may have expertise in STEM (Science Technology Engineering and Math), Business professors in energy economics, Informatics Professors may work on energy analytics, etc. This cluster of faculty, from disparate fields, with very specialized expertise, will make it possible to offer a wide variety of programs spanning Science and Engineering, the Liberal Arts, Business and Education. In addition, they will be unequally positioned to secure extramural funding from sources such as the National Science Foundation (NSF) and the Department of Energy (DOE) as well as other national and regional funding sources. Finally, it is expected that while meeting the educational needs of the Idaho Falls region, these faculty will be a resource to the Idaho National Laboratory and will be a driving force in the attraction of new high tech energy related industries to the region.

**Performance Measure**

Over the past fifteen years, ISU has had an enrollment of over 2,000 students/semester where approximately  $\frac{3}{4}$  of the credit hour generation resulted from lower division general education courses. The goal is to maintain ISU's credit hour generation in Idaho Falls by increasing upper division and graduate offerings in order to transition from a primarily lower division curriculum to upper division and graduate. This strategic change will position ISU to accept community college transfer students as demand for bachelor and graduate programs increases resulting from community college graduates.



## BUSINESS AFFAIRS AND HUMAN RESOURCES

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### Questions:

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

Nine faculty positions and four support staff positions are being requested to support the expansion of upper division/graduate courses in Idaho Falls by professors with research interests in Energy and the Environment. A polytechnic institution is recommended for Idaho Falls by the LINE (Leadership in Nuclear Energy) Commission in order to ensure that INL (Idaho National Laboratory) maintains its status as DOE's (Department of Energy) lead laboratory for nuclear energy in the United States.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

#### ***Attached Spreadsheet of Positions***

***Total Personnel Costs: \$1,365,200***

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

This line item request is for new faculty positions and support personnel. There is potential for existing staff in ISU's Pocatello location to provide partial support to efforts at the Idaho Falls location although none have been identified. The upgrade to the Distance Learning Labs would promote opportunity in surrounding areas to the specialized features of the Polytech Initiative.

- c. List any additional operating funds and capital items needed.

A one-time request for additional operating funds and capital outlay will be required during the first year to support supplying the new offices with essential items, purchasing computers and office equipment for the new faculty and staff, assisting with travel funds, and providing lab equipment/instrumentation tools to support instruction in the expanded program.

#### One-Time Request for Operating Expenses

Travel (\$3,000/11 Positions, 9 faculty & 2 staff)	\$ 33,000
Materials/Supplies	\$122,000

#### One-Time Request for Capital Outlay

PC and Workstations (\$4,000/11 Positions)	\$ 44,000
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Equipment/Instrumentation	\$200,000
(Specialized equipment needed for Science/Engineering)	
Distance Learning Classroom Upgrades	<u>\$ 40,000</u>

Total Request for One-Time Operating

Expenses and Capital Outlay: **\$439,000**

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

The salaries for 13 positions will be ongoing. The one-time request for operating expenses and capital outlay will support the first year of the expansion. The opportunities for increasing faculty research productivity and success in awarded grants improves with the new Polytech initiative and related specialization.

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

INL is one of the largest employers in Southeast Idaho, with close proximity to Idaho Falls (a prime location for the Polytechnic Institute). In order to maintain INL's status as the lead laboratory for nuclear energy, it is critical that ISU service its needs in the Science and Engineering fields and provide opportunities to expand research with talented faculty.

**12.01 Line Item**  
**Idaho Falls Polytech Initiative**

Priority	Position	FTE	Salary	Benefits	PC Total	Travel	Operating	CO	Total		Phased Option, If Necessary				
											Phase I	Priority	Phase II	Priority	
1	Faculty-Computational Scientist	1.00	85,000	29,654	114,654	3,000	2,000	4,000	123,654	5 Faculty Positions	494,954	1	398,372	1	4 Faculty Positions
	Faculty-Energy Economist	1.00	65,000	25,557	90,557	3,000	2,000	4,000	99,557	Travel	18,000	2	15,000	2	Travel
	Faculty-Informatics	1.00	100,000	32,727	132,727	3,000	2,000	4,000	141,727	Mgmt Assistant	66,813	3	54,686	3	Office Specialist
	Faculty-History	1.00	55,000	23,508	78,508	3,000	2,000	4,000	87,508	DL Operator	54,686	4	54,686	4	DL Operator
	Faculty-Political Scientist	1.00	55,000	23,508	78,508	3,000	2,000	4,000	87,508	Irregular Salaries	120,487	5	120,486	5	Irregular Salaries
	Faculty-Mechanical Engineering	1.00	85,000	29,654	114,654	3,000	2,000	4,000	123,654	Computers & M/S	36,000	6	30,000	6	Computers & M/S
	Faculty-Radio Chemist	1.00	65,000	25,557	90,557	3,000	2,000	4,000	99,557	1st Classroom DL Upgrade	20,000	7	20,000	7	2nd Classroom DL Upgrade
	Faculty-Experimental Psychology	1.00	65,000	25,557	90,557	3,000	2,000	4,000	99,557	Equipment/Instrumentation	100,000	8	100,000	8	Equipment/Instrumentation
	Faculty-Business/Health Care Admin	1.00	75,000	27,605	102,605	3,000	2,000	4,000	111,605	Laboratory M/S	50,000	9	50,000	9	Laboratory M/S
	Management Assistant	1.00	45,000	21,813	66,813	3,000	2,000	4,000	75,813		960,940		843,229		
	Office Specialist	1.00	35,000	19,686	54,686	3,000	2,000	4,000	63,686						
	Distance Learning Operator	1.00	35,000	19,686	54,686				54,686						
	Distance Learning Operator	1.00	35,000	19,686	54,686				54,686						
	Irregular Salaries/Temp Faculty		200,000	40,974	240,974				240,974						
	2 Classroom DL Upgrades							40,000	40,000						
	Equipment/Instrumentation						100,000	200,000	200,000						
	Laboratory Materials/Supplies								100,000						
		13.00	1,000,000	365,169	1,365,169	33,000	122,000	284,000	1,804,169	1,804,169					
Total	13.00	1,000,000	365,169	1,365,169	33,000	122,000	284,000	1,804,169	1,804,169						
										284,000	CO/OT				
										1,520,169	ongoing				
										155,000	OE				
										1,365,169	PC				

**Polytechnic Institute-Vision Statement**

A Polytechnic Institute as proposed by ISU is an overarching structure that will allow Idaho's higher education institutions, which are members of CAES (Center for Advanced Energy Studies), to locate faculty in Idaho Falls and offer certificate and degree programs either as a single institution or jointly with other member institutions. The institute is responsive to the recommendations of the LINE (Leadership in Nuclear Energy) Commission where a polytechnic institution is recommended for Idaho Falls in order to insure that INL (Idaho National Laboratory) maintains its status as DOE's (Department of Energy) lead laboratory for nuclear energy in the United States.

The faculty members located in Idaho Falls will form a cluster of multidisciplinary professors that have research interests related to energy. Naturally, it is expected that a significant number of faculty would come from science and engineering, however, liberal arts, business and education faculty will also be hired who have expertise related to energy and the environment. For example, a Political Science professor may have expertise in energy policy and/or environmental policy, or an English professor with expertise in the communication of science and engineering to the general public. Education professors with expertise in STEM (Science Technology Engineering and Math), an Economics professor with expertise in the economics of energy etc. are all expected. This cluster of faculty, with very specialized expertise, will make it possible to offer a number of programs spanning Science and Engineering, the Liberal Arts, Business and Education.

With respect to research and economic development, this talented cluster of faculty members will be uniquely qualified to seek extramural research funding from national agencies at a time when funding agencies are interested in multidisciplinary projects and research teams. The close proximity between faculty members with such varied expertise will generate unique research ideas where science and engineering concepts are blended with policy, economics, and education. In addition, competitive funding potential will be enhanced as agencies look favorably on proposals from multiple disciplines and as well as multiple institutions. Finally, the close proximity to INL will allow for research collaboration outside the academy with lab scientists as well as industry partners.

Idaho State University will be the managing institution for the Polytechnic Institute consistent with its current role for University Place, which includes CAES. An academic governance structure that handles the intricacies of multiple institutions offering degrees, both independently and collaboratively, will be developed as institutions identify programs to deliver through the overarching structure of the Polytechnic Institute. It is expected that each institution will have representation commensurate with their role, in a fashion that ensures a winning relationship for all involved, including representation from INL and potentially relevant industry.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY:** Idaho State University  
**FUNCTION:** General Education  
**ACTIVITY:** Center for Education  
 Innovation (ISU)

Agency No.: 510  
 Function No.: 03  
 Activity No.:

FY 2018 Request  
 Page 1 of 4 Pages  
 Original Submission X or  
 Revision No. \_\_\_\_

A: Decision Unit No: <b>12.02</b>		Title: <b>CEI Initiative</b>			Priority Ranking 2 of 2
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	6.50				6.50
PERSONNEL COSTS:					
1. Salaries	\$380,000				\$380,000
2. Benefits	157,400				157,400
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$537,400				\$537,400
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. Building Design Costs	\$200,000				\$200,000
TOTAL CAPITAL OUTLAY:	\$200,000				\$200,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$737,400				\$737,400

**Supports institution/agency and Board strategic plans:**

*Please refer to attached Joint Whitepaper*

**Performance Measure:**

*Please refer to attached Joint Whitepaper*

**Description:**

*Please refer to attached Joint Whitepaper*

## **Center for Education Innovation**

A joint whitepaper and vision statement | College of Southern Idaho | Idaho State University

May 2016

### **Introduction**

Idaho State University and the College of Southern Idaho jointly propose the design, development, and creation of the Center for Education Innovation (CEI), a visionary and collaborative facility and programming venture to be situated on the CSI campus in Twin Falls and jointly operated.

The CEI initiative attempts to address numerous issues in early childhood, elementary, secondary, and higher education in Idaho. Among them:

- Concerns with current state of teacher education in Idaho
- Need for expanded professional development opportunities for teachers at all levels of education
- Need for more research specifically for the benefit of the Idaho education pipeline to benefit the educational systems of Idaho, including the impact of teacher training in early education
- Tremendous challenges in addressing K12 teacher shortages and demands, especially in rural areas
- Addressing and assessing the proposals and initiatives suggested by the Idaho Education Task Force, national best practices, Idaho Business for Education, and other constituents
- Providing research support and facilitation for the K-20 pipeline
- Providing support for alignment of K12 and university curriculum and college readiness

Situating the CEI facility in Twin Falls on the CSI campus is prompted by the growth, demand, and opportunity specific to the Magic Valley region. CSI has been a pioneer with regard to partnerships and greater integration in K12, demonstrated by the growth of concurrent enrollment, collaborative education ventures, transition coordinator implementation, and other initiatives. Idaho State University has a long history with dual enrollment with its Early College Program and has worked closely with school districts on curricular alignment and K12-related research within its Albion Center for Education Innovation. The longstanding presence of ISU on the CSI campus, with emphasis on the ISU College of Education, together with the spirit of collaboration and articulation suggest tremendous opportunity for both growth and success.

The vision includes a focal point for education research, development of innovation in teacher training at all levels, and reform for all of Idaho. It provides a testbed for practice, and an opportunity to significantly ~~revisit and~~ revise the direction, services and support we provide for educator education, training and professional development.

### **College of Southern Idaho Operational Vision**

The College of Southern Idaho proposes the Center for Education Innovation as a current leader in the pursuit of instructional excellence and preparation of teachers ~~in service to~~

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

### **JUNE 16, 2016**

serving in Idaho. The CEI facility provides an opportunity to consolidate teaching and learning lab schools in a revolutionary way, in particular at the early childhood and elementary levels. The operation supports our CSI's Core Themes of Community Success and Student Success by advancing and applying research in a controlled setting, while providing a local pathway to baccalaureate and graduate education.

Various existing and planned programs, services, and operations would or could be housed in the facility:

- CSI Center for Innovation and Teaching Excellence
- CSI Education Department
  - CSI Early Childhood Education Program (including existing labs/lab schools)
  - Transfer education programs
  - Paraprofessional training programs
  - Teacher professional development, continuing education operations
- Rural Education Resource Center
- Southern Idaho P20 Teaching Excellence Initiative
- CSI Higher Education Center (ISU/BSU/UI)
- South Central Idaho Education Partnership (regional Education Idaho Network)
- Region IV iSTEM
- CSI STEM Resource Center

#### **Idaho State University Operational Vision**

The partnership between the CSI and ISU for a Center for Education Innovation (CEI) will increase ISU's potential to recruit, retain, and support professional educators in the Magic Valley and will expand the ability to offer high quality educator preparation and professional development in this area. The CEI aligns with ISU's Core Theme One (Learning and Discovery) by continuing and expanding our ability to deliver effective and high quality academic programs that support educator preparation and professional development in the Magic Valley. The CEI aligns with ISU's Core Theme Two (Access and Opportunity) by expanding our opportunity to recruit potential future teachers in secondary school settings and by ensuring that students have access to critical support functions necessary to be successful throughout their education. The CEI also aligns with ISU Core Theme Four (Community Engagement and Impact) by providing a structure that facilitates partnership creation and collaboration and professional development centers for professional educators in the field.

Various existing programs, services, and operations would or could be housed in the facility:

- ISU College of Education Twin Falls Center
- ISU Twin Falls Office for the Albion Center for Education Innovation
- Region IV TRIO
- Regional Math Resource Center
- ISU Community College Leadership program

#### **A future vision and opportunities**

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
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Evolving and future opportunities include:

- Consideration of partnering with Twin Falls School District to create an elementary school as a component of the project and as a lab school
- Expanded education research
- Direct linkage with Idaho SDE and Professional Standards Commission
- Revision and improvement of Idaho Career Technical Education (CTE) programming and continuing education support
- Childhood through college education lab research under one roof with shared resources and faculty
- Active research with regard to “education innovation in action,” including expanded K12-postsecondary education partnerships, collaboration, and pilot studies

**Moving forward**

Initial steps include a joint request from CSI and ISU for planning and design funding in order to fully develop and synchronize the operations, programming, and facility concept. This would culminate in a formal building request by the College of Southern Idaho and Idaho State University to the Permanent Building Council.

Attendant staffing and occupancy cost requests will follow as appropriate.



**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY: College & Universities**

FUNCTION: University of Idaho

ACTIVITY:

Agency No.: 510

Function No.: 04

Activity No.:

FY 2018 Request

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Original Submission X or

Revision No.     

A: Decision Unit No: <b>12.01</b>		Title: <b>Computer Science in Coeur d'Alene Phase 2</b>			Priority Ranking 1 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.5				2.5
PERSONNEL COSTS:					
1. Salaries	\$235,500				\$235,500
2. Benefits	89,700				89,700
3. Group Position Funding	92,000				92,000
TOTAL PERSONNEL COSTS:	\$417,200				\$417,200
OPERATING EXPENDITURES by summary object:					
1. Travel	\$2,000				\$2,000
2. Operating	8,000				8,000
3. Faculty Start-Up (one-time)	220,000				220,000
TOTAL OPERATING EXPENDITURES:	\$230,000				\$230,000
CAPITAL OUTLAY by summary object:					
1. Capital Outlay	\$3,000				\$3,000
2. Cyber-Security Laboratory	62,000				62,000
TOTAL CAPITAL OUTLAY:	\$65,000				\$65,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$712,200				\$712,200

**Supports institution/agency and Board strategic plans:**

**University of Idaho Strategic Plan and Process 2016-2025**

**Goal 3 (Transform), Objective A: Provide greater access to educational opportunities to meet the evolving needs of society.**

**Performance indicators:** The number of students enrolling in CDA computer science program will be the primary metric. Total number of UI students in Coeur d' Alene will also be tracked as it is expected to increase because of increased awareness of UI presence in the community.

*Students in the Coeur d'Alene vicinity will have access to a degree in a high demand career field.*

**Goal 2 (Engage), Objective C: Engage individuals (alumni, friends, stakeholders and collaborators), businesses, industry, agencies and communities in meaningful and beneficial ways that support the University of Idaho's mission.**

## BUSINESS AFFAIRS AND HUMAN RESOURCES

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**Performance indicators:** The number of industry participants and number of students involved in the co-op program will be tracked. The program will support a co-op program model of education providing contemporaneous work experience with industry partners as part of the curriculum for earning the Bachelor of Science degree program in Computer Science (BSCS).

*We will engage current and new industry partners through creation of internship opportunities, research collaborations, graduate job placement efforts and the innovative cooperative program with regional industry partners.*

### **Idaho State Board of Education FY 2016-2020 Strategic Plan**

**Goal 1 (A Well Educated Citizenry), Objective E: Education to Workforce Alignment – Deliver relevant education that meets the needs of Idaho and the region.**

North Idaho is home to a flourishing technology community. Implementing the BSCS program in the Coeur d'Alene region will better serve local students passionate about the field and the community, allowing them to remain in the CDA vicinity while receiving a meaningful, relevant education that they can parlay into a well-paying job without leaving the state.

Offering the BSCS in the Coeur d'Alene community will support the benchmark ratio by enrolling additional students who previously might not have been able to attend a BSCS program elsewhere.

**Performance Measure:** Number of enrolled students in this key STEM discipline. Number of graduates in high demand fields as defined by the Idaho Department of Labor.

Augmenting the BSCS program would support this effort to increase the number of graduates in information technology, a field considered to be high demand by the Idaho Department of Labor.

**Goal 3 (Effective and Efficient Educational System), Objective C: Alignment and Coordination – Facilitate and promote the articulation and transfer of students throughout the education pipeline (Secondary School, Technical Training, 2yr, 4yr, etc.).**

Students who would attend the University of Idaho in Coeur d' Alene (UICDA) BSCS would complete their first two years at North Idaho College, obtaining an Associate's Degree.

**Performance Measure:** Percent of Idaho community college transfers who graduate from four year institutions.

The UICDA BSCS program would directly contribute to increasing the percentage of students who transfer to four year institutions as it is a component of the program that they start their BSCS at North Idaho College, an Idaho community college.

### **Idaho SBOE Strategic Plan Current Initiatives:**

**2. Ensure college and career readiness**

**8. Strengthen collaborations between education and business/industry partners**

10. Develop transfer coordinated admission policies between community colleges and four year institutions to create pathways from 2-year to 4-year institutions.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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In addition to supporting goals, objectives, and performance measures of the SBOE Strategic plan, the UICDA BSCS program will support these “current initiatives”. Expanding the BSCS program to a full four years in CDA will: assist in ensuring career readiness (initiative 2) through extensive industry exposure and internship opportunities; solidify collaborations with industry partners (initiative 8) through current and new relationships fostered with area businesses, initiating program content consultation, internship opportunities, and research and development partnerships; and support coordinated admission policies that create pathways from 2 to 4-year institutions (initiative 10) through rigorous communication and collaboration between staff and faculty at both North Idaho College and the University of Idaho.

### **Description:**

The goal of this project is to provide talent development and research to support students and industry in northern Idaho in the critical area of computer science. We originally proposed a plan to expand computer science in two phases. Phase 1 is to establish the third year of coursework and Phase 2 is the final year of coursework to allow for an entire four-year BSCS with a critical mass of faculty to support economic development in northern Idaho. This request is the Phase 2 expansion to complete last year’s Phase 1 appropriation. As evidenced in other areas of the State and region, a BSCS would be a tremendous advantage for place-bound students in northern Idaho and provide key support to growing businesses in the area. It would greatly enhance the economic development of the region and move Idaho closer to its Complete College Idaho goals.

Currently students can obtain an associates degree in computer science from North Idaho College (NIC). With the Phase 1 appropriation for FY 2017 students are now able to stay in the area and complete their third-year of coursework from UICDA; however students will still need to transfer to the UI in Moscow for their final two semesters of coursework in order to complete their BS degree requirements. Funding this Phase 2 request will enable the UI to expand to a full four year BSCS so that students can graduate as early as May 2018 without having to leave the Coeur d’ Alene area. A unique characteristic of this program will be a cooperative (co-op) education track that will make industry-sponsored internships a part of the educational process. The co-op model was originally developed at the University of Cincinnati and has been adopted at many locations across the world over the last 100 years. Additionally, the program, in collaboration with local industry, will be an engine of innovation to support the research and development activities of local technology firms as well long-standing traditional industries, businesses, and government agencies. In this day and age, all industry is dependent on computational expertise. Such a program is just as critical to a competitive economy as are adequate roads, utilities, and other critical infrastructure.

### **Questions:**

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

This Phase 2 request is for 2.5 FTE positions plus adjunct and TA assistance: one experienced associate professor, one less experienced assistant professor, and converting a 0.5 FTE administrative assistant position to 1.0 FTE. We are also requesting funds to hire adjuncts from the community for four classes each year as well as three graduate teaching assistantships to support coordinated courses between Coeur d’ Alene and Moscow. One consequence of supporting a cooperative educational model is that we will need to offer classes more often to account for the internship

schedule so that students can graduate in a timely manner. These additional faculty and supporting staff will enable us to seek ABET accreditation which is essential for a viable CS degree program. This request includes equipping laboratories in CDA along with building out videoconferencing capacity in Moscow and CDA to enable delivery of selected critical courses and faculty and industry collaboration. Startup costs for the additional tenure track faculty are also requested. We are also submitting a detailed Notice of Intent (NOI) to the Board of Regents for their approval.

We are requesting this Phase 2 funding to complete our goal of supporting talent development and research in computer science in northern Idaho. There is growing demand for Computer Science BS education in northern Idaho. UI Moscow and NIC Computer Science programs are experiencing ~20% annual growth. In addition, skilled computer scientists are in high demand. The recurring costs are \$427,200 annually.

**2. What resources are necessary to implement this request?**

**a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.**

Associate Professor starting spring semester 2018 (note that salary savings from this mid-year hire will go towards funding faculty recruitment and start-up costs)

Assistant Professor starting fall semester 2017.

Administrative Assistant 0.5 FTE in fall 2017 will increase the current 0.5 FTE to a full-time position

**b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.**

The program is administered by the UI's College of Engineering and Department of Computer Science. We have considerable experience in administering distance programs in Boise and Idaho Falls. The Computer Science program in Coeur d' Alene will be absorbed into the existing structure. The UICDA staff will provide local support for recruiting and student success as well as collaborations with industry. They will also help deploy professional development opportunities for local professionals.

**c. List any additional operating funds and capital items needed.**

Based on our experiences with distance programs an annual budget of \$12,000, \$8,000, and \$15,000 will be needed for operating, travel, and equipment expenses, respectively. This Phase 2 request adds to the Phase 1 appropriation to obtain this budget need. In addition, we are requesting one-time funding for the cyber-security laboratory and faculty start-up.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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- 3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.**

The one-time fund request is for startup funds for the new faculty and Computer Security laboratory. The rest of the funding will be on-going annually. As mentioned above there is growing demand for Computer Science BS education in northern Idaho due to the flourishing technology community

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

The program will provide increased educational opportunities in computer science in northern Idaho. A growing contingent of Computer Science students at North Idaho College will have local access to a BSCS without leaving the area. NIC is engaged with the development team for this program and enthusiastic about cooperating to ensure its success.

The rapidly growing high tech industry in the region includes mostly small and medium sized businesses. These businesses are typically growth-constrained by the lack of trained computer scientists. Failure to establish this program will slow the production of these highly trained professionals which will, in turn, slow industry growth and jeopardize retention of these high wage and high growth potential companies which are critical to building a stronger economy.

- 5. If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first.**

Legislative action provided funding for Phase 1 (establish 3<sup>rd</sup> year of computer science training in Coeur d'Alene) to be implemented in fall semester of 2016. This Phase 2 request will enable the needed subsequent year of the program to allow northern Idaho students to obtain the BSCS degree without relocation.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: College & Universities**

Agency No.: 510

FY 2018 Request

FUNCTION: University of Idaho

Function No.: 04

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ACTIVITY:

Activity No.:

Original Submission X or  
Revision No. \_\_\_\_

Library Investment in Support of Achieving R1 Carnegie Classification					
A: Decision Unit No: <b>12.02</b>	Title:		Priority Ranking 1 of 1		
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	8.25				8.25
PERSONNEL COSTS:					
1. Salaries	\$357,900				\$357,900
2. Benefits	184,900				184,900
3. Group Position Funding	50,000				50,000
TOTAL PERSONNEL COSTS:	\$592,800				\$592,800
OPERATING EXPENDITURES by summary object:					
1. Travel for Faculty	\$7,500				\$7,500
2. Memberships	51,500				51,500
3. Travel for Memberships	30,000				30,000
4. Software Licenses	4,000				4,000
5. General Operating	4,500				4,500
TOTAL OPERATING EXPENDITURES:	\$97,500				\$97,500
CAPITAL OUTLAY by summary object:					
1. PC and workstation (OT)	\$25,200				\$25,200
2. Non-standard inflation	350,000				350,000
3. New journal titles	400,000				400,000
4. Monograph purchases	400,000				400,000
5. Equipment	50,000				50,000
TOTAL CAPITAL OUTLAY:	\$1,225,200				\$1,225,200
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$1,915,500				\$1,915,500

**Supports institution/agency and Board strategic plans:**

**State Board of Education Goal 2: Objective B**

Increase creation and development of new ideas and solutions that benefit society.

**University of Idaho Goal 1: Innovate Objective B**

Create, validate and apply knowledge through the co-production of scholarly and creative works by students, staff, faculty and diverse external partners.

**Performance Measure: Become a Carnegie R1 institution**

These resources are needed to support the faculty and students to build the programs and research expected by Carnegie R1 institutions.

**Description:**

This proposal enables the Library to provide essential support for the University of Idaho as it expands its research portfolio and aspires to achieve Carnegie Very-High (R1) status. This will be achieved by expanding the Library's capacity to match peer and aspirational peer institutions. This increased capacity will significantly increase support for research and scholarship, student success, and outreach to the larger Idaho community.

**Questions:**

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

We are requesting personnel and operating expenses to enable the Library to provide a suite of services to University students and scholars that advance its research, teaching, and land-grant missions. External peer reviewers note that, while the University of Idaho Library has the distinction of being the largest research library within the state, "within the larger world of research libraries, the University of Idaho Library has failed to measure up."

Specifically, the Library intends to accomplish several actions under this umbrella:

- Develop a First Year Experience instruction program (.75 instructor)
- Build faculty research and curricular support in college liaison program (1 FTE)
- Support data management, deposit, reuse, and curation (1 FTE)
- Enable development of a robust institutional repository (1 FTE)
- Permit safe and secure operation of 24-hour facility (1 FTE)
- Provide technical support for faculty in processing activities (1 FTE)
- Address new role of collecting and preserving institutional history (1 FTE)
- Support innovative learning with primary source materials (1 FTE)
- Enable ability to communicate with broad academic and library communities (.5 FTE)

These activities are essential components of today's leading research libraries. Additionally, this support enables the University of Idaho to further grow its outreach to statewide libraries and museums. We currently share our expertise through webinars and workshops; much more statewide outreach could be done with additional support.



## BUSINESS AFFAIRS AND HUMAN RESOURCES

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### 2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
  1. Position: Social Sciences Librarian, Assistant Professor, \$50,000; FT/FY, tenure-track, benefit-eligible, date of hire: start AY18
  2. Position: Resident Librarian, Instructor, \$35,000, FT/AY, non-tenure track, benefit-eligible, date of hire: start AY18
  3. Position: University archivist, Assistant Professor, \$50,000, FT/FY, tenure-track, benefit eligible, date of hire: start AY19
  4. Position: Night supervisor, Circulation, library technician, PG 4 with night differential, \$29,120, FT, classified, benefit eligible, date of hire: July 2017
  5. Position: Institutional repository programmer, PG 7, \$43,700, FT, classified, benefit eligible, date of hire: July 2017
  6. Position: Metadata Librarian, Assistant Professor, \$50,000, FT/FY, tenure-track, benefit eligible, date of hire: start AY18
  7. Position: Archivist for Instruction and Engagement, Assistant Professor, \$50,000, FT/FY, tenure-track, benefit eligible, date of hire: start AY19
  8. Position: Data services support, Library technician, PG 4, \$28,080, FT, classified benefit eligible, date of hire, July 2017
  9. Position: Marketing/Communication staff, PG?; \$22,000, PT/FY, classified, benefit eligible, date of hire, AY18
  10. Student employment: \$50,000
- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
- c. List any additional operating funds and capital items needed.
  - Operating funds
    - Faculty travel: \$7,500
    - Phones, supplies, etc.: \$4,500
    - Software licenses: \$4,000
    - Memberships and travel
      - Greater Western Library Alliance, \$16,000
      - Orbis Cascade Alliance, \$20,000
      - HathiTrust, \$15,000
      - Coalition for Networked Information, \$10,000
      - Research Data Alliance, \$5,000
      - Council on Library and Information Resources, \$4,645
      - Digital Library Federation, \$4,620
      - Scholarly Publishing and Academic Resources Coalition (SPARC), \$6,181
  - Capital outlay
    - Office furniture and computers: \$25,200

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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- Non-standard periodical inflation added to base: \$350,000
- New periodical titles, \$400,000
- Monographs: \$400,000
- Equipment (e.g., Microfilm reader/printers, scanners): \$50,000

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

With the exception of the start-up capital outlay for offices and computers, all of these budget requests are on-going investments.

Investments in Special Collections staff and memberships in appropriate library organizations heightens our ability to seek and secure external funding. The Library has been increasingly active in grantsmanship and several collections offer opportunities for this activity. For example, the Library recently secured a National Endowment for the Humanities grant in partnership with the Latah County Historical Society that will result in the preservation, digitization, and dissemination of unique privately-owned regional history resources.

Additionally, robust data curation and open access institutional repository infrastructure will increase competitiveness for grants across all of the University. These are areas that many granting agencies, including the National Science Foundation, Department of Defense, and the National Endowment for the Humanities, have deemed to be crucially important. The positions in this proposal are essential to creating and maintaining this infrastructure.

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

This request is designed to serve all members of the university community (all disciplines, all types of research) It addresses student support from the beginning of a student's career until the ultimate goal of graduation, thus building graduates who are competent and competitive in today's information-rich world. It supports our researchers, adding depth to emerging disciplines and foci of the University. This proposal also provides support for the University of Idaho's land-grant mission to serve the state. The Library provides special consulting services to all Idaho libraries and shares resources with the same. This investment will provide opportunities for additional student internships and community partnerships, such as has transpired with the Latah County Historical Society, Potlatch, Nampa, and Kendrick-Juliaetta's Heritage Society.

The various activities represented in this request support the University of Idaho Library's professional obligation to participate in national dialogues about the future directions of libraries and, by extension, raises the state's profile and prestige.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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If unfunded, the University of Idaho will find it difficult to support its goal of becoming a Carnegie R1 institution. If not funded, Idaho would remain as one of the very few states without an adequately funded and staffed research library and this outcome impacts the state in multiple ways; for example, it would ensure that the University of Idaho Library remains adequate for many uses but well short of attaining the stature that would support both the current and aspirational needs of the University. Lack of funding would also keep the ability of the Library to perform essential outreach to Idaho at a minimum despite demonstrated need and demand.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: Lewis-Clark State College**

FUNCTION: General Education

ACTIVITY: Health Professions

Education Expansion

Agency No.: 511

Function No.:

Activity No.:

FY 2018 Request

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Original Submission X or

Revision No. \_\_\_\_

HEALTH PROFESSIONS EDUCATION EXPANSION					
A: Decision Unit No: <b>12.01</b>	Title: <b>HEALTH PROFESSIONS EDUCATION EXPANSION</b>			Priority Ranking 1 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	6.00				6.0
PERSONNEL COSTS:					
1. Salaries	\$295,200				\$295,200
2. Benefits	135,200				135,200
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$430,400				\$430,400
OPERATING EXPENDITURES by summary object:					
1. Travel	\$2,000				\$2,000
2. Operating Expense	5,000				5,000
TOTAL OPERATING EXPENDITURES:	\$7,000				\$7,000
CAPITAL OUTLAY by summary object:					
1. PC and workstations (six)	\$18,000				\$18,000
TOTAL CAPITAL OUTLAY:	\$18,000				\$18,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$455,400				\$455,400

**Supports institution/agency and Board strategic plans:** This request supports State Board Goal 1 (Well Educated Citizenry), Objective C (Higher Level of Educational Attainment) by providing highly qualified faculty to deliver high-demand programming and an advisor to support student progression toward degree completion. It also supports Objective E (Education to Workforce Alignment) and LCSC Goal 1 (Sustain and enhance excellence in teaching and learning), Objective 1A (Strengthen courses, programs, and curricula consonant with the mission and core themes of the institution, through the delivery of high quality programs that meet regional and statewide needs).

**Performance Measures:** Objective C: Percentage of Idahoans (ages 24-35) who have a college degree or certificate requiring one academic year of more of study—benchmark: 60%. Objective E: Numbers of graduates in high demand fields as defined by the Idaho Department of Labor—benchmark: TBD.

**BUSINESS AFFAIRS AND HUMAN RESOURCES****JUNE 16, 2016**

**Description:** This request targets two key health professions areas: Kinesiology and Social Work. The four (4) faculty and two (2) staff positions sought in this line item request support expansion of high performing, high quality programming in high demand areas, as identified in the program prioritization process.

- **Priority 1.** 1.0 FTE Kinesiology Assistant Professor, 12 month contract: The Kinesiology major is in high demand, as evidenced by the growth in Kinesiology majors, tabled below. Graduates in Kinesiology are prepared for advanced study in Physical Therapy (IDOL Hot Job #3), Physician Assistant (IDOL Hot Job #5), and medical school (IDOL Hot Job #15). Additional areas in which Kinesiology graduates find career opportunities include education, therapeutic exercise, geriatric wellness, health and fitness leadership, sports training, coaching, athletic medicine, sports and fitness communication, and commercial fitness. According to the Bureau of Labor Statistics, jobs for Kinesiology graduates in nursing homes, residential care, and other health-oriented facilities are projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Addition of this 1.0 FTE position supports admittance of an additional 25 students to the Kinesiology major, and this position will also support expanded summer school course offerings. Total cost of the position including salary, benefits, OE and CO is \$102,500.

**KINESIOLOGY ENROLLMENT BY MAJOR AND ACADEMIC YEAR**

<b>MAJOR</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
KINESIOLOGY-SECONDARY EDUCATION	24	13	34	22
KINESIOLOGY- EXERCISE SCIENCE/SPORT MEDICINE	64	72	73	32
KINESIOLOGY - HEALTH PROMOTION/PERSONAL TRAINING/WELLNESS COACHING	23	32	32	24
KINESIOLOGY- SPORT ADMINISTRATION	34	31	41	43
KINESIOLOGY - YOUTH SPORTS/RECREATION	1	1	1	1
SPORT ADMINISTRATION	35	43	56	60
EXERCISE SCIENCE (FIRST YEAR AY14-15)	0	0	13	45
	181	192	250	227

- **Priority 2.** 1.0 FTE Kinesiology Assistant Professor, 9 month contract: Same justification as noted above. Addition of this 1.0 FTE position supports admittance of an additional 25 students to the Kinesiology major, and provides

## BUSINESS AFFAIRS AND HUMAN RESOURCES

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expanded course offerings during the traditional academic year. Total cost of position including salary, benefits and capital outlay is \$78,100.

- **Priority 3.** 1.0 FTE Health Professions Program Advisor: To maintain strong enrollment or increase enrollments in high demand health-focused programs requires specialized advising and follow-up, particularly for students transferring to LCSC. A dedicated Health Professions Advisor will assist students in choosing the appropriate health profession for their interest and aptitude, evaluate transcripts, and develop a degree completion plan. In the Central Advising Center, advisors carry advising loads of 125+ freshman students. In high demand health-focused programs, faculty advising loads are 35+ students. The addition of a 1.0 FTE, 11-month exempt position supports advising of up to 200 health profession students. Total position cost including salary, benefits, travel and CO is \$66,800.
- **Priority 4.** 1.0 FTE Social Work Assistant Professor, nine month contract: There continues to be strong interest in the Social Work major at LCSC, particularly in a delivery format that reaches a broad audience. Social workers are employed in a variety of settings, including mental health clinics, schools, child welfare and human service agencies, hospitals, settlement houses, community development corporations, and private practices. Driven by the increased demand for healthcare and social services, jobs in social work are expected to increase 12% over the next decade. LCSC Social Work graduates are prepared for advanced study in programs such as the MSW offered by Boise State University. Addition of this position allows for program expansion of up to 25 students, while maintaining compliance with the Council on Social Work Education requirement of a 25 to 1 student-to-faculty ratio. An additional faculty position also provides an opportunity to deliver portions of the program in an online format (hybrid program) to better meet the needs of distant students and working professionals. This nine-month position provides expanded course offering and clinical supervision during the traditional academic year. Total position cost including salary, benefits, OE and CO is \$78,100.
- **Priority 5.** 1.0 FTE Social Work Assistant Professor, nine-month contract: Same justification as noted above. Addition of a 1.0 FTE Assistant Professor supports admittance of up to 25 new students to the Social Work major. This nine-month position provides expanded course offerings and clinical supervision during the traditional academic year. Salary, benefits, and capital outlay total: \$75,600.
- **Priority 6.** 1.0 FTE Administrative Assistant: Program expansion, particularly in the Kinesiology major, will require additional administrative assistant support. Salary, benefits, and CO total: \$54,600.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**Questions:**

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

Position and support funds are detailed and prioritized above. No base funding currently exists for expansion of programming.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

See position detail, above. Five positions are 1.0 FTE, benefit-eligible positions, with anticipated hire dates of August 2017; the Program Advisor is an 11-month, benefit eligible position, with the same anticipated hire date.

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

Existing operations will be positively impacted through reduced advising loads and improved faculty-to-student ratios.

- c. List any additional operating funds and capital items needed.

Operating funds of \$5,000 (\$2,500 each, for both Kinesiology and Social Work) will support the purchase of instructional materials and course development. An additional \$2,500 is requested for travel expenses for the Program Advisor position. Capital Outlay includes a computer workstation for each of the six requested positions (\$3,000 each; \$18,000 total).

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

With the exception of Capital Outlay, the request is for ongoing State General Funds. This proposal is scalable: Option 1 provides the resources necessary to expand both Kinesiology and Social Work for a cost of \$455,400. Option 2 provides the resources to significantly expand our priority program (Kinesiology) through the addition of two faculty and two support staff (Health Program Advisor and Administrative Assistant), for a cost of \$301,700.

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

Two in-demand programs will be expanded by the addition of four (4) faculty positions and one (1) program advisor. These positions will sustain the upward trajectory in program enrollment and meet the demand for flexible (hybrid) programming.



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If the request for faculty lines is not funded, we will seek qualified adjuncts when possible, and grow the Kinesiology program in small increments. If not funding is forthcoming, there will be no Social Work program expansion due to accreditation driven student-to-faculty ratios.

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**AGENCY: Lewis-Clark State College**

FUNCTION: General Education

ACTIVITY: Advising & Career

Readiness

Agency No.: 511

Function No.:

Activity No.:

FY 2018 Request

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Original Submission X or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.02</b>		Title: <b>ADVISING &amp; CAREER READINESS</b>			Priority Ranking 2 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	4.00				4.0
PERSONNEL COSTS:					
1. Salaries	\$157,000				\$157,000
2. Benefits	81,500				81,500
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$238,500				\$238,500
OPERATING EXPENDITURES by summary object:					
1. Travel	\$2,500				\$2,500
2. Operating Expense	9,700				12,200
3. Scholarships	135,000				135,000
TOTAL OPERATING EXPENDITURES:	\$147,200				\$147,200
CAPITAL OUTLAY by summary object:					
1. PC and workstations (four)	\$12,000				\$12,000
TOTAL CAPITAL OUTLAY:	\$12,000				\$12,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$397,700				\$397,700

**Supports institution/agency and Board strategic plans:** This request supports State Board Goal 1 (Well Educated Citizenry), Objective A (Access), Objective B (Adult Learner Reintegration) and Objective C (Higher Level of Educational Attainment), as well as LCSC Goal 2 (Optimize student enrollment and promote student success), Objective 2B (Retain and graduate a diverse student body) and LCSC Goal 3 (Strengthen and expand collaborative relationships and partnerships), Objective 3A (Increase volunteer, internship, and career placement opportunities).

**Performance Measures:** Objective A: Increase the percentage of students whose financial need was fully met by 15% over 5 years; 85% graduating student debt of weighted peers; Objective B and C: Percentage of Idahoans (ages 24-35) who have a college degree or certificate requiring one academic year or more of study—benchmark: 60%. Objective E: Ratio of non-STEM to STEM baccalaureate degrees conferred in STEM fields.

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**Description:** Lewis-Clark State College requests \$397,700 in on-going funds to support student success through specialized advising, career counseling and guidance, and expansion of the Work Scholars program. These requests support the State Board of Education and institutional strategic plans and will serve diverse groups of students (i.e., veterans, Coeur d'Alene-based students, and Work Scholars), as well as the general student population at Lewis-Clark State College.

- **Priority 1.** 1.0 FTE Veteran's Services Coordinator/Advisor: Currently, the College has no staff specifically and exclusively dedicated to supporting veterans. Veteran students comprise a significant part of the College's FTE (4.5% in fall 2015), and many veterans require services beyond just educational benefits processing. Greater scrutiny is required during academic advising process due to the fact that educational benefits for veterans are strict and allow very little latitude in student course scheduling. An advising error could result in veterans having to repay portions of their benefits and/or increase loan debt. LCSC has also seen an increase in incidents of post-traumatic stress disorder among its veteran student population. Services for these students must be brokered among college and community resources, requiring a significant amount of staff time. Increased staff support would also put the College in a position to compete for grant programs earmarked for the veteran population. Total cost of the position including salary, benefits, OE and CO is \$72,100.
- **Priority 2.** 1.0 FTE Career Counselor: The College is continuing to serve freshmen with a centralized advising program wherein students are required to develop a degree completion plan, build class schedules, and develop a draft career plan which evolves throughout their undergraduate experiences. Centralized advising has served over 2,500 students since the program started and serves approximately 800 students at present; there is little time for staff to spend on ongoing career advising. Idaho Business for Education, Idaho Department of Labor, legislators, and State Board of Education members have all challenged higher education to produce students who are "career ready." Increasing career counseling staff will enable the College to expand opportunities for students to explore career options, evaluate their choice of academic major (which also reduces length of time to degree), and broker more opportunities for students to pursue internships and other work experiences. Furthermore, expansion of career-oriented programming will enable the College to partner with regional school districts as they develop and improve their career guidance and college planning programs, per funding provided by the legislature. Total position cost including salary, benefits, and CO is \$61,100.
- **Priority 3.** 1.0 FTE Career Counselor: Same justification as noted above, except that operating expense supporting this position is also requested. Total position cost including salary, benefits, OE and CO is \$70,800.
- **Priority 4.** 1.0 FTE Student Services Generalist: As LCSC pursues a partnership with the University of Idaho and North Idaho College to develop a collaborative use facility in Coeur d'Alene, it is poised to expand services to

## BUSINESS AFFAIRS AND HUMAN RESOURCES

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students who complete bachelor's degrees in North Idaho. The College's enrollment in Coeur d'Alene totaled 468 students in the fall of 2015. A Student Services Generalist would supplement existing personnel at the collaborative use facility, and will focus on academic advising, financial aid, and enrollment counseling. Salary, benefits, and capital outlay total: \$58,700.

- **Priority 5.** Expansion of the Work Scholars program: The LCSC Work Scholars model is, in its inaugural year, validating the Work College concept as a means for Idaho students and families of limited economic means to gain access to higher education. There is significant demand for this program. The program was initially funded at a level designed to serve 20 students; through cost savings, we have been able to accommodate 22, but the program is currently running at capacity, both in terms of scholarships and worksites. The statistics supporting the success of the Work Scholars program are compelling: 90% of our first generation and minority college students were retained semester-to-semester in our first year. Seventy-seven percent of our scholars are first generation college students, and 13% are American Indian, Hispanic or Latino. The average Work Scholar GPA is 3.40, and through inclusion in the Work Scholars program, 80% have reported that they were able to reduce or eliminate their reliance on student loans. We are requesting funding to increase the capacity of this program to from 20 to 38 slots in FY18. Operating expense total: \$135,000.

### Questions:

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

Position and support funds are detailed and prioritized above. Currently, many activities are conducted as additional duties by existing staff. The College employs one staff member in the Financial Aid Office who processes veteran's educational benefits as part of her job. We employ a three-quarter time staff member who is tasked specifically with career counseling, and other staff members provide career guidance as part of their advising duties. If the requested funding is provided, we will establish a dedicated Career Center, staffed with two career counselors, the existing three-quarter time employee, and a dedicated director, whose current position will be repurposed to lead career education/guidance efforts.

2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

See position detail, above.

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

See question 1, above.

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- c. List any additional operating funds and capital items needed.

Capital Outlay includes a computer workstation for each of the four requested positions (\$3,000 each; \$12,000 total). In addition, \$9,700 is requested as ongoing operating expense for career counseling, and \$2,500 travel funding for the Veteran's Coordinator.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

With the exception of Capital Outlay, the request is for ongoing State General Funds. This proposal is scalable in four ways. Option 1 provides the resources necessary to support all the proposed initiatives (total cost: \$397,700). Option 2 provides resources to enhance career counseling with two Career Counselors and one Student Services Generalist (total cost: \$190,600). Option 3 provides resources for the expansion of the Works Scholars program only (total cost: \$135,000). Option 4 provides resources to enhance advising with the Veteran's Coordinator and one Student Services Generalist (total cost: \$130,800).

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

The College believes these investments will increase student access, student retention, and student completion. The College's current graduation rate is 27%; with improved advising, we believe we can increase that rate to over 30% within three years. The College's retention rate is 60%, and if this initiative is funded, we should be able to achieve our stretch goal of 70% institutional retention. If not funded, the College will continue to offer minimal services, using existing staff, impacting veteran and Hispanic students, as well as all students generally, with regard to career education and development. If funded, expansion of the College's Work Scholars program will enable students to have access to higher education who might not otherwise be able to afford college.

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**JUNE 16, 2016**

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**AGENCY:** Division of Career Technical Ed

Agency No.: 503

FY 2018 Request

FUNCTION: Postsecondary Programs

Function No.: 03

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ACTIVITY:

Activity No.:

Original Submission X or  
Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>Postsecondary capacity expansion</b>			Priority Ranking 1 of 11
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	19				19
PERSONNEL COSTS:					
1. Salaries	\$1,434,800				\$1,434,800
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$1,434,800				\$1,434,800
OPERATING EXPENDITURES by summary object:					
1. Various	\$255,500				\$255,500
TOTAL OPERATING EXPENDITURES:	\$255,500				\$255,500
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:	\$677,700				\$677,700
T/B PAYMENTS:	0				0
LUMP SUM:	0				0
GRAND TOTAL	\$2,368,000				\$2,368,000

**Supports institution/agency and Board strategic plans:**

***Goal 2: Innovation and Economic Development.***

**Objective A: Workforce Readiness:**

Prepare students to efficiently and effectively enter and succeed in the workforce.

**Overview:**

The Division of Career Technical Education funds programs at the 6 Postsecondary institutions throughout the state. Years of flat funding and increased demands on Idaho students to achieve postsecondary education have resulted in long waiting lists for programs across the State and have limited Idaho employers in being able to hire qualified employees. If Idaho cannot accommodate these increased educational demands, it forces students to seek education out of State and can force employers to

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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look out of state to hire the qualified employees. These jobs are often high wage and high demand, which benefit not only the students seeking the education but help to stimulate the economy by providing higher paying jobs and a better educated workforce.

There was \$3.8 million appropriated for this purpose in the FY 2017 appropriation, which is being used to expand program capacity at the technical colleges statewide. As a result, it is estimated that 410 Idaho additional students will be placed in specific programs to help meet workforce demands. With this line item, CTE builds on that effort and expects to help an additional 248 Idaho students prepare for currently unfilled job openings for lack of skilled workers. This line items requests ongoing personnel and operating expenses as well as one-time capital outlay to initiate or expand 16 postsecondary CTE programs across the state.



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**JUNE 16, 2016**

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**AGENCY:** Division of Career Technical Ed

Agency No.: 503

FY 2018 Request

FUNCTION: General Programs

Function No.: 02

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ACTIVITY: Secondary Funding

Activity No.:

Original Submission X or  
Revision No. \_\_\_\_

A: Decision Unit No: <b>12.02</b>		Title: <b>Secondary Added Cost Funding</b>			Priority Ranking 2 of 11
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Various					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$375,000				\$375,000
LUMP SUM:	0				0
GRAND TOTAL	\$375,000				\$375,000

**How connected to institution/agency and Board strategic plans:**

***Goal 2: Innovation and Economic Development.***

**Objective A: Workforce Readiness:**

Prepare students to efficiently and effectively enter and succeed in the workforce.

**Description:**

Added-cost funding to secondary CTE programs helps ensure program quality by funding the additional costs associated with delivering CTE programs as compared to academic programs. These programs tend to be technology and capital intense and are constantly challenged with maintaining up-to-date equipment. Teaching CTE

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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programs using modern technology provides students with the latest and most relevant skills to meet current workforce demands

Idaho Career Technical Education is requesting \$375,000 ongoing from the State General Fund to increase CTE's secondary schools added-cost funding by 5% for all CTE secondary programs.

### **Questions:**

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

The request is for an ongoing increase of 5% for all secondary programs.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service. N/A

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

- c. List any additional operating funds and capital items needed. N/A

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.) Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

See cover sheet.

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

Students enrolled in secondary CTE programs are served by this request.

The impact of this request is to help offset the increased costs associated with running the secondary CTE programs and provide students with a learning environment that most closely mirrors the actual workplace demands.

Students, secondary schools and CTE programs would be impacted if the request were not funded.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY:** Division of Career Technical Ed

Agency No.: 503

FY 2018 Request

FUNCTION: Dedicated Programs

Function No.: 04

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ACTIVITY: Industry Partnership

Activity No.:

Original Submission  X  or  
Revision No. \_\_\_\_

A: Decision Unit No: <b>12.03</b>		Title: <b>Industry Partnership Fund</b>			Priority Ranking 3 of 11
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Various					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$1,000,000				\$1,000,000
LUMP SUM:	0				0
GRAND TOTAL	\$1,000,000				\$1,000,000

**Supports institution/agency and Board strategic plans:**

**Goal 1, Objective E: Education to Workforce Alignment- Deliver relevant education that meets the needs of Idaho and the region.**

**Description:**

In the 2016 legislative session, Senate Bill 1332 established an Industry Partnership Fund for the purpose of providing timely access to relevant college credit and noncredit training and support projects. Technical colleges will work with regional industry partners to provide a rapid response to gaps in skills and abilities using moneys from the fund.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**

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This bill was not funded in the 2016 legislative session. This line item requests ongoing funding for the Industry Partnership Fund to allow the six postsecondary technical colleges to react swiftly to the educational needs of industry.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** Division of Career Technical Ed  
**FUNCTION:** Postsecondary Programs  
**ACTIVITY:** Eastern Idaho Technical College

Agency No.: 503/504  
 Function No.: 03  
 Activity No.:

FY 2018 Request  
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 Original Submission X or  
 Revision No. \_\_\_\_

A: Decision Unit No: <b>12.04</b>		Title: <b>EITC Human Resource position</b>			Priority Ranking 4 of 11
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.00
PERSONNEL COSTS:					
1. Salaries	\$52,300				\$52,300
2. Benefits	22,800				22,800
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$75,100				\$75,100
OPERATING EXPENDITURES by summary object:					
1. Various					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$75,100				\$75,100

**Supports institution/agency and Board strategic plans:**

**Goal 3, Objective D: Productivity and Efficiency-** Apply the principles of program prioritization for resource allocation and reallocation.

**Questions:**

In the past, Eastern Idaho Technical College (EITC) Human Resource positions were handled as an “additional duty” along with other College functions. Last year (2014-15) Human Resources was handled by a support/clerical position assigned to HR. This academic year EITC found funding within EITC budgets and were able to hire a full-time HR position to manage the complexities of the State HR systems/benefits as well as local requirements including payroll functions.

## BUSINESS AFFAIRS AND HUMAN RESOURCES

JUNE 16, 2016

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In addition to transactional workload, this position has a higher level of responsibility than a “typical” HR Specialist:

- As the sole Human Resource professional for the agency, provides planning and management for all Human Resources processes and procedures;
- Position functions as a “business partner”, serving on the President’s Advisory Council and the Executive Committee;
- Represents the College in the community;
- Responsible for developing policy and procedure, developing and conducting training;
- Responsible for HR systems planning for the potential change to a community college next spring

Personnel costs are the largest single operating cost of the College. Personnel costs accounted for \$7.4 million of the \$11.8 million dollars in total operating costs for fiscal year ending June 30, 2015; over 60%. Effective personnel management is critical to the operation of the college.

### Request for HR Specialist - EITC

- Current FT positions as of Fall 2016: 110
- Current PT & Adjunct NOT including Fire Service Training (FST): 253
- Part Time FST: 214 (EITC does all the hiring administration and payroll processing, so Fire Service Training is as much HR “work” as other part-time employees)
- **Total Employees (FT & PT): 577**
- New hires processed each year approximately **95**.
- Total processed New Hires and Rehires is **218** per year.

Given the complexities and personnel risks facing each post-secondary institution, the request for a full FTE HR Specialist is EITC’s highest priority for this funding period.

### Questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base? EITC is requesting 1 FTE Human Resources Senior position for EITC. EITC currently has one position in HR that is required to do all of the payroll plus all the employee HR functions. This position does all of the payroll for EITC employees plus all of the workforce adjunct who teach workforce classes. EITC has over 11,000 students each year that are in workforce or community education. EITC also has taken over the Fire Service training for the State. This requires HR support and payroll functions. It is important that EITC provide adequate services for all of its employees and protect their rights.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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This position would be at the level to work with the other HR professionals in the State.

2. What resources are necessary to implement this request? EITC would need to hire a HR Senior and use its current position of specialist to do payroll and other functions at the specialist level.
  - a. List by position: Human Resources Senior Position, Pay grade M, Full time with benefits. This person would start when funding is approved
  - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted. This would be a new position at EITC.
  - c. List any additional operating funds and capital items needed. No new operating or capital funds are needed
3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.) This is an on-going request for funding
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Employees are greatly affected by the service of the HR department. Hiring, firing, retirement, CEC and many other areas need to be covered by a well-educated HR employee. New reporting is now being required for HR departments to meet Federal guidelines. If this request is not funded, employees may not get the information to make decisions that could affect employment and retirement. Because of the increase of new faculty, workforce training demands and Fire Service education for the State, this position is critical to ensure that employees are paid on time and have the HR support they need to make employment decisions.

5. If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first. There are many requests, and this request will replace some of those requested in previous years. EITC has re-evaluated some of the priorities on the EITC campus and a fully functioning HR department is very important to the stability of EITC. This was submitted last year but was not funded. This would be EITC's top priority for funding this year.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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April 25, 2016

Recommendation for HR Specialist Senior for EITC

The requested Human Resources Senior position is the highest priority for EITC in this next budgeting cycle. EITC has not had the benefit of a highly qualified and experience HR position in the past. Given the myriad of complex federal, state, local and college hiring requirements, a seasoned expert in human resources is a necessity. A college relies heavily on employees in the fulfillment of its teaching and learning mission. Having a senior, seasoned HR professional is indispensable in order to recruit, retain and grow our expanding workforce. EITC is competing for the recruitment of a professional workforce as well as attempting to retain our existing faculty and staff. At this point, EITC has only one HR position, and that position is working out of class given the extent of required duties. Outside of managing our complex professional workforce, a single HR mistake in the hiring or mishandling of a personnel issue could be costly to the institution. Additionally, our existing workforce of faculty, staff and managers all have ongoing professional development requirements which would be integrated into this position's job duties.

Given the challenging hiring requirements for technical and professional positions, EITC will need an experienced HR professional to attract and employ into our workforce. It is equally important for EITC to ensure existing employees understand their benefits and are mentored toward professional development and career progression. Without an expert in this strategic position EITC may experience constant turnover of highly skilled employees to other employment opportunities or the possibility of an employment or discipline mistake. Increasing the status and compensation of this HR position will better ensure expertise and consistency in this position.

Regards,

A handwritten signature in black ink, appearing to read "Dr. Rick Aman", with a long horizontal line extending to the right.

Dr. Rick Aman

Interim President, Eastern Idaho Technical College



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**AGENCY:** Division of Career Technical Ed

Agency No.: 503

FY 2018 Request

FUNCTION: Related Services

Function No.: 05

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ACTIVITY: Adult Basic Education

Activity No.:

Original Submission X or  
Revision No. \_\_\_\_

A: Decision Unit No: <b>12.05</b>		Title: <b>Adult Basic Education Expansion</b>			Priority Ranking 5 of 11
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Various					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$250,000				\$250,000
LUMP SUM:	0				0
GRAND TOTAL	\$250,000				\$250,000

**Supports institution/agency and Board strategic plans:**

**Goal 1, Objective B: Adult learner Re-Integration** – Improve the processes and increase the options for re-integration of adult learners, including veterans, into the education system.

**Executive Summary**

- **Funding type:** Trustee benefits/local provider grants
- **Total Funding Request:** \$1,090,900
  - **Increase amount:** \$250,000
- **Description:** Additional funds are needed to expand the Adult Basic Education Program's capacity to transition underprepared adults into college and meaningful employment. Specifically, funds will be used to expand instructional hours and staff capacity, expand instructional offerings, increase services for

rural communities, and allow for competitive salaries to attract and retain high-quality, effective instructors.

- **Justification:** It is unlikely that Idaho can meet its goal of a 60% college completion rate, let alone the employer demands for a highly skilled workforce by focusing solely on high school graduates. Therefore it is vital that the state establish and expand other pathways for students to receive education and training. As an integral part of Idaho's workforce development system and post-secondary student pipeline, Adult Basic Education plays a critical role in establishing and sustaining these pathways. Idaho's ABE programs have the potential to serve as a significant on-ramp into post-secondary education and training for non-traditional, underprepared, and returning adult students. Increased support for these programs will improve outcomes in GED completion, post-secondary enrollment, student employment, and median wage earnings.
- **Additional Considerations:**
  - ABE experienced an overall 12.5% decrease in funds over the course of the recession, as compared to FY08. Funds have remained at this decreased level (\$840,900) since FY11.
  - Our federal grant requires local maintenance of effort at 90%, so any increase that is awarded must be met at 90% year-over-year.

### **Expanded Narrative**

We are requesting an ongoing funding increase in trustee/ benefit in the amount of \$250,000 for Adult Basic Education. Idaho's ABE program is carried out through six regions, with one public college or university providing services for each region. This request represents a realistic, but meaningful budget increase that would allow all six regions to improve and sustain their program offerings. As a result, our program will increase its capacity to educate and transition underprepared adults into college and careers. Increased support for these programs will also improve outcomes in GED completion, post-secondary enrollment, student employment, and median wage earnings.

Adult Basic Education (ABE) is a federally authorized program and an integral component of Idaho's workforce development and post-secondary system. The ABE program, which is located across six of Idaho's colleges and universities, offers rigorous academic instruction to adults who need to improve their skills in literacy, math, and the English language in order to get a job, improve a career, and/or successfully "go on" to college and training.

As authorized under the Workforce Investment Act (WIA) of 1998, the ABE program was historically focused on providing academic instruction up to and including high-school equivalency. However, in the latter years of WIA, the focus expanded significantly to include college and career readiness. In 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA) which replaced the prior law. Under

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the new law, college and career readiness was formalized as one of ABE's major functions.

The passage of WIOA is an important opportunity to help Idaho meet its educational goals and workforce needs. Idaho is not likely to reach its goal of a 60% college completion rate—let alone meet employer demands for a highly skilled workforce—by focusing solely on high school graduates. Therefore, it is vital that the state establish other pathways for other types of students to receive education and training. With many of the changes presented in the new law, Idaho's ABE programs have the potential to serve as a significant on-ramp into post-secondary education and training for non-traditional, underprepared, and returning adult students.

While WIOA presents a large step toward improving Idaho's workforce development system, these new opportunities also pose budgetary challenges for the ABE program. In order to expand and sustain comprehensive college and career readiness services, local providers will require additional planning capabilities, expanded instructional hours and offerings, and the ability to attract and/or retain high-quality instructors with competitive pay. Local providers will also be expected to increase the level of collaboration and planning with their post-secondary institutions and other agencies and workforce development programs.

As an additional point of interest, the timing of this allocation will coincide with Idaho's new competitive grant application process under the new law for ABE providers. This process will ensure that increased funding levels are being used to support well-vetted, high-quality programs. We plan to run the competition in late 2016/early 2017, with final grant awards being allocated on July 1, 2017.

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**AGENCY: Division of Career Technical Ed**

**FUNCTION:** Dedicated Programs

**ACTIVITY:** Secondary Education

Agency No.: 503

Function No.: 04

Activity No.:

FY 2018 Request

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Original Submission X or

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A: Decision Unit No: <b>12.06</b>		Title: <b>Secondary Incentive Funding</b>			Priority Ranking 6 of 11
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	1.0				1.0
PERSONNEL COSTS:					
1. Salaries	\$41,000				\$41,000
2. Benefits	20,400				20,400
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$61,400				\$61,400
OPERATING EXPENDITURES by summary object:					
1. Program administration - Ongoing	\$10,000				\$10,000
2. Performance data system- One-Time	75,000				75,000
TOTAL OPERATING EXPENDITURES:	\$85,000				\$85,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$350,000				\$350,000
LUMP SUM:	0				0
GRAND TOTAL	\$496,400				\$496,400

**Supports institution/agency and Board strategic plans:**

**Goal 1, Objective D: Quality Education-**

Deliver quality programs that foster the development of individuals who are entrepreneurial, broadminded, critical thinkers and creative.

**Description:**

In 2014 Agricultural and Natural Resources education programs established an incentive-based program for funding Agriculture and Natural Resources CTE programs. (Idaho Code 33-1629). As one of its major initiatives to improve secondary CTE education across the state, CTE is in the process of proposing new legislation that would expand incentive funding for Career & Technical Education (CTE) secondary programs in the other five program areas of Business Management and Marketing,

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Engineering and Technology, Family and Consumer Sciences, Health Professions, and Skilled and Technical Sciences.

Under the proposed legislation, the Division would provide incentive-based funding to both high performing programs and those programs in need of additional support and technical assistance. This performance-based approach would more clearly demonstrate the return on investment provided by career technical education and hold CTE programs more accountable for producing results.

The administration of the Agriculture Incentive Program is very demanding on staff resources and this demand continues to increase as the number of applicants increases and program visits of past recipients is required. In addition, there are unfunded costs to bring in impartial proposal evaluators to decide on which applicant programs will be funded.

We are requesting 1 FTP for a Grants Operations Analyst- Pay Grade K to help administer the program. We are also requesting ongoing operating expenses of \$10,000 to cover the cost of running the existing incentive program, including contracting with individuals throughout the state to evaluate proposals and \$75,000 in one-time funding to develop performance measures and a data reporting system.

As the success of the current program increases, we are requesting ongoing funding for an additional \$25,000 to be passed through to Agriculture programs in the form of an additional start-up grant and \$325,000 to be awarded to the five program areas under the new Secondary Incentive Funding program.

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**AGENCY:** Division of Career Technical Ed

Agency No.: 503

FY 2018 Request

FUNCTION: State Leadership

Function No.: 01

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ACTIVITY:

Activity No.:

Original Submission  X  or  
Revision No. \_\_\_\_

Horizontal Alignment and Online					
A: Decision Unit No: <b>12.07</b>	Title: <b>courses</b>				Priority Ranking 7 of 11
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Various	\$196,000				\$196,000
TOTAL OPERATING EXPENDITURES:	\$196,000				\$196,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:	0				0
GRAND TOTAL	\$196,000				\$196,000

**How connected to institution/agency and Board strategic plans:**

***Goal 3: Effective and Efficient Educational System-***

**Objective C: Alignment and Coordination-:**

Facilitate and promote the articulation and transfer of students throughout the education pipeline.

**Description:**

In the 2015 legislative session, amendments to Idaho Code 33-2205 (3) and (4) outline the intent that the Division of Career Technical Education will coordinate with the Idaho Digital Learning to provide approved online career technical education courses and that the Division will incentivize Idaho public colleges and universities offering career &

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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technical programs to align their foundational courses to achieve uniformity and transferability.

These initiatives were started in Fiscal Year 2015 using Division funds available for this purpose. The continuation of this project into FY 2017 will require one-time funds of \$128,000 to align 15 programs from Secondary to Postsecondary and \$68,000 for CTE Digital to create 4 online courses through the Idaho Digital Learning.



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**AGENCY:** Division of Career Technical Ed

Agency No.: 503

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FUNCTION: Related Services

Function No.: 05

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ACTIVITY: CPM and Health Matters

Activity No.:

Original Submission X or

Revision No. \_\_\_\_

Transfer CPM & Health Matters back to DHR					
A: Decision Unit No: <b>12.08</b>	Title:	Priority Ranking 8 of 11			
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)		(3.0)			(3.0)
PERSONNEL COSTS:					
1. Salaries		(\$243,600)			(\$243,600)
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:		(\$243,600)			(\$243,600)
OPERATING EXPENDITURES by summary object:					
1. Various		(\$31,500)		(\$140,000)	(\$171,500)
TOTAL OPERATING EXPENDITURES:		(\$31,500)			(\$171,500)
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:		0			0
T/B PAYMENTS:		0			0
LUMP SUM:		0			0
GRAND TOTAL		(\$275,100)		(\$140,000)	(\$415,100)

**Supports institution/agency and Board strategic plans:**

The CPM and Health Matters program goals are more aligned with the Division of Human Resources, therefore the program will be moved back to DHR in Fiscal Year 2018.

**CPM and Health Matters**

In Fiscal Year 2009 the Certified Public Manager Program and the Health Matters Program were transferred to the Division of Career Technical Education and funded through the Division of Human Resources' (DHR) appropriation. Since that time, DHR has experienced changes to its structure and operations and now provides certain types of employee training. With those changes, these programs are now complementary to DHR's role in state government. Their transition back to DHR would allow the Division of Career Technical Education to focus on its mission of preparing Idaho's youth and

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adults for high-skill, in-demand careers. The transition of these programs back to the DHR began in FY 2017 and this ongoing line item would allow the funding to remain in the Division of Human Resources and allow for the transfer of the three associated positions.

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**AGENCY:** Division of Career Technical Ed

Agency No.: 503

FY 2018 Request

FUNCTION: General Programs

Function No.: 02

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ACTIVITY: Skillstack

Activity No.:

Original Submission  X  or  
Revision No. \_\_\_\_

Skillstack micro-certification					
A: Decision Unit No: <b>12.09</b>	Title: <b>platform</b>			Priority Ranking 9 of 11	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Various					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:		\$15,000			\$15,000
LUMP SUM:	0				0
GRAND TOTAL		\$15,000			\$15,000

**Supports institution/agency and Board strategic plans:**

**Goal 3, Objective C: Alignment and Coordination- Facilitate and promote the articulation and transfer of students throughout the education pipeline.**

**Executive Summary**

- Idaho SkillStack is the badging/micro-certification platform that is used by the Division of Career Technical Education to articulate technical competency credit between secondary and postsecondary CTE programs. In addition, Idaho's public higher education institutions use SkillStack to award badges to individuals in their non-credit workforce training programs and other academic programs. Currently, Boise State University and North Idaho College are actively awarding

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badges. Lewis-Clark State College, College of Western Idaho, College of Southern Idaho, Idaho State University and Eastern Idaho Technical College will begin awarding badges in late 2016.

- The ongoing \$15,000 request in spending authority covers an annual maintenance fee of \$7,500 and an additional \$7,500 in site development to accommodate planned upgrades of SkillStack to further support industry and education. All funds will be paid to Idaho Digital Learning Academy who developed the platform. This line item allows CTE to spend administration fees that are charged to the institutions to support this website. All institutions are currently under a no-cost MOU to use SkillStack and those MOUs will expire in September 2016. The institutions are aware that an administration fee in the amount of \$1,500 - \$2,500 will be assessed as MOUs are renewed and institutions ramp up their usage of SkillStack. The Division is still in the process of determining the actual cost of administering the website/platform and will finalize the per-institution cost prior to the renewal of the MOUs.

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**AGENCY:** Division of Career Technical Ed  
**FUNCTION:** Related Services  
**ACTIVITY:** Professional Development  
 Conference

Agency No.: 503  
 Function No.: 05  
 Activity No.:

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Professional Development Conference Spending Authority					
A: Decision Unit No: <b>12.10</b>	Title:	Priority Ranking 10 of 11			
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Various		\$250,000			\$250,000
TOTAL OPERATING EXPENDITURES:		\$250,000			\$250,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	0				0
LUMP SUM:	0				0
GRAND TOTAL		\$250,000			\$250,000

**Supports institution/agency and Board strategic plans:**

**Goal 3, Objective B: Quality Teaching Workforce**

Develop, recruit and retain a diverse and highly qualified workforce of teachers, faculty and staff.

**Career & Technical Education Professional Development Conference**

The Division of Career Technical Education provides training each summer to Career & Technical Educators from throughout the state at both the secondary and postsecondary levels. The training is fully funded through conference registration fees and historically College of Western Idaho has served as the fiscal agent by paying for conference expenses and collecting funds. In FY 2017 CTE began collecting and disbursing fees using their existing fiscal staff and used spending authority that had been carried forward from prior years. CTE would like to request \$250,000 in ongoing

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spending authority to continue to run the conference out of funds collected from conference registration fees.

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**AGENCY:** Division of Career Technical Ed  
**FUNCTION:** Postsecondary Programs  
**ACTIVITY:** Eastern Idaho Technical College

Agency No.: 503/504  
 Function No.: 03  
 Activity No.:

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A: Decision Unit No: <b>12.11</b>		Title: <b>EITC Finance Director</b>			Priority Ranking 11 of 11
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.0				1.0
PERSONNEL COSTS:					
1. Salaries	\$78,000				\$78,000
2. Benefits	28,200				28,200
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$106,200				\$106,200
OPERATING EXPENDITURES by summary object:					
1. Various					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:	0				0
LUMP SUM:	0				0
GRAND TOTAL	\$106,200				\$106,200

**Supports institution/agency and Board strategic plans:**

**Goal 3, Objective D: Productivity and Efficiency-** Apply the principles of program prioritization for resource allocation and reallocation.

**Questions:**

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base? EITC is requesting 1 FTE for a Finance Director who will oversee the CTE budget and multiple grants for EITC. EITC currently has a controller but this new position will allow EITC to be more in-line with the other technical colleges in Idaho that rely on financial resources available in the institutions' central administration. It is important that EITC provide

## BUSINESS AFFAIRS AND HUMAN RESOURCES

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adequate financial services while maintaining critical control over all funds that pass through EITC.

2. What resources are necessary to implement this request? EITC would need to hire 1 FTE Finance Director that would oversee the financial office at EITC.
  - a. List by position.
    - i. Non-classified finance Director
  - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
    - i. This would be a new position for EITC and help balance and coordinate the workload in the finance office.
  - c. List any additional operating funds and capital items needed.
    - i. No new operating or capital funds are needed
3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.) This is an on-going request for funding
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted? Employees and students are greatly affected by the service of the finance department. Currently EITC finance people work many overtime hours and are not able to use them.
5. If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first. There are many requests, and this request will replace some of those requested in previous years. EITC has re-evaluated some of the priorities on the EITC campus and have found that the business office is very understaffed to complete the tasks required by EITC, CTE and the State of Idaho

With growing Federal, State and other Regulatory requirements for School finance both the Controller and Assistant Controller work approximately 10 hours of unpaid overtime each week. The EITC Business Office is responsible for many activities that are not performed at other state funded technical Colleges. EITC, because of its unique position, often is required to complete requests and projects similar to Universities with more staff. The EITC business office completes these request with a total staff of six people, dramatically less than other colleges and universities. Separation of responsibilities, turnover and training is all consuming. Attending meetings, outside training and employee development is nearly impossible.

Examples of EITC Business Office responsibilities:

- Consolidated Financial Statements
- Point of Sale activity for the college



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- Accounting Software maintenance.
- Reconciling multiple bank accounts and the account with the State's Treasury
- Billing of approximately 30 Federal, State and local grants
- AP, AR, and Purchasing management
- STARS work and processing
- Time and Effort Reporting for Grants
- Interagency Billings
- Sales Tax Reporting
- PTE Budget preparation
- Detail Budget Preparation
- Payroll processing to the General Ledger
- PCARD administration
- Position Request approval, and IPOPS approval
- INL and Radiation Safety grant billings
- Full General Ledger maintained by fund.
- Two external audits by Moss-Adams
- Much reporting for staff and faculty
- 1098 and 1099 tax reporting
- Colleague understanding, training and use.
- Financial Aid processing and payments for College

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**AGENCY:** College of Southern Idaho  
**FUNCTION:** Community College  
**ACTIVITY:** Center for Education  
 Innovation (CSI)

Agency No.: 501  
 Function No.:  
 Activity No.:

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 Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>CEI Initiative</b>			Priority Ranking 1 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.0
PERSONNEL COSTS:					
1. Salaries	0				0
2. Benefits	0				0
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	0				0
OPERATING EXPENDITURES by summary object:					
1. Travel	\$8,000				\$8,000
2a. Contract services (project manager)	60,000				60,000
2b. Contract services (architect fees)	200,000				200,000
3. Supplies	2,000				2,000
TOTAL OPERATING EXPENDITURES:	\$270,000				\$270,000
CAPITAL OUTLAY by summary object:					
	0				0
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$270,000				\$270,000

**Supports institution/agency and Board strategic plans:**

**CSI Core Theme 1: Community Success**

As a community college, we are committed to responding to the diverse needs of the communities we serve and to taking a leadership role in improving the quality of life of the members of those communities.

- Objective #1: Strengthen the social fabric in the communities we serve
- Objective #3: Meet the workforce needs of the communities we serve

**Core Theme 2: Student Success**

As an institution of higher education, we exist to meet the diverse educational needs of the communities we serve. Above all institutional priorities is the desire for every student to experience success in the pursuit of a quality education.

- Objective #1: Foster participation in post-secondary education
- Objective #2: Reinforce a commitment to instructional excellence

**Performance Measure:**

Rather than a performance measure, this is a critical success activity to be completed. The outcome will be a programming and facilities plan for the Center for Education Innovation (attached whitepaper).

**Description:**

This request is intended to support the program planning, infrastructure, staffing, and facility design for the proposed Center for Education Innovation, in cooperation with Idaho State University. See the attached whitepaper describing the proposed center.

**Questions:**

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?  
Planning and design funds, including project management. No ongoing staff is included in the CSI request.
2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.  
  
No personnel in this request.
  - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.  
  
Certainly many CSI staff will be somewhat impacted by participation in the design and planning work, but not to a significant degree. The requested funds include a project manager by contract for only FY2017-2018.
  - c. List any additional operating funds and capital items needed.
3. Provide additional detail about the request, including one-time versus ongoing.
4. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is a one-time, one-year request for planning and design work. See the attached whitepaper for more information.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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

All residents of Idaho would be served by the intent of the Center for Education Innovation. The expectation will be significant improvement in the preparation of Idaho teachers. For more specific information see the attached whitepaper. If this request is not funded, CSI will forge ahead, but will be at a significant disadvantage in terms of timeliness and progress: the Center may never come to fruition without this planning and design support.

## **Center for Education Innovation**

A joint whitepaper and vision statement | College of Southern Idaho | Idaho State University

May 2016

### **Introduction**

Idaho State University and the College of Southern Idaho jointly propose the design, development, and creation of the Center for Education Innovation (CEI), a visionary and collaborative facility and programming venture to be situated on the CSI campus in Twin Falls and jointly operated.

The CEI initiative attempts to address numerous issues in early childhood, elementary, secondary, and higher education in Idaho. Among them:

- Concerns with current state of teacher education in Idaho
- Need for expanded professional development opportunities for teachers at all levels of education
- Need for more research specifically for the benefit of the Idaho education pipeline to benefit the educational systems of Idaho, including the impact of teacher training in early education
- Tremendous challenges in addressing K12 teacher shortages and demands, especially in rural areas
- Addressing and assessing the proposals and initiatives suggested by the Idaho Education Task Force, national best practices, Idaho Business for Education, and other constituents
- Providing research support and facilitation for the K-20 pipeline
- Providing support for alignment of K12 and university curriculum and college readiness

Situating the CEI facility in Twin Falls on the CSI campus is prompted by the growth, demand, and opportunity specific to the Magic Valley region. CSI has been a pioneer with regard to partnerships and greater integration in K12, demonstrated by the growth of concurrent enrollment, collaborative education ventures, transition coordinator implementation, and other initiatives. Idaho State University has a long history with dual enrollment with its Early College Program and has worked closely with school districts on curricular alignment and K12-related research within its Albion Center for Education Innovation. The longstanding presence of ISU on the CSI campus, with emphasis on the ISU College of Education, together with the spirit of collaboration and articulation suggest tremendous opportunity for both growth and success.

The vision includes a focal point for education research, development of innovation in teacher training at all levels, and reform for all of Idaho. It provides a testbed for practice, and an opportunity to significantly revise the direction, services and support we provide for educator education, training and professional development.

**College of Southern Idaho Operational Vision**

The College of Southern Idaho proposes the Center for Education Innovation as a current leader in the pursuit of instructional excellence and preparation of teachers serving in Idaho. The CEI facility provides an opportunity to consolidate teaching and learning lab schools in a revolutionary way, in particular at the early childhood and elementary levels. The operation supports our CSI's Core Themes of Community Success and Student Success by advancing and applying research in a controlled setting, while providing a local pathway to baccalaureate and graduate education.

Various existing and planned programs, services, and operations would or could be housed in the facility:

- CSI Center for Innovation and Teaching Excellence
- CSI Education Department
  - CSI Early Childhood Education Program (including existing labs/lab schools)
  - Transfer education programs
  - Paraprofessional training programs
  - Teacher professional development, continuing education operations
- Rural Education Resource Center
- Southern Idaho P20 Teaching Excellence Initiative
- CSI Higher Education Center (ISU/BSU/UI)
- South Central Idaho Education Partnership (regional Education Idaho Network)
- Region IV iSTEM
- CSI STEM Resource Center

**Idaho State University Operational Vision**

The partnership between the CSI and ISU for a Center for Education Innovation (CEI) will increase ISU's potential to recruit, retain, and support professional educators in the Magic Valley and will expand the ability to offer high quality educator preparation and professional development in this area. The CEI aligns with ISU's Core Theme One (Learning and Discovery) by continuing and expanding our ability to deliver effective and high quality academic programs that support educator preparation and professional development in the Magic Valley. The CEI aligns with ISU's Core Theme Two (Access and Opportunity) by expanding our opportunity to recruit potential future teachers in secondary school settings and by ensuring that students have access to critical support functions necessary to be successful throughout their education. The CEI also aligns with ISU Core Theme Four (Community Engagement and Impact) by providing a structure that facilitates partnership creation and collaboration and professional development centers for professional educators in the field.

Various existing programs, services, and operations would or could be housed in the facility:

- ISU College of Education Twin Falls Center
- ISU Twin Falls Office for the Albion Center for Education Innovation
- Region IV TRIO

- Regional Math Resource Center
- ISU Community College Leadership program

**A future vision and opportunities**

Evolving and future opportunities include:

- Consideration of partnering with Twin Falls School District to create an elementary school as a component of the project and as a lab school
- Expanded education research
- Direct linkage with Idaho SDE and Professional Standards Commission
- Revision and improvement of Idaho Career Technical Education (CTE) programming and continuing education support
- Childhood through college education lab research under one roof with shared resources and faculty
- Active research with regard to “education innovation in action,” including expanded K12-postsecondary education partnerships, collaboration, and pilot studies

**Moving forward**

Initial steps include a joint request from CSI and ISU for planning and design funding in order to fully develop and synchronize the operations, programming, and facility concept. This would culminate in a formal building request by the College of Southern Idaho and Idaho State University to the Permanent Building Council.

Attendant staffing and occupancy cost requests will follow as appropriate.



**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** College of Southern Idaho

**FUNCTION:** Community College

**ACTIVITY:** Summer Bridge

Agency No.: 501

Function No.:

Activity No.:

FY 2018 Request

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Original Submission  X  or

Revision No. \_\_\_\_

A: Decision Unit No: 12.02		Title: Bridge to Success Summer Bridge			Priority Ranking 2 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.0				1.0
PERSONNEL COSTS:					
1. Salaries	\$35,000				\$35,000
2. Benefits	19,400				19,400
3. Group Position Funding	24,000				24,000
TOTAL PERSONNEL COSTS:	\$78,400				\$78,400
OPERATING EXPENDITURES by summary object:					
1. Travel					
2. Software					
3. Operating Supplies	\$52,000				\$52,000
4. Faculty Professional Develop.	2,500				2,500
TOTAL OPERATING EXPENDITURES:	\$54,500				\$54,500
CAPITAL OUTLAY by summary object:					
1. New Computer Lab					
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$132,900				\$132,900

**Supports institution/agency and Board strategic plans:**

**Goal 1, Objective B**

Higher Level of Education Attainment – Increase the educational attainment of all Idahoans through participation in Idaho's educational system

**Performance Measure:**

1. Increase Math 043, Math 143, and Math 153 course completion rates for the College of Southern Idaho by 20% by fiscal year 2020 (May 2020). Fall 2016 benchmark.
2. Increase Math 043, Math 143, and Math 153 credits successfully completed by 20% by fiscal year 2020 (May 2020). Fall 2016 benchmark.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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3. Increase graduation rates for the College of Southern Idaho from 18% to 22% by fiscal year 2020 (May 2020) – IPEDS definition of graduation rate. Fall of 2016 benchmark.
4. Increase retention in degree and certificate programs at the College of Southern Idaho from 50% to 60% by fiscal year 2020 (May 2020) – IPEDS definition of Fall to Fall retention rate. Fall of 2016 benchmark.
5. Increase the number of students earning degree or certificates by 20% by fiscal year 2020 (May 2020). Fall 2016 benchmark.

### **Description:**

This request is to provide an intensive Bridge to Success Summer Bridge program that provides first time, degree-seeking students a head start in their transition to college. The program introduces students to the academic expectations of college, specifically for degrees that require challenging first-semester course work in math, since math is a key indicator of student success and degree completion. Moreover, the program develops 21<sup>st</sup> century skills that are essential in the classroom and in the workplace; promotes community engaged learning; familiarizes students to valuable campus resources to increase student success; fosters social and academic relationships with peers, faculty, and staff; and provides academic coaching. This request allows CSI to develop bridge academies that have math as their core course. This request involves hiring a full-time bridge coordinator, adjunct faculty to teach summer bridge courses, and tutors to provide summer bridge instructional support.

### **Questions:**

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

One (1) FTE is being requested for a) coordination of Summer Bridge program development b) develop and maintain an ongoing excellence in teaching protocol for all full and part-time faculties, and c) provide continued support for bridge participants through degree/certificate attainment.

Part-time adjunct math and bridge instructors will be provided to teach summer bridge courses; part-time tutors will be provided to assist students. Academic coaches and student success personnel are already in place for this project.

One (1) FTE for Summer Bridge Program Coordinator: \$35,000

Part-time adjunct instructors: \$14,000

Tutors: \$10,000

2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

## BUSINESS AFFAIRS AND HUMAN RESOURCES

JUNE 16, 2016

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One (1) FTE, Bridge Coordinator, \$35,000 each, Full Time, Full Benefits, Hire Date of August 1, 2018, 12 month contract.

Part-time instructors: \$14,000 (total), part-time, no benefits, May 1, 2019, summer contract

Part-time tutors: \$10,000 (total), part-time, no benefits, May 1, 2019, summer contract

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

We have an Associate Dean of Student Success in place. The Bridge Coordinator will report to Associate Dean of Student Success.

Part-time instructors will train with the college's instructional designer (in place). Math instructors will report to the Math Department Chair; bridge instructors will report to the Associate Dean of Student Success.

We currently have Academic Coaches in place. These coaches report to the Associate Dean of Student Success. We have limited tutors in place. Additional summer tutors will assist with the bridge program and will report to our Learning Assistance Program Coordinator (in place).

- c. List any additional operating funds and capital items needed.

Financial Support to support students participating in the program. We anticipate 120 students (5 cohorts of 24).

Operating Supplies:

1) \$29,000: Daily lunch with Student Success activities: 8 weeks, four days per week:

2) \$10,000: Community Engaged Learning to include leadership, teamwork, service learning, and 21<sup>st</sup> Century skill development.

3) \$8,000: Instructional support

4) \$3,000: Office Supplies—marketing, promotion, general supplies

5) \$2,000: travel

Faculty and staff Professional Development: \$2,500

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This request is for on-going funds to support new students entering the college.

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

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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The request is to enable first time, degree seeking students to have quicker progress into and successful completion of college math as well introducing students to the academic expectations of college. This program will develop 21st century skills that are essential in the classroom and in the workplace; promote community engaged learning; familiarize students to valuable campus resources to increase student success; foster social and academic relationships with peers, faculty, and staff; and provide academic coaching. We expect to see immediate results in retention and math completion rates. With continued support in subsequent semesters for bridge participants, CSI expects to see increased results in degree completion and graduation rates.

If this request is not funded, we will continue to run pilot programs serving small groups of students. This will refine the development of programs, but it will not have the desired major impact on increasing enrollments and completion rates.

## BUSINESS AFFAIRS AND HUMAN RESOURCES

JUNE 16, 2016

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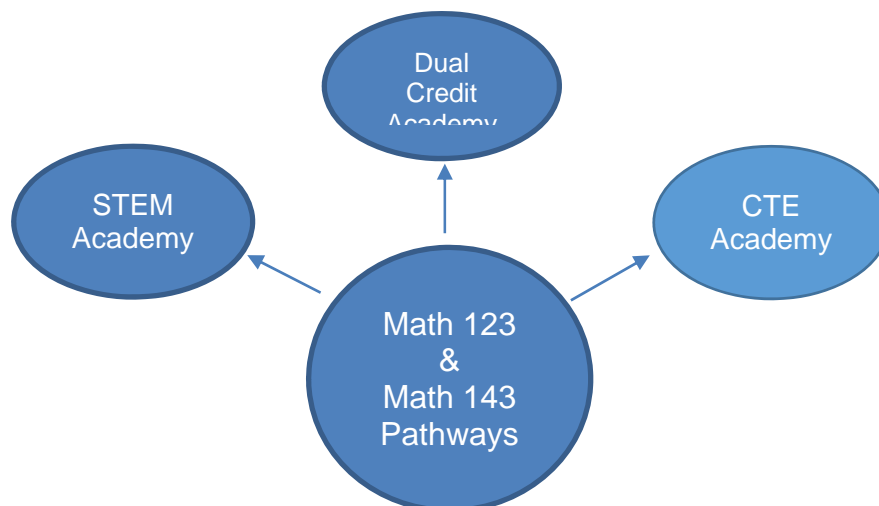
### Decision Unit: Bridge to Success Summer Bridge Proposal

Science, technology, engineering, and math (STEM) degrees rank as the most popular degrees at the College of Southern Idaho (CSI). In the fall of 2015, for example, 23% of degree-seeking students declared a STEM degree as their major (College of Southern Idaho Information Technology Services, 2016). When Health Sciences and Career and Technical Education degrees and certificates are included in STEM, nearly half of CSI degree-seeking students declared a STEM degree in fall 2015.

Although nearly one-half of first time, degree seeking students at CSI select a STEM pathway, research indicates that many will leave their chosen field within the first academic year, if not sooner. Chen and Soldner (2013) found that 69% of associate's degree students who entered a STEM field in a six-year period (2003-2009) had left their chosen field. Roughly one-half of these students switched their major to a non-STEM degree; the remaining left college before earning a degree or certificate. Chen and Soldner indicated that performance in STEM courses, particularly math, figured prominently in a student's decision to leave the STEM field.

This request is to provide an intensive Bridge to Success Summer Bridge program that provides first time, degree-seeking students a head start in their transition to college. The program introduces students to the academic expectations of college, specifically for degrees that require challenging first-semester course work in math, since math is a key indicator of student success and degree completion. Moreover, the program develops 21<sup>st</sup> century skills that are essential in the classroom and in the workplace; promotes community engaged learning; familiarizes students to valuable campus resources to increase student success; fosters social and academic relationships with peers, faculty, and staff; and provides academic coaching. This request allows CSI to develop bridge academies that have math as their core course. This request involves hiring a full-time bridge coordinator, adjunct faculty to teach summer bridge courses, and tutors to provide summer bridge instructional support.

This summer bridge program will enable students to have quicker progress into and successful completion of college math. As a result, CSI expects to see immediate results in retention and math completion rates. With continued support in subsequent semesters for bridge participants, CSI expects to see increased results in degree completion and graduation rates.



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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** College of Southern Idaho

Agency No.: 501

FY 2018 Request

**FUNCTION:** Community College

Function No.: 02

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**ACTIVITY:** Easter Idaho Faculty

Activity No.:

Original Submission  X  or

Revision No. \_\_\_\_

CSI-Eastern Idaho Math & English					
A: Decision Unit No: <b>12.03</b>	Title: <b>Instructors</b>		Priority Ranking 3 of 4		
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.00				2.0
PERSONNEL COSTS:					
1. Salaries	\$88,000				\$88,000
2. Benefits	41,900				41,900
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$129,900				\$129,900
OPERATING EXPENDITURES by summary object:					
1. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$129,900				\$129,900

**Supports institution/agency and Board strategic plans:**

**Goal 1 Objective B**

Quality Instruction – Increase student access to general education gateway transfer courses in the Idaho Falls CSI Outreach Center by hiring full-time instructors (1.0 FTE English and 1.0 FTE mathematics).

**Performance Measure:**

- To provide instruction in gateway transfer general education courses in English and mathematics at the CSI Outreach Center in Idaho Falls.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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2. Full-time faculty described above will improve access and mentoring for dual credit students and adjunct teachers at the CSI Outreach Center in Idaho Falls.

### **Description:**

The instructional positions would allow two full time dedicated faculty to be located at the CSI's Eastern Idaho outreach center in Idaho Falls. Enrollment in college-level General Education courses, especially in English and mathematics, has grown significantly since the center opened in 2012. As of AY 15-16 there were 229 enrollments in English and 163 enrollments in mathematics. A full-time faculty load is 15 credits. Additionally, full time faculty members not only teach a full load but also function as advisors, and working with departments on the main campus, these faculty members would also be responsible to advise and mentor adjunct and dual credit instructors in Bannock and Bonneville Counties who teach for CSI.

The CSI Outreach Center in Idaho Falls was funded to provide general education courses that Eastern Idaho Technical College is unable to offer due to its mission and funding as a CTE technical college. Last year the governor committed funds towards the creation of a community college in Eastern Idaho, and a citizen's committee has been at work for the past year to develop the proposal. When EITC becomes a community college, it is our intention that the CSI positions requested here would convert immediately over to the new Eastern Idaho Community College as full time English and mathematics faculty, and the funding for these positions would transfer over to the new community college. Until such time as the new community college is created, these positions will serve the growing number of students who are using the CSI Outreach Center in Idaho Falls to take lower division general education courses locally at an affordable price.

### **Questions:**

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

Two (2) FTE are being requested to a) provide full time access to students enrolled in math and English classes, b) develop and maintain an ongoing excellence in teaching protocol for all full and part-time faculties, and c) work with the growing number of adjunct and dual credit teachers and students in Bonneville and Bannock counties.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

Two (2) FTE, Faculty, \$44,000 each, Full Time, Full Benefits, Hire Date of August 1, 2018, 10-month contract.



## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

New instructors will report to the appropriate department chairs and instructional deans in the office of Instructional Affairs on the main CSI campus in Twin Falls and will work closely with the Director of the Eastern Idaho Outreach Center.

- c. List any additional operating funds and capital items needed.

No Additional funds are being requested

- 3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is an ongoing request for salary and benefits. When Eastern Idaho Technical College converts to a community college and then is able to offer general education courses and transfer degrees, these positions (and the funding for them) would transfer immediately over to the new community college as the CSI Center in Idaho Falls would no longer be needed.

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

The students taking general education courses in English and mathematics through CSI at its Eastern Idaho Outreach Center would directly benefit from full-time instructors; moreover, adjunct and dual credit instructors and students in Bonneville and Bannock Counties will benefit from consistent, local mentoring, advising, and direction from full-time faculty in the key areas of English and mathematics.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** College of Southern Idaho  
**FUNCTION:** Community College  
**ACTIVITY:** Embedded Dual Credit Academy

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

FY 2018 Request  
 Page \_\_\_\_ of \_\_\_\_ Pages  
 Original Submission X or  
 Revision No. \_\_\_\_

Embedded Dual Credit Academy					
A: Decision Unit No: <b>12.04</b>	Title: <b>Instructors</b>	Priority Ranking 4 of 4			
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.0				2.0
PERSONNEL COSTS:					
1. Salaries	\$84,000				\$84,000
2. Benefits	41,000				41,000
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$125,000				\$125,000
OPERATING EXPENDITURES by summary object:					
1. Travel	\$3,500				\$3,500
2. Instructional supplies	4,000				4,000
TOTAL OPERATING EXPENDITURES:	\$7,500				\$7,500
CAPITAL OUTLAY by summary object:					
1. Laptop computers	\$3,600				\$3,500
TOTAL CAPITAL OUTLAY:	\$3,600				\$3,600
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$136,100				\$136,100

**Supports institution/agency and Board strategic plans:**

**CSI Core Theme 1: Community Success**

As a community college, we are committed to responding to the diverse needs of the communities we serve and to taking a leadership role in improving the quality of life of the members of those communities.

**Objective #3: Meet the workforce needs of the communities we serve**

**Core Theme 2: Student Success**

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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As an institution of higher education, we exist to meet the diverse educational needs of the communities we serve. Above all institutional priorities is the desire for every student to experience success in the pursuit of a quality education.

- Objective #1: Foster participation in post-secondary education
- Objective #2: Reinforce a commitment to instructional excellence
- Objective #3: Support student progress toward achievement of educational goals

### **Performance Measure:**

Increase participation in dual credit pathways in Business and Computer Science.

### **Description:**

This request is intended to continue the CSI strategy of providing direct instructional and support services within the secondary education system in Region IV. By placing CSI faculty in high school classrooms, there is absolute connection and integration of the dual credit/early college strategy between the College and the district. In this particular case, Business and Computer Science faculty will be hired and based on regional need and capacity, placed directly within those schools with an established pathway to Associate Degrees which are in turn articulated with Idaho State University and other Idaho public colleges and universities. These instructors will create dual credit "Academies," which are exemplars within the High Schools That Work research regarding excellence in secondary education.

### **Questions:**

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?  
Faculty and attendant instructional costs to implement a minimum of two dual credit academies.
2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.  
Two full time college faculty (9 month) on full benefits, hired effective for Fall term 2017.
  - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.  
No redirection, but additional supervisory responsibilities for the respective department chairs.
  - c. List any additional operating funds and capital items needed.
3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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Dual credit revenue will be collected and applied to operational costs beyond those of the direct instruction. This is an ongoing request to CSI base funding.

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

High schools, their students, their parents and our regional business and industry partners. If this request is not funded, the opportunity for greater instructional integration with regard to dual credit/middle college will be lost or significantly mitigated.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: North Idaho College**

**FUNCTION: Community College**

**ACTIVITY: Board approved category**

Agency No.: 501

Function No.: 02

Activity No.:

FY 2018 Request

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Original Submission X or

Revision No. \_\_\_\_

Idaho Summer Completion Initiative					
A: Decision Unit No: <b>12.01</b>	Title:	Priority Ranking 1 of 4			
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				1.0
PERSONNEL COSTS:					
1. Salaries	0.00				0
2. Benefits	\$94,900				\$94,900
3. Group Position Funding	500,000				500,000
TOTAL PERSONNEL COSTS:	\$594,900				\$594,900
OPERATING EXPENDITURES by summary object:					
1. Travel	0				0
TOTAL OPERATING EXPENDITURES:	0				0
CAPITAL OUTLAY by summary object:					
1. PC and workstation	0				0
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$594,900				\$594,900

**Supports institution/agency and Board strategic plans:**

**Goal 1, Objective 3:**

**Student Success:** Promote programs and services to enhance access and successful student transitions.

**Goal 2, Objective 1:**

**Educational Excellence:** Evaluate, create and adapt programs that respond to the educational and training needs of the region.

**Performance Measures:**

- Percentage of full-time, first-time and new transfer-in students who a) were awarded a degree or certificate, b) transferred without an award to a 2- or 4-year institution, c) are still enrolled, and d) left the institution within six years.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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- Fall to Spring Persistence Rate, credit students.
- First-time, full-time, student retention rates.
- First-time, part-time, student retention rates.
- Increase dual credit students who enroll at NIC as degree-seeking postsecondary students as a percentage of total headcount.

### **Description:**

The Idaho Summer Completion Initiative enables any Idaho resident to attend North Idaho College tuition free for the Summer 2017 term for up to 6 credit hours.

The purpose of this initiative is to leverage the summer term to increase retention and completion rates and create an opportunity for former students who are missing a handful of credits to achieve degree completion.

Over the past decade North Idaho College along with many other institutions across the nation have seen a significant decline in credit taking behaviors over the summer terms. This change in credit taking behavior has had an impact on both retention and completion results. Furthermore, the reduction in summer credits has impacted the overall operating efficiency of the campus, since the campus is still operating during the summer months but with much reduced student offerings.

By encouraging students to take credits during the summer, we as an institution are better able to maintain connection with our students and increase persistence of current students from spring semester to fall semester. In addition, taking even one course during the summer term reduces the overall time to completion. A tuition free summer term allows the institution a unique opportunity to reach out to students who are a few credits short completing their degree or certificate and provide access over the summer for these students to complete and graduate. The tuition free summer term also provides a great bridge for dual credit students and graduating seniors to further experience the college learning environment and gain credits further reducing their time to degree completion, regardless of where they choose to complete their post-secondary studies.

### **Questions:**

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?
2. What resources are necessary to implement this request?



## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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- a. All courses will be taught by current North Idaho College accepting summer assignments on a per credit basis or by adjunct faculty accepting summer assignments on a per credit basis.
  - b. There will be no existing human resources that will be redirected to this new effort. Existing operations will be impacted to enroll and register students but can be accommodated using existing staff and systems.
  - c. There are no additional operating funds and capital items needed.
3. This request is a one-time funding request. This request is based on offering 200 three credit instructional sections in Summer 2017 tuition free to any Idaho resident. This will serve an estimated 4,000 Idaho students (duplicated head-count). Courses offered tuition free would be delivered as face to face, via IVC, or in a hybrid modality. Courses offered completely on-line would be ineligible for this program. Students would be responsible for any lab fee/course fee and any required textbook. This would be the only out of pocket expenses to students.

This request would potentially serve all interested students across the state of Idaho. The immediate effects of this funding will be improved completion rates at North Idaho College and a reduced time to degree for any students who take advantage of the summer completion initiative.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** North Idaho College

**FUNCTION:** Community College

**ACTIVITY:** Board approved category

Agency No.: 501

Function No.: 02

Activity No.:

FY 2018 Request

Page 1 of 3 Pages

Original Submission  X  or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>Title IX Coordinator</b>			Priority Ranking 2 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	\$60,000				\$60,000
2. Benefits	24,700				24,700
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$84,700				\$84,700
OPERATING EXPENDITURES by summary object:					
1. Travel	\$2,000				\$2,000
TOTAL OPERATING EXPENDITURES:	\$2,000				\$2,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation	\$3,000				\$3,000
TOTAL CAPITAL OUTLAY:	\$3,000				\$3,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$89,700				\$89,700

**Supports institution/agency and Board strategic plans:**

**Goal 1, Objective 1:**

**Student Success:** Provide innovative, progressive, and student-centered programs and services.

**Goal 4, Objective 4:**

**Diversity:** Promote a safe and respectful environment.

**Performance Measures:**

- Fall to Spring Persistence Rate, credit students.
- Participation in sponsored events that promote Title IX awareness.

**Description:**

Establishing the position of Title IX Coordinator as a FT position to lead the college's compliance efforts and conduct training and awareness events for students, faculty and staff and the community.

The purpose of this initiative is to ensure compliance with the fast changing and expanding requirements of Title IX.

Title IX has required all colleges to respond differently and more proactively to reports of sexual assault or any other forms of sex based discrimination. Title IX applies to all institutions that receive federal financial assistance. Title IX requires that institutions operate all programs and activities in a non-discriminatory manner including recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment. Recently the focus of Office of Civil Right enforcement efforts have increased and become more focused on institutional responses to investigation of sexual harassment and assault.

The addition of a dedicated Title IX Coordinator will allow the institution to meet its federally mandated responsibilities related to Title IX compliance, including being proactive in the continued development of processes and procedures to ensure compliance and better educate all stakeholders on awareness and prevention of sex-based discrimination and sexual assault. The addition of the Title IX Coordinator will also allow the institution to meet the expectations of the Office of Civil Rights. The Office of Civil Rights has issued much guidance on the designation of Title IX coordinators, going so far as to indicate that the federal preference is that institutions have a dedicated, full-time Title IX Coordinator to "minimize the risk of a conflict of interest and in many cases ensure sufficient time is available to perform all the role's responsibilities." (See the attached Office of Civil Rights "Dear Colleague Letter on Title IX Coordinators" dated April 25, 2015).

**Questions:**

1. The institution is requesting the addition of 1 FTE. Current staffing for these functions is staffed by 2 employees equaling a .5 FTE. This is requested as ongoing, general fund (base) support.
2. What resources are necessary to implement this request?
  - a. Title IX Coordinator. Full Time Benefited Position. Anticipated date of hire: 7/1/17.
  - b. Currently the college has two employees working on Title IX equating to .5 FTE. These individuals will continue their support role as investigators for Title IX complaints.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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- c. Operating funds of \$2,000 are requested for travel and training for continuing staff development. Capital items needed consist of initial IT and workspace needs of \$3,000.
- 3. The staffing request and operating request are on-going in the amount of \$81,800. Capital request of \$3,000 is one-time.
- 4. This request will serve all students, faculty, staff and visitors to North Idaho College. If this request is not funded the college will continue to support Title IX compliance with the existing dedicated .5 FTE and seek additional fee revenue to support Title IX compliance funded by students.



**UNITED STATES DEPARTMENT OF EDUCATION**

**OFFICE FOR CIVIL RIGHTS**

**THE ASSISTANT SECRETARY**

April 24, 2015

Dear Colleague:

I write to remind you that all school districts, colleges, and universities receiving Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX of the Education Amendments of 1972 (Title IX), which prohibits sex discrimination in education programs and activities.<sup>1</sup> These designated employees are generally referred to as Title IX coordinators.

Your Title IX coordinator plays an essential role in helping you ensure that every person affected by the operations of your educational institution—including students, their parents or guardians, employees, and applicants for admission and employment—is aware of the legal rights Title IX affords and that your institution and its officials comply with their legal obligations under Title IX. To be effective, a Title IX coordinator must have the full support of your institution. It is therefore critical that all institutions provide their Title IX coordinators with the appropriate authority and support necessary for them to carry out their duties and use their expertise to help their institutions comply with Title IX.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX for institutions that receive funds from the Department (recipients).<sup>2</sup> In our enforcement work, OCR has found that some of the most egregious and harmful Title IX violations occur when a recipient fails to designate a Title IX coordinator or when a Title IX coordinator has not been sufficiently trained or given the appropriate level of authority to oversee the recipient's compliance with Title IX. By contrast, OCR has found that an effective Title IX coordinator often helps a recipient provide equal educational opportunities to all students.

OCR has previously issued guidance documents that include discussions of the responsibilities of a Title IX coordinator, and those documents remain in full force. This letter incorporates that existing OCR guidance on Title IX coordinators and provides additional clarification and recommendations

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<sup>1</sup> 34 C.F.R. § 106.8(a). Although Title IX applies to any recipient that offers education programs or activities, this letter focuses on Title IX coordinators designated by local educational agencies, schools, colleges, and universities.

<sup>2</sup> 20 U.S.C. §§ 1681–1688. The Department of Justice shares enforcement authority over Title IX with OCR.

Page 2—Dear Colleague Letter: Title IX Coordinators

as appropriate. This letter outlines the factors a recipient should consider when designating a Title IX coordinator, then describes the Title IX coordinator's responsibilities and authority. Next, this letter reminds recipients of the importance of supporting Title IX coordinators by ensuring that the coordinators are visible in their school communities and have the appropriate training.

Also attached is a letter directed to Title IX coordinators that provides more information about their responsibilities and a Title IX resource guide. The resource guide includes an overview of the scope of Title IX, a discussion about Title IX's administrative requirements, as well as a discussion of other key Title IX issues and references to Federal resources. The discussion of each Title IX issue includes recommended best practices for the Title IX coordinator to help your institution meet its obligations under Title IX. The resource guide also explains your institution's obligation to report information to the Department that could be relevant to Title IX. The enclosed letter to Title IX coordinators and the resource guide may be useful for you to understand your institution's obligations under Title IX.

### **Designation of a Title IX Coordinator**

Educational institutions that receive Federal financial assistance are prohibited under Title IX from subjecting any person to discrimination on the basis of sex. Title IX authorizes the Department of Education to issue regulations to effectuate Title IX.<sup>3</sup> Under those regulations, a recipient must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX and the Department's implementing regulations.<sup>4</sup> This position may not be left vacant; a recipient must have at least one person designated and actually serving as the Title IX coordinator at all times.

In deciding to which senior school official the Title IX coordinator should report and what other functions (if any) that person should perform, recipients are urged to consider the following:<sup>5</sup>

#### **A. Independence**

The Title IX coordinator's role should be independent to avoid any potential conflicts of interest and the Title IX coordinator should report directly to the recipient's senior leadership, such as the district superintendent or the college or university president. Granting the Title IX coordinator this

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<sup>3</sup> The Department's Title IX regulations, 34 C.F.R. Part 106, are available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>.

<sup>4</sup> 34 C.F.R. § 106.8(a).

<sup>5</sup> Many of the principles in this document also apply generally to employees required to be designated to coordinate compliance with other civil rights laws enforced by OCR against educational institutions, such as Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; 34 C.F.R. § 104.7(a), and Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12131–12134; 28 C.F.R. § 35.107(a).



independence also ensures that senior school officials are fully informed of any Title IX issues that arise and that the Title IX coordinator has the appropriate authority, both formal and informal, to effectively coordinate the recipient's compliance with Title IX. Title IX does not categorically exclude particular employees from serving as Title IX coordinators. However, when designating a Title IX coordinator, a recipient should be careful to avoid designating an employee whose other job responsibilities may create a conflict of interest. For example, designating a disciplinary board member, general counsel, dean of students, superintendent, principal, or athletics director as the Title IX coordinator may pose a conflict of interest.

#### **B. Full-Time Title IX Coordinator**

Designating a full-time Title IX coordinator will minimize the risk of a conflict of interest and in many cases ensure sufficient time is available to perform all the role's responsibilities. If a recipient designates one employee to coordinate the recipient's compliance with Title IX and other related laws, it is critical that the employee has the qualifications, training, authority, and time to address all complaints throughout the institution, including those raising Title IX issues.

#### **C. Multiple Coordinators**

Although not required by Title IX, it may be a good practice for some recipients, particularly larger school districts, colleges, and universities, to designate multiple Title IX coordinators. For example, some recipients have found that designating a Title IX coordinator for each building, school, or campus provides students and staff with more familiarity with the Title IX coordinator. This familiarity may result in more effective training of the school community on their rights and obligations under Title IX and improved reporting of incidents under Title IX. A recipient that designates multiple coordinators should designate one lead Title IX coordinator who has ultimate oversight responsibility. A recipient should encourage all of its Title IX coordinators to work together to ensure consistent enforcement of its policies and Title IX.

#### **Responsibilities and Authority of a Title IX Coordinator**

The Title IX coordinator's primary responsibility is to coordinate the recipient's compliance with Title IX, including the recipient's grievance procedures for resolving Title IX complaints. Therefore, the Title IX coordinator must have the authority necessary to fulfill this coordination responsibility. The recipient must inform the Title IX coordinator of all reports and complaints raising Title IX issues, even if the complaint was initially filed with another individual or office or the investigation will be conducted by another individual or office. The Title IX coordinator is responsible for coordinating the recipient's responses to all complaints involving possible sex discrimination. This responsibility includes monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate. Such coordination can help the recipient avoid Title IX violations, particularly violations involving sexual harassment and violence, by preventing incidents



from recurring or becoming systemic problems that affect the wider school community. Title IX does not specify who should determine the outcome of Title IX complaints or the actions the school will take in response to such complaints. The Title IX coordinator could play this role, provided there are no conflicts of interest, but does not have to.

The Title IX coordinator must have knowledge of the recipient's policies and procedures on sex discrimination and should be involved in the drafting and revision of such policies and procedures to help ensure that they comply with the requirements of Title IX. The Title IX coordinator should also coordinate the collection and analysis of information from an annual climate survey if, as OCR recommends, the school conducts such a survey. In addition, a recipient should provide Title IX coordinators with access to information regarding enrollment in particular subject areas, participation in athletics, administration of school discipline, and incidents of sex-based harassment. Granting Title IX coordinators the appropriate authority will allow them to identify and proactively address issues related to possible sex discrimination as they arise.

Title IX makes it unlawful to retaliate against individuals—including Title IX coordinators—not just when they file a complaint alleging a violation of Title IX, but also when they participate in a Title IX investigation, hearing, or proceeding, or advocate for others' Title IX rights.<sup>6</sup> Title IX's broad anti-retaliation provision protects Title IX coordinators from discrimination, intimidation, threats, and coercion for the purpose of interfering with the performance of their job responsibilities. A recipient, therefore, must not interfere with the Title IX coordinator's participation in complaint investigations and monitoring of the recipient's efforts to comply with and carry out its responsibilities under Title IX. Rather, a recipient should encourage its Title IX coordinator to help it comply with Title IX and promote gender equity in education.

#### **Support for Title IX Coordinators**

Title IX coordinators must have the full support of their institutions to be able to effectively coordinate the recipient's compliance with Title IX. Such support includes making the role of the Title IX coordinator visible in the school community and ensuring that the Title IX coordinator is sufficiently knowledgeable about Title IX and the recipient's policies and procedures. Because educational institutions vary in size and educational level, there are a variety of ways in which recipients can ensure that their Title IX coordinators have community-wide visibility and comprehensive knowledge and training.

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<sup>6</sup> 34 C.F.R. § 106.71 (incorporating by reference 34 C.F.R. § 100.7(e)).

**A. Visibility of Title IX Coordinators**

Under the Department's Title IX regulations, a recipient has specific obligations to make the role of its Title IX coordinator visible to the school community. A recipient must post a notice of nondiscrimination stating that it does not discriminate on the basis of sex and that questions regarding Title IX may be referred to the recipient's Title IX coordinator or to OCR. The notice must be included in any bulletins, announcements, publications, catalogs, application forms, or recruitment materials distributed to the school community, including all applicants for admission and employment, students and parents or guardians of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient.<sup>7</sup>

In addition, the recipient must always notify students and employees of the name, office address, telephone number, and email address of the Title IX coordinator, including in its notice of nondiscrimination.<sup>8</sup> Because it may be unduly burdensome for a recipient to republish printed materials that include the Title IX coordinator's name and individual information each time a person leaves the Title IX coordinator position, a recipient may identify its coordinator only through a position title in printed materials and may provide an email address established for the position of the Title IX coordinator, such as [TitleIXCoordinator@school.edu](mailto:TitleIXCoordinator@school.edu), so long as the email is immediately redirected to the employee serving as the Title IX coordinator. However, the recipient's website must reflect complete and current information about the Title IX coordinator.

Recipients with more than one Title IX coordinator must notify students and employees of the lead Title IX coordinator's contact information in its notice of nondiscrimination, and should make available the contact information for its other Title IX coordinators as well. In doing so, recipients should include any additional information that would help students and employees identify which Title IX coordinator to contact, such as each Title IX coordinator's specific geographic region (*e.g.*, a particular elementary school or part of a college campus) or Title IX area of specialization (*e.g.*, gender equity in academic programs or athletics, harassment, or complaints from employees).

The Title IX coordinator's contact information must be widely distributed and should be easily found on the recipient's website and in various publications.<sup>9</sup> By publicizing the functions and responsibilities of the Title IX coordinator, the recipient demonstrates to the school community its commitment to complying with Title IX and its support of the Title IX coordinator's efforts.

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<sup>7</sup> 34 C.F.R. § 106.9.

<sup>8</sup> 34 C.F.R. § 106.8(a).

<sup>9</sup> 34 C.F.R. § 106.9.



Page 6—Dear Colleague Letter: Title IX Coordinators

Supporting the Title IX coordinator in the establishment and maintenance of a strong and visible role in the community helps to ensure that members of the school community know and trust that they can reach out to the Title IX coordinator for assistance. OCR encourages recipients to create a page on the recipient's website that includes the name and contact information of its Title IX coordinator(s), relevant Title IX policies and grievance procedures, and other resources related to Title IX compliance and gender equity. A link to this page should be prominently displayed on the recipient's homepage.

To supplement the recipient's notification obligations, the Department collects and publishes information from educational institutions about the employees they designate as Title IX coordinators. OCR's Civil Rights Data Collection (CRDC) collects information from the nation's public school districts and elementary and secondary schools, including whether they have civil rights coordinators for discrimination on the basis of sex, race, and disability, and the coordinators' contact information.<sup>10</sup> The Department's Office of Postsecondary Education collects information about Title IX coordinators from postsecondary institutions in reports required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.<sup>11</sup>

#### **B. Training of Title IX Coordinators**

Recipients must ensure that their Title IX coordinators are appropriately trained and possess comprehensive knowledge in all areas over which they have responsibility in order to effectively carry out those responsibilities, including the recipients' policies and procedures on sex discrimination and all complaints raising Title IX issues throughout the institution. The resource guide accompanying this letter outlines some of the key issues covered by Title IX and provides references to Federal resources related to those issues. In addition, the coordinators should be knowledgeable about other applicable Federal and State laws, regulations, and policies that overlap with Title IX.<sup>12</sup> In most cases, the recipient will need to provide an employee with training to act as its Title IX coordinator. The training should explain the different facets of Title IX, including regulatory provisions, applicable OCR guidance, and the recipient's Title IX policies and grievance procedures. Because these laws, regulations, and OCR guidance may be updated, and

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<sup>10</sup> OCR began collecting this information through the CRDC for the 2013-2014 school year. More information about the CRDC is available at <http://www.ed.gov/ocr/data.html>.

<sup>11</sup> The Department will begin collecting this information in 2015. More information about the Clery Act data collection is available at <http://www.ed.gov/admins/lead/safety/campus.html>.

<sup>12</sup> See, e.g., the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, and its implementing regulations, 34 C.F.R. Part 99; and the Clery Act, 20 U.S.C. § 1092(f), and its implementing regulations, 34 C.F.R. Part 668. These documents only address an institution's compliance with Title IX and do not address its obligations under other Federal laws, such as the Clery Act.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

Page 7—Dear Colleague Letter: Title IX Coordinators

recipient policies and procedures may be revised, the best way to ensure Title IX coordinators have the most current knowledge of Federal and State laws, regulations, and policies relating to Title IX and gender equity is for a recipient to provide regular training to the Title IX coordinator, as well as to all employees whose responsibilities may relate to the recipient's obligations under Title IX. OCR's regional offices can provide technical assistance, and opportunities for training may be available through Equity Assistance Centers, State educational agencies, private organizations, advocacy groups, and community colleges. A Title IX coordinator may also find it helpful to seek mentorship from a more experienced Title IX coordinator and to collaborate with other Title IX coordinators in the region (or who serve similar institutions) to share information, knowledge, and expertise.

In rare circumstances, an employee's prior training and experience may sufficiently prepare that employee to act as the recipient's Title IX coordinator. For example, the combination of effective prior training and experience investigating complaints of sex discrimination, together with training on current Title IX regulations, OCR guidance, and the recipient institution's policies and grievance procedures may be sufficient preparation for that employee to effectively carry out the responsibilities of the Title IX coordinator.

**Conclusion**

Title IX coordinators are invaluable resources to recipients and students at all educational levels. OCR is committed to helping recipients and Title IX coordinators understand and comply with their legal obligations under Title IX. If you need technical assistance, please contact the OCR regional office serving your State or territory by visiting <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or call OCR's Customer Service Team at 1-800-421-3481; TDD 1-800-877-8339.

Thank you for supporting your Title IX coordinators to help ensure that all students have equal access to educational opportunities, regardless of sex. I look forward to continuing to work with recipients nationwide to help ensure that each and every recipient has at least one knowledgeable Title IX coordinator with the authority and support needed to prevent and address sex discrimination in our nation's schools.

Sincerely,

/s/

Catherine E. Lhamon

Assistant Secretary for Civil Rights

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: North Idaho College**

FUNCTION: Community College

ACTIVITY: Board approved category

Agency No.: 501

Function No.: 02

Activity No.:

FY 2018 Request

Page 1 of 3 Pages

Original Submission X or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>Assistive Technology Coordinator</b>			Priority Ranking 3 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	\$49,000				\$49,000
2. Benefits	22,400				22,400
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$71,400				\$71,400
OPERATING EXPENDITURES by summary object:					
1. Travel, Training, Association Memberships	\$7,000				\$7,000
2. Captioning Services	500,000				500,000
TOTAL OPERATING EXPENDITURES:	\$507,000				\$507,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation	\$2,000				\$2,000
2. Remodel of Seiter Hall Office Space	10,000				10,000
3. Network Software and other System Compliance.	62,000				62,000
4. Hardware Compliance.	54,000				54,000
TOTAL CAPITAL OUTLAY:	\$128,000				\$128,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$706,400				\$706,400

**Supports institution/agency and Board strategic plans:**

**Goal 1, Objective 3:**

**Student Success:** Promote programs and services to enhance access and successful transitions.

**Goal 4, Objective 1:**

**Diversity:** Foster a culture of inclusion.

**Performance Measures:**

- Number of students enrolled from diverse populations.
- Participation in sponsored events that promote Title IX awareness.
- Percentage of full-time, first-time and new transfer-in students who a) were awarded a degree or certificate, b) transferred without an award to a 2- or 4-year institution, c) are still enrolled, and d) left the institution within six years.
- Fall to Spring Persistence Rate, credit students

**Description:**

In order to meet compliance with Electronic and Information Technology requirements and standards, the institution needs to dedicate resources and establish a coordinator to ensure all media produced by the college is in compliance and students with assistive technology accommodations are provided the appropriate support.

The Department of Education, Office for Civil Rights is widely publicizing the recent May 4, 2012 University of Montana Electronic and Information Technology (EIT) compliance complaint against the institution. The Office for Civil Rights is reminding all post-secondary institutions that the remedial actions against the University of Montana should be viewed as a template to insure colleges are in compliance with EIT requirements and standards.

After reviewing the Department of Education, Office for Civil Rights Resolution Agreement with the University of Montana, NIC has recognized the need to designate/hire an assistive technology coordinator. This individual will oversee, coordinate, and provide consulting, training and support for students, faculty, and staff in using assistive technologies. Develop, implement, and maintain procedures and objectives, lead short and long range planning; collaborate with other program staff in strategic planning, cultivation of partnerships, and development and implementation of programmatic initiatives related to assistive technologies. Provides training and documentation in accessibility issues for university community members.

NIC has already identified several deficit areas through past audit activity including the need to install web content compliance software, purchase a campus wide licensing for text to speech software system, upgrade computer kiosks, information stations, copiers, learning management systems including classroom technology and multimedia, phone systems, and also provide captioning of videos and film content to insure accessibility for students with disabilities is adequately addressed. Additionally the Assistive Technology Coordinator would be responsible for identifying additional funding sources and grants to ensure continued electronic and information tech compliance across all NIC campuses and platforms.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**Questions:**

1. The institution is requesting the addition of 1 FTE. This is requested as ongoing, general fund (base) support. In addition the institution is requesting \$507,000 in ongoing support for the position and accommodate immediate captioning needs.
2. What resources are necessary to implement this request?
  - a. Assistive Technology Coordinator. Full Time Benefited Position. Anticipated date of hire: 7/1/17.
  - b. Currently the college has no employees working specifically on EIT compliance.
  - c. Operating funds of \$507,000 are requested for travel and training for continuing staff development and for the immediate captioning needs of the institution. Capital items needed consist of initial IT and hardware and software in the amount of \$128,000. This includes: HiSoftware Compliance Sheriff for Web Content Compliance Automation, (\$32,000); Campus-Wide Speech to Text Software Licensing Software Read/Write Gold (\$12,000); Transcription Costs for Video and Film Captioning (\$18,000); Access Kiosk Computer Replacements (\$18,000); Student Disability Multimedia Computer Stations upgrades for 7 sites (\$21,000); Blind and Visually Impaired Assistive Technology Lab to include 3-D printing for Tactile accommodation (\$15,000).
3. The staffing request and operating request are on-going in the amount of \$572,170. Capital request of \$128,000 is one-time.
4. This request would potentially serve all students, faculty, staff and visitors to North Idaho College. If this request is not funded the college will continue to seek funding sources to meet the compliance requirements for Electronic and Information Technology requirements.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** North Idaho College

**FUNCTION:** Community College

**ACTIVITY:** Board approved category

Agency No.: 501

Function No.: 02

Activity No.:

FY 2018 Request

Page 1 of 3 Pages

Original Submission X or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>College and Career Navigators</b>			Priority Ranking 4 of 4
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	3.00				3.0
PERSONNEL COSTS:					
1. Salaries	\$155,000				\$155,000
2. Benefits	69,000				69,000
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$224,000				\$224,000
OPERATING EXPENDITURES by summary object:					
1. Travel	\$15,000				\$15,000
TOTAL OPERATING EXPENDITURES:	\$15,000				\$15,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation	\$6,000				\$6,000
2. Vehicle	90,000				90,000
TOTAL CAPITAL OUTLAY:	\$96,000				\$96,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$335,000				\$335,000

**Supports institution/agency and Board strategic plans:**

**Goal 1, Objective 2:**

**Student Success:** Engage and empower students to take personal responsibility and to actively participate in their educational experience.

**Goal 1, Objective 3:**

**Student Success:** Promote programs and services to enhance access and successful student transitions.

**Goal 3, Objective 3:**

**Community Engagement:** Promote North Idaho College in the communities we serve.

**Performance Measures:**

- Percentage of full-time, first-time and new transfer-in students who a) were awarded a degree or certificate, b) transferred without an award to a 2- or 4-year institution, c) are still enrolled, and d) left the institution within six years.
- Fall to Spring Persistence Rate, credit students.
- First-time, full-time, student retention rates.
- First-time, part-time, student retention rates.
- Increase dual credit students who enroll at NIC as degree-seeking postsecondary students as a percentage of total headcount.
- Market Penetration (Credit Students): Unduplicated headcount of credit students as a percentage of NIC's total service area population

**Description:**

College and Career Navigator will engage students in their schools beginning in the 7<sup>th</sup> grade and then in specific intervals as students' progress into high school, begin taking dual credit courses and then transition into higher education.

The purpose of this initiative is for early intervention with students to ensure they are considering higher education for themselves as they look to their future, set goals and chart their coursework in high school. By engaging students in the 7<sup>th</sup> grade and providing career aptitude testing to help students find their interests and strengths, navigators can continue the conversations with students and their families and start the conversations early that higher education is achievable and absolutely necessary and comes in many forms from technical certificates and credentials to a bachelor's degree.

One of the consistent concerns of many stakeholders is that as a state we are not reaching students early enough and having meaningful conversations about student interests and strengths and how that translates into finding the right career and the absolute necessity for some form of higher education. This model will allow North Idaho College to pilot this across Kootenai County and track the impact for six years – from the 7<sup>th</sup> grade class of 2017-2018 to the entering college freshman class in Fall 2023.

The key aspects of this initiative will provide career aptitude testing to every interested seventh grader in Kootenai County and guidance to students in interpreting the results and developing an initial plan for higher education along with specific targeted follow-up and resources at key points as the students' progress through high school. In addition, these navigators will be the key relationship and contact with students as they have questions about dual credit, guided pathways, financial aid and the transition to an institution of higher education.

The college and career navigators will be an essential link to not just North Idaho College, but to all colleges and serve as a trusted advisor to students, families and counselors; meeting them in their schools and their communities and helping bridge the

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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divide that exists at times between students and the perception that college is not accessible or achievable.

### **Questions:**

1. This request is for 3 FTEs to serve as Career and College Navigators in Region 1. One Navigator would be focused on the 7<sup>th</sup> grade Career Aptitude Testing and Counseling and connecting students with their strengths and goals and higher education. The additional two Navigators will be focused on connecting with students after 7<sup>th</sup> grade and into high school and transitioning them into higher education. Working closely with students in the high schools, helping students see how what they are doing in High School connects to their goals and college. This is requested as general fund (base) support.
2. What resources are necessary to implement this request?
  - a. Career Aptitude Navigator: 1 FTE Benefited. Anticipated hire date: July 1, 2017  
College and Career Navigator: 2 FTE Benefited. Anticipated hire date: July 1, 2017.
  - b. There will be no existing human resources that will be redirected to this new effort. Existing operations will be impacted to follow-up, enroll and provide assistance to students, families and Navigators working in the high schools and junior high schools.
  - c. Capital requests include 3 vehicles for use by Navigators and initial IT needs. Operating expenses of \$9,000.
3. This request is for on-going funding of the Navigator positions. One time capital expenses are for three vehicles and initial IT needs.
4. This request would potentially serve 7<sup>th</sup> through 12<sup>th</sup> grade students in Kootenai County. The long term return on this funding will be greater access to higher education and improved enrollment and completion rates for area colleges, including North Idaho College.

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**AGENCY:** College of Western Idaho

Agency No.: 505

FY 2018 Request

FUNCTION: Community Colleges

Function No.: 07

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ACTIVITY

Activity No.:

Original Submission X or  
Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>Student Success</b>			Priority Ranking 1 of 3
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	5.00				5.00
PERSONNEL COSTS:					
1. Salaries	\$230,300				\$230,300
2. Benefits	108,000				108,000
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$338,300				\$338,300
OPERATING EXPENDITURES by summary object:					
1. Office expense, professional development	\$15,000				\$15,000
2. Travel	7,600				7,600
TOTAL OPERATING EXPENDITURES:	\$22,600				\$22,600
CAPITAL OUTLAY by summary object:					
1.	\$8,000				\$8,000
TOTAL CAPITAL OUTLAY:	\$8,000				\$8,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$368,900				\$368,900

**Supports institution/agency and Board strategic plans:**

**SBOE Goal 1, Objective B**

Idaho SBOE identifies a **well-educated citizenry** as a strategic goal by increasing the educational attainment of all Idahoans through participation and retention in Idaho's educational system.

**SBOE Goal 3, Objectives A and B**

Idaho SBOE identifies **efficient use of educational resources** to promote effective and efficient delivery systems as a strategic goal. Objectives include demonstration of cost effectiveness and fiscal prudence, as well as engaging in data-informed decision making and continuous improvement.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY: College of Western Idaho**

FUNCTION: Community Colleges

ACTIVITY:

Agency No.: 505

Function No.: 07

Activity No.:

FY 2018 Request

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Original Submission  X  or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.02</b>		Title: <b>Equity Funding</b>			Priority Ranking 2 of 3
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	14.00				14.00
PERSONNEL COSTS:					
1. Salaries	\$700,000				\$700,000
2. Benefits	313,700				313,700
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$1,013,700				\$1,013,700
OPERATING EXPENDITURES by summary object:					
1. Operating Expense funding for College Operations	\$1,236,300				\$1,236,300
2. Travel	10,000				10,000
TOTAL OPERATING EXPENDITURES:	\$1,246,300				\$1,246,300
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$2,260,000				\$2,260,000

**Supports institution/agency and Board strategic plans:**

This request is connected to the CWI strategic plan's goals as follows:

**Institutional Priority 1: Student Success;**

Objective 3: CWI will provide support services that improve student success.

Objective 4: CWI will develop educational pathways and services to improve accessibility.

**Institutional Priority 2: Employee Success;**

Objective 1: Employees will have resources, information and other support to be successful in their roles.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY: Ag Research and Extension**

Agency No.: 514

FY 2018 Request

**FUNCTION:**

Function No.: 02

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**ACTIVITY: ARES EQUIPMENT NEEDS**

Activity No.:

Original Submission X or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: Grad Research Support IAES			Priority Ranking 1 of 1
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits *					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
Grain Plot Planter	\$50,000				
Potato Storage Renovation	\$65,000				
Machine Storage Shed	\$75,000				
Research Combine	\$160,000				
Lab Remodel for Plant Pathologist	\$150,000				
(4) Double Wide Student Housing	\$1,000,000				
TOTAL CAPITAL OUTLAY:	\$1,500,000				
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$1,500,000				

\* For benefit calculations: \$11,200 per FTE plus 20.2%

**Agricultural Research and Experiment Station Equipment Needs support the following Idaho State Board of Education Strategic Plan Goals (2017-2021):**

## BUSINESS AFFAIRS AND HUMAN RESOURCES

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**Goal 1: A Well Educated Citizenry.** Funding will develop housing at two of the Research and Extension (R&E) Centers of the Idaho Agriculture Experiment Station (IAES; Parma and Kimberly) to aid in short-term housing needs of graduate and undergraduate students when conducting research. Temporary housing at these locations will strengthen the experiences for students improving their educational experiences. Some critical equipment necessary to support their research in wheat, barley, potatoes, beans, sugar beets, canola and other oilseeds are needed to support advancements in agriculture research such as plant breeding, control of pathogens, and efficiency of water use. Facility improvements will address how to store potatoes better and offer answers to plant diseases throughout the state.

### **Objective A: Access**

Students will more easily be engaged in their research due to housing on the R&E Centers. The equipment will improve the time for research through efficiencies in labor and advancement in use of technology. Both will aid in greater access by researchers including faculty, staff, graduate and undergraduate students.

**Measure:** Number of research projects conducted.

### **Objective B: Higher Level of Educational Attainment**

### **Objective C: Quality Education**

**Measure:** Number of refereed publications, presentations at national and international meetings, and graduate student awards.

**Proposed Action:** Enhance opportunities for research projects

### **Objective D: Education to Workforce Alignment**

**Measure:** Number of students placed into agricultural-related positions in academia, industry and the public sector.

**Proposed Action:** Improvements in equipment and technology will be translated to the public leading to greater interactions with stakeholders.

## **Goal 2: Innovation and Economic Development.**

### **Objective A: Workforce Readiness**

### **Objective B: Innovation and Creativity**

**Goal 3: Effective and Efficient Educational System.** As the Idaho Agricultural Experiment Station, research in agriculture is almost exclusively conducted at the R&E Centers throughout the state.

**Objective A: Data-informed Decision Making**

**Objective B: Quality Teaching Workforce**

**Objective C: Alignment and Coordination**

**Measure:** Number of collaborators from other Idaho institutions

**Proposed Action:** Increase collaboration in research from faculty and students from Boise State University, Lewis-Clark State College, Idaho State University and BYU-Idaho.

**Objective D: Productivity and Efficiency**

**Objective E: Advocacy and Communication**

**Measure:** Number of presentations or articles about research to the public

**Proposed Action:** Ensure reporting of research discoveries and scholarly activities through University of Idaho Extension

**University of Idaho Strategic Plan Goals**

**Goal 1: Innovate**

The funding of equipment and modifications of existing facilities at R&E Centers with the IAES will increase scholarly productivity through enhanced enrollment, products, and funding in support of the designation as a Carnegie Highest Research (R1) institution.

**Goal 2: Engage**

New equipment and improvements in infrastructure are to address issues in Idaho agriculture and society. Continued ties to stakeholders and agricultural industries critical to the economic vitality of Idaho will be supported.

**Goal 3: Transform**

New and improved equipment and facilities will provide greater training of students and aid in professional development of faculty and staff.

**Goal 4: Cultivate**

Commitment to improvements in equipment and facilities creates a positive work environment enhancing morale leading to success in translation of information and interactions with the public.

**Questions:**

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

***Aberdeen***

Grain plot planter – this will support further variety development and agronomic studies in wheat, barley and other small grains

Temporary student housing – a simple double-wide type building will be built to house 6-8 students at any time when they are conducting research

***Kimberly***

Potato storage building renovation – storage of potatoes is critical to the success of the potato industry; a renovation of the existing storage testing facility is necessary to conduct the research necessary to improve the sustainability of the industry

Temporary student housing – a simple double-wide type building will be built to house 6-8 students at any time when they are conducting research

***Parma***

Research combine – small grains (wheat, barley), beans, peas and corn in variety testing or in agronomic evaluations need to be harvested in a timely manner; a new combine would be heavily utilized by faculty in Parma

Lab remodel for plant pathologist – a research lab needs renovation to support the development of a plant pathology diagnostic lab in support of agriculture throughout the state

Temporary student housing – a simple double-wide type building will be built to house 6-8 students at any time when they are conducting research

***Nancy M. Cummings***

Temporary student housing – a simple double-wide type building will be built to house 6-8 students at any time when they are conducting research

Existing staffing will be supported by the equipment and modifications.

2. What resources are necessary to implement this request?

- a. *List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.*

Graduate and undergraduate research assistants will be supported by this request in addition to a number of faculty and staff in CALS.

- b. *Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.*

No redirection in existing human resources is anticipated. Faculty and staff currently in place will benefit from the improvements at the R&E Centers.

- c. *List any additional operating funds and capital items needed.*

See above for list of capital items.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.) Non-General funds should include a description of major revenue assumption(s) (e.g. anticipated grants, etc.).

This is a one-time funding request in support of agricultural research in potatoes, wheat, barley, beans, lentils, dry peas, canola and other oilseeds throughout the state.

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

Opportunities for enhanced graduate student training and experiences will occur with this investment. The University of Idaho, CALS and IAES will benefit from the enhancement of infrastructure and equipment ultimately providing better information to Idaho citizens and agriculture commodities. An increase in grant funding is likely due to greater research capacity leading to increased graduate student enrollment growth to conduct the research. These metrics also support the University of Idaho in meeting its goals.

Labor intensive inefficient methods will continue to be used to sort potatoes and bean variety development. Slower rates of improvement would be expected without the enhancements. Researchers will have less capacity to perform studies so growth in grant funding may be less. Students will not be exposed to the best current methods for conduct of research.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY: Health Education**

**FUNCTION: WWAMI**

**ACTIVITY:**

Agency No.: 515

Function No.: 02

Activity No.:

FY 2018 Request

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Original Submission  X  or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>	Title: <b>18 Month Curriculum</b>			Priority Ranking 1 of 1	
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	11.28				11.28
PERSONNEL COSTS:					
1. Salaries	\$875,700				\$875,700
2. Benefits	192,100				192,100
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$1,067,800				\$1,067,800
OPERATING EXPENDITURES by summary object:					
1. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. Anatomy Laboratory	\$197,600				\$197,600
2. Clinical Laboratory	17,000				17,000
TOTAL CAPITAL OUTLAY:	\$214,600				\$214,600
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$1,282,400				\$1,282,400

**Supports institution/agency and Board strategic plans:**

**SBOE Goal 2, Objective B & C**

**CRITICAL THINKING AND INNOVATION** - WWAMI will provide an environment for the development of new ideas, and practical and theoretical knowledge to foster the development of biomedical researchers, medical students, and future physicians who contribute to the health and well-being of Idaho's people and communities.

**Objective B: Innovation and Creativity** – Educate medical students who will contribute creative and innovative ideas to enhance health and society.

**Objective C: Quality Instruction** – Provide excellent medical education in biomedical sciences and clinical skills.

**SBOE Goal 3, Objective C & E**

**GOAL 3: Effective and Efficient Delivery Systems** – Deliver medical education, training, research, and service in a manner which makes efficient use of resources and contributes to the successful completion of our medical education program goals for Idaho

**Objective C:** Support and maintain interest in primary care and identified physician workforce specialty needs for medical career choices among Idaho WWAMI students.

**Objective E:** Efficiently deliver medical education under the WWAMI contract, making use of Idaho academic and training resources.

**Problem Statement:** The expansion of the WWAMI Medical Education program at the University of Idaho and its new 18 month curriculum has created the need for additional academic and clinical faculty, as well as additional staff to effectively deliver the program in Fall 2016 when the number of students doubles on the University of Idaho campus. This innovative curriculum has a clinical component that will require clinical laboratory space and equipment to support an active learning environment. The WWAMI program has been renting anatomy space at WSU and is in need of capital outlay to support the necessary infrastructure within the Idaho WWAMI program to deliver state of the art medically-oriented anatomy at the University of Idaho.

**Solution Statement:** Ongoing educational support needs of the Idaho WWAMI program can be met by adding \$1,067,800 to currently budgeted funds which will allow the WWAMI Program to fill current gaps in personnel and meet the needs of the program. The requested \$214,600 for anatomy and clinical laboratories is a one-time request that will fill the infrastructural requirements to deliver this curriculum.

**Metrics to Measure Success:**

- Percentage of Idaho WWAMI medical students participating in medical research (laboratory and/or community health)
- Pass rate on the U.S. Medical Licensing Examination (USMLE), Steps 1 & 2, taken during medical training.
- Support and maintain interest in primary care and identified physician workforce specialty needs for medical career choices among Idaho WWAMI students.
- Percent of Idaho WWAMI medical education contract dollars spent in Idaho each year.



**Description:**

In 2015, the University of Washington School of Medicine engaged in a major review and revision of the medical education curriculum. Among the many foundational changes in this new curriculum is early immersion into clinical settings and concomitant skill acquisition. The shift to early integration of clinical skills is a national trend that has in part been in response to changes in the United States Medical Licensing Board Exams (USMLE). The USMLE examination has an increased focus on traditional content areas in the basic sciences within a clinical context. This profound curricular change has and will continue to impact the delivery of medical education and training in the Idaho WWAMI program, with students remaining on the University of Idaho campus for three terms instead of two, class size expanding, and immersion into clinical skills and clinical competence. Thus, adjustments must be made to accommodate the increased number of medical students on campus and different educational approach. Expanded facilities, enhanced technology, additional faculty and support staff are necessary to support the additional students and delivering this new state of the art curriculum. The University of Idaho recognizes these needs and is working toward expanding facilities to accommodate the larger student body and curricular reform.

The new clinical medical curriculum has required WWAMI to employ more physician clinical specialists whose salaries are much higher than typical university faculty. In addition, the new curriculum has an overlap of first and second year students which has created increased needs in capital outlay.

Both anatomy and Clinical laboratory space is needed to deliver the clinical and basic science curriculum. For 44 years the Idaho WWAMI program has utilized anatomy facilities on WSU's campus. This was justified when both UI WWAMI and WSU WWAMI students were combined as one cohort of medical students. However, WSU WWAMI students moved to Spokane in 2014 just after the Idaho WWAMI program began increasing their enrollment in 2013 and the University of Idaho negotiated a 5 year contract to continue using anatomy facilities. Beginning in Fall of 2016, the Idaho WWAMI program will have 40 students in the first year cohort and will have 35 students in the second year cohort. Both Idaho cohorts will be taking medical anatomy courses concurrently, justifying the need for an independent anatomy laboratory in Idaho. This capital outlay will supply the anatomy laboratory with the needed infrastructure requirements.

**Questions:**

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

The request is for personnel costs and capital outlay. Funds will be utilized to provide faculty and staff salary and benefits as well as capital funds to outfit a medical anatomy lab. 11.275 FTE positions (salary, fringe) and additional funds for anatomy laboratory and clinical laboratory are being requested to position the UI

## BUSINESS AFFAIRS AND HUMAN RESOURCES

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WWAMI Medical Education Program to meet the needs of the new 18 month curriculum.

### **2. What resources are necessary to implement this request?**

#### **a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.**

We are requesting 10 new permanent positions, as well as funding for 16 temporary faculty positions to appropriately staff and implement the new UW School of Medicine curriculum. See list below of new personnel requests.

#### **b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.**

Existing human resources will continue to operate in their current capacities but will be relieved of the additional duties not part of their original job descriptions that are currently burdensome. New human resources will be utilized directly for instruction in the new curriculum or for development and maintenance of the program.

#### **c. List any additional operating funds and capital items needed.**

Besides the requested \$1,067,800 annually, \$214,600 in one-time capital funds are being requested.

### **3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.**

This request is for \$1,067,800 in base plus \$214,600 in one-time funding from state general funds.

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

The primary beneficiaries if this request is granted are the medical students and their future patients, which basically encompasses all of Idaho. The WWAMI medical education program is Idaho's state-supported medical school with the mission to train physicians to meet Idaho's healthcare needs. The Idaho WWAMI program has partnerships with hospitals and clinics throughout the state and sends WWAMI students to many rural communities with the goal of increasing interest in rural medicine and primary care. If this request is not funded, Idaho's ability to train highly competent future physicians will be limited. Without this additional line item and one-time capital outlay, the Idaho WWAMI program will likely see attrition of our highly sought-after faculty and staff and we will be limited in our ability to deliver medical anatomy.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**PERSONNEL COSTS**

<b>New Permanent Employees</b>	<b>Salary</b>	<b>FTE</b>
Immunologist	\$10,000	0.1
Administrative Assistant	29,848	1
Epidemiologist	19,500	0.25
Imaging and Ultrasound Specialist	9,101	0.1
Anatomist	66,315	1
Pharmacologist	15,000	0.1
Assoc. Director	55,000	0.5
Development Officer	72,000	1
Pharmacist	75,000	1
Lab Manager	60,000	1
<b>TOTAL PERMANENT</b>	<b>\$411,764</b>	<b>6.05</b>
<b>New Temporary Faculty</b>	<b>Salary</b>	<b>FTE</b>
Gerontologist	\$7,999.00	0.2
Pharmacologist	20,002.32	0.2
Academic Learning Specialist	33,500.00	0.5
Family Medicine Instructor	38,001.60	0.25
Family Medicine Instructor	37,498.00	0.25
Internal Medicine Instructor	40,000.00	0.25
Gastroenterologist Instructor	32,500.00	0.25
Family Medicine Instructor	32,500.00	0.25
Family Medicine Instructor	30,000.00	0.25
Emergency Medicine Instructor	12,300.00	0.2
Pediatrician Instructor	12,300.00	0.2
Clinical Instructor	12,300.00	0.2
Embryologist	10,000.00	0.125
Family Medicine Instructor	5,000.00	0.1
Histologist Instructor	75,000.00	1
Pathologist Instructor	65,000.00	1
<b>TOTAL TEMPORARY</b>	<b>\$463,900.92</b>	<b>5.225</b>
<b>GRAND TOTAL</b>	<b>\$875,664.00</b>	<b>11.275</b>

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**CAPITAL OUTLAY REQUESTS**

<b>Anatomy Laboratory</b>			
<b>Item</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Stainless Steel Supply Cart and Podium	\$2,327.50	1	\$2,327.50
Mobile Book Holder Station (Stainless Steel)	1,638.25	10	16,382.50
Base Cabinet (Stainless Steel)	6,500.00	4	26,000.00
Wall Cabinet (Stainless Steel)	1,200.00	4	4,800.00
Dead Wall Corner Cabinet (Stainless Steel)	1,400.00	3	4,200.00
Dissecting Table-Dip Tank (Stainless Steel)	5,400.00	12	64,800.00
Base Cabinet with Sink 10ft Stainless Steel)	9,650.00	1	9,650.00
Clicksmart Blade Remover	31.00	24	744.00
Blade Handle #4	14.25	100	1,425.00
Blade Handle #3	15.00	100	1,500.00
Mayo-Hegar Needle Holder 6"	24.25	100	2,425.00
Bone Mallet Solid Stainless Head 7-1/2	155.00	5	775.00
Deep sided Body Fluid Scoop 6 3/4	37.50	12	450.00
Dissection Instrument Kit	157.00	20	3,140.00
General Dissection Forceps Serrated Tip 4-1/2	12.00	100	1,200.00
Disposable Lung Knife	208.50	12	2,502.00
Mortuary Rack (roller Type)	20,650.00	1	20,650.00
Cadaver Carrier-Hydraulic With False Frame and HD Blue Cover	22,650.00	1	22,650.00
Cadaver Lift Conv Style Side Access 27" Tray	12,000.00	1	12,000.00
<b>TOTAL</b>	<b>\$84,070.25</b>		<b>\$197,621.00</b>
<b>Clinical Laboratory</b>			
<b>Item</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Brewer Basic Exam Table	\$1,312.50	4	\$ 5,250.00
Welch Allyn green Integrated Diagnostic Wall System	1,320.81	4	5,283.24
Clinton Industries 2102 Chrome Base Stool	127.18	8	1,017.44
Clinton 8036-36 inch Cabinet w/two Doors and Two Drawers	924.15	4	3,696.60
Detco 439 Eye-level Physician Scale	444.51	4	1,778.04
<b>TOTAL</b>	<b>\$4,129.15</b>		<b>\$17,025.32</b>
<b>GRAND TOTAL</b>	<b>\$88,199.40</b>		<b>\$214,646.32</b>

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**AGENCY: Special Programs**

FUNCTION: Scholarships and Grants

ACTIVITY: Adult Completers

Scholarship

Agency No.: 501

Function No.: 02

Activity No.:

FY 2018 Request

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Original Submission X or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>Adult Completers Scholarship</b>			Priority Ranking 1 of 1
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	\$60,000				\$60,000
2. Benefits	19,800				19,800
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$79,800				\$79,800
OPERATING EXPENDITURES by summary object:					
1. Travel	\$2,000				\$2,000
2. Misc. Office	1,000				1,000
TOTAL OPERATING EXPENDITURES:	\$3,000				\$3,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation	\$3,000				\$3,000
TOTAL CAPITAL OUTLAY:	\$3,000				\$3,000
T/B PAYMENTS:	\$3,000,000				\$3,000,000
LUMP SUM:					
GRAND TOTAL	\$3,085,800				\$3,085,800

**Supports institution/agency and Board strategic plans:**

**Goal1, Objective A, B and C**

**GOAL 1: A WELL EDUCATED CITIZENRY**

Idaho's P-20 educational system will provide opportunities for individual advancement across Idaho's diverse population

**Objective A: Access** - Set policy and advocate for increasing access to Idaho's educational system for all Idahoans, regardless of socioeconomic status, age, or geographic location.

**Performance Measures:**

- Annual number of state-funded scholarships awarded and total dollar amount.

**Benchmark:** 20,000, \$16M

**Objective B: Adult learner Re-Integration** – Improve the processes and increase the options for re-integration of adult learners, including veterans, into the education system.

**Performance Measures:**

- Percent of Idahoans ages 35-64 who have a college degree.

**Benchmark:** 37%

- Number of non-traditional college graduates (age>39)

**Benchmark:** 2,000

**Objective C: Higher Level of Educational Attainment** – Increase successful progression through Idaho's educational system.

**Performance Measures:**

- Percent of Idahoans (ages 25-34) who have a college degree or certificate requiring one academic year or more of study.

**Benchmark:** 60%

**Description:**

\$3 million is being requested to fund a proposed adult completers scholarship. One FTE is also being requested to assist with administration.

**Questions:**

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

\$3 million is being requested to fund a proposed adult completers scholarship. The scholarship is intended to support adult students returning to a public college or university after an absence of at least three (3) years or more and who are completing their first undergraduate degree. Applicants may qualify for up to \$3,000 per academic year for up to eight (8) consecutive semesters.

It is anticipated that a staff position will be needed to administer this scholarship in addition to the five other scholarships administered by the Office of the State Board of Education. The additional cost for staff is \$85,800.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

1 FTE with benefits – scholarship administrator. The hire date is anticipated to be in July 2017
  - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

The Board's Scholarship Programs Coordinator will be dedicating a share of time to administering the scholarship.

The Chief Policy and Planning Officer will develop administrative rules for implementation.
  - c. List any additional operating funds and capital items needed.

A web-based application must be developed and will be necessary for implementation.
3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

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

Individuals served will be adult students returning to a public college or university after an absence of at least three (3) years or more and who are completing their first undergraduate degree. Completing a higher education will allow these individuals to fill skilled, high demand jobs and increase their individual earnings. A skilled, higher paid workforce will be a boost to the state economy in regard to increased buying power of individuals, will increase revenue to fund services at all levels of government, and will lure new business to Idaho.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY: Special Programs**  
FUNCTION: Museum of Natural  
History

Agency No.: 513

FY 2018 Request

Function No.: 3000

Page 1 of 4 Pages  
Original Submission X or  
Revision No. \_\_\_\_

ACTIVITY: Development Officer

Activity No.:

A: Decision Unit No: <b>12.01</b>		Title: <b>Development for IMNH</b>			Priority Ranking 1 of 1
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	1.00				1.00
PERSONNEL COSTS:					
1. Salaries	\$80,000				\$80,000
2. Benefits	28,600				28,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$108,600				\$108,600
OPERATING EXPENDITURES by summary object:					
1. Travel	\$4,000				\$4,000
TOTAL OPERATING EXPENDITURES:	\$4,000				\$4,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation	\$3,000				\$3,000
TOTAL CAPITAL OUTLAY:	\$3,000				\$3,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$115,600				\$115,600

**Supports institution/agency and Board strategic plans:**

The Idaho Museum of Natural History was created by State Statute 33-3012. STATE MUSEUM OF NATURAL HISTORY. This statute stated that "there is hereby created and established at Idaho State University a state museum of natural history to be known as the Idaho museum of natural history, where tangible objects and documents reflecting our natural heritage may be collected, preserved, studied, interpreted, and displayed for educational and cultural purposes."

**ISU Goal 1: LEARNING AND DISCOVERY**

**Objective 1.1** ISU provides a rich learning environment, in and out of the classroom

The Museum is an institution of both formal and informal education for the State of Idaho.

**Objective 1.4** Undergraduate and graduate students engage in research and creative/scholarly activity.

**Performance Measures 1.4.1** Number of students employed to work with a faculty member on research/creativity activities.

The Museum is a research institution that provides employment for dozens of students each year to engage in novel research and build skills for future careers.

## **ISU Goal 2: ACCESS AND OPPORTUNITY**

**Objective 2.5** Students participate in community and service learning projects and activities, student organizations, and learning communities.

**Performance Measures 2.5.1** Number of student organizations, and annual number of students participating in those organizations.

The Museum engages ISU student participation in events and our exhibits attract class visits.

## **ISU Goal 3: LEADERSHIP IN THE HEALTH SCIENCES**

**Objective 3.3** ISU faculty and students engage in basic, translational, and clinical research in the health sciences.

**Performance Measures 3.3.1** Number of faculty engaged in research in the health and biomedical sciences.

The Museum's Idaho Virtualization Lab is working with the Division of Health Sciences in Meridian to develop digital applications for medical training.

## **ISU Goal 4: COMMUNITY ENGAGEMENT AND IMPACT**

**Objective 4.1** ISU directly contributes to the economic well-being of the State, region, and communities it serves.

**Performance Measure 4.1.1** Total economic impact of the University.

The Museum adds to the regional economy by attracting out-of-state visitors travelling the I-15 corridor.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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**Objective 4.3** ISU participates in formal and informal partnerships with other entities and stakeholders.

**Performance Measure: 4.3.1** Number of active ISU partnerships, collaborative agreements, and contracts with public agencies and private entities.

The Museum contributes substantially to partnerships, including Federal, State and Municipal agencies. This request seeks to further expand our community of stakeholders through fundraising and sponsorship opportunities.

### **SBOE Goal 1 A Well Educated Citizenry, Objective A: Access**

The Museum is an institution of both formal and informal education for the State of Idaho.

### **SBOE GOAL 2: Innovation and Economic Development,**

#### **Objective B: Innovation and Creativity,**

**Performance Measures:** • Institution expenditures from competitive Federally funded grants • Institution expenditures from competitive industry funded grants • Funding of sponsored projects involving the private sector.

This request will directly increase economic development by securing new streams of external funding to serve the mission of the Museum.

#### **Questions:**

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

We request a Development Officer position (1.0 FTE, with travel and computer expenses) to increase our fundraising capacity. This will increase the Museum's appropriated salary from 7.2 to 8.2 FTE. Currently, the Museum has no dedicated position for development and fundraising, which greatly limits our ability to engage our community and travelers to East Idaho. The lack of fundraising limits every aspect of Museum operations, from the exhibits we can offer, the educational programs available to K-12 students, and how we market our efforts to attract the public.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

Development Officer, full-time, salary \$80,000 + \$28,500 benefits. Date of permanent hire: July 2017.

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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None are available.

- c. List any additional operating funds and capital items needed.

We request one-time capital for computer (\$3,000) and ongoing funding for travel (\$4,000).

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

The new Development Officer position will work with the Museum Director to enhance fundraising efforts at IMNH. The individual will be charged with identifying and acquiring external funding in the form of grants, awards, and donations from public, private, and corporate sources to further the mission of the Museum.

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

The Idaho Museum of Natural History serves the people of Idaho and visitors traveling the I-15 corridor through Pocatello. In addition to the 10,000 people and K-12 students who visit exhibits each year, our virtual museum and social media presence reaches 180,000 citizens. Our strategic plan will increase our impact to the region by engaging our stakeholders through increased opportunities for sponsorship and development in support of Museum events, exhibits, programs and research.

The regional economic impact of the Museum is significant and has capacity for growth. More than 1.2 million people drive past Pocatello in route to Yellowstone each year, and the city is well situated to be a waypoint destination for travelers.

Expansion of our fundraising efforts requires a Development Officer position. This request will provide a financial return many times greater than its cost. A successful development program will be established at the IMNH to provide new external funding streams in support of our educational K-12 and adult programs, exhibits and marketing, collections and research, and for future capital improvements to our aging facility.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

**AGENCY: Office of the State Board of Education**

Agency No.: 501

FY 2018 Request

FUNCTION: OSBE Administration

Function No.: 02

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ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>College to Career Advis Pgm Mgr</b>			Priority Ranking 1 of 3
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.00
PERSONNEL COSTS:					
1. Salaries	\$60,000				\$60,000
2. Benefits	19,800				19,800
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$79,800				\$79,800
OPERATING EXPENDITURES by summary object:					
1. Travel	\$5,000				\$5,000
2. Office Equipment (PC/Phone)	2,000				2,000
3. Misc Office Supplies/Use	1,000				1,000
TOTAL OPERATING EXPENDITURES:	\$6,000				\$6,000
CAPITAL OUTLAY by summary object:					
1. PC and Workstation	\$3,000				\$3,000
TOTAL CAPITAL OUTLAY:	\$3,000				\$3,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$88,800				\$88,800

**Supports institution/agency and Board strategic plans:**

**GOAL 1: A WELL EDUCATED CITIZENRY**

Idaho's P-20 educational system will provide opportunities for individual advancement across Idaho's diverse population

**Objective A: Access** - Set policy and advocate for increasing access to Idaho's educational system for all Idahoans, regardless of socioeconomic status, age, or geographic location.

Percentage of Idaho High School graduates meeting college placement/entrance exam college readiness benchmarks.

Percent of high school students enrolled and number of credits earned in Dual Credit and Advanced Placement (AP):

Percent of high school graduates who enroll in postsecondary institutions:

- Within 12 months of graduation
- Within 36 months of graduation

**Objective C: Higher Level of Educational Attainment** – Increase successful progression through Idaho's educational system.

**Performance Measures:**

Percent of Idahoans (ages 25-34) who have a college degree or certificate requiring one academic year or more of study.

High School Cohort Graduation rate.

Percentage of new full-time degree-seeking students who return (or who graduate) for second year in an Idaho postsecondary public institution. (Distinguish between new freshmen and transfers)

Unduplicated percent of graduates as a percent of degree seeking student FTE.

Percent of graduates at each level relative to Board target numbers.

Percent of full-time first-time freshman graduating within 150% of time (2yr and 4yr).

**Objective E: Education to Workforce Alignment** – Deliver relevant education that meets the needs of Idaho and the region.

**Performance Measures:**

Ratio of non-STEM to STEM baccalaureate degrees conferred in STEM fields (CCA/IPEDS Definition of STEM fields).

**GOAL 2: Innovation and Economic Development**

The educational system will provide an environment that facilitates the creation of practical and theoretical knowledge leading to new ideas.

**Objective A: Workforce Readiness** – Prepare students to efficiently and effectively enter and succeed in the workforce.

**Performance Measures:**

Percentage of graduates employed in Idaho 1 and 3 years after graduation

Percentage of students participating in internships.

**GOAL 3: Effective and Efficient Educational System** – Ensure educational resources are coordinated throughout the state and used effectively.

**Objective C: Alignment and Coordination** – Facilitate and promote the articulation and transfer of students throughout the education pipeline (Secondary School, Technical Training, 2yr, 4yr, etc.).

Percent of Idaho community college transfers who graduate from four year institutions.

Percent of dual credit students who go-on to postsecondary education within 12 months of graduating from high school.

Percent of dual credit students who graduate high school with an Associate's Degree

Percent of postsecondary first time freshmen who graduated from an Idaho high school in the previous year requiring remedial education in math and language arts.

Percent of postsecondary students participating in a remedial program who completed the program or course

**Questions:**

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

One (1) full time equivalent (FTE) position is being requested to coordinate statewide college to career activities and resources and provide assistance to school districts and public postsecondary institutions for the seamless transfer of students through the education pipeline and on to a career. The Governor's Task Force implementation committee recognized college and career advising as being one of the key factors in reaching the Board's 60% goal. In response to this recommendation the legislature provided funding to school districts to provide targeted advising and mentoring to students at secondary schools. While assistance is being provided to school districts in the areas of technical assistance and support on how to implement counseling and advising models identified by the committee, it has become evident that a position focused on providing additional support is necessary, not only to districts as they implement new models for college advising and mentoring, but to also focus on providing a seamless transfer of students from secondary schools to postsecondary educational experience that range for industry recognized certificates to academic degrees. This position would focus on providing supports to address these needs as well as focus on postsecondary advising efforts to better align these efforts with the states workforce demand and state economic needs. This position will also help to maintain and update content on the Boards Next Steps Idaho website ([nextstepsidaho.gov](http://nextstepsidaho.gov)), this website is a "one stop shop" for students and parents, as well as school district staff, to help student in the state be ready for life beyond high school. The site includes planning steps for students starting in the 8<sup>th</sup> grade through 12<sup>th</sup> grade as well as many other resources to help students to be ready to go on after high school.

Currently staffing is limited to the bare minimum and provide through multiple avenues. Currently we have a part time, term limited position funded through the federal College Access Challenge Grant that has provided support to school districts and coordination with postsecondary institutions in this area. The grant covering these activities will end in September 2016.

2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

One full time position. This position would be benefit eligibility and would start July 1, or there about, if funded.
  - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
  - c. List any additional operating funds and capital items needed.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This request would result in ongoing funding, amounts requested are based on the expected starting salary for a program manager position in the Office of the State Board of Education.

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

Students, school districts and our state postsecondary institutions would be served. It is expected this position will have a positive impact in the number of students graduating from high school and going on to some form of postsecondary education, thereby increasing our state “go on” rate. The position will also work with the postsecondary institutions to coordinate advising initiatives as well as provide analysis of existing models to inform future decisions of the State Board regarding advising policies for our postsecondary institutions. If not funded it will be more difficult for school districts to implement new advising and mentoring models and it will take longer to assure that new models implemented and admissions, credit transfer, and postsecondary advising are aligned.



**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** Office of the State Board of Education  
**FUNCTION:** Charter School  
 Commission

Agency No.: 501

FY 2018 Request

Function No.: 02

Page \_\_\_\_ of \_\_\_\_ Pages  
 Original Submission X or  
 Revision No. \_\_\_\_

**ACTIVITY:**

Activity No.:

A: Decision Unit No: <b>12.02</b>		Title: <b>Pre-renewal site visits</b>			Priority Ranking 2 of 3
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Contractor	\$39,000				\$39,000
2. Travel	7,000				7,000
TOTAL OPERATING EXPENDITURES:	\$46,000				\$46,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$46,000				\$46,000

**Supports institution/agency and Board strategic plans:**  
**Goal 1, Objective D**

**Objective D: Quality Education – Deliver quality programs that foster the development of individuals who are entrepreneurial, broadminded, critical thinkers, and creative.**

**Description:**

The Office of the State Board of Education (OSBE) is responsible for staffing the Public Charter School Commission (PCSC). The designee of the executive director serves as secretary to the PCSC and acts at the direction of the PCSC to enforce the provisions of Idaho Code §33-52, Public Charter Schools.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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The mission of the PCSC is to protect the interests of students and taxpayers, as well as the autonomy of charter school boards. Fulfillment of this mission requires ongoing monitoring of schools' academic, operational, and financial status. State law obliges charter school authorizers, including the PCSC, to periodically review the schools they oversee for purposes of renewal or non-renewal. Schools whose charters are renewed will continue operating using taxpayer funds, while schools whose charters are non-renewed will close.

Renewal evaluation is an important practice in charter school authorizing on a national basis. Most authorizers include in their renewal process an on-site school evaluation conducted by independent contractors, who present their findings to the authorizer. Teams of independent reviewers provide expert, unbiased perspective on the quality of each school being considered for renewal.

### **Questions:**

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

OSBE is requesting funds to cover the cost of performing independent, pre-renewal site visits for public charter schools authorized by the PCSC. Such visits represent a national best practice in charter school authorizing.

Full-day reviews would be conducted by panels of three, independent evaluators in the spring or fall immediately preceding a school's renewal/non-renewal date. Evaluators would be selected from a variety of geographical areas and professional backgrounds most relevant to the individual schools under review. 10-15 schools would be evaluated annually.

OSBE's current staff dedicated to PCSC authorizing work (4.0 FTE) is sufficient to develop evaluation tools, organize travel, and train several independent evaluators.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

None

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

None. This work can be absorbed by existing OSBE staff.

- c. List any additional operating funds and capital items needed.

Independent evaluators (contracted): \$39,000 annually

Travel costs to school sites: \$7,000 annually

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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Because the PCSC makes renewal decisions about all the schools it authorizes on a rotating basis, pre-renewal independent reviews represent an annual cost. It is important that the evaluators be independent contractors who bring an unbiased opinion, as well as expertise specific to the schools under review.

The request for \$46,000 would enable implementation of full-day reviews by panels of three contracted evaluators.

If necessary, a scaled-back version of the request (\$32,000) would enable implementation of full-day reviews by panels of two contracted evaluators plus one volunteer.

A further-reduced version of the request (\$30,500) would enable implementation of full-day reviews by two contracted evaluators.

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

This request primarily serves Idaho taxpayers and public charter school by supporting well-informed authorizing decisions. School closure decisions are important but difficult, requiring thorough evaluation by experts to ensure their appropriateness. Charter renewals should be decided upon with equal care because they impact students' lives and represent ongoing use of taxpayer dollars.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** Office of the State Board of Education

Agency No.: 501

FY 2017 Request

FUNCTION: OSBE Administration

Function

of \_\_\_\_

ACTIVITY: Board approved  
category

No.: 01

Page \_\_\_\_ Pages

Activity No.:

Original Submission X  
or Revision No. \_\_\_\_

A: Decision Unit No: <b>12.03</b>		Title: <b>Research Analyst</b>			Priority Ranking 3 of 3
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	\$57,900				57,900
2. Benefits	24,000				24,000
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$81,900				81,900
OPERATING EXPENDITURES by summary object:					
1. Travel	\$3,000				3,000
TOTAL OPERATING EXPENDITURES:	\$3,000				3,000
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$84,900				84,900

**Supports institution/agency and Board strategic plans:**

**Goal 3: Effective and Efficient Delivery Systems**

**Objective B: Data-driven Decision Making** - Increase the quality, thoroughness, and accessibility of data for informed decision-making and continuous improvement of Idaho's educational system.

**Description:**

The Office of the State Board of Education requests 1 FTP and associated funding to recruit and fill a new Research Analyst position.

With the increase of data requests and the Board staff assuming the responsibility of reporting data for Complete College America, an additional Research Analyst would ensure timeliness of data and additional expertise in analytical reports.

This person would primarily focus on qualitative data analysis. As such, this person would oversee the use of surveys and assist office staff with construction and analysis of those surveys. An emphasis in qualitative data analysis would augment the current structure of the research team, which is currently more skilled in quantitative analysis.

With the Board focused on using data to make policy decisions, a complete research unit with both qualitative and quantitative analysts would provide the Board not only the numbers, but also help the Board understand the context for the analysis. Qualitative research could also be useful in the deployment of pilot studies at schools, districts, or institutions.

**Questions:**

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

One FTP and \$81,900 in ongoing General Funds for a Research Analyst to provide sophisticated data analytics to the Board and its staff. There is no current base funding for this position. Operating costs of \$3,000 would cover the purchase of computer, printer, travel and professional development.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

Research Analyst, Pay Grade L, full-time, benefit eligible, date of hire: 7/1/2017

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

No existing human resources will be redirected to this new effort. Existing operations will be enhanced with this new skill set.

- c. List any additional operating funds and capital items needed.

\$3,000 in ongoing operating expenses for computer equipment, printer, travel and professional development.

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

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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should include a description of major revenue assumption(s) (e.g. anticipated grants, etc.).

Fund source is ongoing General Funds.

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

The State Board of Education, and the public schools and institutions under the governance of the Board, will benefit from data analytics in support of strategically increasing postsecondary access and success.

In addition, the Legislature, other state agencies, businesses and other entities in the state are increasingly relying on good data to make decisions. The education system is the biggest state investment and the largest data source in the state. Good analysis is essential to making these data effective and available.

5. If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first.

Not applicable.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**AGENCY:** Idaho Public Television

**FUNCTION:** Idaho Public Television

**ACTIVITY:** N/A

Agency No.: 520

Function No.: 01

Activity No.: N/A

FY 2018 Request

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Original Submission: X

Revision No. \_\_\_\_\_

A: Decision Unit No: <b>12.01</b>		Title: <b>Educational Outreach</b>			Priority Ranking 1 of 1
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)	2.00				2.00
PERSONNEL COSTS:					
1. Salaries	\$109,200				\$109,200
2. Benefits	48,100				48,100
3. Group Positions					
TOTAL PERSONNEL COSTS:	\$157,300				\$157,300
OPERATING EXPENDITURES by summary object:					
1. Other Services	\$5,000	\$5,000			\$10,000
2. Administrative Services	5,000	5,000			10,000
3. Employee Travel	10,000				10,000
TOTAL OPERATING EXPENDITURES:	\$20,000	\$10,000			\$30,000
CAPITAL OUTLAY by summary object:					
1. Computer Equipment	\$5,800				\$5,800
TOTAL CAPITAL OUTLAY:	\$5,800				\$5,800
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$183,100	\$10,000			\$193,100

**Supports institution/agency and Board strategic plans:**

**SBoE Goal 1, Objective A**

Idaho Public Television reaches more than 97% of Idaho households with quality educational content that has a demonstrated impact on educational success in school. In addition, we reach a high percentage of low income and ESL learners through our broadcast and online resources. This new initiative will connect more teachers and learners with local and national content that has a proven track record of improving educational outcomes for preschool and elementary students.

**Performance Measure:**

Number and location of students and educators served through presentations and workshops, number of educators signing up for Scout/PBS Learning Media resources

**Idaho Public Television Goal 1**

**A WELL-EDUCATED CITIZENRY - Idaho's P-20 educational system will provide opportunities for individual advancement across Idaho's diverse population.**

**Objective 2: Nurture and foster collaborative partnerships with other Idaho state entities and educational institutions to provide services to the citizens of Idaho.**

**Performance Measure:**

Number of presentations to schools and other educational institutions and entities

**Objective 5: Provide access to IdahoPTV new media content to citizens anywhere in the state, which supports citizen participation and education.**

**Performance Measure:**

Number of students and educators served through presentations and workshops, number of educators signing up for Scout/PBS Learning Media resources, number of visitors to our educational websites.

**Objective 6: Broadcast educational programs and provide related resources that serve the needs of Idahoans, which include children, ethnic minorities, learners, and teachers.**

**Performance Measure:**

Number of students and educators served through presentations and workshops, number of educators signing up for Scout/PBS Learning Media resources, number of minorities and low income students served through presentations and workshops.

**Description:**

Idaho Public Television proposes enhancing our educational outreach efforts with the addition of two new positions and related expenses to supplement the one current position devoted to these activities. By making presentations to teachers, parents and caregivers about how best to utilize the more than 100,000 educational resources available from Idaho Public Television free to Idahoans, we hope to increase the use of these resources and the effectiveness of the learning process, thus improving standardized test scores in literacy and STEM subjects. Many educators and parents are not aware of these resources or how best to employ them for maximum effectiveness. These two new educational positions will travel the state informing the community about these resources and demonstrating best practices for their utilization

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

**JUNE 16, 2016**

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both at home and in the classroom. These additional positions will allow us to increase our effectiveness in northern and eastern Idaho where the current costs to serve these communities from Boise is prohibitive. While we provide high quality educational material for all ages, we plan to concentrate most of our efforts with preschool and elementary grades where the demonstrated impact is greatest. These positions will also develop educational material to accompany Idaho Public Television's productions to make them more valuable to classroom teachers and students.

### **Questions:**

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

Two additional full time education positions are being requested to provide support for IdahoPTV and PBS educational tools such as Learning Media and other online resources to schools, libraries, families, daycares, after school networks and other educational institutions. The Project Coordinator position would serve as supervisor and coordinate the activities of both our existing Education Specialist and the new Education Specialist position we are requesting. These positions would be able to produce educational components for local programs as well as bring educational offerings from CPB and PBS to Idaho communities. These offerings could include educational video segments, lesson plans based on state standards, teacher guides and websites and other digital learning materials. These educational positions would work closely with the Idaho State Department of Education, Office of the State Board of Education, Idaho Commission for Libraries, the STEM Action Committee, and other local educational organizations. These positions would help augment the classroom curriculum by providing quality material to educators and learners.

These specialists would travel around the state to schools, libraries, and other educational sites to demonstrate Learning Media, Literacy in a Trunk, STEM in a Trunk and a whole host of educational components produced by PBS and CPB, the most trusted educational brands in America.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

See attached worksheet.

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

In addition to an existing Education Specialist, this line item would also receive limited support from existing communication, promotion and production positions. Design and printing of brochures and pamphlets, web and digital assets, as well as short video segments might be occasionally needed.

- c. List any additional operating funds and capital items needed.

Operational funding includes costs of printing of materials, postage and shipping, and travel to schools, libraries, child care facilities, and others sites to make

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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presentations at locations statewide. We anticipate acquiring two \$5,000 grants from private sources (dedicated funds) to supplement operational costs.

Capital items include a portable computer and large, external monitor for each position that will be used both in office and on location for demonstrations of online resources available to students, educators, and other community participants.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

Besides the ongoing funding for the two positions, this request contains ongoing operational expenses for employee travel in each region of the state as well as educational meetings and conferences held by PBS and CPB. IdahoPTV has office space in Moscow and Pocatello to accommodate these personnel. One-time costs include the capital items described in 2(c) above.

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

Educators, students, librarians and patrons from around the state will be served by these educational positions. PBS and CPB extend grants on a semi-regular basis that go along with the educational opportunities that exist with many programs produced for air and online. Educational outreach grants for history and science-based programming have been made available. More educational opportunities will be available in years to come. Currently, we are not able to take advantage of many of these grants because we do not have the personnel to accomplish the tasks. If not funded, we would not be able to enhance education as described herein.

## 12.01 Line Item - Educational Outreach

Position	FTP	Class	Pay Grade	Policy Rate	Salary	Benefits	Total PC	Emp Travel	Other OE	O.T. CO	Total
Project Coordinator	1.00	02913	L	27.83	57,900	24,800	82,700	5,000	10,000	2,900	100,600
Education Specialist	1.00	02362	K	24.65	51,300	23,300	74,600	5,000	10,000	2,900	92,500
Totals	2.00				109,200	48,100	157,300	10,000	20,000	5,800	193,100
By Fund:											
General Fund	2.00				109,200	48,100	157,300	10,000	10,000	5,800	183,100
Dedicated Fund									10,000		10,000
Totals	2.00				109,200	48,100	157,300	10,000	20,000	5,800	193,100

Each position would travel within state and incur expenses for events and community engagement. Each position will need a laptop with standard software (\$2,500 ea) and a large monitor (\$400 ea) for demonstrations.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY:** Division of Vocational Rehabilitation  
**FUNCTION:** Extended Employment  
 Services

Agency No.: 523

FY 2018 -Request

Function No.: 05

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**ACTIVITY:**

Activity No.:

Additional Extended Employment Program Funds					
A: Decision Unit No: 12.01		Title:		Priority Ranking 1 of 4	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and workstation					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL					

Agency Director received permission to include this line item as a placeholder for the June Board meeting in order to gather additional information to determine agency funding needs.

**Supports institution/agency and Board strategic plans:**

**Goal 1 Objective 1**

**Objective:** To assist the agency in providing a rate increase to the Extended Employment Services (EES) providers

**Performance Measure:** To enhance the providers ability to recruit and retain qualified front-line staff to support the customers served by the EES program.

## BUSINESS AFFAIRS AND HUMAN RESOURCES

JUNE 16, 2016

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### Description:

The Division of Vocational Rehabilitation is requesting an additional \$\$\$ in General Funds appropriations for the Extended Employment Services (EES) program. Idahoans with the most significant disabilities are some of the State's most vulnerable citizens. The EES program provides people with the most significant disabilities employment opportunities in both non-integrated settings or with a competitive job in the community. This additional amount of funding will assist in recruiting and retain the most qualified front-line staff to support those individuals served. Currently, front-line staff are paid from \$\$\$ to \$\$\$, depending on the providers pay structure and benefit package. Our providers have indicated without a fee for service rate increase, they will struggle to recruit and retain qualified staff, therefore leaving the most significantly disabled vulnerable.

### Questions:

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

An increase to the level of fee for services set by the Administrator of IDVR in order to increase the providers' ability to recruit and retain qualified workers who can deliver services in a safe and effective manner to those served by the EES program.

1. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

None

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

None

- c. List any additional operating funds and capital items needed.

None

2. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is a request for ongoing additional EES program funds to directly benefit the fee for service rate of providers in order to compensate their front-line staff that provides the direct support to individuals with the most significant disabilities being served under the EES program. There is no additional revenue associated with this request.



## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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

This request will enable the providers of EES services to recruit and retain qualified workers who can deliver services in a safe and effective manner to those served by the EES program. The impact is statewide. Idaho will benefit from having qualified staff in positions to support the most vulnerable as they engage in employment activity.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY: Division of Vocational Rehabilitation**

FUNCTION: Vocational Rehabilitation

ACTIVITY: Basic Grant

Agency No.: 523

Function No.: 02

Activity No.: 02

FY 2018 -Request

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Original Submission  X  or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.02</b>		Title: <b>Additional Grant and Match Funds</b>		Priority Ranking 2 of 4	
<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$125,000		\$462,000		\$587,000
LUMP SUM:					
GRAND TOTAL					

**Supports institution/agency and Board strategic plans:**

**Goal 1 Objective 1**

**Objective:** To provide customers with effective job supports including adequate job training to increase employment stability and retention.

**Performance Measure:** To enhance the level of job preparedness services to all customers.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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### **Description:**

Vocational Rehabilitation (VR) is requesting an additional \$125,000 in State funds and \$462,000 in Federal funds to have a sufficient amount of funds available to pay for assessment, training, tools, education, supplies, transportation, and other items to assist youth and students with disabilities as well as nonstudents and adults with disabilities prepare for and/or secure employment. Under the Workforce Innovation and Opportunity Act (WIOA), Idaho is required to spend 15% of its VR grant on certain qualified students with disabilities, pre-employment transition services, and assisting students with disabilities transition to work. Furthermore, VR is experiencing an approximate 7% increase in service expenditures annually. The additional funds will be used to meet the student transition requirement of WIOA as well as meet the needs of all eligible nonstudent and adult populations being served by VR in Idaho.

VR is a ticket to self-sufficiency for Idahoans with disabilities. It is not another welfare program. VR services for eligible Idahoans with disabilities are the enabling tools to transition from unemployment to gainful employment; from dependence to independence. For Federal fiscal year 2015, 85% of VR customers who achieved or maintained employment reported their wages as their primary means of support instead of depending on public support and family support. Not only does an investment in VR reduce the amount of public support required, it also returns funds to the State of Idaho. Based on Federal Fiscal Year 2015 data it is estimated that a State investment of \$125,000 will return over \$1.3 million in direct sales tax and income tax to the State. That is a return on investment of over \$11 to \$1. In addition, it will increase Idaho's other taxes, such as property and gas tax, and reduce the amount of public assistance to those individuals served. This is a good investment for Idaho and unlike many other government programs; it returns more dollars than are invested by the State.

The addition of \$587,000 in appropriations will allow Idaho to capture all of the funds allotted to it by the Federal Government. Without the State General Fund match of \$125,000, Idaho will lose \$462,000 in Federal funds set aside for Idaho. Furthermore, as a result of Federal funds being returned by other states that cannot meet their match, Idaho has the opportunity to capture even more Federal funds to assure adequate service delivery to all eligible Idahoans. Through this additional appropriation, it will also allow VR to help more Idahoans with disabilities move into the workforce. The emphasis will be on helping students with disabilities transition into the workforce, which will provide the biggest benefit to Idaho. Currently the average age of a VR customer is 38. Involving those with disabilities at a younger age means that independence for those with disabilities will start earlier and reduce the amount of public assistance needed by them. Transitioning students to the workforce should have an even bigger return on investment to the State of Idaho than mentioned above. The additional funds will not only assist those in need, but will also provide a great return on investment for Idaho.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**Questions:**

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

IDVR is requesting additional State and Federal funds to be able to meet the program requirements of the Federal Workforce Innovation and Opportunity Act (WIOA). The request is for VR to strategically plan for the increase of service costs as well as the shift in program emphasis required by Pre-Employment transition services. Without this increase the Division may not be able to meet the requirements WIOA and the needs of the Vocational Rehabilitation program. If that was the case then IDVR would need to adjust how the program operates in Idaho and would not be able to serve all eligible individuals with disabilities who need services. The VR program would need to implement an Order of Selection (OOS).

2. What resources are necessary to implement this request?

d. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

None

e. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

None

f. List any additional operating funds and capital items needed.

None

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This will allow VR to use all of the Federal funds allocated to the State. Annually, the Federal grant award increases by 1-3%. The \$125,000 in General Fund appropriations will allow Idaho to capture an additional \$462,000 of Federal Funds and also meet the requirements of WIOA. Idaho does not want to remit any portion of its allotment to other states as it has prior to SY 2017. Furthermore, this will allow VR to capture funds remitted by other states. This will allow Idaho to invest its full Federal allotment of over \$16 million in Idaho; where Idaho will receive a return on the investment. The grant funds are ongoing in subsequent years.

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

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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This request will allow VR to continue to serve all of our customers without limiting available services. It will also allow Idaho to invest its share of this Federal grant in Idaho, where it has been returning in excess of \$11 in sales and State income tax for every \$1 invested by the State.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**AGENCY: Vocational Rehabilitation**

FUNCTION: CDHH Administration

ACTIVITY: CDHH

Agency No.: 523

Function No.: 06

Activity No.:

FY 2018 Request

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Original Submission X or

Revision No. \_\_\_\_

A: Decision Unit No: <b>12.03</b>		Title: <b>Community Outreach</b>			Priority Ranking 3 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	\$64,600				\$64,600
2. Benefits	23,100				23,100
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$87,700				\$87,700
OPERATING EXPENDITURES by summary object:					
1. Travel	\$2,300				\$2,300
2. Communication Accommodations	10,000				10,000
3. Cell Phone	1,200				1,200
4. Office Lease	2,400				2,400
TOTAL OPERATING EXPENDITURES:	\$15,900				\$15,900
CAPITAL OUTLAY by summary object:					
1. PC and workstation	\$3,400				\$3,400
TOTAL CAPITAL OUTLAY:	\$3,400				\$3,400
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$107,000				\$107,000

**Supports institution/agency and Board strategic plans:**

**Goal 1 Objective 1**

To increase the Idaho Council for the Deaf and Hard of Hearing (CDHH) by one (1) additional Full Time Employee (FTE) identified as Communication and Outreach Coordinator in order to increase outreach and education.

**Performance Measure:**

To increase access and education to all Idahoans to include those who are deaf and hard of hearing.

## BUSINESS AFFAIRS AND HUMAN RESOURCES

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### Description:

The Idaho Council for the Deaf and Hard of Hearing is requesting an additional one (1) Full Time Employee (FTE) identified as Communication and Outreach Coordinator to assist in meeting their mission

### Questions:

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

The Council for the Deaf and Hard of Hearing is requesting one (1) additional Full Time Employee (FTE) identified as Communication and Outreach Coordinator. The Council for the Deaf and Hard of Hearing is a unique state agency following its mission of being "Dedicated to making Idaho a place where persons, of all ages, who are deaf or hard of hearing have an equal opportunity to participate fully as active, productive and independent citizens." Using the formula of 13% provided by the Gallaudet Research Institute, an estimated 203,785 people in Idaho have hearing loss:

Total Idaho Population	1,567,582
Total Hearing Loss	203,785 (13%)
Severe Hearing Loss	34,486 (2.2%)
Profound Hearing Loss (deaf)	3,448 (.22%)

Currently, there are only 2 FTE's working for the Council, the Executive Director and an Administrative Assistant. With the establishment of Idaho Sound Beginnings (newborn hearing screening) children who have hearing loss are being identified earlier, baby-boomers are increasing and veterans are returning to civilian life. The aforementioned causes the need for an additional staff member to provide specific functions for the Council. The role of the Communication and Outreach Coordinator would be to increase awareness of the Council's role, services and programs throughout the state of Idaho. Strategies may include developing collaborations with community organizations, staffing exhibit tables at expos, providing training sessions, educating on legal obligations to comply federal and state laws related accessibility and accommodations, developing and disseminating information and resources, and managing external and internal communications.

One-time funds for initial office set up include desk, chair, desktop/laptop computers, monitors, warranties, and docking station.



## BUSINESS AFFAIRS AND HUMAN RESOURCES

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Currently there is no agency staffing for this position and no funding by source is in the base.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

The title of this position is: Communications and Outreach Coordinator

Pay Grade: K

Full Time Status

Full Benefits

Anticipated Date of Hire: July 1, 2018

Terms of Service: NA

- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

Existing Human Resources would be redirected to hire candidate. If this position were approved and funded, it would allow the two current staff members to spend 100% of their time on their assigned duties.

Currently the Executive Director and Administrative Assistant are the only staff involved in providing information, workshops, presentations, and everyday operations of the Council. This position would relieve some of the burdens of the current staff to provide the necessary services dictated by Idaho Code Chapter 13, Title 33

- c. List any additional operating funds and capital items needed.

Additional operating funds:

Office lease \$200/mo	\$ 2,400.00 annually
Cell Phone	\$ 1,200.00 annually
Overnight travel ~ 10 x ~ 80	\$ 800.00 annually
Per Diem ~ 20 x 33.00	\$ 660.00 annually
Flights ~ 2 @ \$400	\$ 800.00 annually
Communication/accommodation svcs	\$10,000.00 annually

TOTAL Additional Operating Funds \$15,860.00

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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Capital Items

Desk	\$740.00
Chair	\$570.00
Desktop	\$650.00
Desktop Warranty	\$ 60.00
Laptop	\$970.00
Laptop Warranty	\$100.00
Docking Station	\$160.00
Monitors	\$160.00 Each

Total Capital Funds	\$3,410.00
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3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

Ongoing request	\$ 103,655
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One Time request	\$ 3,410.00
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All funds will be from General Funds. There are no expectations of additional grant monies or federal monies. There are no external funding available that is in line with the objectives, mission and responsibilities/duties of the Council.

If the request is not funded, CDHH will be unable to fully utilize the collaborative relationship with community organizations, local and state governmental entities, and proactively develop a presence for our Council and the programs and services provided.

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

Idaho policymakers, the legislators, local, state agencies, businesses, and the 203,785 deaf and hard of hearing citizens will be served by this request. We anticipate the population to grow. This request allows for areas that are not currently served by the limited staff of CDHH to be included in the mission of the Council.

## **BUSINESS AFFAIRS AND HUMAN RESOURCES**

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It has been over 24 years, since the inception of the Council, without any significant increase in FTE that serves the constituents and/or stakeholders directly. For the past two decades the deaf and hard of hearing population grew and assimilated much more deeply into the society more than ever before which demands more information and resources. The current staff finds it very difficult meeting the growing demands.

If this request is not funded, Idaho's deaf and hard of hearing population will continue to be underserved.

5. If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first.

Request for FTE was presented on our line item last year which was not recommended by the Governor.

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**JUNE 16, 2016**

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**AGENCY:** Division of Vocational Rehabilitation  
FUNCTION: Council for the Deaf and  
Hard of Hearing (CDHH)  
Administration

Agency No.: 523

FY 2018 Request

Function No. 06

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Original Submission X or  
Revision No. \_\_\_\_

ACTIVITY: CDHH

Activity No.:

A: Decision Unit No: <b>12.04</b>		Title: <b>Increase Spending Authority</b>			Priority Ranking 4 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:				\$3,000	\$3,000
TOTAL OPERATING EXPENDITURES:				\$3,000	\$3,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL				\$3,000	\$3,000

**Supports institution/agency and Board strategic plans:**

**Goal 1 Objective 1**

To increase the amount of spending authority for CDHH

**Description:**

CDHH receives various donations from outside sources to assist in the support of CDHH with annual deaf awareness events.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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**Questions:**

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?
  - a. An on-going \$3,000 spending authority for existing PCA (64040) fund to support and reimburse for expenses incurred for annual state-wide deaf awareness day event. The sources of funding solely come from private donations by corporate and non-profit entities.
  - b. This request is to allow CDHH to have the spending authority for donated funds to assist them with sponsorships for the programs awareness events.
  - c. Insignificant staffing level is required to manage this activity.
2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

None.
  - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

None.
  - c. List any additional operating funds and capital items needed.

None.
3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.
  - a. This is an on-going request. Annual Idaho Deaf Awareness Day (IDAD) event is run through partnerships with various deaf and hard of hearing based entities, and non-profit organizations. The cost to host this event depends on monetary donations and sponsorships from private entities. The purpose of this event is to bring awareness on deafness. This event is open to the public.
  - b. No grants will be received or used.
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

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- a. This request will enable us to reimburse any expenses incurred by the partnership organizations to host the event.
- b. If the request is not funded, the Council will not be able to follow the statutory mandates set by the Idaho code. Furthermore, the partnership organizations will not be able to be reimbursed for the expenses incurred in supporting the event.

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**JUNE 16, 2016**

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**IDAHO NATIONAL LABORATORY**

**SUBJECT**

Lease of expanded Cybercore and Collaborative Computing Center (C3) facilities to the Idaho National Laboratory (INL)

**REFERENCE**

May 2016                      State Board of Education (Board) received initial overview briefing on proposed project from INL Program Manager

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.I. Real and Personal property and Services

**BACKGROUND/DISCUSSION**

The INL proposes to expand, through new construction, its Cybercore facility and Collaborative Computing Center (C3). The Cybercore and C3 programs are currently carried out in smaller facilities at the INL site, and additional space is needed to accommodate the increased demand for the programs carried out in the two facilities. The Cybercore supports a wide range of cyber security research projects. The C3 provides massive, high-speed computational capability to support regional and national research operations. The new facility construction would be financed through bonds issued by the Idaho State Building Authority (ISBA), and ISBA would manage construction of the facilities. The new Cybercore and C3 facilities would be constructed on property owned by the Idaho State Board of Education (Board) and/or the Idaho State University Foundation (Foundation) adjacent to INL Research Facilities.

Likely lease arrangements would include a ground lease of the construction site property from the Board to the ISBA. In parallel, lease arrangements would be established for the ISBA to lease the new facilities to the Board, which would sub-lease the facilities to the INL. Rent from INL for the facilities would be passed back through the Board to ISBA until such time that the facilities were paid off (after a 30-year or less construction payback period), at which time all rent proceeds from INL would go to the Board, and ISBA's role will be complete. The facility lease to INL would be triple net, with the lessee being responsible for all operational costs, utilities, applicable taxes, insurance, and maintenance. There would be no operational costs for the Board under the anticipated arrangements, and financing and project management responsibilities would be borne by ISBA, to suit Board interests.

The proposed use of the properties would help preserve contiguity of a growing INL Idaho Research Campus. The proposed lease arrangements parallel those currently used in the Board's lease of the Center for Advanced Energy Studies (CAES) facilities to the INL. The Board has been invited to be the state Sponsor

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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for the project, a pre-requisite for using ISBA bonding authority. Bonding will also require Legislative action in the form of a concurrent resolution in the upcoming session. The Board will create a working group, chaired by a Board member, to work with INL, ISBA, Idaho State University (ISU) and the ISU Foundation to flesh out plans and prepare options for Board action/decisions at a future meeting.

**IMPACT**

Construction of the expanded Cybercore and C3 facilities will enhance the opportunities for joint research activities by the INL and regional research universities. The project will have a positive impact on the region and the state in two areas of critical importance to global competitiveness and national security. Following payment of debt for construction, lease payments from INL would redound to the Board and would be available to support additional strategic goals and objectives. No institution/agency dollars would be needed to carry out the two construction projects (each estimated at approximately \$40 Million, for a total of \$80 Million). If the Board were to decline INL's invitation to sponsor the construction and lease project, INL has stated that it would proceed to build the facilities on alternate sites in the area—which would offer expanded research opportunities to Board institutions, but would mean that the Board would forego the economic and other benefits of participating in the design of the projects and in the future lease proceeds.

**ATTACHMENTS**

Attachment 1 – Supporting diagrams

Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

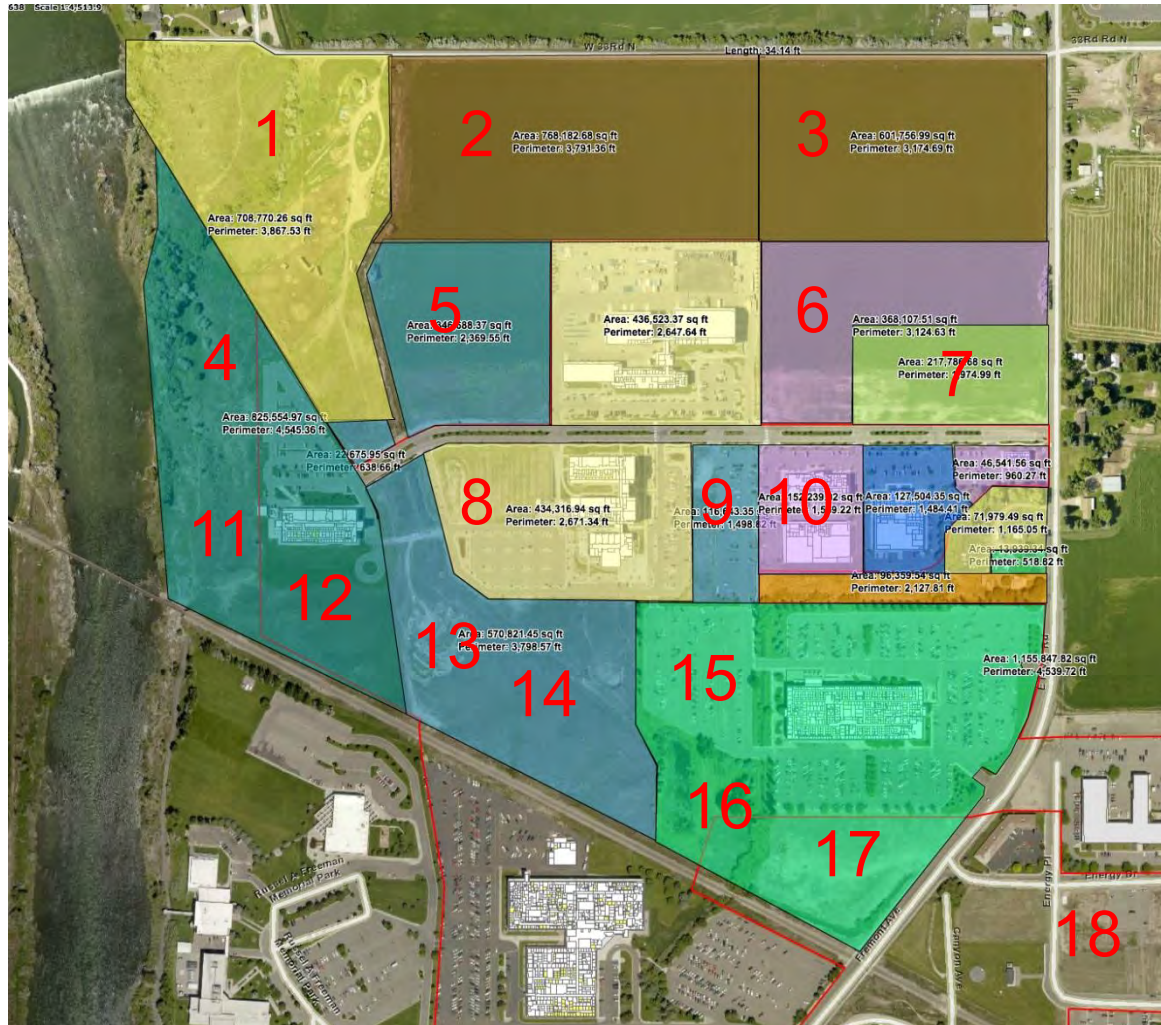
This informational update will complement a planned visit of the INL facilities and potential construction sites on the margins of the Board meeting. Board staff will work with INL, ISBA, ISU, and other key stakeholders, in support of the Board's designated working group, to develop proposals for possible Board action on Sponsorship of the Cybercore/C3 initiative the August 2016 Board meeting.

**BOARD ACTION**

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



## Ownership of Land Adjacent /Intermixed within the INL Campus



- 1 Kennedy Trust
- 2 & 3 Bauchman Kingston
- 4 Idaho State Board of Education
- 5 ISU Foundation
- 6 ERC III, LLC (Voigt)
- 7 LDS Church
- 8 REL Facilities, LLC (Ormond)
- 9 ISU Foundation
- 10 ERC III, LLC (Voigt)
- 11 & 12 Idaho State Board of Education
- 13 & 14 ISU Foundation
- 15, 16 & 17 Battelle Facility Owner (Boyer)
- 18 Daggitt, LLC



# INL – Cybercore L1 – Floor Plan

Conceptual

INL - Cyber Innovation Center (CIC)  
Scale: 1/8" = 1'-0"  
April 26th, 2016  
Final Architects

First Floor Plan

Office	6771 SF
Office Support	7623 SF
Lab	5180 SF
Lab Support	1080 SF
Specialty	5407 SF
Mechanical	8273 SF
Circulation	4641 SF

BAHR - SECTION II

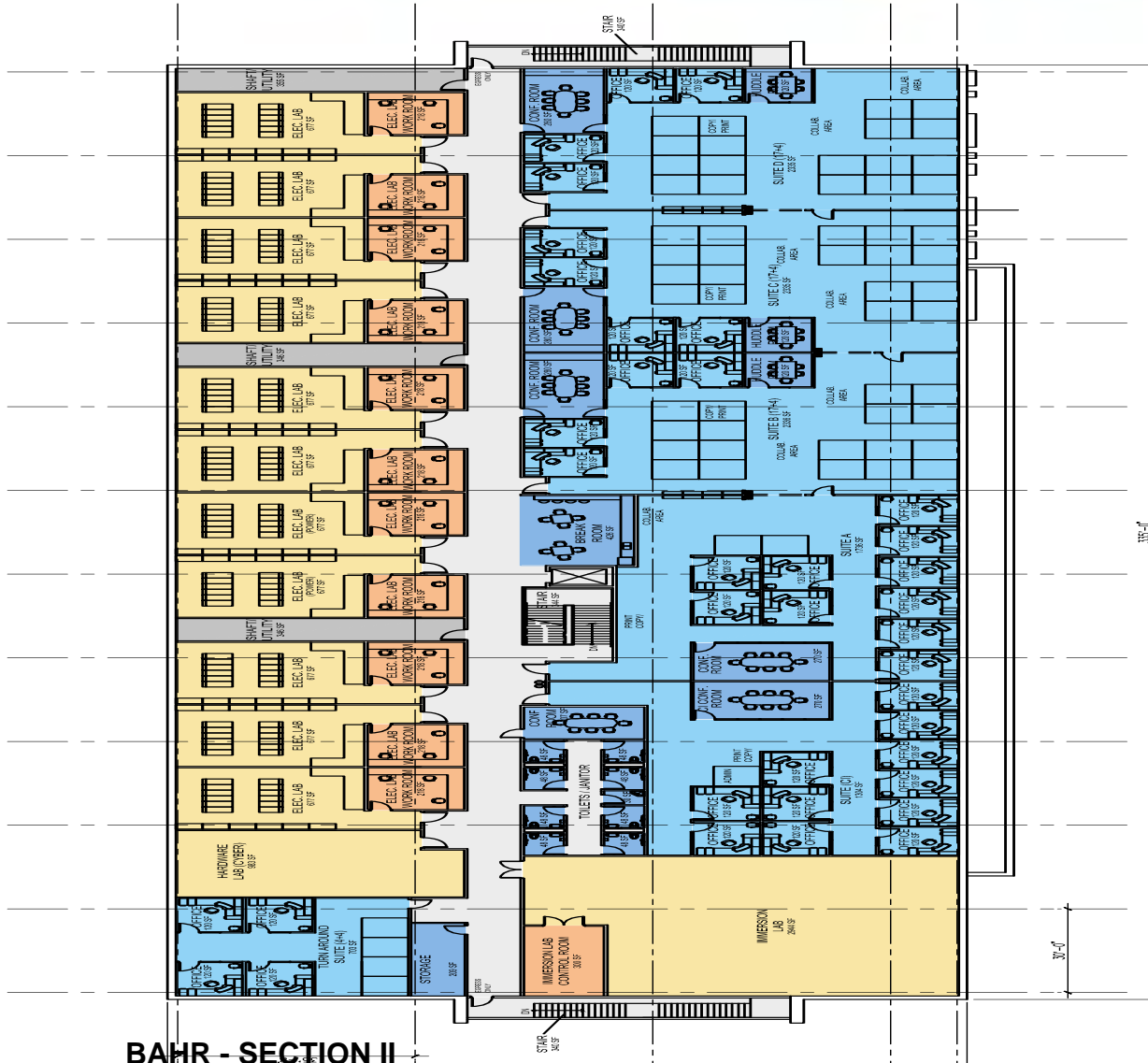
TAB 4 Page 5

# INL – Cybercore L2 – Floor Plan

Conceptual

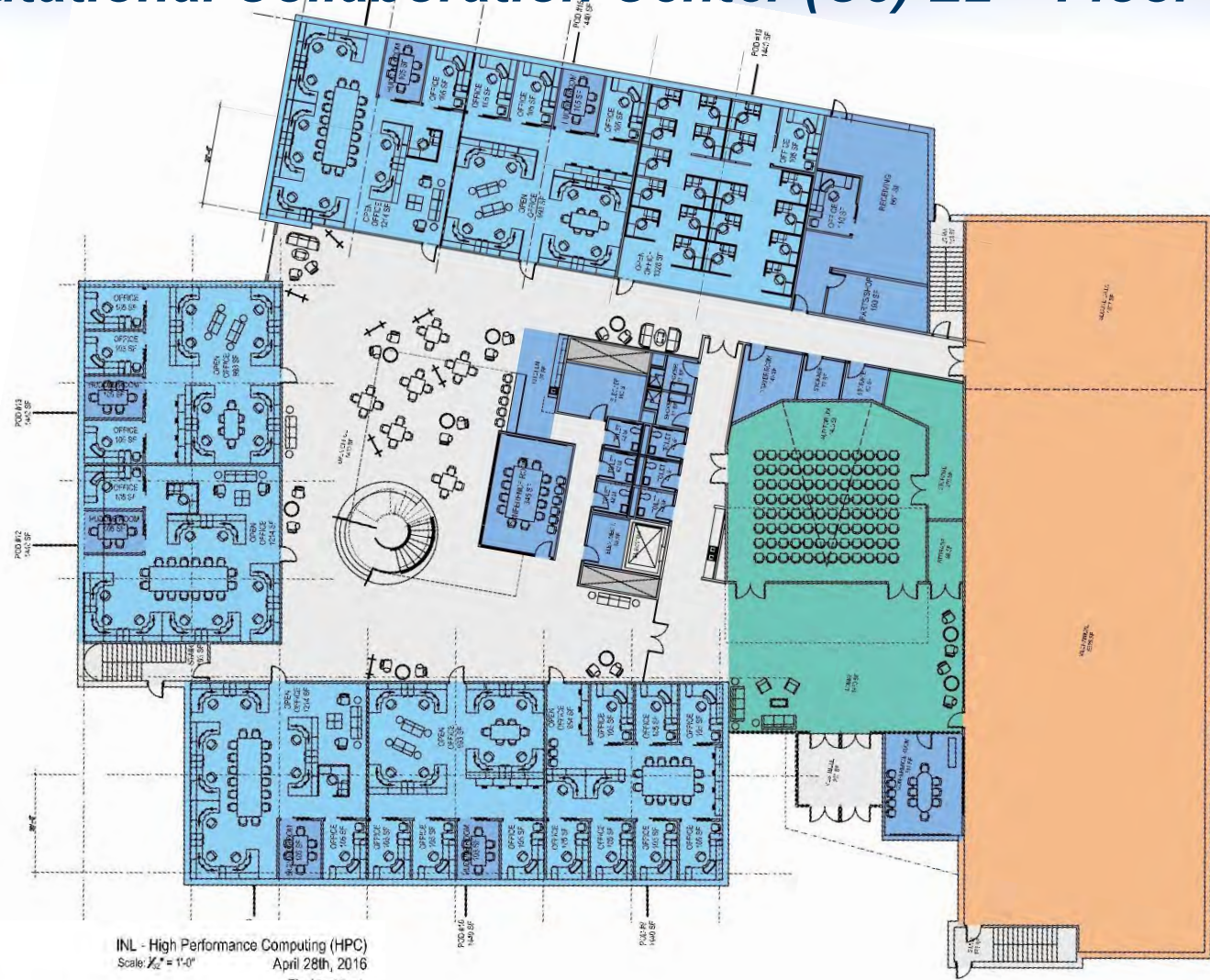
INL – Cyber Innovation Center  
April 28th, 2016  
Scale: 1/4" = 1'-0"

Red indicates



# INL – Computational Collaboration Center (C3) L2 – Floor Plan

Conceptual



First Floor Plan

Office	1,698 SF	Specialty	3,308 SF
Office Support	3,684 SF	Mechanical	175 SF
Lab Support	7,800 SF		

34,272 Gross SF

BAHR - SECTION II



# INL – Computational Collaboration Center (C3) L2 – Floor Plan

Conceptual



INL - High Performance Computing (HPC)  
Scale 1/8" = 1'-0"  
April 28th, 2016  
Flad Architects

Second Floor Plan

Office	12,756 SF	Specialty	1,604 SF
Office Support	2,457 SF	Mechanical	688 SF
Lab	34,005 SF		

BAHR - SECTION II

34,005 Gross SF



**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**IDAHO STATE UNIVERSITY**

**SUBJECT**

Tuition Lock implementation beginning in the 2016-2017 academic year

**REFERENCE**

April 2016

Idaho State Board of Education (Board) authorized Idaho State University (ISU) to establish the FY2017 annual full-time resident tuition in the dollar amount of \$5,242.64 as the base tuition for eligible students in the first year cohort of a "Tuition Lock" initiative

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.R.  
Idaho Code § 33-3717A

**BACKGROUND/DISCUSSION**

At the April 2016 Board meeting, the Board asked ISU to submit its Tuition Lock proposal for approval not later than August 2016, for implementation in the 2016-2017 academic year. This item fulfills the Board's request.

Idaho State University proposes and requests approval to pilot a Tuition Lock initiative that will ensure the base tuition rate first charged to a resident undergraduate student will remain constant for a period of four continuous academic years following initial enrollment. The goals of the initiative are to give students an incentive to complete their degrees in four years, and to reduce financial uncertainty for students and their families as they consider attending college and make plans for higher education costs.

To qualify for the Tuition Lock program, a student must meet the following eligibility criteria:

- Idaho resident
- Full-time student successfully completing a minimum of 15 credits during the fall and spring semesters (or an average of 15 credits per semester during the academic year)
- New, first-time freshman
- Degree-seeking student
- Good academic standing with a minimum overall GPA of 2.0
- Continuously enrolled (fall and spring semesters)
- Student must attend and successfully complete one semester to be eligible to sustain the entry tuition rate. [Tuition Lock eligibility is not based upon application and acceptance only]

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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Students may start Tuition Lock any semester. If a student starts in a summer semester, the student will be considered a new, first-time freshman for the following fall semester and will qualify for the Tuition Lock at the fall semester base tuition rate. If a student participating in the Tuition Lock decides to take summer classes, the student will pay the current rate of summer tuition at that time.

Following the successful completion of at least one semester, students on active military duty, serving a religious mission, or on humanitarian leave may defer their continuous enrollment and return at a later date under the same the Tuition Lock agreement with which they began. Deferments may also be available for other gaps in attendance, as approved by the University on a case-by-case basis (medical situations, etc.). Deferments may extend for the period of time the student is away, but continuous enrollment must begin in the next available term following return in order for the student to remain eligible for Tuition Lock.

Tuition Lock will only apply to the amount of base tuition. It will not apply to facility fees, technology fees, activity fees, course fees, professional fees, or other non-tuition fees. Additionally, the Tuition Lock may not be combined with any other waiver or tuition reduction benefit, including, but not limited to, staff/spouse and dependent tuition reductions.

Students must maintain good academic standing and a minimum 2.0 GPA. A student who no longer meets the requirements for Tuition Lock will pay the current tuition rate for the semester in which the student is enrolling.

**IMPACT**

It is difficult to predict how many students may take advantage of the Tuition Lock initiative. Based on historical fall semester enrollment data from 2010 to 2015, the average number of full-time, first-time, Idaho resident, degree-seeking students, taking a minimum of 15 credit hours was 335. An additional 771 students (on average) were taking 12 to 14 credit hours during this time period. It is our hope that students who may be considering taking 12 to 14 credits will increase their credit hours to 15 in order to take advantage of the Tuition Lock initiative. As a result, for planning purposes, ISU has estimated that as many as 1,106 students may be eligible for and enroll in the Tuition Lock initiative for the 2016-2017 academic year (see table below). Using an assumption that tuition for incoming freshman might increase at an average rate of 3% in subsequent academic years, and computing for the impact of those increases over four-year cohorts, ISU has estimated the breakeven points (number of additional student enrollments needed) for the initiative to be self-funding (i.e., to cover the projected tuition revenue which would be foregone with Tuition Lock in place).

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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Tuition Lock Proposal Total Financial Impact (over 4 years)			
YEAR	ESTIMATED TUITION SAVED BY STUDENTS	PROJECTED STUDENTS IN TUITION LOCK PROGRAM	BREAKEVEN STUDENTS TO RECOVER TUITION REVENUE LOSS
2016-2017	\$0	1,106	0
2017-2018	173,951	2,212	33
2018-2019	532,289	3,318	100
2019-2020	1,085,923	4,424	203
<b>Total</b>	<b>\$1,792,163</b>	<b>11,060</b>	<b>336</b>

**STAFF COMMENTS AND RECOMMENDATIONS**

The State Board and the Governor's Office have endorsed the Tuition Lock initiative, in concept, as a means to improve the predictability and affordability of college costs, to improve access to and participation in higher education, to incentivize students to keep on track to complete their degrees within four years, and to reduce student loan debt levels through timely degree completion. The University's financial projection, above, indicates that the initiative has the potential to pay for itself if the anticipated increased enrollment levels materialize. Staff recommends approval.

**BOARD ACTION**

I move to approve the request by Idaho State University to implement its proposed Tuition Lock initiative, as described above, beginning in the 2016-2017 academic year and continuing in subsequent years until such time as the University requests restructuring or termination of the initiative. The base tuition for eligible students in each new cohort of the University's Tuition Lock initiative will continue to be set annually by the Board.

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

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**UNIVERSITY OF IDAHO**

**SUBJECT**

Learfield Communications Agreement

**REFERENCE**

June 2006

Idaho State Board of Education (Board) approved University of Idaho's current contract with Learfield Communications, Inc.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.I.3., and V.I.6.

**BACKGROUND/DISCUSSION**

The University of Idaho (UI) requests authorization to execute a marketing agreement to outsource promotion and multi-media rights for Intercollegiate Athletics, pending successful final negotiations. The UI sent out RFP Number 16-22M in September 2015 for Athletic Promotions, Sponsorships and Corporate Rights. Learfield Communications, Inc. was the successful bidder. The parties have been negotiating the contract since December 2015 and are near a final agreement.

This agreement will provide UI with an annual guaranteed revenue stream over the term of the contract, with escalations included in the contract. The guaranteed revenue stream is in excess of the current net income for Intercollegiate Athletic multi-media rights and promotions. Additionally, UI and Learfield will share any revenue above pre-determined revenue amounts. Learfield will assume many costs that have historically been borne by Athletics, e.g. marketing staff salary and benefits, printing, radio and TV production, promotional expenses, etc.

With this contract, UI will be able to take advantage of the national presence and outreach of Learfield Communications. Learfield Communications has provided multi-media rights services to UI Athletics since 2006.

**IMPACT**

This contract will provide UI Athletics with a stable revenue source from multi-media rights while, at the same time, eliminating several operational costs and netting UI increased overall revenue for Intercollegiate Athletic promotions. It allows UI Athletics the ability to share in increased revenues and protects UI from additional costs. It allows UI to increase rights fees if there are material changes, and allows UI to reach many more areas through increased media exposure in both TV and radio.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**ATTACHMENTS**

Attachment 1 – RFP 16-22M – Multi-Media Rights	Page 3
Attachment 2 – Learfield/Idaho trade-info	Page 25
Attachment 3 – Learfield/Idaho Agreement	Page 27

**STAFF COMMENTS AND RECOMMENDATIONS**

The annual value of the proposed contract is estimated to be at least \$760,000 plus an additional estimated \$300,000 per year from trade arrangements (see Attachment 2), and the contract includes an annual increase of \$15,000 above the \$760,000 base for each year of the contract. The contract would run from the beginning of FY2017 through FY2021, with options for up to two five-year extensions. Board approval is required for sales of services (including broadcast rights) when the proceeds of such an action are reasonably expected to exceed \$250,000. Only one substantive matter regarding the University's naming rights remains to be resolved in the final negotiations with the vendor—UI wants clarity with respect to the naming rights it retains under the terms of the new marketing agreement. Staff recommends approval.

**BOARD ACTION**

I move to authorize the University of Idaho to complete negotiations on a contract with Learfield Communications, Inc. for Intercollegiate Athletic promotions, sponsorships and corporate rights; and, upon completion of contract negotiations, to authorize the Executive Director of the Board to approve the final contract before execution by the University.

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



Contracts & Purchasing Services

Moscow, Idaho 83844

**REQUEST FOR PROPOSALS NO. 16-22M**

**FOR**

**ATHLETICS MULTI-MEDIA RIGHTS**

Julia R. McIlroy, Director

Phone (208) 885-6123

Fax (208) 885-6060

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

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

Date Issued: September 16, 2015

Proposals Due: October 16, 2015

UNIVERSITY OF IDAHO REQUEST FOR PROPOSALS NO. 16-22M

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

\_\_\_\_\_  
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 - INSTRUCTIONS TO PROPOSERS



**1-1 SCOPE OF WORK**

The University of Idaho (herein referred to as the University) is soliciting proposals for Athletics Multi-Media Rights and Sponsorships. Proposals should include on-location marketing to include but not be limited to, signage, video and message board advertising, event promotions, game/event sponsorships, radio network play-by-play, and coaches' shows.

Founded in 1889, the University of Idaho is the state's flagship university. It is Idaho's only land-grant institution and its principal graduate education and research university, bringing insight and innovation to the state, the nation and the world. University researchers attract nearly \$100 million in research grants and contracts each year.

The University of Idaho is classified by the prestigious Carnegie Foundation as high research activity. The student population of 12,000 includes first-generation college students and ethnically diverse scholars, who select from more than 130 degree options in the colleges of Agricultural and Life Sciences; Art and Architecture; Business and Economics; Education; Engineering; Law; Letters, Arts and Social Sciences; Natural Resources; and Science. The university also is charged with the statewide mission for medical education through the WWAMI program. The university combines the strength of a large university with the intimacy of small learning communities and focuses on helping students to succeed and become leaders. For more information, visit [www.uidaho.edu](http://www.uidaho.edu).

**1-2 PROPOSAL SUBMISSION**

Proposal must be **SEALED and CLEARLY IDENTIFIED** with the Request for Proposals' number, due date and time, Proposer's name and address, and submitted no later than 5:00 p.m., on October 16, 2015.

Please note: FedEx Express delivery is highly recommended. Packages should be addressed and/or delivered to the following address:

**University of Idaho – Contracts & Purchasing Service 1028 West Sixth Street Moscow, Idaho 83844**

A facsimile response or an electronic response to this Request for Proposals does not meet the requirement of a sealed proposal and will not be accepted.

The proposal must be signed by such individual or individuals who have full authority from the Proposer to enter into a binding Agreement on behalf of the Proposer so that an Agreement may be established as a result of acceptance of the proposal submitted. By reference, the terms and conditions set forth in the Request for Proposals shall serve as the Agreement terms and conditions. In addition, the laws of the State of Idaho shall apply. No other terms and conditions will apply unless submitted as a part of the proposal response and accepted by the University.

Proposals received after the exact time specified for receipt will not be considered.

**1-3 REQUEST FOR PROPOSAL SCHEDULE**

September 16, 2015	Request for Proposals Issued
September 30, 2015	Inquiries Due
October 16, 2015	Proposals Due @ 5:00 p.m.
Early November, 2015	Finalists On-Campus Visit & Presentations

1-4 INQUIRIES

All inquiries concerning this request shall be submitted in writing and received by Contracts & Purchasing Services no later than September 30, 2015, to:

Julia R. McIlroy, Director  
E-mail: [juliam@uidaho.edu](mailto:juliam@uidaho.edu)

Proposers should consider Contracts & Purchasing Services as the first and prime point of contact on all matters related to the procedures associated with this RFP. If additional information is needed from any source, Contracts & Purchasing Services will work with the Proposer and with the various offices of the University to gather that information.

1-5 INTERPRETATION, CORRECTIONS, OR CHANGES IN RFP

Any interpretation, correction, or change in the RFP will be made by addendum by the University. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and no Proposer may rely upon any such interpretation, correction, or change.

1-6 MODIFICATION OR WITHDRAWAL OF PROPOSALS

A Proposer may modify or withdraw a proposal at any time prior to the specified time and date set for the proposal closing. Such a request for modification or withdrawal must be in writing, and executed by a person with authority as set forth under paragraph 1-2 above, or by facsimile notice subsequently confirmed in writing.

1-7 ERASURES AND INTERLINEATIONS

Erasures, interlineations, or other changes in the proposal must be initialed by the person(s) signing the proposal.

1-8 ACKNOWLEDGMENT OF ADDENDUMS TO RFP

Receipt of an addendum to this RFP must be acknowledged by a Proposer on the Proposal Response Certification (Attachment A).

1-9 PROPOSAL COPIES

**Six (6)** complete copies of the proposal shall be submitted to the University.

1-10 OFFER ACCEPTANCE PERIOD

A proposal shall constitute an offer to contract on the terms and conditions contained in this RFP and the proposal. Said proposal shall constitute an irrevocable offer for ninety (90) calendar days from the proposal opening date, even if the University makes one or more counter offers.

1-11 REJECTION OF PROPOSALS

The University in its sole discretion, expressly reserves the right to reject any or all proposals or portions thereof, to reissue a Request for Proposal, and to waive informalities, minor irregularities, discrepancies, and any other matter or shortcoming.

1-12 PROPOSAL PRICE

The prices submitted in the proposal shall include everything necessary for the prosecution and completion of the Agreement including, but not limited to, furnishing all materials and all management, supervision, labor and service, except as may be provided otherwise in the Agreement Documents. In the event of discrepancy between the unit prices and their extensions, the total price will be adjusted accordingly. In the event of discrepancy between the sum of the extended total prices, the Total Proposal Price will be adjusted accordingly. The proposal price shall not include any allowance for Idaho State sales/use tax.

The University will evaluate the total price for the basic requirements with any options(s) exercised at the time of award. Evaluation of options will not obligate the University to exercise the option(s).

The University may reject an offer if it is materially unbalanced as to process for the basic requirements and the option quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices that are significantly overstated for other work.

1-13 TERM OF AGREEMENT

The initial term of this agreement shall be five (5) years, commencing upon the date of execution by the university. The term of this agreement may, if mutually agreed upon in writing, be extended by two, five-year increments for a total of ten (10) additional years, provided written notice of each extension is given to the bidder at least 180 days prior to the expiration date of such term or extension. In the event funding approval is not obtained by the University, this Agreement shall become null and void effective the date of renewal. During extension periods, all terms and conditions of this Agreement shall remain in effect.

1-14 AWARD OF AGREEMENT

The University shall make the award to the responsible Proposer whose proposal will be most advantageous to the University with respect to price, conformance to the specifications, quality, and other factors as evaluated by the University. The University is not required or constrained to award the Agreement to the Proposer proposing the lowest price.

The University may award an Agreement on the basis of initial offers received, without discussion; therefore, each initial offer should contain the offerer's best terms from a cost and technical standpoint.

1-15 PUBLIC AGENCY

The Contractor has agreed to extend contract usage to other public agencies, such as any city or political Subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties, cities or any political subdivision created under the laws of the State of Idaho; any agency of the state government; or any city or political subdivision of another state.

1-16 PROPOSAL CONFIDENTIALITY

Each Proposer agrees that the contents of each proposal submitted in response to this RFP is Confidential, proprietary, and constitutes trade secret information, as defined in Idaho Code 9-340D(1), as to all technical and financial data **LABELED CONFIDENTIAL BY THE PROPOSER**, and waives any right of access to such information, except as provided for by law. Except as determined by the University's Office of Purchasing Services, in its sole discretion, no information will be given regarding any proposals or evaluation progress until after an award is made, except as provided by law.

1-17 F.A.R. REQUIREMENT

All purchase orders and contracts issued by the University of Idaho are subject to F.A.R. 52.209-6. Supplier warrants that supplier or its principals are presently debarred, suspended or proposed for debarment by the Federal Government.

1-18 RECORD OF PURCHASES

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

1-19 APPEAL OF AWARD

A Proposer aggrieved by the award of an Agreement may file an appeal by writing to the Director of Contracts & Purchasing Services within five (5) business day of award. Proposers are responsible for tracking of award announcement.

**SECTION 2 - INSTRUCTIONS FOR PREPARING PROPOSALS**

**2-1 GENERAL**

To aid in the evaluation process, it is required that all responses comply with the items and sequence as presented in paragraph 2-2, RFP Response Outline. Paragraph 2-2 outlines the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straight-forward manner.

Proposers are expected to examine the entire Request for Proposals, including all specifications, standard provisions, and instructions. Failure to do so will be at the Proposer's risk. Each Proposer shall furnish the information required by the invitation. It is required that proposal entries be typewritten. Periods of time, stated in number of days, in this request or in the Proposer's response, shall be in calendar days. Propose your best price on each item.

**2-2 RFP RESPONSE OUTLINE**

- A. Response Sheet: The proposal Response Certification shall be attached to the front of the proposal and shall contain the Proposer's certification of the submission. An official who has full authority to enter into an Agreement shall sign it.
- B. Background and History: Describe the company, organization, officers or partners, number of employees, and operating policies that would affect this Agreement. State the number of years your organization has been continuously engaged in business.
- C. References: The Proposer shall provide a minimum of three (3) references including names of persons who may be contacted, title of person, addresses, phone numbers, and e-mail, where products or services similar in scope to the requirements of this RFP have been provided.
- D. Experience and Support: Describe Proposer's experience in performing the requested services.
- E. Technical Specifications & Pricing: Include itemized costs for all components and features to be delivered. Costs should be identified as one-time or continuing. Purchase prices, lease prices, installation charges, and maintenance charges must be identified. All equipment prices must be stated as FOB: Moscow, ID.
- F. Warranties: Describe warranties provided by the Proposer. Include discussions of any additional support provided after the sale.
- G. Proposer Exceptions: Describe any exceptions to the terms and conditions contained within this document.

SECTION 3 – SPECIFICATIONS AND FINANCIALS

3-1 SCOPE OF SERVICES

The scope of services will include, but not be limited to the following: corporate partners and sponsorships, at-event impact, signage, at-event hospitality, official publications, radio network, television programming, official athletic website, digital and social media, and miscellaneous inventory.

3-2 FINANCIAL MODEL

Contractor will provide a minimum financial guarantee, as well as an alternate financial model, which may include a percentage of annual gross revenue.

3-2 KEY PERSONNEL

Contractor will provide a list of key personnel who will be assigned to work with the University. Information should include length of service and experience.

**SECTION 4 - PROCUREMENT PROCESS**

**4-1 PROPOSER LIST AND QUALIFICATION EVALUATION**

After the established date for receipt of proposals, a listing of Proposers submitting proposals will be prepared, and will be available for public inspection.

Qualifications and proposals submitted by interested Proposers will be reviewed and evaluated based on the evaluation factors set forth in the RFP.

**4-2 PROPOSAL CLASSIFICATION**

For the purpose of conducting discussions with individual offerers, if required, proposals will initially be classified as:

- A. Potentially Acceptable
- B. Unacceptable

Discussions may be conducted with any or all of the Proposers whose proposals are found acceptable or potentially acceptable. Offerers whose proposals are unacceptable will be notified promptly. The Manager of Purchasing will establish procedures and schedules for conducting oral and/or written discussions.

Proposers are advised that the University may award an Agreement on the basis of initial offers received, without discussions; therefore, each initial offer should contain the offerer's best terms from a cost and technical standpoint.

**4-3 PROPOSER INVESTIGATION**

The University will make such investigations as it considers necessary to obtain full information on the Proposers selected for discussions, and each Proposer shall cooperate fully in such investigations.

**4-4 FINAL OFFERS AND AWARD OF AGREEMENT**

Following any discussions with Proposers regarding their technical proposals, alternative approaches, or optional features, a number of the firms may be requested to submit best and final offers. The committee will rank the final Proposers for the project, giving due consideration to the established evaluation criteria. The committee will propose award to the proposal which is found to be most advantageous to the University, based on the factors set forth in the Request for Proposals.

**SECTION 5 - EVALUATION PROCESS**

The University reserves the right to reject any or all proposals, or portions thereof. The selection of a successful Proposer, if any, will be made based upon which proposal the University determines would best meet its requirements and needs.

**5-1 EVALUATION CRITERIA**

- The guaranteed and prospective financial return to the University
- The overall plan and approach to marketing the University's multi-media rights
- Contractor's success in managing collegiate multi-media rights for similar athletic programs (i.e. number of intercollegiate sports sponsored, type of multimedia rights assets, location/conference)
- Contractor's experience and successful track record in the multi-media rights business
- Contractor's plan to enhance revenue from regional and national partnerships
- References from intercollegiate athletic and professional administrators for whom the contractor has performed similar services
- Contractor's financial performance in the fulfillment of contracts with athletic departments of other colleges, universities, or professional teams
- The financial stability of the company
- The background and experience of a prospective contractor's principals and the key personnel who will be responsible for working with the University



**SECTION 6 - GENERAL CONTRACTUAL TERMS AND CONDITIONS**

**6-1 AGREEMENT TERMS AND CONDITIONS**

The submission of a proposal herein constitutes the agreement of any Proposer that any Agreement to be drawn as the result of an award herein shall be prepared by the University and shall include at a minimum, all terms and conditions set forth in this RFP. The submission of a proposal shall further constitute the agreement of each Proposer that it will not insist on the use of standard contract agreements, documents, or forms, and that it waives any demand for the use of its standard agreements. The Agreement between the parties shall consist of, in order of precedence: the agreement document signed by the Parties subsequent to submission of the proposal, and any attachments thereto and incorporations therein, the terms and conditions in the RFP, and the Proposer's response to the RFP.

**6-2 ASSIGNMENT**

No assignment of this Agreement or of any right accruing under this Agreement shall be made, in part or in whole, by Contractor without the written consent of the University. Notwithstanding any assignment, Contractor shall remain fully liable on this Agreement and shall not be released from performing any of the terms, covenants, and conditions of this Agreement.

**6-3 TERMINATION FOR CONVENIENCE**

The University may terminate this Agreement, in whole or in part, at any time by written notice to the Contractor. The Contractor shall be paid its reasonable costs, including reasonable close-out costs and a reasonable profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim for payment. If the Contractor has any property in its possession belonging to the University, the Contractor will account for the same and dispose of it in the manner the University directs.

**6-4 TERMINATION FOR DEFAULT**

If the Contractor does not deliver the materials in accordance with the Contract delivery schedule, or if the Contract is for services and the Contractor fails to perform in the manner called for in the Contract, or if the Contractor fails to comply with any other provisions of the Contract, the University may terminate this Contract for default. Termination shall be effected by serving on the Contractor a notice of termination setting forth the manner in which the Contractor is in default. The Contractor will be paid a reasonable price for materials delivered and accepted, or services performed in accordance with the manner of performance set forth in the Contract.

**6-5 INDEMNIFICATION**

Contractor 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 Contractor's part to be performed under the terms of this Agreement, or arising from any act, negligence or the failure to act of Contractor, or any of its agents, subcontractors, employees, invitees or guests. Contractor, upon notice from the University, shall defend the University at Contractor's expense by counsel reasonably satisfactory to the University. Contractor, as a material part of the consideration of the University, hereby waives all claims in respect thereof against the University.

Contractor shall: (a) notify the University in writing as soon as practicable after notice of an injury or a claim is received; (b) cooperate completely with the University and/or the University's insurers in the defense of such injury or claim; and (c) take no steps such as admission of liability which would prejudice the defense or otherwise prevent the University from protecting the University's interests.

6-6 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 Contractor agrees to submit to the jurisdiction of such courts.

6-7 LAWS, REGULATIONS AND PERMITS

The Contractor 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 Contractor shall be liable for all violations of the law in connection with work furnished by the Contractor, including the Contractor's subcontractors.

6-8 GENERAL QUALITY

All of the Contractor's work shall be performed with the highest degree of skill and completed in accordance with the Agreement Documents.

6-9 PROOF OF COMPLIANCE WITH AGREEMENT

In order that the University may determine whether the Contractor has complied with the requirements of the Agreement Documents, the Contractor shall, at any time when requested, submit to the University properly authenticated documents or other satisfactory proofs as to compliance with such requirements.

6-10 PAYMENT AND ACCEPTANCE

Except as otherwise provided herein, payments shall be due and payable within (30) days after acceptance of such goods or services or after receipt of properly completed invoice, whichever is later. No advance payment shall be made for goods or services furnished pursuant to this Agreement.

6-11 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.

6-12 SEVERABILITY

If any term or condition of this Agreement or the application thereof to any person(s) or circumstances 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; to this end the terms and conditions of this Agreement are declared severable.

6-13 INTEGRATION

This Agreement constitutes the entire Agreement between the parties. No change thereto shall be valid unless in writing communicated in the stipulated manner, and signed by the University and the Contractor.

6-14 BINDING EFFECT

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

6-15 APPROPRIATIONS CLAUSE

If the term of this Agreement is longer than one year, the University's obligations and liabilities hereunder are subject to the appropriation of funds from the State of Idaho, which appropriation shall be in the State of Idaho's sole discretion, from revenues legally available to the University for the ensuing fiscal year for the purposes of this

Agreement. If the State of Idaho does not appropriate the funds for the purpose of this Agreement, the Agreement shall terminate and neither party shall have any further obligations hereunder.

6-16 IRS SECTION 501(C)(3) AND SECTION 115 CONSIDERATIONS

If any provision of this Agreement may cause the University to lose its status as an Internal Revenue Code Section 501(c)(3) corporation, this Agreement shall be voidable. In the alternative, at the sole option of the University, the offending provision(s) shall be modifiable such that the provision(s) will no longer cause the University to lose its status as a 501(c)(3) corporation. The terms of the modification shall be subject to agreement in writing by all parties.

6-17 COMPLIANCE WITH GOVERNOR'S EXECUTIVE ORDER

In the event any provision of this Agreement shall cause the University to be in violation of any of the Governor of Idaho's Executive Orders, then this Agreement shall be voidable at the sole option of the University.

6-18 DEBARRED, SUSPENDED OR EXCLUDED

All purchase orders and contracts issued by the University of Idaho are subject to F.A.R. 52.209-6. Supplier warrants that neither supplier or its principals is presently debarred, suspended or proposed for debarment by the Federal Government.

6-19 NON-USE OF NAMES AND TRADEMARKS

Contractor shall not use the name, trade name, trademark, or other designation of the University, or any contraction, abbreviation, or simulation 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.

6-20 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, Contractor 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 Contractor.

6-21 CONTRACTOR REPRESENTATIONS

Contractor represents and warrants the following: (a) that it is financially solvent, able to pay its debts as they mature, and possessed of sufficient working capital to provide the equipment and goods, complete the services, and perform its obligations required hereunder; (b) that it is able to furnish any of the plant, tools, materials, supplies, equipment, and labor required to complete the services required hereunder and perform all of its obligations hereunder and has sufficient experience and competence to do so; (c) that it is authorized to do business in Idaho, properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and the services, equipment, and goods required hereunder, and has or will obtain all licenses and permits required by law; and (d) that it has visited the site of the project and familiarized itself with the local conditions under which this Agreement is to be performed.

6-22 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.

6-23 SURVIVAL OF TERMS

The terms and provisions hereof, and all documents being executed hereunder, if any, including, without limitation, the representations and warranties, shall survive this Agreement and shall remain in full force and effect thereafter.

6-24 HEADINGS

The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation hereof.

6-25 ADDITIONAL ACTS

Except as otherwise provided herein, in addition to the acts and deeds recited herein and contemplated to be performed, executed and/or delivered by the parties, the parties hereby agree to perform, execute and/or deliver or cause to be performed, executed and/or delivered any and all such further acts, deeds and assurances as any party hereto may reasonably require to consummate the transaction contemplated hereunder.

6-26 TIME OF ESSENCE

All times provided for in this Agreement, or in any other document executed hereunder, for the performance of any act will be strictly construed, time being of the essence.

6-27 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 shall not be deemed to be a waiver of any other 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 of any such covenant, term or condition unless otherwise expressly agreed to by the first party in writing.

6-28 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 therefore, 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, except for the payment of money, by such party for a period equal to any such prevention, delay or stoppage.

6-29 NO JOINT VENTURE

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

6-30 INFORMATION TRUE AND CORRECT

All documents, agreements and other information provided to the University by Contractor or which Contractor has caused to be provided to the University are true and correct in all respects and do not omit to state any material fact or condition required to be stated, necessary to make the statement or information not misleading, and there are no other agreements or conditions with respect thereto.

6-31 EQUAL OPPORTUNITY

Contractor 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.

**6-32 PUBLIC RECORDS**

The University is a public agency. All documents in its possession are public records. Proposals are public records and will be available for inspection and copying by any person upon completion of the RFP process. If any Proposer claims any material to be exempt from disclosure under the Idaho Public Records Law, the Proposer will expressly agree to defend, indemnify and hold harmless the University from any claim or suit arising from the University's refusal to disclose any such material. No such claim of exemption will be valid or effective without such express agreement. The University will take reasonable efforts to protect any information marked "confidential" by the Proposer, to the extent permitted by the Idaho Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the Proposer upon request after the award of the contract. It is understood, however, that the University will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any Proposal is subject to potential disclosure.

**6-33 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.

**SECTION 7 – INDEMNITY, RISKS OF LOSS, INSURANCE**

**7-1 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, Contractor and its subcontractors 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 Contractor. Contractors shall require its subcontractors of any tier to bear the same risk of loss and .

**7-2 INDEMNIFICATION**

Contractor 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 Contractor's part to be performed under the terms of this Agreement, or arising from any act, negligence or the failure to act of Contractor, or any of its agents, subcontractors, employees, invitees or guests. Contractor, upon notice from the University, shall defend the University at Contractor's expense by counsel reasonably satisfactory to the University. Contractor, as a material part of the consideration of the University, hereby waives all claims in respect thereof against the University.

Contractor shall: (a) notify the University in writing as soon as practicable after notice of an injury or a claim is received; (b) cooperate completely with the University and/or the University's insurers in the defense of such injury or claim; and (c) take no steps such as admission of liability which would prejudice the defense or otherwise prevent the University from protecting the University's interests.

**7-3 Insurance**

**7.3.1 General Requirements**

7.3.1.1 Contractor and its subcontractor(s) of any tier are required to carry the types and limits of insurance shown in this insurance clause, section 8.0, and to provide University with a Certificate of Insurance ("certificate"). All certificates shall be coordinated by the Contractor and provided to the University within seven (7) days of the signing of the contract by the Contractor. 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. Said certificates shall evidence compliance with all provisions of this section 8.0. Exhibit A of this Agreement contains a Request for Certificate of Insurance which shall be given to the insurance broker or agent of the Contractor and its subcontractor(s) of any tier, upon award of bid to Contractor.

7.3.1.2 Additionally and at its option, Institution may request certified copies of required policies and endorsements. Such copies shall be provided within (10) ten days of the Institution's request.

7.3.1.3 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.

7.3.1.4 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, P.O. Box 443162, Moscow, ID 83844-3162.

7.3.1.5 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 Contractor and its subcontractor(s) of any tier to maintain such insurance.

7.3.1.6 No Representation of Coverage Adequacy. By requiring insurance herein, University does not represent that coverage and limits will necessarily be adequate to protect Contractor and its subcontractor(s) of any tier, and such coverage and limits shall not be deemed as a limitation on the liability of the Contractor and its subcontractor(s) of any tier under the indemnities granted to University in this Agreement.

8.1.7 Contractor 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.

#### 7.3.2 Required Insurance Coverage.

Contractor and its subcontractor(s) of any tier shall at its own expense obtain and maintain:

7.3.2.1 Commercial General and Umbrella / Excess Liability Insurance. Contractor and its subcontractor(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 contractors, products-completed operations, personal injury and advertising injury, and liability assumed under a contract including the tort liability of another assumed in a business contract. Waiver of subrogation language shall be included. 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.

7.3.2.2 Commercial Auto Insurance. Contractor and its subcontractor(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. Waiver of subrogation language shall be included.

7.3.2.3 Business Personal Property. Contractor and its subcontractor(s) of any tier shall purchase insurance to cover Business Personal Property of Contractor and its subcontractor(s) of any tier. In no event shall University be liable for any damage to or loss of personal property sustained by Contractor, even if such loss is caused by the negligence of Institution, its employees, officers or agents. Waiver of subrogation language shall be included.

7.3.2.4 Workers' Compensation. Contractor and its subcontractor(s) of any tier shall maintain all coverage statutorily required of the Contractor and its subcontractor(s) of any tier, and coverage shall be in accordance with the laws of Idaho. Contractor and its subcontractor(s) of any tier shall maintain Employer's Liability with limits of not less than \$100,000 / \$500,000 / \$100,000.

7.3.2.4 Professional Liability. If professional services are supplied to Institution, Contractor and its subcontractor(s) of any tier, Contractor and its subcontractor(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).



**UNIVERSITY OF IDAHO**  
**GENERAL TERMS AND CONDITIONS**

1. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS AND CONDITIONS STATED HEREIN. ALL ADDITIONAL OR DIFFERENT TERMS PROPOSED BY CONTRACTOR ARE OBJECTED TO AND ARE HEREBY REJECTED, UNLESS OTHERWISE PROVIDED FOR IN WRITING BY THE PURCHASING MANAGER, UNIVERSITY OF IDAHO.
2. CHANGES: 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.
3. PACKING: No charges will be allowed for special handling, packing, wrapping, bags, containers, etc., unless otherwise specified.
4. DELIVERY: For any exceptions to the delivery date as specified on the order, Contractor shall give prior notification and obtain approval thereto from the University of Idaho Department of Purchasing Services. With respect to delivery under this order, time is of the essence and order is subject to termination for failure to deliver within the timeframe specified in this order.
5. SHIPPING INSTRUCTIONS: Unless otherwise instructed, all goods are to be shipped prepaid and allowed, FOB Destination.
6. ORDER NUMBERS: Agreement order numbers or purchase order numbers shall be clearly shown on all acknowledgments, shipping labels, packing slips, invoices, and on all correspondence.
7. REJECTION: All goods, materials, or services purchased herein are subject to approval by the University of Idaho. Any rejection of goods, materials, or services resulting from nonconformity to the terms, conditions or specifications of this order, whether the goods are held by the University of Idaho or returned, will be at Contractor's risk and expense.
8. QUALITY STANDARDS: Brand names, models, and specifications referenced in herein are meant to establish a minimum standard of quality, performance, or use required by the University. No substitutions will be permitted without written authorization of the University of Idaho Department of Purchasing Services.
9. WARRANTIES: Contractor 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 Contractor upon notification by the University of Idaho. All costs of replacement, including shipping charges, are to be borne by the Contractor.
10. 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.
11. LIENS, CLAIMS AND ENCUMBRANCES: Contractor warrants and represents that all the goods and materials delivered herein are free and clear of all liens, claims or encumbrances of any kind.
12. TERMINATION: In the event of a breach by Contractor 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 Contractor. Contractor shall be liable for damages suffered by the University of Idaho resulting from Contractor's breach of Agreement.
13. TRADEMARKS: Contractor 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.

14. OSHA REGULATIONS: Contractor guarantees all items, or services, meet or exceed those requirements and guidelines established by the Occupational Safety and Health Act.
15. 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 Contractor. If Contractor 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 Contractor is performing public works construction, it shall be responsible for payment of all sales and use taxes.
16. 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.
17. ASSIGNMENTS: No Agreement, order, or any interest therein shall be transferred by Contractor 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 rescission of the transferred Agreement at the option of the University of Idaho.
18. 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.
19. 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.
20. NO JOINT VENTURE: Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment or agency relationship between the parties.
21. PRICE WARRANTY FOR COMMERCIAL ITEMS: Contractor warrants that prices charged to the University of Idaho are based on Contractor'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 Contractor to other customers purchasing the same item in like or comparable quantities.
22. NONDISCRIMINATION: Contractor 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.
23. UNIVERSITY REGULATIONS: Contractor shall follow and comply with all rules and regulations of the University and the reasonable instructions of University personnel.
24. GOVERNING LAW: 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 Contractor agrees to submit to the jurisdiction of such courts.

## UNIVERSITY OF IDAHO - REQUEST FOR PROPOSAL

**Exhibit A – Request for Certificate of Insurance from Contractor\*****\*If bid is awarded to Contractor****Page 1 of 2****Give this form to your insurance agent / broker****Agents/ Brokers: RETURN A COPY OF THESE INSTRUCTIONS WITH YOUR CERTIFICATE.****Certificates without a copy of these instructions will not be accepted.**

Contractor and its subcontractors of any tier (“Insured”) are required to carry the types and limits of insurance shown in this Request, and to provide University of Idaho (“Certificate Holder”) with a Certificate of Insurance within seven (7) days of the signing of this Contract.

- Certificate Holder shall read:

State of Idaho and the Regents of the University of Idaho  
Attn: Risk Management  
P.O. Box 443162  
Moscow, ID 83844-3162

- Description area of certificate shall read: Attn: Contract for Services
- All certificates shall provide for thirty (30) days’ written notice to Certificate Holder prior to cancellation or material change of any insurance referred to in the certificate.
- All insurers shall have a 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 Certificate Holder may choose to maintain.
- All policies (except Workers Compensation and Professional Liability) shall name the following as Additional Insured: The Regents of the University of Idaho, a public corporation, state educational institution, and a body politic and corporate organized and existing under the Constitution and laws of the state of Idaho.
- Failure of Certificate Holder to demand a certificate or other evidence of full compliance with these insurance requirements or failure of Certificate Holder to identify a deficiency from evidence that is provided shall not be construed as a waiver of Insured’s obligation to maintain such insurance.
- Failure to maintain the required insurance may result in termination of this grant or contract at the Certificate Holder’s option.
- By requiring this insurance, Certificate Holder does not represent that coverage and limits will necessarily be adequate to protect Insured, and such coverage and limits shall not be deemed as a limitation on Insured’s liability under the terms of the grant or contract.
- A copy of this certificate request must be sent with the Certificate.

UNIVERSITY OF IDAHO - REQUEST FOR PROPOSAL

**Exhibit A – Request for Certificate of Insurance from Contractor\*****\*If bid is awarded to Contractor****Page 2 of 2**

*Required Insurance Coverage.* Insured shall obtain insurance of the types and in the amounts described below.

- Commercial General and Umbrella Liability Insurance. Insured shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance 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 contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract. Waiver of subrogation language shall be included. 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. Insured shall maintain a Commercial Automobile 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 \$5,000. Coverage shall include Non-Owned and Hired Car coverage. Waiver of subrogation language shall be included.
- Business Personal Property and/or Personal Property. Insured shall purchase insurance to cover Insured's personal property. In no event shall Certificate Holder be liable for any damage to or loss of personal property sustained by Insured, whether or not insured, even if such loss is caused by the negligence of Certificate Holder, its employees, officers or agents.
- Workers' Compensation. Where required by law, Insured shall maintain all statutorily required Workers Compensation coverages. Coverage shall include Employer's Liability, at minimum limits of \$100,000 / \$500,000 / \$100,000.
- Professional Liability. If professional services are supplied to the Institution, Insured 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).

*If you have additional questions, please contact:*

University of Idaho - Risk

Phone: 208-885-7177

Email: risk@uidaho.edu

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 16, 2016**

**ATTACHMENT 2**

<b>Account</b>	<b>Salesperson</b>	<b>TradeNet</b>	<b>TradeDescription</b>
Advantage Advertising	Tom Morris	\$30,000.00	Trade for artwork and media ad placement for UI Ath Marketing Office
Bell Equipment, Inc.	Tom Morris	\$15,000.00	Ath. Training Staff Gator
Blue Sky Broadcasting	Tom Morris	\$22,680.00	Trade for UI Athletic Dept. advertising on Bonners Ferry and Sandpoint radio affiliates.
Bob's Fire Equipment	Tom Morris	\$2,000.00	Fire extinguishers for FB team entrance for UI Ath Marketing Office
Boise KFXD	Tom Morris	\$10,000.00	Radio ads
Breakfast Club	Tom Morris	\$2,500.00	Meals
Bryden Canyon Golf Course	Tom Morris	\$3,330.00	UI Athletics employees -- UI Golf Team course use
CableOne	David Adams	\$8,500.00	Trade for U of Idaho Athletics Marketing
City North America Moving	David Adams	\$15,000.00	Use of Equipment Railer/Drivers for Travel
Corporate Pointe Developers	David Adams	\$3,000.00	\$3,000 trade for Vandal Athletics
Diamond Park & Jet	Tom Morris	\$2,500.00	UI Athletics receives 416 1-Day-Free-Parking coupons for Spokane Airport
Dominos Pizza	David Adams	\$4,500.00	Marketing
Fairfield Inn & Suites	Tom Morris	\$8,800.00	50 rooms for UI Athletics and 15 rooms for the IVSP
Great Floors	David Adams	\$27,600.00	Trade for University of Idaho Athletics
Gritman Therapy Central	Tom Morris	\$2,500.00	Ath. Training cost reduction - FB program ad
Idaho Impressions	Tom Morris	\$20,000.00	Printing and embroidery for UI Ath. Director of Equipment Operations
Inland NW Bcasting Zfun-KRPL-KMAX-etc.	Tom Morris	\$32,000.00	Radio ads
KAYU -TV	Tom Morris	\$1,860.00	Placed TV ads for FB-MBB-Season Tickets
KLEW-TV	Tom Morris	\$11,015.00	Placed TV ads for FB-MBB-Season Tickets
KXLY Broadcast Group	Tom Morris	\$1,300.00	One (1) half-page color ad in all home game day football programs
Inland Orthopedic	Tom Morris	\$2,500.00	Ath. Training cost reduction - FB program ad
Lamar Outdoor	Tom Morris	\$11,350.00	Billboards for UI Athletic Dept promotions
LaQuinta Inn Moscow	Tom Morris	\$4,000.00	Rooms
Last Frontier Pizza Company	David Adams	\$1,500.00	Post-Game Meals for Soccer and Volleyball
Lewiston Tribune	Tom Morris	\$18,000.00	Tribune and Moscow Daily News placed ads promoting Season Tickets, upcoming games, promotions
Moscow Ale House	Tom Morris	\$4,000.00	Meals
Palouse Inn - Idaho Inn	Tom Morris	\$6,000.00	75 rooms @ \$80 per night
Pizza Perfection	Tom Morris	\$6,000.00	\$12,000 for pizzas for use by UI Athletic Dept. Marketing Office
Protein Puck	David Adams	\$30,000.00	Trade for Protein Puck bars for student-athletes
Safari Inn	Tom Morris	\$2,000.00	Room trade for IVSP and UI Ath. Dept. approved staff
SpringHill Suites by Marriott - Coeur D'Alene	David Adams	\$2,720.00	Rooms
SWX Spokne	Tom Morris	\$5,000.00	Waive production fee for ads
VandalStore	David Adams	\$2,000.00	\$4000 for merchandise trade
Precision Engraving	Tom Morris	\$750.00	Engraving
<b>Total</b>		<b>\$319,905.00</b>	

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*University of Idaho – Agreement No. UI-xxx*  
**MULTI-MEDIA RIGHTS AGREEMENT**

THIS MULTI-MEDIA RIGHTS AGREEMENT (“Agreement”) is made and entered as of the \_\_\_\_ day of \_\_\_\_\_, 2016 (the “Effective Date”) by and between THE REGENTS OF THE UNIVERSITY OF IDAHO (“University”) and IDAHO VANDALS SPORTS PROPERTIES, LLC (“IVSP”), a Missouri limited liability company qualified to do business in the State of Idaho. This Multi-Media Rights Agreement is based on University of Idaho Request for Proposals No. 16-22M and includes all terms and conditions as stated in RFP 16-22M.

**AGREEMENT**

**1. Definitions; Term; Mutual Cooperation.**

**1.1 Definitions.** All capitalized terms used in this Agreement and not otherwise defined will have the meaning set forth below.

**Additional Benefit Cost** means the cost to IVSP of providing Additional Fulfillment Benefits to Excluded Sponsors.

**Additional Fulfillment Benefits** means Fulfillment Benefits in addition to those that are referenced in agreements which exist as of the Effective Date to be provided to Excluded Sponsors as of or after the Effective Date.

**Additional Multi-Media Rights** means collegiate athletic marketing, sponsorship and promotional rights that exist as of the Effective Date but are not initially provided to IVSP under this Agreement or come into existence during the Term. When Additional Multi-Media Rights are granted to IVSP during the Term, the provisions of Section 2.26 will be followed by the Parties.

**AGR** means IVSP’s gross collected revenue less the following: (i) agency commissions; (ii) sponsor fulfillment costs such as tickets, merchandise, promotional elements, out-of-pocket costs of sales; (iii) third party rights fees such as NCAA or NIT related sponsorship fees; (iv) collection and/or litigation expenses incurred by IVSP in connection with any third party litigation related to IVSP’s performance under the Agreement, including but not limited to those incurred in connection with collection efforts against sponsors; and (v)

any other credits, deductions or adjustments provided for under this Agreement or identified as deductions from AGR in a separate writing signed by the Parties.

**Agreement** means this Amended and Restated Multi-Media Rights Agreement between IVSP and University, as the same may be amended or modified from time to time.

**AGR Hurdle Amount** means the amounts set forth in Section 4.5 of this Agreement as they may be adjusted pursuant to the provisions of this Agreement.

**Alternative Program Technology** means technology for the delivery of Programs that may come into existence during the Term.

**App** means a specialized program using software that can be run on the Internet, on a computer, on a smart phone, a smart watch, tablet or other electronic device.

**Applicable Rules** means applicable University, Athletic Conferences, or NCAA rules, regulations and policies.

**Arena** means the Cowan Spectrum (or Memorial Gymnasium in the case of overflow games) where University's men's and women's intercollegiate home basketball games are played.

**Assumptions** means (a) the inventory available to IVSP for sponsorship sales throughout the Term is not less than the Base Sponsorship Inventory and (b) all of the rights licensed exclusively to IVSP under the Agreement are available to IVSP throughout the Term.

**At-Event Impact Sponsorships** means sponsors for pre-game, time-out, half-time, period and quarter breaks sponsored promotional activities and special game-day, on-field, on-court promotions or contests as well as official game sponsorships.

**Athletic Conference** means the Big Sky for all sports except football (which is the Sun Belt) or any other NCAA sanctioned conference of which the University becomes a member after the Effective Date.

**Athletic Department** means the University of Idaho Department of Athletics.

**Athletic Event Content** means University's copyrighted content from Athletic Events.

**Athletic Events** means all University intercollegiate athletics activities held in Athletic Facilities.

**Athletics Facilities** means all of the athletic facilities owned or controlled by the University or made available to the Athletic Department for its use by reason of any lease or other written agreement as of the Effective Date; any new or newly acquired facilities in which Athletic Events occur after the Effective Date shall become an "Athletic Facility" for purposes of this Agreement.



**Athletic Year** means the period of time measured from July 1 through June 30 during the period of the Term.

**Base Sponsorship Inventory** means the sponsorship and promotional inventory in connection with Athletic Events which was available for sponsorship and promotional sales during the 2014 – 2015 Athletic Year.

**Base Ticket Amount** means the number of tickets provided by to IVSP by University for itself and its sponsors and advertisers during the 2014 – 2015 Athletic Year. The locations of the tickets will be mutually agreed upon between the Parties but in no event will the tickets be in less desirable locations of the tickets provided to sponsors during the 2014 – 2015 Athletic Year.

**Big Sky** means the Big Sky Conference, of which the University is a member.

**Blog Sponsorship** means a sponsorship of Game Coverage occurring through a blog.

**Campus Vendor** means a Person who provides goods or services to the University under a Campus Vendor Agreement.

**Campus Vendor Agreement** shall mean an agreement between a Campus Vendor and University as a whole and not solely related to the Athletic Department that was procured in conjunction with an athletic sponsorship agreement between IVSP and the Campus Vendor. For example, IVSP obtains a Marketing & Sponsorship Agreement with Charter Communications (“Charter Sponsorship Agreement”) who at the same time enters into an agreement with the University to provide cable television services for University’s dormitories (“Charter Cable Agreement”) with the Charter Sponsorship Agreement remaining in effect only if the Charter Cable Agreement remains in effect.

**Conference Action** means Athletic Conference by agreement(s) with or on behalf of the member institutions, including University and one (1) or more Persons that eliminates or diminishes or impairs any rights which IVSP otherwise holds under this Agreement.

**Conference Agreement** means an agreement entered into by the Athletic Conference on behalf of its members which includes the University.

**Content** means the Athletic Department’s game clips, highlights and live audio of Athletic Events.

**Digital Media Rights** means all University official athletic platforms including websites, mobile web and mobile applications, social media channels such as Facebook, Twitter and Instagram, e-mail and other digital marketing, in-venue digital screens and platforms and all digital distribution of Content.

**Diminishing Event** means any event, action, change in circumstances or occurrence described as such in this Agreement which has the effect or is likely to have the effect of diminishing, impairing or eliminating or otherwise negatively impacting IVSP's Multi-Media Rights including the Base Sponsorship Inventory. When a Diminishing Event is referred to in this Agreement, the process for determining if a Diminishing Event has occurred and the remedies for the Diminishing Event may be described in each Section of this Agreement in which the Diminishing Event is mentioned and if not, the following process and remedies shall be initiated: IVSP shall submit to University a substantiation of the value attributable to the rights which are not available or the rights which are negatively affected by the Diminishing Event along with reasonable substantiation for its calculation whereupon the Parties will meet within thirty (30) days thereafter to discuss IVSP's calculation and agree upon the remedy for IVSP's loss of the rights which could include any of the following or a combination thereof: (i) a reduction in the Guaranteed Royalty Fee; (ii) an extension of the Term; (iii) granting IVSP Additional Multi-Media Rights; (iv) providing IVSP with additional tickets; (v) providing IVSP with Additional Fulfillment Benefits; (vi) adjusting the AGR Hurdle Amount and/or reducing the Revenue Share Percentage; or (vii) any other remedy that the Parties may agree upon. The Parties will continue to meet and negotiate in good faith until a remedy is agreed upon. The effective date of the action taken from the preceding list (or any other remedy agreed upon) will be for the Athletic Year in which the Diminishing Event occurs or as the Parties otherwise agree. The Parties agree that the remedy agreed upon may remain in effect beyond the Athletic Year in which the Diminishing Event occurs due to the fact that some Diminishing Events can have an effect that lasts beyond the Athletic Year in which it occurs.

**Displaced Game** shall mean a University scheduled home football, men's basketball or women's basketball game that is moved to a neutral location or the visiting team's location as a result of a Force Majeure event or for any other reason beyond the control of IVSP.

**Donor Contribution** means a contribution of money or other valuable consideration made to the University or the Athletic Department by a Person which results in that Person's name being placed on, in or around an Athletic Facility which can be seen or viewed by the general public. For the avoidance of doubt and clarification, a Donor Contribution does not include a contribution to University or the Athletic Department by any Person whose name appears only in the non-public viewing areas of an Athletic Facility such as the basketball coaches'

lounge, the weight room or the media room. The Person whose name appears in a non-public viewing area may not under any circumstance include Multi-Media Rights that have been exclusively granted to IVSP under this Agreement. The granting of any Multi-Media Rights to that Person shall constitute a Diminishing Event and the process for a Diminishing Event shall be followed. A Donor Contribution alone shall not constitute a Diminishing Event but if as a result of the Donor Contribution IVSP loses one or more sponsors or is in breach of its agreement with a sponsor, the Parties shall negotiate in good faith to make IVSP whole for the loss of such sponsor(s) which will include any refund, credit or damages owed by IVSP to the sponsor(s) by reason of a breach of IVSP's contract with such sponsor(s). University acknowledges and agrees that making IVSP "whole" could involve a remedy that covers more than one Athletic Year depending upon the value of the sponsor to IVSP, and whether the sponsor was granted exclusivity in a sponsorship category and the term of the sponsorship agreement with such sponsor(s).

**Excluded Categories** means a sponsorship which directly promotes the sale of: tobacco products, but does not include the industry growers responsibility messaging, which is permissible; firearms; sexually explicit products or services; distilled liquors, wine and beer; material that is defamatory, obscene, profane, vulgar or otherwise considered socially unacceptable or offensive to the general public or may cause harm to student-athlete health, safety and welfare. For clarification and the avoidance of doubt, except for Excluded Categories, IVSP may sell a sponsorship and/or promotion in any other category throughout the Term.

**Excluded Sponsors** means those sponsors with whom University alone is permitted to contract. University acknowledges and agrees however that as of the Effective Date and for the remainder of the Term, there are no Excluded Sponsors and there will be no Excluded Sponsors, other than in the pouring rights and apparel categories, both of which will be contracted exclusively by University. IVSP shall have the right to upsell all Excluded Sponsors. University will not enter into any other agreements with Persons during the Term if any of such agreements include any of the Multi-Media Rights granted to IVSP under this Agreement. University will not, without IVSP's prior written consent, amend its contract with the pouring rights partner or enter into a new contract with a pouring rights partner that expands the exclusivity restrictions set forth in such contract, including by granting additional exclusivity categories or expanding the definition of existing categories (e.g., the definition of "beverages") beyond the exclusivity restrictions set forth in such contract as of

the Effective Date in order to protect IVSP from losing future sponsorship sales opportunities.

**Exclusivity Sponsor** means a sponsor of IVSP who is granted exclusive sponsorship rights within a particular sponsorship category.

**Fulfillment Benefits** means those benefits, such as tickets or signage, which IVSP will provide to Excluded Sponsors under Retained Agreements. If any Retained Agreements are amended or if any future agreements are in effect with an Excluded Sponsor that require IVSP to provide Additional Fulfillment Benefits, then before IVSP is required to provide the Additional Fulfillment Benefits, IVSP and University will meet to determine if the Additional Fulfillment Benefits are available and if they are available, the Additional Benefit Cost, which when agreed upon, shall be deducted by IVSP from the Guaranteed Royalty Fee.

**Game Breaks** means stoppage in an Athletic Event as a result of half-time, quarter breaks, game time-outs as well as pre-game and post-game periods of time surrounding the Athletic Event.

**Game Coverage** means ongoing, regular and real-time commercial coverage of Athletic Events which not only include the game action but also includes Game Breaks.

**Guaranteed Royalty Fee** means the amounts set forth in Section 4.1 of this Agreement as they may be adjusted in accordance with this Agreement.

**Hospitality Rights** means opportunities for fans to obtain food, drinks and tickets to University Athletic Events through specific designated programs established by IVSP.

**IVSP** means Idaho Vandals Sports Properties, LLC.

**IVSP Apps** means athletic-related Apps created by or for IVSP using Content.

**IVSP Financial Records** means any information University receives from IVSP under this Agreement which concerns the personal, financial or other affairs of IVSP, its members, stockholders, officers, directors, employees and sponsors including, but not limited to, sales summaries, revenue sharing reports, settle-up documents and any other documents relating to the reporting of financial and sales information by IVSP to University.

**Licensing Agreement** means University's existing agreement with its exclusive licensing agency, as it may be amended, as well as any substitute or replacement licensing agreement.

**Limitations** means the amount of time during Game Breaks which IVSP may allot for University Signage so as not to interfere with the use of Game Breaks by IVSP for its sponsorships.

**Major Sponsorship Category** means the sponsorship categories of telecommunications (including

wireless), insurance, banking (including financial services), automobile, health care and isotonic and soft drink beverages.

**Marketing & Sponsorship Agreement** means any agreement entered into between IVSP and any third party (including any customer, sponsor or advertiser) in which any Multi-Media Rights are granted to such third party and where the term of such agreement extends beyond the Termination Date including any renewal, modification or extension of such agreement regardless of whether such renewal, modification or extension is entered into during or after the term of this Agreement.

**Material Rule Change** means (i) any change in applicable law, rule, regulation or order of any governing authority having jurisdiction over University (specifically including without limitation the University's Board of Trustees) or IVSP, (ii) any change in applicable constitution, bylaws, regulations or policies of the NCAA or any Athletic Conference, (iii) any change in any NCAA and Athletic Conference policies and agreements, (iv) any change in policy or practices of University or its Athletics Department related to the licensed rights, including without limitation any restrictions or limitations on the nature of permissible categories for which IVSP may sell sponsorships, or (v) any other change in restrictions or impairments upon IVSP's exercise of its sponsorship or related rights with respect to the licensed rights caused by actions of University (including its employees, agents or anyone affiliated with University), by the Conference or by the NCAA.

**Minimum Number of Games** means thirteen (13) regular season home men's basketball games and thirteen (13) regular season home women's basketball games each played at the Arena and five (5) regular season home football games played in the Stadium.

**Multi-Media Rights** shall mean the exclusive sales and marketing rights set forth in this Agreement as further described in Section 2.1 through 2.24 inclusive and Section 2.26 with only those exceptions as specifically set forth herein, to all inventory associated with Athletic Events and Athletic Facilities, including, but not limited to, print, media, sponsorships, existing or new signage not already contracted to other Persons as of the Effective Date, and other promotional and sponsorship rights for football, men's and women's basketball games and other intercollegiate sports; including souvenir game programs and roster cards, at-event hospitality, at-event impact (such as product displays and sampling, couponing and title and presenting sponsorships), branding of products including the branding of concession products (i.e., "Lay's Potato Chips" as opposed to merely "Potato Chips"), highlight DVDs,

coaches' endorsements, rivalry series sponsorships; existing or new temporary or permanent signage and promotional rights for home basketball games and all games, (except pre/post season tournament games) played at Neutral Venues where University is designated as the home team; temporary and permanent signage and promotional rights for all University home football games and all games played at Neutral Venues where University is designated as the home team; radio play-by-play broadcast rights and coaches' radio shows for all University intercollegiate sports, and television coaches' shows for all university intercollegiate sports, official athletic website sponsorship; digital rights, social media platforms such as but not limited to Facebook, You Tube, Twitter and Instagram and any other sponsor-related or promotional rights to University's athletic programs that may be subsequently agreed to between the Parties. For the avoidance of doubt, Multi-Media Rights shall also include the exclusive world-wide audio account of each event initiated at and from the athletic venue and at and from each coach's show irrespective of how the audio is thereafter transmitted.

**NCAA** means the National Collegiate Athletic Association, of which University is a member as well as any successor organization of which University is a member.

**Network** means a television network created by or for the Athletic Conference which includes the University.

**Neutral Venue** means an athletic venue other than an Athletic Facility at which a University game is played.

**New Inventory Items** means all new inventory installed by University in an Athletic Facility after Effective Date or a material upgrade in existing inventory which is capable and likely to add value to or enhance IVSP's then existing inventory. New Inventory Items do not include New Signage. All sponsorship rights for New Inventory shall belong exclusively to IVSP and sold by IVSP with the revenue collected therefrom included in the calculation of AGR.

**New Naming Rights Agreement** means any agreement entered into after Effective Date by the University granting naming rights to any Person for any part or all of an Athletic Facility.

**New Signage** means existing signage in the Arena, the Stadium, or any other Athletic Facility which is materially upgraded or signage which did not exist on the Effective Date in the Arena, the Stadium, or any other Athletic Facility including but not limited to LED or DLP signage or new digital/videoboard displays.

**New Technology** means forms or methods of distributing broadcasts, exhibitory signage and/or delivering Content that were not being used by IVSP on the Effective Date. For the

avoidance of doubt and clarification, New Technology is intended to replace, improve upon or enhance technology which currently exists as of the Effective Date but is not intended to grant IVSP any rights not otherwise provided in this Agreement.

**OAS** means the Official Athletic Website of the Athletic Department. The domain name for this site is [www.govandals.com](http://www.govandals.com).

**OAS Contract** means the contract in existence on the Effective Date for hosting the OAS with NeuLion, or any replacement or subsequent contract for hosting the OAS.

**Other Programs** means printed game day-type publications for football, men's basketball or women's basketball games as well as other University intercollegiate sports.

**Other Television Opportunities** may include, without limitation, television play-by-play programming at IVSP's expense of live and/or delayed televised broadcasting of football, men's and women's basketball games and men's and women's basketball championship preview shows live from the championship site. The provisions of Section 2.9 of this Agreement will determine whether or not Other Television Opportunities are available to IVSP and if they are available, the provisions of Section 2.26 of this Agreement relating to Additional Multi-Media Rights will be followed by the Parties.

**Person** means an individual, a sole proprietorship, a partnership (general or limited), a corporation, a limited liability company, an association, a joint stock company, a trust, a foundation, a joint venture, an unincorporated organization or any other business entity.

**Printed Materials** means the following Athletic Department printed promotional items: team rosters, ticket backs, parking passes, ticket applications and mailing inserts, ticket envelopes, posters, sports calendars, trading cards and schedule cards.

**Program** shall mean a game day-type publication for a University intercollegiate athletic team.

**Replaced Vendor** means a University vendor who also has a sponsorship agreement with IVSP and who then terminates its sponsorship agreement with IVSP because that vendor was replaced by the University.

**Retained Agreements** means sponsorship agreements between University and an Excluded Sponsor as well as agreements between University and an Excluded Sponsor which include sponsorship benefits for an Excluded Sponsor as well as other matters.

**Revenue Share Percentage** means 50%.

**Satellite Agreements** means Satellite Rights which are included in an agreement between SiriusXM Satellite Radio and the Athletic Conference or any other Person including any amendment(s) thereto.

**Satellite Rights** means the satellite radio play-by-play broadcast of University men's basketball games as well as the rights to produce any other athletic programming including shoulder programming.

**S.I.L.** means sponsorships in public places which make use of a University logo.

**Specific Sponsorships** means retail promotions which make use of a University Mark, including, but not limited to, using a University Mark in mutually agreed point of sale advertising such as an end cap display at the end of an aisle in a grocery store or a department store, a countertop display, a permanent display or a temporary display in a business establishment.

**Stadium** means the Kibbie Dome.

**Station** means a radio station or any other broadcast media outlet.

**Strategic Partnerships** means agreements obtained for the Athletic Department (other than trade benefits) with Persons for marketing, merchandise, promotional rights in connection with Persons who can provide services or products in the Athletic Department (i.e., the bus company transporting University's team(s) to the Athletic Event).

**Sun Belt** means the Sun Belt Conference, of which the University is a member.

**Termination Date** means the last date of this Agreement.

**Third Party Signage** means the signage of an Excluded Sponsor or a sponsor of the Big Sky Network or any other Network in an around an Athletic Facility.

**Threshold Amount** means the in-kind, trade benefits provided to the Athletic Department in the same or similar categories as those identified in Schedule 4.4 of this Agreement with an appropriate dollar amount in each of those categories. The Threshold Amount is \$300,000.

**Unauthorized Ticket Use** means the use of tickets to Athletic Events by a Station for a commercial sponsorship or commercial underwriting of any kind.

**University** means University of Idaho.

**University Action** means the University entering into a New Naming Rights Agreement or similar agreement with a competitor of an IVSP Sponsor at an Athletic Facility or receiving a Donor Contribution from a competitor of an IVSP Sponsor at an Athletic Facility.

**University Marks and Indicia** means the University's name, its trademarks, service marks, logos, symbols, college colors and other licensed indicia, all of which may be used by IVSP and its



sponsors in accordance with this Agreement. The particular University Marks and Indicia are set forth in Schedule A to this Agreement.

**University Promotions** means the University's right during Game Breaks to promote University fundraising efforts, development projects, sports, the University, University events or accomplishments or athletic-related activities but not University's individual academic departments.

**University Signage** means University's use of signage in an Athletic Facility during Game Breaks solely for University Promotions.

**VSF** means the Vandal Scholarship Fund, a 501(c)(3) tax exempt corporation separate from the University, and includes all local area chapters in addition to its national board of directors. VSF is not a party to this Agreement.

**Violating Blog** means a blog containing Game Coverage, a Blog Sponsorship or which violates University or Athletic Conference policy.

**1.2 Term of Agreement.** This Agreement is legally binding upon the Parties as of the Effective Date but is meant to cover the period commencing as of July 1, 2016 and continuing through June 30, 2021 (the "Term"), unless otherwise terminated as provided herein. Each contract year of the Agreement shall commence on July 1 and end on June 30 and such period shall sometimes hereafter be referred to as "Athletic Year". University shall have the right to extend the Term on the same terms and conditions contained herein for up to two (2) successive five (5) year renewal terms (each, a "Renewal Period"), by giving IVSP written notice at least ninety (90) days prior to the end of Term (or with respect to the second Renewal Period, at least ninety (90) days prior to the end of the first Renewal Period). The first Renewal Period shall commence July 1, 2021 and continue through June 30, 2026, and the second Renewal Period shall commence July 1, 2026 and continue through June 30, 2031

**1.3 Mutual Cooperation.** Throughout the Term, it is the Parties' intention to cooperate to maximize the opportunities that will foster growth in both the amounts and the potential sources of revenue under this Agreement. To that end, the Parties, including University's Athletic Director (and/or his/her designee) will meet, as they mutually agree is necessary, to discuss the rights and inventory granted to IVSP and any unexpected problems arising therefrom to arrive at mutually satisfactory solutions. The General Manager of IVSP will meet each month with University's Athletic Director or his/her designee at times mutually agreeable to the Parties. University will use reasonable efforts to inform University's Athletic Department staff (including coaches) of the

specific responsibilities that are required of them in order to fulfill the Athletic Department's obligations to IVSP under this Agreement.

**2. Grant of Rights; University Obligations.**

**2.1 Grant of Exclusive Radio Broadcast Rights; Satellite Rights.** University hereby grants to IVSP, subject to any restrictions and modifications set forth by this Agreement, the exclusive right to, during the Term, make or cause to be made live radio (including satellite radio under the terms that are more particularly described below in this Section 2.1, high definition radio, Spanish radio broadcasts, internet streaming and audio podcasts) broadcasts of all exhibition, pre-season, regular-season and post-season football, and men's and women's basketball games, and, at IVSP's option: (i) basketball events such as Midnight Madness; (ii) any other University inter-collegiate sport. All of such broadcast rights shall be exclusive to IVSP and shall also include any game or games selected for broadcasting by any local, regional or national radio network. Rights to the games specified under this Section 2.1 are exclusive of all other individual and independent networks except those officially designated as origination stations or networks of radio stations considered by University as part of the radio following the opposing team involved in the game being broadcast. University acknowledges that broadcast rights to post-season conference and national tournaments are important to IVSP's revenue. IVSP's inability to obtain such rights shall constitute a Diminishing Event. If at any time during the Term, either the Athletic Conference negotiates a Satellite Agreement which includes the University or IVSP negotiates a Satellite Agreement on behalf of the University with SiriusXM or another Person independent of the Athletic Conference, all revenue which University might receive under a Satellite Agreement shall be paid over to IVSP by University and included in AGR. All sponsorships in connection with IVSP's radio broadcast rights are exclusive to IVSP and its affiliates on the Idaho Vandal Sports Network.

**2.2 Radio On-Air Talent.** IVSP will employ, at its expense, any and all personnel it deems necessary to conduct broadcasts covered by the Agreement. University will provide charter transportation for up to two (2) broadcast personnel (including on-air talent) and (subject to availability) current and potential sponsors for football and men's basketball games. IVSP will be responsible for all other transportation expenses for broadcast personnel (including airfare and/or ground transportation, as the case may be), and IVSP will be responsible for all lodging and incidental expenses of broadcast personnel. If charter transportation is not available for football or men's basketball games, IVSP will be responsible for commercial air travel for those games.

**2.3 Programming.** IVSP shall produce, originate, broadcast and distribute the following programming with state-of-the-art equipment:

- A. Men's Basketball Games. IVSP will provide live broadcasts of each regular-season men's basketball game (conference and non-conference), Athletic Conference Tournament and other post-season games (if available) for University. Each men's basketball game broadcast shall include pre-game and post-game shows with live or taped, as available, coaches' interviews, in addition to comprehensive description of game action. IVSP shall provide for a play-by-play announcer, a color commentator and a producer, pay all costs associated with the operation and production of the Idaho Vandal Sports Network except for those travel costs which are the responsibility of the University as set forth in Section 2.2.
- B. Women's Basketball Games. IVSP will provide live broadcasts of each regular-season women's basketball game (conference and non-conference), Athletic Conference Tournament and other post-season games (if available) for University. Each women's basketball game broadcast shall include pre-game and post-game shows with live or taped, as available, coaches' interviews, in addition to comprehensive description of game action. IVSP shall provide for a play-by-play announcer and pay all costs associated with the operation and production of the Idaho Vandal Sports Network except for those travel costs which are the responsibility of the University as set forth in Section 2.2.
- C. Football Games. IVSP will provide live broadcasts of each regular-season football game (conference and non-conference) and other post-season games (if available) for University. Each football game broadcast shall include pre-game and post-game shows with live or taped, as available, coaches' interviews, in addition to comprehensive description of game action. IVSP shall provide for a play-by-play announcer, a color commentator and a producer, pay all costs associated with the operation and production of the Idaho Vandal Sports Network except for those travel costs which are the responsibility of the University as set forth in Section 2.2.
- D. Other Sports. If, in the reasonable opinion of IVSP, it is economically feasible for IVSP to broadcast the games of other University sponsored intercollegiate sports teams, IVSP will broadcast each regular season (conference and non-conference) Athletic Conference championship, playoff or tournament game or other post-season

game (if available). Irrespective of whether IVSP broadcasts the games of other University sponsored intercollegiate sports teams, the rights to such broadcasts are retained exclusively by IVSP.

- E. Coaches' Radio Shows and Daily Shows. Throughout the Term, IVSP shall have exclusive rights to and shall use commercially reasonable efforts to produce, sell and commercially distribute a weekly one-hour radio show featuring, for basketball, the head men's basketball coach, and for football, the head football coach, and shall make such shows available to its radio network affiliates. IVSP need only broadcast such shows if in its reasonable determination the broadcast of such shows are economically feasible. If IVSP broadcasts a coach's show for football and/or men's basketball, University will make available and provide the services of the head coach for each such coach's show. University will pay the compensation, if any, of each coach for such shows. Further, IVSP will be granted the exclusive rights, at its option, to produce coaches' radio shows for other intercollegiate sports. If IVSP broadcast's a coach's show for football and/or men's or women's basketball, University shall include a requirement in the employment contract for each head coach of such sports that the coach to be in attendance at each show agreed to under his contract, provided the time commitments undertaken by the coach is consistent with the coach's primary coaching responsibilities. The coach's shows may be broadcast with the coach participating by telephone in certain instances, or, through an assistant coach under certain circumstances. However, if IVSP elects to broadcast such shows, University shall use commercially reasonable efforts to provide the head coach shows live. In this regard, it is agreed that a period of time which is sufficient for the production of a sixty (60) minute weekly radio show will not unduly interfere with a coach's primary responsibility to University. IVSP may sell a specific placement of any or all of the coaches' shows at a location to be determined by IVSP, such as a local restaurant or other campus or off-campus location and University will make the coach available at such location. Placement of any coaches' shows at a location outside of the Moscow, Idaho metropolitan area will require University's prior approval which approval will not be unreasonably withheld or delayed. The failure or refusal of any coach to participate in such shows as requested by IVSP which failure or refusal continues after IVSP provides notice to the University of such failure or refusal shall

be deemed a Diminishing Event. IVSP shall have a first option to produce and broadcast coaches' shows for all other University intercollegiate teams. If IVSP elects not to broadcast any such coaches' shows, the University shall not authorize any other Person to broadcast such shows; provided, however, that University may authorize its student-run television or radio station to produce and broadcast such shows so long as such shows contain no commercial sponsorship of any kind. IVSP shall also have the exclusive right, at its option, throughout the Term, to produce, sell and commercially distribute a daily (Monday through Friday) radio show featuring University coaches and Athletic Department officials. With input from University, IVSP shall also have the exclusive right throughout the Term, but not the obligation, to produce other radio programming, including game broadcasts of other Athletic Events, in order to create new sponsorship inventory and programming and exposure opportunities for University. Under no circumstance shall a University coach participate in any radio show which features the coach; provided, however, a coach may participate in interviews of limited duration (less than 10 minutes) conducted on a non-recurring, non-compensated basis, during the sports segment of a news report or on a talk radio sports show not more than once per season. The revenue collected from any coaches' show broadcast by IVSP shall be included in the calculation of AGR.

#### **2.4 Athletic Internet Site and Internet Video Streaming and e-Commerce.**

University's OAS will be produced by the University throughout the Term. Editorial content on the OAS shall be controlled by the University. University hereby grants to IVSP the exclusive rights to all revenue-generating opportunities (including any third party royalties or fees), which now or at any time during the Term may exist on the University's OAS, including, but not limited to, all rights to sell sponsorships in the form of company logos and messages on University's OAS, audio and visual streaming of sponsorship messages and direct internet access to other websites, the right to make use of social media platforms including the Athletic Department's (official and institutional) Facebook, YouTube and Twitter presences and the right to use and monetize Athletic Department's Content which University agrees to supply to IVSP at no cost to IVSP. Any revenue generated from such opportunities shall be included in the calculation of AGR. Content supplied by University to IVSP shall be up-to-date, relevant and enriched, with its focus being to drive more traffic to the OAS. University may use its own Apps for its athletic teams to be used on mobile devices, tablets

and computers for recruiting and similar purposes but in no event shall University Apps contain or reference any commercial sponsorships of any kind or be monetized in any manner such as through the sale of subscriptions for the Apps or the sale of merchandise through the Apps unless the revenue derived therefrom is paid over by University to IVSP and included in AGR. Further, University agrees that it will not supply Content for the Apps to the detriment of the Content to be supplied by University to IVSP under this Section 2.4. Subject to the written approval of the University, and unless otherwise prohibited by the OAS Contract or any subsequent hosting agreement, IVSP may create and monetize IVSP Apps using Content with the revenue from IVSP Apps included in the calculation of AGR. If the rights to on-line video streaming of athletic events on the OAS becomes available during the Term, such rights shall be deemed Multi-Media Rights hereunder and the University shall grant IVSP those rights on an exclusive basis, and the fees attributable thereto shall belong exclusively to IVSP for the remainder of the Term, and no adjustment to the Guaranteed Royalty Fee shall be made but the revenue collected by IVSP shall be included in the calculation of AGR. University will supply IVSP, at no cost to IVSP, all licenses, rights, clearances, consents and permissions related to Content, photos, music, logos, videos, messaging and the like which may be required under the OAS Contract, any other hosting agreement, any Sponsorship Agreement, or for IVSP Apps. All resulting revenue derived by IVSP under this Section 2.4 shall be added into the calculation of AGR.

**2.5 Digital Media Rights.** Subject to any Conference Agreement existing on the Effective Date but not thereafter, IVSP shall also have throughout the Term, exclusive right to use, exploit, monetize and retain the revenue from sponsorship and promotional rights associated with Digital Media Rights with all revenue included in the calculation of AGR. IVSP shall have the exclusive right to represent University in all advertising and sponsorship opportunities related to any University Wi-Fi/DAS/IPTV system installed during the Term in any Athletic Facility.

**2.6 Blogs.** University grants IVSP the exclusive rights throughout the Term to provide Game Coverage and to provide commercial sponsorship or promotion in such "Game Coverage" on a blog or other similar means which features, describes, includes or discusses any University team in action as it occurs provided that the blog adheres to any applicable NCAA or Athletic Conference rules. The Parties anticipate that such blog will be made available on University's OAS. Nothing herein shall prevent University from writing its own blog(s) provided that no University written blog relating to the Athletics Department or Athletic Events may contain any commercial underwriting

or commercial sponsorship of any kind. If either University or IVSP become aware of any Violating Blog, University will take all reasonable actions to eliminate the Violating Blog.

**2.7 New Technology.** The Parties recognize that from time to time New Technology may arise or be created that was not contemplated by the Parties or specifically mentioned in this Agreement. The rights to distributing and delivering Content by or through any form of New Technology that is not otherwise included in an existing Conference Agreement shall be included as part of the exclusive rights granted to IVSP, and the revenue from such rights shall be added to the AGR.

**2.8 Coach's Television Show.** Throughout the Term, IVSP shall have the exclusive right, but not the obligation, to broadcast and sell all of the sponsorship inventory in a weekly coach's television show and/or a video magazine show for football, men's basketball and women's basketball. In the event IVSP elects to produce such shows, IVSP will cover the cost of clearing and producing each show. From and after the Effective Date, University shall be responsible for any compensation due to the head football coach, the head men's basketball coach and the head women's basketball coach for their participation in such shows, and will ensure that each coach participates in the shows and attends the production live and in person as requested by IVSP. The failure or refusal of any coach to participate in such shows as requested by IVSP which failure or refusal continues after IVSP provides notice to the University of such failure or refusal shall be deemed a Diminishing Event. IVSP will retain all of the sponsorship inventory for each show and retain all of the revenue from any sponsorship sales attributable to each of such shows. The revenue collected from sponsorship sales shall be included in AGR. In lieu of an over-the-air broadcast of a coach's show, IVSP shall have the exclusive right to broadcast each such show over the internet, sell all of the sponsorship inventory related to the show and retain all of the revenue therefrom. The revenue collected from sponsorship sales shall be included in AGR. IVSP shall also have the exclusive right, at its option, throughout the Term to produce, sell and commercially distribute a weekly television coach's show and/or video magazine show for any other University intercollegiate team.

**2.9 Other Television Rights.** IVSP shall have the exclusive right to Other Television Opportunities which are not, as of the Effective Date, restricted by an Athletic Conference, the NCAA or a Network. Such Other Television Opportunities include, but are not limited to, live and/or delayed broadcasting of football, men's basketball, and women's basketball games, a video magazine show, pre-game programming, starting line-ups and keys to the game, half-time coverage including a scoreboard show, a feature on a University player or coach, interviews with the

University coaches as well as the opposing team's coach. University will publicize the Other Television Opportunities by including programming information, affiliates list and other pertinent information on its regular schedule of press releases and Athletics publications. IVSP shall hire the broadcast crew subject to University's approval, which approval will not be unreasonably withheld. IVSP will pay travel cost for all televised men's basketball road games whose broadcast rights belong to IVSP for on-air talent including airfare, hotel and meals. However, if the University charters a flight for a televised road men's basketball game, the University will make available two (2) seats on any such chartered flight. IVSP will retain all revenue generated from the Other Television Opportunities and such collected revenue will be included in the calculation of AGR.

**2.10 Appearances and Endorsements by University Coaches.** IVSP will have the opportunity to make use of the current Head Football, Head Men's Basketball, Head Women's Basketball coaches and other University coaches for IVSP sponsored events and sponsor interactions up to five (5) times in each Athletic Year at no cost to IVSP or its sponsors provided that the appearance is within thirty (30) miles of University's campus. While it is IVSP's preference that University coaches do not provide endorsements for any products or services, under no circumstances will University allow its coaches to participate, directly or indirectly, in the endorsement of any products or services that directly compete with the products or services offered by IVSP's University-specific advertisers or sponsors or directly or indirectly states or implies endorsement by the University.

**2.11 Video/DVD Rights.** If IVSP and University mutually agree that a season ending highlight video or DVD is warranted for a particular team, IVSP shall, at its expense, produce or cause to be produced and sell and/or cause to be sold, such video or DVD and IVSP shall retain all of the revenue derived therefrom; provided, however, any such revenue shall be considered part of the AGR. IVSP shall also have the exclusive right to produce and sell a season Video/DVD for football and men's basketball. The collected revenue from a Video/DVD shall be considered part of the AGR. As between the Parties, the editorial content and the packaging layout/design of each such video or DVD must have University's approval, which approval will not be unreasonably withheld, delayed or conditioned. If IVSP elects not to produce a highlight video or DVD for a particular team but University wishes to do so, University may, at its sole cost and expense, produce or cause to be produced a highlight video or DVD for that team but the sponsorship and sales rights shall be retained exclusively by IVSP with all collected revenue included in the calculation of AGR.



**2.12 Game Program Production and Sponsorship Rights.**

2.12.1 Football and Men's and Women's Basketball. IVSP shall have the exclusive right to print, publish, distribute and sell advertising and sponsorship space in football and men's and women's basketball game Programs. If the Parties mutually agree that it is economically feasible to print, publish, distribute and sell advertising and sponsorship space in a football, a men's basketball Program and/or a women's basketball Program as well as sell and distribute Programs for all home games played by University and those designated as home games although played on a neutral site, during its regular season, IVSP will undertake that obligation. All costs of preparing, printing and vending souvenir event Programs for all regular season home games will then be the responsibility of IVSP. Any Programs to be produced will be in a form, size and manner mutually agreed upon. If IVSP believes that Other Programs are financially viable and sustainable, upon mutual agreement of the Parties, IVSP will print, publish, distribute and sell sponsorship space in Other Programs, as well as sell and/or distribute the Other Programs. IVSP's rights with respect to Other Programs are exclusive and are part of the Multi-Media Rights granted to IVSP regardless of whether IVSP elects to produce Other Programs. The revenue collected from Programs and Other Programs less commissions and sales tax shall be included in the calculation of AGR but editorial content of Programs and Other Programs shall be retained by University.

2.12.2 Matters Relating to Football, Men's Basketball and Women's Basketball Game Programs. IVSP agrees to produce a football, a men's basketball Program and/or a women's basketball Program. University shall be responsible for providing all written content and editing thereof that is required for each Program with the quantity of Programs produced determined by IVSP based upon its projection of sales demand. University will retain final editorial control of all content, but not advertising or sponsorships, in the Programs. To that end, if a Program is to be produced, University shall be responsible for supplying IVSP or its printer with static (i.e., not time-sensitive) game Program content not less than 35 days (or other timeframe mutually agreed upon in writing by the Parties) prior to a Program's publication. IVSP will provide University with such number of complimentary Programs as mutually agreed upon. Any additional Programs requested by University above the amount agreed upon to be paid for by University at IVSP's actual cost, as evidenced by receipt or invoice. To the extent University is not utilizing all of the

Programs, the Parties will negotiate in good faith a reduced number of complimentary Programs on a going forward basis. Sponsorship revenue from game day Programs, along with net vending revenue (net vending revenue means gross revenue less sales tax and commissions) from game-day Program sales shall be considered as revenue billed and when collected by IVSP, included in AGR. If it is agreed that a Program will be produced, the Parties will meet annually to discuss issues pertaining to the game Programs, including the format, and “look” of the game Programs for the upcoming seasons if either of the Parties make a request for such meeting.

2.12.3 Alternative Delivery of Game Program Content. The Parties acknowledge that there may likely be another manner of delivering Program and Other Program content and sponsorships through Alternative Program Technology. If Alternative Program Technology comes into existence during the Term, the right to sell sponsorships and derive any other related sources of income from the Alternative Program Technology shall belong exclusively to IVSP throughout the Term and IVSP, after consultation with University, may eliminate or phase out the use of Programs and/or Other Programs with the Alternative Program Technology. IVSP shall be responsible for the costs associated with Alternative Program Technology but those costs shall be subtracted from the revenue collected by IVSP from Alternative Program Technology in calculating revenue.

**2.13 Sponsorship Signage.** Throughout the Term, but subject to the rest of the provisions of this Section 2.13, University grants IVSP the exclusive rights to sell sponsorships on all the existing as well as all the future permanent signage (electronic or otherwise) and temporary signage in all University Athletic Facilities, including, but not limited to, the Arena and the Stadium, and further grants to IVSP the exclusive rights to sell sponsorships on all permanent and temporary signage, in all other Athletic Facilities.

When New Signage is installed in any Athletic Facility, IVSP shall have advisory input in value engineering the final design and programming content of the New Signage in order that IVSP can better manage the sponsorships which will result from the New Signage. University will give strong consideration to engaging ANC Sports Enterprises, LLC to provide any New Signage in an Athletic Facility including being the ongoing content provider for such New Signage. All of the rights to sponsorships available in connection with the New Signage shall be licensed exclusively to IVSP throughout the Term; provided, however, if any New Signage is in replacement of signage for an Excluded Sponsor (“Replaced Signage”), then the Excluded Sponsor shall be entitled to the use

of that New Signage in lieu of the Replaced Signage so long as the New Signage is not more prominent or better located than the Replaced Signage.

University reserves the rights to utilize University Signage (electronic, digital or otherwise) during Game Breaks for University Promotions as mutually agreed upon but in no event for any commercial underwriting or commercial sponsorship of any kind. University acknowledges and agrees that the primary purpose of Game Breaks, in the context of this Agreement, shall be for the use of sponsors and therefore IVSP shall have the right to impose reasonable Limitations on University Signage. The actual time allotted for sponsorship signage shall be mutually agreed upon between the Parties by April 1<sup>st</sup> of each Athletic Year of the Term for the following Athletic Year.

If any Third Party Signage encroaches upon a IVSP sponsor's signage by reason of the Third Party Signage being visible either during a telecast or by the general public in an Athletic Facility, a Diminishing Event shall have occurred and the process for a Diminishing Event shall be followed which in this instance may also include University crediting IVSP with the amount of any credit or refund that IVSP may need to pay its sponsor as a result of the Third Party Signage.

2.13.1 Athletic Facility Sponsorship Rights. Subject to the provisions of Section 2.14, the specific Athletic Facility exclusive sponsorship rights include the following signage, which are all deemed Multi-Media Rights:

**Stadium Elements:**

- Electronic ribbon-board fascia displays
- Temporary signage
- Videoboard sponsorship displays and promotions at all events
- Tarps (on sidelines and/or end zone)
- Team entry canopy signage (if available)
- Public Address announcements at University athletic events
- Press conference backdrops
- Coaches' headsets
- Video board features, promotions, replay swipes, PSAs and billboards
- Cold air balloon signage if and when available
- Sideline equipment crates
- Sideline cooling systems
- Sideline employees (e.g., chain crew, managers, etc. clothing and equipment, if available)

- Team Benches
- Play Clock(s)
- Mobile Applications and Wi-Fi Access/Splash Pages
- Video board features, promotions, replay swipes, PSAs and billboards
- Virtual Signage rights during telecasts, subject to any rights retained by the broadcasting entity (e.g., ESPN)
- Main Scoreboard panels or positions (excluding all static positions)
- Any sideline and end zone sponsorship panels
- Scoreboard tri-vision panels
- Field-level signage and banners
- Message Center Displays
- Concourse Displays
- Goal Post padding signage
- Digital Ribbon Board signage
- Television monitors and screens
- Restroom signage
- Subject to the provisions of Section 2.13.6, the sponsorship sales rights for plastic cups, cup holders, souvenir cups, food containers, napkins, plates, wrappers and the like
- New Signage
- Other opportunities as reasonably approved by University

**Arena Elements:**

- All digital signage located in or about the Arena including the main scoreboard ad panels, auxiliary boards, and fascia
- Vomitory displays
- Rights to University's main scoreboard ad panels, auxiliary boards and fascia
- Rights to LED displays
- Any scorer's table, press row or baseline table sponsorship panels (rotational digital or static)
- Message center displays
- Video sponsorship displays
- Public address announcements

- Team entry canopies/signage
- Basketball goal post padding subject to applicable requirements, including without limitation University, Athletic Conference or NCAA rules, regulations and policies (collectively, “Applicable Rules”)
- Backboard supports
- Temporary playing surface logo opportunities (based on Athletic Conference and NCAA rules and limitations)
- Shot clock sponsorship panels subject to Applicable Rules
- Static signage opportunities in and around concession areas, facility entries/exits, lobbies, restrooms, concourses, portal entries/exits into seating areas
- Concourse, concession and lobby tabling and displays
- Temporary or permanent ad displays for special events
- Courtside, rotational and permanent signage
- Mezzanine permanent and rotational signage
- End-wall permanent and rotational signage
- Subject to the provisions of Section 2.13.6, the sponsorship sales rights for plastic cups, cup holders, souvenir cups, food containers, napkins, plates, wrappers and the like
- LED and LDP displays
- University, opposing team and scorer’s table chairback sponsorship
- Press Backdrop
- Blimp signage
- New Signage
- Other opportunities as reasonably approved by University

**Other Sports Venues:**

- Main scoreboard ad panels
- Any sideline and end-line sponsorship panels
- Message center displays
- Public address announcements
- University and opposing team bench and dugout signage
- Field fence panel signage

- Temporary or permanent playing surface logo opportunities
- Static signage opportunities that either currently exist or which IVSP may elect to sell in and around concession areas, facility entries/exits, restrooms, concourses, portal entries/exits into seating areas
- Temporary signage and displays for special events
- Subject to the provisions of Section 2.13.6, the sponsorship sales rights for plastic cups, cup holders, souvenir cups, food containers, napkins, plates, wrappers and the like
- Press Backdrop
- New Signage
- Other opportunities, subject in each case to prior approval by University

#### 2.13.2 Existing Message Board, Videoboard Rights, and Public Address Announcements.

Throughout the Term, University grants IVSP the exclusive rights to secure sponsors for announcements, messages and videoboard displays on existing public address, scoreboards or videoboards including, but not limited to, out of town scores, trivia, statistics, features, segments, replays, commercial logo branded messages and contests at all Athletic Facilities. University will provide IVSP and its sponsors the necessary production and execution support needed for such announcements and messages at no cost to IVSP. IVSP and/or its sponsors shall be responsible for all extraordinary costs.

2.13.3 Maintenance of Sponsorship Signs, Message Boards and Videoboards. IVSP shall be responsible for all costs and expenses relative to any copy or art changes for replacement of existing signs, including, but not limited to, the identification of new sponsors or the upgrade of existing sponsor signs. University will be responsible for the maintenance of both the existing and any new permanent signage and equipment, including the videoboards, rotating signage and static signage. University will also be responsible for payment of the game-day video board production charges. University will use commercially reasonable efforts to ensure that all such signage will be fully functional and operational as needed, and will promptly make any repairs necessary. Notwithstanding the foregoing, IVSP will be responsible, at its sole cost and expense, for any repair or maintenance to signage or equipment necessitated by the negligence of IVSP, its agents, employees, officers, subcontractors, licensees, or partners. Other than as a result of a force majeure event, if any signage is not fully functional and operational and, as a result, a IVSP sponsor's message is not shown in accordance with IVSP's agreement with that sponsor and further, if that

sponsor is unwilling to accept make-good benefits from IVSP for the message not shown which results in IVSP having to refund or credit a portion or all of the sponsorship fee ("Credit Amount") to the sponsor, then the Guaranteed Royalty Fee shall be reduced, dollar for dollar by the Credit Amount.

2.13.4 Temporary Signage at Neutral Venues. IVSP shall have the rights to sell and/or create temporary signage opportunities at University games or events which occur at a Neutral Venue. Any such temporary signage shall be paid for, erected, maintained and operated at the sole cost and expense of IVSP. All of the revenue received by IVSP from any temporary signage shall be included in the AGR each year.

2.13.5 Sale of Branded Products Multi-Media Rights. Throughout the Term, University grants IVSP the exclusive right to sell sponsorships for all branded products in all Athletic Facilities' concessions areas and IVSP will work with the concessionaire to develop branded product opportunities. The revenue from such sponsorship sales shall be included in the calculation of AGR. University will instruct all concessionaires to exclusively discuss with IVSP the purchase of a sponsorship from IVSP if the concessionaire wishes to have its or a third party's name or trademark on products (i.e., napkins, wrappers, cups, plates and the like) but to the extent that a concessionaire does not wish to place a sponsorship on such items, then the concessionaire must use such items with no recognition or sponsorship of the concessionaire or any other Person on such items (i.e., plain paper napkin, plain cup, plain sandwich wrappers). For the avoidance of doubt and clarification, nothing in this Section 2.13.5 is intended to restrict a concessionaire from selling a product in a branded format if the name of the company providing the product is the name used to brand the items. For example, the sale of Pepsi-Cola in a Pepsi-Cola branded cup is permitted but the sale of Pepsi-Cola in a cup branded with the name of another sponsor other than Pepsi-Cola is not permitted by the concessionaire.

2.13.6 New Inventory Items. Except as otherwise agreed to by the Parties, throughout the Term, all New Inventory Items shall be marketed and sold exclusively by IVSP. IVSP will retain all revenue generated from the New Inventory Items with the collected revenue included in the calculation of AGR.

2.13.7 Arena Renovations. Within sixty (60) days following the announcement of any major renovation to the Arena by or on behalf of the University which is to occur during the Term, the Parties shall meet to engage in good faith negotiations regarding an amendment to this Agreement in light of such renovation, related inventory, rights and revenue opportunities. It is the expectation

of the Parties that any renovation to the Arena will include inventory at least equivalent to that made available to IVSP hereunder in the Arena. If, despite the Parties' expectations, the inventory is not at least equivalent to that made available to IVSP hereunder in the Arena, a Diminishing Event shall have occurred and the process for a Diminishing Event shall be followed. The Improvements made to the Arena with Capital Subsidy Payments shall not be considered a renovation of the Arena.

#### **2.14 Naming Rights; Campus Vendor Contracts.**

2.14.1 New Naming Rights Agreements or Donor Contributions. Except as set forth in Section 2.14.2 below, University shall not have any limitations under this Agreement with respect to it granting naming rights to any part or all of an Athletic Facility under a New Naming Rights Agreement or through a Donor Contribution. However, if as a result of a New Naming Rights Agreement or a Donor Contribution, IVSP loses any of its sponsorship rights or sponsorship inventory related to that Athletic Facility, or if the New Naming Rights Agreement or the Donor Contribution results in a University Action occurring which results in IVSP's loss of an Exclusivity Sponsorship or it being liable to the Exclusivity Sponsor for breach of contract, a Diminishing Event shall have occurred and the process for a Diminishing Event shall be followed. The foregoing provision is intended to apply with respect to a New Naming Rights Agreement or Donor Contribution the University may enter into with respect to an Athletic Facility. The Parties agree that, other than with respect to such New Naming Rights Agreement or Donor Contribution, neither the University nor anyone acting on its behalf will enter into any other agreement with any third party granting such person or entity rights similar to those granted or licensed to IVSP under this Agreement, unless IVSP agrees in writing on a case-by-case basis. University also agrees that any and all sponsorship and promotional opportunities with respect to University Athletics or its teams during the Term will be granted only in connection with a corporate sponsorship agreement through IVSP pursuant to the provisions of this Agreement. In the event University desires to engage a third party to market or sell naming rights to any Athletic Facility at any time during the Term, University will provide written notice thereof to IVSP and the Parties will negotiate in good faith, on an exclusive basis, the terms and conditions pursuant to which University would engage IVSP or one of its affiliates to provide such services. Such negotiating period shall commence as of the date IVSP receives the written notice and continue for ninety (90) days thereafter (the "Exclusive Naming Rights Negotiating Period"). If the Parties are unable to reach agreement during the Exclusive Naming Rights Negotiating Period, University shall be permitted to enter into an agreement with a



third party to market and sell such naming rights provided such agreement is on financial terms no less favorable to the University than the final offer made to the University by IVSP.

2.14.2 Game Day Naming Rights. Subject to University's prior approval which approval will not be unreasonably withheld, delayed or conditioned, throughout the Term, IVSP shall have the exclusive right to create areas of congregation in the Arena, the Stadium and in other Athletic Facilities that can be used as a game day related naming rights opportunity for a IVSP sponsor Any revenue collected from a sponsor who obtains such naming rights opportunity will be included in the calculation of AGR.

2.14.3 Campus Vendor Agreements. If a Campus Vendor Agreement is no longer in effect with a Campus Vendor and if as a result of the Campus Vendor Agreement being terminated, the Campus Vendor no longer remains a sponsor of IVSP, then a Diminishing Event shall be deemed to have occurred and the process for a Diminishing Event shall be followed unless IVSP is able to replace the Campus Vendor with a sponsor in the same category as the Campus Vendor who spends an amount with IVSP equal to or greater than the amount spent by the Campus Vendor. A Diminishing Event shall not, however, occur if the reason why the Campus Vendor Agreement is no longer in effect due to either a breach of the Campus Vendor Agreement by the Campus Vendor or a failure of the Campus Vendor to provide products or services to the University which are commensurate with industry standards at competitive prices. A Diminishing Event will also occur if a change in the status of a Campus Vendor creates any new restrictions on IVSP's sales efforts if IVSP is prevented from selling a sponsorship or promotions to a Campus Vendor.

**2.15 Promotional Items and Events.** Throughout the Term, University grants IVSP the exclusive rights to the following promotional items and events.

2.15.1 Printed Promotional Item Rights. IVSP will have the exclusive right to sell sponsorships on all University Athletic Department's Printed Materials, subject to any Applicable Rules. The cost of the Printed Materials shall be borne by the University. If IVSP creates or develops a sponsorship that includes materials other than the Printed Materials, then it shall be responsible for the purchase and cost of those materials. IVSP will determine the sponsors and IVSP and University will mutually determine the amounts of Printed Materials to be provided. The design and editorial content for Printed Materials shall be mutually agreed upon by University and IVSP. IVSP shall have the exclusive sponsorship sales rights for all Printed Materials produced or funded by University and University will consult with IVSP in connection with the sponsor's logo recognition (i.e., size and placement

of a sponsor's logo on a schedule poster) to ensure that the sponsorship value of the sponsor is adequately protected and recognized. IVSP shall provide all logo and materials to University in a timely manner in accordance with production schedules provided to IVSP.

2.15.2 Game Sponsorship; Promotional Sponsorship Rights and At-Event Impact Sponsorship Sales. IVSP will have, at a minimum, the exclusive right to secure sponsors for At-Event Impact Sponsorship Sales. University reserves the right to use, at no cost and expense to IVSP, any Game Breaks for University's Promotions. However, the Parties shall negotiate in good faith regarding the impact from any such activities (such as corporate recognition for a fundraising event) on IVSP's ability to sell, and a corresponding make-good of lost rights or inventory may be provided to IVSP. In addition, the Limitations described in Section 2.13 shall likewise be applicable to the University Promotions. IVSP promotional activities may include, but are not limited to, premium item giveaways, fan contests on the field, floor, or in the stands, sponsored entertainment acts, exit product samplings, inflatables, games, temporary or permanent, couponing and free entrance and exit product distribution and product displays. By the 15<sup>th</sup> of May for each Athletic Year, IVSP will coordinate and discuss with University an annual game/event promotions sale plan. University will provide IVSP with assistance in the sponsorship, promotions and implementation/facilitation as needed during these game-related activities. Subject to any qualifications set forth herein, the following At-Event Impact Sponsorship Sales Inventory will be available throughout the Term exclusively to IVSP and will be deemed part of the Multi-Media Rights:

- Product displays
- Exit sampling, couponing and free exit product distribution to fans attending Athletic Events
- Title and/or presenting sponsorships of Athletic Events with the approval of University which approval will not be unreasonably withheld, delayed or conditioned any men's or women's basketball event as approved by the NCAA
- Pre-game, post-game, half-time and timeout in-arena/stadium, on-court/field promotions, contests, mascot/cheerleader appearances, corporate recognition/presentations, and/or giveaways
- Plastic souvenir cups and concession (food) containers for all Athletic

Facilities subject to any applicable requirements, including without limitation  
Applicable Rules or matters otherwise addressed in this Agreement

- Mascot/Cheerleader appearances
- Inflatables/games
- Varsity team tournaments and special events
- Ancillary entertainment opportunities such as half-time shows
- Midnight madness-type events
- Dance Team and Cheerleader Sponsorships

The revenue collected by IVSP by virtue of its rights under this Section 2.15.2 shall be included in the calculation of AGR.

2.15.3 Game Day Hospitality Rights. Throughout the Term, University grants IVSP the exclusive rights to manage and sell Hospitality Rights and any revenue collected from Hospitality Rights shall be added to the calculation of AGR. IVSP will have the exclusive right to sell the following sponsorships:

- Title Sponsorships
- Game day Title Sponsors Hospitality
- Exterior Wrap co-branding with University
- Stage Banners and Other Signage
- Food vendors and beverage sales. For the avoidance of doubt and clarification, University will retain the revenue from the sale of food, and beverages but IVSP shall have the exclusive right to negotiate and sell sponsorship opportunities with the food and beverage vendors and retain the revenue therefrom which shall be included in the calculation of AGR.

2.15.4 Fan Festival Rights. In addition to those rights described in Section 2.15.2 and 2.15.3, throughout the Term, IVSP shall have the exclusive right to sell sponsorships, sponsorship packages (including tickets, meals and beverage vouchers) and corporate involvement for any new or existing interactive fan festival or related activities (“Fan Festival Rights”). Any revenue collected by IVSP from such Fan Festival Rights shall be added to the AGR.

2.15.5 Licensing Opportunities & Retail Promotions. Commensurate with historical broadcast and sponsorship agreements, and subject in all events to University rules, the Licensing Agreement and University’s other licensing agreements, throughout the Term, on

a non-exclusive basis, University grants IVSP the right to use University Marks on a royalty-free basis to IVSP and its sponsors with regard to any promotions, sponsorships, Specific Sponsorships, commercial endorsements, or any other marketing activities covered in this Agreement; provided, however, IVSP agrees that the sale of University logo-bearing merchandise by IVSP is prohibited unless such sales occur through a licensed University provider and such provider is required to pay to University royalties at the then applicable premium royalty rate on all sales of such merchandise; provided, further, however, prior to such usage in connection with the implementation of partnerships and production of products and sponsorship activities conducted by IVSP pursuant to the rights granted by University to IVSP under this Agreement, IVSP shall be required to submit in writing or via e-mail to the official designated by the University (the "Trademark Licensing Director") for approval, which approval will not be unreasonably withheld, delayed or conditioned. Once approved, IVSP need not again need the approval of the Trademark Licensing Director of the University if the subsequent use of the University Mark is substantially similar to the prior use. The approval of the University Marks by the Trademark Licensing Director is limited solely to whether or not the University Marks are being used correctly but in no event shall approval be conditioned upon any creative or alternative manner of displaying the University Marks suggested by the Trademark Licensing Director. For the avoidance of doubt and clarification, IVSP's use of the University Marks in order to conduct its everyday business such as using the University Marks on its letterhead, business cards, sales presentation materials, sponsor gifts and the like, does not require the University's, or the Trademark Licensing Director's approval. The Guaranteed Royalty Fee is based in part upon IVSP's ability to continue to sell specific S.I.L. IVSP shall have the right to sell S.I.L. throughout the Term subject to University's or the Trademark Licensing Director's approval of the artwork used in S.I.L. which approval will not be unreasonably withheld, delayed or conditioned. For the avoidance of doubt and clarification, in no event shall IVSP or its sponsors be required to pay any royalty when using the University Marks in connection with a sponsorship or promotion involving an item on which the University Marks appear if the item is given away by IVSP or the sponsor as part of a promotion as opposed to the item being sold by IVSP or a sponsor. University acknowledges and agrees that items using the University Marks that are sold are the only items which are subject to a royalty.

IVSP and those IVSP sponsors of University will have the exclusive right to use

tickets in their retail promotions and all their projects which are related to IVSP's rights under this Agreement. The Parties agree not to allow the use of athletic event tickets for promotional purposes that specifically compete with IVSP's sponsorship sales efforts by all other parties without the approval of University and IVSP, not to be unreasonably withheld.

2.15.6 Trademark Licensing Agent. University will give strong consideration to engaging Learfield Licensing Partners, LLC ("LLP") as its exclusive trademark agent. The Parties acknowledges that the synergies that could be realized between IVSP, which holds the Multi-Media Rights, and LLP, if LLP were to be the University's trademark licensing agent, would result in an increased awareness of the University's brand which, in turn, could lead to increased sponsorship and licensing revenue.

**2.16 Rivalry Series; Neutral Site Games.** The Parties will cooperate in the development of additional promotional marketing opportunities, including, but not limited to, the right to market and/or create one or more corporate-sponsored rivalry series for all Athletic Events. The decisions as to whether a rivalry series is to be created and the specific details of any new rivalry series events will require the mutual agreement of the Parties. The rights obtained by University surrounding any rivalry series shall be on an exclusive basis, including game sponsorships, print rights and all other promotional items.

To the extent that a University game is scheduled to be played at a Neutral Venue where University is designated as the home team and/or where the sponsorship and promotion rights are granted to University alone or in conjunction with another Person, the Parties will negotiate in good faith for a period of not less than sixty (60) days to determine the cost of implementing and producing the rights applicable to the Neutral Venue game, the amount, if any, that IVSP will contribute to that cost, the potential revenue to be afforded from the rights to Neutral Venue Game, the number of Neutral Venue games to be played during the Term, the remaining Term during which the rights to a Neutral Venue game might be available to IVSP and the value retained by University in connection with the game (collectively, the "Negotiation Matters"). The Parties will continue to meet and negotiate in good faith until the Negotiation Matters are agreed upon. If the rights to the Neutral Venue game(s) are granted to IVSP, this Agreement shall be amended to include the terms and conditions governing the rights to the Neutral Venue game(s). If the rights to the Neutral Venue game(s) are obtained by IVSP, they shall then be incorporated into and made a part of IVSP's Multi-Media Rights. University will not permit the selection of any competitor of an IVSP client in a Major Sponsorship Category, for a title sponsorship, a secondary or a "presenting" sponsorship

without the consent of IVSP. For the avoidance of doubt and clarification, a game will not under any circumstances be considered a Neutral Venue game if a ticket to that game is part of a season ticket package offered for sale by the University.

**2.17 Miscellaneous Sponsorship Opportunities.** Throughout the Term, University grants IVSP the following exclusive miscellaneous sponsorship opportunities which will be deemed part of the Multi-Media Rights, the collected revenue from which shall be included in the calculation of AGR:

- E-mail blasts or linkable factors within existing University combined messages
- Pep Band, Dance Team and Cheerleader Sponsorships
- Any additional or new broadcast, print and/or internet programming
- E-commerce (including but not limited to apparel, merchandise, DVDs, memorabilia, publications, photos, videos, auctions) should any or all become available during the Term
- Live and Archived Audio/Video Subscription-based Streaming
- Live Stats should it become available during the Term
- E-Newsletters
- Live and Archived Audio/Video Subscription-based Streaming
- Live Stats through wireless devices
- Affinity Products and Specialty Merchandise
- Strategic partnership (i.e., business-to-business) opportunities that leverage the University brand and result in the sponsor becoming a preferred provider for the University – for example, office supplies, managed print, overnight courier service, cleaning services, healthcare, etc.

**2.18 Coach's Branding Rights.** In the event that the University acquires the right to trademark one or more phrases identified with a University coach and/or a particular University athletic program, or if the University acquires the right to make use of the likeness of a University coach (each a "Coach's Branding Right"), University will not use a Coach's Branding Right in any manner detrimental to IVSP's rights under this Agreement. In addition, before University enters into an agreement with any third party to commercialize a Coach's Branding Right ("Branding Agreement"), University will meet and negotiate exclusively with IVSP for a period of thirty (30) days ("Negotiation Period") to arrive at mutually agreeable terms for a Branding Agreement. University agrees that it will not solicit, review or entertain any other offers or proposals from any

third party relating to a Coach's Branding Right prior to or during the Negotiation Period. If by the end of the Negotiation Period, the Parties are unable to agree upon the terms and conditions of a Branding Agreement, University may thereafter solicit and receive an offer from any third party for a Coach's Branding Right ("Third Party Offer"); provided, however, before accepting a Third Party Offer, IVSP will have a ROFR to obtain the Coach's Branding Right on the same terms and conditions of the Third Party Offer. IVSP shall have thirty (30) days to agree to meet the terms and conditions of the Third Party Offer and obtain the Coach's Branding Right. If IVSP does not agree to the terms of the Third Party Offer or if IVSP does not notify the University within such thirty (30) day period as to whether IVSP does or does not wish to accept the terms of the Third Party Offer, then University may proceed with and enter into a Branding Agreement based upon the Third Party Offer; provided, however, the terms and conditions of the Branding Agreement under the Third Party Offer must contain provisions that restrict the party making the Third Party Offer from using a Coach's Branding Right to the detriment of IVSP's rights under this Agreement. University further agrees that if it enters into an employment agreement with a coach or amends an existing employment agreement with a coach under which the coach and not the University will retain the Coach's Branding Right ("Coach's Employment Agreement"), the terms of the Coach's Employment Agreement will include a provision that restricts the Coach from using a Coach's Branding Right in a manner which is detrimental to IVSP's rights under this Agreement or the rights of an existing IVSP sponsor.

**2.19 Arena/Stadium Use.** With the prior approval of University, not to be unreasonably withheld, delayed or conditioned, during each Athletic Year of the Term, IVSP will have the right to make use of mutually agreed upon unnamed areas of the Arena and the Stadium for game day related sponsor events and interactions with fans at no cost to IVSP or the sponsor (other than the sponsorship fee paid by the sponsor to IVSP). IVSP will be responsible for out of pocket expenses related to such sponsor and fan events such as tables, chairs, and set-up.

**2.20 Displaced Games.** If a Displaced Game should occur during the Term, then a Diminishing Event shall have occurred and the process for a Diminishing Event shall be initiated; provided, however, if the Displaced Game is replayed in the same season with another home game involving the original team, or if IVSP retains all of its sponsorship benefits under this Agreement at the Neutral Venue where the Displaced Game is played (each a "Replacement Game"), then there shall not be a Diminishing Event. If there is no Replacement Game and the Displaced Game is a result of anything other than a force majeure event, then a fair and equitable adjustment in the

Guaranteed Royalty Fee will be negotiated in good faith by the Parties which could include any credit due a sponsor by IVSP or other monetary loss incurred by IVSP to a sponsor whose sponsorship benefits are not provided to the sponsor because of the Displaced Game.

**2.21 Minimum Number of Games.** If in any Athletic Year of the Term, the Minimum Number of Games are not played, a Diminishing Event shall be deemed to occur and upon such occurrence, the following process shall be followed: IVSP shall submit to University a substantiation of the value attributable to the game(s) which were not played along with reasonable substantiation for its calculation whereupon the Parties will meet within thirty (30) days thereafter to discuss IVSP's calculation and agree upon the remedy for IVSP's loss of the rights which could include any of the following or a combination thereof: (i) a reduction in the Guaranteed Royalty Fee; (ii) an extension of the Term; (iii) granting IVSP Additional Multi-Media Rights; (iv) providing IVSP with additional tickets; or (v) any other remedy that the Parties may agree upon. The Parties will continue to meet and negotiate in good faith until a remedy is agreed upon.

**2.22 Campus-wide Opportunities.** While IVSP's Multi-Media Rights do not include the right to sell sponsorships in connection with University campus-wide business relationships ("Campus-wide Opportunities"), University recognizes that IVSP's marketing capabilities can provide additional sources of revenue to University that might not otherwise be obtained but not for IVSP's involvement. University therefore agrees to strongly consider working with IVSP to establish a business relationship which allows IVSP to obtain Campus-wide Opportunities for University.

**2.23 Tickets, Parking and Other Merchandising/Hospitality.** Throughout the Term, University shall provide IVSP, at no cost, with (i) a suite (and all associated game tickets and parking passes generally associated with a suite) at the Arena for all home men's and women's basketball games consistent with past practice, (ii) a suite (and all associated game tickets and parking passes generally associated with a suite) at the Stadium for all home football games, and (iii) tickets to Athletic Events in amounts and in locations requested from time to time by IVSP (subject to availability), including requests for tickets to be included within sponsorship packages, but in no event shall University provide IVSP with less than the Base Ticket Amount. IVSP shall have the right to purchase an agreed upon number of tickets to the tournaments, Conference Championships and other NCAA tournament games in which a University team participates.

University shall also provide IVSP, at no cost to IVSP, the same number of parking passes as were provided for University's sponsors during the 2014 – 2015 Athletic Year. Said parking



passes shall be of the same or better quality as locations provided by University during the 2014 – 2015 Athletic Year.

IVSP will have the right to use tickets in their retail promotions and all their projects which arise directly from IVSP's rights under this Agreement. The Parties agree not to allow the use of Athletic Department event tickets by Persons for promotional purposes that specifically compete with IVSP's sponsorship sales efforts ("Restriction") without the approval of IVSP, not to be unreasonably withheld. It is understood that the University maintains the ability to offer tickets in exchange for the promotion of licensing merchandise on a limited basis, and for marketing incentives to increase attendance (each an "Approved Use"). An Approved Use shall not, however, include the use of tickets in conjunction with a corporate sponsorship or promotion. For example, if station WFNI ("Station") is provided with fifty (50) tickets to a University men's basketball game ("Complimentary Tickets") in exchange for Station promoting the game on behalf of University but Station then sells a corporate sponsorship in connection with the Complimentary Tickets, such use of the Complimentary Tickets by the Station is not an Approved Use but Station's offering of the Complimentary Tickets to the first 50 listeners who call into the Station would be an Approved Use. For the avoidance of doubt, tickets provided for an Approved Use shall be subject to an agreement between University and the Station which shall contain language substantially similar to that set forth in Appendix A of this Agreement in order that the tickets are used only for an Approved Use. If despite such restriction, tickets are not used for an Approved Use and University recovers any revenue received by Station from a Non-Approved Use, University will pay over to IVSP any revenue University receives which shall be included in AGR.

**2.24 Credentials and Parking.** University will provide IVSP at no cost appropriate access credentials and parking on all game days for IVSP's staff members and its senior executives for client development and sponsorship and promotion implementation in an amount not less than that which was historically provided by University to its marketing services providers during the 2014 – 2015 Athletic Year and which is reasonably necessary for IVSP's staff to perform all of its game day activities.

**2.25 Office Space.** In order to facilitate IVSP's efforts on behalf of University, from the date of the LOA and throughout the Term, University shall provide to IVSP furnished office space outside of the Arena but proximate to the Athletic Department ("Space"). No rental or similar fee will be charged to IVSP by University for the Space but IVSP will be responsible for payment of out of pocket expenses such as supplies, long distance telephone calls and internet service. Subject

to availability, Space shall be of a size to accommodate up to two (2) full-time IVSP employees and one (1) intern. The Space will be have telephone service and internet access. During the Term, IVSP will continue to analyze total revenue and client base and, upon the mutual agreement of IVSP and University, will increase the staffing when warranted If IVSP desires to expand its staff solely to improve its ability to carry out its responsibilities under this Agreement, and subject to availability, University shall provide IVSP with additional office space in reasonable proximity to the Space or in a different area. IVSP shall ensure that any and all of its employees and agents in the Premises comply at all times with all applicable requirements, including, without limitation, federal, state, municipal and county laws and University, Athletic Conference and NCAA rules, regulations and policies.

**2.26 Additional Multi-Media Rights.** The University recognizes that the development and marketing of Additional Multi-Media Rights for universities with major athletic programs is both dynamic and evolving and that opportunities for Additional Multi-Media Rights may become available during the Term. Accordingly, the Athletic Department expects that IVSP will seek Additional Multi-Media Rights. If during the Term Additional Multi-Media Rights come into effect either by reason of their development by IVSP, its affiliated entities or by reason of them becoming available at other IVSP affiliated entities, it shall notify the University of those Additional Multi-Media Rights and provided that such Additional Multi-Media Rights are not prohibited by University rules or regulations, Athletic Conference rules or regulations or NCAA rules or regulations, then such Additional Multi-Media Rights shall be licensed exclusively to IVSP for the remainder of the Term. When Additional Multi-Media Rights become available to IVSP, the following procedure shall be followed: An amendment to this Agreement will be signed by University and IVSP identifying the specific Additional Multi-Media Rights granted by University to IVSP. The Additional Multi-Media Rights granted to IVSP by University shall be exclusive to IVSP for the remainder of the Term. IVSP will retain all collected revenue from the Additional Multi-Media Rights which will be included in the calculation of AGR.

**2.27 Vandal Scholarship Fund.** The Parties acknowledge that many corporate sponsors currently have portions of their packages which include contributions to the VSF. These relationships will continue and may increase or decrease during the Term and the Parties realize that in the course of these relationships the VSF may solicit such corporations for donations. Nothing in this Agreement shall control the actions of the VSF and no actions of the VSF shall reflect on the duties and obligations of the Parties under this Agreement. However, the Parties agree to mutually

cooperate and work together with VSF.

The Parties acknowledge that existing or new VSF donors may from time to time express interest in developing a corporate advertising package, and/or existing or new corporate partners may express an interest in becoming involved in the VSF as part of their overall involvement with the University. The Parties will work cooperatively to direct VSF donors and/or corporate partners to the appropriate entity to meet their individual needs, but at no time will they solicit or otherwise give incentive to trade VSF donations for corporate agreements or vice versa.

The Parties further recognize that there are existing VSF trade agreements in which corporate and/or individuals donate goods and/or services exclusively for recognition by the VSF. Any current or new such agreements are for the sole benefit of the VSF, and any expense or recognition will be the sole responsibility of the VSF.

**2.28 Facilities Technology Evaluation.** Promptly following the full execution of this Agreement, IVSP will cause its affiliate, ANC Sports Enterprises, LLC, to provide to University, at no cost, a facilities technology evaluation and game day consultation.

### **3. IVSP Obligations.**

**3.1 Efficient Operation.** Except as otherwise provided in this Agreement, IVSP will furnish all labor, management, supplies, and equipment necessary to fulfill its obligations herein; provided, however University will provide non-financial assistance for sponsorship fulfillment and execution (principally, execution of game-day promotions for IVSP's sponsors such as on-field or on-court contest during pre-game, half-time or a time out) at no expense to IVSP consistent with the fulfillment expectation provided by University during the 2014 – 2015 Athletic Year. Throughout the Term, University will continue to pay for traditional Athletic Department expenditures associated with Multi-Media Rights such as video board and scoreboard maintenance, media guide production, OAS hosting and maintenance as identified in the OAS Contract, coaches' talent fees, ticket promotional materials and advertising, merchandising, facilities, operations and Athletic Event operations.

**3.2 Excluded Categories of Sponsorships.** Notwithstanding anything contained in this Agreement to the contrary, IVSP may not sell any sponsorships in Excluded Categories.

**3.3 Permits.** IVSP will be financially responsible for obtaining all required permits and licenses and hereby agrees to comply with pertinent University rules and policies and municipal, county, state and federal laws, and will assume liability for all applicable taxes such as sales and

property taxes. IVSP agrees to cooperate with University to avoid or minimize any potential unrelated business income tax but in no event shall IVSP be liable for any such tax that might be attributable to University by reason of this Agreement.

**3.4 Successful Performance.** Recognizing that successful performance of this Agreement is dependent on mutual cooperation between IVSP and University, IVSP will meet regularly with University to review IVSP's operations pursuant this Agreement and make necessary adjustments.

**3.5 Pricing and Packaging of Inventory.** The development of the pricing and the packaging of all sponsorship inventory available to IVSP under this Agreement shall be made in the sole and absolute discretion of IVSP.

**4. Payments to the University.**

**4.1 Guaranteed Royalty Fee.** As payment for the rights licensed under this Agreement, IVSP will pay University the Guaranteed Royalty Fee in such amounts as set forth below. The Guaranteed Royalty Fee described below is based upon all of the Assumptions being accurate. If any or all of the Assumptions do not occur, are not accurate or do not remain in effect for the entire Term, then such occurrence shall constitute a Diminishing Event and the process set forth in the definition of a Diminishing Event shall be initiated. If the Base Sponsorship Inventory or elements are materially reduced or eliminated, University will either replace inventory or reasonably alleviate those issues specifically identified by IVSP in writing associated with such inventory to IVSP's reasonable satisfaction, failing which, such occurrence shall constitute (i) a material breach of this Agreement, or (ii) a Diminishing Event and the process described above for a Diminishing Event relating to the Assumptions shall be initiated for the Base Sponsorship Inventory.

Subject to any adjustments under this Agreement, the Guaranteed Royalty Fee for the Term shall be as follows:

<u>Athletic Year</u>	<u>Guaranteed Royalty Fee</u>
2016-2017	\$760,000
2017-2018	\$775,000
2018-2019	\$790,000

2019-2020	\$805,000
2020-2021	\$820,000

In the event University extends the term of the Agreement for the first Renewal Period, the Guaranteed Royalty Fee for such period shall be as follows:

<u>Athletic Year</u>	<u>Guaranteed Royalty Fee</u>
2021-2022	\$835,000
2022-2023	\$850,000
2023-2024	\$865,000
2024-2025	\$880,000
2025-2026	\$895,000

In the event University extends the term of the Agreement for the second Renewal Period, the Guaranteed Royalty Fee for such period shall be as follows:

<u>Athletic Year</u>	<u>Guaranteed Royalty Fee</u>
2026-2027	\$910,000
2027-2028	\$925,000
2028-2029	\$940,000
2029-2030	\$955,000
2030-2031	\$970,000

All Guaranteed Royalty Fees owed by IVSP shall be paid one-half on or before December 31 and one-half on or before May 15<sup>th</sup> of the current Athletic Year, with a final settle-up derived

through adjustments made on or before October 31<sup>st</sup> of the following Athletic Year. For purposes of memorialization, the above Guaranteed Royalty Fee amounts take into account the expectation that IVSP will continue to receive its share of pouring rights revenues, such share to be consistent with past practice. Should University restructure its pouring rights agreement or enter into a new pouring rights agreement, and as a result receives a greater amount of revenue than it had received previously, IVSP's credit in connection with such contract will be adjusted accordingly. University shall pay IVSP a commission equal to twenty percent (20%) of the gross revenues collected by or on behalf of University or any Third Party Rights Holder (as defined below) after the Termination Date from any Marketing & Sponsorship Agreements. University shall pay such commissions to IVSP as and when the gross revenue is collected by or on behalf of University or the Third Party Rights Holder. On or promptly after the Termination Date, IVSP will assign all Marketing & Sponsorship Agreements (other than multi-school Marketing & Sponsorship Agreements) to University or its then athletics multi-media rights holder ("Third Party Rights Holder"). The fact that a Marketing & Sponsorship Agreement is assigned to a Third Party Rights Holder shall not relieve University of its obligation to pay IVSP the commissions described in this Section 4.1 nor shall any amendment, restatement or modification of a Marketing & Sponsorship Agreement entered into after the Termination Date relieve University of its obligation to pay IVSP the commissions described in this Section 4.1.

**4.2 Signing/Extension Bonus.** In consideration for the University executing this Agreement IVSP will pay University a signing bonus of \$50,000, which will be paid on or before April 15, 2017. In the event University extends the Term for the first Renewal Period as contemplated in Section 1.2 of this Agreement, IVSP will pay University a one-time extension bonus of \$100,000, which will be paid on or before June 30, 2022.

**4.3 Other Reductions to Guaranteed Royalty Fee; Conference Action or Material Rule Change.** Notwithstanding anything contained in this Agreement to the contrary, a Diminishing Event shall be deemed to have occurred and the process for a Diminishing Event shall be initiated if any one or all of the following events occur and thereby reduce IVSP's revenue during the Term:

- A. University's football or men's basketball team incurs disciplinary sanctions which prevent the team from appearing in post-season games, conference championship games or post-season conference tournaments, NCAA or NIT tournaments; or
- B. The football or men's basketball program is eliminated or substantially curtailed; or
- C. The football team is no longer a member of the Sun Belt, the Big Sky or another

comparable (in IVSP's reasonable opinion) conference.

- D. The men's basketball program is no longer a member of the Big Sky or any other comparable (in IVSP's reasonable opinion) conference; or
- E. The cancellation for any reason of a scheduled University football or men's basketball home game being played at its originally scheduled athletic venue; or
- F. A Conference Change that materially diminishes or restricts IVSP's ability to obtain sponsorship agreements or to otherwise exercise its licensed rights under this Agreement. For purposes of this section, a "Conference Change" means a change in University's athletic conference affiliation or a material change in the nature of the Athletic Conference, whether because of (i) University's withdrawal or departure from an Athletic Conference in which it is a member or (ii) the Athletic Conference disbands or merges with another conference.
- G. If, during the Term, University and/or its athletics program is the subject of Material Adverse Publicity (as defined below), whether due to sanctions by the NCAA for major violations in its athletic programs or otherwise, which Material Adverse Publicity materially diminishes or restricts IVSP's ability to retain or obtain sponsorship agreements or to otherwise exercise the licensed rights. For purposes of this section, "Material Adverse Publicity" means public attention or scandal in the form of television, print media, internet news reports, or other public news reporting, after the date hereof, that arises from and relates to activities, conduct, investigations or situations on campus at University or affecting or relating to University's athletic programs and which public attention or scandal is of such a negative or adverse nature that sponsors or potential sponsors considering sponsoring University athletics are or could be prompted to discontinue sponsorships or the pursuit of new or replacement sponsorships as a result of not wanting to be associated with the negative image or scandal; provided, however, that such Material Adverse Publicity must not have been directly caused by any act or omission of IVSP or its employees or subcontractors.

Nothing in this Agreement is intended to allow University, the Athletic Department, the Conference or the NCAA to take back in whole or in part any rights licensed exclusively to IVSP under this Agreement or to allow the University, the Athletic Department, the Conference or the NCAA to enact a Material Rule Change. If (i) University is requested by the Conference to approve of a Conference Action, (ii) University is requested by the

Conference or the NCAA to adopt a Material Rule Change or (iii) University or the Athletic Department wish to enact a Material Rule Change, University must obtain IVSP's prior written consent which may be granted or withheld in IVSP's sole and absolute discretion. If IVSP is willing to grant its consent to a Conference Action or a Material Rule Change, its consent will be conditioned upon University entering into an amendment to this Agreement satisfactory in all respects to IVSP ("Amendment") under which University agrees to make IVSP whole for all financial ramifications of the Conference Action or the Material Rule Change for the remainder of the Term together with all out-of-pocket expenses incurred by IVSP in connection with the Amendment. Until and unless the Amendment is fully executed by the Parties, IVSP's consent shall not be considered granted or deemed granted or inferred by reason of any conduct of IVSP. Any action or attempt by the University to approve, enact or comply with a Material Rule Change or Conference Action without IVSP's prior written consent, shall be deemed a material breach of this Agreement.

**4.4 Athletic Department Trade.** IVSP will use commercially reasonable efforts to secure or renew each athletic year of the Term up to the Threshold Amount of in-kind, trade benefits in exchange for sponsorship rights for the Athletic Department in each Athletic Year as more particularly described on Schedule 4.4. The cost of any merchandising elements associated with Athletic Department trade agreements shall be the sole responsibility of University and not IVSP. If the Athletic Department requests in writing for IVSP to provide trade benefit in excess of the Threshold Amount during any Athletic Year and if IVSP is able to provide that trade, then University will pay IVSP a commission equal to 70% of the trade's value or at IVSP's option, it may deduct the commission amount from the Guaranteed Royalty Fee. If IVSP, with the agreement of University, eliminates, replaces or reduces certain trade agreements below the levels documented on Schedule 4.4, then the Guaranteed Royalty Fee will be increased by 30% of the fair market value of the trade lost, up to a maximum loss of \$50,000 (or a \$15,000 increase in the Guaranteed Royalty Fee). Any commission paid to IVSP or credited against the Guaranteed Royalty Fee shall not be included in the calculation of AGR. IVSP reserves the right to substitute alternative inventory to current trade customers if those customers are otherwise displacing potential cash paying customers.

**4.5 Revenue Sharing.** Subject to any adjustments under this Agreement, in addition to the Guaranteed Royalty Fee listed in Section 4.1 above, IVSP will pay University 50% of collected AGR that exceeds the AGR Hurdle Amounts set forth below:



<u>Athletic Year</u>	<u>AGR Amount</u>
2016-2017	\$1,525,000
2017-2018	\$1,570,000
2018-2019	\$1,615,000
2019-2020	\$1,660,000
2020-2021	\$1,705,000

In the event University extends the term of the Agreement for the first Renewal Period, the AGR Amount for such period shall be as follows:

<u>Athletic Year</u>	<u>AGR Amount</u>
2021-2022	\$1,750,000
2022-2023	\$1,795,000
2023-2024	\$1,840,000
2024-2025	\$1,885,000
2025-2026	\$1,930,000

In the event University extends the term of the Agreement for the second Renewal Period, the Guaranteed Rights Fee for such period shall be as follows:

<u>Athletic Year</u>	<u>Guaranteed Rights Fee</u>
2026-2027	\$1,960,000
2027-2028	\$1,990,000
2028-2029	\$2,020,000
2029-2030	\$2,050,000
2030-2031	\$2,080,000

#### **4.6 Other Considerations.**

**4.6.1 Media Payments to Coaches and Staff Members.** The University is obligated to make media payments to selected coaches and staff members according to a schedule contained in their respective employment contracts and subject to the conditions therein. The University may request from time to time that Learfield make media payments directly to selected coaches and staff members, provided the total amount does not exceed the net amount of the Guaranteed Rights Fee. Subject to any legal restrictions or adverse tax consequences, Learfield will use its commercially reasonable efforts to make such payments, provided the University has made a request for such payments in a writing signed by the Director of Athletics. Any such payment agreed to by Learfield shall decrease the Guaranteed Rights Fee accordingly and will be paid in a manner consistent with the timing of the regularly scheduled payments described below. All coaches payments, or other redirection of Guaranteed Rights Fee funds, will be made in conjunction with either the December 31 or May 15 rights fee payments, and deducted from that date's Guaranteed Rights Fee due the University. All such payments for each individual coach or staff member shall not exceed the amount set out in said employment contract. Learfield will provide the appropriate tax forms to these individuals.

**4.6.2 Base-Level Sponsorship Tickets.** The University will provide to Learfield season tickets to football and men's and women's basketball, along with individual game day tickets at the quantity of 2015 – 2016 Athletic Year. The University reserves the right to invoice for such tickets and the Guaranteed Rights Fee will be reduced for the cost of said invoiced tickets.

**4.6.3 Additional Tickets.** The University reserves the right to invoice Learfield for any number of individual game tickets for football games, provided the total amount does not exceed the Guaranteed Rights Fee. The Guaranteed Rights Fee will be reduced dollar-per-dollar for the cost of these tickets.

#### **5. Miscellaneous.**

**5.1 General Terms and Conditions.** The terms and conditions contained in this Agreement will govern and will take precedence over any different or additional terms and conditions which either Party may have included in any documents attached to or accompanying this Agreement or in any correspondence previously sent to the other Party. Any handwritten changes on the face of this document will be ignored and have no legal effect unless initialed by both Parties.

**5.2 Choice of Law, Forum Selection, Entire Agreement and Amendment.** This Agreement will be construed under Idaho law (without regard for choice of law considerations). This Agreement, including the Schedules attached hereto, constitutes the entire agreement and understanding of the Parties concerning the Athletics Multi-Media Rights licensed to IVSP by University and replaces any prior or contemporaneous agreement, whether written or oral, between them with respect to its subject matter included the Original Agreement and the Amendments. No amendments to this Agreement will be effective unless in writing and signed by IVSP and by University. Courts located in the City of Moscow, State of Idaho shall have exclusive jurisdiction over any disputes relative to this Agreement.

**5.3 Assignment.** IVSP may not assign any rights or obligations of this Agreement without the prior approval of University. This Agreement will be binding upon IVSP, and its successors and assigns, if any. Any assignment attempted to be made in violation of this Agreement will be void *ab initio*. IVSP's use of third party vendors to assist or enable IVSP to carry out its obligations under this Agreement or to enable IVSP to exercise its rights under this Agreement shall not constitute an assignment in whole or in part of this Agreement, and IVSP shall remain obligated and responsible for the performance of any such third party vendors.

**5.4 Termination.** Either Party may terminate this Agreement in whole or in part for cause upon ninety (90) days written notice if the other Party (a) fails to comply with any material term or condition of this Agreement and fails to cure such non-compliance within sixty (60) days following receipt of written notice thereof from the other Party, or (b) becomes insolvent or files for bankruptcy protection, or (c) fails to comply in a material way with the requirements of this Agreement and fails to cure such non-compliance within sixty (60) days following receipt of written notice thereof from the other Party. Notwithstanding anything contained in this Section 5.4, the terminating Party must state with particularity the specific matters of the other Party's non-compliance, whereupon the other Party shall have sixty (60) days to cure such matters, or a longer period determined in the reasonable discretion of the terminating Party if said other Party is diligently pursuing a cure.

**5.5 Independent Contractor.** IVSP will perform its duties hereunder as an independent contractor and not as an employee of University. Neither IVSP nor any agent or employee of IVSP will be or will be deemed to be an agent or employee of University for any purpose. IVSP will pay when due all required employment taxes and income tax withholding, including all federal and state income tax on any monies paid to IVSP pursuant to this Agreement. IVSP and its employees are

not entitled to tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise from University. IVSP will be solely responsible for the acts and omissions of IVSP, its employees and agents. IVSP shall provide worker's compensation for all its employees and indemnify, defend and hold harmless University and its trustees, officers, employees and agents therefrom.

**5.6 Non-Waiver.** No waiver by any Party of any default or nonperformance will be deemed a waiver of subsequent default or nonperformance.

**5.7 Records.** IVSP shall establish, maintain, report as needed, and submit upon request records of all transactions conducted under this Agreement. All financial reporting records must be kept consistent with the manner in which IVSP's affiliated entities keep their records.

**5.8 Reporting; Auditing.** IVSP and University shall cooperatively identify and agree upon useful reports to be provided by IVSP to University and the frequency of providing such reports. Not more than once during each Athletic Year of the Term and once in the year following the last Athletic Year of the Term, upon thirty (30) days prior notice, University, through its employees or a third party accounting and auditing firm, shall have the right at its cost and expense, to audit, inspect and copy at IVSP's parent company's headquarters in Jefferson City, Missouri such financial and business records of IVSP in order to verify amounts paid hereunder, including without limitation AGR. In the event any material underpayment variance (greater than 5%) is revealed by such an audit, the costs of such audit shall be borne by IVSP.

**5.9 University Information; IVSP Information.** IVSP agrees that any information it receives during the course of its performance, which concerns the personal, financial, or other affairs of University, its trustees, officers, employees or students will be kept confidential in conformance with and subject to all state and federal laws relating to privacy. University agrees that any information it receives from IVSP under this Agreement which concerns the personal, financial or other affairs of IVSP, its members, stockholders, officers, directors, employees and sponsors including, but not limited to, sales summaries, revenue sharing reports, settle-up documents and any other documents relating to the reporting of financial and sales information by IVSP to University (collectively, "IVSP Financial Records") will be kept confidential in conformance with and subject to all state and federal laws relating to privacy or mandatory disclosure.

University acknowledges and agrees that all of the financial terms and conditions contained in this Agreement are considered part of the IVSP Financial Records, deemed by IVSP to be proprietary and confidential to IVSP, and shall remain as such absent a written waiver by IVSP.

**5.10 Insurance.** At all times during its performance under this Agreement, IVSP will obtain and keep in force comprehensive general and professional liability insurance, including coverage for death, bodily or personal injury, property damage, including products liability, libel and slander, media and broadcasting liability and automobile coverages with limits of not less than \$1,000,000 each claim and \$2,000,000 in the aggregate, along with umbrella coverage in the amount of \$15,000,000. All certificates evidencing such insurance (a) will be provided to University on or before the Effective Date; (b) will name (as to the general liability coverages) University, its governing board and its officers and employees as additional insureds; and (c) to the extent allowable by IVSP's insurance carrier, will provide for notification to University within at least thirty (30) days prior to expiration or cancellation of such insurance. IVSP represents that it will maintain worker's compensation insurance to the extent required by Indiana law. At all times during the Term, University will keep and maintain in-force the coverages and amounts described in this Section 5.10 and provide IVSP a Certificate evidencing such coverage and will name, to the extent allowable by University's carrier, IVSP, its members, their officers, directors, shareholders, employees and agents as additional insureds.

**5.11 Indemnification.** IVSP agrees to defend, indemnify and hold harmless University, its governing board, faculty, employees, officers, volunteers and agents, from and against all liability, injuries, claims or damages (including claims of bodily injury or property damage) and loss, including costs, expenses, and attorneys' fees, which arise from the negligent acts and omissions of IVSP, its employees, officers and agents under this Agreement or from IVSP's failure to comply with its obligation under this Agreement. For the avoidance of doubt and clarification, nothing in this Section 5.11 with respect to IVSP's indemnification is intended to create any liability on the part of IVSP for any unrelated business taxable income. Subject to the limits of liability specified in Idaho Code 6-901 through 6-929, known as the Idaho Tort Claims Act, University agrees to defend, indemnify and hold harmless IVSP, its members, parent companies, employees, officers, directors, sponsors and agents from all liabilities, injuries, claims or damages (including claims of bodily injury or property damage) and loss, including costs and expenses, and attorneys' fees, which arise from the negligent acts or omissions of University, its officers, employees and agents or from University's failure to comply with its obligation under this Agreement. Notwithstanding anything to the contrary contained in this Agreement, in no event shall either Party be obligated to indemnify the other Party with respect to (i) any indirect, incidental or consequential damages or for the lost

profits, lost revenues of damage to goodwill or reputation or (ii) any claim arising solely from intentional, grossly negligent, reckless or negligent act of the party seeking indemnification.

**5.12 Notices/Administration.** Except as otherwise provided in this Agreement, all notices, requests and other communications that a Party is required or elects to deliver will be in writing and delivered personally, or by facsimile or electronic mail (provided such delivery is confirmed), or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested, to the other Party at its address set forth below or to such other addresses as such Party may designate by notice given pursuant to this section:

**If to University:**

UNIVERSITY OF IDAHO  
Rob Spear, Director of Athletics  
875 Perimeter Drive MS 2302  
Moscow, ID 83844-2302  
E-mail Address: [rspear@uidaho.edu](mailto:rspear@uidaho.edu) \_\_\_\_\_

**With a copy to:**

Office of General Counsel  
UNIVERSITY OF IDAHO  
\_\_\_\_\_  
127 Administration Bldg.  
P.O. Box 443158  
Moscow, ID 83844-3158  
E-mail Address: [\\_generalcounsel@uidaho.edu](mailto:_generalcounsel@uidaho.edu) \_\_\_\_\_

**If to IVSP:**

IDAHO VANDALS SPORTS PROPERTIES, LLC  
c/o Learfield Communications, Inc.  
Attention: Greg Brown  
2400 Dallas Parkway, Suite 500  
Plano, TX 75093  
Facsimile No: (469) 241-0110  
E-mail Address: [gbrown@learfield.com](mailto:gbrown@learfield.com)

**With a copy to:**

John Raleigh  
Learfield Communications, Inc.  
2400 Dallas Parkway, Suite 500  
Plano, TX 75093  
Facsimile No: (469) 241-0110  
E-mail Address: [jraleigh@learfield.com](mailto:jraleigh@learfield.com)

**5.13 Severability.** If any provision of this Agreement is invalid or unenforceable with respect to any Party, the remainder of the Agreement, or the application of such provision to persons other than those as to which it is held invalid or unenforceable, will not be affected and each provision of the remainder of the Agreement will be valid and be enforceable to the fullest extent permitted by law.

**5.14 Survivability.** The terms, provisions, representations, and warranties contained in this Agreement that by their sense and context are intended to survive the performance thereof by any of the Parties hereunder will so survive the completion of performance and termination of this Agreement, including the making of any and all payments hereunder.

**5.15 Force Majeure.** No Party will be considered to be in default solely as a result of its delay or failure to perform its obligations herein when such delay or failure arises out of causes beyond the reasonable control of the Party. Such causes may include, but are not restricted to, acts of God or the public enemy, including, but not limited to, acts of terrorism, acts of state or the United States in either its sovereign or contractual capacity, fires, floods, epidemics, strikes and unusually severe weather; but in every case, delay or failure to perform must be beyond the reasonable control of and without the fault or negligence of the Party. The provisions of this Section 5.15 shall not, however, release (a) University from any reduction in the Guaranteed Royalty Fee owed by IVSP as a result of an event described in Section 4.3 D of this Agreement except as set forth therein, or (b) IVSP from any obligation to pay monies owed hereunder in accordance with the timeline for such payments set forth herein.

**5.16 Counterparts.** This Agreement may be executed in two counterparts, each of which shall be deemed an original, and both of which will constitute one Agreement.

**5.17 Non-Solicitation.** University agrees that during the Term and for a period of eighteen (18) months after its termination, irrespective of the reason for its termination, University's athletic department shall not directly or indirectly, hire or solicit any employee of IVSP or any of its affiliated companies or encourage any such person to terminate its relationship with any of them unless IVSP

grants University's athletic department permission to do so. IVSP agrees that during the Term and for a period of eighteen (18) months after its termination, irrespective of the reason for its termination, none of them shall directly or indirectly, hire or solicit any employee of Athletic Department or encourage any such person to terminate its relationship with Athletic Department unless Athletic Department grants their permission to do so. The Parties each acknowledge that a breach of this section shall entitle the other Party to injunctive relief. Notwithstanding the foregoing, nothing in this Section 5.17 shall be interpreted to or shall operate to prohibit a party from hiring any person who responds to a publicly-available job posting of general circulation, and which job posting is not otherwise demonstrably targeted to a particular employee of a Party.

**5.18 Headings.** The headings of the sections of this Agreement are used for convenience only and do not form a substantive part of the Agreement.

**5.19 Injunctions.** In addition to any other remedies permitted by law, should either Party violate the terms set forth herein, the non-violating Party may be entitled to injunctive relief against the other to restrain any further violation of these provisions. Should either Party be successful in obtaining injunctive relief under this Section 5.19, the other Party shall pay all costs and expenses associated therewith, including reasonable attorney's fees.

**5.20 University's Representations and Warranties.** University represents and warrants to IVSP that (a) University has the right to license the rights to IVSP as set forth herein (collectively the "Licensed Rights"); (b) University will not, other than as permitted by this Agreement, directly or indirectly license in whole or in part the Licensed Rights to a Person or make use of the Licensed Rights for itself; (c) University is authorized to timely carry out and/or fulfill any obligation of University to IVSP under this Agreement; (d) except for any existing agreements with the Athletic Conference or the NCAA which were in effect on the date of this Agreement and other agreements that are set forth on a Schedule to this Agreement, University has not entered into any agreements with any Person which grants exclusive or non-exclusive intercollegiate athletic sponsorship or broadcast rights to any Person. Throughout the Term, except as otherwise provided in this Agreement, University shall not directly or indirectly grant any Person any of the Licensed Rights granted exclusively to IVSP under this Agreement. University will use commercially reasonable efforts to assist IVSP in protecting the rights licensed to IVSP in this Agreement.

**5.21 IVSP's Representations and Warranties.** IVSP represents and warrants to University that (a) IVSP has the right to license the Licensed Rights from University as set forth herein; (b) IVSP is authorized to timely carry out and/or fulfill any obligation of IVSP to University



under this Agreement; and (c) the performance of this Agreement by IVSP does not require the consent of any third party and does not violate, conflict with, result in a breach of, or constitute a default under any applicable law, judgment, order, injunction, decree, rule or regulation of any government agency or body.

**5.22 Disclaimer of Other Representations and Warranties.** EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, THE PARTIES MAKE NO REPRESENTATIONS AND EXTEND NO WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**5.23 Intellectual Property.** The Parties agree that, as between them, University owns all intellectual property rights associated with University, the Athletic Department, its athletic teams, its Athletic Facilities and the associated events and broadcasts. The ownership of intellectual property which results from activities associated with this Agreement, will remain with University. IVSP hereby agrees to assign or have assigned any rights necessary to effect the foregoing provision. Each Party shall retain ownership of any of its patents, copyrights, trademarks, proprietary information or intellectual property developed prior to or after the Effective Date of this Agreement.

IVSP agrees that the broadcast and sponsorship intellectual property rights defined herein shall belong to University. University will maintain all right, title, and ownership in its name, trademarks, service marks, logos, symbols, college colors and other licensed indicia, including the Licensed Marks, and IVSP acknowledges and agrees that any goodwill derived from use of the Licensed Marks hereunder shall inure solely to the benefit of University and that IVSP will take no steps to challenge or undermine University's ownership of the Licensed Marks. Upon dissolution, termination or expiration of this Agreement, all use of the Licensed Marks by IVSP shall cease.

**5.24 Use of the Name "Idaho Vandals Sports Properties, LLC".** IVSP agrees the use of the name "Idaho Vandals Sports Properties, LLC" is permitted for IVSP's use solely in accordance with IVSP's performance under this Agreement. Further, IVSP agrees to defend, indemnify and hold harmless University, its officers, employees and agents from any claims, demands, causes of action, damages including reasonable attorney fees caused by or arising out of IVSP's use of the name "Idaho Vandals Sports Properties, LLC". If IVSP misuses the name "Idaho Vandals Sports Properties" or upon termination of this Agreement, IVSP shall cease using the name "Idaho Vandals Sports Properties". If University requires that IVSP cease using the Butler name for reasons other than misuse or termination of this Agreement, IVSP shall be entitled to offset its actual

out-of-pocket costs incurred as a result of its ceasing the use of the Butler name from the next Guaranteed Royalty Fee due University by IVSP. For purposes of this Section 5.24, “actual out-of-pocket expenses” shall include filing and registration fees, printing, stationery, postage and all other expenses reasonably related to obtaining a new name.

**5.25 Consents.** Whenever consent or approval is required, unless otherwise provided herein, the consent or approval shall not be unreasonably withheld, delayed or conditioned.

**5.26 Entire Agreement.** This Agreement, including the Schedules attached to this Agreement, constitutes the entire Agreement between University and IVSP concerning the Athletics Multi-Media Rights licensed to IVSP by University and supersedes any prior oral or written understandings or agreements of the Parties with respect to its subject matter.

*THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.*

*SIGNATURE PAGE FOLLOWS.*

**IN WITNESS WHEREOF**, IVSP and University have entered into this Agreement as of the date specified above.

**FOR THE REGENTS OF THE  
UNIVERSITY OF IDAHO**

**IDAHO VANDALS SPORTS PROPERTIES,  
LLC**

By: Learfield Communications, Inc.,  
Member

By: \_\_\_\_\_  
Name: JULIA R. MCILROY  
Title: Director, Contracts & Purchasing Services

By: \_\_\_\_\_  
Name: GREG BROWN  
Title: Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE A  
UNIVERSITY MARKS AND INDICIA  
[TO BE INSERTED BY UNIVERSITY]**

**SCHEDULE 4.4**

**LIST OF TRADE BENEFITS**

[ATTACHED](#)

**APPENDIX A**

**LANGUAGE FOR INSERTION INTO TICKET AGREEMENT**

All tickets being provided by University to Station under this Agreement may only be used by Station for the purpose of promoting the game to which the tickets apply on behalf of the University and may not under any circumstances be used in whole or in part by Station for any commercial sponsorship or commercial underwriting of any kind ("Unauthorized Ticket Use"). If Station makes use of any tickets provided by University for any Unauthorized Ticket Use, then upon notification, Station will agree to discontinue such activity. If the Unauthorized Ticket Use is not discontinued, then Station and University will negotiate an acceptable remedy, which may include reimbursing the University for the cost of the tickets or the value associated with the Unauthorized Ticket Use. For clarification a Station may offer tickets to the first 50 callers to Station as part of an unsponsored Station contest.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**UNIVERSITY OF IDAHO**

**SUBJECT**

Disposal of Regents real property at Aberdeen Research and Extension Center.

**APPLICABLE STATUTE, RULE, OR POLICY**

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

Section 58-335, Idaho Code

**BACKGROUND/DISCUSSION**

In 1977 the Regents acquired nearly 120 additional acres for the Aberdeen Research and Extension Center (Center). Soon after acquisition, University of Idaho (UI) staff placed a fence about eleven feet south of the north boundary of that acquired parcel. This fence placement off the actual property line was based on a determination by UI property managers as being the most practical property management boundary for the Center's land use and research purposes. In the years since this fence placement, the adjoining property owner to the north has made use of this portion of property and would now like to include that 0.7 acres of land as part of the sale of their agricultural parcel as it has effectively been integrated into their property's operations ever since UI constructed its fence to the south of UI's actual property line. The subject property is eleven feet wide and one half mile long. The Center has determined the narrow strip (a portion of which is also encumbered with Idaho Power's overhead power lines and support poles) to be surplus and undesirable for programmatic purposes and does not wish to reincorporate the narrow strip back into use for UI research and education.

The property's effective separation from UI's use ever since the fence was originally constructed makes it poorly suited either for research or any other economic use by UI. UI had never integrated this narrow strip in its operations and the possible uses for such integration are not justified by the costs of relocating the fence, working around the existing power lines and poles, or incorporating the land into future research cultivation.

The strip of property has recently been appraised at \$1,000.

**IMPACT**

Approval of the request will allow the University of Idaho to dispose of the referenced property.

**ATTACHMENTS**

Attachment 1– Draft Deed

Page 3

Attachment 2 – Appraisal

Page 5

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by the University of Idaho to dispose of the 0.7 acres of farm land referenced in Attachment 2 for the appraised value of \$1,000; and further to authorize the University's Vice President for Infrastructure to execute all necessary transaction documents for conveying this real property.

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



## ATTACHMENT 1

**TAB 7 Page 3**

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**ATTACHMENT 1**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

<div>FROM:</div> <div>Boam and Associates 560 3rd Street Idaho Falls, ID 83401</div> <div>Telephone Number: 208-528-9200 x      Fax Number: 208-528-9204</div>			<div>INVOICE</div> <table><tr><td colspan="2">INVOICE NUMBER</td></tr><tr><td colspan="2">04756</td></tr><tr><td colspan="2">DATE</td></tr><tr><td colspan="2">5/2/2016</td></tr><tr><td colspan="2">5/2/2016</td></tr><tr><td colspan="2">REFERENCE</td></tr><tr><td colspan="2">Internal Order #:</td></tr><tr><td colspan="2">Lender Case #:</td></tr><tr><td colspan="2">Client File #:</td></tr><tr><td>Main File # on form:</td><td>04756</td></tr><tr><td colspan="2">Other File # on form:</td></tr><tr><td>Federal Tax ID:</td><td>26-0846387</td></tr><tr><td colspan="2">Employer ID:</td></tr></table>			INVOICE NUMBER		04756		DATE		5/2/2016		5/2/2016		REFERENCE		Internal Order #:		Lender Case #:		Client File #:		Main File # on form:	04756	Other File # on form:		Federal Tax ID:	26-0846387	Employer ID:	
INVOICE NUMBER																															
04756																															
DATE																															
5/2/2016																															
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REFERENCE																															
Internal Order #:																															
Lender Case #:																															
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Main File # on form:	04756																														
Other File # on form:																															
Federal Tax ID:	26-0846387																														
Employer ID:																															
<div>T0:</div> <div>Gerard Billington University of Idaho 875 Perimeter Drive MS 3162 Moscow, ID 83844</div> <div>Telephone Number:      Fax Number:</div> <div>Alternate Number:      E-Mail:</div>			<div>Internal Order #:</div> <div>Lender Case #:</div> <div>Client File #:</div> <div>Main File # on form: 04756</div> <div>Other File # on form:</div> <div>Federal Tax ID: 26-0846387</div> <div>Employer ID:</div>																												
DESCRIPTION																															
Lender: University of Idaho			Client: University of Idaho																												
Purchaser/Borrower:																															
Property Address: TBD S 2600 W																															
City: Aberdeen																															
County: Bingham			State: ID		Zip: 83210																										
Legal Description: S1/2 NE1/4 Sec 22, T5S, R31EBM																															
FEES					AMOUNT																										
Land Appraisal					400.00																										
PAYMENT IS DUE UPON RECEIPT OF INVOICE																															
A 2.0% FINANCE CHARGE WILL BE APPLIED TO ALL ACCOUNTS 30 DAYS PAST DUE																															
SUBTOTAL					400.00																										
PAYMENTS					AMOUNT																										
Check #:	Date:	Description:																													
Check #:	Date:	Description:																													
Check #:	Date:	Description:																													
SUBTOTAL																															
TOTAL DUE					\$ 400.00																										

BUSINESS AFFAIRS AND HUMAN RESOURCES  
LAND APPRAISAL REPORT

ATTACHMENT 2

File No. 04756

IDENTIFICATION

Borrower

Census Tract

9503.00

Map Reference

13940

Property Address

TBD S 2600 W

City

Aberdeen

County

Bingham

State

ID

Zip Code

83210

Legal Description

S1/2 NE1/4 Sec 22, T5S, R31EBM

Sale Price \$

N/A

Date of Sale

N/A

Loan Term

N/A

yrs.

Property Rights Appraised

☒ Fee

☐ Leasehold

☐ De Minimis PUD

Actual Real Estate Taxes \$

N/A

(yr)

Loan charges to be paid by seller \$

N/A

Other sales concessions

N/A

Lender/Client

University of Idaho

Address

875 Perimeter Drive MS 3162, Moscow, ID 83844

Occupant

Vacant Land

Appraiser

Curtis J. Boam

Instructions to Appraiser

Estimate Fair Market Value

NEIGHBORHOOD

Location

☐ Urban

☐ Suburban

☒ Rural

Built Up

☐ Over 75%

☒ 25% to 75%

☐ Under 25%

Growth Rate

☐ Fully Dev.

☐ Rapid

☒ Steady

☐ Slow

Property Values

☐ Increasing

☒ Stable

☐ Declining

Demand/Supply

☐ Shortage

☒ In Balance

☐ Oversupply

Marketing Time

☐ Under 3 Mos.

☒ 4-6 Mos.

☐ Over 6 Mos.

Present Land Use

25% 1 Family

% 2-4 Family

% Apts.

% Condo

5% Commercial

% Industrial

70% Vacant

%

Change in Present Land Use

☒ Not Likely

☐ Likely (\*)

☐ Taking Place (\*)

(\*) From

To

Predominant Occupancy

☒ Owner

☐ Tenant

5 % Vacant

Single Family Price Range

\$ 50,000

to \$ 350,000

Predominant Value \$ 150,000

Single Family Age

1 yrs. to

90 yrs.

Predominant Age 35 yrs.

Good

Avg.

Fair

Poor

Employment Stability

☐

☒

☐

☐

Convenience to Employment

☐

☒

☐

☐

Convenience to Shopping

☐

☒

☐

☐

Convenience to Schools

☐

☒

☐

☐

Adequacy of Public Transportation

☐

☒

☐

☐

Recreational Facilities

☐

☒

☐

☐

Adequacy of Utilities

☐

☒

☐

☐

Property Compatibility

☐

☒

☐

☐

Protection from Detrimental Conditions

☐

☒

☐

☐

Police and Fire Protection

☐

☒

☐

☐

General Appearance of Properties

☐

☒

☐

☐

Appeal to Market

☐

☒

☐

☐

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise): The area is a mix of agriculture and residential properties. Most residences are farm related. Access is by county roads and state highway. American Falls Reservoir is located south of the neighborhood. Most conveniences are located in the Aberdeen to the southwest.

SITE

Dimensions

2651.72' x 11' x 2651.68' x 11.85'

=

.70 ac

Sq. Ft. or Acres

☐ Corner Lot

Zoning classification

Agriculture

Present Improvements

☒ do

☐ do not conform to zoning regulations

Highest and best use

☒ Present use

☐ Other (specify)

Public

Other (Describe)

Elec.

☒

Gas

☐

None

Water

☐

None

San. Sewer

☐

None

☐ Underground Elect. & Tel.

OFF SITE IMPROVEMENTS

Street Access

☒ Public

☐ Private

Surface

Asphalt

Maintenance

☒ Public

☐ Private

☐ Storm Sewer

☐ Curb/Gutter

☐ Sidewalk

☐ Street Lights

Topo

Level

Size

Typical For The Area

Shape

Rectangular

View

Home,Ag Land

Drainage

Appears Adequate

Is the property located in a HUD Identified Special Flood Hazard Area?

☒ No

☐ Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions): I have not checked the land records for recorded easements and have reported only apparent easements, encroachments and other apparent adverse conditions. Apparent easements on the property include a power line across part of the property and an irrigation pump and main line across the balance. Property has been used in conjunction with the agricultural property to the north for several years. Fence along south boundary.

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.

MARKET DATA ANALYSIS

ITEM	SUBJECT PROPERTY	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	TBD S 2600 W Aberdeen, ID 83210	1300 W 600 N Blackfoot, ID 83221		000 Garden Rd American Falls, ID 83211		000 S 1400 W Pingree, ID 83262	
Proximity to Subject		25.12 miles NE		14.87 miles S		14.39 miles NE	
Sales Price	\$ N/A		\$ 25,000		\$ 24,000		\$ 45,900
Price	\$		\$ 3,876		\$ 1,600		\$ 3,279
Data Source	Inspection	SRMLS#155420;DOM 2546		PocatelloMLS#551745;dom300		SRMLS#199725;DOM 313	
Date of Sale and Time Adjustment	DESCRIPTION	DESCRIPTION	+ (-)\$ Adjust.	DESCRIPTION	+ (-)\$ Adjust.	DESCRIPTION	+ (-)\$ Adjust.
	N/A	09/25/2015		02/29/2016		Listing	
Location	Rural	Rural		Rural		Superior	
Site/View	.70 ac/Hms,AgLnd	6.45 ac/AgLnd,Mnt		15 ac/AgLd,Mntn		14 ac/Hms,AgLnd	
Adverse Easement	Power & Main Line	None		Easement		None	
Improvements	None	None		Barn,Shed		None	
Sales or Financing Concessions	N/A N/A	Cash None		Cash None		Active None	
Net Adj. (Total)		<input type="checkbox"/> +	<input checked="" type="checkbox"/> - \$ -18,600	<input type="checkbox"/> +	<input checked="" type="checkbox"/> - \$ -23,000	<input type="checkbox"/> +	<input checked="" type="checkbox"/> - \$ -45,000
Indicated Value of Subject		Net 74.4 %	\$ 6,400	Net 95.8 %	\$ 1,000	Net 98.0 %	\$ 900

RECONCILIATION

Comments on Market Data:

Comparables 1 and 3 were adjusted for no easement. Comparable 2 has an easement which had some impact on the value. It also has some outbuildings. Comparables 3 is superior in location having more residential influence. There were few sales in the market that had easements similar to the subject.

Comments and Conditions of Appraisal:

The subject property is a long narrow parcel that cannot be adequately used for anything other than an easement. With the power line and main line that run along this property, its use is diminished. This property has a very minimal value and was valued similar to the adjoining agriculture property less an adjustment for the power line and main line which are on the property.

Final Reconciliation:

Given the subjects size, location, and dimensions, comparable 2 was given the most weight in the value estimate. The value estimate below is a token value due to the land having extremely limited use.

I ESTIMATE THE MARKET VALUE AS DEFINED, OF SUBJECT PROPERTY AS OF

April 25,

20 16

to be \$ 1,000

Curtis J. Boam

Appraiser(s)

Review Appraiser (if applicable)

☐ Did

☐ Did Not Physically Inspect Property

[Y2K]

Supplemental Addendum

File No. 04756

Borrower							
Property Address	TBD S 2600 W						
City	Aberdeen	County	Bingham	State	ID	Zip Code	83210
Lender/Client	University of Idaho						

This report is in compliance with USPAP and is a summary appraisal report. No extraordinary assumptions or hypothetical conditions have been made or included in this report. he report conforms to 12 CFR, part 34 (FIRREA).

This report was ordered by the client listed on the Land form for the intended use of estimating the fair market value for the client listed on the Land form. The client is the intended users of this report. The client is permitted use of this appraisal to establish the fair market value for their intended purposes. All other users, and uses are unintended and unauthorized by the appraiser.

The highest and best use box on the Land form has been checked as present use. This is considered the subject's highest and best use at the time of the appraisal.

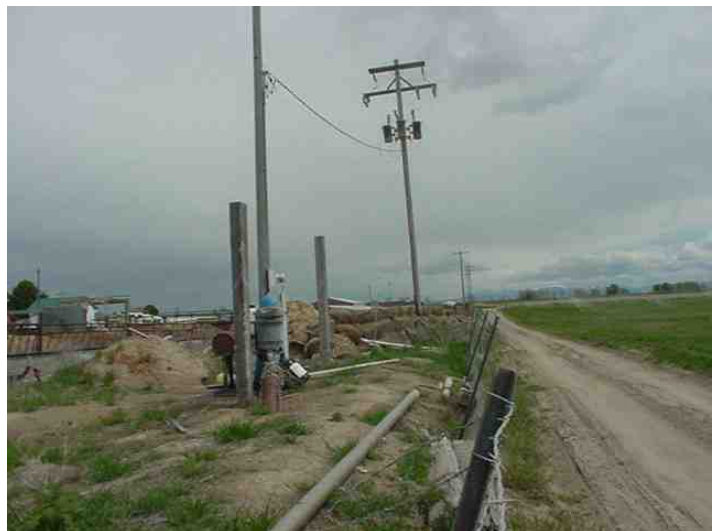
The exposure time on the subject is the estimated length of time the property interest appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal. This is based on analysis of market trends and assuming a competitive and open market. The estimated exposure time for this property is 180 days.

Please note that the appraiser has not provided a previous service regarding the subject property within the three years prior to this assignment.

If an electronic signature is contained in this report, it was placed by the appraiser (or upon his authorization) who has the sole personalized identification number and control of affixing the signature. This signature represents the appraiser's authentic signature and should be accepted as an original signature.

**Subject Photograph Addendum**

Borrower					
Property Address	TBD S 2600 W				
City	Aberdeen	County	Bingham	State	ID Zip Code 83210
Lender/Client	University of Idaho				

**View of Subject Property****View of Subject Property****View of Subject Property****View of Subject Property**



**Subject Photograph Addendum**

Borrower					
Property Address	TBD S 2600 W				
City	Aberdeen	County	Bingham	State	ID Zip Code 83210
Lender/Client	University of Idaho				

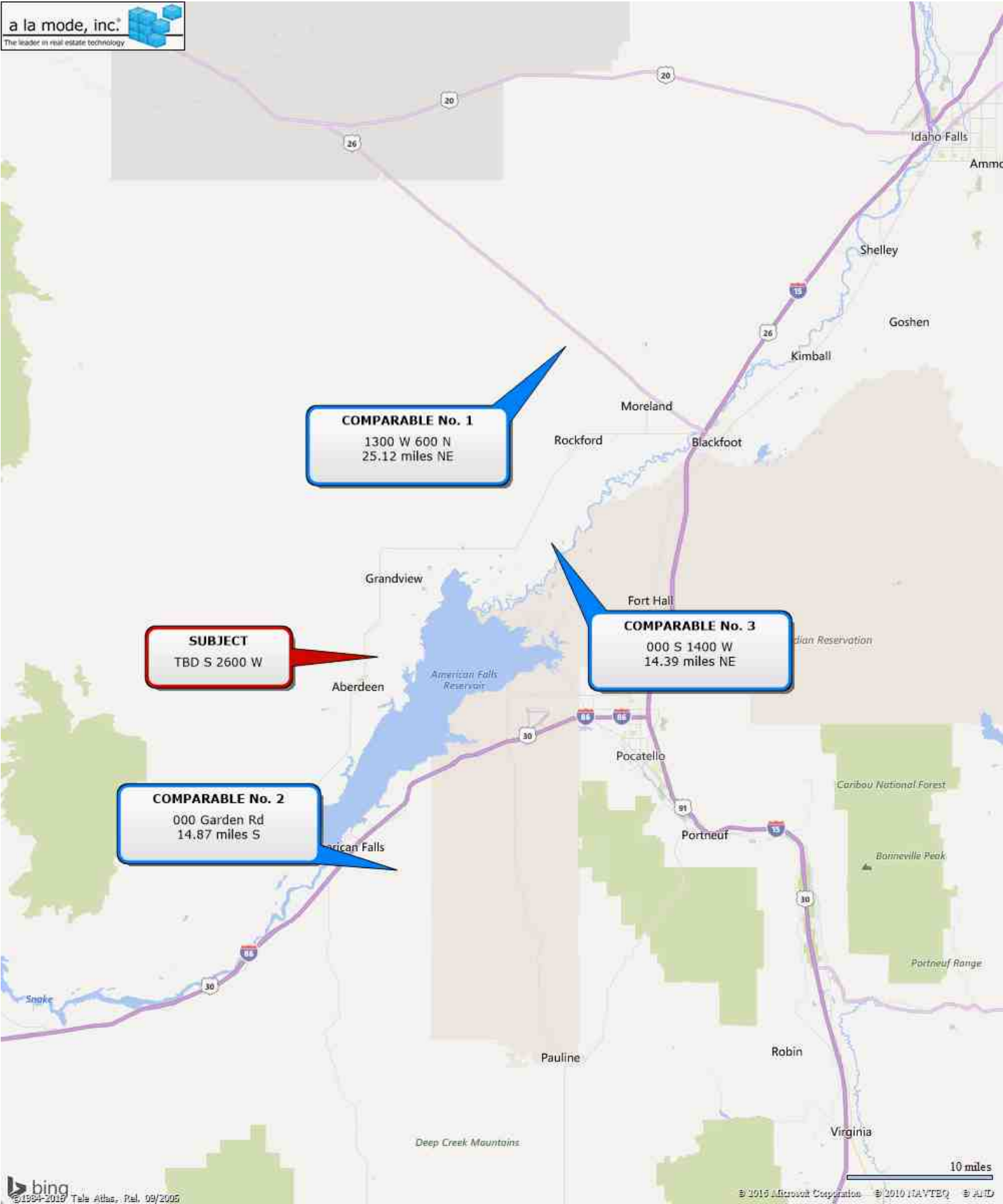
**View of Subject Property****Field Road on South Boundary****Street Scene****Street Scene**

Borrower				
Property Address	TBD S 2600 W			
City	Aberdeen	County	Bingham	State ID Zip Code 83210
Lender/Client	University of Idaho			





Borrower						
Property Address	TBD S 2600 W					
City	Aberdeen	County	Bingham	State	ID	Zip Code 83210
Lender/Client	University of Idaho					



**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale. (Source: FDIC Interagency Appraisal and Evaluation Guidelines, October 27, 1994.)

\* Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF LIMITING CONDITIONS AND CERTIFICATION

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is valued on the basis of it being under responsible ownership.
2. Any sketch provided in the appraisal report may show approximate dimensions of the improvements and is included only to assist the reader of the report in visualizing the property. The appraiser has made no survey of the property.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
4. Any distribution of valuation between land and improvements in the report applies only under the existing program of utilization. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
5. The appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous waste, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. This appraisal report must not be considered an environmental assessment of the subject property.
6. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
7. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
8. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
9. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.
10. The appraiser is not an employee of the company or individual(s) ordering this report and compensation is not contingent upon the reporting of a predetermined value or direction of value or upon an action or event resulting from the analysis, opinions, conclusions, or the use of this report. This assignment is not based on a required minimum, specific valuation, or the approval of a loan.

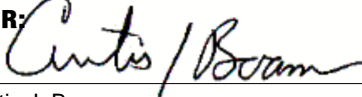
File No. 04756

**CERTIFICATION:** The appraiser certifies and agrees that:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
9. Unless otherwise indicated, I have made a personal inspection of the interior and exterior areas of the property that is the subject of this report, and the exteriors of all properties listed as comparables.
10. Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

**ADDRESS OF PROPERTY ANALYZED:** TBD S 2600 W, Aberdeen, ID 83210

**APPRAISER:**

Signature:   
Name: Curtis J. Boam  
Title: \_\_\_\_\_  
State Certification #: CGA-51  
or State License #: \_\_\_\_\_  
State: ID Expiration Date of Certification or License: 11/09/2016  
Date Signed: 05/02/2016

**SUPERVISORY or CO-APPRAISER (if applicable):**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
State Certification #: \_\_\_\_\_  
or State License #: \_\_\_\_\_  
State: \_\_\_\_\_ Expiration Date of Certification or License: \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
☐ Did ☐ Did Not Inspect Property

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**LEWIS-CLARK STATE COLLEGE**

**SUBJECT**

Expanded Scope of Spalding Hall Construction Project

**REFERENCE**

August 2015

Idaho State Board of Education (Board) approved  
Lewis-Clark State College's Six-Year Capital Plan  
(FY2017-FY2022)

**APPLICABLE STATUTE, RULE, OR POLICY**

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

**BACKGROUND/DISCUSSION**

Lewis-Clark State College (LCSC) is requesting Board approval to proceed with planning and design of an expanded-scope renovation project for the Spalding Hall facility on the College's Normal Hill campus in Lewiston. The Spalding Hall remodeling proposal began as a \$1,000,000 Alteration & Repair (A&R) project which was approved by the Division of Public Works (DPW) as project number 16-151, to be funded by \$350,000 from the Permanent Building Fund (PBF) and \$650,000 from Agency funds (LCSC reserves). The original plan was to improve at least one floor of the three-story (plus basement) facility that was constructed in 1924 and is sorely in need of upgrading. The Permanent Building Fund Advisory Council (PBFAC) recognized that additional dollars would be required to complete a limited remodeling of the Spalding Hall facility, and the PBFAC approved an additional \$800,000 for a second phase A&R project for FY2017 (\$500,000 from PBF and \$300,000 in agency funds). This DPW project was approved by the Legislature in the 2016 session.

As the DPW staff and architects carried out their feasibility studies on the building, it became evident that significant asbestos abatement work and electrical and fire code upgrades would be required throughout the building once extensive remodeling is undertaken on any floor. DPW has recommended to LCSC that either the project be expanded to address the entire needs of the facility in one project (thereby avoiding significant costs which would accrue to a multi-phased project), or, if additional funds are not available, to break the project down into even smaller, successive annual projects. The estimated cost for upgrading the entire facility in a single project is \$4,000,000. Carrying out the work as a single integrated project is the preferred approach by DPW and the College in terms of avoiding additional costs for separate projects and significant delays that would be involved in a multi-phased, multi-year effort. DPW has offered an additional \$60,000 in PBF dollars to fund an expanded-scope project, bringing the total of DPW-provided dollars to \$910,000. LCSC has set aside sufficient reserve funds for deferred maintenance projects to cover the remaining \$3,090,000 of the \$4,000,000 total.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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Board approval is required in order to move forward on this project into the detailed planning and design phase, and to authorize continuation since the cumulative amount of the projected cost of the project has increased by more than \$1,000,000. Since the expanded scope of this project will make it a “capital” project (as opposed to an A&R project), LCSC is also requesting that the Board approve the resulting revision to the FY2017 (first year) portion of the College’s current six-year capital plan. [Note: neither of the two capital projects originally requested by LCSC for FY2017 were approved for PBF funding by DPW (construction of a new “Living and Learning Complex” and an expansion of the College’s Automotive Technology Facility). In August, the institutions will submit updated six-year plans (FY2018 to FY2023) for approval.]

**IMPACT**

Spalding Hall is LCSC’s highest priority major facility deferred maintenance project. The expanded scope of the project will enable necessary life safety and code repairs and upgrades to be made at lower cost and in less time than if the work were to be accomplished in separate small packages over many years. Total project costs of \$4 million will be met with \$910,000 from the PBFAC allocation and \$3,090,000 from institutional reserves. The proposed project will restore a safe and efficient learning and working environment in one of the centerpiece facilities of LCSC’s heritage for decades to come.

**ATTACHMENTS**

Attachment 1 – Capital Project Tracking Sheet	Page 5
Attachment 2 – Spalding Hall Project Budget	Page 7
Attachment 3 – Current Board-approved Six-Year Plan	Page 9
Attachment 4 – Revised Six-Year Capital Plan	Page 10

**STAFF COMMENTS AND RECOMMENDATIONS**

LCSC has exercised due diligence in working with DPW and the Architectural/Engineering firm on the Spalding Hall project in its initial feasibility study to define the optimal “way forward” for upgrading a facility that is in dire need of safety, energy, environmental, and learning/working space upgrades. The expanded scope of the effort will enable needed upgrades to be made in a manner which avoids the cost increases, time delays, and uncertainties which would likely result under a long-term, incremental approach. LCSC’s request also meets the Board policy criteria applicable to obtaining board approval when a previously-approved project’s projected costs increase by more than \$1,000,000 (in this case, as a result of deliberate planning) or when a change is made in an institution’s six-year capital plan subsequent to Board approval. An updated six-year capital plan (FY2018-2023) will be submitted to the Board in August in accordance with standard Board and DPW procedures. Upon completion of Planning and Design for the Spalding Hall project, LCSC will come back to the Board for approval to proceed to construction, in accordance with Board policy on Design/Bid/Build construction projects. Staff recommends approval.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

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**BOARD ACTION**

I move to approve the request by Lewis-Clark State College to proceed with planning and design for the upgrade of Spalding Hall, under project management provided by the Division of Public Works, for a projected cost of \$4,000,000 funded through Agency and Permanent Building Fund, as described in Attachments 1 and 2.

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

**AND**

I move to approve the revision to the FY2017 portion of Lewis-Clark State College's six-year capital plan as submitted in Attachment 4.

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

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1	<b>Institution/Agency:</b>	Lewis-Clark State College	<b>Project:</b>	Renovation of Spalding Hall
2	<b>Project Description:</b>	Renovate Spalding Hall Office Building, bringing the structure up to electrical and fire code, improve interior floor plan, address life safety deficiencies, upgrade building systems and correct accessob;out defocoemcoes/.		
3	<b>Project Use:</b>	Academic Office Building		
4	<b>Project Size:</b>	20545 square feet		

6		Sources of Funds				Use of Funds			
7					Total		Use of Funds		Total
8		PBF	ISBA	Other *	Sources	Planning	Const	Other	Uses
9	Initial Cost of Project	\$ 910,000	\$ -	\$ 3,090,000	\$ 4,000,000	\$ 313,000	\$ 3,687,000		\$ 4,000,000
10	History of Revisions:								
11									
12									
13	Proposed Revision	\$ -	\$ -						\$ -
14									
15									
16									
17									
18									
19									
20									
21									
22	Total Project Costs	\$ 910,000	\$ -	\$ 3,090,000	\$ 4,000,000	\$ 313,000	\$ 3,687,000	\$ -	\$ 4,000,000

[illegible]

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**DPW 16-151**  
**LCSC Spalding Hall**  
**PROJECT BUDGET**

<b>Project Number:</b>	16151		
<b>Project Title:</b>	Spalding Hall		
<b>Fund Source No:</b>	<b>Funding Source</b>	<b>Amount</b>	
30-Jun-15	Transfer from Proj 2016005	350,000	
30-Jun-15	Agency Funds	650,000	
16-Mar-16	Agency Funds	300,000	
1-Jul-17	PBF	560,000	
	Agency Funds	2,140,000	
<b>Total Project Funding</b>		4,000,000	
<b>Revised:</b>			
<b>Date:</b>	April 11, 2016		

Category	Total Project Budget	Comments
	04/11/16	
AE Fees Basic (9.25 % estimated)	\$307,489.59	Estimated
Programming (RGU)	\$34,000.00	Final
AE Reimbursable	\$10,000.00	Estimated
Commissioning	\$12,000.00	Estimated
Construction Contract (includes 20% for Gen Conditions, bonds, OHP & 15% for design contingency) Phase 1, 2 & 3	\$3,165,916.00	
Construction Contingency 5%	\$158,295.80	
Abatement	\$229,300.00	Estimated
Testing (epoxy anchors, destruct brick, weld, conc, soils)	\$12,000.00	Estimated
Miscellaneous-Test and Balance	\$10,000.00	Estimated
Miscellaneous (Identify)		
Project Contingency (0.5%)	\$15,829.58	
Plan Check & Building Permit Fees	\$5,200.00	
AE Advertising	\$100.00	
Site Survey	\$2,500.00	Estimated
Geotech Soils Investigation	\$2,000.00	Estimated
<b>Subtotal DPW Project COSTS</b>	<b>\$3,964,630.97</b>	

Utility-Water-Electrical-Gas-Phone/Data-	\$5,000.00	Connection Fees ?
Avista Rebates	\$0.00	
Tenant Moves	\$18,000.00	Estimated
Locks	\$3,500.00	LCSC Facilities - keying
Furniture	\$300,000.00	Estimated
I.T. (Telephone & Data)	\$65,000.00	LCSC IT data cabling & servers
AV Equipment - LCD monitor, laptop, cpu	\$18,000.00	Three conference rooms
<b>Subtotal LCSC Project SOFT COSTS</b>	<b>\$409,500.00</b>	
<b>TOTAL PROJECT BUDGET</b>	<b>\$4,374,130.97</b>	

Future Exterior Brick Renovation (Repair, Repointing)	TBD	
<b>Total</b>	<b>\$0.00</b>	
<b>TOTAL PROJECT (COSTS+SOFT)</b>	<b>\$4,374,130.97</b>	

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

**ATTACHMENT 3**

AGENCY: **Lewis-Clark State College** [Original wish list: FY17 projects approved by Board in August 2015]

PROJECT DESCRIPTION/LOCATION	FY 2017 \$	FY 2018 \$	FY 2019 \$	FY 2020 \$	FY 2021 \$	FY 2022 \$
Living and Learning Complex	\$6,250,000					
Automotive Technology Facility Expansion	\$2,500,000					
Sam Glenn Complex (SGC) Upgrade		\$2,500,000				
Administration Building Upgrade			\$3,500,000			
Workforce Training Building Replacement				\$2,500,000		
Physical Plant Workshops/Offices Upgrade					\$2,000,000	
Music/Fine Arts Building Replacement						\$3,000,000
TOTAL						

Agency Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 16, 2016**

**ATTACHMENT 4**

**CAPITAL BUDGET REQUEST**  
**SIX-YEAR PLAN FY 2017 THROUGH FY 2022**  
**CAPITAL IMPROVEMENTS**

AGENCY: **Lewis-Clark State College** [Revised list reflecting expanded scope of SPH project]

PROJECT DESCRIPTION/LOCATION	FY 2017 \$	FY 2018 \$	FY 2019 \$	FY 2020 \$	FY 2021 \$	FY 2022 \$
North Idaho Collaborative Building	\$1,000,000					
Spaulding Hall Renovation	\$4,000,000					
Living and Learning Complex			\$17,000,000			
Expansion of CPE (Auto repair/Diesel Mech)				\$4,000,000		
Administrative Building upgrade					\$3,500,000	
Workforce Training (WFT) facility replacement					\$2,500,000	
Physical Plant Workshops/Offices upgrades						\$2,000,000
TOTAL	\$5,000,000	-	\$17,000,000	\$4,000,000	\$6,000,000	\$2,000,000

Agency Head Signature: \_\_\_\_\_

Date: 6/19/2016