

**BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018**

TAB	DESCRIPTION	ACTION
1	FY 2020 BUDGET REQUEST	Motion to approve
2	FY 2020 CAPITAL BUDGET REQUESTS	Motion to approve
3	INTERCOLLEGIATE ATHLETIC REPORTS NCAA Academic Progress Rate (APR) Scores	Information item
4	AMENDMENT TO BOARD POLICY V.I. – Real and Personal Property and Services - First Reading	Motion to approve
5	BOISE STATE UNIVERSITY Baker Tilly Agreement for Oracle Corp. HCM Cloud System Implementation	Motion to approve
6	BOISE STATE UNIVERSITY Amendment to Multi-Media and Marketing Rights Agreement with BSU Athletics – Learfield Communications	Motion to approve
7	BOISE STATE UNIVERSITY Acquisition of Real Property in Expansion Zone	Motion to approve
8	UNIVERSITY of IDAHO Authorization for Pitman Center Exterior Repairs	Motion to approve
9	LEWIS-CLARK STATE COLLEGE Career Technical Education Development Agreement	Motion to approve

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

AGENCIES AND INSTITUTIONS OF THE STATE BOARD

SUBJECT

FY 2020 Line Item Budget Requests

REFERENCE

April 2018

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 2018 meeting, the State Board of Education (Board) directed the college and universities to limit Fiscal Year 2020 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 FY2019 total General Fund appropriation. Any requests for occupancy costs will not count towards the two line item limit or the 5% cap.

Following Board approval, the budget requests will be submitted to the Legislative Services Office (LSO) and Division of Financial Management (DFM) by September 4, 2018.

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.

This year BAHR is recommending replacing the Enrollment Workload Adjustment (EWA) and all line items (except Occupancy Costs) with the request for Outcomes Based Funding (OBF). For Career Technical Education, its request for OBF replaces its annual line item for Postsecondary Capacity Expansion. All institution specific line items are included in the agenda for reference.

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

ATTACHMENTS

Attachment 1 - Line Items Summary
Attachment 2 - Occupancy Costs
Attachment 3 - 64: Individual Line Items

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 past few years, best practices were further enhanced in terms of information needed in order for 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% Educational Attainment Goal or the Board's Complete College Idaho Plan (if applicable).

The amounts requested for OBF were derived by reviewing the last year positive EWA and line items were funded. The comparison of OBF and the FY 2020 line item requests are shown below.

	OBF	Line Items
College and Universities	\$11,000,000	\$14,266,300
Community Colleges	\$ 3,000,000	\$ 5,641,300
Career Technical Education	\$ 2,000,000	\$ 2,069,700

More information is included in the OBF line item narrative in Attachment 3.

BOARD ACTION

I move to approve the Line Items for the agencies as listed in Attachment 1, the Systemwide Needs line items for the 4-year and 2-year institutions in Attachment 1, Occupancy Costs as listed in Attachment 2, and the line items for health benefits for University of Idaho, College of Southern Idaho and North Idaho College, and to authorize the Executive Director to approve the MCO and Line Item budget requests for agencies and institutions due to the Division of Financial Management and Legislative Services Office on September 4, 2018.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

OR

BOARD ACTION

I move to approve all the Line Items, except Outcomes Based Funding, for the agencies and institutions as listed in Attachment 1, and to include the Career Technical Education line item for Capacity Expansion in the amount of \$2,069,700, and to authorize the Executive Director to approve the MCO and Line Item budget requests for agencies and institutions due to the Division of Financial Management and Legislative Services Office on September 4, 2018.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

STATE BOARD OF EDUCATION
FY 2020 Line Items - College and Universities

By Institution/Agency		Attachment	FY 2019 Total Appropriation	Priority	Institution Specific Initiatives	Total	% of FY 2019 Appropriation Excluding Occupancy Costs
1	System-wide Needs		6,215,800				
2	Outcomes Based Funding	3		1	11,000,000	11,000,000	177.0%
3	Indian Education	4		2	600,000	600,000	9.7%
4	DualEnroll	5		3	150,000	150,000	2.4%
5	Open Education Resources	6		4	250,000	250,000	4.0%
6	Next Step Expansion	7		5	123,000	123,000	2.0%
7	College Academy for Parents	8		6	560,000	560,000	9.0%
8	Boise State University		99,811,800			5,281,400	4.3%
9	Public Service Initiative	9		1	2,118,900		
10	Career Readiness	10		2	2,190,400		
11	Occupancy Costs	2		3	972,100		
12	Idaho State University		79,822,400			3,958,600	4.7%
13	Expand Health Sciences/Workforce Needs	11		1	3,689,800	0	
14	Assessment & Learning in Knowledge Spaces	12		2	80,000	0	
15	Occupancy Costs	2		3	188,800	0	
16	University of Idaho		92,726,900			2,959,500	3.2%
17	Student Success & Support	13		1	1,022,900	0	
18	Library Investments	14		2	1,936,600	0	
19	Health Benefits	15		3	1,226,200	0	
20	Lewis-Clark State College		17,186,300			840,600	4.9%
21	Adult Learner Program	16		1	536,500	0	
22	Accessibility and Safety	17		2	304,100	0	
			\$ 295,763,200		\$ 26,949,300	\$ 24,040,100	
23							
24	Percentage of FY19 Appropriation excluding		7.7%				
25	Occupancy Costs						

STATE BOARD OF EDUCATION
FY 2020 Line Items - Community Colleges and Agencies

Priority	By Institution/Agency	FY 2019 Appropriation	Attachment	Priority	FY 2020 Request	Comments	vs. 2019 Approp
1	Career Technical Education	66,397,900			5,203,500		7.8%
2	State Leadership & Technical Asst.	3,018,900			219,900		0.3%
3	Data Analysis		18	1	95,600		0.1%
4	Student Engagement		19	2	124,300		0.2%
5	General Programs	14,498,600			2,331,000		3.5%
6	Program Alignment		20	3	180,000		0.3%
7	Middle School CTE		21	4	356,000		0.5%
8	InSpire to Educate Program		22	5	410,000		0.6%
9	Teacher Preparation		23	6	515,000		0.8%
10	Workforce Readiness Incentive Grant		24	7	400,000		0.6%
11	Program Quality Initiative		26	9	400,000		0.6%
12	CTE Digital		27	10	70,000		0.1%
13	Perkins Spending Authority		29	12	0 \$800k federal spending authority increase		0.0%
14	Post-secondary Programs	46,312,600			2,652,600		4.0%
15	OBf or Capacity Expansion		25	8	2,000,000		3.0%
16	Nuclear Energy & Advanced Reactor Manu.		28	11	652,600		1.0%
17	Dedicated Programs	1,375,000			0		0.0%
18	Related Services	1,192,800			0		0.0%
19	Community Colleges	46,126,600			8,681,300		18.8%
20	Systemwide	3,018,900			3,040,000		4.6%
21	Outcomes Based Funding		3	1	3,000,000		4.5%
22	Systemwide Needs expenses		30	2	40,000		0.1%
15	College of Eastern Idaho	5,013,800			187,200		0.4%
16	College of Southern Idaho Faculty Transfer		31	1	132,200		0.3%
17	Interest Earnings Distribution		32	2	55,000		0.1%
20	College of Southern Idaho	14,264,000			1,187,300		2.6%
21	Remove Two CEI Faculty		33	1	(132,200)		-0.3%
22	IT Personnel and Software Platforms		34	2	709,500		1.5%
23	Emerging Hispanic Serving Institute		35	3	220,500		0.5%
24	Weekend College		36	4	179,500		0.4%
25	Health Benefits		37	5	210,000		0.5%
26	College of Western Idaho	13,938,900			3,073,100		6.7%
27	Balance Funding		38	1	2,675,700		5.8%
28	Staff Support 60% Initiative and Retention		39	2	397,400		0.9%
29	North Idaho College	12,909,900			1,193,700		2.6%
30	Regional Entrepreneurship		40	1	387,100		0.8%
31	Guided Pathways Support		41	2	390,100		0.8%
32	Health Benefits		42	2	181,700		0.4%
33	Occupancy Costs		2	3	234,800		0.5%

STATE BOARD OF EDUCATION
FY 2020 Line Items - Community Colleges and Agencies

Priority	By Institution/Agency	FY 2019 Appropriation	Attachment	Priority	FY 2020 Request	Comments	vs. 2019 Approp
34	Agricultural Research/Extension	31,307,100			902,000		2.9%
35	4-H STEM Education		43	1	523,600		20.3%
36	Rock Creek Cattle Research and Extension		44	2	378,400		14.6%
37	Health Education Programs	18,714,500			3,335,400		17.8%
38	W-I Veterinary Education	2,016,500			No Line Items		0.0%
39	WWAMI Medical Education	6,399,500	45	1	361,500 ECHO Idaho Project		1.9%
40	IDEP	1,607,400					0.0%
41	Univ. of Utah Med. Ed.	1,694,900			321,900		1.7%
42			46	1	119,600 2 new seats, year four		0.6%
43			47	1	22,300 Leave of Absence		0.1%
44			48	1	180,000 Increase funding per resident to \$60k		1.0%
45	Family Medicine Residencies	5,000,900			1,257,000		6.7%
46	Idaho State University FMR	1,350,900			597,000		3.2%
47			49	4	267,000 FY 19 Supplemental		1.4%
48			48	1	105,000 Increase funding per resident to \$45k		0.6%
49			48	2	165,000 Rexburg Rural Track Training		0.9%
50			48	3	60,000 Hospitalist		0.3%
51	Family Medicine Residency of Idaho (Boise)	1,530,000			480,000		2.6%
52			48	1	480,000 Increase funding per resident to \$45k		2.6%
53	Kootenai Health FMR	560,000	48	1	180,000 Increase funding per resident to \$45k		1.0%
54	Graduate Medical Education Funding	1,000,000					0.0%
55	Boise Internal Medicine Residency	617,500			515,000		2.8%
56			48	1	155,000 Increase funding per resident to \$45k		0.8%
57			48	1	360,000 Increase funding per resident to \$60k		1.9%
58	Psychiatry Residency	397,800					0.0%
59	Eastern Idaho Regional Medical Center	455,000			700,000		3.7%
60	Internal Medicine Resident Program		48	1	100,000 Increase funding per resident to \$45k		0.5%
61	Internal Medicine Resident Program		48	1	600,000 Increase funding per resident to \$60k		3.2%
62	Bingham Internal Medicine	525,000			180,000		1.0%
63			48	1	120,000 Increase funding per resident to \$45k		0.6%
64			48	1	60,000 Increase funding per resident to \$60k		0.3%

STATE BOARD OF EDUCATION
FY 2020 Line Items - Community Colleges and Agencies

Priority	By Institution/Agency	FY 2019 Appropriation	Attachment	Priority	FY 2020 Request	Comments	vs. 2019 Approp
65	Special Programs	19,242,200			3,938,100		20.5%
66	Forest Utilization Research	1,281,100			262,200		1.4%
67	Wood Utilization in Comm. Building Faculty		50	1	138,600		0.7%
68	Mica Creek Watershed Project		51	2	123,600		0.6%
69	Geological Survey	1,085,100	52	1	138,900 FTE Increase & Market Base Compensation		0.7%
70	Scholarships and Grants	15,230,300		1	3,400,000		17.7%
71			53	1	2,400,000 College Bridge Grant		12.8%
72			54	2	1,000,000 GEARUP		5.3%
73	Museum of Natural History	616,200					0.0%
74	Small Bus. Development Centers	673,000	55	1	68,500 Business Development		0.4%
75	TechHelp	356,500	56	1	68,500 Business Development		0.4%
76	State Board of Education	6,374,900			623,800		9.8%
77	Office of the State Board of Education	6,204,200					0.0%
78	Associate Chief Academic Officer		57	1	110,000		0.6%
79	Academic Program Manager		58	2	101,200		0.5%
80	Administrative Assistant 2		59	3	53,300		0.3%
81	IT/AV/Web Page Support (shared with CTE)		60	4	76,300		0.4%
82	Master Educator Portfolio Reviews		61	5	263,000		1.4%
83	Career Information System Enhancements		62	6	20,000		0.1%
84	Charter School Commission	170,700					0.0%
85	Idaho Public Television	2,585,300			158,900		6.1%
86	Educational Outreach		63	1	94,100		3.6%
87	Digital Media Technician		64	2	64,800		2.5%
88	Vocational Rehabilitation	8,648,300			8,000		0.1%
89	Vocational Rehabilitation	3,954,200					0.0%
90	Extended Employment Services	4,427,300					0.0%
91	Council for the Deaf/Hard of Hearing	266,800	65	1	8,000 Interpreter Training		0.1%
92	Total	\$ 199,396,800			\$ 22,851,000		11.5%

STATE BOARD OF EDUCATION
FY 2020 Budget Request
Colleges & Universities
Calculation of Occupancy Costs

AGENCY: CUs, CCs, CTE

FUNCTION: CU Systemwide Needs,
CC Systemwide, Career Technical
Education

ACTIVITY:

Agency No.: 503, 505, 510 FY 2020 Request

Function No.: 01

Activity No.:

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Original Submission X or
Revision No. ____

A: Decision Unit No: 12.01		Title: Outcomes-Based Funding (OBF)			Priority Ranking 1 of 6
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:	\$16,000,000				\$16,000,000
LUMP SUM:					
GRAND TOTAL	\$16,000,000				\$16,000,000

Outcomes-Based Funding (OBF) is a higher education initiative being led by the State Board of Education, in coordination with the Governor's Office and the Legislature. OBF is one of the key recommendations of the Governor's Higher Education Task Force.

OBF is a multi-year Board effort to fund higher education institutions in a way that incentivizes completion of student certificates and degrees to prepare them for successful careers and lives. The approach is being used to some degree in many other states, and the Board is proposing to initiate an OBF model in Idaho which will support the State's 60% educational attainment goal.

Development of the proposed OBF model is being overseen by the Board's Business Affairs and Human Resources Committee. A Technical Committee, made up of

representatives from the institutions, Idaho government and outside stakeholders developed the formula and identified metrics.

Key characteristics of the Board-proposal include:

- Line item requests totaling \$16M in ongoing funds for FY2020 requested in each separate budget request as follows:

○ College and Universities Systemwide	\$11M
○ Community Colleges Systemwide	3M
○ Career Technical Education (CTE)	<u>2M</u>
Total	\$16M
- An amount drawn from reallocated dollars from the current higher education base to be determined at a later date.
- Annual allocation of OBF funds by the State Board to institutions based on the number of students who complete certificates, associate degrees, bachelor's degrees, master's degrees and doctorates.
- A simple allocation model for each request (i.e. a separate model for College and Universities, Community Colleges, and Career-Technical Education).
- Applies to academic and career technical programs.
- Applies to community colleges and four-year institutions.
- Permanently replaces the Enrollment Workload Adjustment (EWA) formula.
- Replaces line item requests associated with enrollment-based initiatives.
- Includes weighting for key programs tied to economic needs of Idaho: (e.g. STEM, health professions, business, and education) called High Impact Multipliers.
- Includes weighting for key Idaho resident populations (e.g. low-income, underrepresented, academically underprepared, first generation, and adult learners) called At-Risk Multipliers.
- Includes weighting for On-Time completion of associate and bachelor degrees.
- Following the initial adoption year in FY2020, the OBF request in succeeding years would be an increase or decrease to the original \$16M based on whether completions increased or decreased in subsequent years.

Some nuances of the model include the following:

1. The model for the Community Colleges provides a payoff for 30 or more credits earned at the college when a student transfers to an Idaho 4-year institution and completes their degree.
2. The model for the College and Universities provides a payoff for 30 or more credits earned at a sister 4-year institution when a student transfers to another Idaho 4-year institutions and completes their degree.
3. Payoffs for dual credit courses earned and delivered at the high school will be provided to the degree awarding institution upon completion of an associate degree, but the dual credits will not be parsed to each institution providing the dual credits.

4. In subsequent years, Oversight and Technical Committees will review whether the institutional missions should be included in the models.

The mechanics of the model are simple. The completion metrics include the following:

College and Universities	Community Colleges	Career Technical Education
Certificate: less than one year	Certificate: less than one year	Certificate: Basic or Technical
30 or more credits after degree completion at sister Idaho 4-year institution	30 or more credits after degree completion at Idaho 4-year institution	Certificate: Intermediate
Certificate: greater than or equal to one year	Certificate: greater than one year	Certificate: Advanced Technical
Associates	Associates	Associates of Applied Science
Bachelors	Bachelors	
Masters		
Doctorate/Professional		

A unique payoff dollar amount is assigned to each model (College and Universities, Community Colleges and Career Technical Education). Each completion metric is assigned a weight. The weight is multiplied by the payoff dollar to calculate the payoff amount for each completion metric. For example, if an Associates Degree was assigned a weight of 1.0 and the payoff amount was \$500, then each completed Associates would be valued at \$500. If a certificate was assigned a weight of .50, then each completed certificate would be valued at \$250.

Each completion metric is assigned a weight for the High Impact Multipliers. This results in additional payoffs for completions in the high impact areas.

For the At-Risk Multipliers, weights are applied only to the following completion metrics:

College and Universities:	Associates and Bachelors
Community Colleges:	>= 1-year certificates and Associates
Career Technical Education:	All completion metrics

This results in additional payoffs for completions in these at-risk areas.

Similar weights and payoffs are included for on-time graduation for Associates, Bachelors and all Career-Technical Education completion metrics.

Each payoff for completion metric, (High Impact, At-Risk and On-Time) is multiplied by each institution's student completion data that matches the definition for each metric and multiplier. This results in the payoff dollar amount for the volume of students meeting each criteria. The sum of all payoff dollars for each criteria is the total amount of Outcomes Based Funding calculated for the institution. The four 4-year institutions will be summed to derive the total budget request for the College and Universities, the four

2-year community colleges will be summed to derive the total budget request for the Community Colleges, and the CTE model will derive the total budget request for CTE.

In order to calculate a reasonable OBF amount to replace EWA and line items for the institutions and CTE, staff reviewed the past several fiscal years of calculated EWA and appropriated line items. For the College and Universities, the last year the institutions received positive EWA and line items was in FY 2013 as follows:

College and Universities	EWA	Line Items	Total
Boise State University	\$3,512,100	\$1,295,300	\$4,807,400
Idaho State University	\$1,924,200	\$1,270,400	\$3,194,600
University of Idaho	\$1,341,500	\$1,317,800	\$2,188,300
Lewis-Clark State College	\$348,400	\$486,900	\$835,300
Total	\$6,655,200	\$4,370,400	\$11,025,600

For the Community Colleges, the last year the institutions received positive EWA and line items was in FY 2014 and averaged approximately \$728,000 as follows:

Community Colleges	EWA	Line Items	Total
College of Southern Idaho	\$46,800	\$180,000	\$226,800
College of Western Idaho	\$783,500	\$900,000	\$1,683,500
North Idaho College	\$25,600	\$250,000	\$275,600
Total	\$855,900	\$1,330,000	\$2,185,900

Adding Eastern Idaho Community College as the fourth community college would increase this total to approximately \$3M.

The \$2,000,000 for CTE approximates the amount requested annually for its Postsecondary Capacity Expansion.

For the FY 2020 OBF allocation, we will use completion data from the 2017-18 academic year and a calculated completion payoff dollar amount for each targeted appropriation request. In subsequent years, the data used in the model will continue to be two years in arrears.

In order to see the results of each model for prior years, we populated the models with data from FY 2016, FY 2017 and FY 2018 using the same completion payoff dollar amount. The results will be available at the Board meeting.

This request is for ongoing funds for the implementation year and then the incremental increase or decrease will be requested as ongoing funds in subsequent years.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 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: 12.02		Title: Idaho American Indian Access Fee			Priority Ranking 2 of 6
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					
2. Reviewer Stipends					
3. Training – Inter Rater Reliability					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$600,000				\$600,000
LUMP SUM:					
GRAND TOTAL	\$600,000				\$600,000

Description:

The Idaho Indian Education Committee, an advisory committee to the State Board of Education, is seeking to increase representation of American Indians from Idaho's five federally recognized tribes in Idaho's postsecondary institutions.

The Board's Indian Education Committee recommended the establishment of a \$60 per credit fee for tribally enrolled members of Idaho's federally recognized tribes. This fee would replace tuition; however, American Indian students would still be required to pay all other fees (this includes mandatory fees, institutional, program, and or special course fees). Students are required to be degree-seeking, meet institutional eligibility requirements, complete the FAFSA, and be enrolled in a technical, undergraduate, or graduate program. The proposed tuition rate for verified tribal members of Idaho's tribes is based on their status as sovereign tribes.

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 Idaho State Board of Education is requesting line item funding to offset the estimated foregone revenue. At this time, it is anticipated there are approximately 200 Idaho tribally enrolled students in Idaho's public postsecondary institutions. The State Board of Education is therefore requesting \$600,000 to cover the potential tuition revenue losses based on the Committee's projected number of American Indian students currently eligible. There are no additional staffing needs necessary to support this request.

Why is this a State or State Board of Education responsibility? Today, the majority of American Indian students attend public schools. According to the National Congress for American Indians (2015), 93% (620,000) of American Indian students attend public schools and only 7% (45,000) attend one of the 184 Bureau of Indian Education schools that are located on 63 reservations in 23 states. There are 34 states where federally recognized tribes reside (Wilkins, 2002, p. 94). Nationally, the high school graduation rate for American Indian students is about 50% compared to about 75% for white students. Only 17% of Indian students go on to college from high school. Since 50% of American Indian high school students drop out before graduation, only 8.5% of Indian students enter college. This compares to 70% for non-Indians, nationally.

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 new positions will be required.**
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted. **No human resources will be redirected.**
 - c. List any additional operating funds and capital items needed.
No additional operating funds or capital items outside of the funding listed above.
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 based on proposed fee changes for members of Idaho's five federally recognized tribes. The request is for on-going funding. At this time, it is anticipated there are approximately 200 Idaho tribally enrolled students in Idaho's public postsecondary institutions. The State Board of Education is therefore requesting \$600,000 to cover the potential tuition revenue losses based on the Committee's projected number of American Indian students currently eligible.

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 support Idaho's American Indian students. Approximate total membership numbers (regardless of age) for each of Idaho's Five Tribes based on 2000 Census data were:

- 5,762 – Shoshone-Bannock
- 3,500 – Nez Perce
- 2,000 – Coeur d'Alene
- 1,265 – Shoshone-Paiute
- 165 – Kootenai

If this request is not funded, postsecondary attendance rates among the American Indian population would continue their current trend. As this line item is intended to increase the attendance and completion of American Indian students, those anticipated increases would not be realized.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 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: 12.03		Title: Higher Ed DualEnroll			Priority Ranking 3 of 6
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:	\$150,000				\$150,000
CAPITAL OUTLAY by summary object:					
1. PC and monitor					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$150,000				\$150,000

Description:

Funds to support membership of all eight Idaho public institutions in DualEnroll.com. DualEnroll.com streamlines and automates the enrollment of high school students in college courses, ensures college standards are met for courses in the high school, and makes it easy to manage high school instructors.

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 funding is being requested for annual membership in DualEnroll.com for all eight Idaho public institutions. Membership will enable the institutions to manage their unique processes for registration, instructor on-boarding and course credentialing, automatically initiating new steps as the previous ones are completed. It enforces their policies,

automatically sends reminders to keep processes on track, and supports courses taught on-campus, online, or at the high school.

DualEnroll.com guides students through the registration process and prompts for all required items with automated reminders for late or missing items. Customizable views and batching capabilities make it quick and easy for high schools and colleges to manage students through the registration process. Students benefit as DualEnroll.com makes it possible for the school to offer more college and course options. In addition, there are specific advantages for students when a school uses dualenroll.com to manage their dual enrollment program.

Course selection: DualEnroll.com makes it easy for students to find and sign up for classes that are most suited to their individual educational goals. Students optimize their class selection and can maximize the financial and educational benefits of the dual enrollment program at their high school.

College selection: DualEnroll.com makes it easy for students to take classes from more than one college, so they can 'try out' colleges they might be interested in attending as they are going through the selection and application process.

Manage deadlines: DualEnroll.com will notify students and guidance counselors of important deadlines in the course signup process based on the actual college and course they have selected. Once a student is enrolled in a course, DualEnroll.com will send reminders of drop dates so the student and their guidance counselor can assess their performance in the course and decide whether the student should continue or drop the class before the drop date to avoid negatively impacting their college GPA.

Increased participation: Paper dual enrollment process are time consuming and prone to error. Students lose the applications, don't get around to walking the forms around for the various required signatures, forget to turn them in on time, etc. and thereby miss out on the opportunities afforded by dual enrollment. With DualEnroll.com, approvals and applications can be completed and forwarded online rather than manually walking around paper forms, the entire process can be managed online, and reminders help everyone avoid missed deadlines.

Colleges benefit from DualEnroll by:

Recruiting: DualEnroll.com provides a highly effective, low cost mechanism for colleges to communicate their programs and unique benefits to students during the time when they are making college decisions. In one study, 71% of dual enrollment students continued postsecondary coursework at the same college where they took their dual enrollment classes.

Expanding relationships with secondary schools: By extending their dual enrollment relationship to more high schools, colleges can better achieve their public policy mandates as well as increasing their grow their pool of highly qualified applicants and

increase acceptance rates at a fraction of the cost of other recruiting methods. DualEnroll.com provides an easy way to high schools and colleges to introduce themselves to each other, exchange detailed information about courses and enrollment procedures, and explore ways they can work together for the benefit of students.

Access: Research has shown that the educational improvements associated with dual enrollment are disproportionately advantageous for low income or other disadvantaged student populations. It is intuitive, for example, that the benefits of being introduced to college work while still receiving the additional support system of high school would be magnified for students with less well-developed college support due to family background. Paradoxically, however, this lack of family support makes it more difficult for these students to complete a paper-based, multistep sign-up process. By streamlining the process and sending reminders of deadlines to both students and guidance counselors, DualEnroll.com help improve educational performance and prospects for disadvantaged students.

Incoming student performance: Colleges of all types are increasingly accountable for helping manage the transition from secondary to postsecondary education for incoming students and for educational outcomes for students who enroll. Given the improved academic performance research attributes to participation in dual enrollment, increasing the proportion of students who enter college with dual enrollment credits makes these tasks more achievable.

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.

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 request is for ongoing funds of \$150,000.

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 and institutions are being served by providing more services and support to dual credit students and by streamlining the management of dual credit by the schools.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: OSBE Administration

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.04		Title: Open Education Resources (OER)			Priority Ranking 4 of 6
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:	\$250,000				\$250,000
CAPITAL OUTLAY by summary object:					
1. PC and monitor					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$250,000				\$250,000

Description:

Funds to support delivery of Open Education Resources (OER), which would result in no-cost and low-cost textbooks (and other learning resources) for all postsecondary courses included in the state common course list.

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 funding is being requested to support faculty development of open educational resources that provides undergraduate students with textbooks at no (or minimal) cost. On average, this would be correspondent to the 38 general education (GEM) courses to be adopted in the common course framework beginning in Fall 2019.

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.

Existing faculty and staff at public institutions of higher learning.

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

Faculty within the appropriate discipline areas will be compensated for the time and effort necessary to learn new software and to develop online textbooks and other learning resources. Each institution has staff (in variable numbers) that support faculty development, particularly as it relates to OER.

- 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.

This request is for one-time funds of \$200,000 and ongoing of \$50,000.

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?

Though faculty will be compensated for their efforts, over 100,000 undergraduate students in Idaho and their families would be served through this effort. Furthermore, school districts responsible for delivering dual credit would also benefit from not needing to purchase textbooks. As it stands, the average cost of a new textbook is \$80, and the average cost for a used textbook is \$50. If not funded, degree-seeking students will continue to incur, on average, over \$650-\$1,000 in textbook costs for general education courses. If all students in the state enroll in approximately 13 classes (36 semester hours) of common-indexed courses in the General Education (GEM) curriculum in order to earn an associates or baccalaureate degree, total student savings could equate to anywhere between \$65-\$100 million across the system at any point in time. This does not include savings rendered for districts who furnish textbooks for dual credit students. If OER can be leveraged, this item would offer a significant impact towards achieving the affordability goals outlined by the Governor's Task Force on Higher Education, as well as the Board's goals to deliver a postsecondary system that is more accessible to Idaho students.

Average cost of new and used textbooks: *National Association of College Stores website:*
<https://www.nacs.org/research/HigherEdRetailMarketFactsFigures.aspx>

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: OSBE Administration

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

NextSteps Idaho Website					
A: Decision Unit No: 12.05	Title: Expansion		Priority Ranking 5 of 6		
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. Research and Site Updates	\$123,000				\$123,000
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$123,000				\$123,000

Description:

The NextSteps.Idaho.com website provides college and career information and resources targeted toward Idaho students in 8th through 12th grade as well as their parents and school counselors and advisors who work with those students. The Workforce Development Taskforce, convened in 2017, recommended using the Next Steps website to also target adults seeking training and expanded education and for the website to serve as a single portal for all college and career advising for students and adults. The recommendation was based in part due to the strong branding of the Next Steps website and high user rates. These user rates are a direct result of the research that was conducted specific to the original target audience (Idaho students and their parents 8th through 12th grade) in the initial development of the site and on-going maintenance, testing, and updating of the site. The Task Force recommendation of expanding the target audience for the website to include adults will require similar research. This research

includes gathering information from diverse user groups statewide through interviews, focus groups and surveys and the identification of available resources across state agencies and educational institutions. Research will also include a review of other states' websites identified as effectively meeting the needs of a similar population. This research is needed to prevent any diminished usage of Next Steps by our target audience while identifying strategies to create the expanded portal. In FY19 the Board Office collaborated with the Workforce Development Council to conduct this research on updating the website to include the expanded target audience and initiate the first phase of updates to the website. Identified resources and information added to the site will be implemented through a phased approach in FY19 and FY20 to allow for testing of the additions and to maintain the quality of the site. Once implemented the additional pages and resources on the site will need to be maintained and refreshed regularly to keep the site relevant. This includes not only updating information but also adding additional resources as they are identified or developed.

The work to expand the website will be done in collaboration with the Workforce Development Council, Department of Labor, other state agencies, colleges and universities, the business community and other stakeholder groups. It is anticipated the additions to the site will more than double the resources available through the site and will result in an equivalent increase in the annual maintenance and updating of the site. Maintenance and updating of the current site is done through a competitively bid contract.

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? There is currently 1 FTE whose primary responsibilities include in part working with identifying updates to the site and managing the site maintenance and updating contract. Additional existing staff have secondary roles in working with the current site as part of the sites role in the Board's overall communication initiative and college and career advising initiatives. No new FTE are being requested. The request is for additional funding for contracted services.
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 new positions will be required.
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
No human resources will be redirected.
 - c. List any additional operating funds and capital items needed.
No additional operating funds or capital items outside of the funding listed above.

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 request is for ongoing funds to expand the user base of the NextSteps Idaho website and create a single portal for students, student parents (K-20) and adults with college/education and career advising and other resources. The funding amount requested is based on the current contract for maintenance and “refreshing” of content on the site. The expansion of the site will result in more than doubling the resources available on the site and thereby doubling the amount of work necessary to keep the site updated. Services are currently received through a competitively bid contract. In FY20 the Board office will need to go through a new RFP process for the maintenance and refreshing/updating of the site.
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 current site serves students in grades 8 through 12, the expanded site will include younger and older students as well as adults that are not currently served. The additional funds will allow for work to be done that will make sure the expansion of the site does not take away from the resources currently provided to students in grades 8 through 12 while expanding resources to a much larger group of people. Without the funding the Board will not be able to assure the necessary maintenance of the site is done in order to maintain its value and usability. Websites that are not maintained and updated quickly become obsolete.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: Systemwide Needs

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.06		Title: Parent Academy			Priority Ranking 6 of 6
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:					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$560,000				\$560,000
LUMP SUM:					
GRAND TOTAL	\$560,000				\$560,000

Description:

An insufficient number of Idaho high school graduates are going on to some form of postsecondary education, whether that be a career technical certificate program or our two or four year colleges and universities. One of the identified barriers to students going on to some form of postsecondary education experience after high school is availability of relevant college and career advising. While the state has invested much in the areas of college and career advising for our students in grades 8 through 12, through our public schools, as part of the implementation of the K-12 Task Force for Improving Education Recommendations, additional strategies have been identified to help in this area. One of the primary advisors of students are parents and the family unit. In identifying strategies to work more closely with our communities and provide equitable access to information and resources for our first generation and other underserved population "Parent Academies" have been identified as an effective strategy that has shown promise in other states. A "Parent Academy" would be a program run through our postsecondary

institutions that provide typically between a four to twelve week program for parents. The academies provide information to parents in a culturally relevant way for the local community. These programs include providing information on:

- Creating a “college-ready” academic plan to ensure appropriate course selection for their students;
- Learning how to finance college, gaining scholarship and financial aid literacy, and understanding the return on college investment;
- Identifying support networks and key resources for a successful transition to college;
- Developing a better understanding about what their student will experience in college;
- Learning what it takes for students to be successful; and
- Meeting and talking with other parents, staff members, and instructors.

Based on input from Idaho groups that have been brought together to provide recommendations on the implementation of the Higher Education Task Force Recommendations, and success seen by institutions in other states implementing some form of parent academy and early work being done by our Idaho institutions in this area, the Board is seeking funds to scale-up Parent Academies at each of our public postsecondary institutions. Each institution would be able to tailor their Parent Academy based on their local and regional needs within a set framework that includes close collaboration with the local school districts and charters schools and be targeted toward families with first generation 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? Funding is being requested to scale up Parent Academies at all eight public Idaho postsecondary institutions. No Board staff would be used for this activity other than that necessary for the distribution of funds.
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 new positions will be required in the Board office. The institutions may use the funding to hire staff to manage the parent academies.
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
No human resources in the Board office will be redirected. The institutions may redirect staff to manage the parent academies.
 - c. List any additional operating funds and capital items needed.
No additional operating funds or capital items outside of the funding listed above will be necessary in the Board office.

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 ongoing funding to provide for the establishment of Parent Academies at each of the eight public institutions. While the institutions provide some information and advising resources to parents it is generally specific to individual programs or limited in scope. Boise State University and the College of Southern Idaho have implemented or are in the process of implementing similar limited programs. Their experience and costs have been used to establish the funding request. It is estimated that \$70,000 for each institution ongoing would allow the institution to run a single program cohort (class) of parents through the program at a time. Based on the duration of each program, multiple academies would be able to be run each year.
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 will allow the institutions to expand the number of students being served by providing relevant and timely information to student's parents, allowing the parents to be the first resource to the students.

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

Agency No.: 512

FY 2020 Request

Function No.: 01

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 Original Submission X or
 Revision No. ____

Activity No.:

A: Decision Unit No: 12.01		Title: School of Public Service Initiative			Priority Ranking 1 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	15.66				15.66
PERSONNEL COSTS:					
1. Salaries	1,208,100				1,208,100
2. Benefits	416,100				416,100
3. Group Position Funding	304,300				304,300
TOTAL PERSONNEL COSTS:	1,928,500				1,928,500
OPERATING EXPENDITURES by summary object:					
1. Travel	22,500				22,500
2. Operating	167,900				167,900
TOTAL OPERATING EXPENDITURES:	190,400				190,400
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	2,118,900				2,118,900

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 in Idaho. The School was designed to ensure that Idaho students, businesses, and taxpayers get the most value out of their investments in higher education by refocusing faculty attention on applied scholarship and teaching that transcends narrow disciplinary boundaries.

Future leaders in public service, whether they are employed within the private, non-profit, or public sectors, require interdisciplinary knowledge and a combination of well-developed hard and soft skills. Graduates from the School of Public Service at Boise State are "systems leaders" well versed in leadership, management, quantitative

reasoning, systems thinking, analytics, communications, and ethics in addition to their particular substantive major. To that end, the School of Public Service has eliminated institutional silos by replacing outdated departmental structures with an integrated School, developed new interdisciplinary academic programs in Global Studies, Urban Studies and Community Development, and Environmental Studies that draw from faculty across the University, explicitly integrated skills development into the curriculum through a new School-wide “core curriculum”, and promoted high impact educational practices, including experiential learning programs, that enhance student success on campus and preparation for careers.

Additionally, the School of Public Service facilitates applied research and serves Idaho communities searching for innovative solutions to the seemingly intractable challenges they face. The School 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 involving faculty and students, from the undergraduate level through the new Ph.D. program, to work in concert with state and local agencies, non-profit organizations and the private sector around issues of workforce, transportation, and economic development through the newly launched Idaho Policy Institute. The Policy Institute is itself a public-private partnership.

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?

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 undergraduate and graduate students to engage in applied research projects.

Second, line item funding will directly enable positive community outcomes throughout the State of Idaho. Funding for Boise State's Idaho Policy Institute directly supports nonpartisan and rigorous applied research and evaluation studies for use by state and local decision makers, professional training and technical assistance to state and local entities, and seminars, colloquia, and public events convened to promote constructive dialogue and thoughtful deliberation on public issues in Idaho. The Institute conducts public policy and demographic research, publishes economic forecasts and economic impact studies, undertakes rigorous and unbiased public opinion survey research, and offers dispute resolution resources and leadership development and technical assistance to localities throughout Idaho. Each new faculty position created through this appropriation will simultaneously serve interdisciplinary academic programs, and build the School's capacity for applied research.

Additionally, funding will help grow on-line undergraduate and graduate certificate programs in Geographic Information Systems (GIS) that prepare students for emerging careers while supporting research collaborations with state and local entities involving mapping and spatial analysis projects. Finally, funding will grow the capacity of the Center for Idaho History and Politics. The Center has been redesigned to implement internship and experiential programs across the school, and support high quality University-community engagements including the Politics for Lunch series.

It is important to note that program prioritization has informed this budget request in several ways. Specifically:

- The School of Public Service was created during the program prioritization process. Our aim was to create a sharp focus on public service, and thereby better align resources with the institution's public service mission.
- One of the programs that would have ended up in the SPS was in the fifth quintile during program prioritization, and was discontinued the year after program prioritization.
- One of the programs that recently moved to the SPS, the BA in Environmental Studies, scored in the fourth quintile. It was clear at the time that the reason for the low score was that the program was under-resourced and mis-aligned. Our line item request will enable us to invest in what can be a strong program.
- Overall, the remaining programs that would end up in the SPS scored quite well during program prioritization: the undergraduate programs in criminal justice and political science were in the top quintile, and the graduate programs in criminal justice and public policy and administration were in the second and third quintiles, respectively.
- Because the SPS has dissolved its academic departments, the faculty members in the school are much more able to teach in a range of programs instead of only those programs in their home department, thereby creating instructional efficiencies and exposing students to a broader and more relevant array of faculty members.

The university has funded the creation of the School of Public service by the reallocation of existing funds as well as dedicated and local funds. Specifically, there are several investments the university has made recently to support the request.

- One half-time lecturer position funded initially under Boise State's spousal accommodation policy, and will be funded subsequently using reallocated funds.
- One new tenure-track faculty line was created using reallocated funds.
- The resources necessary for one faculty line from the reallocation of funding from the discontinued Master of Community and Regional Planning program.
- One faculty line from the reallocation of a faculty line from the Department of History to the School of Public Service.

2. What resources are necessary to implement this request?

- Eight faculty positions including positions in Applied Economics, Demography, Global Trade, Public Finance, Health Policy, Energy Policy, and

Fiscal Policy that serve new interdisciplinary programs and support applied research initiatives;

- Four administrative leadership positions serving the Idaho Policy Institute, the Center for Idaho History and Politics, the Public Service Leadership Initiative, and the School of Public Service Survey Research Initiative;
 - Twelve graduate research assistantships in professional masters and Ph.D. programs that support applied research projects across the School (operating request is for graduate research assistant tuition waivers)
 - Two research faculty positions at the Idaho Policy Institute in economic development and economic forecasting;
 - Two positions – one clinical faculty and one administrative – to support the new Geographic Information Systems program and related applied research projects;
 - One clinical faculty position supporting student internships and experiential learning programs across the School of Public Service, and
 - Ten faculty research fellowships for faculty across Idaho institutions of higher education to participate in applied research projects administered through the Idaho Policy Institute.
 - Travel and operating expenses are requested for the above-referenced position.
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.

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 students at Boise State University by increasing the teaching capacity of new undergraduate interdisciplinary programs, professional masters programs, and the Ph.D. in Public Policy and Administration. Moreover, it serves students by growing skills and experiential programs that effectively prepare students for the workforce. The three existing undergraduate programs of SPS produced an average, over the last 3 years, of 209 baccalaureate graduates per year. As a result of this investment, the number of undergraduate baccalaureate graduates is projected to increase at least 30% and the number of total degrees and certificates is projected to increase over 50%.

In addition, this request serves communities throughout Idaho and all Idahoans that benefit from rigorous, non-partisan applied research. The Idaho Policy Institute was created through the reallocation of existing resources. In its first year, the IPI took on a couple of dozen projects and brought in over \$300,000 in grants and contracts. This investment would dramatically increase the capacity of the IPI to serve the state of Idaho and local communities. We would expect to at least double the number of projects, and similarly would expect that we would increase the contracts and grants

by that amount. However, it is important to note that many projects are pro bono and/or deeply subsidized in order to serve the needs of Idaho communities that may have limited resources.

Without additional funding, the Idaho Policy Institute will be constrained in its ability to serve entities throughout the state and while students will continue to have opportunities to study in traditional academic disciplines, they will likely be less well prepared for emerging careers in the private, public, and non-profit sectors.

AGENCY: Boise State University
 FUNCTION: Instruction, Public
 Service

Agency No.: 512

FY 2020 Request

Function No.: 01

Page 1 of 4 Pages
 Original Submission ___ or
 Revision No. _2_

ACTIVITY: Career Readiness

Activity No.:

A: Decision Unit No: 12.02	Title: Career Readiness			Priority Ranking 2 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	18				18
PERSONNEL COSTS:					
1. Salaries	\$792,600				\$792,600
2. Benefits	417,500				417,500
3. Group Position Funding	312,600				312,800
TOTAL PERSONNEL COSTS:	\$1,522,700				\$1,522,700
OPERATING EXPENDITURES by summary object:					
1. Travel	\$14,000				\$14,000
2. Operating	681,200				681,200
TOTAL OPERATING EXPENDITURES:	\$695,200				\$695,200
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$2,217,900				\$2,217,900

Description:

Over the past decade, Boise State University has made significant strides in retention and graduation rates. But it is imperative we continue our focus to ensure our graduates are prepared and ready for the careers that await them in the evolving workplaces of Idaho. We strive to help students identify their passion and purpose, to look ahead to career connections and potential pathways, and to build a college experience that will launch them into their first job and far beyond. We are committed to the tenets of Complete College America and are joining an Association of Public and Land-grant Universities Transformative Cluster Initiative that aims to increase graduate rates even beyond the nationally recognized improvements Boise State has posted so far, thanks in large part to the sustained funding of the Complete College Idaho initiative.

This proposal is central to our next phase and will expand and develop a more coordinated and intentional model of career counseling and advising services to support

students, alumni, and community partners. The goal is to strengthen the first- and second-year student experience, because research shows early and ongoing career exploration and planning is essential to students making the most out of their college experience being best prepared to contribute to society in a meaningful way. Many students require guidance and support to connect their skills, values, and interests to a career path and intentionally engage in their college experience to most effectively meet their career goals. Embedding these coordinated services to students in their college is a best practice that will help us engage early and often both in and out of the classroom.

The efforts will be coordinated and distributed throughout the university to ensure that students have ready access and exposure to career services and counseling, and that these efforts remain a central tenet to the university's "Beyond the Major" approach to ensure that students get the experiences, opportunities, skills and support they need to make the most of their time here and best prepare them for success long after their diploma.

The proposal would spur changes and innovations within the four-year integrated University Foundations general education curriculum; campus career services; first-year orientation; central, college-level and departmental advising; peer mentor programs, and existing online and in-person courses designed to boost student academic success.

This request will reinforce and coordinate campus-wide efforts designed to connect students to career prospects and goals early in their college experience, empower them to seize opportunities inside and outside the classroom while they are here, and learn how to articulate their skills, knowledge and experience that best positions them for the jobs and careers they will seek when they graduate.

The long-term goal is to build on innovations and best practices to establish a cutting-edge and effective student success system that connects each incoming student with a career advisor, academic advisor and peer mentor — as well as create the potential to connect sophisticated career advising and targeted stacked skills and competency credentials to non-traditional and online students, mid-career Idahoans seeking to switch career paths or move up, and more.

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?**

Expanding Career Services across campus using an embedded and coordinated model

This proposal seeks to strengthen the first and second year experience and embed career services in the academic colleges. The proposed model amplifies and unites existing career enhancement and employability efforts across campus by intentionally connecting classroom learning, academic advising and support, and career counseling/job search advising through a Student Success Team model in each college. This team will collaborate to integrate academic and career components of a student's education (both in and out of the classroom) to better

prepare them for the transition from college to career. The Student Support Team will work with department/college administration to set strategic direction, outcomes, and accountabilities. Funding will add career specialists to each college to provide direct student contact in the form of one-on-one career counseling/advising, job search advising, workshops/classroom presentations, and career courses. College Career Specialists will also work directly with faculty and administration in each college to embed career education in the classroom.

Funding will also support central career services positions to:

- Counsel and support undecided or at-risk students and special populations
- Develop career content (including specialized career courses) for College Career Specialists.
- Enhance and grow the internship program including offering stronger and more intentional student, faculty, and employer support.
- Increase employer relations efforts including local, regional, and national employer connections and partnerships.
- Offer additional targeted events providing opportunities to connect students and employers.
- Increase student awareness through university-wide and college-specific marketing and social media content

Funding this request will provide the necessary resources for Boise State University to provide a more intentional and connected curricular and co-curricular educational experience that prepares students for work and *life beyond the blue*. This, in turn, will provide employers and community partners with a more career ready workforce.

Boise State currently has budgeted \$530,864 of appropriated funds in the Career Center.

2. What resources are necessary to implement this request?

Academic Colleges – Career Specialists – (8)
 Alumni Relations – Career Specialist - (1)
 University Foundations – First Year Experience Coordinator (1)
 Career Services - Instructional Designer/eLearning (1)
 Career Services - Career Development Training Specialist (1)
 Career Services – Career Course Manager (1)
 Career Services – Employer Relations Events Coordinator (1)
 Career Services – Career Technology Coordinator (1)
 Career Services – Internship Program Student/Faculty Relations (1)
 Career Services – Marketing Specialist (1)
 Institutional Research – Career Data Specialist (1)

Travel and operating expenses are needed for the above-referenced positions.

First Year Immersion/Extended Orientation: \$300,000 for a two-day immersion program that, in conjunction with summer orientation, provides students with an in-depth overview of available services, resources and programs that combine with the academic experience to augment their preparedness for post-college employment.

Second Year Cohort Based Targeted Career Exploration: \$100,000 for a coordinated second-year career exploration effort dedicated to increasing the likelihood of progression, persistence, graduation and employability for students identified as “at risk” to stop out of college.

Scholarships to support professional experiences for students who demonstrate financial need: \$158,200

Peer mentoring programs to support first and second year students: \$362,582 including student employment and \$50,000 Peer mentoring curriculum, training and course delivery.

Career Services Technology: The \$50,000 technology budget will be used to pay for annual subscriptions for career education focused web-based technology intended to expand our reach and engage students when and where they want. This technology includes, but is not limited to, career research tools, a mentoring platform, career assessment and guidance systems, and online interview/resume coaching platforms. This budget will also be used to purchase eLearning software used to create interactive, multimedia online modules embedded within courses and virtual workshops accessible 24 hours a day by distance and on-campus students via the Virtual Career Center.

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 focused on ongoing funding to support new positions in these areas, one-time start-up costs, and one-time consulting fees to bring in best practices and expertise as we launch this new distributed and coordinated model of career education. The second component of this proposal implements a first and second year immersion experience designed to encourage students to evaluate purpose, connect to majors and academic programs and identify career pathways. There is no direct revenue associated with this request.

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 directly serves students and graduates of Boise State University. Employers, community partners and the State of Idaho’s economy are also positively impacted. The infrastructure described in this proposal will improve student participation in early and intentional career planning and access and participation in high-impact educational practices ultimately positively impacting retention and graduation rates, first destination results, and alumni satisfaction and affinity for Boise State University.

AGENCY: Office of the State Board of Education
FUNCTION: Idaho State University,
 General Education
ACTIVITY: Expansion of Health
 Sciences to Meet State Workforce
 Needs

Agency No.: 510

FY 2020 Request

Function No.: 03

Page 1 of 15 Pages

Activity No.:

Original Submission X or
 Revision No. ____

Expansion of Health Sciences to Meet State Workforce Needs					
A: Decision Unit No: 12.01		Title:		Priority Ranking 1 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	32.50				32.50
PERSONNEL COSTS:					
1. Salaries	2,149,500				2,149,500
2. Benefits	847,900				847,900
3. Group Position Funding	66,200				66,200
TOTAL PERSONNEL COSTS:	3,063,600				3,063,600
OPERATING EXPENDITURES by summary object:					
1. Travel (ongoing)	80,000				80,000
2. Communications (ongoing)	49,500				49,500
3. Materials/Supplies (ongoing)	226,700				226,700
TOTAL OPERATING EXPENDITURES	356,200				356,200
CAPITAL OUTLAY by summary object:					
1. Office Furniture (one-time)	60,000				60,000
2. PC& Workstations	60,000				60,000
3. Clinic Equipment (one-time)	150,000				150,000
TOTAL CAPITAL OUTLAY:	270,000				270,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	3,689,800				3,689,800

Idaho State University and the Kasiska Division of Health Science respectfully submit this appropriation request for FY20. ISU would like to thank the State Board of Education, the Governor and his office, and the Idaho Legislature for their ongoing support of our health science programs.

This appropriation request specifically enhances programs prioritized during our budgeting and 3-year planning processes based on workforce needs in the state.

Occupational therapy, speech language pathology, and nursing are high paying, in-demand jobs with high vacancy rates in the state of Idaho. In addition, this plan represents a specific focus on recruiting rural and minority students to the health professions to directly address the State Board of Education's 60% goal.

Description

Goals of this Initiative:

- *Increase degree production in high demand and, health science careers to meet workforce needs of the state*
- *Enhance recruitment efforts and assist with meeting the State Board of Education's 60% goal and improve functionality and visibility of research and clinical services*
- *Align research mission with the current health care climate*
- *Improve clinic training opportunities*

Occupational Therapy – Three faculty positions, three staff positions, group position funding, as well as ongoing operating and one-time capital startup costs are being requested to support the expansion of the Occupational Therapy Program to the ISU Meridian Health Science Center. Occupational therapists are one of the top in-demand jobs in the state, currently with 30% vacancy rates according to the Department of Labor.

Idaho State University recently completed a construction project in Meridian where offices, classrooms, laboratories, and clinic space has been built/renovated to be shared by the Department of Physical and Occupational Therapy. Efficiencies were gained by the physical therapy space being designed and created to be a shared space with occupational therapy. This newly created space will improve **Access and Opportunity** for students in Meridian and will meet the accreditation agencies' requirement for equivalent didactic spaces to allow synchronous learning between cohorts in Pocatello and Meridian. Growth of the occupational therapy program is not possible without additional faculty and resources due to accreditation requirements related to expansion. This program has been prioritized within our planning processes and budgeting.

Speech Language Pathology Programs Access and Cost Reduction for Idaho Students – Six and one-half faculty positions, two staff positions, as well as ongoing operating and one-time capital startup costs are being requested to support the reduction of professional fees for Idaho residents and for expanding ISU's speech language pathology programs to the Magic Valley. Speech language therapists are one of the top in-demand jobs in the state, currently with 30% vacancy rates according to the Department of Labor.

The significant costs of the online speech language pathology MS courses inhibits access for Idaho residents who desire to earn this degree but want to do so by taking online courses. Speech language pathology MS online course costs have significantly grown compared with the cost of taking the same face-to-face courses. For example, In addition to tuition, for FY19 all students will pay a \$68.00 per credit professional fee for face-to-face courses. For the same online courses, all students will pay a \$490.00 per credit professional fee. Because of a lack of appropriated monies, the on-line program has resulted in a situation that has students bearing the cost burden of the program. With the additional funding, ISU will be able to reduce the Idaho resident online speech language pathology MS degree professional fee from \$490.00 per credit to \$103.00 per credit. This will create better access and affordability to this program.

In addition to the speech language pathology MS degree, ISU also offers an on-line pre-professional program (post-baccalaureate) for students who graduated with a bachelor's degree or higher in another field or for those students whose bachelor's degree in communication sciences and disorders is 10 years or older. All students who enroll in this program pay a \$262.00 per credit professional fee in addition to tuition. With the additional funding, ISU will also be able to reduce the Idaho resident online pre-professional degree professional fee from \$262.00 to \$103.00 per credit.

By reducing the online fees for Idaho students, ISU will capture prospective Idaho college students who currently feel as though the speech language pathology degrees are simply too pricey to obtain.

Expanding the speech language pathology programs to the Magic Valley with the reduced Idaho resident professional fee explained above will improve **Access and Opportunity** for students in Twin Falls.

Access to Nursing Programs in SE Idaho – Four and one-half faculty positions, five staff positions, as well as ongoing operating and one-time capital startup costs are being requested to expand ISU's nursing programs in Eastern and Southern Idaho in two ways.

1). The College of Nursing at ISU is participating with industry partners from across Eastern Idaho to increase the number of baccalaureate registered nurses by offering an accelerated nursing program. A pending Department of Labor grant may assist with the initial development of this program, however the sustainability of this project is dependent upon ongoing appropriation. The accelerated nursing program is designed for individuals who have a baccalaureate degree in a field other than nursing. Students complete their baccalaureate degree in nursing over a 12-month period. This new undergraduate accelerated nursing program in Eastern Idaho will run concurrently with the existing, and very popular, accelerated nursing program in Meridian. Students will take classes online in the distance learning classroom environments on the Pocatello and Idaho Falls campuses.

2). The College of Nursing will initiate conversations with College of Southern Idaho (CSI) and St. Luke's Health System to develop a BS Completion hub on the CSI campus in Twin Falls. This program will coordinate BS completion education with CSI, and three other community colleges: the associate degree nursing program at ISU College of Technology, College of Western Idaho (CWI) and College of Eastern Idaho (CEI).

Mental Health Need and Retention – One staff position as well as ongoing operating and one-time capital startup costs are being requested to support the mental health needs of ISU students. Mental health concerns continue to afflict college students in ways that impair their health, learning, and success at universities across the US, including ISU. More students than ever struggle with severe concerns such as suicidal thoughts and behaviors. It is well established that students who receive support for their mental health concerns at university counseling centers live healthier lives and are retained at their institutions at higher rates than the general student body. In order to reduce wait-time for services and improve prevention efforts across campus, additional providers are needed. We request the addition of a staff psychologist/counselor to increase our university counseling center's capacity to help these students live healthier lives and succeed academically.

Health Sciences Student Recruitment and Retention – Two administrator positions, three staff positions, as well as ongoing operating and one-time capital startup costs are being requested to support student recruitment and retention at ISU in four major areas.

1). Improve ISU's ability to attract rural and under-represented minority (Hispanic and American Indian) Idaho high school students into professional health training programs offered at ISU and help to grow the State Board of Education's 60% goal. The health sciences at ISU have a renewed interest in the best recruitment and retention practices and programs for their students. Many of these rural and minority students experience a variety of personal, environmental, and institutional barriers that result in a perception that they have limited or no access to college and university education. A coordinator tasked with widely publicizing health education opportunities to high school students, retaining current students in the health sciences, and developing strategies to increase our overall student population is necessary for recruitment, retention and further growth. These efforts will have a positive impact on the health care system by producing even more diverse and competent practicing health care professionals within the state with the goal of many of these students returning to rural and underserved areas.

2). Enhance interprofessional education at ISU and the entire state. Interprofessional education is a required element to advance health professional education and is an effective mechanism to improve the overall quality of health care. Additionally, many health professions accreditation standards mandate interprofessional education. Interprofessional education is an important pedagogical approach for preparing health professions students to provide patient care in a collaborative team environment. The appealing premise of interprofessional education is that once health care professionals begin to work together in a collaborative manner, patient care will improve.

Interprofessional education teams enhance the quality of patient care, lower costs, decrease patients' length of stay, and reduce medical errors. Although there is an abundance of evidence supporting the interprofessional education of health professions students, there have been barriers to implementing it completely. This Director will be charged with coordinating interprofessional education at ISU, developing competencies in interprofessional education, identifying issues in implementing interprofessional education in the various programs offered at ISU, and identifying ways to offer interprofessional *continuing* education for health professionals throughout the state.

ISU has the unique distinction and ability to be able to offer interprofessional continuing education credits for nursing, pharmacy, and medicine (including physician assistants). This puts ISU in a position to greatly enhance the interprofessional continuing education offerings for health care providers throughout the state of Idaho. By advancing these opportunities within the state it not only will improve **Access and Opportunity** for students in Idaho, but also to practicing health care providers within the state.

3). Expand and improve ISU's clinics. Currently ISU operates 14 in-house clinics including medicine, dentistry, dental hygiene, audiology, speech pathology, counseling, reference laboratory, occupational therapy, physical therapy, vestibular (balance), and wellness. Along with providing quality health care at these sites to everyone regardless of their ability to pay, the investments into these clinics produce graduates that are caring and competent professionals who are well equipped to become leaders in their professions and communities. Identifying community clinical training sites for students has become more and more difficult. Because of the escalating shortage of clinical training sites to accommodate the growing number of students, it is necessary for ISU to focus on developing additional clinical sites and/or alternative solutions to address the training site shortages. These clinics have strong primary care capabilities that decrease health care costs overall. In order to expand its health care offerings a dedicated Clinical Services AVP to focus on opportunities for growth in the number of locations, increased depth and breadth of educational experiences offered to students, and discover opportunities to offer increased or new services that are underserved in Idaho is required. This individual will champion the growth of our health care offerings throughout the state.

4). Increase the overall marketing, promotion, and communication of the health care programs offered by ISU by looking for opportunities for increased collaboration or partnerships with health care providers in the state, building media presence and public relations throughout the state, overseeing the usage and strengthening of marketing efforts within the health sciences. This person will be responsible on the execution of marketing, advertising, and promotional campaigns for the health sciences and reviewing and evaluating marketing and promotional efforts.

Rural Health Research & Statewide Health Work Force – Two faculty positions, one staff position, as well as ongoing operating and one-time capital startup costs are being requested to improve health research infrastructure and rural health outcomes and quality. Most of the efforts to improve rural health care to-date have focused on

increasing quality of care by increasing access to primary, routine and emergency care. While this has proven to be very beneficial there are promising new approaches to delivering high-quality care in rural areas. Rural Americans experience significant health disparities. They have a higher incidence of disease and disability, increased mortality rates, lower life expectancies, and higher rates of substance abuse, pain and suffering. As health care moves toward safer practices in delivering quality of care, ISU must adopt a system of evaluating health care quality outcomes data that either reflect the need for improvements, or showcase best practices. The Kasiska Division of Health Science, and specifically the College of Pharmacy and Department of Community and Public Health, have made investments into faculty members who have expertise in evaluating rural health outcomes and quality. A biostatistician and two faculty members will promote a vision of building a culture of safety to prevent patient harm through a research agenda, communication, education, and development of students who are accustomed to working in patient-centered care teams.

Performance Measures

Occupational Therapy - The US Bureau of Labor forecasts a substantial increase in occupational therapy positions by 2020. ISU's occupational therapy program consistently has over 60 applicants per year; 30-40 of these applicants meet the criteria to be admitted and 16 are accepted each year. By expanding this program to Meridian, we will be able to increase the number of seats available by an additional 16. With the robust applicant pool, we expect this program to be fully enrolled the very first year it is offered in Meridian. Graduates are in very high demand as occupational therapy is #2 on Idaho's list of job vacancies.

Speech Language Pathology Programs Access and Cost Reduction for Idaho Students – The US Bureau of Labor Statistics estimates that speech language pathology jobs growing by 19% from 2012 to 2022. In addition to the growing need for speech language pathologists, surveys indicate that 50% of the faculty members at schools of speech language pathology will be eligible for retirement by 2021. Unless the number of new speech language pathologists increases substantially, the shortage will widen further. ISU's speech language pathology MS online degree consistently has over 300 applicants with only 20 accepted each year. ISU's speech language pathology MS on-campus degree consistently has 140 applicants with only 38 accepted each year. ISU's speech language pathology pre-professional admits all that apply, but due to the substantial cost, many Idaho residents consider it financially unattainable. By reducing the overall cost to Idaho residents and by offering a new cohort in the Magic Valley we expect the speech language pathology pre-professional program to attract 20 new Idaho resident students and we will be able to enroll an additional 8 graduate students in the speech language pathology MS programs in the very first year and 16 graduate students by the second year. Graduates are in very high demand as speech language pathology is #1 on Idaho's list of job vacancies.

Access to Nursing Programs in SE Idaho – The Institute of Medicine published sentinel research on the outcomes of a national study addressing the *Future of Nursing, Advancing Health (2010)*. The Institute's recommendation was to increase the number of baccalaureate prepared nurses to 80% of the nursing workforce by 2020. St. Luke's Health System has established a policy that all of the new nurses they hire will have a baccalaureate degree by 2023. This policy assures the best possible nursing care is provided in their facilities and meets one of their requirements for Magnet Status. 2017 Idaho Department of Labor Workforce data and Idaho census projection data show that there is an expected population based demand for increased numbers of registered nurses in Ada and Canyon Counties and in Idaho Falls. In addition, as new facilities open in Eastern Idaho, it is projected that 100+ additional registered nurses will be needed before the fall of 2019. To mitigate this workforce shortage problem, each university will need to increase the number of new graduates and employers of nurses will need to focus on retention strategies for their incumbent staff.

While enrollment numbers for the accelerated nursing program in Meridian over the past five years have remained at an average of 33 admits annually, the number of applicants has grown from around 40 in 2015 to 75+ for FY2018 academic year. In the last five years, the accelerated nursing program has had more than 255 applicants. These numbers, along with the growing nursing shortage, indicate the accelerated nursing program is highly desired and the graduates of this program are highly needed in the workforce. By expanding the accelerated nursing program to Eastern Idaho and the BS Completion with the College of Southern Idaho (CSI) and St. Luke's Health System, ISU expects to add 20 new nursing students each year to the programs (for a total of 60 students over a three-year period). This will increase the number of graduates by 20 new baccalaureate prepared RNs each year.

Mental Health Need and Retention – Simply providing counseling serves does not necessarily solve the mental health crisis. Mental health on college campuses is a complicated issue, but it will assist with reducing wait times and contributes to wellness, flourishing, resilience and prevention that is necessary to create an ideal campus mental health system. Because academics and mental health are deeply intertwined increasing the number of providers that students have access to will inevitably lead to increased graduation rates and ultimately students leading more healthy and productive lives.

Health Sciences Student Recruitment and Retention – Increase interprofessional education and continuing educational offerings available for all health care providers throughout the state of Idaho. Increase clinic productivity and grow clinical placement offerings for students. The marketing efforts will grow student and faculty applicant pools, enhance outreach to high schools and under-represented and minority student populations, help to improve the Go On Rate, improve visibility of ISU's health science educational offerings, and increase research accomplishments and services to our communities.

Rural Health Research & Statewide Health Work Force – Double the extramural funding in rural health, health outcomes and quality research within 5 years because of the enhancement of the expertise of ISU's health sciences programs and increased external partnerships with collaborative research.

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?

Occupational Therapy– Three faculty positions, three support staff positions, and adjunct faculty are being requested. Faculty-to-student ratios are used in all laboratory courses to ensure the competence and safety of future graduates. Due to the specialization of faculty, multiple areas of clinical expertise are necessary onsite. In addition to the clinical areas of expertise, two of the requested faculty positions will serve administrative roles including the Occupational Therapy Assistant Program Director and the Assistant Academic Fieldwork Coordinator. These administrative roles are required to provide management of the expanded program, provide increased support for finding and supervising part-time and full-time student clinical affiliations and practicums, and for managing occupational therapy service provision within one or more inter-professional clinics. The staff positions are required to provide clerical support and IT support for the expanded program. The adjunct faculty salaries are required to provide instruction in highly specialized areas of clinical expertise that are not represented by the full time faculty.

Speech Language Pathology Programs Access and Cost Reduction for Idaho Students – Six and ½ faculty positions and two staff positions. One-to-one faculty-to-student ratios are used in all clinical experiences to ensure the competence and safety of future graduates. 50% of one faculty position will be funded with existing institutional funds. Three faculty positions exist but are currently funded from professional fees paid by students. With this request, state appropriated funding will fund these positions. Multiple areas of clinical expertise are necessary onsite. The staff positions are required to provide clerical support and IT support for the expanded programs.

Access to Nursing Programs in SE Idaho – Four and ½ faculty positions and five staff positions. One faculty for every 10 students is needed due to accreditation requirements and to ensure the competence and safety of future graduates. The staff positions are required to provide clerical, IT support, as well as student advising for the expanded programs.

Mental Health Need and Retention – One Psychologist/Counselor position.

Health Sciences Student Recruitment and Retention – Two administrator positions and three staff positions are being requested to support student recruitment and retention at ISU. An Assistant Vice President of Clinical Services, a Director of Rural Outreach Training & Interprofessional Education, a

Marketing and & Promotion Coordinator, a Student Recruitment Coordinator, and an administrative assistant to support the Assistant Vice President of Clinical Services.

Rural Health Research & Statewide Health Work-Force – One Assistant Professor of Health Geography, one Assistant Professor of Implementation Science/Quality Improvement, and one Epidemiologist/Biostatistician.

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

Occupational Therapy - Total Personnel Costs: \$577,600

SLP Access & Cost Reduction for ID - Total Personnel Costs: \$848,400

Access to Nursing Programs in SE Idaho - Total Personnel Costs: \$658,900

Mental Health Need and Retention - Total Personnel Costs: \$90,200

Health Sciences Student Recruit. & Ret. - Total Personnel Costs: \$527,200

Rural Health Res. & Statewide Work Force - Total Personnel Costs: \$361,300

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

Occupational Therapy - This line item request is for new faculty positions and support personnel. The current occupational therapy faculty members in Pocatello will continue to assist in teaching the extended cohort using distance learning technology, online content, and onsite classes, clinics and laboratory sessions.

Speech Language Pathology Programs Access and Cost Reduction for Idaho Students – This line item request is for new faculty positions and support personnel. The current speech language pathology faculty members in Pocatello and Meridian will continue to assist in teaching the extended cohort using distance learning technology, online content, and onsite classes, clinics and laboratory sessions.

Access to Nursing Programs in SE Idaho - This line item request is for new faculty positions and support personnel. The nursing faculty members in Pocatello and Meridian will continue to assist in teaching the extended cohort using distance learning technology, online content, and onsite classes, clinics and laboratory sessions.

Mental Health Need and Retention – This line item request is for a new Psychologist/Counselor. The current ISU counselors will continue to assist in the

mental health needs of ISU students. This position will work extensively with ISU's counseling and testing services in Student Affairs.

Health Sciences Student Recruitment and Retention – This line item request is for new professional staff positions and support personnel. Current clinical faculty members located throughout the state will work extensively with the Clinical Services AVP to enhance the clinical experiences for students and the patients/clients. The Director of Rural Outreach Training & Interprofessional Education will work with the Interprofessional Affairs Council to identify common curricular themes and how to implement interprofessional education in each of the varied health care programs at ISU and to develop an extensive outreach training and professional continuing education system in Idaho. The director of Marketing and Promotion and the Student Recruitment Coordinator will work with existing programs and the marketing and communications office at ISU. Student recruitment and retention will be enhanced to help address the State Board of Education's 60% goal.

Rural Health Research & Statewide Health Work Force – This line item request is for new faculty positions and an epidemiologist/biostatistician. Current tenured and clinical faculty members located throughout the state will work with the Department of Labor, Office of Rural Health, professional organizations, and community health partners to identify health workforce needs and coordinate training opportunities.

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

Occupational Therapy – An ongoing request for additional operating funds and one-time 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, providing lab equipment/instrumentation tools to support instruction in the expanded program, as well as funding for travel, communications and materials and supplies and equipment that fall below the \$5K SCO capitalization threshold will also be needed.

Speech Language Pathology Programs Access and Cost Reduction for Idaho Students – A one-time request for capital outlay will be required for supplying the new offices with essential items, purchasing computers and office equipment. Ongoing funding for travel, communications, materials and supplies and equipment that will fall below the \$5K SCO capitalization threshold will also be needed.

Access to Nursing Programs in SE Idaho A one-time request for capital outlay will be required for supplying the new offices with essential items, purchasing computers and office equipment. Ongoing funding for travel, communications, materials and supplies and equipment that will fall below the \$5K SCO capitalization threshold will also be need.

Mental Health Need and Retention – A one-time request for capital outlay will be required for supplying the new office with essential items, purchasing a

computer and office equipment. Ongoing funding for communications, materials and supplies and equipment that will fall below the \$5K SCO capitalization threshold will also be needed.

Health Sciences Student Recruitment and Retention – A one-time request for capital outlay will be required for supplying the new offices with essential items, purchasing computers and office equipment. Ongoing funding for travel, communications, materials and supplies for the office and marketing efforts, and equipment that will fall below the \$5K SCO capitalization threshold will also be needed.

Rural Health Research & Statewide Health Work Force – A one-time request for capital outlay will be required for supplying the new offices with essential items, purchasing computers and office equipment. Ongoing funding for travel, communications, materials and supplies and equipment that will fall below the \$5K SCO capitalization threshold will also be needed.

Ongoing Requests for Operating Expense:

<i>Travel</i>	<i>\$80,000</i>
<i>Communications</i>	<i>\$49,500</i>
<i>Materials/Supplies/Equipment</i>	<i>\$226,700</i>

Total Request for Ongoing Operating Expense: \$356,200

One-Time Request for Capital Outlay:

<i>Office Furniture</i>	<i>\$60,000</i>
<i>PC and Workstations</i>	<i>\$60,000</i>
<i>Clinic Equipment</i>	<i>\$150,000</i>

Total Request for One-Time Capital Outlay: \$270,000

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.

Occupational Therapy- The salaries for the four positions will be ongoing as well as the group position funding. Operating expenses for travel, supplies, communications, etc. will also be ongoing. The one-time request for capital outlay will be needed to provide the necessary resources for the expansion.

Speech Language Pathology Programs Access and Cost Reduction for Idaho Students – The salaries for the eight and a half positions will be ongoing. Operating expenses for travel, supplies, communications, etc. will also be ongoing. The one-time request for capital outlay will be used for computers and workstation equipment.

Access to Nursing Programs in SE Idaho – The salaries for the nine and a half positions will be ongoing. Operating expenses for travel, supplies, communications, etc. will also be ongoing. The one-time request for capital outlay will be used for computers and workstation equipment.

Mental Health Need and Retention – The salary for the one position will be ongoing. Operating expenses for supplies, communications, etc. will also be ongoing. The one-time request for capital outlay will be used for computers and workstation equipment.

Health Sciences Student Recruitment and Retention – The salaries for the five positions will be ongoing. Operating expenses for travel, supplies, communications, etc. will also be ongoing. The one-time request for capital outlay will be used for computers and workstation equipment.

Rural Health Research & Statewide Health Work Force – The salaries for the three positions will be ongoing. Operating expenses for travel, supplies, communications, etc. will also be ongoing. The one-time request for capital outlay will be used for computers and workstation equipment.

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?

Occupational Therapy – Idaho students who seek an education to become a licensed occupational therapist benefit from this request since twice the number of seats in the occupational therapy program will become available within the state. The cost of an in-state 3-year graduate program is substantially less than out-of-state or private academic institutions. Increasing the number of seats in an Idaho occupational therapy program will provide more opportunities for Idaho residents to receive education they desire while reducing the student debt incurred through pursuing that education. Expansion of this program provides convenience to students who live in the western part of Idaho, and it allows them to capitalize on the clinical placement in the Treasure Valley without having to travel. This expansion will also serve the needs of patients in the state of Idaho as occupational therapists are in high demand to provide patient care.

Idaho employers seeking to hire physical therapists will benefit because the number of graduating therapists within Idaho will double within 3-4 years. There is a tremendous need for occupational therapists in the state.

Idaho residents in need of occupational therapy services will benefit because there will likely be an increased number of licensed, practicing therapists in the state within 3-4 years of expanding the program.

Speech Language Pathology Programs Access and Cost Reduction for Idaho Students – Idaho students who seek an education to become a licensed speech language pathologist benefit from this request since we will be opening another 16 graduate seats in the speech language pathology MS program. The cost for Idaho students to receive either the pre-professional or MS degrees will be substantially reduced. Increasing the number of seats in the speech language pathology programs will provide more opportunities for Idaho residents to receive the education they desire while reducing the student debt incurred through pursuing that education. Expansion of this program provides convenience to students who live in Twin Falls, and it allows them to capitalize on the clinical placement in the Magic Valley without having to travel. This expansion will also serve the needs of patients in the state of Idaho as speech language pathologists are in high demand to provide patient care.

Idaho employers seeking to hire speech language pathologists will benefit because a greater number of licensed providers will be available to hire. There is currently a shortage of speech language pathologists in the state. This will allow more students to enroll in these programs and help to fill this enormous need within the state.

Idaho residents will benefit because they will have access to a greater number of licensed speech language pathologists. There is a greater need for speech language pathologists in schools and Idaho residents will benefit from public schools having a greater number of providers in the state. As over 300,000 Baby Boomers age in in the state of Idaho, they will benefit because there will be an increase in providers as their need for care in skilled nursing facilities, hospitals, home care, and rehabilitation clinics increase.

Access to Nursing Programs in SE Idaho – Idaho students who seek an education to become a Registered Nurse benefit from this request since within three years 30 new seats will become available in the accelerated nursing program and 30 new seats will become available in the BS Completion Nursing program. Increasing the number of seats in Idaho will provide more opportunities for Idaho residents to receive education they desire. Expansion of this program provides convenience to students who live in the eastern and southern parts of Idaho, and it allows them to capitalize on the clinical placements in Twin Falls and in Idaho Falls without having to travel. This expansion will also serve the needs of patients in the state of Idaho, as there is a shortage of Registered Nurses.

Idaho employers seeking to hire Registered Nurses will benefit because a greater number of licensed providers will be available to hire. These nursing programs will have been expanded directly to eastern Idaho where the greatest current and projected need for these providers exists. Employers and recent nursing student graduates will likely have had some previous experience working

with each other during clinical experiences that students received while at ISU. Employers will have a better understanding of the recent graduates' values and attitudes and how they will fit within their organization. This will likely lead to less attrition.

An increase in Registered Nurses will benefit Idaho residents because nurses protect, promote, and optimize the health of those for whom they are responsible. They play a significant role in health promotion and disease prevention, alleviate pain and suffering, and advocate for individuals, families, and communities. Idaho residents will benefit by having additional providers who play a significant role in the overall health of people.

Mental Health Need and Retention – Studies show that 27% of all college students experience some type of mental health problem. Today's college students are facing a serious mental health crisis. One reason for the uptick in demand for counseling is the fact that mental health treatment has drastically improved. Students who previously would not even have been able to attend college can now go because of advanced medication and other forms of treatment. The good thing is that this means that more students have access to a college education, but it also means that ISU's counseling center is having a harder time keeping up with its students' needs. Idaho students will benefit from having an additional provider to help them live healthier lives and succeed academically. It will reduce the amount of wait times for counselors to see students who are seeking assistance.

Health Sciences Student Recruitment and Retention – Idaho students will benefit from additional educational experiences offered by additional clinical sites. This has the potential to increase the number of available seats within the highly sought after health science programs. Offering services to underserved populations enhances the students' experience and knowledge and will make them better health care providers. Research has shown that students who have more interprofessional educational experience and training become better health care providers. Finally, this initiative will allow us to directly address the State Board of Education's 60% goal by attracting rural and minority students to health science careers.

Increasing the number of rural and minority students and developing additional clinical sites in Idaho will allow ISU to allow additional students to enroll and graduate. Clinical placements have proven to be a challenge for ISU because of the limited clinical sites available for student experience and instruction. Idaho employers seeking to hire qualified clinicians will benefit from additional students graduating. These students will be well equipped to provide quality health care. Recruiting and retaining clinicians in underserved areas is difficult and remains challenging for Idaho. Meeting the current need is difficult enough, but the demand for services is expected to grow significantly in the coming years. Having more qualified/experienced clinicians graduating will assist in meeting this

demand. Idaho employers will also benefit from extensive and comprehensive interprofessional education and rural training experiences where they can receive higher levels of training and education over the course of their academic careers.

Idaho residents will benefit because they will have access to clinics and faculty expertise. With the ever-increasing underserved, underinsured/uninsured, and elderly populations, the demand for health care services will only increase. Expansion of ISU clinics in number of locations and/or the number and types of services offered will enhance Idaho resident access to health care services. The availability of accessible and efficient health care in rural Idaho is substantial and a growing concern. Research shows that those who obtain regular primary care receive more preventive services, are more likely to comply with their prescribed treatments, and have lower rates of illness and premature death. Increasing rural health care training and interprofessional education opportunities will translate into more qualified/experienced health care providers within the state. This will translate into a safe and cost-effective health care environment and will position Idaho to potentially meet its growing rural health care needs. Finally, ISU health sciences faculty are experts in their fields and can provide cutting edge care to these vulnerable populations who otherwise may not have access.

Rural Health Research & Statewide Health Work-Force – Expanding the rural, health outcomes and quality research agenda in the Kasiska Division of Health Sciences will provide the state with much needed data and research support, ultimately improving the care provided to Idahoans and identifying workforce trends to guide enrollment planning and student recruitment. The ultimate goal is to provide guidance to the academic programs based on real world needs.

Enhancing the rural, health outcomes, and quality research agenda of the University will enhance community partnerships, improve the quality of health care provided in the state, and ultimately advance patient care. Data collection and analysis is essential to understanding the challenges in rural communities throughout Idaho. Employers will benefit from these efforts because it will allow ISU to focus on addressing the workforce needs of Idaho's health care providers. Many rural communities in Idaho are faced with unique health and health care challenges such as access to affordable and quality care, health inequities, high rates of chronic disease, lack of mental health services and shortages of health care providers. These obstacles reinforce the need for more research and innovation to improve health outcomes in these communities.

AGENCY: Office of the State Board of Education

FUNCTION: Idaho State University,

General Education

ACTIVITY: Assessment and Learning

in Knowledge Spaces

Agency No.: 510

Function No.: 03

Activity No.:

FY 2020 Request

Page ____ of ____ Pages

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.02	Title: ALEKS Funding			Priority Ranking 2 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				0.00
PERSONNEL COSTS:					
1. Salaries	0				0
2. Benefits	0				0
3. Group Position Funding	37,500				37,500
TOTAL PERSONNEL COSTS:	37,500				37,500
OPERATING EXPENDITURES by summary object:					
1. Materials & Supplies – purchase of ALEKS Tests (\$25 x 1348)	33,700				33,700
TOTAL OPERATING EXPENDITURES:	33,700				33,700
CAPITAL OUTLAY by summary object:					
1. PC and workstation	8,800				8,800
TOTAL CAPITAL OUTLAY:	8,800				8,800
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	80,000				80,000

Supports institution/agency and Board strategic plans:

STATE BOARD OF EDUCATION STRATEGIC PLAN

Goal 2 – Educational Attainment: Idaho's public colleges and universities will award enough degrees and certificates to meet the education and forecasted workforce needs of Idaho residents necessary to survive and thrive in a changing economy.

Objective A – Higher level of educational achievement – Increase completion of certificates and degrees through Idaho's educational system.

Objective B – Timely degree completion: Close the achievement gap, boost graduation rates and increase on-time degree completion to implementation of Game Changers (Structured schedules, math pathways, co-requisite support).

Objective C – Increase access to Idaho's robust educational system for all Idahoans, regardless of socioeconomic status, age, or geographic location.

ISU STRATEGIC PLAN

Goal 1 – Grow Enrollment

Operational Strategy: Provide financial opportunities utilizing scholarships, CPI's and other means of financial aid to assist first-time and lower-income students

Goal 2 -- Strengthen Retention

Operational Strategy: Increase and market student support services that measurably increase retention

All new, incoming students must take the ALEKS placement test. The ALEKS test is used to place students into the most appropriate math course for their current skill level, based on their test results. Math is now a required course for freshman, and the ALEKS system also provides tutorial support for those students struggling with math. The ALEKS placement test works to accurately place students in the correct math level for their readiness, increases the odds of retention, saves students money (because they should be able to have a higher pass rate due to the support), and helps them graduate faster by increasing their pass rate.

Performance Measures:

SBOE Performance Measures

G2, Objective A, Higher Level of Educational Attainment, Item III: Percentage of new full-time, degree-seeking students who return (or who graduate) for second year in an Idaho postsecondary public institution.

G2, Objective A, Higher Level of Educational Attainment, Item IV: Percent of full-time, first-time freshman graduating with 150% of time or less (2yr and 4yr).

G2, Objective B, II: Percent of undergraduate, degree seeking students taking a remediation course completing a subsequent credit bearing course (in the area identified as needing remediation) within a year with a "C" or higher.

G2, Objective B, III: Percent of new degree-seeking freshmen completing a gateway math course within two years.

ISU Performance Measures

- 1.1 Increase full-time, degree-seeking undergraduate enrollment for FYs 18-22 by 18% (291)
- 2.0 Fall-to-fall, full-time, first bachelor degree seeking student retention rate FYs 18-22

Providing the ALEKS test at no cost to students directly addresses objective B of goal 2 from the SBOE, specifically, the implementation of a math pathway. The ALEKS system, because of its accuracy in placement, as well as the tutorial support it provides, helps to assist with retention of students, because students are provided with support and tools to assist them in successfully passing coursework. Math courses are often a significant barrier to degree completion for students.

Additionally, the cost of the test is \$25, plus a \$15 per hour proctoring fee. The test, on average, takes two hours to complete. A \$55 fee for placement into a math course is sometimes an insurmountable obstacle for students. Providing access to the test increases access for students who might not otherwise be able to afford the test costs.

Description:

The ALEKS (Assessment and Learning in Knowledge Spaces) is a web-based AI assessment and learning system. ALEKS is based on Knowledge Space Theory, and ALEKS assesses each student as an individual, and does so continuously as the student performs the test by using AI to map the student's knowledge, based on responses to test questions. This assists ISU with placing students in the appropriate math course for their knowledge level. ALEKS placement helps students to be successful in their math coursework. This, in turn, removes one of the biggest obstacles to student success and progression toward their academic goals, aiding retention, helping them graduate sooner and saving them money.

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 total of \$80,000 is requested to support the provision of ALEKS testing (a math placement test necessary for placement into math courses at ISU). This amount will pay for the cost of the test itself (\$25) as well as for the cost of proctoring the exam (\$15 per hour).

The agency staffing level for this activity is currently staffed by one (1) full-time testing coordinator, as well as multiple student employees who act as proctors for the ALEKS test exams, as well as other tests provided and proctored by the Testing Center.

The testing center at ISU is self-funded. Revenue is earned when students take tests provided by one of our testing partners, and pay the associated fees with the test. Students pay proctoring fees in some (rare) instances.

Testing revenue heavily subsidizes the mental health counseling functions at ISU, but revenue has been declining for the last two years since the COMPASS math and English placement tool was eliminated.

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.

Student employees are hired to act as proctors for the ALEKS exams. Students are limited to work no more than 25 hours per week. Most students are not able to work this many hours. Students are not eligible for benefits unless they work in excess of 25 hours per week for more than 12 weeks in a rolling 12 month period.

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

Currently, a full-time, twelve (12) month, testing coordinator position is utilized to administrate ALEKS testing in conjunction with the many other tests that are coordinated by the Testing Center. This is a full time position, and we have been charging a portion of the employee's time each month to the ALEKS project.

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

Because ALEKS is a computer based test, replacing computers every four years is a prudent measure. Further, computer and data security cannot be guaranteed when computers are more than four years old, according to the IT department at ISU.

The testing center has approximately 30 computers that must be replaced on a rotating schedule. We aim to replace 8 computers per year at approximately \$1,100 apiece.

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.).

All of the requests are on-going expenses. Students will take the test each year in advance of registration in order to be appropriately placed. The group part time request will cover student proctors needed to monitor the testing. The materials and supplies will cover the costs of the ALEKS testing, and the capital expenditures will

replace $\frac{1}{4}$ of the computers each year, so that every four years, all computers have been replaced, and none are older than four 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?

Potential and current ISU students are served by this request. The ALEKS test is used to place students into an appropriate math course, based on their test results. The ALEKS placement test increases the odds of retention, saves students money, and helps them graduate faster by placing them into the most appropriate math class as they start their college career. The ALEKS system allows students to take the exam up to 5 times. Between each administration of the exam, students complete study modules that help them refresh previously learned skills. When they retake the exam, they are more likely to match to a class more in line with their abilities and needs at that time. This reduces the likelihood that students will fail their exams and need to retake classes.

If this is not funded, students will be required to pay for the test, as well as the proctoring fees. During FY 18, this would have cost students an average of \$124. The ALEKS test is \$25, and students can take the test up to 5 times with this fee. Proctoring fees are \$15 per hour, and the test takes, on average, 2 hours. Students would pay a minimum of \$55 for the test, and up to \$175 if they take the test the full five times, as proctor fees are required each time the student tests. Such fees are handled in a variety of ways across the 5 public institutions of higher education using ALEKS. Providing funding to allow students and prospective students to take the exam free of charge will further reduce barriers to access college and make it more likely students will be retained and succeed.

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

Providing support for items that increase enrollment and retention is a high priority of the State Board of Education, and is part of the Higher Education Task Force Initiatives.

AGENCY: College and Universities

Agency No.: 510

FY 2020 Request

FUNCTION: University of Idaho

Function No.: 04

Page __1__ of 13 Pages

ACTIVITY:

Activity No.:

Original Submission __X__ or

Revision No. ____

A: Decision Unit No: 12.01		Title: Student Success & Support			Priority Ranking 1 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	10.00				10.00
PERSONNEL COSTS:					
1. Salaries	570,300				570,300
2. Benefits	230,100				230,100
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	800,400				800,400
OPERATING EXPENDITURES by summary object:					
1. Travel for professional staff	41,500				41,500
2. General operating	146,000				146,000
TOTAL OPERATING EXPENDITURES:	187,500				187,500
CAPITAL OUTLAY by summary object:					
1. PC and workstation (OT)	\$35,000				\$35,000
TOTAL CAPITAL OUTLAY:	\$35,000				\$35,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$1,022,900				\$1,022,900

Description:

This proposal enables the University of Idaho and Division of Student Affairs to uphold both the State Board of Education objectives and the University of Idaho strategic plan by providing essential support to University of Idaho students, resulting in improved student retention and success. This will be achieved by:

- adding personnel in the areas of crisis management and care (four Student Support Case Managers)
- providing critical care and support for students diagnosed on the autism spectrum and various other significant disabilities, which are served by the Raven Scholars Program and the Center for Disability Access & Resources office

- providing much needed support for students through educational outreach efforts (through the hiring of graduate students to engage students as well as increasing educational output resources)
- investing in critical staffing infrastructure improvements in our Counseling & Testing 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?

We are requesting personnel and operating expenses for the following:

Student Support Case Managers. Student Affairs is requesting funds for four (4) case managers who would provide intervention and short-term counseling/referral support for students in the following areas:

1. Counseling & Testing—Student Mental Health
2. Dean of Students—Crisis Intervention and Faculty Student Support
3. Dean of Students—Veteran and Special Population Support
4. Dean of Students—Boise area and Student Affairs Generalist support

The case managers would assist with the following areas for student support: suicide prevention programming, medical withdrawals, coordinate mental health assessments programs, managing the CARE team (Note: The CARE team is the University's Behavior Intervention Team for individuals reported for concerning behavior from the campus community), assist students who are veterans with navigation of the Veteran Affairs federal support programs and agencies, alcohol and other drug agency support and assistance, coordination of response in conjunction with local and regional hospitals and mental health facilities, and assistance for faculty in addressing behaviors of concerns in and out of the classroom setting, and provide support to students in the Boise/Southern Idaho area as needed. The case managers would coordinate with community mental health providers and provide follow-up care for discharged students, impacting student retention and success.

The University of Idaho faces a number of significant challenges in providing appropriate mental health services to students with severe and persistent mental health issues. The main campus of the University of Idaho is located in Moscow, Idaho. Given the size of the community (approx. 25,000 individuals), the availability of community resources is limited. The nearest facility for in-patient treatment is 40 miles away (Lewiston). At times, students have had to wait for several days in the local hospital until a longer-term option is available. As a result, early intervention and crisis mitigation will result in better long-term care for students in crisis as well as those individuals with whom they interact on campus.

These students of concern have frequently been in long-term treatment prior to their arrival on campus and often require continued treatment in order to manage their mental health issues. The CTC has provided longer-term treatment to students whenever possible, but this has become increasingly difficult to do for all students who request it given the significant increase in demand for mental health services on campus in the past several years. Case Managers will assist students in identifying mental health resources that are available in the community and coordinate services with these community providers. In addition, the Case Managers will play a critical role in engaging students early when reports of concern arrive in order to best connect them with campus and community support resources. The case managers will have a number of responsibilities, including crisis intervention and triage to high acuity clients who are requesting urgent mental health services at the CTC and assistance with continuity of care for students evaluated and/or admitted to emergency facilities and/or regional psychiatric hospitals. In addition, the Case Managers will ensure continuity of care and assistance with off-campus treatment referral processes and provide guidance to students on issues such as health insurance, co-payments, reduced fee service providers and transportation. Finally, the Case Managers will develop collaborative relationships between community providers and campus support resources (such as the CTC, Dean of Students Office, etc.) which will allow clinicians to make more effective referrals for students who require specialized treatments.

The University has seen significant increases in students facing crisis. Students requesting medical withdrawals (primarily mental health related) rose 12% from 14-15AY to 15-16AY. At the same time, reports of concern (CARE reports) saw comparable increases. The CTC has experienced year-to-year increases in the number of students using mental health services: 11% for 14-15AY and 10% for 15-16AY. The CTC has experienced substantial increases in requests for emergency mental health services: 21% for 14-15AY and 7% increase for 15-16AY as well as a 43% increase in December 2016 as compared to a year ago.

In addition, the University has approximately 250 students who are using the G.I. Bill to attend the institution. Out of those individuals, approximately 95 are vets with disability ratings ranging from 20 to 100% disability. For a student to learn how to navigate the VA system is overly complex and difficult at best, and thus a Case Manager will provide much needed assistance to those individuals moving forward and increase retention rates for those individuals. This particular case manager will also work with special populations on campus (such as students in Greek Life and Athletics), establishing relationships of and assisting them navigating the campus challenges and personal crisis they may encounter.

During the 2016 calendar year, the University of Idaho lost four (4) students to suicide, three (3) within a 2-month span. After those student deaths, a Student Suicide Taskforce was convened to help identify next steps the University could take to address this alarming occurrence, one of the outcomes being increasing personnel to help directly engage students in crisis. Since 1999, the University has lost at least 13 students to suicide, and many more have left the institution due to the inability to connect with

adequate supports. Providing timely and coordinated responses to students in crisis prior to escalation is critical for retention and long-term success. This geographic region has minimal community supports and case managers have specialized training in intervention that allows them to assume a central role for coordinating emergency mental health services and improve the UI's ability to meet the demands related to these high-risk populations.

These four (4) positions will impact student retention. Measures of success will be known by the number of student interventions and retention rates of assisted students by semester. Lack of funding will impact student retention and increase support wait times for other students.

These positions directly support this goal by increasing the connection with campus and community/state/federal partners to better identify students of concern prior to escalation of behavior and to coordinate campus resources following critical incidents. The positions fill the lack of sufficient support staff needed to respond to incidents of crisis in a timely way, impacting student retention efforts and provide support to current staff support efforts. Student Affairs looks to improve remediation programs that focus on early intervention and consistent support across campus. These positions play key roles in early intervention efforts, helping to identify and address concerning behavior prior to significant escalation. Students who engage in crisis level behavior have profound impacts on those around them, including friends, fellow students, faculty and staff. Many students are negatively impacted by suicide threats, attempts, completed suicides, overdoses and transports, disruptive and/or disturbing behavior. The tertiary impact of these types of critical incidents can be difficult to measure, but effective responses will determine whether some students are able to resolve the emotional trauma and remain in school. These positions are critical for supporting State Board of Education and University objectives and will positively impact the campus community and increase retention of impacted students.

The request for case managers follows national trends of establishing positions that engage students in early-on reports of concern to connect with resources for better retention and graduation. Boise State University established a similar position several years ago, hiring a social worker to manage CARE reports, engage directly with students of concern, and refer to campus and community supports. This position is now an Associate Dean of Students at Boise State. An additional position was added to engage another high-risk population (i.e. students from foster homes) to help with retention efforts. Both individuals have social work backgrounds and have positive impacts on the student experience and retention efforts.

Raven Scholars Program. Student Affairs is requesting permanent funding for a Program Coordinator for the Raven Scholars Program, located within the Center for Disability Access and Resources (CDAR). The position is currently funded from gift fund resources; continued funding of the position is contingent on sufficient donor resources.

The Raven Scholars Program is a proven, award-winning pilot project that has served University of Idaho (UI) students with Autism Spectrum Disorder (ASD) since 2011. The Program develops an individualized, supported transition for ASD students by providing wraparound services to sustain their college success and improve their retention. Raven Scholars are supplied with preparation that individuals with ASD typically need in order to adapt to college; they also learn tools to overcome social deficits that may impair them in their interpersonal relationships and in their ability to self-advocate. The Program won the May Dunn Ward Innovative Program Award in 2012 for creativity in addressing student learning. Connected with campus services and ASD-specific learning modes that help them thrive academically and socially, Raven Scholar participants are better equipped to handle the stressors of the UI experience. The Program makes UI unique by providing a platform from which ASD students become capable adults in society with an education that will enhance their ability to lead highly functional lives. Participants are also more likely to return UI's investment in them to the State of Idaho through improved employment rates and enhanced economic participation.

The need for postsecondary ASD educational services is certain to increase due to a continued rise in the rate of ASD diagnosis, especially of high functioning individuals, who are more likely to seek a college education. In fact, the Fall 2017 semester saw the Raven Scholars Program enrollment increase 46% over last year, with 22 students enrolled. The Program has been operating under a gift budget, which will end by fall 2018. The Raven Scholars Program will not survive beyond the 2018 fiscal year without permanent funding support, and permanent standing will provide stability for UI's ASD population. Without the program, a dramatic drop in the rate of retention will occur.

The Raven Scholars Program is a support program to Center for Disability Access and Resources (CDAR). The Program greatly relieves the impact on other CDAR staff by providing for ASD-specific needs. Without the Program, CDAR would not have the staff and resources to provide sustained contact, service coordination, and wraparound services for ASD students. The Raven Scholars Program also supports two of UI's Strategic Plan Goals, namely, to transform and to cultivate a diverse community.

The Program improves the lives of ASD students by augmenting their academic success and their acceptance into the diversity of the UI community. Raven Scholars participants have an excellent retention rate at over 82% since the Program's founding in 2011 and 88% since 2013. Additionally, the Raven Scholars Program is key to educating on ASD to UI faculty, staff, students, and to the Moscow community.

Center for Disability Access and Resources (CDAR): Student Affairs is requesting permanent funding for two critical support positions—Assistive Technology Specialist (ATS) and C-Print Program Coordinator in the Center for Disability Access and Resources (CDAR). These positions are currently funded from temporary financial resources within Student Affairs; continued funding is contingent on sufficient resources from salary and operating reserves within the division. Permanent funding ensures the positions will be

maintained so students with disabilities are provided equal access to materials, adaptive equipment and provided support so they have access to classes, programs and services.

The University of Idaho is committed to meeting the unfunded federal mandates as set forth by federal law and providing equal and integrated access for individuals with disabilities to all the academic, social, cultural and recreational programs it offers. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and embodies the university's historic determination to ensure the inclusion of all members of its communities. CDAR promotes self-determination and self-advocacy of students with disabilities throughout the university community. CDAR partners with various academic and administrative units on campus to ensure the students with disabilities are provided the opportunity to achieve their utmost potential. CDAR provides services to the University community in order to offer leadership and provide management in University-wide programs for students with disabilities, facilitate independence in academic, emotional, social, and physical arenas of life, and assist in the orientation of students with disabilities. CDAR provides services that educate faculty and staff about disability awareness and strategies for interacting with students who have disabilities, disseminate information pertaining to laws affecting students with disabilities, and provide services and accommodations that will allow students the opportunity to be successful in an academic setting. CDAR provides services in order to collaborate with other support agencies on campus and in the community to support all aspects of students' college experiences.

The Assistive Technology Specialist (ATS) coordinates and supervises the Alternate Media/Text and Assistive Technology Programs to ensure that students with disabilities receive equal access to materials related to their college experience as well as have the appropriate adaptive equipment to provide equal access to university classes, programs, and services. The Individuals with Disabilities Education Act Sec. 300.105 Assistive Technology, each public agency must ensure that assistive technology device or assistive technology services, or both, as those terms are defined in Sec. 300.5 and 300.6.

The C-Print Coordinator provides reasonable and appropriate accommodations for students with auditory disabilities by coordinating and implementing innovative and up-to-date speech-to-text services. Managing and direct supervision of captioning staff monitors captioning software and computer hardware and updates policies as needed to ensure students receiving captioning services are accommodated fully and properly in accordance with the Americans with Disabilities Act and Section 504 Laws. Higher education institutions in the US are legally required to provide closed captioning for recorded lectures, online courses, class materials, and other video content used for teaching and learning.

This proposal is requesting support for two positions to align with compliance with specific university, state, federal or other regulatory directives. Lack of funding impact the institutions ability to remain in compliance with the legal requirements mandated by the federal government.

Counseling & Testing Center: The Counseling and Testing Center (CTC) is proposing a new psychologist position to provide administrative coordination of mental health services to University of Idaho students. The Assistant Director for Counseling & Testing Services and Director of Clinical Services, would have primary administrative responsibility for a wide range of activities that support mental health services provided by clinicians and are aligned with the university's and CTC's mission and strategic goals. The Assistant Director would supervise five clinicians who have programmatic responsibility for the following clinical services: emergency mental health services, treatment of psychological trauma, alcohol and other drug treatment, group counseling services, and diagnostic testing services for cognitive and psychiatric disorders. The Assistant Director would work with the Director Counseling & Testing Center and clinical staff to develop a broad range of clinical services to respond to the mental health needs of our student population.

The Assistant Director would also have primary responsibility for a broad range of administrative tasks that are critical for management of mental health services. These would include the development of clinical services policies that reflect best practices in the mental health field, establishment of a quality assurance and utilization review procedures and evaluation of clinical outcomes to determine efficacy of treatment. The Assistant Director would have primary responsibility for coordinating all mental health services at the CTC, including crisis intervention. In addition, the Assistant Director will take the lead role in administrating the CTC's participation in the Center for Collegiate Mental Health (CCMH) and the National College Health Association (NCHA) projects which evaluate mental health trends in the college student population. Finally, the Assistant Director would join the CTC's administrative team that includes the Director, Training Director and Assistant Director for Outreach and Consultative Services.

Vandal Health Education: The Assistant Director of Vandal Health Education will provide oversight for Alcohol & Other Drug (AOD) initiatives that would better serve the needs of UI students and meet the growing demands of the Vandal Health Education department. The Assistant Director position would replace the AOD Program Coordinator position and would be responsible for coordinating substance abuse prevention efforts in addition to supervising the AOD Graduate Support Assistant, maintaining a robust peer education program, and serving as a campus resource for all substance use related initiatives and questions. The Assistant Director would lead all campus health initiatives related to substance use, create networks and collaborate with campus and community partners, and develop collegiate recovery program to support students in recovery. The Assistant Director will also use evidence-based strategies to reduce harm related to other drug use, including but not limited to marijuana, stimulants and other prescription drugs, and opiates; an area of our campus health initiatives that has not been as advanced as it could or should be. The Assistant Director will coordinate alcohol and other drug education for all students who violate the Student Code of Conduct related to alcohol or other drug use.

This proposal is requesting funding support for one Assistant Director of Vandal Health Education to lead health initiatives for students at the University of Idaho. These initiatives serve the mission of the university by impacting student retention efforts, supporting

students through education who may engage in high-risk behavior in high-risk environments, and help to create a healthy living and learning environment.

Counseling & Testing Center: The Counseling & Testing Center is proposing to reallocate the funding for a full-time clinical psychologist from the dedicated student activity fee to state appropriated funding sources. The position is a full-time 12-month appointment. The psychologist conducts psychological service activities, crisis intervention, assessment, case management and is expected to conduct research and scholarship activities. When the position was created, institutional funding was not available to cover the salaries and fringe benefits therefore a request to seek student fee resources was made and approved by the students. This request will transfer the commitment from the student's tuition and fees to state appropriated resources in an effort to provide a reduction in fees each student pays to attend the university.

The request for funding these positions supports the CTC's mission and strategic goals to advance the academic mission of the university by facilitating students' educational, personal, social, and cultural development in order to promote success and persistence within the university.

Vandal Health Education: Vandal Health Education (VHE) is proposing two Graduate Support Assistant (GSA) positions: one position will support Alcohol and Other Drug initiatives and the second will support Sexual Health initiatives. VHE gives over 100 educational seminars and workshops upon request to a variety of student groups, living communities, and classrooms each semester. The workshops address health education topics meant to engage students in conversations so that they can make informed decisions about their own health and well-being. One GSA would work closely with the Assistant Director for Vandal Health Education to adequately train peer educators to deliver workshops around alcohol and other drugs with fidelity, seek out and build relationships with campus partners and living groups that have not previously accessed VHE workshops. The GSA would monitor program effectiveness and enhance workshop components, update program concepts and modules as more research develops around marijuana and other drugs on a college campus. A GSA focused on outreach workshops around substance use would enable the Assistant Director to focus more broadly on evidence-based strategies, creating and supporting a healthy campus culture, and developing a robust peer education program.

A VHE GSA for sexual health initiatives would be responsible co-creating, organizing, implementing, and evaluating Vandal Health Education's sexual health outreach initiatives, including, but not limited to workshops available upon request and our panel discussions that we implement for targeted populations. The GSA would maintain relationships with other campus departments who also conduct outreach related to healthy sexuality in order to ensure programs are delivered according to best practice, and to connect targeted groups with the university's health services. Additionally, the rates of sexually transmitted infections are rising nationally and the rates of protection are decreasing creating the need for VHE to be more proactive and comprehensive in sexual health outreach. The GSA would support the Director of Health Promotion in conducting

focus groups to ultimately create and distribute a healthy sexuality campaign, and monitor and enhance our condom distribution program.

This proposal is requesting funding support for two Graduate Support Assistants to help lead health initiatives for students at the University of Idaho. These two positions are in alignment with increasing educational and professional development opportunities for graduate students while at the same time impacting the campus living and learning environment of students. These initiatives serve the mission of the university by supporting students, creating a healthy learning environment and impacting student retention. Lack of funding will affect expansion of Alcohol & Other Drug and Sexual Health programs key to students fulfilling their educational goals.

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: Student Support Case Manager, Student Mental Health, Counseling & Testing Center, 1 FTE, \$55,000, Exempt, Benefits Eligible, Date of Hire: Start FY19
2. Position: Student Support Case Manager, Crisis Intervention and Faculty Student Support, Dean of Students, 1 FTE, \$55,000, Exempt, Benefits Eligible, Date of Hire: Start FY19
3. Position: Program Coordinator, Raven Scholars Program, 1 FTE, \$48,000, Exempt, Benefit Eligible, Date of Hire: Start FY19
4. Position: Student Support Case Manager, Veteran and Special Population Support, Dean of Students, 1 FTE, \$55,000, Exempt, Benefits Eligible, Date of Hire: Start FY19
5. Position: Assistive Technology Specialist, Center for Disabilities, Access and Resources, 1 FTE, \$40,000, Classified, Benefits Eligible Date of Hire: Start of FY 19
6. Position: C-Print Program Coordinator, Center for Disabilities, Access and Resources, 1 FTE, \$38,750, Classified, Benefits Eligible, Date of Hire: Start FY 19.
7. Position: Assistant Director for Counseling & Testing Services & Director of Clinical Services, 1 FTE, \$80,000, Exempt, Benefits Eligible, Date of Hire: Start FY 19

8. Position: Student Support Case Manager, Student Affairs Generalist (Boise Area), Dean of Students, 1 FTE, \$55,000, Exempt, Benefits Eligible, Date of Hire: Start FY 19
9. Position: Assistant Director Alcohol & Other Drug, Vandal Health Education, 1 FTE, \$49,000, Exempt, Benefits Eligible, Date of Hire: Start of FY 19
10. Position: Clinical Psychologist, Counseling & Testing Center, 1 FTE, \$71,552 Exempt, Benefits Eligible, Date of Hire: Start FY 19
11. Graduate Support Assistants, Vandal Health Education, \$23,000, Graduate Students, Date of Hire: Start FY 19

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.

1. Student Support Case Manager, Student Mental Health, Counseling & Testing Center
 - Staff Travel: \$5,000
 - Operating Expense: \$7,500
 - Capital Outlay: \$5,000
2. Student Support Case Manager, Crisis Intervention & Faculty Student Support, Dean of Students
 - Staff Travel: \$5,000
 - Operating Expense: \$7,500
 - Capital Outlay: \$5,000
3. Program Coordinator, Raven Scholars Program
 - Staff Travel: \$4,000
 - Operating Expense: \$15,000
 - Capital Outlay: \$5,000
4. Student Support Case Manager, Veteran & Special Populations, Dean of Students
 - Staff Travel: \$5,000
 - Operating Expense: \$7,500
 - Capital Outlay: \$5,000
5. Assistive Technology Specialist, Center for Disabilities, Access and Resources
 - Operating Expenses: \$15,000
6. C-Print Program Coordinator, Center for Disabilities, Access and Resources
 - Operating Expenses: \$15,000
7. Assistant Director for Counseling & Testing Services & Director Clinical Services, Counseling & Testing Center
 - Staff Travel: \$5,000
 - Operating Expense: \$10,000

- Capital Outlay: \$5,000
 - 8. Student Support Case Manager, Student Affairs Generalist Boise Center, Dean of Students
 - Staff Travel: \$5,000
 - Operating Expense: \$7,500
 - Capital Outlay: \$5,000
 - 9. Assistant Director, Alcohol & Other Drug, Vandal Health Education
 - Staff Travel: \$7,500
 - Operating Expense: \$40,000
 - Capital Outlay: \$5,000
 - 10. Clinical Psychologist, Counseling & Testing Center
 - Staff Travel: \$5,000
 - Operating Expense: \$3,000
 - 11. Graduate Support Assistants
 - Operating Expense: \$18,000
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.**

All elements of this request, with the exception of capital outlay, are ongoing. There are no major revenue assumptions with the following exceptions:

1. Program Coordinator, Raven Scholars Program (1.0 FTE). This budget request is ongoing with the exception of capital outlay. Supplemental funding from carryover of the original trust will total approximately \$20,000 for FY 2019. The program also receives donations and funds raised by University Advancement; \$43,869 was received during 2017. Future donated funds can supplement programmatic activities such as Autism Awareness Month, social and life skills classes, peer-mentoring internships and other student engaging activities. While there are many grants for ASD research, there is a dearth of funds for behavioral, supported-transition programs like the Raven Scholars Program, especially at the postsecondary level. UI backing is critical to the survival of the Program.
 2. Clinical Psychologist, Counseling & Testing Center. (1.0 FTE) This budget request is ongoing. There are no major revenue assumptions. This position is currently funded from student fee resources. The request will transfer the commitment from student tuition and fees to state appropriated sources.
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?**

1. This funding request for the Student Support Case Manager positions (4 FTE) is designed to serve all students. The University has seen significant increases in students facing crisis. Case Managers would provide crisis intervention and short-term counseling/referral support for students. Providing timely and coordinated responses to students in crisis prior to escalation is critical for the saving of lives, retention and long term success of students. Lack of funding will impact student retention and remediation efforts and increase the risk of health and safety to our campus community.
2. This funding request for support for the Raven's Scholars Program is designed to serve University of Idaho students with Autism Spectrum Disorder (ASD). If this request is not funded, the Raven Scholars Program will not survive beyond the 2018 fiscal year. This will result in a dramatic decrease in the number of students being served, impacting the retention and go-on rates for the University and the State of Idaho for a high-risk population requiring specific care and support for success.
3. This funding request for the Assistive Technology Specialist and C-Print Program Coordinator, Center for Disabilities, Access and Resources are designed to serve students with disabilities, ensure they have equal access and support for classes, programs, and services. In addition, these positions are required for institutional compliance with federal mandates.
4. This funding request for the Assistant Director of Counseling & Testing Center position is designed to administrate the services and programs offered by the Counseling & Testing Center. The CTC is a critical student service offering access to a wide range of counseling services at no charge for psychological, behavioral, or learning difficulties for all students. In addition, CTC provides outreach programs focusing on students developmental needs to help them benefit from the academic environment.
5. This funding request for the Assistant Director Alcohol & Other Drug is designed to serve all students. This would provide students with greater support for substance abuse prevention, educational programs, and other campus health initiatives.
6. This funding request for the Clinical Psychologist position is designed to eliminate the support from the dedicated student activity fees charged to students each semester and lower the cost of enrollment for all full-time students.
7. This funding request for the Graduate Support Assistants is designed to serve all students. These positions will support the Alcohol and Other Drug and Sexual Health Initiatives for Vandal Health Education.

AGENCY: College & Universities

Agency No.: 510

FY 2020 Request

FUNCTION: University of Idaho

Function No.: 04

Page 1 of 7 Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.02		Title: Phase II: Library Investment			Priority Ranking 2 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	5.75				5.75
PERSONNEL COSTS:					
1. Salaries	294,700				294,700
2. Benefits	132,000				132,000
3. Group Position Funding	50,000				50,000
TOTAL PERSONNEL COSTS:	476,700				476,700
OPERATING EXPENDITURES by summary object:					
1. Travel	7,500				7,500
2. Memberships	70,300				70,300
3. Travel for Memberships	30,000				30,000
4. Software Licenses	4,000				4,000
5. General Operating	3,000				3,000
TOTAL OPERATING EXPENDITURES:	114,800				114,800
CAPITAL OUTLAY by summary object:					
1. PC and workstation - OT	16,800				16,800
2. Non-standard inflation - BASE	397,000				397,000
3. New journal titles - BASE	453,600				453,600
4. Monograph purchases - BASE	427,700				427,700
5. Equipment - BASE	50,000				50,000
TOTAL CAPITAL OUTLAY:	1,345,100				1,345,100
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	1,936,600				1,936,600

Description:

This proposal will significantly increase the University of Idaho's capacity to support research and scholarship, student success, and outreach to the larger Idaho community. This increased capacity will enable the Library to expand resources and activities to match peer and aspirational peer institutions and to provide essential support for the University of Idaho as it expands its research portfolio.

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. We received partial funding in FY18, which funded two positions and provided one-time funding for non-standard periodical inflation and new journal titles.

Library collections are comprised of two main categories: books (monographs) and e-books and scholarly journals. Books are one-time purchases, while journals require an ongoing subscription cost. We are committed to building and maintaining collections that support faculty and student research and scholarly production in the University's areas of focus. If we do not continuously acquire new materials as they become available, we develop gaps in our collections that hinder faculty and student ability to produce cutting edge research. It is for this reason we are seeking base funding. The inflation rate for hardbound books is approximately 3% per year and the cost of e-books is projected to rise approximately 7%.

Scholarly journals (periodicals) reflect the nearly 90% of the University of Idaho Library's acquisitions. These publications are used by faculty and students as the primary vehicle to communicate research and build new knowledge. Publishing the results of research in prestigious journals is critical to faculty success. Access to scholarly journals is essential to the research process and lack of access to these journals can result in denial of grant funding. Publishers are aware of the competitive market for scholarly periodicals and the essential nature of their product; they control the pricing and have raised subscription renewal costs at rates that exceed the consumer price index for inflation. This is referred to as the "non-standard library materials increase" and funding to accommodate this was once part of the state's budget for all Idaho academic libraries.

For the past ten years, the University of Idaho has approved one-time funding to cover the non-standard library materials increase, the cost of which has risen approximately 6.5% each year for the past ten years. In FY07, we spent approximately \$2.15 million for scholarly periodicals. In FY17, we spent \$3.5 for these titles. We are requesting that non-standard library inflation be incorporated into the base to re-set the budget. While non-standard library inflation will continue to be a challenge for all Idaho's academic libraries, we will continue to work on re-establishing this as a line item in the state's budget.

We are also requesting \$50,000 be added to the base for equipment and infrastructure support. These funds will be used to replace computer systems and server components as required to provide on-going access, security, and support for our growing digital collections, which currently comprise about 15-20 TB of data. Library technologies requiring ongoing support also include those that support student learning and career preparation in the Making, Innovation, and Learning Laboratory and the technology supporting faculty research and skill development in the Center for Digital Inquiry and Learning. In addition to computers and servers, the Library supports 3-D printers, 3-D scanners, virtual reality technologies, and other new learning tools as well as older technologies such as microfilm readers and scanners. Access to these tools and fluency with their capabilities is essential to ensure students and faculty are able to produce the highest levels of knowledge and scholarship in today's world.

Our original request included funding for 50% of a shared marketing and communications position. After further evaluating our needs, we believe resources would be better used to fully fund the salary for an institutional repository programmer.

External peer reviewers note that, while the University of Idaho Library has the distinction of being the largest research library in the state, "within the larger world of research libraries, the University of Idaho Library has failed to measure up." This request for capital outlay, operating expenses, and personnel are designed to address this critique and develop a nationally recognized research library.

Specifically, the Library intends to achieve several goals:

- Increase support for First Year Experience instruction program (.75 FTE instructor)
- Support data management, deposit, reuse, and curation (1 FTE)
- Enable development of a robust institutional repository (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)

These represent essential elements of the function of contemporary 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.

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: Institutional repository programmer, \$74,200, FT, classified, benefit eligible, date of hire: July 2019
2. Position: University archivist, Assistant Professor, \$51,500, FT/FY, tenure-track, benefit eligible, date of hire: start AY20
3. Position: Resident Librarian, Instructor, \$36,100, FT/AY, non-tenure track, benefit-eligible, date of hire: start AY20
4. Position: Archivist for Instruction and Engagement, Assistant Professor, \$51,500, FT/FY, tenure-track, benefit eligible, date of hire: start AY20
5. Position: Metadata Librarian, Assistant Professor, \$51,500, FT/FY, tenure-track, benefit eligible, date of hire: start AY20
6. Position: Data services support, Library technician, \$29,900, FT, classified benefit eligible, date of hire, July 2019
7. 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
 - Travel: \$7,500
 - Phones, supplies, etc.: \$3,000
 - Software licenses: \$4,000
 - Memberships and travel (total \$100,305 base)
 - Greater Western Library Alliance, \$16,000
 - Orbis Cascade Alliance, \$35,000
 - HathiTrust, \$15,000
 - Coalition for Networked Information, \$10,000
 - Research Data Alliance, \$5,000
 - Council on Library and Information Resources, \$5,000
 - Digital Library Federation, \$8,000
 - Scholarly Publishing and Academic Resources Coalition (SPARC), \$6,305
- Capital outlay (total \$1,328,300 base plus \$16,800 one-time)
 - Office furniture and computers: \$16,800
 - Non-standard periodical inflation added to base: \$397,000
 - New periodical titles added to base: \$453,600

- Monographs added to base: \$427,700
- 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 heighten our ability to seek and secure external funding. The Library has been increasingly active in obtaining grants. 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 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 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 through graduation, creating graduates who are competent and competitive in today's information-rich world. While our students may live in a media saturated environment, studies demonstrate that they are often unable critically evaluate information. Library information literacy instruction is essential in helping our students navigate the world of information that surrounds them as well as helping them construct research projects that are supported by authoritative studies. The University of Idaho Library has librarians assigned to each college to help students learn about how their area of study conducts research and the scholarship unique to the discipline. Students appreciate having these "personal" librarians who help them make connections to services and resources throughout their research process. Librarians troubleshoot a broad range of student concerns including financial aid issues, textbook costs, and the need for tutoring services as

well as more traditional library topics such as citation, copyright, and finding sources. Through formal and informal library instruction, students learn to engage with the language and scholars of their chosen fields; classroom instructors report improvements in student papers after library instruction sessions. Students value the library as much as their instructors. The popularity of the University of Idaho's recently remodeled collaborative study areas is a testament to student enthusiasm for our dedicated learning spaces that support the University's educational goals and the state of Idaho's overall economic and educational goals.

This request sustains and encourages University of Idaho researchers by adding depth to emerging disciplines and provides support for the University's land-grant mission to serve the state. The Library provides special consulting services and shares resources with all Idaho libraries. This investment will provide opportunities for additional student internships and community partnerships, such the existing opportunities with the Latah County Historical Society and 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 which also raise the state's national profile and prestige.

In addition to serving our community and our state in the ways listed above, this request contributes to the State Board of Education's goal to enroll 60% of graduating high school students. According to a NACUBO study that ranked libraries above fitness and recreation centers, the campus library is one of the top four facilities that students assess when choosing a college. Attractive modern facilities impress students and their families on the tours and information sessions our First Year Experience program provides during university recruitment events. Strengthening the FYE program will allow us to more fully engage with recruitment efforts and inform prospective students and their families about the academic support available at the Library. The Library's liaison program offers a partnership in upper level instruction and research at the disciplinary level that provides a strong scaffold of support for the learning environment for our students.

If unfunded, the University of Idaho will find it difficult to support its research and creative works goals. A successful research institution is one that offers students opportunities to explore global challenges with some of the world's finest scholars. Undergraduates gain valuable access to laboratories and projects as well as the opportunity to learn directly from members of research and scholarship teams. The interdisciplinary nature of such institutions makes for inclusive learning, where engineers are informed by social scientists and chemists learn from artists. If not funded, Idaho would remain as one of the very few states without an adequately funded and staffed research library and this outcome affects the state in multiple

ways: the University of Idaho Library would remain well short of attaining the stature that would support both the current and aspirational needs of the University. Lack of funding would also limit the Library's ability to perform essential outreach to Idaho despite demonstrated need and demand. Funding this proposal would represent a significant investment in the future of our state and its people.

AGENCY: College and Universities

Agency No.: 510

FY 2020 Request

FUNCTION: University of Idaho

Function No.: 04

Page __1__ of 3 Pages

ACTIVITY:

Activity No.:

Original Submission __X__ or

Revision No. ____

Continuation of One-Time Benefit Funding					
A: Decision Unit No: 12.03	Title: Funding		Priority Ranking 3 of 3		
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				0.00
PERSONNEL COSTS:					
1. Salaries					
2. Benefits (One-Time)	\$1,226,200				\$1,226,200
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$1,226,200				\$1,226,200
OPERATING EXPENDITURES by summary object:					
TOTAL OPERATING EXPENDITURES:	0				0
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$1,226,200				\$1,226,200

Description:

The University of Idaho is requesting a continuation of the one-time health benefit funding received as part of its FY2019 state appropriation. Effective FY2019, the state reduced its per FTP health benefit funding rate from \$13,100 to \$11,650 in order to utilize excess funding in the state benefit plan. This funding change resulted in a \$1,266,200 reduction in base state general funds to the University of Idaho for health benefits. This reduction in funding was coupled with a reduction in the per FTP charge to agencies on the state's health plan. The state, recognizing that by not being on the state health plan UI would not realize the corresponding cost savings, appropriated this same amount to UI on a one-time basis so UI was held harmless in the same manner as other agencies for FY2019. It was anticipated by UI at the time that the state would increase rates in FY2020 to a sustainable level no longer dependent on surplus balances or in the case of UI, one-

time state funding; however the rate for FY2020 is remaining at \$11,650 thereby extending the impact of this base budget reduction for an additional year.

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?

UI is requesting one-time health benefit funding in the amount of \$1,226,200 in order to maintain our benefit plan at the same level of funding as FY2019.

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 positions are included in this request.

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.

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

No operating or capital outlay funding is included in this request.

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 one-time funding. This request assumes that the state is maintaining the rate of \$11,650 per FTP for its benefit plan based on the availability of surplus funds within its plan.

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?

UI has been self-insured for health benefits since 2007. Careful and prudent management of this plan has effectively controlled costs and minimized health benefit rate increases, and has provided consistent coverage for UI employees. If this request is not funded, UI will need to explore other options for balancing its plan, including but not limited to:

- Implement plan modifications aimed at reducing plan costs
- Increase employee contribution amounts
- Implement budget cuts to other areas in order to redirect funding to the benefit plan

AGENCY: Lewis-Clark State College

FUNCTION: General Education

ACTIVITY: Adult Learner Program

Agency No.: 511

Function No.: 05

Activity No.:

FY 2020 Request

Page 1 of 4 Pages
Original Submission X or
Revision No. ____

A: Decision Unit No: 12.01		Title: Adult Learner Program			Priority Ranking 1
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	7.00				7.00
PERSONNEL COSTS:					
1. Salaries	\$349,000				\$349,000
2. Benefits	\$149,500				\$149,500
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$498,500				\$498,500
OPERATING EXPENDITURES by summary object:					
1. Travel	\$8,000				\$8,000
2. Operating Expense	\$18,000				\$18,000
TOTAL OPERATING EXPENDITURES:	\$26,000				\$26,000
CAPITAL OUTLAY by summary object:					
1. PC and workstations (seven)	\$12,000				\$12,000
TOTAL CAPITAL OUTLAY:	\$12,000				\$12,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$536,500				\$536,500

Description: Inspired by the new Complete College America (CCA) strategy, *A Better Deal for Returning Adults*, and building on Lewis-Clark's long tradition of serving non-traditional students, the focus of this FY20 Line Item request is to launch a highly focused Adult Learner Program (ALP). In 2017, the average age of Career & Technical students was 27 years, and of "Academic" students, 24. We believe there is a meaningful number of individuals, age 25 and older with some college credit, within our service regions who will benefit from the ALP, many of whom will also benefit from the 'adult learners' portion of the state's Opportunity Scholarship program.

Mirroring CCA's strategy, the outcomes of this program are 1) increase degree attainment in adult learners, 2) offer accelerated academic terms (8-weeks), 3) create structured schedules in targeted instructional programs, 4) enhance use of Prior Learning Assessment (PLA), and 5) provide support to help adult students navigate the many systems in place at LCSC. To be successful, this must be a program that

surrounds the adult student with outstanding instruction and high-quality, easily accessible support services.

In preparation for the Adult Learner Program, a campus wide committee was charged to explore potential sources of adult learners in LC's service regions, degree and certificate programs of greatest interest to prospective adult learners, barriers to participation, existing services and those that need adaptation, how outreach centers could support the ALP, financial models to support adult learners, and a review of national data and successful programs.

The committee returned three broad recommendations, each with multiple components. To create an ALP requires reconfiguration of the days/ times / delivery modes by which four programs are offered (2 academic, 2 CTE), the manner and frequency in which the student receives academic and professional advising, a redesign of the academic calendar, and restructuring of financial aid processes. Specific essential activities include creating 8-week instructional terms and aligning financial aid packages (manual processes) to the new term length, strengthening processes for transcript evaluation and evaluation of eligibility for Prior Learning Assessment credit, and enhanced hours of availability for student counseling, financial aid, registrar, admissions, testing center, IT help desk, etc.

Alignment with institution/ Board strategic plans: Development of an Adult Learner Program fits with SBOE's FY19 Goals 2 (Educational Attainment) and 3 (Workforce Readiness). The program aligns with LCSC's 2018-2023 Strategic Plan *Goal 2 Increase student enrollment, retention and completion: Objective 2.B. Increase the number of non-traditional, adult learners enrolled in degree programs*. LCSC's Core Theme I. *Opportunity: Expand access to higher education and lifelong learning* provides a fitting backdrop for this initiative.

Performance Measures: Relevant FY19 SBOE measures include Percentage of Idahoans (ages 24-35) who have a college degree or certificate requiring one academic year or more of study—benchmark: 60%. LCSC measures: Number of adult learners age 25 or older and increase in online headcount, as well as number of degrees or certificates.

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 resources are personnel focused to provide year-round instruction, to coordinate the financial aid, transfer agreement, and PLA processes, and to enhance program-specific professional academic advisement.

Lewis-Clark State College seeks funds for year-round instruction in two key academic programs, allowing accelerated program completion. A Transfer Agreement Coordinator is being sought to manage the process of developing and updating program-specific and institutional articulation agreements to ensure a

more seamless transfer process to LCSC and to support compliance with federal consumer information laws related to transfer and articulation agreements. A Financial Aid Specialist will manage timely financial aid awarding processes for students completing a degree in an alternative and/or accelerated terms, which involves time intensive manual processing. Advisors are requested to assist adult learners in building schedules and navigating graduation requirements. It is anticipated that advisement of ALP students will be complex, and require a high degree of specialization and frequent coordination with instructional divisions. Finally, the college is requesting funding for a coordinator who will oversee all aspects of class scheduling, coordination of services, and student outreach.

Through the program prioritization process, existing resources will be reallocated to support online course development, recruitment and marketing campaigns focused on prospective students, and some aspects of student support. This includes developing alternative work schedules for key personnel and/or integrating processes or services to best serve adult learners. Current CTE funds are available for reallocation to support two adult-learner-focused career & technical 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.

Title	Pay Grade	FT or PT	Benefit Elig	Date of Hire	Term Service
Coordinator	\$50,000	1.0 FTE	Yes	July 1, 2019	12-month
Transfer Agreement Coordinator	\$40,000	1.0 FTE	Yes	July 1, 2019	12-month
Advisor	\$40,000 x 2 = \$80,000	2.0 FTE	Yes	July 1, 2019	12-month
Financial Aid Specialist	\$45,000	1.0 FTE	Yes	July 1, 2019	12-month
Year-round instructor	\$67,000 x 2 = \$134,000	2.0 FTE	Yes	Fall 2019	12-month

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

Through the program prioritization process, existing resources will be reallocated to support online course development. As previously referenced, the Financial Aid, Advising, and Counseling offices will be directed to expand their business hours into the evening or perhaps on Saturdays, to accommodate the adult learners.

- Operating expense for new positions: see attachment for detail (total \$18,000 + \$8,000 for travel).
 - One-time capital outlay for office set up: see attachment for detail (total \$12,000).
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.
- To create a comprehensive and sustainable program, with the exception of Capital Outlay, the request is for ongoing State General Funds. The attached spreadsheet lists requested positions in order of priority.
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 ALP will serve adults in LC's service regions, age 25 and older who have completed some college and wish to attain a degree or certificate. Receipt of funding will allow for a wrap-around program with year-round instruction, accessible support services, within 8-weeks academic terms in 4 instructional programs (2 academic; 2 CTE). LCSC is committed to meeting the needs of non-traditional students and adult learners. If the project is not funded, we will continue to move forward, implementing the program in small increments and with a narrower focus, as internal resource reallocation allows.

Note: While the focus of this request is on a new Adult Learner Program, each of the requested positions will also benefit current and future LCSC students. For example, it is anticipated that a number of students would select courses scheduled in 8-week terms, necessitating manual processing of the financial aid award.

AGENCY: Lewis-Clark State College

FUNCTION: General Education

ACTIVITY: Accessibility and Safety

Agency No.: 511

Function No.: 05

Activity No.:

FY 2020 Request

Page ____ of ____ Pages

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.02		Title: Accessibility and Safety			Priority Ranking 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	3.00				3.0
PERSONNEL COSTS:					
1. Salaries	179,500				179,500
2. Benefits	72,300				72,300
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	251,800				251,800
OPERATING EXPENDITURES by summary object:					
1. Operating Expense	43,300				43,300
TOTAL OPERATING EXPENDITURES:	43,300				43,300
CAPITAL OUTLAY by summary object:					
1. PC and workstation	9,000				9,000
TOTAL CAPITAL OUTLAY:	9,000				9,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	304,100				304,100

Description: Lewis-Clark State College has historically seen part of its niche as service to non-traditional and first-generation College students. In order to better serve those students and provide a campus that is accessible and safe for all, the objective of this FY20 line item is to first create better access for students with disabilities. According to a May 19, 2016 briefing Paper from the National Council on Disability, "Students with disabilities are attending postsecondary education at rates similar to nondisabled students but the completion rates are significantly lower. (only 34 percent finish a four-year degree in eight years), indicating the possibility of inadequate or inappropriate supports and services." In order to support students with disability needs, and seeking to meet what is a growing need at the college, LCSC is requesting support for a full-time Disabilities Services Coordinator, with substantial funding to help provide advising, support and equipment.

LCSC is also challenged to meet expanding compliance requirements without sacrificing educational quality. Assessment of compliance measures on campus indicate that in order to effectively manage the requirements of the Governor's Task Force on Higher Education, current staffing and technology must be supplemented to an extent that requires more than merely relocating internal funding.

Through assessment and accreditation processes, LCSC became aware of the many areas across campus where environmental safety standards are required. However, many different people address environmental safety in their own division or department, but no one office holds oversight for such standards. Lewis-Clark State College is the only four-year institution in Idaho without a distinct Environmental Health and Safety Department. Establishment of this position would be the beginning of the creation of clear policies and procedures to support compliance on issues such as waste disposal, hazardous material disposal, and operational safety.

Alignment with institution/ Board strategic plans: This request fulfills the State Board of Education's Goal 1, Objective C (Higher Level of Educational Attainment – Increase successful progression through Idaho's educational system) and its superordinate goal of the State Board of Education to provide a secure and safe environment to support LCSC's learning objectives and assures compliance with standards set forth by the Governor's Task Force on Cyber-Security. It further supports LCSC's Strategic Plan Goal 2, to increase student enrollment, retention and completion by assuring equal access for all students and LCSC's Strategic Plan Goal 3, to foster inclusion throughout campus culture and processes.

Performance Measures: Relevant FY19 SBOE measures include Percentage of Idahoans (ages 24-35) who have a college degree or certificate requiring one academic year or more of study—benchmark: 60%.

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?

Lewis-Clark State College requests on-going funding for a full-time (1.0 FTE) Disability Services Coordinator and additional resources to support compliance with the Americans with Disability Act related to classroom and service accommodations. The college has relied upon counseling staff to perform this function since the early 1990s. But, as demand for student counseling as grown as well as demand for disability accommodations, this model is no longer sustainable. The complexities of developing accommodations for students in all facets of their educational experience plus the growing number of requests filed by students (an increase of 18% from the 2015-16 academic year to the 2017-18 academic year) justify this request. Further, the expenses associated with accommodating student disabilities has also increased. Federal requirements for accommodating hearing-impaired students, for example, have changed such that only interpreters with specific certifications are considered "appropriate." Costs for such interpreters can be as much as \$42 per hour – especially in North Central Idaho, which has a limited pool of interpreters in general. Specialized computer equipment required by students with visual impairments or other high tech

equipment, which the college is required by federal law to provide, also represent a growing financial burden for the institution. The demand for assistive technology, interpreter services, and similar support has more than doubled in two years.

A 1.0 FTE Cybersecurity Analyst is requested to support the work of the Governor's Task Force on Cybersecurity, and to address critical security controls. As cyberattacks increase in number, the position will focus on the creation of secure systems and employee awareness on matters involving cybersecurity. The request rose from priorities established through LCSC's annual assessment process, which is an outgrowth of the program prioritization initiative established by the State Board of Education. In order to meet the expectations of the Governor's Cybersecurity Task Force, it became apparent that the current personnel structure within IT to address these needs through multiple positions is not efficient in meeting and addressing cybersecurity needs. It is anticipated that this position would result in the development of better campus initiative to educate students, faculty and staff of cybersecurity issues and create awareness of the appropriate ways to respond to various threats. Further, this position will be tasked with building a more secure infrastructure.

The College also seeks funding for a 1.0 FTE Environmental Health & Safety Specialist. This position will allow us to operate in accordance with best practices regarding potentially hazardous materials, and will be responsible for the creation of institution-wide policies and protocols. The Environmental Health & Safety Specialist will go beyond ensuring compliance by helping to establish laboratory procedures that will serve as a model for students in their chosen professions.

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.

Title	Salary	FT/PT	Benefit Elig	Date of Hire	Term
Disability Services Coordinator	\$60,000	1.0 FTE	Yes	July 1, 2019	12-month
Cybersecurity Analyst	\$58,710	1.0 FTE	Yes	July 1, 2018	12-month
Environmental Health & Safety Specialist	\$60,770	1.0 FTE	Yes	July 1, 2018	12-month

- 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 by creating centralized recordkeeping, processes and policies to protect the institution and the various constituencies it supports. Existing employees will be freed from the responsibility of researching and determining best practices, allowing faculty, in particular, to focus on implementing compliance, rather than researching compliance. Further, establishment of best practices across the institution will elevate awareness of concerns and issues that can be more easily and quickly addressed.

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

For the Disabilities Services Coordinator, the College requests \$34,000 in ongoing funding to support the hiring of sign language interpreters and other accommodations for students, and further requests \$3,000 for a computer workstation.

Operating funds for the other two positions include basic office support/supplies, and the addition of a Cisco Umbrella license (\$7,800), which extends domain name/phishing protection and provides content filtering. Capital Outlay includes a computer workstation for each of those two requested positions, totaling an additional \$6,000.

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 Capital Outlay, the request is for ongoing 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?

All the requested items support either existing or future students, particularly to attract students who may need to have disability requirements met. Although the institution has engaged in the continual reallocation of funds to support these students, the cost to do so continues to outpace our ability to reallocate funding. The College acknowledges that compliance support may seem a little less attractive for funding purposes, but in order to address the growing areas of required compliance that provide a secure environment for students. The College requests the support to better advance its efforts in these areas.

If these positions are not funded, the exposure of the institution to liability due to decentralized processes could create both financial and reputational risk.

AGENCY: Career Technical Educations

Agency No.: 503

FY 2020 Request

FUNCTION: State Leadership

Function No.: 01

Page ____ of ____ Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.01		Title: CTE DATA ANALYSIS			Priority Ranking 1 of 12
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.0				1.0
PERSONNEL COSTS:					
1. Salaries	49,100				49,100
2. Benefits	22,500				22,500
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	71,600				71,600
OPERATING EXPENDITURES by summary object:					
1. Travel and Operatng	10,000				10,000
TOTAL OPERATING EXPENDITURES:	10,000				10,000
CAPITAL OUTLAY by summary object:					
1. Office and workstation construction	14,000				14,000
TOTAL CAPITAL OUTLAY:	14,000				14,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	95,600				95,600

Description:

As part of its initiative to increase accountability and oversight and to improve student learning outcomes, the Division shifted resources in FY 2017 to hire a research analyst and expanded its focus on data analysis. With the implementation of Skillstack ©, CTEMS, connection to State Department of Education's ISEE system as well as the rollout of the program quality initiative and the Workforce Incentive Grant, the Division is seeking additional resources to ensure the success of these efforts. The Division is also focused on stronger connectivity with the State Board of Education's Longitudinal Data System. This position will enable streamlining of our data collection procedures, ensure the accuracy and comparability of data, and enable us to better analyze data for our program improvement efforts.

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 request is for one full-time Research Analyst to join our performance management office. There is currently a Performance Management Director and a Research Analyst, senior in this area. Implementation of new systems including Skillstack ©, CTEMS, program quality initiative and the Workforce Incentive Grant. The Division is also focused on stronger connectivity with the State Board of Education's Longitudinal Data System and connection to State Department of Education's ISEE system is increasing the demand for Division resources in this area.

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 Division is requesting a full-time benefit eligible Research Analyst, Senior (Nonclassified- Paygrade L)

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

No resources will be redirected. This will expand current capacity in this area.

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

This request includes funding for ongoing operating expenses such as travel, professional development, and office related expenses. This request also includes one- time funding to repurpose existing space into an office.

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.

Personnel and Operating requested is ongoing. Capital is one-time.

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?

Secondary and postsecondary students and administrators will benefit from this additional resource, which will allow us to improve student outcomes and CTE programs throughout Idaho. Educators and Division Program Quality Managers will have reliable data and reports to make data- driven decisions on programs and opportunities to improve programs.

AGENCY: Career Technical Educations

Agency No.: 503

FY 2020 Request

FUNCTION: State Leadership

Function No.: 01

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ACTIVITY:

Activity No.:

Original Submission X or
Revision No. ____

A: Decision Unit No: 12.02		Title: CTE STUDENT ENGAGEMENT			Priority Ranking 2 of 12
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.0				1.0
PERSONNEL COSTS:					
1. Salaries	72,700				72,700
2. Benefits	27,600				27,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	100,300				100,300
OPERATING EXPENDITURES by summary object:					
1. Travel and Operating	10,000				10,000
TOTAL OPERATING EXPENDITURES:	10,000				10,000
CAPITAL OUTLAY by summary object:					
1. Office and workstation construction	14,000				14,000
TOTAL CAPITAL OUTLAY:	14,000				14,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	124,300				124,300

Description:

As the Division continues its efforts to expand quality CTE offerings and strengthen the pipeline of CTE students and concentrators, more emphasis is being placed on how we directly engage with students. This engagement includes the development of close working relationships with counselors, college and career advisors, and transition coordinators, as well as facilitating usage of SkillStack as a means to demonstrate CTE competencies. This position will also aide in recruitment and retention in Career & Technical Student Organizations.

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 request is for one full-time Director of CTE Student Engagement. Student engagement is currently accomplished indirectly through a number of employees. This shift would

centralize that function and strengthen not only support and outreach, but accountability and oversight of how our programs are communicated to the field and prioritized within the education system.

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 Division is requesting a full-time benefit eligible Director of CTE Student Engagement (Nonclassified- Paygrade P)

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

This position will move functions currently under the responsibility of the Postsecondary Director and the Planning and Policy Director allowing them to focus on their respective while allowing the Division to put more effort into communicating directly with students, counselors, and transition coordinators to help ensure continuity of student services and improve student learning outcomes.

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

This request includes funding for ongoing operating expenses such as travel, professional development, office related expenses. This request also includes one- time funding to repurpose existing space into an office.

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.

Personnel and Operating requested is ongoing. Capital is one-time.

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?

Secondary and postsecondary CTE students will benefit the most from funding this request. The addition of this dedicated position within our office will help ensure students have access to the resources they need, and that information is communicated to teachers and administrators in ways that advocate for CTE and for better student learning outcomes. Counselors, transition coordinators, and college and career advisors will also benefit from having consistent, relevant information about CTE and how it can improve Idaho's go-on rate.

Given the ongoing support and growth of CTE in Idaho, not funding this request will continue to put a strain on existing resources. Consequently, it will limit the Division's ability to maximize support for our students and counselors, jeopardizing the foundation we have worked so diligently to build.

AGENCY: Career Technical Education

Agency No.: 503

FY 2020 Request

FUNCTION: General Programs

Function No.: 02

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.03		Title: Program Alignment			Priority Ranking 3 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. Industry Standards & Tests	\$138,000				\$138,000
2. Post-Secondary Trainers	40,000				40,000
3. Meeting Facility Rental	2,000				2,000
TOTAL OPERATING EXPENDITURES:	\$180,000				\$180,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$180,000				\$180,000

Description:

The purpose of program alignment is to increase the go-on rate of high school CTE students. Alignment efforts focus on the successful transition of students from secondary to aligned postsecondary CTE programs and to promote the successful completion of that postsecondary CTE program with a degree, technical certificate, or industry credential. Through a partnership of ICTE, secondary, and postsecondary stakeholders, program alignment supports Idaho students accomplishing the following:

1. Take equivalent technical courses anywhere within the public education system, including statewide assessments for Technical Competency Credit through Idaho SkillStack®
2. Transcribe earned Technical Competency Credits (upon enrollment at an Idaho Technical College) while minimizing institutional barriers and access to CTE programs.

3. Attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards driven by industry.

In 2015, the Idaho Legislature amended [Idaho Code 33-2205](#) to formally codify the statewide alignment framework and allow the Division to provide incentives to Idaho public colleges as they align their foundational courses to *“ensure that postsecondary credits earned by a student in a career technical education program will transfer at the full credit value to any public Idaho college or university in a like program of study and to ensure that such postsecondary credits will be treated by any such public college or university as satisfying specific course requirements in the student’s program of study.”* Since the initial legislation was enacted, Idaho has aligned 26 CTE programs and continues to make strides in aligning the remaining pathways.

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?

Since FY 2015 this request has been funded on a one-time basis. As the total number of pathways has been finalized, we are able to more accurately project costs on a long-term basis. This request continues this funding on an ongoing basis.

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.

Included in this line item are the costs of the assessments and the development of new program standards. This item also includes the costs associated with reviewing standards and assessments annually, and updating them to align with industry needs. This request includes ongoing funding for postsecondary teachers to train secondary teachers on the assessments, which will better prepare students to pass the assessments and be prepared for their postsecondary programs.

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 ongoing 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?

Program alignment collectively benefits students, secondary teachers, postsecondary faculty, and industry through increased participation, training and collaboration.

AGENCY: Career Technical Education

Agency No.: 503

FY 2020 Request

FUNCTION: General Programs

Function No.: 02

Page ____ of ____ Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.04		Title: MiddleSchool CTE			Priority Ranking 4 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. Standards and Assessments	\$30,000				\$30,000
2. Online Techer Courses	20,000				20,000
3. Professional Development	18,000				18,000
TOTAL OPERATING EXPENDITURES:	\$68,000				\$68,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$288,000				\$288,000
LUMP SUM:					
GRAND TOTAL	\$356,000				\$356,000

Description:

In the 2018 legislative session, amendments to Idaho Code 33-2202 expanded the definition of career and technical education to allow the Division of Career Technical Education to develop and fund specific courses or programs offered in grades 7 and 8, as approved by the State Board of Education.

For FY 2019, the legislature appropriated funding for two positions including a middle school program quality manager and an administrative assistant. The Division will use those new positions and existing resources to conduct outreach and training to middle school administration, teachers, and counselors regarding the value of CTE, conduct focus groups with middle school administration, as well as research current career

exploration offerings in Idaho and other states. The Division will also create the teacher endorsement, draft teacher training, and identify pilot schools.

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?

For FY2019, the Division received funding for two FTEs related to the development of CTE in the middle school. This request is for one-time funds of \$356,000 to cover the costs of identifying standards, creating assessments, developing curriculum, and working with the identified pilot schools to ensure the new middle school CTE program has listed their school or district's FY21 course catalogs. The funds will also cover the costs to develop and implement training for newly endorsed teachers.

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.
The entire amount is for one-time 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?

This request allows the Division to develop and implement introductory CTE in grades 7 and 8. For FY2019, the Division received funding for two FTEs. For FY 2019, The Division is using these two new FTEs to fund the preliminary research and development of the middle school framework, including training and outreach.

This FY2020 request would fund middle school students and programs will benefit by having access to exploratory CTE, which will provide them with more career exploration opportunities and increase the number of secondary CTE students. If this request is not funded, the Division will not be able to complete the development of the new middle school program, nor will the Division be able to provide these opportunities to middle school students statewide.

AGENCY: Career Technical Education

Agency No.: 503

FY 2020 Request

FUNCTION: General Programs

Function No.: 02

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.05		Title: InSpire to Educate Program			Priority Ranking 5 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. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and workstation					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$410,000				\$410,000
LUMP SUM:					
GRAND TOTAL	\$410,000				\$410,000

Description:

In response to the ongoing CTE teacher shortage, the Division implemented a new certification program for individuals entering the CTE teaching profession. The INSPIRE to Educate program is intended to offer an alternative route for new CTE teachers who have been recruited from industry. These new teachers have the subject matter expertise, but may lack the fundamentals of teaching, either at the secondary or postsecondary level. The INSPIRE program provides teachers and districts a no- or low-cost option for teachers to receive the necessary training while still meeting the CTE needs of the district or institution to improve high quality CTE programs.

Historically these teachers were required to attend formal programs at the Universities at significant cost to them both financially and in terms of time and travel. The Division implemented the program in fall 2017 and since that time, 75 teachers have completed their first year of the 2 year program. The Division requires additional funding to

maintain this program which is both more successful and therefore more costly than anticipated.

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 Division is requesting \$410,000, which is paid to University of Idaho for implementing the program throughout the State. No additional Division FTE is required to continue the project defined in this request. The Certification Director and related Administrative Assistant will continue to manage the project at the Division level.

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 additional FTE at the Division.

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

None. The current structure at the Division is adequate.

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

No additional operating of capital funding is required.

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 ongoing funding to continue the program grant to University of Idaho. An initial grant to implement this project in the 2017-2018 pilot year was awarded to The University of Idaho (U of I). The U of I hired six (6) Instructional Mentors, as well as Observational Mentors for seventy-two (72) participants. With a new cohort beginning in the 2018-2019, six (6) additional Instructional Mentors, and additional Observational Mentors will need to be hired.

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 program benefits new CTE teachers transitioning from industry to education. As these teachers will have more support and training to assist them in their classrooms, this request will also benefit administrators and students with higher teacher recruitment and retention rates. If the Division is unable to continue funding this program, the long term success of this program would be at risk.

AGENCY: Career Technical Education

Agency No.: 503

FY 2020 Request

FUNCTION: General Programs

Function No.: 02

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.06		Title: Teacher Preparation			Priority Ranking 6 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. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and workstation					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$515,000				\$515,000
LUMP SUM:					
GRAND TOTAL	\$515,000				\$515,000

Description:

For over 20 years, the Division has helped fund the CTE teacher preparation programs at University of Idaho and Idaho State University. This funding is intended to support traditional 4-year degree educator training for CTE teachers. These programs are the primary education pipelines for teachers in the areas of agriculture, business, technology education and family consumer sciences. Due to limited interest in CTE teaching careers, the current numbers of student teachers aren't adequate to sustain these programs at the Universities. Without the additional funding provided by the Division, the programs would likely be closed, further jeopardizing the ability of Idaho secondary and postsecondary programs to find CTE teachers. Currently the Division funds these programs out of state leadership dollars allocated to the Division. The combination of increased expenses at the Universities, demand for other services from the Division and efforts to improve the teacher pipeline has put the Division's ability to fund these programs in jeopardy.

Funding this request will formalize support of the CTE teacher preparation programs in Idaho. Funding to these two institutions will be more transparent and responsive, because it will be tied to specific teacher-educator positions, will be increasingly based on accountability through established metrics, and will help to elevate the support for these 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?

This request includes the funds directly allocated to University of Idaho and Idaho State University.

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.

The entire amount of funding is ongoing.

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?

Funding this request will directly benefit our secondary and postsecondary institutions by providing a consistent CTE teacher pipeline. Failing to fund this line item request places the availability of these CTE teacher-preparation programs at risk. The ability to find trained CTE teachers is already a major concern.

AGENCY: Career Technical Education

FUNCTION: General Programs

ACTIVITY:

Agency No.: 503

Function No.: 02

Activity No.:

FY 2020 Request

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Original Submission X or

Revision No. ____

Workforce Readiness Incentive					
A: Decision Unit No: 12.07	Title: Grant	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. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and workstation					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$400,000				\$400,000
LUMP SUM:					
GRAND TOTAL	\$400,000				\$400,000

Description:

In the 2018 legislative session, Idaho Code 33-1364 was passed, which created a Workforce Readiness Incentive Grant beginning in FY 2020. During FY2019, the Division will develop specific criteria to award incentive funds based on the number of secondary career technical concentrators who have demonstrated workforce readiness at the completion of their career technical education program. If funded, the Division will distribute the first round of grants to secondary CTE teachers at the end of the 2019-2020 school year.

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 initial ongoing appropriation of \$400,000 to award incentive funds to CTE teachers of pathway programs based on the number of secondary career technical concentrators who have demonstrated workforce readiness at the completion of their career technical education program. The funds would be passed on directly to the CTE teachers of intermediate and capstone courses in which the secondary concentrators were enrolled.

The grant will be implemented with existing Division staff. The Division has requested an additional data analyst for FY2020. If this position is funded, this FTE will also support the data analysis required to successfully oversee the grant and ensure award criteria is met.

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. All funds are trustee benefit funds that will be passed through to CTE teachers by their school districts.
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 requested amount is ongoing and may fluctuate according to the number of students who meet the grant criteria each year. Each qualified student will generate up to \$200 per pathway. These funds will then be divided among eligible teachers, based on the number of qualified students each year, as well as the total number of eligible CTE teachers.

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?

Funding for this grant would benefit secondary CTE teachers who have invested the time and energy to ensure CTE concentrators have the tools they need to succeed in the workforce, as well as have attained and demonstrated the relevant skills within their pathway program.

This incentive-based approach would more clearly demonstrate the return on investment provided by career technical education and hold career technical education programs more accountable for producing results. This approach will also ensure a greater number of career technical education students are ready for the workforce and able to meet the demands of business and industry. In the long term, this would also include an increase in the number of students who are eligible to test for and earn Technical Competency Credits.

AGENCY: Idaho Career Technical Education

Agency No.: 501

FY 2020 Request

FUNCTION: Postsecondary Programs

Function No.: 03

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.08		Title: Capacity Expansion			Priority Ranking 8 of 11
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	13.00				13.00
PERSONNEL COSTS:					
1. Salaries & Benefits	\$1,034,300				\$1,034,300
TOTAL PERSONNEL COSTS:	\$1,034,300				\$1,034,300
OPERATING EXPENDITURES by summary object:					
1. Supplies	\$172,300				\$172,300
TOTAL OPERATING EXPENDITURES:	\$172,300				\$172,300
CAPITAL OUTLAY by summary object:					
1. Program Related Equipment	\$863,100				\$863,100
TOTAL CAPITAL OUTLAY:	\$863,100				\$863,100
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$2,069,700				\$2,069,700

Description:

The Division of Career Technical Education funds programs at the 6 technical colleges throughout the state. Increased demand by Idaho employers for a skilled workforce have created ongoing needs to produce CTE program graduates with technical skills needed for growth and expansion. If Idaho cannot accommodate these increased educational demands, it forces students to seek education out of State and can force employers to 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. Over the last three years, the legislature has appropriated \$7.2 million in additional resources to expand capacity of targeted programs to meet the growing workforce needs of industry.

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?

13 FTE and \$2,069,700 is being requested to start or expand high wage, in-demand CTE programs at the 6 Postsecondary technical colleges in the State.

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 schedule.

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

Although these funds are for new positions in new or expanded programs, the technical colleges also undergo program prioritization each year based on the State Board of Education requirements that redirect and reallocate existing resources between programs.

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

Operating and capital needs for this effort are included in the attached schedule.

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 general funds for PC and OE. The CO request is one-time 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?

This request helps Idaho students and Idaho employers by providing training to fill high-wage in-demand jobs.

Post-Secondary Program Capacity Expansion Requests
Requested Amounts- FY 2020

Institution	Priority	Description	FTP	PC(\$)	OE (\$)	CO (\$)	Total Amount	Average wait list	Program graduates	Annual Capacity Expansion
CEI	1	Programming Technology	1	80,800	20,000	82,600	183,400	New program	0	12
CEI	2	Energy Systems	1	80,800	20,000	135,600	236,400	15	12	12
CSI	1	Apprenticeship	3	255,600	26,000	155,000	436,600	New program	0	40
CSI	2	Health Care- multiple programs	0	0	0	92,000	92,000	5	67	17
CWI	1	Database Administrator	1	114,500	15,000	21,500	151,000	New program	0	18
CWI	2	Cybersecurity Advanced AAS	1	114,500	17,000	21,500	153,000	0	18	12
CWI	3	Machine Tool Tech	0	0	0	85,000	85,000	0	15	15
ISU	1	Welding	0	0	0	154,000	154,000	15	15	16
ISU	2	Information Technology Systems	0	0	0	22,900	22,900	6	10	4
ISU	3	Robotics and Communications Systems	0	0	0	75,000	75,000	6	12	6
ISU	4	Unmanned Aerial Systems	0	0	0	11,000	11,000	4	1	4
LCSC	1	Healthcare programs	1	58,000	14,000	7,000	79,000	0	34	6
NIC	1	Manufacturing and Trades	1	79,200	0	0	79,200	0	28	15
NIC	2	Healthcare programs	1	79,200	0	0	79,200	0	15	20
NIC	3	Dental Hygiene	3	171,700	60,300	0	232,000	0	10	6
			13	1,034,300	172,300	863,100				

Post-Secondary Program Capacity Expansion Requests

Summarized by Priority

Cost of programs by priority							
Priority	CEI	CSI	CWI	ISU	LCSC	NIC	Total
1	183,400	436,600	151,000	154,000	79,000	79,200	\$ 1,083,200
2	236,400	92,000	153,000	22,900	-	79,200	\$ 583,500
3	-	-	85,000	75,000	-	232,000	\$ 392,000
4	-	-	-	11,000	-	-	\$ 11,000
5	-	-	-	-	-	-	\$ -
	\$ 419,800	\$ 528,600	\$ 389,000	\$ 262,900	\$ 79,000	\$ 390,400	\$ 2,069,700
Program Expansion by priority (# Students)							
Priority	CSI	CWI	EITC	ISU	LCSC	NIC	Total
1	12	40	18	16	6	15	107
2	12	17	12	4	-	20	65
3	-	-	15	6	-	6	27
4	-	-	-	4	-	-	4
5	-	-	-	-	-	-	-
	24	57	45	30	6	41	203

AGENCY: Career Technical Education

Agency No.: 503

FY 2020 Request

FUNCTION: General Programs

Function No.: 02

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.09		Title: Program Quality Initiative			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. Travel					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and workstation					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$400,000				\$400,000
LUMP SUM:					
GRAND TOTAL	\$400,000				\$400,000

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). In 2017 the Idaho Legislature funded an incentive-based for Career Technical Education (CTE) secondary programs in the other five program areas of Business Management and Marketing, Engineering and Technology, Family and Consumer Sciences, Health Professions, and Skilled and Technical Sciences. This request expands the performance-based funding for these five CTE program areas.

In FY 2018, in the first year of implementation, there were 94 applications from secondary programs that totaled \$875,000. This amount is expected to increase significantly in FY 2019 as schools become familiar with the program and eligibility requirements.

The legislature codified this program in 2018 (IC 33-1634). The program provides incentive-based funding to both high performing programs and those programs in need of additional support and technical assistance. This performance-based approach clearly demonstrates the return on investment provided by career technical education and holds CTE programs more accountable for producing results.

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?

In FY 2018 the legislature appropriated \$300,000 with an additional \$300,000 being appropriated in FY 2019 for a total of \$600,000 for this program. This request expands on that appropriation, bringing the total to \$1,000,000.

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.

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. All requested funding is for Trustee Benefit payments passed through to Secondary school districts.

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.

Requested funds are ongoing

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 funding benefits CTE secondary programs who are incentivized for quality programs as well as CTE programs that require assistance to become a successful program.

AGENCY: Career Technical Education

Agency No.: 503

FY 2020 Request

FUNCTION: General Programs

Function No.: 02

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.10		Title: CTE DIGITAL			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. Course Development (one-time)	\$70,000				\$70,000
TOTAL OPERATING EXPENDITURES:	\$70,000				\$70,000
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$70,000				\$70,000

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.

These initiatives were started in Fiscal Year 2015 using Division funds available for this purpose. More than 2,200 students in over 100 school districts have been served by CTE Digital. The continuation of this project into FY 2020 will require one-time funds of \$70,000 for CTE Digital to create 4 additional online courses through the Idaho Digital Learning.

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 one-time funds of \$70,000 for CTE Digital to create 4 online courses through the Idaho Digital Learning.

The Division turned back \$70,000 for FY2018, as the course development was slower than anticipated. While the Division is committed to expanding online offerings statewide, it is equally committed to ensuring any new courses are high quality and appropriate for online delivery. As such, courses initially scheduled for FY2018 will be developed using the FY2019 budget and the Division anticipates initiating another 4 courses in FY 2020.

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.

Operating funding requested is for payments to Idaho Digital Learning, no additional funding is required.

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 entire amount is for one-time 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?

This request allows ICTE to continue efforts to help develop on-line CTE classes. Over 2,200 students in over 100 school districts have been served by CTE Digital. Not funding these efforts will hinder the progress to develop on-line classes.

AGENCY: Career Technical Education

Agency No.: 503

FY 2020 Request

FUNCTION: Postsecondary Programs

Function No.: 03

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

Nuclear Energy and Advanced Reactor manufacturing					
A: Decision Unit No: 12.11	Title: Reactor manufacturing			Priority Ranking 11 of 11	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	3.0				3.0
PERSONNEL COSTS:					
1. Salaries	225,000				225,000
2. Benefits	83,600				83,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	308,600				308,600
OPERATING EXPENDITURES by summary object:					
1. Facility Lease	84,000				84,000
TOTAL OPERATING EXPENDITURES:	84,000				84,000
CAPITAL OUTLAY by summary object:					
1. Nuclear simulator Stations and software.	240,000				240,000
2. Facility networking equipment	20,000				20,000
TOTAL CAPITAL OUTLAY:	260,000				260,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	652,600				652,600

Description:

On June 6, 2018, Executive Order 2018-07 was signed by Governor Otter establishing a policy for nuclear energy production and manufacturing in Idaho. This order tasks the State Board of Education through the Division of Career Technical education to develop programs and training opportunities in nuclear energy and advanced reactor manufacturing.

The College of Eastern Idaho (CEI) and Idaho State University College of Technology (ISU) have responded to the Governor's directive to "support the Nuclear industry" by reaching out to industry partners such as Premier Technology, American Fabrication, Curtiss Wright, and the Idaho National Laboratory. CEI and ISU are working together to ensure a strong educational partnership as they have for many years.

With a vision for the future, ISU College of Technology established the Energy Systems Technology and Education Center (ESTEC) in 2007. Several years ago, the College of Technology partnered with CEI, then EITC, where CEI now also teaches the first year of several of the ESTEC programs. Over the last ten years ESTEC has served an average of 108 students per year and has graduated a total of 512 students, approximately 50 graduates per year. ESTEC currently offers degrees in Energy Systems Nuclear Operations Technology, Energy Systems Electrical Engineering Technology, Energy Systems Instrumentation Engineering Technology, Energy Systems Mechanical Engineering Technology, and Cyber-Physical Security which directly apply to meeting the demand for a highly skilled workforce in the nuclear energy and advanced reactor manufacturing sector. Graduates are well prepared for employment in industry and are hired by companies such as Battelle Energy Alliance managing Idaho National Laboratory.

One of the requirements in the nuclear industry is to educate all employees regardless of job duties on the Nuclear Quality Assurance (NQA-1) requirements from the American Society of Mechanical Engineers (ASME). CEI and ISU will develop a program to provide NQA-1 training to industry partners, incumbent workers and students within any field who want to work in the nuclear industry. This training will be a two-day training covering 16 hours of information and project education. At the end of the training, students who pass a test will be issued an Idaho SkillStack badge called “Nuclear Quality Assurance Overview.” Allowing them to transition more readily into positions within the nuclear industry and alleviating the burden on industry to provide this training in-house. CEI and ISU will work in partnership to create the curriculum material that could be shared across all of the colleges and universities in Idaho and possibly adapted to other industries. Future plans include developing additional quality assurance modules customized for the needs of a whole range of specific occupations within the nuclear industry such as engineers, managers, quality inspectors, quality auditors, machine technicians, welders, purchasing agents, and others.

Due to the urgent nature of this project, CEI, ISU and their industry partners will apply for an industry sector grant through the Workforce Development Council to purchase some start up equipment, implement a marketing plan and develop curriculum.

This request is for ongoing funding to continue the Nuclear Quality Assurance training as well as to expand the existing ESTEC programs to accommodate more students.

We are requesting the following:

- One full-time benefitted instructor for the NQA-1 training.
- Two full-time benefitted instructors for the ESTEC program expansion at both colleges.
- Funding for annual lease at CEI as the current facility does not have the technological capabilities required for this program.
- One- time funding of \$20,000 for networking technology at the leased facility.

- One-time funding of \$240,000 for nuclear simulation hardware and software at ISU to enhance skills needed in industry. This nuclear reactor simulator will allow students to pull up control panels for a number of different reactors and give students real-life experiences in a non-threatening environment. A total of four simulator stations will be needed to provide state-of-art training for ESTEC students.

Questions:

- 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?

Governor's Executive Order Line Item Request				
Type	Item	Quantity	Cost per Unit	Total
PC	ESTEC and NQA-1 Instructors	3	\$102,850	\$308,600
OE	Facility Lease payments (\$7,000 per month)	1	\$84,000	\$84,000
CO	Facility Networking Equipment	1	\$20,000	\$20,000
CO	Nuclear Reactor Simulator Stations	4	\$40,000	\$160,000
CO	Nuclear Reactor Simulations Software	1	\$80,000	\$80,000
Grand Total				\$652,600

- What resources are necessary to implement this request?
 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.
Three full-time, benefits eligible instructors.
 - Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
There are personnel already associated with this program. This would allow CEI and ISU to expand these programs to meet growth in the nuclear energy industry.
 - List any additional operating funds and capital items needed.
As identified above.
- 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.
Personnel and operating funds requested are ongoing. Capital Outlay funding is one-time.
- 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 line item is in response to the Governor's executive order meeting the growing demand for a highly skilled workforce for the nuclear energy sector.

INL could potentially run 100 people a year of existing employees through the NQA-1 training program to support increasing needs in this area for employees in operations, engineering, purchasing, and quality. Additionally, INL would consider opportunities to offer a two day course to its interns in engineering in the summer and this could be an additional 40 students. INL anticipates a benefit to their subcontractors that provide support. This could mean an addition of another 50 people per year that could take this training. Anticipated enrollment to such a program is around 200 people between current employees and new hires, interns, and subcontractors.

AGENCY: Idaho Career & Technical Education

Agency No.: 503

FY 2020 Request

FUNCTION: General Programs

Function No.: 02

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Original Submission X or

ACTIVITY:

Activity No.:

Revision No. ____

A: Decision Unit No: 12.12	Title: Perkins Spending Authority			Priority Ranking 12 of 12	
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:			\$800,000		\$800,000
1. Various					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL			\$800,000		\$800,000

Description:

The State of Idaho Career & Technical Education receives Perkins federal grant funds which are used to enhance postsecondary and secondary CTE programs throughout the state. In FY 2019 the Perkins program increased from \$6.4 million to \$7.2 million and is expected to increase 10.5% over the next 5 years. ICTE does not have adequate spending authority to spend these additional funds in FY 2020 at the increased grant award levels.

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 Perkins federal grant program has increased significantly for FY 2020 and the current spending authority is now short of the federal award amount by approximately \$800,000. We are requesting this increase in spending authority to allow Idaho to use the entire award amount benefiting CTE programs throughout the state.

1. What resources are necessary to implement this request?

a. List by position: 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.

Requesting additional ongoing spending authority in operating funds

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 entire request is ongoing as we anticipate the increased level of federal funding to continue.

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 grant is used to fund CTE programs at the postsecondary technical colleges and secondary CTE programs throughout the state.

AGENCY: Community Colleges
FUNCTION: CC Systemwide Needs
ACTIVITY:

Agency No.: 505
 Function No.: 05
 Activity No.:

FY 2020 Request
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 Original Submission X or
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A: Decision Unit No: 12.02		Title: Systemwide Needs Expenses			Priority Ranking 2 of 2
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:	\$0				\$0
LUMP SUM:					
GRAND TOTAL	\$0				\$0

The Office of the State Board of Education (OSBE) incurs costs that benefit the college and universities and the community colleges for such initiatives including, but not limited to, Next Steps, Direct Admissions, and Retirement Plan legal review. Over the past several years the funding has come from the college and universities appropriation and so the community colleges have benefited without sharing the financial burden. Several years ago, an attempt to rectify the situation was made by holding back some of the community college appropriation to pay for these programs and then send any remaining funds back to the community colleges at year-end. That solution was not accepted for various reasons. Currently the college and universities appropriation is still being used as well as the OSBE Indirect Fund.

OSBE has asked each of the four community colleges to allocate \$10,000 to a Community College Systemwide Needs program which will fund these initiatives going forward. Therefore there is no request for new funding. This new program will also house the \$3M

in Outcomes Based Funding should that be approved by the Board and ultimately appropriated.

AGENCY: College of Eastern Idaho

FUNCTION: Education

ACTIVITY:

Agency No.:

Function No.: 02

Activity No.:

FY 2020 Request

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Original Submission X or

Revision No. ____

A: Decision Unit No: 12.02		Title: Transfer of Faculty from CSI			Priority Ranking 2 of 3
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.00				2.0
PERSONNEL COSTS:					
1. Salaries	\$88,000				\$88,000
2. Benefits	44,200				44,200
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$132,200				\$132,200
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	\$132,200				\$132,200

Description:

Approximately four years ago, the College of Southern Idaho (CSI) was provided with two faculty FTE's for providing community college academic courses in the Idaho Falls area. These positions and the efforts of CSI helped to demonstrate the need for a community college in Idaho Falls.

As of May 15, 2018, credits offered by the College of Eastern Idaho (CEI) for FY 19 are on track to double the credits offered by CEI in FY 18. While the budget model developed for FY 19 appears to be holding, the addition of two faculty would allow us to offer more dual credit classes on campus and offer classes at non-traditional times that may not meet our 15-student minimum. It would also expand the pool of full time faculty available for both teaching additional courses and advising.

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?

CEI requests that two faculty positions originally allocated to the CSI for the Idaho Falls region be reallocated to CEI. CSI worked to establish a student base consisting of approximately 500 enrollments that they have turned over to CEI. These positions will assist CEI in serving that base.

Adjunct faculty are being added as enrollment grows but a base of full time faculty is needed. These two positions will be in addition to the 32 full time faculty positions provided in the FY 19 appropriation.

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 positions requested are for two full time, benefited faculty positions that will be hired July 1, 2020 on 9-month teaching contracts.

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

These two positions will be added to the existing faculty and will provide the capacity to serve more students in general education instruction.

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

There are no operating funds or capital items associated with this request.

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 ongoing funds originally designated for instruction in the Idaho Falls region. Revenue assumptions involve utilizing these funds to offset the overall shortfall of tuition to cover the full cost of instruction in the CEI Instructional department.

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 and community of Idaho Falls are being served by this request. Funding this request now will provide immediate support for the anticipated demand for educational services in a vibrant and growing region that is underserved in higher education.

AGENCY: College of Eastern Idaho

FUNCTION: Education

ACTIVITY:

Agency No.:

Function No.: 02

Activity No.:

FY 2020 Request

Page ____ of ____ Pages

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.03	Title: Interest Earnings Distribution			Priority Ranking 3 of 3	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				0.0
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. Laboratory Equipment					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$55,000				\$55,000
LUMP SUM:					
GRAND TOTAL	\$55,000				\$55,000

Description:

Senate Bill 1429 of the 2016 legislative session provided community college start up funds of \$5,000,000 for a new community college in Idaho. These funds remained in trust with the state from July 1, 2016 through June 30, 2017. In May of 2017, Bonneville County voted to establish a new community college and the \$5,000,000 was distributed in July of 2017 to the College of Eastern Idaho.

During the period the \$5,000,000 of community college support funds were held in trust by the State, approximately \$51,000 of interest was earned. Another \$4,000 is estimated to accrue through June 2019. This request is to distribute those one-time interest earnings to the College of Eastern Idaho.

The funds will be used to purchase hospital beds for our health science program and physics, chemistry, and biology laboratory equipment. Expansion of these areas is critical as CEI expands offerings in these areas as a community college.

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 \$55,000 is being requested as part of the start up funding for a community college. These funds will be spent in accordance with the legislative intent of the original \$5,000,000.

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.

The one-time funds will be spent for educational equipment.

- 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 not be impacted by this request.

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

There are no additional operating funds or capital items associated with this request.

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 based upon the expansion of health science and physical science lab and equipment needs as offerings in these areas are expanded as community college offerings.

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 taking courses requiring lab work will be impacted along with the faculty that teach these courses. Additional equipment is required to meet the anticipated need in these areas.

AGENCY: College of Southern Idaho

Agency No.: 501

FY 2020 Request

FUNCTION: Community College

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Transfer Faculty to CEI
(FY18 Line Item)

Activity No.:

Original Submission X or
Revision No. ____

A: Decision Unit No: 12.01		Title: Transfer Faculty to CEI			Priority Ranking 1 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	<2.0>				<2.0>
PERSONNEL COSTS:					
1. Salaries	<88,000>				<88,000>
2. Benefits	<44,200>				<44,200>
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	<132,200>				<132,200>
OPERATING EXPENDITURES by summary object:					
1. Operating Supplies					
2. Professional Development					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	<132,200>				<132,200>

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?

Four years ago, the College of Southern Idaho (CSI) was provided with two faculty FTE's for providing community college academic courses in the Idaho Falls area. These positions and the efforts of CSI helped to demonstrate the need for a community college in Idaho Falls. CSI is requests that two faculty positions originally allocated to the CSI for the Idaho Falls region be reallocated to the College of Eastern Idaho (CEI). CSI worked to establish a student base consisting of approximately 500 enrollments that they have turned over to CEI. These position s will assist CEI in serving that 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.
 - 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.
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?

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

AGENCY: College of Southern Idaho

Agency No.: 501

FY 2020 Request

FUNCTION: Community College

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: IT Personnel and

Original Submission X or

Software Platforms

Activity No.:

Revision No. ____

IT Personnel and Software Platforms					
A: Decision Unit No: 12.02	Title:			Priority Ranking	2 of 4
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	5.0				5.0
PERSONNEL COSTS:					
1. Salaries	297,000				297,000
2. Benefits	122,500				122,500
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	419,500				419,500
OPERATING EXPENDITURES by summary object:					
1. Data Analytics	50,000				50,000
2. Payment Processing	50,000				50,000
3. Compliance & Training	75,000				75,000
4. Onboarding/Offboarding	40,000				40,000
5. Infrastructure Monitoring	25,000				25,000
6. Digital Security Maintenance	50,000				50,000
TOTAL OPERATING EXPENDITURES:	290,000				290,000
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	709,500				709,500

Description:

CSI faces substantial challenges with finding, accessing, and acting on data insights that are necessary to make informed decisions. For example, these challenges hinder CSI's ability to identify and help at-risk students early enough, ensure scarce resources are focused on what matters most, and decision-owners have adequate visibility into their operations to proactively make improvements. There are also significant capability deficiencies that negatively affect CSI's core operations due to non-existent or inadequate software tools, antiquated infrastructure, and obsolete systems that require excessive maintenance and manual intervention.

To tackle these challenges, CSI aims to build a foundation to design efficient processes and workflows, connect students and employees to the right data quickly and securely, and achieve greater stability with its infrastructure. In this way, CSI will strengthen its position to fulfill its mission and goals for community success, student success, and institutional stability.

CSI is seeking financial support for ongoing software costs related to the solutions necessary to overcome the challenges. CSI also seeks additional funding to increase staffing resources by five (5) full-time employees to fill the roles of Cybersecurity Analyst, Project Manager, Business Analyst, Application Support Specialist, and Data Architect to help overcome these challenges.

1. Research demonstrates that student engagement is one of the keys to student retention and success. It is critical to place students on pathways that lead them to their educational goals as efficiently as possible. Engagement outside of the classroom is equally important when it comes to retaining students. If funded, CSI would deliver enterprise analytic capabilities and services to better assess student behaviors to develop deeper understandings of the student educational experience while guiding students' pathways to success. Additionally, the new capabilities would provide the opportunity to track and document student co-curricular experiences. CSI would use this information to increase both retention and graduation rates by strengthening student engagement.
2. CSI's current payment processing capabilities are outdated and archaic, resulting in unnecessary delays with payment activities. CSI would deliver PCI-compliant capabilities allowing flexible payment plans, multiple payment options, and easy access to account balances. The capabilities would be delivered through a solution design that integrates seamlessly with CSI's primary business software systems, enable eCommerce and mobile payment options, receipting, and billing.
3. Many students are unable to access the free tutoring services offered on campus, but who also cannot afford to pay for fee-based online tutoring services offered by CSI. There are also challenges with CSI's training system to help educate students on avoiding risky behaviors that may negatively impact their health, safety, and college experience. Additionally, CSI struggles with inadequate tools to help ensure employees are compliant with required or regulated training for federal, state, and institutional mandates and cybersecurity training. If funded, CSI would expand and enhance its digital training capabilities for both students and employees, improve compliance tracking and reporting, and offer online tutoring services free of charge, 24x7, to all students (including dual credit).
4. Recruiting, onboarding, retaining, evaluating, and offboarding employees requires a comprehensive system that is integrated with core business services, communications, and leverages highly-automated workflows. CSI lacks the necessary software tools to provide an effective solution to support its human resource operations. If funded, CSI would be able to implement an end-to-end common software system and associated processes designed to

support all institutional workforce scenarios (full-time, part-time, temporary, contract, student Work-Study, internships, and volunteer).

5. *CSI seeks to improve the stability of its production environment for physical and digital infrastructure, business software systems, and facility operations. During fiscal year 2017-18, CSI experienced approximately 180 hours of unplanned downtime with its production environment affecting campus-wide IT service availability. An estimated 35% of the number of unplanned outages were due to delayed notifications to support teams not knowing an incident had occurred. If funded, CSI would pursue modern capabilities for monitoring and notification services leveraging Artificial Intelligence, Internet-of-Things (IoT) devices, and real-time error reporting with the aim of responding faster to major incidents and improving recovery times to minimize disruption to academic and business services across the institution.*
6. *Surveillance is considered a critical component of CSI's enterprise security strategy, but its current environment is constrained by antiquated equipment that is prone to instability. CSI seeks to improve the reliability of its security surveillance with upgrades to camera equipment, network infrastructure, and support of modern video codecs. If funded, CSI will be able to provide greater assurance of safety for employees, students, and community members. CSI will also be able to provide better assistance to law enforcement when responding to incidents or criminal activities on campus.*

This request entails investments in hardware, software, business processes, and highly-skilled personnel. The combination of these resources will help fill critical capability gaps at the College of Southern Idaho. With complete and successful deployment of the requested resources, Idaho will see long-term value on this investment.

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?

CSI is seeking funding to add five additional staff to design and develop the systems and services necessary for improving student engagement, student success, streamlining financial processes, and increasing academic support across the institution. The full deployment of these capabilities will result in an enhanced understanding of the CSI student experience leading to an increase in both retention and graduation rates. The proposed capabilities, personnel, and enabling technologies will positively impact the engagement of students and therefore contribute to the State Board of Education 60% goal and Complete College Idaho initiatives.

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.

Five (5) IT Staff, Full Time, Full Benefits, Hire Date of July 1, 2019, 12-month contract.

1. Cybersecurity Specialist: \$65,000

Summary: Protects systems by defining access privileges, controlling structures, identifying abnormalities, reporting violations and implementing security improvements. To comply with Executive Order No. 2017-02 CSI would need to add a security specialist to its IT team.

2. Project Manager: \$57,000

Summary: Oversees and orchestrates the execution of business initiatives with defined start and end dates. Requests resources, manages task assignments, oversees project budgets, manages project contracts, accountable for final delivery of all business requirements according to measurable outcomes.

3. Data Architect: \$79,000

Summary: Designs, creates, deploys, and manages the technology systems that serve an organization's digital information ecosystem (a.k.a., data architecture). Defines how/where data is stored, consumed, integrated, and managed by business systems that process data.

4. Business Analyst: \$51,000

Summary: Analyzes, documents, and designs business systems and processes. Standardizes workflows and defines system policies. Performs needs analysis and interprets business rules and/or requirements that help identify technical systems and solutions to drive operational maturity.

5. Application Support Analyst: \$45,000

Summary: Responsible for installing, upgrading, and maintaining enterprise business software systems. Works with application databases and data sets, with general knowledge of operating systems and client-server networks and domains.

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

While existing IT will be involved with some aspects of these new initiatives, the five positions outlined in the request will be the primary drivers of the initiatives. New IT staff will report to the appropriate leadership members within the Office of Information Technology on the main CSI campus in Twin Falls.

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

The software platforms would require both implementation funding and on-going annual fees, as follows:

- *Data Analytics: \$50,000 annually*
- *Payment Processing: \$50,000 annually*
- *Compliance & Training: \$75,000 annually*
- *Onboarding/Offboarding: \$40,000 annually*
- *Infrastructure Monitoring: \$25,000 annually*
- *Digital Security Maintenance: \$50,000 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.

This request involves ongoing annual subscription and maintenance for software platforms. CSI plans to cover the cost for the one-time implementation of these software platforms. There is also an ongoing request for salary and benefits.

Parallel external funding request opportunities are being pursued, but such external grants (if awarded) would not contribute to ongoing requirements over the long term. Rather, they would offset the implementation costs to be absorbed by the College, should they be available.

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?

All students taking classes at CSI would benefit from the systems and services developed from this request. High-risk students would benefit from advanced metrics used to put them in contact with appropriate support systems. All students, employees, and community members would benefit from flexibility in payment options and see a decrease in current payment processing times. Students would benefit from prevention education along with increased access to online tutoring. The institution would also see a decrease in risk due to more thorough employee education and compliance with college policy, legislative requirements, and safe computing. The College would benefit from improved business processes, access to data insights, and integrated services for workforce resource management. All stakeholders would benefit from more reliable infrastructure services and security improvements with campus safety enhancements.

Without funding, CSI will continue to struggle with data-informed decision-making. Efforts to find, collect, and present strategic data insights will remain unnecessarily burdensome, requiring extensive manual labor, and raising questions about data integrity and accuracy. Online tutoring services will be less accessible to students who cannot afford to pay the additional fees. CSI will also be hindered in its ability to meet regulatory requirements for compliance training, risk management programs, and services that are necessary to provide a safe learning environment for students and employees. CSI's workforce management services will also be dependent upon manual and disjointed processes making it difficult to support

human resource activities across the institution. Also, the inability to proactively monitor core infrastructure systems will constrain CSI's response times to downtime situations and extend the duration of unplanned outages. CSI employees, students, and community members will also be subject to heightened safety risk due to limited secure coverage areas and antiquated surveillance infrastructure.

AGENCY: College of Southern Idaho

Agency No.: 501

FY 2020 Request

FUNCTION: Community College

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Emerging Hispanic

Serving Institute High Impact

Support & Programming

Activity No.:

Original Submission X or

Revision No. ____

Emerging Hispanic Serving Institute High Impact Support & Programming					
A: Decision Unit No: 12.03	Title:			Priority Ranking 3 of 4	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	3.0				3.0
PERSONNEL COSTS:					
1. Salaries	\$118,000				\$118,000
2. Benefits	60,500				60,500
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$178,500				\$178,500
OPERATING EXPENDITURES by summary object:					
1. Operating Supplies	\$32,000				\$19,000
2. Professional Development	10,000				5,000
TOTAL OPERATING EXPENDITURES:	\$42,000				\$42,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$220,500				\$220,500

Description:

The College of Southern Idaho (CSI) is well-positioned to apply for and receive the U.S. Department of Education's (USDE) Hispanic Serving Institution (HSI) designation in the near future. This designation will allow CSI to participate in the federal program designed to assist colleges and universities which focus on assisting and retaining students successfully in higher education. CSI would become the first higher education institution in the State of Idaho to achieve the HSI designation. To be designated as an HSI, CSI needs to have enrollment of undergraduate full time equivalent (FTE) students that is at least 25 percent Hispanic students, at the end of the award year for two consecutive academic years, immediately preceding the date of application. Of the 25 percent, at least 50 percent of the degree seeking students enrolled must be receiving need-based assistance as defined by the US DE. At the end of Fiscal Year 2018, CSI's FTE figure with respect to Hispanic student enrollment was 22.87% [to be updated with annual census July 2018].

The Hispanic/Latino college student profile influences—and is directly impacted by—the ever-changing higher education world. As such, understanding what works for Hispanic students to improve access, retention, and completion is critical to our Magic Valley community service area and the State of Idaho. Just as important, the CSI Hispanic FTE figure illustrates the need for the institution to become even more proactive, engaging, and innovative alongside the Hispanic student growth.

The request not only provides the College strategic vision and planning to obtain the designation, but to also expand and sustain services and programming critical to our high impact, high touch expectations with Hispanic residents. This emerging Hispanic initiative request aims to provide services primarily to our high density Hispanic populations in our service area, institutionalizing our Multicultural Student Affairs Coordinator from Title III grant funding into a permanent position, and developing the Career and Technical Education (CTE) Bilingual Healthcare CNA program.

For the Hispanic initiative request to operate effectively, this request seeks on-going funds for two (2) full-time staff professionals, (1) full-time faculty position, and operating funds to support duties/task line of work.

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?

*CSI requests three (3) FTEs for a) Bilingual (Spanish and English language) Jerome and Gooding Outreach Centers Student Advocate Coordinator, b) Multicultural Student Affairs Coordinator, and c) Bilingual (English and Spanish language) Healthcare CNA instructor, **Total Personnel Costs:** \$178,500*

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) professional staff and one (1) instructor position, Full Time, Full Benefits, Hire Date of July 1, 2019. Two professional staff would be on 12-month contracts, two instructor positions would be on 9-month contracts.

1. *Bilingual (Spanish and English language) Jerome and Gooding Student Services Coordinator: Salary: \$35,000 + benefits
Summary: Employee serves the North Side Centers—Jerome and Gooding Outreach Center service areas to effectively recruit, advise, serve as a completion coach, and provide a wide-range of office coverage and services at both respective campuses. Additionally, works collaboratively with community-based organizations and systems which support student success initiatives.*
2. *Multicultural Student Affairs Coordinator: \$40,000 + benefits
Summary: Applies, designs, executes, manages various Hispanic-focused programming and supportive services in the areas of a Parent College*

Academy, General Education 101-Latino/Hispanic diversity course instruction, College Assistance Migrant Program (CAMP) program application, Idaho Hispanic Chamber of Commerce official designee, development of a campus-wide bilingual/bicultural responsiveness training program for all CSI employees, and summer program academy implementation for incoming Hispanic students.

3. *Bilingual Healthcare CNA Instructor: \$43,000 + benefits*

Summary: Instructor provides CNA instruction, in both English and Spanish, designed to facilitate a viable career entry pathway in the health profession for local Hispanic residents whose primary language is not English. The instructor collects, reports, and presents outcomes data to internal and external constituents.

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

- *Bilingual Student Advocate will be housed in the Jerome and Gooding off-campus centers. This position will report to the North Side Centers Director.*
- *Multicultural Student Affairs Coordinator will be housed in the Office of Student Affairs. This position will report to the Dean of Students.*
- *Bilingual healthcare instructor will be trained and supported through the College's instructional designer and College & Career Readiness English Acquisition Division. This position will report to the Health Sciences & Human Services Department Chair.*

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

Operating Supplies: \$32,000

- *Office Supplies: marketing, promotion, and general supplies: \$15,000 (on-going)*
- *Instructional Supplies: \$15,000 (on-going)*
- *Software: \$2,000 (on-going)*

Professional Development: \$10,000

- *Staff and faculty professional development: \$10,000 (on-going)*

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.

- *CSI requests on-going funds to support full-time staff and instructor personnel (salary and benefits) and operational expenditures (operating supplies and professional development).*

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 emerging Hispanic Serving initiative legislative request will serve a central piece in our attempt towards a more holistic student understanding and expanding institutional practices which will accelerate Hispanic student achievement across all student services and instructional platforms. The legislative request will also continue to move the needle in a positive direction when it comes to the “next level” of relationship building and strategic plan alignment with state agencies such as the Idaho Commission on Hispanic Affairs, Community Council of Idaho, and Idaho Hispanic Chamber of Commerce. Last, but certainly not least, our Hispanic instruction initiatives will fill in the workforce needs gaps of our local health care providers and cultivate go-on strategies with our four-year school partners as we attempt to support our students through the associate-to-bachelor’s degree and career diversity pipeline. If this request is not funded, we face a real dilemma of severely underserving our student diversity interests and employer workforce needs. Equally important, we potentially can undermine cultural responsiveness training and professional development for employees to meet the needs of our Hispanic population.

AGENCY: College of Southern Idaho

Agency No.: 501

FY 2020 Request

FUNCTION: Community College

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Weekend College

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.04	Title: Weekend College			Priority Ranking 4 of 4	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.0				2.0
PERSONNEL COSTS:					
1. Salaries	71,000				71,000
2. Benefits	38,700				38,700
3. Group Position Funding	45,800				45,800
TOTAL PERSONNEL COSTS:	155,500				155,500
OPERATING EXPENDITURES by summary object:					
1. Operating Supplies	19,000				19,000
2. Professional Development	5,000				5,000
TOTAL OPERATING EXPENDITURES:	24,000				24,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	179,500				179,500

Description:

The College of Southern Idaho Weekend College is an innovative and engaging program designed to provide access for students who typically can't attend college during the day. The primary focus of the program is to enable non-traditional students, particularly Hispanics, to complete a transfer degree or certificate within two years. A secondary focus is to enable students to complete pre-program requirements for Health Sciences and Human Services (HSHS) programs or to enable students to complete the General Education Certificate. To accommodate the unique needs of adult learners, courses are offered in a pre-formatted block schedule on Friday evenings, Saturdays, and online. Students attend courses as a cohort and benefit from learning communities in which they develop social and professional relationships with fellow students and faculty. Students receive personalized advising through credential completion and assistance with transition to an HSHS program, a university bachelor program, or employment. Weekend College incorporates mechanisms to support retention and completion through student success strategies and learning assistance services.

This request allows CSI to develop a Weekend College program for working adults and high school students who typically cannot attend a traditional academic model. The program enables students to complete a transfer degree or certificate within two-years of enrollment. For those who seek a bachelor's degree, this program allows students to transfer seamlessly to a university program (BSU, ISU, or UI) on the CSI campus.

For the program to operate effectively, this request seeks on-going funds for two (2) full-time professionals, tutors to provide academic support, and operating funds to support extended weekend hours.

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?

*CSI requests two (2) FTEs for a) coordination of the Weekend College program, b) tutors to support instruction, and c) part-time office specialist, information technology support technician, and building and maintenance personnel to support infrastructure. **Total Personnel Costs: \$155,500***

*a) In order to support and effectively operate the Weekend College program, CSI requests one (1) program coordinator to manage the program and one (1) bi-lingual academic coach to advise students through credential completion and to assist students with transfer to a HSHS program, university program, or employment. **Salaries and Benefits for 2 FTE: \$109,700***

*b) In order to maintain ongoing excellence in teaching protocol and support services, CSI requests funding to hire qualified tutors (\$10,000). **Group Funding: \$10,000***

*c) In order to provide services during extended weekend hours, CSI requests funding for a part-time office specialist (\$15,000), a part-time Information Technology Service Technician (\$10,500), and part-time maintenance personnel (\$10,300). **Group Funding: \$35,800***

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) Weekend College Staff, Full Time, Full Benefits, Hire Date of July 1, 2019, 12-month contract.

1. Program Coordinator: \$37,000

Summary: Designs, creates, deploys, and manages all operations and personnel for the Weekend College program. Works with internal and external organizations to develop articulation agreements and transfer processes. Collects, reports, and presents outcomes data to internal and external constituents.

2. Bi-lingual Completion Coach: \$34,000

Summary: Advises students through credential completion and assists students with transition/transfer to a HS program, university program, or employment. Works with at-risk students to develop effective learning strategies and activities that foster retention. Works collaboratively with campus- and community-based programs and organizations regarding services available to students. Assists in the maintenance of program projects and outcomes assessment.

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

- *Weekend College staff will be housed in the Student Success Center on the main campus and will report to the Dean of Student Success (in place).*
- *Weekend College Learning Assistance personnel (tutors) will report to the Learning Assistance Coordinator (in place) on the main campus.*
- *Weekend part-time Information Technology Service Technician will report to the IT Department (in place).*
- *Weekend part-time Office Specialist will report to the Dean of Student Success (in place).*
- *Weekend Maintenance Personnel will report to the Maintenance Supervisor (in place).*

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

Operating Supplies: \$19,000

- *Office Supplies: marketing, promotion, and general supplies: \$10,000 (on-going)*
- *Instructional Supplies: \$8,000 (on-going)*
- *Software: \$1,000 (on-going)*

Professional Development: \$5,000

- *Staff and faculty professional development: \$5,000 (on-going)*

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.

- *CSI requests on-going funds to support full-time personnel (salary and benefits), group position funding (part-time personnel and tutors), and operational expenditures (operating supplies and professional development).*

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 of Southern Idaho Weekend College program is aimed at improving student access and completion. The program enables students, particularly working Hispanic adults, to complete an associate degree in General Business, Teacher Education, or Agriculture Science or a certificate program in Career and Technical Education within two years through classes taken exclusively on Friday evenings, Saturday, and online. Moreover, the program enables students to complete pre-program course requirements for programs in Health Sciences and Human Services (HSHS) or to complete the General Education Certificate. And, the program offers another option for high school students to take college courses on the CSI campus without interrupting their high school schedule.

We expect to see an increase in enrollment, non-traditional Hispanic enrollment, student retention, degree/certificate completion, and graduation. Moreover, we expect to see an increase in the number of students transferring to university programs in General Business, Teacher Education, and Agriculture Science. These programs are offered by Boise State University, Idaho State University, and University of Idaho, respectively, on the CSI main campus. We expect to see an increase in the number of students prepared for high-need jobs in Career and Technical Education fields.

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 and course offerings, but it will not have the desired major impact on increasing student enrollment, retention, and completion rates for students who are unable to attend a traditional college schedule.

AGENCY: College of Southern Idaho

Agency No.: 501

FY 2020 Request

FUNCTION: Community Colleges

Function No.: 02

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ACTIVITY:

Activity No.:

Original Submission __X__ or

Revision No. ____

Continuation of One-Time Benefit Funding					
A: Decision Unit No: 12.05	Title: Funding		Priority Ranking 5 of 5		
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				0.00
PERSONNEL COSTS:					
1. Salaries					
2. Benefits	\$210,000				\$210,000
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$210,000				\$210,000
OPERATING EXPENDITURES by summary object:					
TOTAL OPERATING EXPENDITURES:	0				0
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$210,000				\$210,000

Description:

The College of Southern Idaho is requesting a continuation of the one-time health benefit funding received as part of its FY2019 state appropriation. Effective FY2019, the state reduced its per FTP health benefit funding rate from \$13,100 to \$11,650 in order to utilize excess funding in the state benefit plan. This funding change resulted in a \$210,000 reduction in base state general funds to the College of Southern Idaho for health benefits. This reduction in funding was coupled with a reduction in the per FTP charge to agencies on the state's health plan. The state, recognizing that by not being on the state health plan CSI would not realize the corresponding cost savings, appropriated this same amount to CSI on a one-time basis so CSI was held harmless in the same manner as other agencies for FY2019. It was anticipated by CSI at the time that the state would increase rates in FY2020 to a sustainable level no longer dependent on surplus balances

or in the case of CSI, one-time state funding; however, the rate for FY2020 is remaining at \$11,650 thereby extending the impact of this base budget reduction for an additional year.

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?

CSI is requesting one-time health benefit funding in the amount of \$210,000 in order to maintain our benefit plan at the same level of funding as FY2019.

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 positions are included in this request.

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.

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

No operating or capital outlay funding is included in this request.

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 one-time funding. This request assumes that the state is maintaining the rate of \$11,650 per FTE for its benefit plan based on the availability of surplus funds within its plan.

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?

Careful and prudent management of our health insurance plan has effectively controlled costs and minimized health benefit rate increases, and has provided consistent coverage for CSI employees. It has been our position (since going to a self-funded model) that we will manage our plan within the resources available. If this request is not funded, CSI will need to explore other options for balancing its plan.

AGENCY: Community Colleges
FUNCTION: College of Western Idaho
ACTIVITY:

Agency No.: 505
 Function No.: 07
 Activity No.:

FY 2020 Request
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 Revision No. ____

A: Decision Unit No: 12.01		Title: Balance Funding			Priority Ranking 1 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	29.75			(29.75)	
PERSONNEL COSTS:					
1. Salaries	\$1,730,900			\$(1,730,900)	
2. Benefits	790,800			(790,800)	
TOTAL PERSONNEL COSTS:	\$2,521,700			\$(2,521,700)	
OPERATING EXPENDITURES by summary object:					
1. Operating Expense funding for College Operations	\$154,000			\$ 2,521,700	\$2,675,700
TOTAL OPERATING EXPENDITURES:	\$154,000			\$ 2,521,700	\$2,675,700
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$2,675,700			\$0	\$2,675,700

This request is for \$2,675,700 from the General Fund to ensure average weighted credit equity with College of Southern Idaho (CSI) and North Idaho College (NIC). Of this request, \$2,521,700 is for personnel costs and \$154,000 is for operating expenditures. CWI reports that the average credit hour value of \$47.02 is \$33.46 lower than the average credit hour value at CSI and NIC. As a result, CWI reports that it is underfunded by \$ \$6.6 million compared to these other institutions, and requests this appropriation to help offset this amount.

Before the establishment of CWI through the voter referendum in May 2007, there was concern that because of the larger population base of a community college in Canyon and Ada Counties, that there was risk in causing unintended consequences when comparing CWI to CSI and NIC. All discussions around establishing a new community college always included the intent of everyone involved ensuring that the two established Idaho community colleges would not see a reduction in state funding.

In the beginning, there was not a clear avenue to request equitable funding through the EWA process. With the help of OSBE, we initially calculated the funding shortage using a headcount process. For this request we calculated CWI Balance Funding need using data from each institution's PSR-1 Annual Credit Hour Report. This request is based on 3-year Weighted Credit Hours and the Credit Hour Value for each college. Average Credit Hour Value for CSI and NIC is \$80.49 per Credit. CWI's Average Credit Hour Value is \$47.02 which is \$33.46 per Credit Hour below the other two Community Colleges. The CWI Balance Funding Need is calculated as follows:

CWI 3 Year Average Weighted Credits 198,608 X \$33.46 – EWA 67% (9,339,100) = \$6,646,400.

This calculation process shows that CWI is underfunded approximately \$6.6 million compared to CSI and NIC.

CWI has determined to request \$2,675,700 for fiscal year 2020. In FY19, CWI requested \$2 million and received \$1.2 million, with the ultimate intent of requesting the unfunded amount within the next two years. In FY18 CWI requested \$2.9 million and received \$350,000.

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 is CWI's fourth request for Balance Funding. Although we have received some funding to assist with this issue in the last two years, a funding gap still exists.

FY17 Requested \$1,800,000 Received \$ 400,000

FY18 Requested \$2,931,800 Received \$ 350,000

FY19 Requested \$2,000,000 Received \$1,200,000

FY 20 request of \$2.6 million will be on-going funding with an ultimate goal of receiving a cumulative total of \$6 million. CWI is requesting this funding as identified in the above description.

A portion of this request will be used to bring CWI's FTE and position funding in alignment with CSI and NIC. The ongoing personnel cost will be \$2,421,500.

An additional portion of the request will be used to cover the unfunded ongoing anticipated 1% CEC and variable fringe increases. The ongoing personnel cost is estimated to be \$82,400 for CEC and \$17,800 for variable benefit increases.

The remaining balance of this funding will be used to cover annual increases in Building Lease Costs \$154,000.

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.
 - 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.

The funds from this request would be used for Personnel Costs and Operating Expenses at the college, primarily equity personnel funding with CSI and NIC, unfunded CEC and Benefit Changes, and increased Lease Costs.

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 funds requested are ongoing. Comparative to the other community colleges, CWI has come to rely more on student tuition and fees for support of operations. This situation is not conducive to CWI's mission of being:

“...a public, open-access, and comprehensive community college committed to providing *affordable* access to quality teaching and learning opportunities to the residents of its service area...”

The approval of these funds will bring more balance to our revenue stream and assist CWI in continuing to meet our mission. No changes will be made to fee structure; no grant awards are currently being sought for this 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?

Existing and new students will be served with this request. If the college does not receive this funding it could impact the following:

- The ability to respond to the growth needs of business, industry and the population in Ada and Canyon counties.
- The ability to keep tuition and fees at an affordable rate.
- The ability to keep a solid foundation of permanent experienced faculty and staff.
- The ability to anchor full time faculty in all programs offered by the College.

See attached worksheet for calculation of \$6.6m underfunding.

AGENCY: Community Colleges
FUNCTION: College of Western Idaho
ACTIVITY: Board approved category

Agency No.: 505
 Function No.: 07
 Activity No.:

FY 2020 Request
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 Original Submission X
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Staff Support 60% Initiative & Retention					
A: Decision Unit No: 12.02	Title: Staff Support 60% Initiative & Retention			Priority Ranking 2 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	5.00				5.0
PERSONNEL COSTS:					
1. Salaries	\$258,200				\$258,200
2. Benefits	125,900				125,900
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$384,100				\$384,100
OPERATING EXPENDITURES by summary object:					
1. Operating (on-going)	\$3,300				\$3,300
TOTAL OPERATING EXPENDITURES:	\$3,300				\$3,300
CAPITAL OUTLAY by summary object:					
1. PC and workstation	\$10,000				\$10,000
TOTAL CAPITAL OUTLAY:	\$10,000				\$10,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$397,400				\$397,400

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 request is for five (5) full time positions to assist CWI in moving toward the Idaho State Board of Education's goal that 60% of Idahoans ages 25-34 will have a degree or certificate by 2020. The positions will also help CWI comply with accreditation standards and provide students with high impact opportunities that have been shown to improve completion rates.

- a. One (1) Research Analyst to help support on-going accreditation, planning and assessment initiatives and activities. To assist the College's Institutional Effectiveness in managing the integrity of the official longitudinal data and reporting.

- b. One (1) Financial Aid Officer to support increased and continually increasing student traffic. To provide ongoing student service support and to meet Cohort Default Rate needs.
 - c. One (1) Assessment Coordinator to provide leadership and direction in the prioritization, design, and implementation of instructional evaluation and assessment initiatives.
 - d. One (1) Curriculum Coordinator to administer production and revisions of college curriculum. The Coordinator consults, trains, and serves as a resource to faculty, staff, and representatives from other educational institutions, business, industry, and community agencies.
 - e. One (1) Experiential Learning Coordinator to provide leadership in the development and implementation of experiential learning programs at the college. This person will serve as a point of contact for business and community members looking for opportunities to engage with students and the college as well as managing processes and providing resources for faculty and staff at CWI.
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.

Positions are in priority order.

- 1.0 FTE, Research Analyst: \$50,500; FT; Benefits \$24,900; July 1, 2020; 12 month permanent position. Total \$75,400. To support this position, we are requesting on-going Operating Expense Funding of \$600 and one-time Capital Outlay of \$2,000 for computer equipment.
- 1.0 FTE, Financial Aid Officer: \$38,800; FT; Benefits \$22,400; July 1, 2020; 12 month permanent position. Total \$61,200. To support this position, we are requesting on-going Operating Expense Funding of \$1,150 and one-time Capital Outlay of \$2,000 for computer equipment.
- 1.0 FTE, Assessment Coordinator: \$56,300; FT; Benefits \$26,200; July 1, 2020; 12 month permanent position. Total \$82,500. To support this position, we are requesting on-going Operating Expense Funding of \$500 and one-time Capital Outlay of \$2,000 for computer equipment.
- 1.0 FTE, Curriculum Coordinator: \$56,300; FT; Benefits \$26,200; July 1, 2020; 12 month permanent position. Total \$82,500. To support this position, we are requesting on-going Operating Expense Funding of \$500 and one-time Capital Outlay of \$2,000 for computer equipment.

1.0 FTE, Experiential Learning Coordinator: \$56,300; FT; Benefits \$26,200; July 1, 2020; 12 month permanent position. Total \$82,500. To support this position, we are requesting on-going Operating Expense Funding of \$500 and one-time Capital Outlay of \$2,000 for computer equipment.

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

Research Analyst: Institutional Effectiveness is experiencing increasing demand due to continuing growth, a need for data and analytics and centralization of reporting duties for both internal and external parties. There is a greater need to provide information to meet the needs of the College and its constituents. No resources will be redirected.

Financial Aid Officer: Financial Aid continues to experience increasing student traffic, requiring ever increasing level of support. Meeting this demand and providing student support will assist in meeting Cohort Default Rate needs. No resources will be redirected.

Assessment Coordinator: Assessment of instructional programming is currently administered at the department level. This position will provide needed consistency for implementation and reporting of assessment practices across departments. No resources will be redirected.

Curriculum Coordinator: Curriculum development currently occurs within the department level. This person will create systematic and centralized process for maintaining documentation of curriculum as well as maintaining articulation and transfer agreements between the college and other educational institutions. No resources will be redirected.

Experiential Learning Coordinator: The College currently does not have any staff dedicated directly to providing internship and experiential learning opportunities for the college. No resources will be redirected.

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

For the one (1) research analyst position, we are requesting \$650 for professional development costs and \$2,000 in computer costs for a total of \$2,650.

For the one (1) financial aid officer position, we are requesting \$1,150 in professional development costs and \$2,000 in computer costs for a total of \$3,150.

For the three (3) coordinator positions, we are requesting \$500 for professional development costs and \$2,000 in computer costs for a total of \$7,500.

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 reflects the college's efforts related to improving retention and completion rates, which will have a positive impact on revenue.

All positions in this request, including operating expenses, are ongoing. No changes will be made to fee structure; no grant awards are currently being sought for these positions.

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?

All of these positions are designed to provide process improvement, support, and consistency for essential institutional and instructional functions at the institution. CWI has grown very quickly, and at this stage of our development we see the need for more consistency and support between departments and divisions in key areas such as institutional effectiveness, financial aid/student services, curriculum, assessment, and experiential learning.

Research Analyst: This position will provide an increasing utility for our staff and faculty by providing analysis to fulfill continuous improvement plans and data analytic needs. This position also addresses the need to fulfill the institutional internal and external reporting requirements. This position will benefit students and the community by providing a means to gather and evaluate data so that the College can determine where resources are best expended to meet the needs of all stakeholders.

Financial Aid Officer: This position will meet the immediate and growing need to provide students with higher levels of customer service, which in turn will assist in managing Cohort Default Rates. This will help students in reaching degree or certificate completion for gainful employment and/or to transfer to a four-year institution.

Assessment Coordinator: This position addresses accreditation recommendation and provides faculty and staff with resources necessary to fulfill continuous improvement plans. This position also addresses the need to fulfill the institutional internal and external reporting obligations. Ultimately this position benefits students and the community by providing a system of evaluation and continuous improvement.

Curriculum Coordinator: This position also addresses accreditation recommendations to provide a more system-wide method of curricular development. This person works closely with faculty, curriculum designers, and the community to provide processes for curricular changes that respond to the needs of our students and community.

Experiential Learning Coordinator: This position addresses the need to provide students opportunities for internships, service learning, and other community partnerships. Internships and Service Learning are two high-impact practices shown to improve student engagement and completion rates, especially among underrepresented populations. This person would work collaboratively with faculty, staff, and community partners to increase experiential learning opportunities and to provide consistent processes and support for experiential learning programs.

AGENCY: Community Colleges

FUNCTION: North Idaho College

ACTIVITY: Board approved category

Agency No.: 501

Function No.: 02

Activity No.:

FY 2020 Request

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A: Decision Unit No: 12.01		Title: Regional Entrepreneurship			Priority Ranking 1 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	4.00				4.0
PERSONNEL COSTS:					
1. Salaries	\$235,800				\$235,800
2. Benefits	94,300				94,300
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$330,100				\$330,100
OPERATING EXPENDITURES by summary object:					
1. Travel	\$10,000				\$10,000
2. Operating	25,000				25,000
TOTAL OPERATING EXPENDITURES:	\$35,000				\$35,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation (x4)	\$22,000				\$22,000
TOTAL CAPITAL OUTLAY:	\$22,000				\$22,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$387,100				\$387,100

Description:

North Idaho College (NIC) is building on their strong foundation of support for small business development and entrepreneurship to position the college as an innovative regional leader and connector in the burgeoning entrepreneurial ecosystem in North Idaho. The college has hired a Director of Regional Entrepreneurship Strategy and converted the Hedlund Technical Education Building into a Center focused on Entrepreneurship, Collaboration, innovation and Small Business Development. The center includes a makerspace and prototyping lab for students and the larger community to connect, create, and move ideas from concept to actionable business ventures.

This request will expand NIC's focus on entrepreneurship education and outreach to a broader audience, increase capacity and create a regional resource for economic development in North Idaho. This initiative provides relevant education and hands-on learning opportunities that connect seamlessly with existing credit and workforce training program offerings. The Coeur d'Alene Economic Development Corporation recently

recognized the effort by NIC for filling an important gap and supporting entrepreneurship, growing businesses and being a regional economic driver.

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 request is for four FTEs to expand the impact and educational offerings related to entrepreneurship, prototyping and business development. The request will cover personnel and operating expenses for a director, two lab instructors and administrative support. This is requested as ongoing general fund (base) support.

2. What resources are necessary to implement this request?

- a. Director of Regional Entrepreneurship Strategy Full-Time Benefited
Lab Instructors (2) Full-Time Benefited
Program Support Admin Full-Time Benefited
- b. Currently the Director of Regional Entrepreneurship Strategy is being funded with grant funding through FY19. The support of this line item will enable the college to sustain the development and enhancement of the program for the North Idaho region.
- c. Capital requests include initial IT needs. Operating expenses of \$35,000 will support travel, training, outreach and operating needs.

3. This request is for on-going funding for four positions and associated operating expenses. One-time capital expenses are for initial IT needs.

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 will provide a community resource and supplement educational programs across the college, including workforce development, CTE and transfer offerings.

AGENCY: Community Colleges

Agency No.: 501

FY 2020 Request

FUNCTION: North Idaho College

Function No.: 02

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ACTIVITY: Board approved category

Activity No.:

Original Submission X or

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A: Decision Unit No: 12.02		Title: Guided Pathways Support			Priority Ranking 2 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	4.00				4.0
PERSONNEL COSTS:					
1. Salaries	\$216,500				\$216,500
2. Benefits	86,600				86,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$303,100				\$303,100
OPERATING EXPENDITURES by summary object:					
1. Travel	\$40,000				\$40,000
2. Operating	25,000				25,000
TOTAL OPERATING EXPENDITURES:	\$65,000				\$65,000
CAPITAL OUTLAY by summary object:					
1. PC and workstation (x4)	\$22,000				\$22,000
TOTAL CAPITAL OUTLAY:	\$22,000				\$22,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$390,100				\$390,100

Description:

North Idaho College (NIC) has been engaged in developing Guided Pathways for over two-years, working across the college to develop curricular maps and group courses of study into six distinct focus fields: STEM; Manufacturing and Trades; Arts, Communication & Humanities; Healthcare; Social and Human Services; and Business Administration & Management. Building upon the work of Bailey, Jaggars and Jenkins and their research on *Redesigning America's Community Colleges*, NIC is implementing a model to support students at each aspect of the student experience, encourage completion and decrease cost and time to degree.

Complementing and expanding upon the work funded by the legislature to support college and career counseling within the high schools, the Pathways Program is developed around best practices to increase Go On rates, decrease summer melt, and provide enhanced college and career services to underserved and underrepresented populations from the rural counties of Region 1. By providing the personnel and resources to deliver

traditional college onboarding services to students at their high schools and in their communities, the Pathways program engages students in early exploration of career choices, college programs and classes through advanced opportunities, financial assistance applications, learning assessment, and registration at their high schools. Pathfinders will be located within high schools in the five counties of the NIC Region 1 service area, work in partnership with school counselors and serve as educational guides for students to determine and follow their guided pathway to college, through the completion of a degree or certificate and on to a transfer institution or a career.

In addition to the three Pathfinders, a Guided Pathways Coordinator will oversee the implementation of the pathfinder program, facilitate dialogue and integration with regional high schools, and support alignment of curricular offerings through the Guided Pathways model to enhance college access, completion, and transfer. The addition of these resources and the integration of the services along the educational path will reduce the overall cost of degree completion, time to degree completion and reduce opportunity costs for students pursuing higher education.

Key outcomes for this program will be increased go-on rates from students in Region 1 through early identification of student strengths, appropriate career choices and integrated support of the processes that lead to college matriculation. As the student chooses an appropriate pathway and benefits from the intentional programming and supports that are part of the Guided Pathways model, higher rates of certificate and degree attainment are anticipated with corresponding increases in rates of successful transfer and career placement.

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 request is for three FTEs to serve as Pathfinders in Region 1 and one FTE for a Guided Pathway Coordinator. Working closely with students in the high schools, the Pathfinders would promote dual credit offerings as well as help students see how what they are doing in the high school connects to their future goals for college and career. This is requested as general fund (base) support.

2. What resources are necessary to implement this request?
 - a. Guided Pathways Coordinator Full-Time Benefited July 1, 2019 Hire Date
Pathfinders (3) Full-Time Benefited July 1, 2019 Hire Date
 - b. There will be no existing human resources that will be redirected to this new effort.
 - c. Capital requests include initial IT needs. Operating expenses of \$65,000.
3. This request is for ongoing funding of the four positions and associated operating expenses along with a one-time capital expenses are for initial IT needs.

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 would initially serve 10th through 12th grade students in Benewah, Bonner, Boundary, Kootenai, and Shoshone Counties. The long-term return on this funding will be greater access to higher education and improved enrollment, completion, and transfer rates.

AGENCY: Community Colleges

FUNCTION: North Idaho College

ACTIVITY:

Agency No.: 505

Function No.: 06

Activity No.:

FY 2020 Request

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Continuation of One-Time Benefit Funding					
A: Decision Unit No: 12.03	Title: Funding		Priority Ranking 3 of 3		
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				0.00
PERSONNEL COSTS:					
1. Salaries					
2. Benefits	\$181,700				\$181,700
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$181,700				\$181,700
OPERATING EXPENDITURES by summary object:					
TOTAL OPERATING EXPENDITURES:	0				0
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$181,700				\$181,700

Description:

North Idaho College is requesting a continuation of the one-time health benefit funding received as part of its FY2019 state appropriation. Effective FY2019, the state reduced its per FTP health benefit funding rate from \$13,100 to \$11,650 in order to utilize excess funding in the state benefit plan. This funding change resulted in a \$181,700 reduction in base state general funds to North Idaho College for health benefits. This reduction in funding was coupled with a reduction in the per FTP charge to agencies on the state's health plan. The state, recognizing that by not being on the state health plan NIC would not realize the corresponding cost savings, appropriated this same amount to NIC on a one-time basis so NIC was held harmless in the same manner as other agencies for FY2019. It was anticipated by NIC at the time that the state would increase rates in FY2020 to a sustainable level no longer dependent on surplus balances or in the case of

NIC, one-time state funding; however the rate for FY2020 is remaining at \$11,650 thereby extending the impact of this base budget reduction for an additional year.

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?

NIC is requesting one-time health benefit funding in the amount of \$181,700 in order to maintain our benefit plan at the same level of funding as FY2019.

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 positions are included in this request.

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.

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

No operating or capital outlay funding is included in this request.

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 one-time funding. This request assumes that the state is maintaining the rate of \$11,650 per FTE for its benefit plan based on the availability of surplus funds within its plan.

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?

Careful and prudent management of our health insurance plan has effectively controlled costs and minimized health benefit rate increases, and has provided consistent coverage for NIC employees. It has been our position (since going to a self-funded model) that we will manage our plan within the resources available. If this request is not funded, NIC will need to explore other options for balancing its plan.

AGENCY: Agricultural Research & Ext

Agency No.: 514

FY 2019 Request

FUNCTION:

Function No.: 02

Page _1_ of _4 Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.01		Title: 4-H STEM Education			Priority Ranking 1 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	5.00				5.00
PERSONNEL COSTS:					
1. Salaries	\$286,400				\$286,400
2. Benefits	117,200				117,200
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$403,600				\$403,600
OPERATING EXPENDITURES by summary object:					
1. Travel	\$40,000				\$40,000
2. Educational resources	80,000				80,000
TOTAL OPERATING EXPENDITURES:	\$120,000				\$120,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$523,600				\$523,600

Description:

This proposal enables University of Idaho Extension to build on its successes in other educational areas and expand participation by students and 4-H leaders across Idaho in quality STEM programs within 4-H programming. The requested positions would engage more youth from Idaho rural and urban communities, train more leaders to be effective STEM educators, and expand networks integrating local and state efforts to build systems to serve all Idaho youth in non-formal STEM 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?

Funding to establish four (4) new 4-H STEM Area Extension Educators and one (1) 4-H administrative coordinator, with operating funds, is being requested to increase engagement with more youth and 4-H leaders in Idaho communities in the development of STEM knowledge and skills, postsecondary educational opportunities, and career awareness. Currently, UI Extension 4-H Youth Development offers K-12 non-formal educational programming in all counties in Idaho serving over 75,000 youth annually. UI Extension 4-H has led in developing STEM opportunities for Idaho youth, reaching 13,000 youth annually. Demand for these programs has grown rapidly. These STEM opportunities include programs in Agricultural, Natural and Biological Sciences, Technology and Engineering, such as Water Quality, Animal Health, Robotics and Drones, Coding, Electronics, 3-D Printing, Physical Computing, and other exciting STEM activities. Additional capacity to run quality educational 4-H STEM programs is needed to meet growing demand from rural and urban communities across Idaho. The educational programming funded by this request will complement the work of the Idaho STEM Action center as we coordinate efforts to expand STEM educational opportunities for Idaho youth.

This request includes four Area Extension Educator positions to be located across the State, an administrative support staff, educational resources for use in programs, and operational funds for the Educators to facilitate this expanded program.

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.

Four (4) FTE Area 4-H STEM Educators at \$63,600 per position with benefits of \$24,700 for a total of \$88,300 each. Anticipated date of hire would be July 1, 2019. The terms of service would be Full Time, benefits eligible and tenure-track faculty status.

One (1) Administrative Coordinator at an annual salary of \$32,100 with benefits of \$18,300 for a total of \$80,300. Anticipated date of hire would be July 1, 2019. The terms of service would be Full Time, benefits eligible and on-going administrative support status.

Total for personnel salary and fringe is **\$403,600.**

b. List any additional operating funds needed.

Four (4) educational resources funds of \$20,000 per individual for a total of \$80,000

Four (1) Annual travel budgets to reach rural communities at \$10,000 per person for a total of \$40,000

Total for operating funds is **\$120,000.**

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.

This request is for ongoing funding for expanded program development and delivery. UI Extension is an established network throughout Idaho with a long history of supporting Idaho communities by providing youth and adult educational programs. The requested positions would build onto the existing infrastructure, local institutional knowledge, and university-driven expectation for high-quality programs to enable a focus on educational STEM programs.

A STEM-focused staff in Extension 4-H will enable greater outreach to communities including involvement and coordination with formal and informal educational interests, will greatly increase the access to STEM programs for Idaho communities, and will improve the quality of STEM activities. In addition, having a formalized STEM educational staff will enable a greater ability to implement more robust investigations to examine programmatic quality, to test ideas, and to obtain reliable information on what is working and what is not working in informal STEM education on community, regional, and statewide level. Moreover, establishing a broader and coordinated foundation devoted to STEM education will open the door to external funding just as Extension has accomplished in its Healthy Living and Agricultural Education 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?

UI Extension 4-H leads programs open to all youth in both rural and urban communities throughout Idaho. This request is designed to build the capacity to scale up our programs to meet the demand to involve and serve more youth across Idaho.

The expected, immediate impacts if this request were funded would be a doubling to quadrupling of the number of youth in STEM programs such as coding, robotics, and water resources. We have confidence in this expectation because of feedback from participants and county staff.

The expected longer term impacts are increased Go-On Rates and increased interests in pursuing STEM fields. We are confident in stating this impact because our robotics programs alone have improved youth interest in pursuing post-secondary training in STEM fields. Many youth have reported in post-season surveys that they very likely to pursue engineering as a result of their involvement in robotics. Some even report that they decided to pursue college because of their involvement.

This appeal for funding is serving the citizenry of the State of Idaho. It is essential that we support formal education with non-formal activities, classes, and contests that engage youth and their parents in STEM education. Non-formal STEM Education helps build a healthy, well-educated workforce that will engage in STEM careers and will continue to build our collective society. If this request is not funded, the state and the youth in the state are impacted by the lack of opportunity for engagement in the learning process.

AGENCY: Agricultural Research & Ext

Agency No.: 514

FY 2020 Request

FUNCTION:

Function No.: 02

Page _1_ of _5 Pages

ACTIVITY:

Activity No.:

Original Submission _X_ or

Revision No. ____

A: Decision Unit No: 12.02		Title: Rock Creek Cattle Research & Ext		Priority Ranking 2 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.00				2.00
PERSONNEL COSTS:					
1. Salaries	\$101,000				\$101,000
2. Group Positions	86,000				86,000
3. Benefits	44,500				44,500
TOTAL PERSONNEL COSTS:	\$231,500				\$231,500
OPERATING EXPENDITURES by summary object:					
1. Trucking	\$20,000				\$20,000
2. Fencing maintenance and repairs	15,000				15,000
3. Minerals, veterinary medicine	5,000				5,000
4. Researcher/Extension Travel	10,000				10,000
5. Research operating	40,000				40,000
TOTAL OPERATING EXPENDITURES:	\$90,000				\$90,000
CAPITAL OUTLAY by summary object:					
1. VHF transmitters (175@\$165/each)	\$28,900				\$28,900
2. Field Computers and Software	3,000				3,000
3. Monitoring equipment	25,000				25,000
TOTAL CAPITAL OUTLAY:	\$56,900				\$56,900
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$378,400				\$378,400

Description:

This proposal enables the University of Idaho 's Extension and Colleges of Agricultural and Life Sciences and Natural Resources to expand programs to the Rinker Rock Creek Ranch. The Ranch is a living laboratory with a unique interface between a working landscape with a complex ecosystem of domesticated and wild animals and public recreational activities. It is part of an active public-private partnership between UI, the

community, governmental agencies and private entities to address the critical societal and ecological questions on the impact of grazing on rangeland ecosystems. This ARES request is to support its cattle operations and management, and research and Extension programs at the Ranch to help ensure that Idaho's land use and livestock management and policies are based on the highest quality research conducted here in Idaho.

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?

To this point, no permanent staff are present at this location as it has not been in possession of the University of Idaho. Faculty and staff from other Research and Extension Centers in Idaho have spent time at the Rinker Rock Creek Ranch to demonstrate the potential value for research. Additional staffing is requested as the Ranch comes under ownership of the University of Idaho during 2018. Funding for salary and benefits for a ranch manager and a research support specialist are being requested to provide the necessary support for cattle management with the accompanying research and Extension activities at the Ranch. This request also includes funding for two undergraduate summer student internships will gain experiential education supporting the ranch manager and the on-site Extension STEM activities. Funding to support two graduate research assistants as part of the UI Rangeland Center annually is also included to support field research to benefit Idaho's rangelands and agricultural communities. Research topics may change from year to year as new and critical issues in cattle management and interactions with rangeland ecosystems and land use/wildlife policies emerge. Operating funds for livestock management and research programs, and one-time capital expenditures needed to monitor environmental conditions to support program activities are also requested.

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.**

Additional ARES base funding for salary will include staff to manage the Ranch and provide research and Extension programming support and salaries for undergraduate and graduate students who will gain valuable experiential learning experiences on the Ranch.

One (1) FTE Ranch Manager at \$53,000 with benefits of \$22,600 for a professional line of \$75,600. One (1) Research Support Specialist at \$48,000 with benefits of \$51,500 for a professional line of \$69,500. Anticipated date of hire would be July 1, 2019. The terms of service would be Full Time and benefits eligible.

Two (2) undergraduate student Interns (\$13,000 each) with benefits of \$100 for a total of \$26,100 to assist the ranch manager and research support specialist with animal management. Anticipated date of hire would be July 1, 2019. The terms of service would be temporary and based upon the time cattle are present at Rock Creek Ranch (April to October).

Two (2) graduate students per year will receive Research Assistantships as field researchers conducting research on projects with faculty from the Rangeland Center at \$60,000 per year with benefits of \$300. Anticipated start date of August 15, 2019.

Total for salary and fringe is **\$231,500.**

b. List any additional operating funds needed.

Additional ARES base funds are requested for management of the ranch throughout the year and when cattle are present, as well as support for research and Extension programs. This includes trucking of cattle between the Nancy M. Cummings Research Extension and Education Center (NMCREEC) in Carmen to and from the Rinker Rock Creek Ranch (\$20,000), repairs and maintenance of fences, water systems and riparian areas (\$15,000), minerals and veterinary care for cattle at Rinker Rock Creek Ranch (\$5,000). Travel for faculty, students, and staff from NMCREEC and other current UI locations to Rock Creek to conduct research and Extension programming (\$10,000), and research operating funds for multiple coincident research projects of \$40,000 each year are also requested.

Total for operating is **\$90,000.**

c. List any Capital Expense funds needed.

Funds are requested for one-time funding of \$31,900 capital outlay for transmitters, field computers and software licensing requirements. One-time funds for monitoring equipment to be established around the ranch to monitor rainfall, temperature, etc. are also requested (\$25,000) which includes solar panels for electrical supply.

Total for capital expenditures is **\$56,900.**

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 continuous funding as the impetus for program development and greater utilization at Rinker Rock Creek Ranch as ownership is assumed by the University of Idaho in 2018. The opportunity to conduct critical research into the impact of livestock grazing will be greatly enhanced by the presence of Rinker Rock Creek Ranch as access to a landscape similar to that used by livestock will be available. The opportunities to obtain external grant awards on the impacts of grazing on rangeland ecology will be substantial. In addition, through the NMCREEC a direct comparison of economics and strategies for success will be examined for cattle grazing sagebrush ecosystems versus intensively managed pastures. This research will assist in informing ranchers and the public about the value of rangeland. Extension programming will occur on Rinker Rock Creek Ranch, and will engage the local community through 4-H STEM programs and informal educational 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 is designed to serve the citizenry of the State of Idaho as it addresses key societal issues related to use of public lands. Understanding the best management practices for grazing cattle in the natural landscapes of Idaho will support proper use of natural resources. Additional knowledge will be obtained relative to shared uses of range including grazing and recreational activities. This request will directly impact ranchers and rangeland landowners of the state. Faculty and students are also primary beneficiaries. Secondly, all Idaho citizens will be affected by economic factors influenced by sage-grouse habitat, land use and livestock management decisions. The University of Idaho, the College of Agricultural and Life Sciences and the College of Natural Resources will have enhanced research capacity to support the citizens of Idaho with the funding for activities within the UI Rangeland Center conducted at Rinker Rock Creek Ranch. This will also expand Extension programs in 4-H STEM activities as well as programs for the community.

If the funding is not provided, activities at Rinker Rock Creek Ranch will be limited leading to a lack of objective, science-based answers to publicly important questions about the use of natural resources as working landscapes.

AGENCY: Health Education
FUNCTION: WWAMI ECHO Idaho
Project

ACTIVITY: Strategic Initiatives

Agency No.: 515

Function No.: 02

Activity No.:

FY 2020 Request

Page _1_ of 6_ Pages
 Original Submission X or
 Revision No. ____

A: Decision Unit No: 12.01		Title: ECHO IDAHO PROJECT			Priority Ranking 1 of 1
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	2.00				2.00
PERSONNEL COSTS:					
1. Salaries	124,000				124,000
2. Benefits	49,500				49,500
3. Group Position Funding	128,000				128,000
TOTAL PERSONNEL COSTS:	301,500				301,500
OPERATING EXPENDITURES by summary object:					
1. Travel	20,000				20,000
2. Operating	40,000				40,000
TOTAL OPERATING EXPENDITURES:	60,000				60,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	361,500				261,500

Description:

Idaho ECHO Project.

Project ECHO (Extension for Community Health Outcomes) expands access to specialty and high-quality primary care. ECHO Idaho uses distance technology to build the capacity of healthcare providers to treat complicated patients they would otherwise refer out. ECHO Idaho offers providers the knowledge and support they need through continuing medical education and participant-provided case studies to treat common, complex conditions in rural and underserved areas within Idaho. In this way, patients receive the right care, in the right place, at the right time.

The ECHO model was developed by the University of New Mexico Medical Center and focused on Hepatitis C. ECHO has now been successfully replicated throughout the

United States to address more than 40 complex diseases, including diabetes, opioid addiction, and behavioral/mental health.

ECHO Idaho launched its first virtual teleECHO clinic March 2018 focusing on Opioid Addiction and Treatment. An interdisciplinary specialist team (hub) uses video conferencing technology to connect twice a month with students and providers throughout the state (spokes) for a brief lecture on an opioid-related topic followed by a case presentation and discussion. ECHO Idaho is the only ECHO project focused on filling the need to support local networks, create linkages, and build community of *Idaho* providers who care for *Idaho* patients, and who understand *Idaho's* unique challenges and opportunities.

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 operating expenses. Funds will be utilized to provide staff salary and benefits, as well as cover yearly operating expenses for the ECHO program.

The request is for two-full time ECHO staff personnel and salary compensation for ECHO panel experts for clinic sessions. ECHO Idaho staff will maintain critical infrastructure and to deliver teleECHO clinics in:

- Opioid Addiction and Treatment
- Behavioral/Mental Health

ECHO Idaho staff will collect and analyze data from various sampling points on ECHO Idaho's impact to the state. Resources will also be utilized to support travel, supplies and operating expenditures to support teleECHO sessions and ECHO Idaho project functions. In March of 2018 the University of Idaho launched ECHO Idaho with resources from a grant through the State Healthcare Innovation Plan (SHIP), WWAMI Medical Education Program, and the University of Idaho. The first ECHO clinic is on Opioid Addiction and Treatment. Funds from SHIP will end January 2019. The University of Idaho will continue to support ECHO program through WWAMI Medical Education by providing administrative oversight and assistance from our financial specialist and other program staff. Current base funding from the SHIP grant is \$366,143 and will expire January 2019. We are asking for permanent base funding support for ECHO Idaho.

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.**

Program Manager (1.0 FTE), full time, 12 month appointment, benefit eligible. Hired

This position is responsible for the management and leadership of ECHO Idaho. The program manager is responsible for managing the day-to-day operations of the ECHO program, including coordination of teleECHO clinic initiatives and deliverables. Key responsibilities include planning and oversight of the team's activities, coordinating ECHO curriculum development, and promoting the ECHO learning model in the state. The program manager builds effective relationships with Project ECHO staff, University of Idaho WWAMI staff, spokes, and community partners to advance the program in the state.

Clinic Coordinator (1.0 FTE), full time, 12 month appointment, benefit eligible. Hired

This position is responsible for coordinating educational sessions for ECHO Idaho and assisting with the use of distance learning technology. The clinic coordinator supports the production and distribution of distance education course materials, schedules, and facilitates delivery of academic courses to learners at remote sites. Key responsibilities include conducting surveys and preparing reports as needed, developing and distributing promotional and informational materials, and providing direct academic/administrative guidance and assistance to distance education students. The clinic coordinator maintains the integrity of data collection and databases and maintains collaborative relations with rural community partners and internal ECHO/University of Idaho staff.

Group Position Funding

This funding will be used to compensate ECHO panel experts for clinic sessions.

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

Financial specialists will support project operations to process travel and supply purchases. Human Resources will support hiring of personnel. Marketing and Communications staff will support publication and promotion of project results. Director level oversight to ensure adherence to University policies and procedures. Existing operations will be minimally impacted as these functions are currently in place to support all similar activities within the WWAMI Medical Education program.

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

No capital funding is required. Operating funds of \$60,000 are requested to cover travel, supplies and teleECHO expenses.

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 ongoing annual funding in support of ECHO Idaho teleECHO clinics on Opioid Addiction and Treatment, and Behavioral Health/Mental Health. It is anticipated that additional grants will be sought to support the growth of ECHO clinic sessions on other complex diseases in Idaho. Data collection and sample analysis collected through the ECHO Idaho program will continue to build a long-term data set to demonstrate the health care impacts from participants of the teleECHO clinics.

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?

Enrollment and participation in ECHO Idaho is free and practitioners earn continuing medical education credits. The target audience is a wide range of healthcare providers, including nurses, community health workers, medical assistants, pharmacists, counselors, nurse practitioners, physician assistants, physicians, students and others who provide healthcare education or services. In ECHO Idaho's initial pilot program, the participants come from all seven health districts, 11 counties, 16 cities, and 33 clinics/organizations. Initial feedback has been positive, and interest is rapidly growing. Idaho providers, healthcare workers, health profession students and patients will be served by this critical program. The expected impacts are long-term changes in health provider self-efficacy and knowledge in specialty areas for complex clinical problems in Idaho. These benefits will impact Idaho patients by providing the right treatment in the right time in a cost-effective model. The ECHO model is cost-effective in terms of expenses relative to outcome improvements. Cost savings attributed to ECHO projects in other states include reduced hospitalizations and ER visits, preventing the costs of untreated diseases, savings related to increased provider recruitment and retention, and patients saving the expense of traveling long distances to see a specialist.

If this project is not funded there will be increased difficulty to obtain any of the benefits mentioned previously.

AGENCY: Health Education Programs

FUNCTION: University of Utah

Medical Education Program

ACTIVITY: Strategic Initiative

Agency No.: 515

Function No.: 04

Activity No.:

FY 2020 Request

Page 1_ of _3 Pages

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.01		Title: Year 4 Two Additional Seats			Priority Ranking 1 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Operating Expenses					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$119,600				\$119,600
LUMP SUM:					
GRAND TOTAL	\$119,600				\$119,600

Description:

In FY17 two (2) additional positions for medical students in the University of Utah School of Medicine (UUSOM) program were appropriated increasing the incoming class of UUSOM students in the fall of 2016 to a total of ten (10). The FY17 Legislative Budget Book states the two new seats would require a funding commitment in FY18, FY19 and FY20 as students move successfully through medical school toward graduation increasing the total from 32 to 40 Idaho students. This request is for the two (2) additional positions for the fourth year students.

This request supports the recommendations of the State Board of Education's Medical Education Subcommittee from January, 2009. Specifically, recommendation #3: "Expand the total number of medical seats for Idaho sponsored students to between 60 to 90 per

year (an aggregate total of 240 to 360) as soon as practicable through partnerships with WWAMI, WICHE, University of Utah, osteopathic schools and other medical schools.”

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 is a request for two additional UUSOM seats in the amount of \$89,200 in Trustee & Benefits. This increase is in line with the commitment made in FY 17 to increase funding and medical students in years 2, 3, and 4 of medical school, with proportional costs in each of those years, as students move successfully through medical school toward graduation.

This request would add two students in the fourth year class of FY20 or 10 students per year, for a total of 40 Idaho UUSOM students enrolled in medical school by FY20 (Fall 2019).

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 FTE are associated with this budget.
 - 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.

This request would require ongoing General Funds.

Each year the contract price for all UUSOM seats increases by an amount which is equal to the increase in the Higher Education Cost Adjustment (HECA) index published for the most recently available preceding academic year.

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?

If this request is not funded, the additional two positions appropriated in FY17 would not be sustained and the number of incoming students would need to be reduced to the previous eight (8) seats.

aAGENCY: Health Education Programs

FUNCTION: University of Utah

Medical Education Program

ACTIVITY: Strategic Initiative

Agency No.: 515

Function No.: 04

Activity No.:

FY 2020 Request

Page 1_ of _3 Pages

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.02		Title: Resident Leave of Absence			Priority Ranking 2 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object:					
1. Operating Expenses					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$22,300				\$22,300
LUMP SUM:					
GRAND TOTAL	\$22,300				\$22,300

Description:

The Legislature has provided funding for 38 Idaho residents in the University of Utah School of Medicine (UUSOM) program for FY 2019. A separate line item requests funding for an additional and final increase of two residents for the 4th year residency. This request is for one-half year funding for an Idaho student who is returning from a medical leave of absence. One student is on track and scheduled to graduate one (1) semester early (in December 2018) and start her pediatric residency in January 2019. This would mean she would not need the entire year of Idaho funding. Another student currently in his third year had to repeat his second year and will result in an additional slot for FY 2020 for one-half year. UUSOM will bank the one semester savings from the first student from FY 2019 and use those funds in FY 2020 for the second student. Therefore, we only need to ask for one semester's funds for FY 2020.

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 is a request for one semester funding for a student returning from a medical leave of absence.

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 FTE are associated with this budget.

- 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.

This request would require one-time 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?

If this request is not funded, the Idaho student will not be able to return from his medical leave of absence.

AGENCY: Health Education ProgramsFUNCTION: Graduate Medical
Education

ACTIVITY: Strategic Initiative

Agency No.: 515

Function No.: 04

Activity No.:

FY 2020 Request

Page 1_ of _3 Pages
Original Submission X or
Revision No. ____

A: Decision Unit No: 12.01		Title: Graduate Medical Education			Priority Ranking 1 of 1
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	4.0				4.0
PERSONNEL COSTS:					
1. Salaries	\$246,100				\$246,100
2. Benefits	83,900				83,900
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$330,000				\$330,000
OPERATING EXPENDITURES by summary object:					
1. Operating Expenses					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$2,235,000				\$2,235,000
LUMP SUM:					
GRAND TOTAL	\$2,565,000				\$2,565,000

Description:

The Legislature appropriated the following for fiscal year 2019.

Family Medicine Residencies, \$565,000:

FMRI Boise, \$240,000 to increase funding to \$35,000 per resident

ISU FMR, \$105,000 to increase funding to \$40,000 per resident

ISU Pharmacy, \$130,000 for the following:

Pharmacy Program Director \$30,000

Pharmacy Admin Coordinator \$10,000

Three (3) Pharmacy Residents \$90,000

Boise Internal Medicine, \$77,500 to increase funding to \$17,500 per resident

Psychiatry Education, \$240,000 to increase funding to \$60,000 per resident

Eastern Idaho Medical Residencies, \$455,000 established at \$35,000 per resident
 Bingham Internal Medicine, \$525,000 established at \$35,000 per resident

Assumptions for FY 2020 line item requests:

1. Update for FY 2020 using the following criteria.
 - a. ISU's new baseline at \$40,000 per resident
 - b. UW Psychiatry at \$60,000
 - c. All other programs at \$35,000 per resident
 - d. Bingham's (Blackfoot) Internal Medicine Program – fully funded at \$60K
 - e. Idaho Falls Internal Medicine Program being funded for year one only at \$35,000
2. Showing all programs increased to \$45,000 for all existing residents.
3. Bringing all new resident/fellow requests for the year FY2020 on at \$60,000.

See following page for total increases by program for all Health Education Programs.

Family Medicine Residencies	\$480,000
ISU FMR	330,000
FMR Kootenai	180,000
Boise Internal Medicine	515,000
Eastern Idaho Medical Center	700,000
Bingham Internal Medicine	180,000
University of Utah School of Medicine	<u>180,000</u>
Total Graduate Medical Education	\$2,565,000

Ten Year GME FY 2020 Budget Increase Request - Addendum

Program	Current Funding per FTE	Existing Residents (FY2020)		New Residents / Fellows (FY 2020)		Other	Total FY 2020 Requested Funding Increase
		FTEs	Increase Funding to \$45K	FTEs	Funding at \$60K		
<u>Family Medicine Residency of Idaho</u>	\$ 35,000						
Boise Family Medicine		33	\$ 330,000		\$ -	\$ -	\$ 330,000
Caldwell FM Rural Training Track		9	90,000		-	-	90,000
Magic Valley FM Rural Training Track		6	60,000		-	-	60,000
Nampa Family Medicine		-	-	6	<i>funded</i>	-	-
Total		48	\$ 480,000	6	\$ -	\$ -	\$ 480,000
<u>Idaho State University</u>	\$ 40,000						
Pocatello Family Medicine		21	\$ 105,000		\$ -	\$ -	\$ 105,000
RTT Rexburg Resident				1	60,000	-	60,000
RTT Program Director						80,000	80,000
RTT Residency Coordinator						25,000	25,000
Hospitalist Fellowship				1	60,000	-	60,000
Supplemental						267,000	267,000
Total		21	\$ 105,000	0	\$ 120,000	\$372,000	\$ 597,000
<u>Kootenai</u>	\$ 35,000						
Coeur d'Alene Family Medicine		18	\$ 180,000		\$ -	\$ -	\$ 180,000
Total		18	\$ 180,000	-	\$ -	\$ -	\$ 180,000
<u>University of Washington/VA</u>	\$ 17,500						
Internal Medicine		25	\$ 125,000	5	\$ 300,000	\$ -	\$ 425,000
Preliminary Year Intern Program		4	20,000		-	-	20,000
IM Chief Resident		2	10,000	1	60,000	-	70,000
Total		31	\$ 155,000	6	\$ 360,000	\$ -	\$ 515,000
<u>University of Washington - Psychiatry</u>	\$ 60,000						
Seattle/Boise Core Program		8	\$ -	-	\$ -	\$ -	\$ -
Total		8	\$ -	-	\$ -	\$ -	\$ -
<u>Bingham Internal Medicine</u>	\$ 35,000						
Blackfoot Internal Medicine		12	\$ 120,000	1	\$ 60,000	\$ -	\$ 180,000
Total		12	\$ 120,000	1	\$ 60,000	\$ -	\$ 180,000
<u>Eastern Idaho Regional Medical Center</u>	\$ 35,000						
Idaho Falls - Internal Medicine		10	\$ 100,000	10	\$ 600,000	\$ -	\$ 700,000
Total		10	\$ 100,000	10	\$ 600,000	\$ -	\$ 700,000
<u>University of Utah / ISU</u>	\$ 60,000						
Salt Lake City/Pocatello Core Program		-	\$ -	3	\$ 180,000	\$ -	\$ 180,000
Total		-	\$ -	3	\$ 180,000	\$ -	\$ 180,000
Grand Total		148	\$ 1,140,000	26	\$ 1,320,000	\$372,000	\$ 2,832,000

AGENCY: Health Education Programs

FUNCTION: Graduate Medical
Education – ISU Family Medicine
Residency (ISU FMR)

ACTIVITY: FY19 Supplemental

Agency No.: 515

Function No.: 05

Activity No.:

FY 2019 Request

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A: Decision Unit No: 4.31 & 6.32		Title: ISU FMR GME FY19 Supplemental			Priority Ranking 1 of 1
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.0				1.0
PERSONNEL COSTS:					
1. Salaries	\$395,100				\$395,100
2. Benefits	106,900				106,900
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$502,000				\$502,000
OPERATING EXPENDITURES by summary object:					
1. Operating Expenses					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	-\$235,000				-\$235,000
LUMP SUM:					
GRAND TOTAL	\$267,000				\$267,000

Description:**FY19 Supplemental Request #1:**

S. 1366 appropriated an additional \$565,000 for the Family Medicine Residency programs as Trustee and Benefit payments (TB) for fiscal year 2019. Of that amount, \$235,000 was for Idaho State University's Family Medicine Residency (ISU FMR) to help fund the Pharmacy Residency (\$130,000) and to provide maintenance of current operations funding for the Family Medicine Residency (\$105,000). This funding was applied to personnel costs, the largest expense of the residency. However, ISU FMR funds employees out of the Personnel Costs (PC) object. As it was the intent of the Legislature to expand and fund the ISU FMR with this appropriation, ISU FMR is

requesting an object transfer through this supplemental request to shift \$235,000 from TB to PC to provide the necessary PC appropriation going forward.

Additionally, for your information, ISU FMR has an FTP cap. Because ISU FMR funds employees out of the PC object, ISU FMR also requires the corresponding FTP increase authorization associated with the \$235,000 appropriation. The Governor approved to increase the FTP cap for ISU FMR by 3.0 FTP effective July 1, 2019. As a result, this supplemental request does not include the FTP increase authorization as it was approved by the Governor (see attached memorandum from Jani Revier, DFM Administrator, to the JFAC Co-Chairs, dated June 20, 2018, RE: Additional Positions Idaho State University Family Medicine Residency Program). The 3.0 FTP are for a hospitalist position and partial FTP for a pharmacy program director, pharmacy administrative coordinator, and three pharmacy residents.

FY19 Supplemental Request #2:

During the 2017 Legislative session, the Governor recommended, and the Legislature appropriated, \$2,425,000 in ongoing funding for additional medical residencies to address Idaho's physician shortage. The funding was to assist in the expansion of programs at the Boise Family Medicine Residency Program, the Idaho State University Family Medicine Residency Program, and the University of Washington Internal Medicine Program.

The programs received a General Fund appropriation in the Office of the State Board of Education and a combination of General Fund and federal fund spending authority at the Idaho Department of Health and Welfare (IDHW). Of the \$875,000 appropriated to the IDHW, \$251,500 is ongoing General Fund and \$623,500 is ongoing federal fund spending authority. The appropriation at IDHW was intended to support Medicaid-allowable expenses for the Boise Family Medicine Residency Program's rural training track expansion (\$250,000) and four fellows (\$250,000), as well as the Idaho State University rural training track (RTT) expansion (\$250,000) and the infrastructure development for the first rural training track (\$125,000).

ISU residency training is done in cooperation with community health centers operated by HealthWest. During the spring of 2018, IDHW learned that HealthWest residency expenses were already being incorporated into an update of HealthWest's per-patient visit payment rate under Medicaid. As a result, IDHW could not pay out the graduate medical education funding through Medicaid as originally intended. Applying the current Medicaid match, \$266,887.50 in federal funds, or 71.17% of the \$375,000 appropriated for ISU FMR, could not be paid. The remaining unmatched General Fund in the amount of \$108,112.50 also remained in the IDHW budget.

Throughout FY 2018, ISU FMR has operated under the direction that it would receive the appropriated funding. It was not until April 2018 that ISU FMR was notified that the program was not eligible for Medicaid reimbursement. In the meantime, the program incurred expenditures amounting to a minimum of \$223,000.

The Division of Financial Management (DFM) has had several conversations with IDHW staff and ISU FMR staff about how to resolve this issue and whether there might be other federal funding options. It was determined that there are no further options for making the program whole in FY 2018. Because of the importance of graduate medical education and the need to establish additional residencies, DFM determined it would be in the best interests of the state and the ISU FMR program to authorize IDHW to disburse the remaining General Fund balance of \$108,112.50 to ISU FMR to offset a portion of the costs that have been incurred. This disbursement occurred prior to fiscal year-end 2018.

To further address the funding deficiencies, ISU FMR is requesting an ongoing FY 2019 supplemental appropriation and necessary FTP. This will ensure the rural training track is fully implemented and original legislative intent is met.

DFM has fully briefed Legislative Services Office – Budget & Policy Analysis Division Senior Budget & Policy Analyst, Janet Jessup, and Principal Budget & Policy Analyst, Jared Tatro, about this shortfall and the anticipated request for an FY 2019 supplemental appropriation (see attached memorandum from Jani Revier, DFM Administrator, to the JFAC Co-Chairs, dated June 20, 2018, RE: Idaho State University Family Medicine Residency Program).

As indicated in the original request and legislative appropriation, this supplemental funding will support a Rural GME Director position.

Rural GME Director:

- Small rural hospitals depend on family physicians to provide maternity care services in isolated, rural communities, including cesarean sections. Training family physicians at rural training tracks in rural communities promotes future practice in those same underserved communities. Rural training tracks are based in an existing family medicine residency with the first year of training at the base program and the second and third years at a developed rural community site. A Rural GME Director is responsible for the academic and accreditation functions of RTTs. An RTT Site Director / family physician residing in the rural community is responsible for clinical teaching and other training activities.
- The Rural GME Director is a full-time family physician faculty with a full complement of academic, administrative, clinical and service functions. The clinical focus is in women's health and maternity care including directing the advanced surgical obstetrics training. This faculty member also leads the residency's clinic quality improvement processes and quality curriculum. The academic / administrative focus is the development of new rural training tracks in underserved Eastern Idaho communities. The Rural GME Director is actively engaged in the community development process and accreditation application for the first RTT in Rexburg. The Director will then be responsible for the academic oversight and administration of the Rexburg RTT. The position will also have ongoing responsibility for exploring the feasibility of establishing other RTT sites.

This request benefits all regions of the state. Without this support, Idaho citizens will have reduced access to health care, and the state will struggle to retain even its current ranking (48th place among all states) in terms of physicians per resident.

AGENCY: Special Programs
FUNCTION: Forest Utilization
Research (FUR)

Agency No.: 516

FY 2020 Request

Function No.: 01

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 Original Submission X
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ACTIVITY: Strategic Initiatives

Activity No.:

FUR- Wood Utilization in Commercial Building Faculty					
A: Decision Unit No: 12.01	Title:			Priority Ranking 1 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.00
PERSONNEL COSTS:					
1. Salaries	\$88,500				\$88,500
2. Benefits	30,100				30,100
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$118,600				\$118,600
OPERATING EXPENDITURES by summary object:					
1. Travel	\$5,000				\$5,000
2. Operating	10,000				10,000
TOTAL OPERATING EXPENDITURES:	\$15,000				\$15,000
CAPITAL OUTLAY by summary object:					
1. PC, building design or other applicable software, and workstation	\$5,000				\$5,000
TOTAL CAPITAL OUTLAY:	\$5,000				\$5,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$138,600				\$138,600

Description:

Advancing the use of forest products in commercial building at the University of Idaho by investing in human resources.

The University of Idaho seeks to engage the integrated industries involved in commercial building to develop the emerging economy of sustainable commercial building. Wood is the ideal raw material as a renewable building material allowing for carbon sequestration while consuming less energy during production as compared to concrete and steel. Engineered wood products enable flexible, rapid modular construction while still allowing for sophisticated design. The northwest and southeast US are the two most productive timber regions. Idaho, with a forest products industry

currently producing 10% of state domestic product, is uniquely positioned with timber and manufacturing to meet the demands of the market. Integrating engineering to address code specifications, architects in design utilization and construction firms with product knowledge will drive industry growth. Increased, sustainable use of Idaho's timber will result in direct and indirect jobs (transportation, manufacturing, etc.), support rural communities dependent on these industries, and support the Idaho Department of Lands return on investment to Idaho's schools.

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 College of Natural Resources is requesting \$138,600 in the Forest Utilization Research (FUR) budget to provide salary and fringe support, plus travel, operations, and capital equipment, for a new faculty hire to enhance scholarly activity and outreach with Idaho's forest industry and commercial building sectors. These resources will enhance the capability of FUR programs to work with stakeholders and leverage additional funds from other non-state sources, both of which help strengthen traditional Idaho industries and rural communities that rely on the jobs from timber harvesting, forest product manufacturing, architecture, engineering and construction. There is currently no capacity for this position. This position may hold dual appointments or adjunct status in the colleges of Engineering and/or Art & Architecture.

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 College of Natural Resources is requesting funds sufficient to provide full-time salary and benefits support for a new faculty position in wood utilization in commercial buildings at the rank of associate professor or professor.

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

There will not be redirection.

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

The request includes \$5,000 for travel, \$10,000 for operating expenses, and \$5,000 for capital equipment including dedicated software used to perform duties of position.

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.

Salary, fringe, travel and operating will be ongoing, with capital outlay as one-time funding. We anticipate that funding can be leverage for external grant awards but have no assumptions for revenue amounts.

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 new faculty position will directly serve Idaho's forests, forest industries, construction and commercial building industries, and state agencies including the Idaho Department of Lands. Rural communities will benefit from potential increases in forest and forest product activity. The position will also strengthen leverage for non-FUR dollars, benefitting faculty and students. This position can provide ancillary benefits to either or both the College of Engineering and Art & Architecture through increased capacity in relative disciplines.

AGENCY: Special Programs
FUNCTION: Forest Utilization
Research (FUR)

Agency No.: 516

FY 2020 Request

Function No.: 01

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ACTIVITY: Strategic Initiatives

Activity No.:

FUR - Mica Creek Watershed Project					
A: Decision Unit No: 12.02	Title: Project			Priority Ranking of 2 of 2	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.00
PERSONNEL COSTS:					
1. Salaries	\$60,000				\$60,000
2. Benefits	31,600				31,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$91,600				\$91,600
OPERATING EXPENDITURES by summary object:					
1. Travel	\$6,000				\$6,000
2. Operating	26,000				26,000
TOTAL OPERATING EXPENDITURES:	\$32,000				\$32,000
CAPITAL OUTLAY by summary object:					
1. PC, building design or other applicable software, and workstation					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$123,600				\$123,600

Description:

Mica Creek Watershed Project.

In 1990 a study examining the impacts of modern forestry practices on stream characteristics and fish was initiated in the Mica Creek watershed. A formal Before-After-Control-Treatment study was completed in 2005 and peer-reviewed papers have been published on water quality, sediment, temperature, dissolved chemistry, and aquatic insects. Watershed-side stream instrumentation and data collection has continued uninterrupted since this time, and the latter half of the 27-year data set reflects operational working forest conditions. The study provides a data-driven, science based platform to evaluate forest practice rules that govern water quality,

protection, as well as fish and wildlife conservation issues relative to state, federal, and private forest landowner management. The project results were used directly in discussions of regulatory changes at both the state and federal level. Results have informed and influenced revisions of the Idaho Forest Practice Rules on tree retention in streamside areas; were influential in the regulatory debate over treating roads and culverts as point sources of pollution; and are routinely used in National Environmental Policy Act (NEPA) evaluations for US Forest Service timber sales. Maintaining the ability to continue building on the data set from this long-term study is critical to informing natural resource protection policies in Idaho. This is especially critical given emergent concerns about decreasing summer flows and impacts on fish populations resulting from forest regrowth that will potentially impact forest products and related industries.

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 is a request to increase base funding for annual maintenance for the Mica Creek Watershed Project. Specifically, funding will support 2 part-time field technicians to maintain critical infrastructure and to collect and analyze data from various sampling points, travel and supplies to support data collection and two sample analysis of sediment macroinvertebrates. There is currently no base funding for this project, however there is agency staffing within base budget to support the project at an administrative level. Administrative support will include financial specialists, human resources, marketing and communications as well as director level guidance.

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.

(2) Research Technicians, part time, on 6-12 month appointments (depending on weather and field season access), PERSI eligible. Anticipated hire date will be upon approved funding at the beginning of the fiscal year (typically on or around July 1).

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

Financial specialists will support project operations to process travel and supply purchases. Human Resources will support hiring of personnel. Marketing and Communications staff will support publication and promotion of project results. Director level oversight to ensure adherence to university policies and procedures. Existing operations will be minimally impacted as these functions are currently in place to support all similar activities within the Forest Utilization Research program.

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

No additional capital funding is required. Operating funds of \$32,000 are requested to cover travel, supplies and sample analysis.

- 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 ongoing annual funding in support of basic data collection and sample analysis to continue to build a long-term data set in support of Idaho forest industry, federal and state forest agencies and dependent rural communities on activities relative to actively managed forest lands.

- 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 project promotes long-term economic health for communities dependent upon forested lands. The long-term economic health of such communities is dependent upon the long-term ecological health of lands. Ecological health is a substrate on which forest management and economic gain can be sustained in the long term. The project seeks to develop an integrated, mechanistic understanding of how upslope disturbances are transmitted to downstream ecosystems, to assess and improve contemporary forest management practices. This project builds on disciplinary research to develop integrated approaches to the assessment and management of working forest lands.

This project has had a major impact on the science and management of forested ecosystems in the state of Idaho and the region, and has effectively advanced the University's teaching, research and outreach missions in a key strategic area by enhancing the stewardship of the natural environment. This project has added considerable value to the Mica Creek Project initiated originally by private industry, by adding both an intensive research component focused on mechanisms producing observed changes, and an extensive component to assess forest management across a broader range of impact levels, while expanding the disciplinary breadth of observed response variables. Although the project is ongoing, the state, region and nation is benefiting, and will continue to benefit from this proactive project through an improved, interdisciplinary assessment of contemporary harvest practices. This project is therefore benefiting the forest products and associated industries, the tourism sector, and the economic development of municipalities. If the request is not funded, inactivity of this project study will result in negative impacts to Idaho's forest industry, the rural communities dependent on this industry and other associated industries utilizing Idaho's forests, state and government land managing agencies and the scientific literacy and understanding of active forest management.

AGENCY: Special Programs
FUNCTION: Idaho Geological Survey

Agency No.: 516
 Function No.: 02

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ACTIVITY:

Activity No.:

FTE Increase & Market Base Compensation					
A: Decision Unit No: 12.01	Title: Compensation			Priority Ranking 1 of 1	
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	.44				.44
PERSONNEL COSTS:					
1. Salaries	\$110,100				\$110,100
2. Benefits	27,800				27,800
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$137,900				\$137,900
OPERATING EXPENDITURES by summary object:					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$137,900				\$137,900

Description:

Public demand for geologic and geospatial services from the Idaho Geological Survey (IGS) has grown each year for the last five years and during FY 2017 the IGS website had 453,562 visitors and users downloaded 204,770 digital products. The IGS publishes geologic research annually in the form of maps, technical reports, databases and information pertaining to mineral, oil and gas, geothermal energy and geologic hazards throughout the state and these products are uploaded to the IGS website for public dissemination.

Priority 1: Consistency in staffing is crucial to meet the demands of the Idaho Geological Survey's Strategic Plan as well as fulfilling the Mission and Goals of the agency. In past years, we have had difficulty retaining quality exempt and classified staff, which results in a loss of the knowledge base that they possess. The funding being requested is to make

up the difference between the pay rates currently being paid to IGS staff and the new “Market Based Compensation” levels recently set by the University of Idaho thus allowing IGS to reduce turnover and maintain a higher quality of service to the public. Crucial staff, both exempt and classified, that will be affected by these funds are our Senior Petroleum, Geologist, Geologic Hazards Geologist, Hydrogeologist, Senior Geologist, GIS Analyst, Geologic Map/ GIS Manager, Assistant to the Director, and IGS Finance and Operations Manager.

Priority 2A: To bring the Assistant to the Director position from the current .875 FTE to a full 1.00 FTE. This change in FTE and appropriation is necessary so the current Assistant to the Director can accomplish all tasks associated with the position for the Moscow and Boise offices of IGS as well as assist in other administrative duties that have been added to the position.

Priority 2B: To bring the Senior Geologist position from the current .69 FTE to a full 1.0 FTE. This change in FTE will increase the Survey’s grant award capabilities for leveraging US Geological Survey funding to IGS and providing more federal research dollars to conduct geologic mapping throughout the state. The proposed increase in FTE will also allow the Senior Geologist to devote more time for educational and outreach activities while still maintaining a robust schedule for geologic mapping.

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. Salary adjustments for Seven (7) IGS Exempt and Classified Staff

- i. Appropriation of \$80,400 in salary and benefits is being requested to bring 7 staff (exempt and classified) up to 85% of their University of Idaho Market Base Salary. In order to slow employee turnover, the University of Idaho has adopted a Market Based Compensation policy to help address employee retention issues. IGS has its own appropriation line from the Idaho legislature and does not have access to General Education funds from the University. This request for funding will bring all IGS exempt and classified staff up to 85% of the market-based rates set by the University of Idaho; the balance of the increase (86% to 100%) will be accomplished over time by annual Cost of Living increases allocated by the legislature and attrition in the Survey due to retirement.

b. Assistant to the Director additional FTE of .125 and The Senior Geologist additional FTE of .31. A total of \$57,500 is requested for salary and benefits.

- i. Request is to raise the FTE of the Assistant to the Director from .875 FTE to a full 1.0 FTE and an accompanying request to raise the FTE of the Senior Geologist from .69 FTE to a full 1.0 FTE.
- ii. Asking for additional appropriation for both positions of \$57,500 in salary and benefits which will allow IGS to fund both positions at full time of the 85% market rate set by the University of Idaho.

Additional funding and FTE for the two positions, as stated above, adds increased services to the public and improves employee retention for IGS. The .125 FTE increase for the Assistant to the Director will allow full-time work without the extra funding being drawn from IGS operating funds (OE, CO and Travel).

The extra .31 FTE for the IGS Senior Geologist provides a much stronger state match for competitive US Geologic Survey grant awards and permits the Survey to secure larger federal grant awards and map larger areas throughout the state. Providing a small increase in FTE for the Senior Geologist also permits more IGS resources to be targeted for earth science education in public and private schools and Outreach opportunities throughout the state.

2. What resources are necessary to implement this request?

- a. No additional resources are required. The appropriation for both requests will be combined with existing appropriations.

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

- a. This request is not for new employees, request is for additional funding and FTE to supplement existing IGS positions.

4. 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 request is for ongoing funding for existing personnel. The appropriation request will be used for salary and benefits only to keep pace with the employee Market Based Compensation program set at the University of Idaho and to increase employee retention at IGS.

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?

- a. Beneficiaries of this request will be the general public, energy and minerals industries, engineering firms, the Idaho legislature, state and federal agencies, the Governor's office and all entities who request services from the Idaho Geological Survey.
- b. If these funding requests are not granted, the Idaho Geological Survey will fall further behind existing staff salaries at the University of Idaho. When the U of I began their "Market Based Compensation" plan for employees, the primary goals were to (1) Compensate U of I employees at levels of their peers and (2) Stem the nearly 20% staff turnover per year. As this plan is implemented, the University has reallocated certain resources to meet their goals. IGS, while housed at the U of I, does not have the flexibility to share in University funds causing IGS salaries to lag behind the rest of the University. The most recent example of this "lag" is our FY19 salary levels. As the University tries to bring

employees up to market base, the IGS could only fund 25% of what the University recommended.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

- a. U of I Market Based Compensation employee notification.

	Addition PCN Funding Requested to 85%					
	PCN	Current Salary	U of I established Market rate	CUPA or BLS Code	Difference to get to 85%	
	4762	\$43,077.00	\$65,124.80	CUPA 435110	\$12,279.08	
	4751	\$65,000.00	\$95,388.80	BLS 19-2042	\$16,080.48	
	1227	\$64,438.20	\$88,982.40	BLS 19-3092	\$11,196.84	
	4755	\$65,000.00	\$86,710.00	BLS 19-2042	\$8,703.50	
	4763	\$70,000.00	\$91,045.50	BLS 19-2042	\$7,388.68	
	4754	\$65,852.00	\$82,888.00	BLS 19-2043	\$4,602.80	
	4766	\$66,955.60	\$86,710.00	BLS 19-2042	\$6,747.90	
			Total		\$66,700.00	
Additional FTE and PCN Funding requested to 85%						
PCN	Current Salary	Current FTE	Additional FTE Requested	U of I established 1.0 FTE Market rate	CUPA or BLS Code	Difference to get to 85% of 1. fte
4753	\$42,292.00	0.69	0.31	\$86,710.00	BLS 19-2042	\$31,500.00
4765	\$32,759.00	0.875	0.125	\$52,456.65	BLS 43-6011	\$11,900.00
				Total		\$43,400.00
	Total Salary needed				\$110,100.00	
	Total additional Benefits needed				\$27,581.00	
	Total Request FY2020				\$137,681.00	
	CUPA College and University Professional Association					
	BLS Bureau of Labor Statistics					

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: Scholarships and Grants

Function No.: 02

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ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.01		Title: College Bridge Grant			Priority Ranking 1 of 1
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:					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$2,400,000				
LUMP SUM:					
GRAND TOTAL	\$2,400,000				

Description:

Each year we have Idaho students indicate they are planning to go on to some form of postsecondary education. Students will even go so far as to submit admission applications in the Spring and then not show up in the Fall. This phenomena is called "Summer Melt." The Board, through the Board Office has done extensive work over the last year to identify the cause and strategies for mitigated "Summer Melt." One of these strategies that has shown success are "Bridge" programs. Bridge programs bring students on campus to participate in activities or take classes during the summer after they graduate and prior to starting the Fall. This proposal would allow for the creation of a grant program that would pay up to the cost of tuition and fees for up to two courses during the summer for students that enroll in our public postsecondary institutions. The actual amount would not exceed the actual cost to the student.

The program would build on the momentum created by the states increased college and career advising efforts, advanced opportunities, and greater collaborations built between our school counselors and advisors and college advisors. This program would target mitigating the summer melt phenomenon in our Idaho 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? Funding is being requested to create a grant program that would pay up to the cost of two courses during the summer between high school graduation and the following Fall start of the postsecondary academic year for eligible students. The Board Office currently has 1.5 FTE dedicated to the state scholarship and grant program. This grant program would become part of the state “scholarship and grant” program and be staffed under our current staffing level. No current funding is in the based for this type of program.
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 new positions will be required in the Board office.
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
No human resources in the Board office will be redirected.
 - c. List any additional operating funds and capital items needed.
No additional operating funds or capital items outside of the funding listed above will be necessary in the Board office.
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 ongoing funding for a new grant program to mitigate the impact of the summer melt. The funding request would allow for approximately \$300,000 in grants to be awarded to students at each of the eight public postsecondary institutions.
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 who have indicated they intend to go on to some form of postsecondary education during their senior year and then do not attend in the Fall. Engaging students during the summer months has shown to be an effective strategy for mitigating the effects of summer melt. Without this program we will continue to lose a large percentage of these students during the summer period.

AGENCY: Special Programs

FUNCTION: Scholarships and Grants

ACTIVITY:

Agency No.: 516

Function No.: 03

Activity No.:

FY 2020 Request

Page ____ of ____ Pages

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.02		Title: GEARUP			Priority Ranking 2 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.00				0.0
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	0				0
OPERATING EXPENDITURES by summary object:					
1. Travel					
TOTAL OPERATING EXPENDITURES:	0				0
CAPITAL OUTLAY by summary object:					
1. PC and workstation					
TOTAL CAPITAL OUTLAY:	0				0
T/B PAYMENTS:			\$1,000,000		\$1,000,000
LUMP SUM:					
GRAND TOTAL	0		\$1,000,000		\$1,000,000

Description:

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federal discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. This program provides six-year grants to states to provide services at high-poverty middle and high schools which are designated as GEAR UP schools. GEAR UP started in Idaho in FY 2007 with the renewable scholarships starting in FY 2013.

The GEAR UP selection and funding is based on a student's financial need, academic merit, and participation in GEAR UP. Fiscal year FY 2019 should be the final year for Phase 1. GEAR UP Phase 2 includes the first students funded from GEAR UP Phase 2. Starting in fiscal year 2018 and based on fewer eligibility restrictions, it is estimated that more students (possibly up to 3,795) would receive at least \$600 in GEAR UP Phase 2 scholarships. The amount of scholarship is dependent upon the number of applicants.

The appropriation for FY 2020 is \$3,992,500 and for FY 2021 is \$4,110,000. This request is to increase the spending authority for the GEAR UP program in FY 2020 ongoing by \$1.0M. The money not expended stays in the GEAR UP fund, so it is prudent to request the full amount allocated by GEAR UP.

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 request reflects an increase of \$1.0M in ongoing federal funds spending authority for GEAR UP scholarships. This request does not affect staffing levels.

2. What resources are necessary to implement this request?

No additional resources are required as current staffing levels are sufficient.

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.).

Federal spending authority with grant funds already awarded.

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?

GEAR UP is designed to increase the number of low-income students from high-poverty middle and high schools that are prepared to enter and succeed in postsecondary education. GEAR UP provides students an opportunity to apply for a 4-year renewable scholarship based upon financial need and level of participation in the program.

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

N/A

As of July 1, 2018

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	TOTAL
1 Phase 1	\$ 528,591	\$ 808,619	\$ 1,478,272	\$ 1,327,761	\$ 885,200	\$ 621,104	\$ 175,000				\$ 5,824,547
2 Phase 1 returning *				\$ 360,000	\$ 240,000						\$ 600,000
3 Phase 1 5th year **					\$ 422,900						\$ 422,900
4 Donated					\$ -		\$ 54,400				\$ 54,400
5 Phase 2						\$ 969,250	\$ 2,929,600	\$ 3,992,500	\$ 4,110,000	\$ 3,500,000	\$ 15,501,350
6 Total \$ Need	\$ 528,591	\$ 808,619	\$ 1,478,272	\$ 1,687,761	\$ 1,548,100	\$ 1,590,354	\$ 3,104,600	\$ 3,992,500	\$ 4,110,000	\$ 3,500,000	\$ 22,403,197
7 Total \$ Appropriation			\$ 1,669,900	\$ 1,669,900	\$ 1,704,600	\$ 3,104,600	\$ 3,104,600	\$ 3,104,600	\$ 3,104,600	\$ 3,104,600	
8 Total \$ Difference			\$ (191,628)	\$ 17,861	\$ (156,500)	\$ (1,514,246)	\$ -	\$ 887,900	\$ 1,005,400	\$ 395,400	
9											
10 Phase 1 Scholarships	93	291	685	246	226	91	50				1,631
11 Phase 2 Scholarships (max #)						1,615	2,000	1,597	1,370	1,000	7,582
12											
13 End of year balances											
14 Phase 1 Balance	\$ 9,932,901	\$ 873,936	\$ 6,928,410	\$ 5,265,432	\$ 3,757,676	\$ 3,201,900	\$ 3,026,900				
15 Donated ***	\$ 785,000	\$ 785,000	\$ 785,000	\$ 785,000	\$ 785,000	\$ 785,000	\$ 730,600				
16 Phase 2 Balance	\$ 1,632,559	\$ 5,120,382	\$ 5,110,537	\$ 6,768,379	\$ 8,465,400	\$ 9,249,634	\$ 7,946,406	\$ 7,711,406	\$ 3,601,406	\$ 101,406	
17											
18 * Students who applied but didn't receive award but are currently enrolled and eligible for scholarship; 90 students x \$4,000, # students could be lower based on eligibility											
19 ** Provide scholarships to 5th year seniors graduating high school in FY 12, FY13 and FY14; 80% of 1st year amount FY13-FY15											
20 *** Idaho Community Foundation (\$375,000), Micron (\$400,000) and QWEST (\$10,000)											

AGENCY: Special Programs

Agency No.: 516

FY 2020 Request

FUNCTION: Idaho Small Business
Development CenterFunction
No.: 05

Page 1 of X Pages

ACTIVITY:

Activity No.:

Original Submission ___ or
Revision No. ____

A: Decision Unit No: 12.01		Title: Business Development			Priority Ranking 1 of 1
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.5				0.5
PERSONNEL COSTS:					
1. Salaries	\$44,400				\$44,400
2. Benefits	15,100				15,100
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$59,500				\$59,500
OPERATING EXPENDITURES by summary object:					
Travel	\$5,000				\$5,000
Marketing, events, speaker fees	2,500				2,500
TOTAL OPERATING EXPENDITURES:	\$7,500				\$7,500
CAPITAL OUTLAY by summary object:					
Computers (one-time)	\$1,500				\$1,500
TOTAL CAPITAL OUTLAY:	\$1,500				\$1,500
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$68,500				\$68,500

Description:

The Idaho Small Business Development Center (SBDC) has been providing no-cost consulting and coaching to Idaho's small businesses and entrepreneurs since 1986 through a network of six (6) offices hosted by Idaho's colleges and universities. TechHelp, Idaho's manufacturing extension partnership, operates statewide from three (3) university-based offices to provide training and technical assistance to Idaho's manufacturers. This joint position represents an unprecedented partnership which maximizes statewide reach to Idaho's small businesses and manufacturers, the backbone of Idaho's economy.

This request is for a Cyber Security Specialist (1 FTE), shared between Idaho TechHelp and the Idaho SBDC, to provide assistance to small businesses and manufacturers on

cyber security prevention, detection, response and recovery. The position will be located at Boise State University and will leverage the Idaho SBDC and TechHelp networks and cyber security expertise at Boise State University. The Specialist will develop and execute a plan with metrics, to deliver assistance statewide, including rural areas, through tools, workshops, consulting, and outreach.. This additional state funding will support a full-time professional and the associated operating costs to delivery statewide services.

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 funding request is for 50% (each) of a shared position between the Idaho SBDC (0.5 FTE) and TechHelp (0.5 FTE). Big companies have IT departments to help protect them from cyber attacks. So hackers have turned to small businesses as easy targets and as a potential channel to gain access to large companies. Since 80% of cyber attacks can be prevented by basic risk management, this position would help owners learn about and implement risk management strategies.

Currently, both organizations have limited staff and none dedicated to cyber security where the need is increasing. The new shared SBDC-TechHelp position will focus 100% of their time on cyber security.

Ongoing salary, fringe and operating expenses are being requested.

2. What resources are necessary to implement this request?

- One (1) new position shared between the Idaho SBDC and Idaho TechHelp
- A new laptop computer, docking station and screens
- Office space (provided by Boise State University)
- Supervision/leadership

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 funds are being requested for one (1) new full-time position for a total of \$118,014.

One-time funding is being requested for computer/office setup for the position. Targeted customers include the combined SBDC-TechHelp customer base.

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?

Small businesses and manufacturers all over Idaho will be served through the Idaho SBDC and TechHelp networks.

Expected impacts include cost savings and cost avoidance from decreased cyber crime risk. These expected results can be difficult to measure because program objectives are to decrease risk of cyber crimes. Participating businesses will be better positioned to prevent cyber crime. Should a hacker get through, they can be detected and an effective defensive response initiated, and companies will have a plan in place on how to recover.

If this request is not funded, more businesses will face cyber crime without the knowledge necessary to reduce their risk and mitigate the associated costs.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

Attachments:

- Idaho SBDC economic impact results for 2017

2017 Impact Report

*In 2017, the **Idaho Small Business Development Center** helped grow businesses through no-cost consulting and affordable trainings.*

EMPOWERING BUSINESS SUCCESS



"I doubt we would have achieved the success we now enjoy without [the SBDC]."

- Charles Alpers, owner
Zeppole Baking Company
Boise



"The disciplines I learned from the SBDC have been extremely crucial in setting my company up right and getting us to positive revenues much faster than expected."

- Sarah Marshall, owner
Off the Grid Investigations, LLC
Idaho Falls

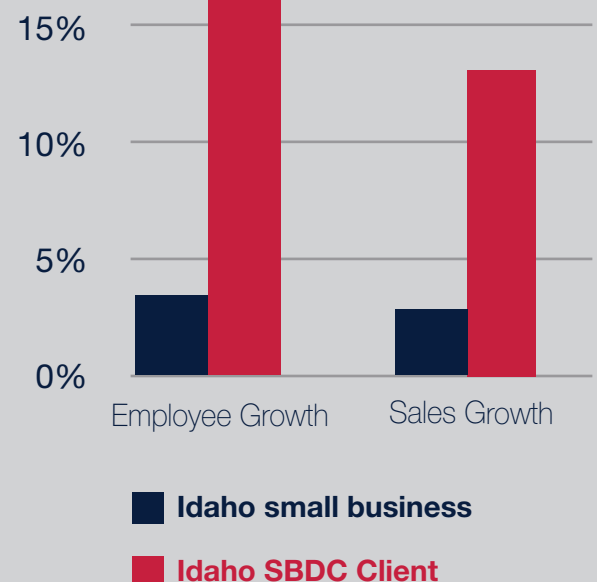


"Working with the SBDC required us to think about our goals and gave us the confidence to start."

- Bobbie Penney, co-owner
Tiny Tots Learning Center



Idaho SBDC clients outperform



About the Idaho SBDC



- 1 **North Idaho**
North Idaho College
- 2 **North Central Idaho**
Lewis-Clark State College
- 3 **Southwest Idaho**
Boise State University
- 4 **South Central Idaho**
College of Southern Idaho
- 5 **Southern Idaho**
Idaho State University
- 6 **Eastern Idaho**
Idaho State University
- ★ **STATE OFFICE**
Boise State University

Our six regional offices offer a full suite of services:

Growth Strategies
Technology and Innovation Operations
Business Model Development
Human Resources
Loan Preparation Expansion
Exporting Financial Analysis
Franchising
Strategic Planning Marketing Plans
Leadership Development
Government Contracting

Specialty Programs



The **Technology Commercialization Program** helps clients take a scalable technology idea to market.



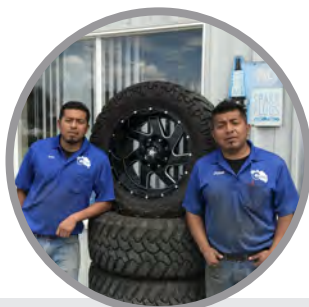
The **Procurement Technical Assistance Program (PTAC)** helps companies gain access to government contracts.



The **Environmental Regulatory Assistance Program** helps companies comply with air quality regulations.



The **Exporting Program** helps identify and assist companies new to exporting.



Our Partners



The Idaho SBDC is partially funded by the U.S. Small Business Administration. It operates in partnership with the SBA, Boise State University and other funding sources. The support given by SBA through such funding does not constitute an expressed or implied endorsement of the co-sponsor's or participant's opinions, products or services. The Idaho SBDC is an equal-opportunity/affirmative action employer. Services are provided on a non-discriminatory basis. Reasonable accommodations will be made for persons with disabilities if requested at least two weeks in advance. Language assistance is available to those with limited English proficiency. To request an accommodation or language assistance, please contact Olgie Castillo at 208-426-1640 or IdahoSBDC@boisestate.edu.

AGENCY: **Special Programs**

Agency

No.: 516

FY 2020 Request

Function

No.: 05

Page 1 of 4 Pages

FUNCTION: **TechHelp**

Activity

No.:

Original Submission ___ or

Revision No. ____

ACTIVITY:

A: Decision Unit No: 12.01		Title: Business Development			Priority Ranking 1 of 1
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	0.5				0.5
PERSONNEL COSTS:					
1. Salaries	\$44,400				\$44,400
2. Benefits	15,100				15,100
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$59,500				\$59,500
OPERATING EXPENDITURES by summary object:					
Travel	\$5,000				\$5,000
Marketing, events, speaker fees	2,500				2,500
TOTAL OPERATING EXPENDITURES:	\$7,500				\$7,500
CAPITAL OUTLAY by summary object:					
Computers (one-time)	\$1,500				\$1,500
TOTAL CAPITAL OUTLAY:	\$1,500				\$1,500
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$68,500				\$68,500

Description:

TechHelp, Idaho's manufacturing extension partnership, operates statewide from three (3) university-based offices to provide training and technical assistance to Idaho's manufacturers. This joint position represents an unprecedented partnership which maximizes statewide reach to Idaho's small businesses and manufacturers, the backbone of Idaho's economy.

The Idaho Small Business Development Center (SBDC) has been providing no-cost consulting and coaching to Idaho's small businesses and entrepreneurs since 1986 through a network of six (6) offices hosted by Idaho's colleges and universities.

This request is for a Cyber Security Specialist (1 FTE), shared between Idaho TechHelp and the Idaho SBDC, to provide assistance to small businesses and manufacturers on

cyber security prevention, detection, response and recovery. The position will be located at Boise State University and will leverage the Idaho SBDC and TechHelp networks and cyber security expertise at Boise State University. The Specialist will develop and execute a plan with metrics, to deliver assistance statewide, including rural areas, through tools, workshops, consulting, and outreach.. This additional state funding will support a full-time professional and the associated operating costs to delivery statewide services.

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 funding request is for 50% (each) of a shared position between the Idaho SBDC (0.5 FTE) and TechHelp (0.5 FTE). Big companies have IT departments to help protect them from cyber attacks. So hackers have turned to small businesses as easy targets and as a potential channel to gain access to large companies. Since 80% of cyber attacks can be prevented by basic risk management, this position would help owners learn about and implement risk management strategies.

Currently, both organizations have limited staff and none dedicated to cyber security where the need is increasing. The new shared SBDC-TechHelp position will focus 100% of their time on cyber security.

Ongoing salary, fringe and operating expenses are being requested.

2. What resources are necessary to implement this request?
 - One (1) new position shared between the Idaho SBDC and Idaho TechHelp
 - A new laptop computer, docking station and screens
 - Office space (provided by Boise State University)
 - Supervision/leadership
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 funds are being requested for one (1) new full-time position for a total of \$118,014.

One-time funding is being requested for computer/office setup for the position. Targeted customers include the combined SBDC-TechHelp customer base.

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?

Small businesses and manufacturers all over Idaho will be served through the Idaho SBDC and TechHelp networks.

Expected impacts include cost savings and cost avoidance from decreased cyber crime risk. These expected results can be difficult to measure because program objectives are to decrease risk of cyber crimes. Participating businesses will be better positioned to prevent cyber crime. Should a hacker get through, they can be detected and an effective defensive response initiated, and companies will have a plan in place on how to recover.

If this request is not funded, more businesses will face cyber crime without the knowledge necessary to reduce their risk and mitigate the associated costs.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

Attachments:

- TechHelp Performance Metrics results for 2017

Performance Metrics – 2017, TechHelp

Below is TechHelp's 2017 NIST Manufacturing Extension Partnership scorecard, which is based on client responses to an independent survey. Overall performance for TechHelp's client projects reported on the scorecard is summarized as:

New & Retained Sales	\$74,600,000
Jobs Created & Retained	849
New Investment	\$21,600,000
Cost Savings	\$9,400,000
Manufacturers Surveyed	81
Projects with Manufacturers	>100
Employees Trained	>500

Idaho TechHelp - 201

2017-4 - IMPACT Metrics as of Tuesday, March 13, 2018

CAR Operations Performance Management IMPACT Metrics						
CAR Current Quarter Performance			90			
Federal Funding - \$640,236.00 Total Cash Resources - \$1,229,206.00 (Four Quarter Rolling Average)						
Impact Metrics						
Metric	CAR Reported Impact	Normalized CAR Performance	Performance Standard	CAR Metric Points	CAR Median Performance	From Threshold
Impact data based on MEP Client Survey responses						
New Sales (10)	\$36.3 M	56.6	\$15	10	\$22.2	378%
Retained Sales (10)	\$38.3 M	59.8	\$35	10	\$56.7	171%
Jobs Created and Retained (10)	849	1326.1	500	10	747.3	265%
New Investment (10)	\$21.6 M	33.7	15	10	\$21.8	224%
Cost Savings (10)	\$9.4 M	14.6	7	10	\$10.8	209%
Percent Improving Competitiveness (10)	44.0 / 55.0	80.0%	80%	10	86.3%	0 PP
Survey Response Rate (10)	55.0 / 81.0	67.9%	70%	0	87.0%	-2.1 PP
Net Promoter Score(r) (10)	96.4 - 0.0	96.4	75	10	84.4	21.4 PP
Impact data based on Client/Project Submissions						
Mfg.Clients / \$M Fed (10)	84	131.0	73	10	70.0	180%
New Mfg.Clients / \$M Fed (10)	51	80.0	29	10	33.4	275%

- * Net Promoter, Net Promoter System, Net Promoter Score, NPS and the NPS-related emoticons are registered trademarks of Bain & Company, Inc., Fred Reichheld and Satmetrix Systems, Inc.
- * PP - Percentage Points

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: OSBE Administration

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.01		Title: Associate Chief Academic Officer			Priority Ranking 1 of 6
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	\$80,100				\$80,100
2. Benefits	28,800				28,800
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$108,900				\$108,900
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and monitor	\$1,100				\$1,100
TOTAL CAPITAL OUTLAY:	\$ 1,100				\$1,100
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$110,000				\$110,000

Description:

Assistant/Deputy Chief Academic Officer position to support postsecondary policy advancement, implementation and coordination of Board initiatives, and strategic planning and resource development necessary to effectively carry out Board priorities.

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 position would support the Chief Academic Officer (CAO) in providing leadership for Academic Affairs staff (a total of four FTP) and achieving team goals. Currently the primary roles of these staff members are to perform ongoing functions dedicated to executing Board business processes. As the CAO shares primary responsibility for developing Board policy, integrating academic and student success initiatives across

eight public institutions, and management of various committees charged with improving postsecondary service delivery an additional leadership role is needed on the Academic Affairs team to effectively meet the demands of these items. The current model for the distribution of these efforts is not sustainable and creates bottlenecks in facilitating direct oversight, communication, and coordination across institutions, agencies, and other educational stakeholders involved with implementing Board policies and strategies.

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 Chief Academic Officer; pay grade Q; full-time; benefit eligible; July 1, 2019 date of hire; non-classified

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

This new position will provide management responsibilities to meet the increased operational demands of a growing portfolio for Academic Affairs, which encompasses a diverse range of strategies and practices adopted by the Board to improve student success across Idaho's eight public postsecondary institutions.

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

\$1,100 (one-time) for computer and monitor

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.

\$108,900 (PC) ongoing

\$1,100 (CO) one-time

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, staff, agencies, institutions, schools, stakeholders and the public will be served directly and indirectly by this position.

If not funded, progress will be delayed toward the achievement of Board goals, which includes the recommendations approved by the Governor's Task Force on Higher Education. Management tasks associated with these items are currently vested in the Chief Academic Officer, with limited flexibility to delegate to other Academic Affairs staff based on their roles and responsibilities.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: OSBE Administration

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.02		Title: Academic Program Manager			Priority Ranking 2 of 6
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	\$72,800				\$72,800
2. Benefits	27,300				27,300
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$100,100				\$100,100
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and monitor	\$1,100				\$1,100
TOTAL CAPITAL OUTLAY:	\$1,100				\$1,100
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$101,200				\$101,200

Description:

Academic Program Manager to coordinate the development, implementation, and sustainment of Complete College America (CCA) strategies adopted by the Board to improve postsecondary completion rates.

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 position would support the Chief Academic Officer (CAO) in the program coordination of statewide CCA strategies adopted by the Board to be implemented across all eight postsecondary institutions. There are currently three Academic Program Managers in Academic Affairs, however, they are dedicated to areas such as: admissions, financial aid, and dual credit; program proposal and inventory

processes and Board committee support; and, proprietary/ non-profit postsecondary compliance. As the work associated with CCA strategies lies within Academic Affairs, an Academic Program Manager assigned to this role would share daily responsibilities for coordinating and tracking institutional progress toward these objectives. This includes (but is not limited to) system-wide development of: consistent math pathway sequences; implementation of corequisite course remediation models; timely completion strategies; first-year student transition practices; and, adult learner accommodations. The current model for the distribution of these efforts is not sustainable as these items are charged to the CAO. The lack of personnel to support these goals lead to bottlenecks in facilitating direct oversight, communication, and coordination across institutions, agencies, and other educational stakeholders involved with implementing CCA strategies.

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.

Academic Program Manager; pay grade P; full-time; benefit eligible; July 1, 2019 date of hire; non-classified

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

This new position will provide management responsibilities to meet the increased operational demands of a growing portfolio for Academic Affairs, which encompasses a diverse range of strategies and practices adopted by the Board to improve student success across Idaho's eight public postsecondary institutions.

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

\$1,100 (one-time) for computer and monitor

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.

\$100,100 (PC) ongoing

\$1,100 (CO) one-time

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, staff, agencies, institutions, schools, stakeholders and the public will be served directly and indirectly by this position.

If not funded, progress will be delayed toward the achievement of Board goals, which includes the recommendations approved by the Governor's Task Force on Higher Education. Management tasks associated with these items are currently vested in the

Chief Academic Officer, with limited flexibility to delegate to other Academic Affairs staff based on their existing roles and responsibilities.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: OSBE Administration

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.03		Title: Administrative Assistant 2			Priority Ranking 3 of 6
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.0
PERSONNEL COSTS:					
1. Salaries	\$33,400				\$33,400
2. Benefits	18,800				18,800
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$52,200				\$52,200
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and monitor	\$1,100				\$1,100
TOTAL CAPITAL OUTLAY:	\$1,100				\$1,100
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$53,300				\$53,300

Description:

Administrative Assistant 2 position to support communications and research staff.

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 position would provide administrative support to communications and research staff (a total of seven FTP). Currently these staff have no dedicated administrative support. One AA2 is supporting these staff plus four other staff (11 to one ratio). In addition, effective July 1, 2018 the current AA2 will support the three Career Information System staff transferred from Dept. of Labor. This 14 to one ratio for administrative support is not sustainable, and creates chokepoints in the Office workflow.

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.
 Administrative Assistant 2; pay grade I; full-time; benefit eligible; July 1, 2019 date of hire; classified
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
 This new position will provide administrative support needed to meet increased operational demands, in part due to three new positions transferred to the Office in 2018.
 - c. List any additional operating funds and capital items needed.
 \$1,100 (one-time) for computer and monitor
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.
 \$52,200 (PC) ongoing
 \$1,100 (CO) one-time
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, staff, agencies, institutions, schools, stakeholders and the public will be served directly and indirectly by this position.
 If not funded, performance of basic administrative functions will be delayed. Performance of time-sensitive administrative tasks will necessitate pulling professional staff away from their core responsibilities in order to complete the projects.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2019 Request

FUNCTION: OSBE Administration

Function No.: 02

Page _1_ of _3 Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.04		Title: IT Information Systems Technician			Priority Ranking 4 of 6
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.0				1.0
PERSONNEL COSTS:					
1. Salaries	\$52,300				\$52,300
2. Benefits	22,900				22,900
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$75,200				\$75,200
OPERATING EXPENDITURES by summary object:					
1.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. PC and monitor (OT)	\$1,100				\$1,100
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$76,300				\$76,300

Description:

The Office of the State Board of Education (OSBE) requests one (1) FTP and associated funding for an IT Information Systems Technician position. In general, this position will provide IT services to employees of the Office of the State Board of Education (OSBE) and Charter Commission staff. Specifically, the position would provide support for video conferencing, configure workstations, provide desktop support, and work with inventory, monitoring, and control of computers and software. They may also be leveraged to manage file shares and configure/manage other servers and to provide backup to the CTE IT resource.

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 a full-time IT Information Systems Technician position (1 FTP) and one-time funds for a computer/monitor for the position. Currently, OSBE has no dedicated IT support. Basic support has been managed in-house by the Career Technical Education (CTE) IT lead and partially by an OSBE staff member - who

does this on the side on an as-needed basis. The workload is increasing with additional OSBE staff including the transfer of Career Information System (CIS) staff and the cyber security requirements. This position will assure that OSBE and the Charter Commission will be able to keep its computer systems properly configured, inventoried, and user's problems resolved in a timely manner. We will also be able to monitor the local area network and review logs to ensure our environment is secure.

There are no funds in the base for 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.

IT Information Systems Technician, Pay Grade L, full-time, non-classified, benefit eligible, hire date: July 1, 2019

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

Existing human resources are currently being redirected on an ad hoc basis to address this unmet need. If this position were approved and funded, existing operations would be impacted because it would allow the Board staff member to spend 100% of their time on their assigned duties and provide a reduction in demand on the CTE resource, and also provide depth and coverage for IT needs.

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

\$1,100 one-time CO for computer/monitor

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 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?

Staff of the OSBE and the Charter Commission would be served by this request, and if needed, could also provide coverage to CTE when their primary IT resource is unavailable or overloaded. If position is not funded, we would continue to have more IT work than can be effectively managed by existing staff, several IT related projects would be delayed. This all leads to longer wait times to resolve issues, no resource to manage video conferencing, and a minimum level of support.

5. If this is a high priority item, list reason non-appropriated Line Items from FY 2018 budget request are not prioritized first.

This item was not requested in the FY 2018 budget request.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: OSBE Administration

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

Master Teacher Premium Portfolio					
A: Decision Unit No: 12.05	Title: Review	Priority Ranking 5 of 6			
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	\$5,000				\$5,000
2. Reviewer Stipends	250,000				250,000
3. Training – Inter Rater Reliability	8,000				8,000
TOTAL OPERATING EXPENDITURES:	\$263,000				\$263,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$263,000				\$263,000

Description:

Funding is being requested to cover the cost associated with conducting training to assure inter-rater reliability on the Master Educator Premium Standards and scoring rubric to provide stipends to those educators who have volunteered to be Master Educator Portfolio Reviewers. Volunteers would be brought together each year for a training on the standards and the scoring process and rubric. This annual training would become a refresher for returning reviewers and a new training for new reviewers. The training will be essential in helping to establish reliability and consistency in how reviewers apply the scoring rubric. Three reviewers will be assigned to each portfolio, the reviewers will not know whose portfolio they are reviewing nor the identity of the other reviewers assigned to any given portfolio. Reviewers will also be provided with a stipend for their time in conducting the reviews. It is expected each reviewer will be able to complete the review

of three to five portfolios during each review cycle. The actual number of reviewers needed will be dependent on the actual number of portfolios submitted in any given year.

Based on the analysis of what other states with master teacher designations, with similar standards and processes for review, have experienced, only about 2% of their overall teaching force has applied for their master teacher designation. In Idaho, we have minimum requirements that will reduce the size of the pool eligible to apply for the premium that these states do not have. The standards will then be applied to the portfolio's submitted by those that meet the minimum requirements. Only those portfolio's that are scored high enough, based on the rubric approved by the Board in 2017, will be awarded the premium. Other states with master teacher designations have used higher levels of certification to award teachers who meet the standards through a master teacher certificate rather than the monetary premium that Idaho has attached to the designation. Due to the monetary incentive, it is possible that a greater number of eligible applicants will apply for the premium than other states have experienced. Based on our current educator workforce, assuming no eligible teachers leave the workforce between FY18 and FY20 when the premium is available, 9,957 individuals will be eligible to apply for the premium. Should 25% of those eligible apply for the premium there could be approximately 2,500 portfolios that would need to be reviewed. Assigning three reviewers to each portfolio leaves us with 7,500 portfolio reviews to assign. If each reviewer is assigned 15 portfolios in a given year, we will need approximately 500 reviewers. This would allow reviews to be granted a stipend of \$500 each year. The portfolio review process is a rigorous and time-consuming processes, the stipend is a reasonable recompense for the reviewers time.

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?

Section 33-1004I, Idaho Code, establishes a Master Educator Premium that will go into effect in FY20. The process recommended by a committee of Idaho educators and adopted by the Board includes the creation and submittal of portfolios and then a review of the portfolio to determine if the individual has met a high bar to receive the Master Educator Premium. While the premium itself will be distributed out of the public schools budget to school districts for payment to the individual teachers who earned the premiums, the review of the portfolios will be managed through the Board office. The Board currently has one FTE who will help to facilitate the training and manage the reviewers. Current duties will be adjusted to make room for these additional duties.

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 new positions
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted. One existing FTE will absorb these duties. The existing position works with various constituent groups regarding

effective educators in our state, these duties will fit well with existing work. Some special projects may not be started to allow for time to facilitate this process. The majority of the work will be conducted by the reviewers, not the position.

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

No additional operating funds or capital items outside of the funding listed above for training, travel for reviewers to attend the training, and then the stipends for the reviewers.

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 funds requested are on-going 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 expected impact is to implement the Master Educator Premium created by the Legislature through Section 33-1004I, Idaho Code. The intended impact of the Master Educator Premium is to recognize our more experienced and most effective educators and to encourage them to stay in the teaching profession. Creating a continuum of growth and recognition for Idaho's master educators.

AGENCY: Office of the State Board of Education

Agency No.: 501

FY 2020 Request

FUNCTION: OSBE Administration

Function No.: 02

Page ____ of ____ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ____

Career Information System Enhancements					
A: Decision Unit No: 12.06	Title: Enhancements			Priority Ranking 6 of 6	
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. Software System Upgrades and Enhancements					
	\$20,000				\$20,000
2. Contract inflationary costs					
TOTAL OPERATING EXPENDITURES:	\$20,000				\$20,000
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$20,000				20,000

Description:

The Career Information System (CIS) was moved to the Board Office in FY19. At that time only the minimum required levels of funding were provided for the existing system. Like most computer/software systems CIS will require system upgrades and enhancements to stay current and remain a user friendly tool for our education partners. Additionally, the CIS contract will expire and need to be renegotiated at the start of FY20. Idaho's current contract is a legacy contract that has not taken into consideration inflationary cost nor the cost of development for Idaho specific enhancements that we may want to request for the system. The proposed budget request would cover \$20,000 for ongoing funding for the development of enhancements to the system each year that will keep it updated and take advantage of emerging technology and functionality.

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 Career Information System can be a cost effective tool for school districts, our postsecondary institutions, and labor offices to use in the development of career and academic plans as well as providing access to valuable tools such as interest inventories, Idaho postsecondary educational opportunities, wage information, and occupation requirements all through a single tool. In order to keep this tool up to date and relevant and to enhance its usability as school district needs evolve, it will be necessary to identify system enhancements and updates on a regular bases that may not be covered by our base contract costs. The current base funding for CIS does not provide for software enhancements.

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 new positions
- b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted. In FY19 we received three of the existing six FTE originally budget with the Department of Labor. This request will result in no additional human resource needs nor will we need to redirect staff.
- c. List any additional operating funds and capital items needed.

No additional operating funds or capital items outside of the funding will be 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.

All funds requested are on-going 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?

School districts and charter schools are the primary users of CIS. While we have a few postsecondary users at this time we expect postsecondary use will increase over the next two years, in part due to enhancements to the system. Current Idaho regional Labor Officers use CIS. All three groups will be served by enhancements and upgrades made to the system over time.

AGENCY: Idaho Public Television

Agency No.: 520

FY 2020 Request

FUNCTION: Idaho Public Television

Function No.: 01

Page 1 of 3

ACTIVITY: N/A

Activity No.: N/A

Original Submission: X
Revision No. _____

A: Decision Unit No: 12.01		Title: Educational Outreach			Priority Ranking 1 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.00
PERSONNEL COSTS:					
1. Salaries	61,400				61,400
2. Benefits	27,700				27,700
3. Group Positions					
TOTAL PERSONNEL COSTS:	89,100				89,100
OPERATING EXPENDITURES by summary object:					
1. Other Services	2,000				2,000
TOTAL OPERATING EXPENDITURES:	2,000				2,000
CAPITAL OUTLAY by summary object:					
1. Computer Equipment	3,000				3,000
TOTAL CAPITAL OUTLAY:	3,000				3,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	94,100				94,100

Description:

Idaho Public Television proposes enhancing our educational outreach efforts with the addition of one new position and related expenses to supplement the one current position devoted to these activities, plus the PBS grant-funded educational specialist position. 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. This new position will coordinate efforts to travel the state informing the community about these resources and demonstrating best practices for their utilization both at home and in the classroom. This additional position 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. This position 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?

One additional full-time education position is 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 a PBS grant-funded Education Specialist position. This position 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. The 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. The position would help augment the classroom curriculum by providing quality material to educators and learners.

The 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 existing Education Specialists, 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 presentations at locations statewide. We anticipate acquiring two \$5,000 grants from private sources (dedicated funds) to supplement operational costs.

Capital items includes a portable computer and large, external monitor 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 new position, 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 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.

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

AGENCY: Idaho Public Television

Agency No.: 520

FY 2020 Request

FUNCTION: Idaho Public Television

Function No.: 01

Page 1 of 2

ACTIVITY: N/A

Activity No.: N/A

Original Submission: X
Revision No. _____

A: Decision Unit No: 12.02		Title: Digital Media Technician			Priority Ranking 2 of 2
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)	1.00				1.00
PERSONNEL COSTS:					
1. Salaries	43,500				43,500
2. Benefits	14,300				14,300
3. Group Positions					
TOTAL PERSONNEL COSTS:	57,800				57,800
OPERATING EXPENDITURES by summary object:					
1. Other Services	2,000				2,000
TOTAL OPERATING EXPENDITURES:	2,000				2,000
CAPITAL OUTLAY by summary object:					
1. Computer Equipment	5,000				5,000
TOTAL CAPITAL OUTLAY:	5,000				5,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	64,800				64,800

Description:

Idaho Public Television seeks a new technical position (pay grade K) to assist with the growing demand of Idahoans to view our programming on-line via a plethora of new devices and technologies.

For more than 50 years, Idaho Public Television's primary means of distributing its educational content has been via broadcast television. While that continues to be the dominant means of viewing, increasingly Idahoans also want us to make our programming available to them on all the new IP-based streaming platforms – be it live streams of our broadcast channels or video on demand. The number of new platforms and services is growing rapidly and each requires its own set of technical demands and metadata requirements.

The workload demands and specific technical skills and expertise needed has grown beyond what can be met by our existing staff. We see this area as only continuing to grow in the coming years.

This is especially important in order for us to continue to provide our award-winning educational content and services to Idahoan families with young children – who increasingly use our content on-line, via mobile devices and OTT (streaming services onto TV sets.)

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. *This activity has grown to the point that existing staff can no longer meet demand from our viewers to have all our content delivered on all the new streaming platforms. Here to date, this work has been done by a combination of staff from IT, Engineering, Operations, the Director of Content Services, and the General Manager himself. We need one person who has both the technical skills and strategic knowledge of the “new media” environment 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.
See attached worksheet.
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.
While the existing staff will continue to be involved in this activity, by hiring a new staff position with the specific skills necessary to manage this activity, the agency will be able to meet increased need, operate more efficiently, and be more successful in this endeavor.
 - c. List any additional operating funds and capital items needed.
Additional operating expenditures for travel and expenses of \$2,000. High-end computer and peripheral equipment for new employee of \$5,000.
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.
This is a new ongoing request from the General Fund. We do not anticipate any other funding source to meet this need.
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 funding will allow us to reach Idahoans who increasingly consume our educational content (both locally produced and nationally acquired) on the myriad of digital streaming platforms, such as Apple TV, Roku, Smart TVs, Amazon, IdahoPTV On-Demand, IdahoPTV/PBS Kids Channel Live Stream, mobile apps, and live streaming of our broadcast channels via such services as YouTube TV, DirecTV GO and other emerging technologies. These viewers want to view our content, when and where they want. They tend to be younger and often have young children that Idaho Public Television is uniquely able to serve with high quality programming and on-line educational games that have a proven track record of improving educational outcomes. This is a growing area of our work that is critical to our continued success!

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

**12.02 Line Item - FY 2020 Request
Digital Media Technician**

ATTACHMENT 64

Priority	Title	FTP	Benefit Eligible	Salary	Benefits + Emplr Costs	Total PC	Total OE	Total CO	Total
1	IT Info Systems Tech, Senior (Pay Grade K)	1.00	Y	43,514	14,289	57,803	2,000	5,000	64,803
Totals		1.00		43,500	14,300	57,800	2,000	5,000	64,800

Y = Benefit Eligible | E = Benefit Eligible, but Exempt from DHR Fees | N = Not Benefit Eligible

AGENCY: Vocational Rehabilitation

Agency No.: 523

FY 2020 Request

FUNCTION: CDHH

Function No.: 06

Page ____ of ____ Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

A: Decision Unit No: 12.01		Title: Interpreter Training			Priority Ranking 1 of 1
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:					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:	\$8,000				\$8,000
LUMP SUM:					
GRAND TOTAL	\$8,000				\$8,000

Description:

To support Idaho Council for the Deaf and Hard of Hearing in partnership with Idaho Registry of Interpreters for the Deaf (IDRID) in providing training opportunities for licensed interpreters to meet the continuing education hours (CEH) requirement of 10 hours annually as set forth in the Idaho Speech and Hearing Services Practice Act, Chapter 29, Title 54.

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?

Interpreters in rural areas often find access to training opportunities and continuing education challenging. The availability of trainings is also far in between and limited

to once or twice a year in larger urban areas of the state. Continuing education is a requirement for the renewal of one's professional license. If interpreters do not meet the CEH criteria, their license will expire, will not be up for renewal and their names will be removed from the database of licensed interpreters. Periodic affordable continuing education opportunities will keep the list of licensed interpreters current with those who are actively interested in providing language services and ensuring their skills are updated. The increased availability of trainings will foster the reduction of interpreter shortages in some geographical areas. Expanding the trainings to different sites throughout the state would help to increase the interpreter pool by ensuring that the interpreters are complying with CEH requirement and would particularly benefit interpreters in remote areas. Currently, the costs of continuing education are being assumed by the professional. However, for court-certified and registered interpreters, continuing education is provided by the Administrative Office of the courts at a low cost or no cost to the interpreters- both spoken and sign language interpreters.

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. **NA**
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted. **NA**
 - c. List any additional operating funds and capital items needed. **NA**

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 budget request of \$8,000 is based on the annual expenditure of Idaho Registry of Interpreters for the Deaf (IDRID), a state non-profit professional interpreter organization. Annually, on average, for professional development, IDRID spends \$19,000 (for 5 workshops and one 3-day conference).

The additional \$8,000 would allow the organization to implement mini-workshops and other types of training in remote geographical locations by contracting presenters and implementing technologies that would increase accessibility to those trainings. Additionally, the budget request would allow the exploration of cost efficient and emerging technology for streaming workshops to rural participants.

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 who are deaf or hard of hearing will ultimately benefit from this request by having qualified interpreters available when needed. The training budget would initially benefit individuals maintain their required continuing education hours, especially those in rural Idaho.

Objective:

- To provide continuing education hours and opportunities for those licensed interpreters to earn CEHs to satisfy the required hours as set forth in the Idaho code
- To develop a long-term training plan to provide increased opportunities for assisting interpreters in developing their knowledge and skills in the field of interpreting
- To reduce the gaps in the availability and accessibility of training opportunities in rural areas
- To provide training opportunities by implementing mini-workshops that are easily accessible in rural areas throughout the state
- To Identify and implement several delivery methods for the trainings (i.e. face-to-face, video-streaming, etc.)

To achieve specific learning outcomes from interpreter training, the contractor shall include the following but not limited to objectives:

- Increase knowledge and skill in the appropriate use of modality and language to meet the needs of the deaf and hard of hearing community
- Increase knowledge and ability to interpret on specialized topics such as medical, legal, etc.
- Increase ability to clearly convey all aspects of meaning and content
- Ethical conduct. Increase ability to remain impartial and to respect confidentiality

Attach supporting documentation sufficient enough to enable the Board, Division of Financial Management, and the Legislative Budget Office to make an informed decision.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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SUBJECT

FY 2020 Capital Budget Requests

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.B.8. and Section V.K.

ALIGNMENT WITH STRATEGIC PLAN

Goal 1; Objective D: Quality Education.

BACKGROUND/DISCUSSION

The capital projects request process is separate from the line item budget request process. The Permanent Building Fund Advisory Council (PBFAC), which is supported by the staff of the Division of Public Works (DPW), has three major areas of focus when it considers and develops recommendations on institutional and agency requests for fiscal year construction projects: a) major new construction or remodeling projects, typically costing well over \$1M (referred to as “Capital” or “Part A” projects); b) smaller alteration and repair projects (referred to as “A&R” or “Part B” projects); and c) projects to comply with the Americans with Disabilities Act (“ADA” projects). The institutions must provide their detailed requests to DPW by August 1st, accompanied by updates to the institutions’ rolling six-year capital project budget (“Part C”) plans. The PBFAC will hear agency/institution capital project, A&R, and ADA requests in October. Subsequently, DPW and the PBFAC will review all requests for projects involving Permanent Building Fund (PBF) dollars, and will develop a list of recommended projects for all state entities to fit the projected available PBF dollars for the upcoming legislative cycle. DPW will work with the Division of Financial Management (DFM) and the Legislative Services Office (LSO) to develop, in turn, the Governor’s recommendation and the Legislature’s appropriation for capital, A&R, and ADA projects. The construction and maintenance needs of the higher education institutions (with deferred maintenance needs estimated in hundreds of millions of dollars) far exceed the PBF dollars available for rationing by the PBFAC, Governor and Legislature.

This agenda item deals with Board approval only for the capital project (Part A) requests and projected six-year capital project plans (Part C) from the four 4-year institutions. Summaries of the community colleges’ capital project requests are provided for information only—those requests are vetted by the community colleges’ local governing boards prior to submission to PBFAC. This agenda item does not deal with A&R and ADA requests. Projects shown have been prioritized by each institution. A number of these projects were also included in the FY 2019 institution request lists previously approved by the Board. The project descriptions provided below were prepared by the institutions.

Review of FY2019 PBF appropriations:

In FY2019, University of Idaho was funded \$3,000,000 for its Nuclear Seed Lab and College of Western Idaho was funded \$10,000,000 for its Health Sciences building.

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FY2020 Capital Project Requests:

BSU's first priority is for a new science laboratory building for the College of Arts and Sciences. The proposed new laboratory building is identified on the 2015 Campus Master Plan and is intended to help meet the demand for teaching and research labs. At this time, it is represented by a "liner" building on the north façade of the Brady Garage and matching the facility's height. With 16,000 – 22,000 net assignable square feet (NASF), approximately 10-12 teaching and/or research labs could be provided in the facility. Labs would likely be focused on chemistry or biology. However, the labs could be used accommodate other STEM programs, such as Engineering Health Sciences and Physics. This building would likely provide space to accommodate departmental growth for the next 5-8 years.

BSU's second priority is for a new academic building for the School of Public Service (SPS). The proposed project will enable the construction of a new academic facility, one that collocates existing programs and provides capacity for future growth within SPS. The new academic facility will be located along Capitol Boulevard and University Drive at the primary western entrance to Boise State's campus. The proposed site is adjacent to the Micron Business and Economics Building, emphasizing the equal importance of public and private sector fields of learning. A four to five-story building, with at least 80,000-100,000 square feet is warranted.

BSU's third priority is for capital renewal projects. This project focuses on significantly renewing three of Boise State's aging facilities: Liberal Arts, Campus School and Hemingway. All three facilities will see a portion of their current occupancy transition to the Center for Fine Arts. As such, renewing and/or upgrading the facilities prior to re-occupancy is a strategic opportunity. Each facility requires a combination of space renovations and system upgrades.

ISU's first priority is to relocate the College of Technology programs to the William M. and Karin A. Eames Advanced Technical Education and Innovation Complex. To accomplish this project approximately 113,000 square feet of the building will require renovation.

ISU's second priority is to upgrade HVAC, ceilings and lighting in the Eli Oboler Library. This project will replace aging HVAC equipment and will remove the deteriorating fiberboard air ducting system, and replace it with an insulated steel duct system. This project will also replace associated ceiling and lights throughout the building

ISU's third priority is for a Health and Wellness Center. This project will construct a new 94,000 square feet building that will provide space for the integration of medical and ancillary health clinic services at ISU. It allows the University to provide "one stop" shopping for patients by co-locating the Family Medicine Residency Clinic with University Health, Bengal Pharmacy, Psychiatry Residency Clinic, Speech and Hearing, Physical and Occupational Therapy, Radiology, Counseling, and Nutrition and Dietetics. The project will also provide additional space for expansion of clinic space for other potential community partners that will share in the cost of the project.

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ISU's fourth priority is to remodel the basement of Frazier Hall. Dressing and green room areas located beneath the stage in the Frazier Hall basement need complete restoration. It is intended to allow for men's and women's separate areas, upgrade of makeup rooms, ADA restrooms, laundry rooms, and hallways.

ISU's fifth priority is to remodel the first floor circulation of Eli Oboler Library. This project will remodel the library entrance to include new circulation desk, updated offices, and related spaces. The area was designed and built in the 1980s.

ISU's sixth priority is to remodel and upgrade the Gale Life Science Building. This is Phase 3 of a multiphase project to remodel and upgrade the internal mechanical, electrical, and HVAC infrastructure for the Gale Life Science Building. Phase 3 is a complete "gut and remodel" of the research labs and offices located on the 4th floor.

ISU's seventh priority is for additional greenhouse space to the Plant Sciences building, along with supporting headhouse, laboratories, and improvements to the HVAC system. Proposed are four additional double sized greenhouse bays to the east of the current greenhouse bays, expansion of single-level supporting headhouse and labs and the addition of a new teaching/outreach/display greenhouse on the east side of lecture hall.

ISU's eighth priority is for the completion of the Master Plan for ISU-Meridian. This includes the expansion of the Dental Hygiene program.

UI's first priority is for a new Tribal and Diversity Center facility that will provide an inclusive home for a variety of cultures and communities, thus formally recognizing and celebrating their positive impact upon, and contribution towards, the overall culture and learning environment of the university. The FY2020 request of \$125,000 will fund project planning, programming and pre-design activities. The initial vision is the Center is to be approximately 20,000 gross square feet, minimum.

UI's second priority is for a new Engineering/STEM Education/Classroom facility that will house a variety of maker spaces and associated support functions, fabrication and assembly spaces, technology enabled classrooms, visualization spaces, computational spaces, offices, and office suites and other support spaces in an approximately 75,000 square foot facility. The FY2020 request of \$600,000 will fund project planning, programming and pre-design activities.

LCSC's first priority is to repurpose the Mechanical Technical Building (MTB). This project will accommodate changes in space needs following the completion of the new Career Technical Education Center, which is scheduled for completion in mid 2020. Expansion of the programs that will remain in MTB would also be possible once programs such as auto mechanics are moved to the new facility.

The community colleges' six-year capital construction plans are listed for information only.

The College of Southern Idaho's (CSI) request is for \$2,180,000 for the remodel and modernization of 25,000 square feet of existing classrooms and offices constructed in

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1976. All funding is from PBF funds. CSI received \$829,000 in FY 2019 for Phase 1, which includes project design and constructing 10,000sf. The FY 2020 request is to construct the remaining 15,000sf.

The College of Western Idaho's (CWI) request is for new truck driving facilities. This project will develop truck driving facilities, classrooms, simulator rooms, observation area and practice yard for the CWI Professional Truck Driving program. The existing program was located in a leased facility near the Micron Education Center, and the existing property was recently sold necessitating the construction of a new facility.

North Idaho College's (NIC) request is for Meyer Health Sciences Building expansions. This will include a 15,000sf addition to the south of the building that will consist of instructional labs and prep areas.

IMPACT

Only Board-approved major capital projects can be forwarded to the PBFAC. Following Board approval, DPW, PBFAC, DFM, and LSO will be informed of the Board's recommendations. A Board representative will brief the PBFAC on the Board's decision and any comments at the October PBFAC meeting, prior to agency presentations of their FY2020 requests.

Board Policy V.K. requires institutions to bring their six-year capital project plans to the Board for review and approval at its regularly scheduled August meeting. These plans span six fiscal years going forward, starting with the upcoming fiscal year (FY2020). Board approval of a six-year plan constitutes advance notice to the Board that an institution or agency may bring a request at a later date for approval for planning and design for one or more of the projects in the institution plan. The institutions can, and very frequently do, update the years two through six components of their six-year plans, based on the approved funding and outcomes of their year one requests. Board approval of the six-year plans also allows the institutions to solicit and accept gifts in support of the projects listed in the approved plans.

ATTACHMENTS

- Attachment 1-FY20 Major Capital Request Summary
- Attachment 2-Boise State University Six-year Plan
- Attachment 3-Idaho State University Six-year Plan
- Attachment 4-University of Idaho Six-year Plan
- Attachment 5-Lewis-Clark State College Six-year Plan
- Attachment 6-Capital Project Summaries for agencies & institutions

STAFF COMMENTS AND RECOMMENDATIONS

Although current levels of funding from the PBF and other sources are not sufficient to meet the facility needs of the institutions, it is appropriate for the institutions and the Board to highlight the most urgent infrastructure needs in the system. An effective review and rationing system is in place to allocate available dollars to the highest need projects for the FY2020 budget cycle. The FY2020 capital project requests from the institutions are reasonable, and they reflect continuity with previous capital planning efforts. The longer-

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term wish lists in the rolling six-year capital plans, while largely hypothetical, are a useful advance planning tool.

The attached six-year capital project plans include new projects as well as updated cost estimates.

Staff recommends approval of the institutions' FY2020 capital project requests and their six-year capital project plans.

BOARD ACTION

I move to approve the capital projects listed in the table in Attachment 1 on Page 6 from Boise State University, Idaho State University, the University of Idaho, and Lewis-Clark State College for submission to the Permanent Building Fund Advisory Council for consideration for Permanent Building Fund support in the FY2020 budget cycle.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

AND

I move to approve the Six-Year Capital Improvement Plans for FY2020 through FY2025 for Boise State University, Idaho State University, the University of Idaho, and Lewis-Clark State College, as provided, in attachments 2-5.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES
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ATTACHMENT 1

State Board of Education
FY20 Major Capital Request Summary
(\$ in thousands)

Board Priority	Institution/Agency & Project	Detail Page	Total Project Cost		FY 2020 Request
			Perm. Building Fund	Total Funds	
1	Boise State University				
2	1 Science Laboratory Building for College of Arts & Sciences	1	10,000.0	15,000.0	10,000.0
3	2 New Academic Building for School of Public Service	4	20,000.0	30,000.0	20,000.0
4	3 Capital Renewal Projects	7	10,000.0	14,125.0	10,000.0
5	Idaho State University				
6	1 Relocate COT programs to the Eames building (Phase 2)	10	8,000.0	8,000.0	5,000.0
7	2 Eli Oboler Library: Upgrade HVAC, ceilings, lighting	12	9,465.2	9,465.2	9,465.2
8	3 ISU Health and Wellness Center	14	16,085.0	32,085.0	3,500.0
9	4 Remodel Frazier Hall basement	17	1,600.0	1,600.0	1,600.0
10	5 Eli Oboler Library: Remodel 1st Floor Circulation	19	3,996.0	3,996.0	3,996.0
11	6 Gale Life Science: Infrastructure Remodel (Phase 3)	21	8,500.0	8,500.0	8,500.0
12	7 Plant Sciences: Greenhouse addition	23	1,703.6	1,703.6	1,703.6
13	8 Meridian expansion: Dental Hygiene program	25	3,732.9	3,732.9	3,732.9
14	University of Idaho				
15	1 Tribal and Diversity Center Facility	27	7,500.0	7,500.0	125.0
16	2 Engineering/STEM Education/Classroom Facility	32	8,000.0	40,000.0	660.0
17	Lewis-Clark State College				
18	1 Mechanical Technical Building	37	6,000.0	6,250.0	6,000.0
19	College of Southern Idaho				
20	1 Canyon Building Remodel - Phase 2	39	2,180.0	2,180.0	2,180.0
21	College of Western Idaho				
22	1 New Truck Driving Facilities	40	1,000.0	3,000.0	1,000.0
23	North Idaho College				
24	1 Meyer Health Sciences Building Expansion	41	6,698.6	6,698.6	6,698.6
25					
26	Total		\$ 124,461.3	\$ 193,836.3	\$ 94,161.3

Note: Information in the table above on the Community College capital project requests is provided for information only—Board approval for these requests is not required.

SIX-YEAR CAPITAL IMPROVEMENT PLAN

SIX-YEAR CAPITAL IMPROVEMENT PLAN
FY 2020 THROUGH FY 2025

(\$ in 000's)

Institution: **Boise State University**

Project Title	Est. Cost	Prev. Fund.	FY2020			FY2021			FY2022			FY2023			FY2024			FY2025		
			PBF	Other	Total	PBF	Other	Total	PBF	Other	Total	PBF	Other	Total	PBF	Other	Total	PBF	Other	Total
Fine Arts Building (in construction)	47,000	47,000																		
Center for Materials Research (in construction)	50,500	35,400		15,100	15,100															
Campus Planning and Facilities Structure - Phase 1 (in construction)	1,750	1,750																		
College of Innovation and Design	12,000			250	250		11,750	11,750												
Campus Planning and Facilities Structure - Phase 2	2,000			2,000	2,000															
New Academic Building - School of Public Service	30,000		20,000	2,000	22,000		8,000	8,000												
Science Laboratory Building	15,000		10,000	5,000	15,000															
New Athletics Field	9,000			9,000	9,000															
Athletics Facilities Upgrades	2,000			2,000	2,000															
On-Campus Parking Structure (350 spaces @ \$30,000/space)	11,000						11,000	11,000												
Renovate Liberal Arts Building (Planning, Design, Construction)	4,700	1,500		3,200	3,200															
Off-Campus Parking Spaces	3,500			3,500	3,500															
Capital Renewal Projects	14,125		10,000	3,000	13,000		1,125	1,125												
Health Sciences Building	30,500					250	250	500	5,000	25,000	30,000									
Athletics/Kinesiology Multi-Use Facilities	60,000													10,000		10,000	25,000	25,000	50,000	
Science Research Building (3rd of 4 building science complex)	89,000											500	500	1,000	4,000	4,000	8,000	40,000	40,000	80,000
Total	382,075	85,650	40,000	45,050	85,050	250	32,125	32,375	5,000	25,000	30,000	500	500	1,000	14,000	4,000	18,000	65,000	65,000	130,000

OTHER, NOT CURRENTLY SCHEDULED PROJECTS

Central/District Chilled Water Plant	10,000		Albertsons Library - River Side Addition	2,500		Towers Renovation	2,000
Combined Heat/Power Plant	20,000		Student Shop Development	10,000		Develop Campus Quad Spaces	2,000
Administrative Services Building(s)	23,000		High Bay Academic/Research Industrial Space	3,000		Eng. & Tech Room 103 & 110 - Classroom Renovations	1,500
Albertsons Stadium Expansion and Improvements	28,000		University Drive Improvements	4,000		OIT Building	20,000
Off-Campus Development	8,000		Beacon Street Improvements	1,000		Signage and Wayfinding, All Phases	2,500
Renovate Campus School	3,500		General Assignment Classroom Building #2	30,000		Student Housing	40,000
Department of Public Safety, New Facility	8,000		Future Parking Structure (750 Spaces @ \$25,000)	18,750		Shuttle Maintenance Facility	1,500
Literacy Center	8,000		New Science Greenhouses	1,500		Campus Planning and Facilities Structure - Phase 3	5,000
Construction Management Facility	5,000		Vivarium Expansion	1,600			
Subtotal #1	113,500		Subtotal #2	72,350		Subtotal #3	74,500
Grand Total: Other, not currently scheduled priorities:	260,350						

Six Year Capital Improvement Budget

Description	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
College of Technology EAMES Phase 2	\$5,000,000					
Upgrade HVAC, Ceilings, & Lighting, Eli Oboler Library	\$9,465,206					
ISU Health and Wellness Center Planning and Design	\$3,500,000					
Remodel Basement, Frazier Hall	\$1,600,000					
Remodel 1st Floor Circulation, Eli Oboler Library	\$3,996,000					
Gale Life Science Infrastructure Phase 3	\$8,500,000					
Greenhouse Addition, Plant Sciences	\$1,703,570					
Meridian Dental Hygiene Expansion	\$3,732,850					
College of Technology EAMES Phase 3		\$3,000,000				
ISU Alumni Center		\$8,473,000				
ISU Health and Wellness Center Construction		\$6,292,500				
Graveley Hall - Upgrade the heating and cooling system		\$2,875,000				
Gale Life Science Infrastructure Phase 4		\$7,660,000				
Beckley Nursing – Asbestos mitigation, ceiling system and lights		\$1,700,000				
ISU Health and Wellness Center Construction			\$6,292,500			
Gale Life Science Infrastructure Phase 5			\$10,700,000			
Vocarts - Replace, HVAC, Fire Alarm & ADA restrooms			\$1,745,842			
Remodel LEL second floor for additional labs			\$1,050,000			
Campus Housing Renovations & Remodeling			\$10,000,000			
Gale Life Science Infrastructure Phase 6				\$15,065,000		
New Museum of Natural History				\$22,444,000		
College of Business - Modernization					\$25,000,000	
Reroute campus traffic					\$8,000,000	
Addition to Beckley Nursing						\$14,208,000
Addition to College of Engineering						\$12,000,000
Renovation of College of Business – front entry						\$1,300,000
\$195,303,468	\$37,497,626	\$30,000,500	\$29,788,342	\$37,509,000	\$33,000,000	\$27,508,000
6 year outlay total						

SET C: SIX YEAR CAPITAL IMPROVEMENT PLAN
(Major Capital Projects greater than \$1 mil Total Project Cost)
FY 2020 THROUGH FY 2025
(\$ in 000's)

Institution: University of Idaho

Project Title	Est. Cost	Prev. Fund.	FY 2020			FY 2021			FY 2022			FY 2023			FY 2024			FY 2025		
			PBF	Other	Total	PBF	Other	Total	PBF	Other	Total	PBF	Other	Total	PBF	Other	Total	PBF	Other	Total
Aquaculture Research Facility CP140029	2,350	2,350	In Punchlist Status as of 1 Aug 18																	
Admin Bldg. Entry Foyer & Stair Life Safety Imp & Renovations CP150004, DPW 15-251	2,318	2,318	In Punchlist Status as of 1 Aug 18																	
WWAMI Medical Education Tenant Improvements at Gritman MOB CP170041	3,000	3,000	In Punchlist Status as of 1 Aug 18																	
Northern Idaho Collaborative Education Facility (NICE) CP150079, DPW 16-251	9,728	9,728	In Construction Status as of 1 Aug 18																	
University House CP160071	1,950	1,950	In Construction Status as of 1 Aug 18																	
WWAMI Medical Education Building Improvements and Expansion CP180006, DPW 18-256	4,625	4,625	In Construction Status as of 1 Aug 18																	
NMCREEC Classroom and Office Building, Salmon CP180024	2,500	2,500	In Bid Award Status as of 1 Aug 18																	
ICCU Idaho Arena CP170040	45,800	45,800	In Design Status as of 1 Aug 18																	
West Campus Utilities Extension CP180021	3,500	3,500	In Design Status as of 1 Aug 18																	
Nuclear Seed Potato Germplasm & Storage Building CP190012, DPW 19-250	5,500	5,500	In Design Status as of 1 Aug 18																	
Bruce M. Pitman Center Exterior Envelope Repairs CP190013, DPW 19-262	1,622	1,622	In Design Status as of 1 Aug 18																	
Idaho Center for Agriculture, Food, and Environment (CAFÉ)	45,000	10,000	5,000	20,000	25,000		10,000	10,000												
Tribal and Diversity Center Facility	7,500	0	125		125	3,688		3,688	3,688		3,688									
Engineering/STEM Education/Classroom Facility	40,000	0	600		600	3,700	32,000	35,700	3,700		3,700									
CALS Parma Extension and Analytics Center	6,100	0		600	600		5,500	5,500												
College of Education, Health and Human Sciences Innovation Lab	7,000	0		500	500		6,500	6,500												
Idaho Avenue Extension Repairs and Repaving	1,005	0				1,005		1,005												
Life Sciences South HVAC Upgrades, Ph. 3, PBF A&R	1,298	0										1,298		1,298						
Gibb Hall HVAC Upgrades, Ph. 2, PBF A&R	1,296	0													1,296		1,296			
Steam Plant Emergency Generator	1,103	0													1,103		1,103			
Perimeter Drive Replace Paradise Creek Undercrossing	1,012	0																1,012		1,012
Admin Bldg. HVAC, Ph. 2, PBF A&R	1,299	0																1,299		1,299
Gibb Hall HVAC Upgrades, Ph. 3, PBF A&R	1,299	0																1,299		1,299
Library Collections Maintenance Facility #	TBD	0																		
Coll. of Agricultural & Life Sciences New Meats Laboratory #	7,220	0																		
McCall Field Campus Improvements per the 2014 Master Plan #	7,000	0																		
Pedestrian Walkway Improvements, phase 1 #	1,000	0																		
New Undergraduate Housing, Phase 1 #	36,000	0																		
	248,024	92,893	5,725	21,100	26,825	8,392	54,000	62,392	7,388	0	7,388	1,298	0	1,298	2,400	0	2,400	3,610	0	3,610

S:\Facilities\CapitalPlanning\Capital Budget\FY 20 State Request\Six Year Plan (Set C)\FY 2020 Six Year Plan.

Project schedule is TBD and dependent upon funding availability.

**CAPITAL BUDGET REQUEST
SIX-YEAR PLAN FY 2020 THROUGH FY 2025
CAPITAL IMPROVEMENTS**

AGENCY: Lewis-Clark State College

PROJECT DESCRIPTION/LOCATION	FY 2020 \$	FY 2021 \$	FY 2022 \$	FY 2023 \$	FY 2024 \$	FY 2025 \$
Mechanical Technical Building Repurpose Development of Track with School District Living Learning Center Wittman Complex Remodel Career Technical Education Bldg Expansion Administration Building Remodel Sam Glenn Complex Replacement	6,250,000 200,000	17,000,000	6,000,000	20,000,000	3,500,000	26,000,000
TOTAL	6,450,000	17,000,000	6,000,00	20,000,000	3,500,000	26,000,000

Agency Head Signature: _____

Date: _____

OFFICE OF THE STATE BOARD OF EDUCATION

**MAJOR CAPITAL
PROJECT SUMMARY
FY2020**

Project Title: Construction for Science Laboratory Building

Institution/Agency: Boise State University

Brief Description: Boise State continues to experience increased demand for classes and programs with laboratory-based instruction. Predominantly focused on the natural and applied sciences, these laboratories call for highly specific and dedicated environmental controls. The requested funds will support a new laboratory facility providing teaching and/or research labs focusing on chemistry and biological sciences.

Project Scope: 16,000 – 22,000 **NASF** 25,000 – 34,000 **GSF**

Estimated Total Cost: \$15,000,000

Date Approved by State Board of Education:

Source of Construction Funds (by fund source and amount):

Total Project Cost

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$10,000,000
University Funds & Private Donations	\$5,000,000

Previous Appropriations

<u>Fund Source</u>	<u>Amount</u>
N/A	N/A

Budget Year Request

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$10,000,000

1. PROJECT DESCRIPTION AND JUSTIFICATION

The proposed building will act as an extension of Boise State's Biology and Chemistry programs, departments within the College of Arts and Sciences. These programs currently operate primarily out of the Science Building, a four-story facility constructed in 1977. Some labs are also housed in the Multi-Purpose Classroom (MPC) Building. The Science Building has been modified numerous times throughout its history in an effort to maintain pedagogical best practices, respond to University growth, and comply with facility safety requirements. In its current state, the Science Building continues to require several physical plant improvements, life/safety alterations, and classroom/laboratory improvements that will provide a cutting-edge academic and research environment.

After several years of growth and transformative change at Boise State, the university is currently facing high demand for campus space. Of around 5 million square feet of assignable space, about 5,000 square feet is available — about one-tenth of one percent. Growth in STEM programs in the physical sciences as well as engineering creates the need for additional lower division teaching labs, especially those focused on biology, chemistry and physics. In addition, there is an increased demand for research spaces in these disciplines.

The proposed new Laboratory Building is identified on the 2015 Campus Master Plan and is intended to help meet the demand for teaching and research labs. At this time, it is represented by a "liner" building on the north façade of the Brady Garage and matching the facility's height. With 16,000 – 22,000 net assignable square feet (NASF), approximately 10-12 teaching and/or research labs could be provided in the facility. Labs would likely be focused on chemistry or biology. However, the labs could be used accommodate other STEM programs, such as Engineering Health Sciences and Physics. This building would likely provide space to accommodate departmental growth for the next 5-8 years.

This facility will help achieve two of Boise State's Strategic Plan goals: 1) Create a signature high-quality educational experience for all students; 2) Gain distinction as a doctoral research university.

2. PROJECT COMPONENTS

As envisioned, a new laboratory building will house teaching and/or research labs, prep areas, an instrumentation lab and informal student learning areas. Academic and research biology greenhouses would be installed on the roof of the new building to allow for access from the top floor of the garage. With a focus on instruction and research, there will be limited drop-in style spaces for faculty and graduate assistants and as a result, the

building's program would not include typical enclosed faculty offices. This will maximize the total number of labs created by the project.

For life/safety compliance, each floor and laboratory will serve a dedicated purpose based on study topic and materials used. For example, labs using hazardous materials will be located on the ground floor, eliminating risks associated with using hazardous materials on upper levels. The facility will operate independently from the Brady Street Garage, with its own ingress and egress, as well as vertical circulation. In addition to the laboratory areas, the facility will also include lab preparation areas, an instrumentation room, informal learning areas for students, restrooms and other common areas.

3. ALTERNATIVES

Alternatives include converting existing classrooms into teaching and/or research labs. Any classrooms will have to be taken offline or re-created elsewhere as appropriate swing space is not available on campus. Retrofitting classrooms into laboratories is costly, will require infrastructure improvements, and work would have to be done in a piecemeal fashion to limit the impact on facility occupants. The most likely building for classroom conversions to laboratories is the Multi-Purpose Classroom (MPC) building.

4. VACATED SPACES

The new Laboratory Building will help mitigate existing and some future demand. As such, minimal spaces will be vacated. Existing laboratories in the Science Building will retain their laboratory functions and will be repurposed/upgraded to accommodate new research.

OFFICE OF THE STATE BOARD OF EDUCATION

**MAJOR CAPITAL
PROJECT SUMMARY
FY2020**

Project Title: Construction for
New Academic Building

Institution/Agency: Boise State University

Brief Description: Boise State's School of Public Service (SPS) includes seven distinct programs, as well as numerous centers and institutes. SPS is currently located in various Boise State facilities and leased spaces, and accounts for roughly 20,000 assignable square feet. Due to program growth and an increasing need for colocation, a new facility for SPS is warranted. The requested funds will support the construction of a new academic facility that accommodates current SPS programs and provides space for anticipated future growth. In addition, the facility will include general assignment classrooms to alleviate high demand across campus.

Project Scope: 48,000 – 56,000 **NASF** 80,000 – 100,000 **GSF**

Estimated Total Cost: \$25,000,000 – \$30,000,000

Date Approved by State Board of Education:

Source of Construction Funds (by fund source and amount):

Total Project Cost

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$20,000,000
University Funds and Private Donations	\$10,000,000

Previous Appropriations

<u>Fund Source</u>	<u>Amount</u>
N/A	N/A

Budget Year Request

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$20,000,000

1. PROJECT DESCRIPTION AND JUSTIFICATION

After several years of growth and transformative change at Boise State, the university is currently facing high demand for campus space. Of around 5 million square feet of assignable space, about 5,000 square feet is available — about one-tenth of one percent. SPS has added additional programs, faculty and staff during this time, most recently with the addition of a PhD program and undergraduate programs in Urban Studies, Global Studies and Environmental Studies. Additional academic programs include Criminal Justice, Military Science, Political Science and Public Policy and Administration. As SPS has grown, space constraints have forced new programs into locations scattered across campus. The proposed project will enable the construction of a new academic facility, one that collocates existing programs and provides capacity for future growth within SPS.

The new academic facility will be located along Capitol Boulevard and University Drive at the primary western entrance to Boise State's campus. The proposed site is adjacent to the Micron Business and Economics Building, emphasizing the equal importance of public and private sector fields of learning. A four to five-story building, with at least 80,000-100,000 square feet is warranted.

2. PROJECT COMPONENTS

Programmatically, SPS primarily requires general purpose classroom space of small, medium and large format. Offices for faculty would also be included. The Environmental Studies program will require some laboratory space for teaching and research, but limited when compared to buildings with scientific research as the primary focus. In other words, a new SPS facility represents a fairly straightforward program for an academic building. The assignable space requirement for SPS - including circulation and growth - is roughly 35,000 asf, or, a gross area of approximately 50,000.

Capitol Village currently occupies the proposed site, a collection of buildings formerly used for private retail. Boise State acquired Capitol Village in 2004 and has renovated the buildings for administrative and academic units. Potentially, four of the six buildings require demolition to provide a new building site. These four buildings represent roughly 22,000 gross square feet, and the program for the new academic facility includes replacing this impacted space.

Combined, the SPS need and impacted Capitol Village space is roughly 72,000 gsf. However, the proposed project would provide 80,000-100,000 gsf to accommodate and allow for additional program growth and/or collocations of academic and administrative functions that align with the SPS mission.

The site is situated along a short section of Boise Avenue that the Campus Master Plan suggests removing. This section of Boise Avenue contributes to significant traffic delays and ingress/egress complications. The project scope includes removal of this problematic Boise Avenue segment so the facility can be prominently situated along Capitol Boulevard.

3. ALTERNATIVES

There are two alternatives for SPS. One is the continuation of current conditions, where SPS's various programs, centers and institutes are scattered throughout campus and in leased space(s) in downtown Boise. This approach limits SPS's growth opportunities and creates a number of collaboration and curriculum barriers. There is very limited space available on Boise State's campus to allow for any additional growth within SPS.

The other alternative is leasing commercial space large enough to accommodate all, or most, of SPS. There are a number of properties in downtown Boise with adequate space, but lease rates are high and SPS would prefer to be collocated in a facility near the campus. Any leased space would require extensive tenant improvements to satisfy SPS's academic programming needs, a cost that is difficult to forecast until a suitable space is identified.

4. VACATED SPACES

SPS currently has space in the following facilities:

Environmental Research Building

- Public Policy and Administration
- Dean's Office (partial)
- Environmental Finance Center
- Frank Church Center
- Political Science

Taco Bell Arena

- Military Science

BoDo (Downtown)

- Andrus Center

Education Building

- Dean's Office

With construction of a new building, these spaces would be vacated and repurposed for new functions.

OFFICE OF THE STATE BOARD OF EDUCATION

**MAJOR CAPITAL
PROJECT SUMMARY
FY2020**

Project Title: Capital Renewal Projects

Institution/Agency: Boise State University

Brief Description: Boise State has a number of facilities in need of major capital renewal. To date, the process of updating aging buildings has focused on specific small-scale projects and systems upgrades. Comprehensive renewals, to essentially reset the clock on these facilities, have not occurred. Liberal Arts, Campus School and the Hemingway Building are primary candidates for capital renewal. Each building will see a portion of their current occupancy shift to the Center for Fine Arts, once construction is complete. As such, an opportunity exists to renew the facilities (or a portion thereof) with greatly reduced disturbances to campus operations.

Project Scope: 43,000 – 45,000 **NASF** 50,000 – 52,000 **GSF**

Estimated Total Cost: \$14,125,000

Date Approved by State Board of Education:

Source of Construction Funds (by fund source and amount):

Total Project Cost

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$10,000,000
University Funds and Private Donations	\$4,125,000

Previous Appropriations

<u>Fund Source</u>	<u>Amount</u>
N/A	N/A

Budget Year Request

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$10,000,000

1. PROJECT DESCRIPTION AND JUSTIFICATION

This project focuses on significantly renewing three of Boise State's aging facilities: Liberal Arts, Campus School and Hemingway. All three facilities will see a portion of their current occupancy transition to the Center for Fine Arts. As such, renewing and/or upgrading the facilities prior to re-occupancy is a strategic opportunity. Each facility requires a combination of space renovations and system upgrades.

After several years of growth and transformative change at Boise State, the university is currently facing high demand for campus space. Of around 5 million square feet of assignable space, about 5,000 square feet is available — about one-tenth of one percent. Completing these capital renewals will enable Boise State to better utilize facilities into the future, with modern amenities and efficient systems. The extent of capital renewal will ultimately dictate the success and variety of re-occupancy options.

2. PROJECT COMPONENTS

Liberal Arts

Ceramics, sculpture, metalwork and photographic studies will move to Center for Fine Arts once complete. This accounts for nearly 20,000 assignable square feet. Replacement occupants are identified, but capital renewal should occur prior to re-occupancy. Funding would renovate these spaces so they are able to satisfy general classroom purposes, and/or faculty office space. In addition, Liberal Arts is in need of a new roof, a main air handler and a 4-pipe heating and cooling system.

Renewed areas in Liberal Arts would be used for academic functions.

Campus School

This facility was constructed as an elementary school in 1953, and over the years, painting and drawing studios were created in the classrooms. This building is in need of many upgrades to accommodate administrative and/or academic space. In addition to general space renovations, the facility has no central HVAC system, plumbing and electrical systems are inadequate, extensive window and door replacement is needed, and IT infrastructure is out-of-date.

Renewed areas in Campus School would either be used for academic functions or for student services (e.g., Financial Aid, Registrar's Office, and Student Financial Services).

Hemingway Building

The Hemingway Western Studies Center is one of campus's original buildings, built in 1940. Varieties of uses have occurred, including the university's original assembly hall. The main gallery space will transition to

the Center for Fine Arts and a comprehensive renewal opportunity exists. Boise State would like to return the facility to its historic purpose as an events venue. In addition to space upgrades and infrastructure improvements, the major building component needing replacement is the roof. This is a slate tile roof, and due to the building's historic preservation, will need to be replaced with a like material.

Renewed areas in the Hemingway Building would be used for academic functions, including an academics-focused events space.

3. ALTERNATIVES

Without major capital renewal funds, facility needs will continue to compete with Boise State's Alteration and Repair projects. This means our ability to renew aging buildings will be less effective, and push many projects further away in time. Ultimately, this deferral approach costs more, creates space utilization challenges, and complicates ongoing maintenance and operations.

4. VACATED SPACES

It is unlikely that these capital renewal projects will vacate space elsewhere. Instead, they will ensure that Boise State facilities – regardless of era – continue to provide high quality space for students and faculty, and that buildings run safely and efficiently with current technologies.

**CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION
(New Buildings, Additions or Major Renovations)**

AGENCY: Idaho State University

AGENCY PROJECT PRIORITY: 1

PROJECT DESCRIPTION/LOCATION: Relocate COT programs to the Eames Complex
(Phase 2 & 3)

CONTACT PERSON: Cheryl Hanson

TELEPHONE: (208) 282-4086

PROJECT JUSTIFICATION:**(A) Concisely describe what the project is.**

This project is the 2nd and 3rd Phase of a project to relocate approximately half of the College of Technology (COT) programs to the William M. and Karin A. Eames Advanced Technical Education and Innovation Complex located at 1999 Alvin Ricken Drive.

Currently existing COT programs are located in multiple building scattered throughout the City of Pocatello. Programs earmarked for relocation include Auto Collision Repair, Automotive Technology, Diesel Technology, On-Site Power Generation, Welding, and Machining.

To accomplish this project approximately 113,000 SF of the building will require renovation. Auxiliary spaces needed for these programs will also be relocated. These include Student Services, classrooms, faculty offices, testing labs, and storage space. Phase 1 has current agency funding of approximately \$13 Million that includes the design effort for all phases.

Phase 2 & 3 is a request for \$8,000,000 to complete construction and relocate final programs which include Diesel Technology and On-Site Power Generation. This year's request is only for Phase 2 estimated at \$5,000,000.

(B) What is the existing program and how will it be improved?

College of Technology programs are currently located in multiple buildings around campus. Many of the spaces are cramped and outdated. This project will bring the various programs together in a newer building with room to grow enrollment. COT programs that will be relocated to the Eames are focused on science, technology, engineering, and math (STEM). These programs include: Auto Collision Repair, Automotive Technology, Diesel Technology, On-Site Power Generation, Welding, and Machining

Relocating these programs from multiple locations into one newly remodeled state of the art facility will create a synergist effect between programs, enhancing the learning experience for students and exposing them to skills taught outside their primary program. It will also allow for unique collaborative research opportunities between COT programs.

(C) What will be the impact on your operating budget?

Improved and expanded spaces will allow for enrollment growth in the College of Technology. The College anticipates significant growth over five years as a result of this project. Other than an initial impact to outfit new space, departmental operating budget expenses should remain fixed.

University expenses to maintain and provide inefficient utility services to the outdated Diesel Mechanics and Diesel Electric Buildings will be eliminated as a result of this project. The deferred maintenance costs for these two buildings is estimated at \$5,522,960.

(D) What are the consequences if this project is not funded?

If this project is not funded then, then COT programs will continue to operate in a substandard space that is too small for current operations.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$ 0	PBF FY20	\$ 5,000,000
A/E fees	\$ 95,000	PBF FY21	\$ 3,000,000
Construction	\$6,950,000	General Account	\$0
5% Contingency	\$ 355,000	Agency Funds	\$0
F F & E	\$ 600,000	Federal Funds	\$0
Other	\$ 0	Other	\$0
Total	\$8,000,000	Total	\$8,000,000

Agency Head Signature: _____

Date: _____

6/11/2018

**CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION**
(New Buildings, Additions or Major Renovations)

AGENCY: Idaho State University

AGENCY PROJECT PRIORITY: 2

PROJECT DESCRIPTION/LOCATION: Upgrade HVAC, Ceilings, & Lighting , Eli Oboler Library

CONTACT PERSON: Cheryl Hanson

TELEPHONE: (208) 282-4086

PROJECT JUSTIFICATION:**(A) Concisely describe what the project is.**

This project replace aging HVAC equipment and will remove the deteriorating fiberboard air ducting system, and replace it with an insulated steel duct system. This project will also replace associated ceiling and lights throughout the building.

(B) What is the existing program and how will it be improved?

The existing fiberboard ducting is actively degrading, with resulting ductwork particulates being spread throughout the library. All surfaces within the Library, including the ceiling, are coated with deteriorated ducting material. This project will remove the existing ceiling and lighting systems, remove all fiberboard ducting, address all seismic issues with the ceiling and lighting system, and with the book stacks throughout the Library. New insulated steel ducting, ceiling systems, and lighting will be installed.

(C) What will be the impact on your operating budget?

The maintenance budget will be relieved in several areas as less custodial effort will be required to clean the Library, and repair work to deteriorating ductwork will no longer need to occur. New LED lighting upgrades will result in significant energy savings.

(D) What are the consequences if this project is not funded?

Ductwork will continue to degrade and contaminate the interior of the Library. Additional efforts will continue to be expended in an attempt to clean the library.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$0	PBF	\$9,465,206
A/E fees	\$1,500,000	General Account	\$0
Construction	\$7,600,000	Agency Funds	\$0
5% Contingency	\$365,206	Federal Funds	\$0
F F & E	\$0	Other	\$0
Other	\$0		
Total	\$9,465,206	Total	\$9,465,206

Agency Head Signature: 

Date: 6/1/2018

**CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION
(New Buildings, Additions or Major Renovations)**

AGENCY: Idaho State University

AGENCY PROJECT PRIORITY: 3

PROJECT DESCRIPTION/LOCATION: ISU Health and Wellness Center

CONTACT PERSON: Cheryl Hanson

TELEPHONE: 208-282-4086

PROJECT JUSTIFICATION:**(A) Concisely describe what the project is.**

This is a multi-year phased project to construct a new consolidated ISU Health and Wellness Center space on the Pocatello Campus, and demolish buildings that have reached the end of their useful life and that will be vacated as a part of the project.

This project will construct a new 94,000 SF building that will provide space for the integration of medical and ancillary health clinic services at Idaho State University. It allows the University to provide "one stop" shopping for patients by co-locating the Family Medicine Residency Clinic with University Health, Bengal Pharmacy, Psychiatry Residency Clinic, Speech and Hearing, Physical and Occupational Therapy, Radiology, Counseling, and Nutrition and Dietetics. The project will also provide additional space for expansion of clinic space for other potential community partners that will share in the cost of the project.

As the project relocates Family Medicine to the new Clinic Building, it will make way to relocate the Dental Hygiene Academic Program and Clinic to the space currently occupied by Family Medicine thereby allowing Dental Hygiene to be co-located with Dental Sciences. This existing building also receives a new elevator as our #1 priority for ADA funding for FY19 which will enable disabled students, staff, and patients to circulate within the two floors of the building without having to drive around to the back where an at grade entry is provided for the lower level.

The construction of the new consolidated clinic facility will allow for the abandonment and demolition of the Student Health Clinic (constructed in 1964), the Dental Hygiene Clinic (constructed in 1956), and the Dental Hygiene Sciences Building (constructed in 1929). These buildings have a combined deferred maintenance cost estimated at \$4,146,000

Overall project cost is estimated to be \$44.9 Million phased over 8 years. See table below.

Construct Health and Wellness Center	\$32,085,000
Remodel Family Medicine for Dental Hygiene	\$3,200,000
Finish out additional clinic space in Health and Wellness Center	\$9,200,000
Demolish Student Health Building	\$195,000
Demolish Dental Hygiene Clinic	\$92,000
Demolish Dental Hygiene Sciences	\$152,000
Total Project Cost	\$44,924,000.00

This year's FY20 funding request is limited to the planning and design for the new 94,000 SF consolidated clinic facility. The majority of the building will initially be shell and core with finish space limited to the Family Medicine and Psychiatry Residency programs. The remaining space will be filled out at a later date as resources and fundraising allow. The estimated cost for this FY20 request is \$3,500,000.

(B) What is the existing program and how will it be improved?

The Idaho State University Department of Family Medicine is a multifaceted clinical entity with primary components of a Family Medicine Residency, Pharmacotherapy Residency, Psychology Internship, and Family Medicine Clinical Research Center with a Federally Qualified Health Care community partner. The ISU Family Medicine Residency Program is a well-established, fully accredited, three-year family medicine residency. Since its inception in 1993, it has grown from a 12 resident program to a 21 resident program with expansion of faculty and midlevel providers and additions of pharmacotherapy residency, psychology internship, HIV and Hepatitis C clinics and a Clinical Research Center. The clinic serves many patients without health insurance and poor access to care.

The Department is currently located in the Family Medicine Building (#83) and shares space with the Dental Sciences program. Family Medicine occupies approximately 17,000 SF of total space, which no longer meets the needs of the Department. The Department has had to expand clinic hours to evenings and routinely curtail faculty practice in order to maintain adequate resident clinic numbers to meet accreditation standards. Faculty productivity is impacted by shared offices and there is inadequate space for day to day administrative functions. Without planned expansion, the department's current needs are estimated to be 23,000 SF.

In 2016, Governor Otter's Medical Education Study Committee set expansion of Idaho primary care residencies (Family Medicine, Internal Medicine, and Pediatrics) as its highest priority. The driving forces behind this decision are:

1. Idaho perennially ranks last or next to last in physicians per capita
2. Idaho is 48th in the US in resident physicians per capita
3. Location of residency training is a strong predictor of future practice location
4. As the Idaho College of Osteopathic Medicine (ICOM) comes on line, an increased demand for residency positions is expected.

In response to this the Idaho State University Kasiska Division of Health Sciences, in collaboration with the University of Utah, has proposed development of a new three resident-per-year Eastern Idaho Psychiatry Residency. Additionally, the ISU Family Medicine Residency has put forward a plan for expansion of family medicine training through two new rural training tracks, a new family medicine hospitalist fellowship and expansion of the base residency from seven residents per year to nine residents per year.

This proposed expansion plan cannot be accomplished without a significant expansion in clinical, teaching, and administrative space for the Department of Family Medicine. Co-location of the Eastern Idaho Psychiatry Residency will allow for numerous synergies in clinical care, didactic training, research, and administration. Similarly, the wide range of clinical services offered by other ISU health profession programs would benefit from increased interaction and collaboration with ISU's residencies. The proposed ISU Health and

Wellness Center would offer the long sought after opportunity to gather these clinical services under one roof for true interdisciplinary training and care for the community.

(C) What will be the impact on your operating budget?

The proposed clinics are revenue generating. The synergy created by co-locating clinics will result in a high rate of referrals. Also the increase of family medicine residents from 21 to 40 will increase program and clinic revenues.

A new energy efficient consolidated clinic building will reduce utility costs currently incurred in existing buildings and the demolition and removal of the Student Health, Dental Hygiene Clinic and Dental Hygiene Sciences Buildings will eliminate \$4,146,000 in ISU deferred maintenance. All of these existing facilities require extensive gutting and remodeling to bring them up to serviceable standards.

(D) What are the consequences if this project is not funded?

If this project is not funded then, the Family Medicine clinic will continue to operate in a substandard space that is currently too small for current operations.

ISU will be unable to provide space for the planned expansion of the ISU Family Medicine Residency and proposed Eastern Idaho Psychiatry Residency.

The opportunity will be missed to create an interdisciplinary clinical training facility that will promote mutual referral, collaborative health care and shared teaching experiences throughout the Division of Health Sciences. The opportunity to expand clinical services to underserved patient populations will be lost as well.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$ 0	PBF FY20	\$ 3,500,000
A/E fees	\$ 3,500,000	PBF FY21	\$ 6,292,500
Construction	\$ 25,223,000	PBF FY22	\$ 6,292,500
5% Contingency	\$ 1,260,000	General Account	
F F & E (20%)	\$ 2,100,000	Agency Funds	\$ 16,000,000
Other	\$ 0	Federal Funds	
Total	\$ 32,085,000	Other	
		Total	\$ 32,085,000

Agency Head Signature: 

Date: 6/11/2018

**CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION**
(New Buildings, Additions or Major Renovations)

AGENCY: Idaho State University

AGENCY PROJECT PRIORITY: 4

PROJECT DESCRIPTION/LOCATION: Remodel Basement. Frazier Hall,

CONTACT PERSON: Cheryl Hanson

TELEPHONE: (208) 282-4086

PROJECT JUSTIFICATION:

(A) Concisely describe what the project is.

Dressing and green room areas located beneath the stage in the Frazier Hall basement need complete restoration. This work extends to a complete gut-and-replacement of floor, sub flooring, ceilings, walls, finishes, air circulation, electrical systems, and restrooms.

Remodeling and updating of the dressing areas is intended to allow for men's and women's separate areas, upgrade of makeup rooms, ADA restrooms, laundry rooms, and hallways.

Areas that are not accessible or sized improperly for the number of persons using the facilities will be upgraded accordingly; this project will address building code requirements.

Traffic flow needs to be improved. An additional shower and ADA restroom is needed.

The existing public spaces of the Bilyeu Theater have received a wonderful and needed upgrade and now it is time to bring the under stage areas up to code. There is no back stage to the theater so that the basement areas receive a lot of use. This renovation includes major upgrades to mechanical, electrical plumbing, and egress systems so that this historic venue may continue to be used.

(B) What is the existing program and how will it be improved?

Frazier Hall and the Bilyeu Theater are used by the ISU Theater, Music and Dance programs as well as outside groups such as the annual Nutcracker Ballet performance each December.

Also to be housed in this building are the College of Arts and Letters Dean's Suite of offices with a project funded in FY2018. The departments of communication, media, & persuasion, are also located in the building.

This project will make dramatic improvements to mitigate health and safety deficiencies in the current space and bring it into code compliance.

(C) What will be the impact on your operating budget?

This project does not add square feet or functional space but will address safety concerns and install more easily maintained materials and facilities, equipment and lighting upgrades.

The operating budget remain steady or see a slight reduction in expenses.

(D) What are the consequences if this project is not funded?

Unsafe conditions will continue and egress systems and spaces that are not up to code.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$ 0	PBF	\$ 1,600,000
A/E fees	\$ 245,000	General Account	\$0
Construction	\$ 1,290,000	Agency Funds	\$0
5% Contingency	\$ 65,000	Federal Funds	\$0
F F & E	\$ 0	Other	\$0
Other	\$ 0		
Total	\$ 1,600,000	Total	\$ 1,600,000

Agency Head Signature: _____

Date: 6/1/2018

**CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION**
(New Buildings, Additions or Major Renovations)

AGENCY: Idaho State University

AGENCY PROJECT PRIORITY: 5

PROJECT DESCRIPTION/LOCATION: Remodel 1st Floor Circulation, Eli Oboler Library

CONTACT PERSON: Cheryl Hanson

TELEPHONE: (208) 282-4086

PROJECT JUSTIFICATION:**(A) Concisely describe what the project is.**

This project will remodel the library entrance to include new circulation desk, updated offices, and related spaces. Other elements of the project include consideration for a new coffee bar and renovated study space. The current circulation desk and entrance is old, worn, and presents badly. It also does not support efficiency in the circulation function of the library as it has a poor workflow and is not ergonomic. This project will also benefit recruitment and retention by creating a modern appealing space for students. This project is similar to projects already completed at peer institutions. This is the primary contact point for library users with research assistance, reserves, interlibrary loan, and circulation services.

(B) What is the existing program and how will it be improved?

This area was designed and built in the 1980s. It was built to support a larger staff and a different organizational structure. This project will allow the Library staff to have a smaller more efficient space for their combined circulation/public services functions to better support how they currently operate.

(C) What will be the impact on your operating budget?

Completion of this project will enhance staff efficiency and provide an indirect reduction to the operating budget.

(D) What are the consequences if this project is not funded?

The space will continue to exist in a dated and inefficient operational state and detract from the University's ability to attract and retain students.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$ 0	PBF	\$3,996,000
A/E fees	\$ 531,000	General Account	\$0
Construction	\$3,300,000	Agency Funds	\$0
5% Contingency	\$ 165,000	Federal Funds	\$0
F F & E	\$ 0	Other	\$0
Other	\$ 0		
Total	\$3,996,000	Total	\$3,996,000

Agency Head Signature: 

Date: 6/1/2018

**CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION**
(New Buildings, Additions or Major Renovations)

AGENCY: Idaho State University

AGENCY PROJECT PRIORITY: 6

PROJECT DESCRIPTION/LOCATION: Infrastructure Remodel Phase 3, Gale Life Science

CONTACT PERSON: Cheryl Hanson

TELEPHONE: (208) 282-4086

PROJECT JUSTIFICATION:**(A) Concisely describe what the project is.**

This is Phase 3 of a multiphase project to remodel and upgrade the internal mechanical, electrical, and HVAC infrastructure for the Gale Life Science Building.

Phases 1 and 2 (currently funded for \$12M) will address separating the exterior electrical feeds to each building in the Life Science Complex. Phase 2 will add a new front entrance with ADA elevator on the South side of the building and provide new head end mechanical and electrical feeds and trunk lines into the building and up main chases.

Phase 3 is a complete "gut and remodel" of the research labs and offices located on the 4th floor. The newly remodeled space will tie into the trunk line infrastructure provided by Phase 2. Follow on phases will be required to remodel the 3rd, 2nd, and 1st floors following a top down approach. The total project is estimated at \$50 million.

(B) What is the existing program and how will it be improved?

The Gale Life Science building is home to the Biological Sciences Department. The 4th floor of the building is comprised entirely of research labs and faculty offices. These spaces are used primarily by Biology, but are also open to use by other departments such as Geosciences, Psychology, or Health Sciences. These spaces still very much reflect the look and feel of their original 1970's construction. Mechanical and plumbing system are beginning to fail and must be upgraded. The project will create modern lab spaces for use by the faculty and students.

(C) What will be the impact on your operating budget?

The project will greatly reduce the enormous deferred maintenance cost associated with these spaces and improve faculty and staff efficiencies by providing a modern and better functioning space.

(D) What are the consequences if this project is not funded?

The space will continue to function at a substandard level and negatively impact student retention and recruitment.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$1,328,000	PBF	\$8,500,000
A/E fees	\$ 0	General Account	\$0
Construction	\$6,830,000	Agency Funds	\$0
5% Contingency	\$ 342,000	Federal Funds	\$0
F F & E	\$ 800,000	Other	\$0
Other	\$ 0		
Total	\$9,300,000	Total	\$8,500,000

Agency Head Signature: 

Date: 6/1/2018

**CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION**
(New Buildings, Additions or Major Renovations)

AGENCY: Idaho State University

AGENCY PROJECT PRIORITY: 7

PROJECT DESCRIPTION/LOCATION: Greenhouse Addition, Plant Sciences

CONTACT PERSON: Cheryl Hanson

TELEPHONE: (208) 282-4086

PROJECT JUSTIFICATION:**(A) Concisely describe what the project is.**

This project will provide additional greenhouse space to the Plant Sciences building, along with supporting headhouse, laboratories, and improvements to the HVAC system. Proposed are four additional double sized greenhouse bays to the east of the current greenhouse bays, expansion of single-level supporting headhouse and labs and the addition of a new teaching/outreach/display greenhouse on the east side of lecture hall.

(B) What is the existing program and how will it be improved?

This project replaces the current outdated and failing mechanical system and greenhouse space located at the Gale Life Sciences building. The draft master-plan for the Gale Life Science building has identified the existing greenhouse space as an opportunity to be repurposed for more classroom and teaching space.

(C) What will be the impact on your operating budget?

The project will greatly reduce the enormous deferred maintenance cost associated with these spaces and improve faculty and staff efficiencies by providing a modern and better functioning space.

(D) What are the consequences if this project is not funded?

The space will continue to function at a substandard level and negatively impact student retention and recruitment.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$ 0	PBF	\$1,703,570
A/E fees	\$ 233,570	General Account	\$0
Construction	\$1,400,000	Agency Funds	\$0
5% Contingency	\$ 70,000	Federal Funds	\$0
F F & E	\$ 0	Other	\$0
Other	\$ 0		
Total	\$1,703,570	Total	\$1,703,570

Agency Head Signature: 

Date: 6/1/2018

**CAPITAL BUDGET REQUEST
FY 2019
CAPITAL IMPROVEMENT PROJECT DESCRIPTION**
(New Buildings, Additions or Major Renovations)

AGENCY: **Idaho State University**

AGENCY PROJECT PRIORITY: 8

PROJECT DESCRIPTION/LOCATION: Completion of the Master Plan for ISU-Meridian
(Dental Hygiene Expansion)

CONTACT PERSON: Cheryl Hanson

TELEPHONE: (208) 282-4086

PROJECT JUSTIFICATION:

(A) Concisely describe what the project is.

Aligned with the SBOE's assignment of ISU's health professions' mission, the Five-Year Plan for SW Idaho, and Program Prioritization, as well as the NWCCU Core Theme, Leadership in the Health Sciences, this request completes the ISU Meridian Master Plan by providing space for the Dental Hygiene program in Meridian.

(B) What is the existing program and how will it be improved?

Replacing academic offices with expanded clinic space and relocating these offices to the 2nd floor is consistent with the original plan for ISU-Meridian that locates clinics on the 1st floor in adjacent areas. After the remodel, Dental Hygiene students will have efficient access to participate in clinical inter-professional education. Due to the building design, no other means for expanding clinic space is available at ISU-Meridian. Further efficiencies and additional benefits are gained by remodeling some of the existing space to purposefully locate clinics in adjacent locations for easy community access, inter-professional collaborations, and accessible staff support.

(C) What will be the impact on your operating budget?

The proposed clinics are revenue-generating.

(D) What are the consequences if this project is not funded?

ISU will be unable to expand it's Dental Hygiene program to Meridian

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$ 0	PBF	\$ 3,732,850
A/E fees	\$ 582,850	General Account	
Construction	\$ 2,700,000	Agency Funds	
5% Contingency	\$ 150,000	Federal Funds	
F F & E	\$ 300.000	Other	
Other	\$		
Total	\$ 3,732,850	Total	\$ 3,732,850

Agency Head Signature: 

Date: 6/1/2018

OFFICE OF THE STATE BOARD OF EDUCATION

SET A

PROJECT SUMMARY

Project Title: Tribal and Diversity Center Facility

Institution/Agency: University of Idaho

Brief Description:

The University of Idaho desires to construct a new facility specifically aimed at supporting a culturally diverse set of communities of students, faculty, staff and stakeholders students. The intent is to create a welcoming environment which communicates to these diverse cultures and communities that they are a valued asset within the greater University of Idaho community. Such a facility in is alignment with and will support the goals defined in the university's 2016 Strategic Plan. Specifically the envisioned facility will be designed in such a manner to further Goal 3: Transform and Goal 4: Cultivate by providing a facility specifically designed and tuned to foster access and inclusion of diverse and multicultural communities, seeking the perspective of those communities, thereby increasing their access to engaging, collaborative and innovative learning opportunities. In turn, success in these areas will support the goals of the State Board of Education's 2019-2024 Strategic Plan related to higher levels of educational achievement and work force alignment for all of Idaho's citizens.

The university envisions a facility comprised of a set of "homes" for each community surrounding a common, community gathering space. The facility will also house the administrative offices of the Office of Equity and Diversity. Such a facility has the potential to transform the academic experience and careers of tribal and multicultural students in a positive fashion.

Project Scope:

Building size:

Site and utility infrastructure

Furnishings, Fixtures and Equipment

All project fees and related expenses, complete, to include the demolition of any existing structure(s) on site.

NASF

TBD

GSF

20,000

Estimated Total Cost:*Source of Construction Funds (by fund source and amount):***Total Project Cost**

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$ 7,500,000
Federal Funds	\$ 0
Bond Funds	\$ 0
Gifted Funds	\$ 0
Total:	\$ 7,500,000

Previous Appropriations

<u>Fund Source</u>	<u>Amount</u>
All Sources	\$ 0

Budget Year Request (FY2020)

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$ 125,000

Date Approved by State Board of Education:

FY2020 represents the initial year of request for this facility. The request for FY2020 is \$125,000 to fund project planning, programming and pre-design activities. These activities will include a site evaluation and selection process.

There may be potential for additional funds sourced from sovereign tribal nations, and the University of Idaho is currently exploring this potential.

1. PROJECT DESCRIPTION AND JUSTIFICATION

The University of Idaho currently supports several tribal, diversity and multicultural offices and centers. These functions are scattered across campus in a wide variety of locations. Each location has a differing level of appropriateness for the function housed, facility condition and level of visibility. Some of these tribal and multicultural centers and functions are located in worn, wood framed building in poor repair marked for eventual demolition. Some are located in basement – or basement like – spaces. Still others are located in clean, modern space in good repair, yet “buried” within an existing building and/or adjacent to dissimilar functions and activities. The fact that these centers exist at all sends positive messages regarding the university’s commitment to tribal relations and multicultural diversity. But, those positive messages can be overshadowed at times by the seemingly makeshift character of some of the spaces the centers inhabit.

It is the intent of the university to construct a new, welcoming Tribal and Diversity Center Facility on the main campus of the University of Idaho in Moscow, Idaho. The envisioned Tribal and

Diversity Center Facility will provide an inclusive home for a variety of cultures and communities, thus formally recognizing and celebrating their positive impact upon, and contribution towards, the overall culture and learning environment of the university.

2. PROJECT COMPONENTS

The initial vision is that Tribal and Diversity Center Facility is to be approximately 20,000 gross square feet, minimum. The exact NASF will be determined during the project planning, programming and pre-design process.

Spaces and functions to be located within the facility will include, but may not necessarily be limited to:

- a “home” space equipped with an administrative office suite and a common space for each of the following units and centers
 - Office of Equity and Diversity;
 - Tribal Center;
 - Native American Student Center;
 - College Assistance Migrant Program (CAMP);
 - LGBTQA Office and Center;
 - The Office Multicultural Affairs (OMA)
 - The Women’s Center;
- administrative offices and conference rooms;
- seminar and team meeting spaces;
- shared computer lab;
- gathering and presentation space;
- shared common student lounge space;
- mother’s room;
- children’s area;
- collaboration spaces and seminar rooms;
- a designated outdoor space and/or plaza supportive of cultural activities;
- kitchen as required to cultural activities involving food preparation and meals ;
- and other specialty and support spaces as determined to be required.

The details of the spaces to be provided, their size, adjacencies, capabilities and functionality will be determined through the planning, programming and pre-design phase effort.

It is envisioned by the university that the Tribal and Diversity Center Facility will be designed and constructed in such a manner to support the potential future expansion of the building to accommodate additional academic programs and needs. Such additional program space might be spaces identified through the planning, programming and pre-design phase effort as desired future spaces, but thought should also be given towards designing the facility in such a manner as to be flexible enough to accept additional future spaces and needs which are not yet either imagined or determined. The date of any such future expansion is, of course, yet to be determined and would be subject to further review and approval of the Board of Regents.

The preferred site for this facility is yet to be determined. It is envision that a site evaluation and selection process is a natural component of the project planning, programming and pre-design activities supported by this initial year request. In general, however, there is a desire that the selected site be located on campus and in area adjacent to an outdoor space potentially

conductive to cultural activities. The site should have a convenient adjacency for vehicular access necessary to support the delivery of food and other items in support of cultural activities.

3. ALTERNATIVES

Alternative 1: Renovations of the Existing, Separate and Dispersed Centers Currently Located in Existing Buildings.

This alternative consists of an attempt to design and construct meaningful renovations of the existing spaces currently occupied by each of the tribal and multicultural centers and communities in separate, existing facilities dispersed across campus.

As mentioned hereinbefore, the condition of each of these existing spaces varies widely, and therefore the level of investment in each can also vary widely, potentially leading to negative perception issues regarding the level of the university's investment in one program over the other.

Some of these spaces are located in existing facilities which are over extended in terms of space allocation and utilization, leaving these centers with inadequate room to appropriately house their current functions and staffing levels, and no room to expand.

Perhaps more importantly is that some of the tribal and multicultural centers are located in spaces which are inadequate for their functions and vitality to the campus as a whole. They can be buried deep in the bowels of a structure with little to no visibility, and thus are not known to the campus as a whole, limiting their ability to serve potential clientele. Or, they can be located in spaces with inappropriate adjacencies, again limiting their functionality. Finally, some are located in spaces which are simply of such a poor condition and functionality that further investment in the facility is neither efficient nor warranted.

Lastly, the notion of attempting to maintain these centers and communities in various dispersed facilities across campus is in conflict with the goal of creating an environment of synergy, intercultural interaction and collaboration which might build upon itself in a cumulative fashion and create a greater impact upon the overall culture and academic environment of the university that the individual communities alone could ever hope to achieve.

For all of these reasons, the university rejected this alternative.

4. VACATED SPACE

In aggregate, the various tribal and multicultural centers and communities to be housed in the proposed Tribal and Diversity Center Facility currently occupy approximately 6,600 net assignable square feet scattered across multiple facilities of the University of Idaho. Some of these existing spaces are located in blocks of 750 to 1,500 sf in facilities identified as structures which are to remain and worthy of reinvestment by the university's adopted Long Range Campus Development Plan (LRCDP). Thus relocating these communities out of the existing structures which they currently occupy does provide some opportunities for reuse and reassignment of existing space in the core of campus to more appropriate uses and functions.

Other communities, such as NAMEC, are currently located in facilities noted as candidates for demolition under the LRCDP. Relocation of these tribal and multicultural communities out of these deficit facilities is an opportunity to remove the deficit facilities from campus and preserve the site for a future use to be determined.

It is anticipated that the resolution and disposition of the spaces to be vacated by the communities to be relocated to the proposed Tribal and Diversity Center Facility will be discussed and determined as part of the planning, programming and pre-design process.

As mentioned previously however, the design and construction the Tribal and Diversity Center Facility is to occur on a site yet to be selected. It is feasible and possible that the selected site will require the demolition and removal of an existing structure. There are existing wood-framed structures adjacent to the engineering neighborhood listed to be removed under the university's adopted Long Range Campus Development Plan (LRCDP). These structures are in poor repair and under-utilize the sites which they occupy. Should the site one of the structures be determined as the best location for the proposed Tribal and Diversity Center Facility, the units occupying the structure will need to be deployed elsewhere on campus as a part of the development of the Tribal and Diversity Center Facility. This is one of the parameters requiring further study and deliberations during the planning, programming and pre-design process.

OFFICE OF THE STATE BOARD OF EDUCATION

SET A

PROJECT SUMMARY

Project Title: Engineering, STEM Education and Classroom Facility

Institution/Agency: University of Idaho

Brief Description:

The University of Idaho desires to construct a new facility aimed at supporting opportunities for students across a wide range in STEM curricula and programs to participate in collaborative and transformative educational experiences centered on participative learning. Such a facility in is alignment with and will support the goals defined in the university's 2016 Strategic Plan. Specifically the envisioned facility will be designed in such a manner to further Goal 1: Innovate, Goal 2: Engage and Goal 3: Transform by providing specifically designed and tuned spaces which will foster exciting, engaging, collaborative and innovative learning opportunities. In turn, success in these areas will support the goals of the State Board of Education's 2019-2024 Strategic Plan related to higher levels of educational achievement and work force alignment.

The university envisions a facility comprised of maker spaces of various types and sizes, technology enabled classrooms, visualization labs, and fabrication and assembly spaces. Such spaces have the potential to transform curricula and therefore the educational experiences of students through the processes of constructing prototypes and models and the inherent benefits of informal learning via environment and community.

The facility is envisioned to be primarily driven by the curricula of the College of Engineering, but, it will be open to, and have benefits for STEM education across the full width and breadth of the university.

Project Scope:

Building size:

Site and utility infrastructure

Furnishings, Fixtures and Equipment

All project fees and related expenses, complete, to include the demolition of any existing structure(s) on site.

NASF

TBD

GSF

75,000

Estimated Total Cost:

Source of Construction Funds (by fund source and amount):

Total Project Cost

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$ 8,000,000
Federal Funds	\$ 0
Bond Funds	\$ 0
Gifted Funds	<u>\$ 32,000,000</u>
Total:	\$ 40,000,000

Previous Appropriations

<u>Fund Source</u>	<u>Amount</u>
All Sources	\$ 0

Budget Year Request (FY2020)

<u>Fund Source</u>	<u>Amount</u>
Permanent Building Fund	\$ 600,000

Date Approved by State Board of Education:

FY2020 represents the initial year of request for this facility. The request for FY2020 is \$600,000 to fund project planning, programming and pre-design activities. These activities will include a site evaluation and selection process.

1. PROJECT DESCRIPTION AND JUSTIFICATION

The general intent of the Engineering, STEM Education and Classroom Facility is to provide space for “hands-on” learning, prototyping, physical modeling, visualization and 3D modeling, computational activities, dissemination and transfer of knowledge and information, collaborative learning experiences, and other related support activities that may be related to innovative and fundamental changes in the curricula of the College of engineering and other academic units engaged in transformative STEM education.

Research and analysis of trends in engineering education show a shift towards theory and mathematical analysis which occurred over the course of the latter half of the 20th century. As a result engineering students, and students in related STEM fields spent less of their time and academic careers engaged in the actual design and build process. And yet, research also indicates that there are inherent benefit to the students when provided with opportunities to participate in collaborative prototyping and modeling activities. Such activities are shown to foster an improvement of skills, increased retention of knowledge and concepts, increased creativity, and a development of community.

As a result, there is a currently transformation of curricula towards the development and integration of maker spaces in the academic program. Maker spaces are much more than a traditional shop, often utilizing equipment and techniques which foster rapid prototyping, allowing students to quickly explore multiple concepts, and transforming the way in which they approach design problems and explore multiple potential solutions.

The Engineering, STEM Education and Classroom Facility is proposed to support, and expand upon, this shift in curricula. In doing so, it will allow the University of Idaho offer unique, innovative, creative and collaborative educational experiences to the students of Idaho. Such new educational experiences will be better aligned to the needs of the workforce and Idaho's employers. The Engineering, STEM Education and Classroom Facility will house a variety of maker spaces and associated support functions, fabrication and assembly spaces, technology enabled classrooms, visualization spaces, computational spaces, offices, and office suites and other support spaces in an approximately 75,000 square foot facility

Further, it will support activities of the College of Engineering and other academic units, as well as providing additional classroom stock available for general education classroom use.

2. PROJECT COMPONENTS

As mentioned, the Engineering, STEM Education and Classroom Facility is envisioned to be 75,000 gross square feet, minimum. The exact NASF will be determined during the project planning, programming and pre-design process.

Spaces within the facility will include, but may not necessarily be limited to:

- design and manufacturing spaces, to include
 - a design suite which might support creative thinking and concepts;
 - a maker space;
 - a machine shop;
 - a fabrication and assembly space;
- faculty offices and office suites which might that allow for small scale departments, teams and others to be housed together in a collaborative fashion;
- a creative visualization and 3D modeling space;
- computational research spaces;
- collaborative, technology enabled active learning classrooms, constructed along the model of spaces prototyped in Renfrew Hall and the Teaching and Learning Center by the University of Idaho;
- larger, technology enabled classrooms of a variety of sizes and layouts which might support a variety of teaching pedagogies;
- collaboration spaces and seminar rooms;
- Graduate and Research Assistant spaces;
- outdoor support and fabrication spaces and plazas;
- and other specialty and support spaces as determined to be required.

The details of the spaces to be provide, their size, adjacencies, capabilities and functionality will be determined through the planning, programming and pre-design phase effort.

It is envisioned by the University of Idaho that the Engineering, STEM Education and Classroom Facility will be designed and constructed in such a manner to support the potential future

expansion of the building to accommodate additional academic programs and needs. Such additional program space might be spaces identified through the planning, programming and pre-design phase effort as desired future spaces, but thought should also be given towards designing the facility in such a manner as to be flexible enough to accept additional future spaces and needs which are not yet either imagined or determined. The date of any such future expansion is, of course, yet to be determined and would be subject to further review and approval of the Board of Regents.

The preferred site for this facility is yet to be determined. It is envisioned that a site evaluation and selection process is a natural component of the project planning, programming and pre-design activities supported by this initial year request. In general, however, there is a desire that the selected site be adjacent to, and convenient to, the College of Engineering neighborhood generally located between 6th Street on the north, the 7th Street Pedestrian Mall on the south, Ash Street on the east, and the Line Street Pedestrian Mall on the west. This neighborhood is also convenient to the College of Science, the Office of Research and facilities housing biological sciences. It is also adjacent to the recently completed Integrated Research and Innovation Center (IRIC). Locating a facility such as this with its STEM Education focus in this neighborhood will facilitate quality coordination and collaboration amongst these units.

3. ALTERNATIVES

Alternative 1: Construct Separate, Dispersed Maker Spaces and Classroom Spaces in existing Buildings

This alternative consists of an attempt to identify and construct the spaces as described herein in separate, existing facilities dispersed across campus.

Indeed the university included a fabrication and visualization lab in the program of the Integrated Research and Innovation Center (IRIC) building, completed in 2017. This fabrication and visualization space in IRIC is successful. However, the space in IRIC is intended to support specific research programs. It is geared to the needs and requirements of research, which are very different from the needs and requirements of undergraduate level education. The undergraduate curricula potential requires multiple maker spaces of various characteristics, and there is a need to support rapid prototyping in iterations and of short-term durations.

Neither the university in general, nor the College of Engineering specifically, has an existing stock of unused or underused space(s) to support this alternative. Space is at a premium within the core of campus and existing programs are often forced into inadequate space. New programs are often denied space requested for their needs. And while space is an extremely limited, and limiting, resource in the current campus environment, this is especially true within the College of Engineering neighborhood. This neighborhood is amongst the most densely built-out neighborhoods on campus and the structures within the neighborhood are amongst the more highly utilized structures of the university. The character and nature of maker spaces, and the need for multiple technology enabled, active learning classrooms of various capacities requires a sum total amount of space which is simply not available within existing structures in adjacency to the neighborhood.

Given the lack of existing space within existing structures in, or adjacent to, the College of Engineering neighborhood, existing structures located remotely may be considered. There are two former residence halls located at the southeast corner of campus which are not very highly utilized, but which could be renovated for some alternative use. However, these campus-edge facilities are as distant and remote from the College of Engineering neighborhood as it might be possible to be. They are also of a small size, and comprised of small, tight spaces unsuitable for use as maker spaces or classrooms. This remote location, small size and high renovation costs resulting from the tight spaces and outdated building systems make them unsuitable for this use.

Lastly, the very notion of attempting to create the spaces needed in the quantity needed in various dispersed facilities across campus is in conflict with the goal of creating an environment of interdisciplinary interaction and collaboration which might build upon itself in a cumulative fashion leading to a transformative education experience.

For all of these reasons, the university rejected this alternative.

4. VACATED SPACE

In the main, the Engineering, STEM Education and Classroom Facility is envisioned as new space to satisfy the needs and requirements of needs changing engineering and STEM curricula. Accordingly, there is little to no vacant space generated by this request. In addition, the needs of maker spaces are inherently less dense than traditional curricula spaces. Space must be provided in which to lay-out work and materials, fabricate and assemble. Space is needed to store and display prototypes and models for visual analysis and comparison. Safety is paramount, translating to safe zones and working clearance around prototyping and fabrication machinery and equipment.

As mentioned hereinbefore, however, the design and construction the Engineering, STEM Education and Classroom Facility is to occur on a site yet to be selected. It is feasible and possible that the selected site will require the demolition and removal of an existing structure. There are existing wood-framed structures adjacent to the engineering neighborhood listed to be removed under the university's adopted Long Range Campus Development Plan (LRCDP). These structures are in poor repair and under-utilize the sites which they occupy. Should the site one of the structures be determined as the best location for the proposed Engineering, STEM Education and Classroom Facility, the units occupying the structure will need to be deployed elsewhere on campus as a part of the development of the Engineering, STEM Education and Classroom Facility. This is one of the parameters requiring further study and deliberations during the planning, programming and pre-design process.

CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION
(New Buildings, Additions or Major Renovations)

AGENCY: Lewis-Clark State College
PRIORITY: 1

AGENCY PROJECT

PROJECT DESCRIPTION/LOCATION: Mechanical Technical Building

CONTACT PERSON: Todd Kilburn

TELEPHONE: (208) 792-2240

PROJECT JUSTIFICATION:

(A) Concisely describe what the project is.

Lewis-Clark State College requests funding to repurpose the Mechanical Technical Building (hereafter "MTB") to accommodate changes in space needs following the completion of the new Career Technical Education Center, which is scheduled for completion in mid 2020. Expansion of the programs that will remain in MTB would also be possible once programs such as auto mechanics are moved to the new facility.

(B) What is the existing program and how will it be improved?

With such programs as auto mechanics, information technology, HVAC, CNC machining, and others vacating MTB, this gives LCSC the opportunity to develop this space for future programmatic needs, particularly new general classroom space to meet the needs of the entire campus.

(C) What will be the impact on your operating budget?

There would be no consequential additional expense, but it is projected that repurposing of space would allow for greater opportunities to expand current programming as well as allowing for newer and more efficient classrooms. LCSC would utilize this space to expand current programming or offer new programs designed to increase enrollment.

(D) What are the consequences if this project is not funded?

Automotive repair bays, for example would remain for a program that has been relocated and are not easily utilized for other programs. If the project is not funded, LC would be unable to adequately expand other programs.

ESTIMATED BUDGET:		FUNDING:	
Land	\$	PBF	\$ <u>6,000,000</u>
<u>0</u>		General Account	
A/E fees	\$	Agency Funds	\$ <u>250,000</u>
<u>950,000</u>		Federal Funds	
Construction	\$	Other	
<u>4,750,000</u>			
5% Contingency	\$	Total	\$ <u>6,250,000</u>
<u>300,000</u>			
F F & E	\$		
<u>250,000</u>			
Other			
Total	\$		
<u>6,250,000</u>			

Agency Head Signature: _____

Date: _____

CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION
(New Buildings, Additions or Major Renovations)

AGENCY: College of Southern Idaho AGENCY PROJECT PRIORITY: 1

PROJECT DESCRIPTION/LOCATION: Canyon Building Remodel – Phase 2

CONTACT PERSON: Jeff Harmon

TELEPHONE: 208-732-6210

- (A) For FY2019, CSI was awarded \$829,000 to remodel and modernize classroom and office space in the Canyon Building. These funds are for designing the entire project, which is 25,000sf, and beginning construction on phase 1 which is 10,000sf. Our current request is for phase 2 which is 15,000sf. The Canyon Building was constructed just over 40 years ago. The scope of work includes interior improvements such as interior walls, interior doors, electrical work, LED lighting, fire alarm, HVAC, ceiling grid and tile, and flooring.
- (B) This space houses several programs including Information Technology Education. Remodeling will make more efficient use of the existing area and create an instructional environment more in line with modern instructional standards and practices.
- (C) There will be no anticipated impact on our operating budget.
- (D) Funding this project will help create the most effective learning environment for the maximum number of students.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:		FUNDING:	
Land	\$	PBF	\$ 2,180,000
A/E fees	\$ 110,000	General Account	
Construction	\$ 1,791,599	Agency Funds	
5% Contingency	\$ 89,580	Federal Funds	
F F & E		Other	
Other	\$188,821		
Total	\$ 2,180,000	Total	\$ 2,180,000

Agency Head Signature: _____

Date: _____

**Capitol Budget Request
Set A - Request - 2020
Capital Improvement**

Agency:	College of Western Idaho	Agency Project Priority:	1
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Project Description/Location:	New Truck Driving Facilities		Nampa Campus
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Contact Person	Craig Brown	562-3279 ph.
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Project Justification

(A) Concisely describe the Project

This project will develop Truck Driving Facilities, classrooms, simulator rooms, observation area and practice yard for the CWI Professional Truck Driving program. The Agency is requesting \$1,000,000 from PBFAC and will fund the remaining balance required approximately \$2,000,000.

(B) What is the existing program and how will it be improved?

The existing program was located in a leased facility near the Micron Education Center located at 5725 E. Franklin Rd. in Nampa Idaho. The existing property was recently sold and in order to continue a new facility will need to be constructed.

(C) What will be the impact on your operating budget?

Approval of the project will allow for instruction to continue.

(D) What are the consequences if this project is not funded?

Without additional funds from PBFAC agency, other funds will be required to restart the program.

Estimated Budget:		Funding:	
Land		PBF	\$ 1,000,000
A / E Fees	\$ 280,000	General Account	
Construction	\$ 1,800,000	Agency Funds	\$ 2,000,000
10% Contingency	\$ 180,000	Federal Funds	
FF&E	\$ 700,000	Other	
Other	\$ 40,000		
Total	\$ 3,000,000	Total	\$ 3,000,000

Agency Head Signature: _____

Date: _____

CAPITAL BUDGET REQUEST
FY 2020
CAPITAL IMPROVEMENT PROJECT DESCRIPTION
(New Buildings, Additions or Major Renovations)

AGENCY: **NORTH IDAHO COLLEGE**

AGENCY PROJECT PRIORITY:

PROJECT DESCRIPTION/LOCATION: **Meyer Health Sciences Building Expansions**

CONTACT PERSON: Chris Martin

TELEPHONE: 208-769-3340

PROJECT JUSTIFICATION:

- (A) Concisely describe what the project is. 15,000 SF addition to the south of building that will consist of instructional labs and prep areas.
- (B) What is the existing program and how will it be improved? A&P lab shortage will be eliminated along with needed prep area to help with these additional labs.
- (C) What will be the impact on your operating budget? No impact on budget beyond normal maintenance and operations of expanded square footage.
- (D) What are the consequences if this project is not funded? Science lab courses are currently fully subscribed and operating at peak use. Without additional program lab space students will be impacted with longer waits to enroll in these courses and future enrollments to health professions and nursing programs will be limited to current enrollments.


PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET:

Land	\$ <u>0</u>
A/E fees	<u>522,155</u>
Construction	<u>5,771,184</u>
5% Contingency	<u>288,50</u>
F F & E	<u>116,797</u>
Other	
Total	\$ <u>6,698,636</u>

FUNDING:

PBF	\$ <u>6,698,636</u>
General Account	
Agency Funds	
Federal Funds	
Other	
Total	\$ <u>6,698,636</u>

Agency Head Signature: Date: 5/25/10

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

**BOISE STATE UNIVERSITY, IDAHO STATE UNIVERSITY and
UNIVERSITY OF IDAHO**

SUBJECT

Report on National Collegiate Athletic Association (NCAA) Academic Progress Rate (APR) Scores

REFERENCE

August 2016	Board received first annual NCAA APR Report
August 2017	Board received annual NCAA APR Report

ALIGNMENT WITH STRATEGIC PLAN

Goal 1; Objective D: Quality Education.

BACKGROUND/DISCUSSION

NCAA instituted the APR tracking system in 2004 in response to public concerns over academic performance and graduation rates among student athletes. The APR is determined by using eligibility and retention data for each student-athlete on scholarship during an academic year. Student-athletes are awarded points for each semester they are enrolled and for each semester they are eligible for intercollegiate competition. The single and multi-year APR is determined as a percentage of points earned divided by total points possible for that cohort, with the resulting number multiplied by 1,000. The highest possible score for a team is 1000 (as calculated by the process described in the paragraph below). The NCAA calculates the APR rate as a four-year rolling average. Currently, the benchmark minimum score for each sport is 930, which the NCAA equates with a 50% graduation rate. Teams that fall below the 930 minimum are subject to sanctions which may include loss of scholarships. APR averages which fall below 900 over time may also include restrictions on practice time, loss of post-season competition eligibility, and other penalties.

Calculation of the APR. A team's APR cohort for a given year is composed of student-athletes who receive financial aid based on athletic ability; if a team does not offer athletic aid, then the cohort consists of those student-athletes who are listed on the varsity roster on the first day of competition. Each student-athlete in the APR cohort has the ability to earn two points for each regular academic term of full-time enrollment. One point is awarded if the student-athlete is academically eligible to compete in the following regular academic term. The other point is awarded if the student-athlete is retained by the institution (i.e., returns to school as a full-time student) in the next regular academic term. Student-athletes who graduate are given both the eligibility and retention points for the term. Squads can also earn a delayed graduation point if a student-athlete who left the institution without graduating returns to the institution and graduates. At the start of each academic year, each Division I team's APR is calculated by adding all points earned by student-athletes in the team's cohorts in each of the previous four years,

BUSINESS AFFAIRS AND HUMAN RESOURCES
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dividing that total by the number of possible points the student-athletes could have earned and multiplying by 1,000. Thus, an APR of 950 means that the student-athletes in the cohort earned 95 percent of the eligibility and retention points that they could have earned.

Eligibility and Retention Rates. A squad's eligibility rate is calculated by taking all of the eligibility points earned during the previous four years, dividing that total by the number of eligibility points that could have been earned during that time and multiplying by 1,000. A squad's retention rate is calculated similarly using retention points earned and retention points possible.

IMPACT

APR reports from the three NCAA member institutions are provided. All three institutions report that they are meeting the 930 APR benchmark.

Each institution has provided two formats for the APR reports. Both reports show the single and multiyear APR scores. The first report shows the percentile rank within the sport, all sports, Division I, public institutions, Football Bowl Subdivision, Football Championship Subdivision, and finally Division I (non-football). The second report includes the Multi-year Rate Upper Confidence Boundary and the multiyear and single year APR scores for Eligibility/Graduation and for Retention.

Multiyear Rate Upper Confidence Boundary. A squad-size adjustment is a statistical margin of error, or confidence interval, applied by the NCAA when limited data are available to estimate a team's APR with appropriate confidence. The adjustment helps ensure that small squads are not penalized unfairly based on a small set of observations. Confidence intervals, commonly used in statistics, roughly represent a range of scores within which the true APR likely resides. The upper confidence boundary of a team's APR has to be below 925 for that team to be subject to APR penalties. The squad-size adjustment currently only applies to squads with three or fewer years of data or four-year cohorts of fewer than 30 student-athletes.

ATTACHMENTS

Attachment 1	Boise State University APR Summary
Attachment 2	Boise State University APR Report by Subgroups
Attachment 3	Boise State University APR Report with Eligibility and Retention
Attachment 4	Idaho State University APR Summary
Attachment 5	Idaho State University APR Report by Subgroups
Attachment 6	Idaho State University APR Report with Eligibility and Retention
Attachment 7	University of Idaho APR Summary
Attachment 8	University of Idaho APR Report by Subgroups
Attachment 9	University of Idaho APR Report with Eligibility and Retention

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STAFF COMMENTS AND RECOMMENDATIONS

Overall, each of the three NCAA member institutions is making marked progress in APR scores. After any adjustments granted by the NCAA, all teams at all three of the universities have met the four-year 930 APR benchmark. The APR system is a useful element in institutions' toolkits to track and encourage academic success for student athletes. When coupled with additional measures, such as grade point averages and graduation/degree completion results, the APR can provide performance metrics to support data-informed decisions and effective engagement by athletic departments and senior university leadership in support of the Board's academic goals.

BOARD ACTION

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

Boise State University

Spring 2018 NCAA Academic Progress Rate (APR) Report Summary

Boise State established a school-record when six of their Athletics programs received Public Recognition Awards from the NCAA for having multi-year Academic Progress Rate (APR) scores in the top10 percent of their respective sports nationally. The sports included were men's golf, women's golf, gymnastics, swimming & diving, women's tennis and beach volleyball. The six Public Recognition Awards are the most in the Mountain West Conference this year, and are tied for the most in a single year in conference history.

Buoyed by the six awards, the department established a record multi-year APR of 983.

The women's basketball program also established a record with a multi-year APR of 987. For the third time, the men's basketball team's multi-year APR increased by at least 10 points, this year to 985. In the last four years, the program's APR has increased by 44 points. The football team recorded a multi-year score of 976, ranking between the 70th-80th percentile amongst all football-playing institutions nationally.

Another school-record was recorded when 14 programs received perfect single-year scores in 2016-17.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 2

Institution: Boise State University

Date of Report: 04/30/2018

This report is based on NCAA Division I Academic Progress Rate (APR) data submitted by the institution for the 2013-14, 2014-15, 2015-16 and 2016-17 academic years.

*[Note: All information contained in this report is for four academic years. Some squads may still have small sample sizes within certain sport groups. In accordance with the Family Educational Rights and Privacy Act's (FERPA's) interpretation of federal privacy regulations, data cells containing three or fewer student-athletes have been suppressed and are indicated by an * symbol. The information in this report does not reflect any changes to data made after this date.]*

The following chart represents by-sport APR averages for noted subgroups. National aggregates are based on all squads that have certified their academic data as final.

Sport (N)	Multiyear APR	2016 - 2017 APR	Percentile Rank within Sport	Percentile Rank within All Sports	All Division I	Public Institutions	Private Institutions	Football Bowl Subdivision	Football Championship Subdivision	Division I (Non-Football)
By Sport - Men's										
Men's Basketball (348)	985	1,000	80th-90th	40th-50th	967	964	973	969	963	969
Men's Cross Country (312)	956	*	10th-20th	1st-10th	981	977	989	986	975	982
Football (250)	976	968	70th-80th	20th-30th	964	962	972	968	961	NA
Men's Golf (296)	1,000	1,000	90th-100th	80th-90th	986	984	990	986	985	985
Men's Tennis (253)	948	912	1st-10th	1st-10th	982	980	985	983	980	982

¹ Specific information on the playing and practice season penalty may be located in the APP General Summary document located on the Reports tab within the APP data collection portal.

² The team is also subject to a penalty that was previously conditionally waived; however, the team failed to meet the condition and the penalty must now be imposed.

³ Denotes that team is not subject to ineligibility for postseason competition based on institutional, athletics and student resources and the team's Graduation Success Rate.

⁴ Denotes that team is not subject to ineligibility for postseason competition due to the team's demonstrated academic improvement.

⁵ The team's Level One penalty has been waived.

⁶ The team's Level Two penalty has been waived.

⁸ The team is subject to a penalty that was previously conditionally waived; however, the team failed to meet the condition and the penalty must now be imposed.

⁹ The team's Postseason ineligibility has been waived.

¹⁰ The team's penalty waiver request is pending.

¹¹ Denotes that team's APR data is under review.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 2

Institution: Boise State University

Date of Report: 04/30/2018

Sport (N)	Multiyear APR	2016 - 2017 APR	Percentile Rank within Sport	Percentile Rank within All Sports	All Division I	Public Institutions	Private Institutions	Football Bowl Subdivision	Football Championship Subdivision	Division I (Non-Football)
Men's Track (282)	973	1,000	40th-50th	20th-30th	973	968	984	976	968	977
By Sport - Women's										
Women's Basketball (346)	987	1,000	50th-60th	50th-60th	982	980	987	984	980	983
Women's Cross Country (345)	995	*	60th-70th	70th-80th	989	988	992	992	985	990
Women's Golf (265)	1,000	1,000	90th-100th	80th-90th	990	990	992	993	988	989
Women's Gymnastics (61)	1,000	1,000	90th-100th	80th-90th	993	993	994	993	995	998
Softball (291)	980	1,000	20th-30th	30th-40th	985	983	991	987	984	986
Women's Soccer (332)	984	1,000	20th-30th	40th-50th	988	986	992	989	985	988
Women's Beach Volleyball (41)	1,000	NA	90th-100th	80th-90th	988	985	994	992	961	994
Women's Swimming and Diving (193)	1,000	1,000	90th-100th	80th-90th	992	991	994	992	993	991

¹ Specific information on the playing and practice season penalty may be located in the APP General Summary document located on the Reports tab within the APP data collection portal.

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NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 2

Institution: Boise State University

Date of Report: 04/30/2018

Sport (N)	Multiyear APR	2016 - 2017 APR	Percentile Rank within Sport	Percentile Rank within All Sports	All Division I	Public Institutions	Private Institutions	Football Bowl Subdivision	Football Championship Subdivision	Division I (Non-Football)
Women's Tennis (314)	1,000	1,000	90th-100th	80th-90th	989	989	991	991	989	988
Women's Track (334)	979	981	30th-40th	30th-40th	983	980	989	986	978	986
Women's Volleyball (331)	990	1,000	40th-50th	50th-60th	988	986	991	991	986	986
By Sport - Co-Ed										

¹ Specific information on the playing and practice season penalty may be located in the APP General Summary document located on the Reports tab within the APP data collection portal.

² The team is also subject to a penalty that was previously conditionally waived; however, the team failed to meet the condition and the penalty must now be imposed.

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⁹ The team's Postseason ineligibility has been waived.

¹⁰ The team's penalty waiver request is pending.

¹¹ Denotes that team's APR data is under review.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

Institution: Boise State University

Date of Report: 07/16/2018

This report is based on NCAA Division I Academic Progress Rate (APR) data submitted by the institution for the 2013-14, 2014-15, 2015-16 and 2016-17 academic years. Institutions are encouraged to forward this report to appropriate institutional personnel on campus.

[Note: All information contained in this report is for four academic years. Some squads may still have small sample sizes within certain sport groups. In accordance with the Family Educational Rights and Privacy Act's (FERPA's) interpretation of federal privacy regulations, institutions should not disclose statistical data contained in this report for cells made up of three or fewer students without student consent.]

Sport	APR			Eligibility/Graduation		Retention	
	Multiyear Rate (N)	Multiyear Rate Upper Confidence Boundary	2016 - 2017 (N)	Multiyear Rate	2016 - 2017	Multiyear Rate	2016 - 2017
Men's Basketball	985 (51)	N/A	1,000 (12)	980	1,000	979	1,000
Men's Cross Country	956 (36)	N/A	1,000 (1) *	926*	1,000*	940*	*
Football	976 (356)	N/A	968 (91)	984	975	958	954
Men's Golf	1,000 (43)	N/A	1,000 (11)	1,000	1,000	1,000	1,000
Men's Tennis	948 (37)	N/A	912 (10)	926	889	955	938
Men's Track	973 (78)	N/A	1,000 (17)	952	1,000	959	1,000
Women's Basketball	987 (60)	N/A	1,000 (16)	991	1,000	982	1,000
Women's Cross Country	995 (55)	N/A	1,000 (1) *	991*	1,000*	990*	1,000*
Women's Golf	1,000 (35)	N/A	1,000 (7)	1,000	1,000	1,000	1,000
Women's Gymnastics	1,000 (50)	N/A	1,000 (12)	1,000	1,000	1,000	1,000

* Denotes data representing three or fewer student-athletes. In accordance with FERPA's interpretation of federal privacy regulations, institutions should not disclose statistical data contained in this report in cells made up of three or fewer students without student consent.

N/A = No APR or not applicable.

N = Number of student-athletes represented.

¹ Denotes APR that does not subject the team to ineligibility for postseason competition based on institutional, athletics and student resources and the team's Graduation Success Rate.

² Denotes APR that does not subject the team to ineligibility for postseason competition due to the team's demonstrated academic improvement.

³ Denotes APR that does not subject the team to ineligibility for postseason competition due to the squad-size adjustment. The "upper confidence boundary" of a team's APR must be below 930 for that team to be subject to ineligibility for postseason competition. Squad-size adjustment does not apply to teams with four years of APR data and a multiyear cohort of 30 or more student-athletes.

⁴ Denotes APR that does not subject the team to penalties due to the team's demonstrated academic improvement.

⁵ Denotes APR that does not subject the team to penalties due to the squad-size adjustment. The "upper confidence boundary" of a team's APR must be below 930 for that team to be subject to penalties. The squad-size adjustment does not apply to teams with four years of APR data and a multiyear cohort of 30 or more student-athletes.

⁶ Denotes APR based on a one year cohort, not subject to ineligibility for postseason competition and/or any penalties.

⁷ Denotes APR based on a two year cohort, not subject to ineligibility for postseason competition and/or any penalties.

⁸ Denotes that team is not subject to ineligibility for postseason competition and/or penalties based on institutional resources.

⁹ Denotes APR that requires an APP Improvement Plan be created for this sport.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

Institution: Boise State University

Date of Report: 07/16/2018

Sport	APR			Eligibility/Graduation		Retention	
	Multiyear Rate (N)	Multiyear Rate Upper Confidence Boundary	2016 - 2017 (N)	Multiyear Rate	2016 - 2017	Multiyear Rate	2016 - 2017
Women's Softball	980 (91)	N/A	1,000 (24)	971	1,000	977	1,000
Women's Soccer	984 (116)	N/A	1,000 (28)	987	1,000	977	1,000
Women's Beach Volleyball	1,000 (6)	1,000	N/A	1,000*	N/A	1,000*	N/A
Women's Swimming	1,000 (112)	N/A	1,000 (27)	1,000	1,000	1,000	1,000
Women's Tennis	1,000 (35)	N/A	1,000 (9)	1,000	1,000	1,000	1,000
Women's Track	979 (121)	N/A	981 (26)	983	981	966	981
Women's Volleyball	990 (55)	N/A	1,000 (13)	1,000	1,000	979	1,000

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⁹ Denotes APR that requires an APP Improvement Plan be created for this sport.

Idaho State University

Spring 2018 NCAA Academic Progress Rate (APR) Report Summary

The 2016-17 one year score for the whole department was 987. This is the highest single year score for ISU's overall APR (*previous record was 985 for the 2011-12 year*). The one year Eligibility score was the 3rd highest ever for the department with a score of 977 and the one year Retention score was the highest ever for the department with a score of 983 (*previous record was 976 for the 2013-14 year*).

- 8 of ISU's 13 teams scored a perfect 1000
 - Men's Tennis had their fourth perfect 1000 in a row for their one year score to move their four year score to a perfect 1000. The four year score of 1000 is the highest four year score ever for Men's Tennis. In addition, the four year retention score (1000) and the four year eligibility score (1000) are the highest ever for Men's Tennis. They will receive public recognition from the NCAA for this score.
 - Men's Cross Country had a score above 1000 (1031) due to a perfect score plus a graduation bonus point. This is the seventh time that Men's Cross Country has had a single year score of 1000.
 - Men's Track and Field had a single year score of 1000 for the third time ever. This is the 3rd year in a row that Men's Track has increased their one year score (960, 961, 1011)
 - Women's Tennis achieved a perfect 1000 for the 7th time ever and the 4th time in the past 5 years. This will make their 4 year score a perfect 1000 for the second year in a row. They were a perfect 1000 in the one year retention score for the 5th year in a row. They will receive public recognition from the NCAA for this score.
 - Volleyball achieved a perfect 1000 for the 8th time in the 13 year history of the APR. The four year score for volleyball is at a perfect 1000 which is the highest 4 year score ever for them.
 - Women's Cross Country achieved a perfect 1000 for their single year score for the 7th time in the 13 year history of APR.
 - Women's Golf got back on track achieving a perfect 1000 for their single year score. This is the 9th time in the 13 year history of APR that Women's Golf has achieved a single year score of 1000. It is also the 7th time in the last 8 years.
 - Women's Track achieved a perfect 1000 for only the second time in their history. This is the second year in a row that Women's Track has increased their one year score (967, 992, 1000)
- Men's Basketballs one year score went up for the first time in 4 years (1000, 981, 960, 898, 958).
- Women's Soccer improved their 1 year score from a 988 to a 989.

The 2016-17 four-year average for the whole department tied the 2nd highest four year score ever at 979 (*current record is 983 for the 2011-15 years*). The four year Retention score was the highest ever for the department with a score of 974 and the four year Eligibility score was the second highest ever for the department with a score of 976

- Football had its four year score decrease for the second year in a row (978, 965, 963) despite the one year score increase.

- Women's Basketball tied their record four year score for them at a 991. This ties their four year score record from the last two years of 991. They also tied their high marks for four year Retention (982) and Eligibility (1000)
- Men's Cross country achieved their highest overall 4 year score ever (992). Additionally, Men's Cross Country achieved its highest four year eligibility score ever (1000). This was the second year in a row they had achieved this record for eligibility.
- Men's Track and Field achieved their second highest four year score ever with a 980 (record is a 984 for the 2010-14 years).
- Men's Tennis achieved their highest four year score ever with a perfect 1000. This is the fourth year in a row they have set a four year score record (933, 937, 966, 983, 1000). Additionally they set the record for highest four year retention score (1000) and tied the highest four year eligibility score (1000)
- Women's Soccer's achieved their second highest four year score ever (986). This is down just 2 points from last year's record score of 988. Additionally, they achieved the highest 4 year retention score in their history at 977
- Women's Tennis achieved a perfect 4 year score of 1000 for the third time in the history of the APR (2010-14, 2012-16, 2013-17). They also tied their highest four year Retention score of 1000 (2012-16).
- Women's Track achieved their second highest four year score with a 985 (record is 987 for the 2012-16 years). Women's Track also achieved their highest four year eligibility score of 985. This is the second year in a row they have set a record for four year eligibility.
- Volleyball has set its record for four year score with a perfect 1000. Additionally, they achieved perfect 4 year records of 1000 in both retention and eligibility.
- Softball dropped in their 4 year score for the second year in a row (986, 985, 977). Their 1 year score was the same as the previous year (966).
- Men's Basketball's four year score dropped for the second year in a row despite having their one year score increase. (973, 959, 950). This was due to losing the one year score from 2012-13 of a perfect 1000.

Summary

- 8 teams made 1 year score improvements from the year before (Men's Basketball, Men's Cross Country, Football, Men's Track, Women's Cross Country, Women's Golf, Women's Soccer, Women's Track)
 - 3 teams (Men's Tennis, Women's Tennis, Volleyball) had the same 1 year score, a perfect 1000, as they did in the 2015-16 school year.
 - 1 team (Softball) stayed the same in their one year score at a 966 from the previous year.
- 1 team saw a decrease in their 1 year scores (Women's Basketball)
- 4 Teams made four year score improvements from the year before. (Men's Cross Country, Men's Tennis, Men's Track and Field, Volleyball)
 - Women's Basketball stayed the same at 991 for the 3rd year in a row
 - Women's Golf stayed the same at 984
 - Women's Tennis stayed the same at a perfect 4 year score of 1000
- 6 teams saw a decrease in their four year scores (Men's Basketball, Football, Women's Cross Country, Women's Soccer, Women's Track and Field, Softball)

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 5

Institution: Idaho State University

Date of Report: 04/30/2018

This report is based on NCAA Division I Academic Progress Rate (APR) data submitted by the institution for the 2013-14, 2014-15, 2015-16 and 2016-17 academic years.

*[Note: All information contained in this report is for four academic years. Some squads may still have small sample sizes within certain sport groups. In accordance with the Family Educational Rights and Privacy Act's (FERPA's) interpretation of federal privacy regulations, data cells containing three or fewer student-athletes have been suppressed and are indicated by an * symbol. The information in this report does not reflect any changes to data made after this date.]*

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By Sport - Men's										
Men's Basketball (348)	950	958	20th-30th	1st-10th	967	964	973	969	963	969
Men's Cross Country (312)	992	1,000	60th-70th	60th-70th	981	977	989	986	975	982
Football (250)	963	971	40th-50th	10th-20th	964	962	972	968	961	NA
Men's Tennis (253)	1,000	1,000	90th-100th	80th-90th	982	980	985	983	980	982
Men's Track (282)	980	1,000	50th-60th	30th-40th	973	968	984	976	968	977

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² The team is also subject to a penalty that was previously conditionally waived; however, the team failed to meet the condition and the penalty must now be imposed.

³ Denotes that team is not subject to ineligibility for postseason competition based on institutional, athletics and student resources and the team's Graduation Success Rate.

⁴ Denotes that team is not subject to ineligibility for postseason competition due to the team's demonstrated academic improvement.

⁵ The team's Level One penalty has been waived.

⁶ The team's Level Two penalty has been waived.

⁸ The team is subject to a penalty that was previously conditionally waived; however, the team failed to meet the condition and the penalty must now be imposed.

⁹ The team's Postseason ineligibility has been waived.

¹⁰ The team's penalty waiver request is pending.

¹¹ Denotes that team's APR data is under review.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 5

Institution: Idaho State University

Date of Report: 04/30/2018

Sport (N)	Multiyear APR	2016-2017 APR	Percentile Rank within Sport	Percentile Rank within All Sports	All Division I	P u b l i c Institutions	Private Institutions	Football Bowl Subdivision	Football Championship Subdivision	Division I (Non-Football)
By Sport - Women's										
Women's Basketball (346)	991	981	60th-70th	60th-70th	982	980	987	984	980	983
Women's Cross Country (345)	988	1,000	30th-40th	50th-60th	989	988	992	992	985	990
Women's Golf (265)	984	1,000	20th-30th	40th-50th	990	990	992	993	988	989
Softball (291)	977	966	20th-30th	30th-40th	985	983	991	987	984	986
Women's Soccer (332)	986	989	30th-40th	40th-50th	988	986	992	989	985	988
Women's Tennis (314)	1,000	1,000	90th-100th	80th-90th	989	989	991	991	989	988
Women's Track (334)	985	1,000	40th-50th	40th-50th	983	980	989	986	978	986
Women's Volleyball (331)	1,000	1,000	90th-100th	80th-90th	988	986	991	991	986	986
By Sport - Co-Ed										

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NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 6

Institution: Idaho State University

Date of Report: 11/02/2017

This report is based on NCAA Division I Academic Progress Rate (APR) data submitted by the institution for the 2013-14, 2014-15, 2015-16 and 2016-17 academic years. Institutions are encouraged to forward this report to appropriate institutional personnel on campus.

[Note: All information contained in this report is for four academic years. Some squads may still have small sample sizes within certain sport groups. In accordance with the Family Educational Rights and Privacy Act's (FERPA's) interpretation of federal privacy regulations, institutions should not disclose statistical data contained in this report for cells made up of three or fewer students without student consent.]

Sport	APR			Eligibility/Graduation		Retention	
	Multiyear Rate (N)	Multiyear Rate Upper Confidence Boundary	2016 - 2017 (N)	Multiyear Rate	2016 - 2017	Multiyear Rate	2016 - 2017
Men's Basketball	950 (53)	N/A	958 (13)	961	960	938	957
Men's Cross Country	992 (31)	N/A	1,000 (8)	1,000	1,000	967	1,000
Football	963 (304)	N/A	971 (76)	954	942	959	971
Men's Tennis	1,000 (33)	N/A	1,000 (8)	1,000	1,000	1,000	1,000
Men's Track	980 (103)	N/A	1,000 (23)	970	1,000	980	978
Women's Basketball	991 (60)	N/A	981 (14)	1,000	1,000	982	960
Women's Cross Country	988 (88)	N/A	1,000 (16)	988	1,000	988	1,000
Women's Golf	984 (32)	N/A	1,000 (9)	967	1,000	1,000	1,000
Women's Softball	977 (68)	N/A	966 (16)	985	967	953	966
Women's Soccer	986 (96)	N/A	989 (27)	983	980	977	1,000

* Denotes data representing three or fewer student-athletes. In accordance with FERPA's interpretation of federal privacy regulations, institutions should not disclose statistical data contained in this report in cells made up of three or fewer students without student consent.

N/A = No APR or not applicable.

N = Number of student-athletes represented.

¹ Denotes APR that does not subject the team to ineligibility for postseason competition based on institutional, athletics and student resources and the team's Graduation Success Rate.

² Denotes APR that does not subject the team to ineligibility for postseason competition due to the team's demonstrated academic improvement.

³ Denotes APR that does not subject the team to ineligibility for postseason competition due to the squad-size adjustment. The "upper confidence boundary" of a team's APR must be below 930 for that team to be subject to ineligibility for postseason competition. Squad-size adjustment does not apply to teams with four years of APR data and a multiyear cohort of 30 or more student-athletes.

⁴ Denotes APR that does not subject the team to penalties due to the team's demonstrated academic improvement.

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⁶ Denotes APR based on a one year cohort, not subject to ineligibility for postseason competition and/or any penalties.

⁷ Denotes APR based on a two year cohort, not subject to ineligibility for postseason competition and/or any penalties.

⁸ Denotes that team is not subject to ineligibility for postseason competition and/or penalties based on institutional resources.

⁹ Denotes APR that requires an APP Improvement Plan be created for this sport.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 6

Institution: Idaho State University

Date of Report: 11/02/2017

Sport	APR			Eligibility/Graduation		Retention	
	Multiyear Rate (N)	Multiyear Rate Upper Confidence Boundary	2016 - 2017 (N)	Multiyear Rate	2016 - 2017	Multiyear Rate	2016 - 2017
Women's Tennis	1,000 (35)	N/A	1,000 (9)	985	1,000	1,000	1,000
Women's Track	985 (140)	N/A	1,000 (23)	985	1,000	981	1,000
Women's Volleyball	1,000 (50)	N/A	1,000 (11)	1,000	1,000	1,000	1,000

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University of Idaho**Spring 2018 NCAA Academic Progress Rate (APR) Report Summary**

The University of Idaho sponsors sixteen NCAA sports and of those 12 (out of 14 due to Men's Indoor and Outdoor Track being counted as one APR score as well as Women's Indoor and Outdoor Track being counted as one APR score) currently maintain a 4-year average of at least 960. In 2016-2017, six sports posted a perfect 1000 single year score. Those sports include men's track & field, men's and women's cross country, men's and women's golf, and men's tennis. Women's golf scored a perfect 1000 for the seventh year in a row.

Overall, the multiyear APR scores increased for the entire department. Idaho's average multiyear APR score, by sport, is 980.57, an increase of 10.86 points from the prior year's average. Idaho's average single year APR score is 982.36. In comparison with the other Big Sky Conference programs, the University of Idaho athletic department ranks 3rd out of 12. Football is ranked 5th out of 11 for single year APR when compared to the other Sun Belt Football programs.

None of our sports are below the benchmark 930 Multiyear Rate to be ineligible for post-season competition. We saw a single year score increase in six sports overall with football continuing to increase their single year score for the fourth year in a row.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 8

Institution: University of Idaho

Date of Report: 04/30/2018

This report is based on NCAA Division I Academic Progress Rate (APR) data submitted by the institution for the 2013-14, 2014-15, 2015-16 and 2016-17 academic years.

*[Note: All information contained in this report is for four academic years. Some squads may still have small sample sizes within certain sport groups. In accordance with the Family Educational Rights and Privacy Act's (FERPA's) interpretation of federal privacy regulations, data cells containing three or fewer student-athletes have been suppressed and are indicated by an * symbol. The information in this report does not reflect any changes to data made after this date.]*

The following chart represents by-sport APR averages for noted subgroups. National aggregates are based on all squads that have certified their academic data as final.

Sport (N)	Multiyear APR	2016 - 2017 APR	Percentile Rank within Sport	Percentile Rank within All Sports	All Division I	Public Institutions	Private Institutions	Football Bowl Subdivision	Football Championship Subdivision	Division I (Non-Football)
By Sport - Men's										
Men's Basketball (348)	967	923	40th-50th	10th-20th	967	964	973	969	963	969
Men's Cross Country (312)	962	1,000	10th-20th	10th-20th	981	977	989	986	975	982
Football (250)	958	970	30th-40th	10th-20th	964	962	972	968	961	NA
Men's Golf (296)	979	1,000	30th-40th	30th-40th	986	984	990	986	985	985
Men's Tennis (253)	955	1,000	10th-20th	1st-10th	982	980	985	983	980	982

¹ Specific information on the playing and practice season penalty may be located in the APP General Summary document located on the Reports tab within the APP data collection portal.

² The team is also subject to a penalty that was previously conditionally waived; however, the team failed to meet the condition and the penalty must now be imposed.

³ Denotes that team is not subject to ineligibility for postseason competition based on institutional, athletics and student resources and the team's Graduation Success Rate.

⁴ Denotes that team is not subject to ineligibility for postseason competition due to the team's demonstrated academic improvement.

⁵ The team's Level One penalty has been waived.

⁶ The team's Level Two penalty has been waived.

⁸ The team is subject to a penalty that was previously conditionally waived; however, the team failed to meet the condition and the penalty must now be imposed.

⁹ The team's Postseason ineligibility has been waived.

¹⁰ The team's penalty waiver request is pending.

¹¹ Denotes that team's APR data is under review.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

ATTACHMENT 8

Institution: University of Idaho

Date of Report: 04/30/2018

Sport (N)	Multiyear APR	2016 - 2017 APR	Percentile Rank within Sport	Percentile Rank within All Sports	All Division I	Public Institutions	Private Institutions	Football Bowl Subdivision	Football Championship Subdivision	Division I (Non-Football)
Men's Track (282)	984	1,000	60th-70th	40th-50th	973	968	984	976	968	977
By Sport - Women's										
Women's Basketball (346)	995	981	70th-80th	70th-80th	982	980	987	984	980	983
Women's Cross Country (345)	1,000	1,000	90th-100th	80th-90th	989	988	992	992	985	990
Women's Golf (265)	1,000	1,000	90th-100th	80th-90th	990	990	992	993	988	989
Women's Soccer (332)	989	991	40th-50th	50th-60th	988	986	992	989	985	988
Women's Swimming and Diving (193)	974	992	1st-10th	20th-30th	992	991	994	992	993	991
Women's Tennis (314)	984	929	20th-30th	40th-50th	989	989	991	991	989	988
Women's Track (334)	992	991	70th-80th	60th-70th	983	980	989	986	978	986
Women's Volleyball (331)	989	976	40th-50th	50th-60th	988	986	991	991	986	986
By Sport - Co-Ed										

¹ Specific information on the playing and practice season penalty may be located in the APP General Summary document located on the Reports tab within the APP data collection portal.

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⁹ The team's Postseason ineligibility has been waived.

¹⁰ The team's penalty waiver request is pending.

¹¹ Denotes that team's APR data is under review.

NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

Institution: University of Idaho

Date of Report: 05/07/2018

This report is based on NCAA Division I Academic Progress Rate (APR) data submitted by the institution for the 2013-14, 2014-15, 2015-16 and 2016-17 academic years. Institutions are encouraged to forward this report to appropriate institutional personnel on campus.

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Sport	APR			Eligibility/Graduation		Retention	
	Multiyear Rate (N)	Multiyear Rate Upper Confidence Boundary	2016 - 2017 (N)	Multiyear Rate	2016 - 2017	Multiyear Rate	2016 - 2017
Men's Basketball	967 (54)	N/A	923 (13)	981	962	953	885
Men's Cross Country	962 (27)	985	1,000 (8)	923	1,000	981	1,000
Football	958 (348)	N/A	970 (92)	950	967	954	961
Men's Golf	979 (38)	N/A	1,000 (9)	987	1,000	971	1,000
Men's Tennis	955 (38)	N/A	1,000 (8)	940	933	955	1,000
Men's Track	984 (83)	N/A	1,000 (20)	943	1,000	981	1,000
Women's Basketball	995 (55)	N/A	981 (15)	1,000	1,000	990	962
Women's Cross Country	1,000 (49)	N/A	1,000 (12)	1,000	1,000	1,000	1,000
Women's Golf	1,000 (30)	N/A	1,000 (7)	1,000	1,000	1,000	1,000
Women's Soccer	989 (101)	N/A	991 (29)	995	1,000	978	981

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NCAA Division I 2016 - 2017 Academic Progress Rate Institutional Report

Institution: University of Idaho

Date of Report: 05/07/2018

Sport	APR			Eligibility/Graduation		Retention	
	Multiyear Rate (N)	Multiyear Rate Upper Confidence Boundary	2016 - 2017 (N)	Multiyear Rate	2016 - 2017	Multiyear Rate	2016 - 2017
Women's Swimming	974 (121)	N/A	992 (34)	983	985	961	985
Women's Tennis	984 (34)	N/A	929 (8)	984	929	984	929
Women's Track	992 (105)	N/A	991 (28)	980	1,000	985	981
Women's Volleyball	989 (52)	N/A	976 (12)	957	1,000	978	950

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BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

SUBJECT

Board Policy V.I. – Real and Personal Property and Services – first reading

REFERENCE

April 2014	Board approved first reading of Board Policy V.I., amending authorization thresholds for alignment between policies V.I. and V.K. Construction Projects
June 2014	Board approved second reading of Board Policy V.I.
April 2018	Board approved the first reading of proposed amendments to Board Policies V.I.
June 2018	Board approved second reading of Board Policy V.I.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.I. Real and Personal Property and Services and V.W. Litigation;
Title 67, Chapter 92, Idaho Code.

ALIGNMENT WITH STRATEGIC PLAN

This agenda item is a non-strategic Board governance agenda item.

BACKGROUND/ DISCUSSION

Board Policy V.I. outlines the authority limits for institutions when purchasing real and personal property. These include, with some exceptions for the University of Idaho:

- All property that is not real property must be purchased consistently with Title 67, Chapter 92, Idaho Code;
- Acquisition of real property with a purchase price between \$500,000 and \$1M requires approval by the Executive Director. A purchase exceeding \$1M requires prior Board approval;
- Purchase of personal property and services with a price between \$500,000 and \$1M requires approval by the Executive Director. A purchase exceeding \$1M requires prior Board approval;
- Easements to make permanent use of real property require prior Board approve, unless easements are to public entities for utilities;
- Transfer of any other interest in real property requires prior Board approval;
- Disposal of surplus personal property authorizations are set at the same amounts as for purchasing personal property;
- Sale of any services or right (broadcast or other) requires prior Board approval when it is expected that the proceeds of such action may exceed \$250,000.

Proposed amendments to the policy will include:

- Technical corrections such as updating statutory references and removing references to “school” which referenced the Idaho School for the Deaf and Blind when it was under the Board’s governance and moving subsections such as the reference to the sale of surplus property from Section 1 to

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

Section 6 and the reference to the Sale of Services from section 6 to a new section, Section 7. Sale of Services or Rights;

- Combining and moving sections 2.b and c regarding the interest of real property being taken in the name of the Board or the Board of Regents to Section 2.a;
- Adding the requirement that the purchase of any property at a value exceeding ten percent of the appraised fair market value requires prior Board approval;
- Adding a cross-reference to existing language in Board Policy V.W. Litigation which requires approval by the Board prior to initiating eminent domain actions.
- Expanding the authorization to approve easements to include easements for telecommunication, fiber optics, cable or similar services and for emergency services such as fire or paramedic.
- Adding an exception to the prior appraisal requirement for property transferred between institutions or agencies under the governance of the Board;
- Adding clarifying language to the new section 7 regarding the sale of services or rights;
- Adding a new Section 8. Use of an Institution's Trademark for the Promotion of Non-Institution Products or Services.

IMPACT

New language regarding institution trademarks would add language would prohibit the use of an institution's trademarks for certain products or services. Current policy is silent on this matter. The prohibition of licensing the institution's trademarks for these products or services would reduce potential revenue to the institution.

ATTACHMENTS

Attachment 1 – Board Policy V.I. – first reading

STAFF COMMENTS AND RECOMMENDATIONS

The proposed amendments to Board Policy V.I. contain changes to purchasing real property, eminent domain, sale of services or rights, and the prohibited use of an institution's trademarks.

Concerns from the institutions heard at the Business and Human Resources (BAHR) subcommittee meeting highlighted the timely nature of some of the purchase agreements. Requiring the Board to approve a purchase price above the appraised value could mean a delay in purchasing agreements being executed. If immediate action is required, a special Board meeting would need to be called.

The sale of service or rights provision would now create an exception for the sale or licensing pertaining to the athletic conference to which the institution belongs.

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

Concerns heard from the institutions at the BAHR meeting identified there are many sales or licensing agreements where the value is greater than \$250,000. This was existing language in the policy.

As more significant agreements regarding the licensing or sale of trademarks come before the Board it was determined by Board staff that it would be helpful to develop policy for the institutions on minimum expectations for these agreements. Proposed language for the first reading is based on areas of concern that were identified during the discussion at the June 2018 regular Board meeting. The proposed language would limit the products or services to which an institution could sell marketing rights. Institutions expressed concerns that this would only apply to authorized use of these trademarks. Unauthorized use of copyrighted or trademarked material is a concern to the institutions. The proposed amendment to the Boise State University Learfield agreement being brought forward under a separate agenda item would not be in compliance with this policy if the proposed policy language were in effect.

Medical, pharmaceutical and nutraceutical products sold through an institution managed or sponsored pharmacy or student health services that are provided on campus would not be impacted by the proposed language in section 8.b.ii. As an example, the prohibition in section 8.b.ii would prohibit the sale of institution branded hydrocodone on campus but would not prohibit the institution's pharmacy, or a pharmacy located on campus, from distributing properly prescribed generic or name brand hydrocodone as long as the prescriptions or containers did not have an institution trademark on them.

Staff recommends approval.

BOARD ACTION

I move to approve the first reading of proposed amendments to Board Policy V.I. Real and Personal Property and Services as provided in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

SUBSECTION: I. Real and Personal Property and Services

~~June 2018~~October 2018

1. Authority

- a. The Board may acquire, hold, and dispose of real and personal property pursuant to Article IX, Section 2 and Article IX, Section 10, Idaho Constitution, and pursuant to various sections of Idaho Code.
- b. Leases of office space or classroom space by any institution, ~~school~~ or agency except the University of Idaho are acquired by and through the Department of Administration pursuant to Section 67-5708, Idaho Code.
- c. All property that is not real property must be purchased consistently ly with ~~Sections 67-5715 through 67-5737~~ Title 67, Chapter 92, Idaho Code, except that the University of Idaho may acquire such property directly and not through the Department of Administration and other state institutions of higher education may establish their own policies and procedures for procurement as set forth in Section 67-9225, Idaho Code. Each institution, ~~school or~~ and agency must designate an officer with overall responsibility for all purchasing procedures.
- ~~d. Sale, surplus disposal, trade-in, or exchange of property must be consistent with Section 67-5722, Idaho Code, except that the University of Idaho may dispose of such property directly and not through the Department of Administration.~~
- ed. If the Executive Director finds or is informed that an emergency exists, he or she may consider and approve a purchase or disposal of equipment or services otherwise requiring prior Board approval. The institution, ~~school~~ or agency must report the transaction in the Business Affairs and Human Resources agenda at the next regular Board meeting together with a justification for the emergency action.

2. Acquisition of Real Property

- a. Any interest in real property acquired for or conveyed by an institution or agency under the governance of the Board must be taken in the name of the State of Idaho by the and through the State Board of Education. Any interest in real property acquired for or conveyed by the University of Idaho must be taken in the name of the Board of Regents of the University of Idaho.
- ~~db.~~ This does not preclude a foundation or other legal entity separate and apart from an institution, ~~school~~ or agency under Board governance from taking title to real property in the name of the foundation or other organization for the present or future benefit of the institution, ~~school~~ or agency. (See Section V.E.)
- ac. Acquisition of a real property interest, other than a leasehold interest, with a purchase price between five hundred thousand dollars (\$500,000) and one million dollars (\$1,000,000) requires prior approval by the Executive Director. A purchase

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

SUBSECTION: I. Real and Personal Property and Services

~~June 2018~~October 2018

exceeding one million dollars (\$1,000,000) requires prior Board approval. Any purchase exceeding ten percent (10%) of the appraised fair market value requires prior Board approval.

~~b. Any interest in real property acquired for the University of Idaho must be taken in the name of the Board of Regents of the University of Idaho.~~

~~c. Any interest in real property acquired for any other institution, school or agency under the governance of the Board must be taken in the name of the State of Idaho by and through the State Board of Education.~~

~~ed.~~ Acquisition of a leasehold interest in real property by or on behalf of an institution, ~~school~~ or agency requires prior Executive Director approval if the cost exceeds five hundred thousand dollars (\$500,000) over the term, or by the Board if the term of the lease exceeds five (5) years or if the cost exceeds one million dollars (\$1,000,000) over the term.

~~fe.~~ Appraisal.

An independent appraiser must be hired to give an opinion of fair market value before an institution, ~~school~~ or agency acquires fee simple title to real property.

~~gf.~~ Method of sale - exchange of property.

The Board will provide for the manner of selling real property under its control, giving due consideration to Section 33-601(4), applied to the Board through Section 33-2211(5), and to Chapter 3, Title 58, Idaho Code. The Board may exchange real property under the terms, conditions, and procedures deemed appropriate by the Board.

~~gh.~~ Execution.

All easements, deeds, and leases excluding easements, deeds, and leases delegated authority granted to the institutions and agencies must be executed and acknowledged by the president of the Board or another officer designated by the Board and attested to and sealed by the secretary of the Board as being consistent with Board action.

h. Eminent Domain

Any legal action involving the exercise of the right of eminent domain is subject to the provisions of State Board of Education Governing Policies and Procedures V.W. Litigation.

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES**SECTION: V. FINANCIAL AFFAIRS****SUBSECTION: I. Real and Personal Property and Services**~~June 2018~~ October 2018

3. Acquisition of Personal Property and Services

- a. Purchases of equipment, data processing software and equipment, and all contracts for consulting or professional services either in total or through time purchase or other financing agreements, between five hundred thousand dollars (\$500,000) and one million dollars (\$1,000,000) require prior approval by the executive director. The executive director must be expressly advised when the recommended bid is other than the lowest qualified bid. Purchases exceeding one million dollars (\$1,000,000) require prior Board approval. If the project budget for a purchase or the renewal cost for a service agreement increases above the approved amount, then the institution or agency may be required to seek further authorization, as follows:

Project or Service Agreement Originally Authorized By	Original Project Cost or Total Obligation for Service Agreement	Cumulative Value of Change(s)	Aggregate Revised Project Cost or Total Obligation for Renewal to Service Agreement	Change Authorized By
Local Agency	< \$500,000	Any	< \$500,000	Local Agency
Local Agency	< \$500,000	Any	\$500,000-\$1,000,000	Executive Director
Local Agency	<\$500,000	Any	> \$1,000,000	SBOE
Executive Director	\$500,000-\$1,000,000	<= \$500,000	<= \$1,000,000	Local Agency
Executive Director	\$500,000-\$1,000,000	Any	>\$1,000,000	SBOE
SBOE	> \$1,000,000	< \$500,000	Any	Local Agency
SBOE	> \$1,000,000	\$500,000-\$1,000,000	Any	Executive Director
SBOE	> \$1,000,000	>\$1,000,000	Any	SBOE

- b. Acquisition or development of new administrative software or systems that materially affect the administrative operations of the institution by adding new services must be reviewed with the executive director before beginning development. When feasible, such development will be undertaken as a joint endeavor by the four institutions and with overall coordination by the Office of the State Board of Education.

4. Hold of Personal Property

a. Inventory

An inventory of all items of chattel property valued at two thousand dollars (\$2,000) or limits established by Department of Administration owned or leased by any agency or institution must be maintained in cooperation with the Department of Administration as required by Section 67-5746, Idaho Code.

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SUBSECTION: I. Real and Personal Property and Services

~~June 2018~~ October 2018

b. Insurance

Each agency and institution must ensure that all insurable real and personal property under its control is insured against physical loss or damage and that its employees are included under any outstanding policy of public liability insurance maintained by the state of Idaho. All insurance must be acquired through the State Department of Administration or any successor entity.

c. Vehicle Use

Vehicles owned or leased by an institution or agency must be used solely for institutional or agency purposes. Employees may not, with certain exceptions, keep institutional vehicles at their personal residences.

5. Disposal of Real Property

a. Temporary Permits

Permits to make a temporary and limited use of real property under the control of an institution or agency may be issued by the institution or agency without prior Board approval.

b. Board approval of other transfers

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

ii. Easements to make a permanent use of real property under the control of an institution, ~~school~~ or agency require prior Board approval - unless easements are to public entities for utilities, telecommunication, fiber optic, cable or similar services, for emergency services access such as fire or paramedic, or highway districts and other governmental subdivision, agency, or instrumentality.

iii. The transfer by an institution, ~~school~~ or agency of any other interest in real property requires prior Board approval. An independent appraiser must be hired to give an opinion of fair market value before an institution or agency disposes of real property. An appraisal is not required if an institution is transferring title to real property to another institution or agency under the governance of the Board.

6. Disposal of Surplus Personal Property

~~Sale, surplus disposal, trade-in, or exchange of~~ Disposal of surplus personal property with a value greater than five hundred thousand dollars (\$500,000) and less than one million dollars (\$1,000,000) requires prior approval by the Executive Director. Sale, surplus disposal, trade-in, or exchange of property with a value greater than one

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million dollars (\$1,000,000) requires prior Board approval. All disposals approved by the Executive Director shall be reported quarterly to the Board.

a. First Refusal

When the surplus personal property has a value greater than five thousand dollars (\$5,000), the institution, ~~school~~ or agency must first make a good faith effort to give other institutions, ~~school~~ and agencies under Board governance the opportunity of first refusal to the property before it turns the property over to the Department of Administration or otherwise disposes of the property. Surplus personal property turned over to the Department of Administration shall be consistent with Section 67-5722, Idaho Code, except that the University of Idaho may dispose of such property directly and not through the Department of Administration.

~~b. Sale of Services~~

~~The sale of any services or rights (broadcast or other) of any institution, school or agency requires prior approval of the Board when it is reasonably expected that the proceeds of such action may exceed two hundred fifty thousand dollars (\$250,000). Any sale of such services or rights must be conducted via an open bidding process or other means that maximizes the returns in revenues, assets, or benefits to the institution, school or agency.~~

c. Inter-agency Transfer

Transfer of personal property from one ~~Board~~ institution, ~~school~~ or agency to another institution, ~~school~~ or agency under Board governance may be made without participation by the State Board of Examiners or the Department of Administration, but such transfers of property with a value greater than two hundred fifty thousand dollars (\$250,000) require prior Board approval.

7. Sale of Services or Rights

The sale or license of any services or rights (broadcast or other) of any institution or agency, other than to an athletic conference that the institution is a member of as required by contract with that conference, requires prior approval of the Board when it is reasonably expected that the proceeds of such action may exceed two hundred fifty thousand dollars (\$250,000). Any sale or license of such services or rights must be conducted via an open bidding process or other means that maximizes the returns in revenues, assets, or benefits to the institution, or agency.

8. Use of an Institution's Trademarks for the Promotion of Non-Institution Products or Services.

a. Third parties may seek to use an institution's name, initials, logos, symbols, indicia, insignia, trade names, services marks and trademarks (collectively "trademarks") to promote the sale of products unrelated to the institution's educational mission.

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- b. The promotion of non-institution products, services, events or organizations (collectively "products") through the use of institution trademarks provides revenue for the institutions and is permissible provided that such use shall not detract from an institution's image and educational mission. Approval of any such agreements are subject to the limits established under section 3.a.
- i. Use of an institution's trademarks to promote weapons, tobacco, e-cigarettes, alcohol, gaming involving institution athletics, sex-related products, the adult entertainment industry, "recreational" drugs, or drug-related paraphernalia, or a product that may harm or bring disrepute to the institution or its students is prohibited.
- ii. Any use of an institution's trademarks to promote the sale of the following requires prior review and approval by the institution's chief executive officer: medical, pharmaceutical and nutraceutical (health supplements) products and companies. The review by the chief executive officer must ensure that the use of the institution's trademarks is consistent with the institution's educational mission. Any such approval shall be reported to the Board at the Board's next regularly scheduled meeting. Use of an institution's trademarks to promote the sale of any of the above products is prohibited on the institution's campus. This prohibition does not apply to an institution's ability to sell medical, pharmaceutical and nutraceutical products through an institution managed or sponsored pharmacy or through student health services provided on campus.

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

BOISE STATE UNIVERSITY

SUBJECT

Baker Tilly Virchow Krause, LLP (Baker Tilly) Implementation Agreement for Oracle Corporation HCM (Human Capital Management) Cloud System.

REFERENCE

August 2016	Idaho State Board of Education (Board) approved the license for Oracle's HCM Cloud
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April 2011	Enterprise System Roadmap Implementation Project Information Item
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APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures, Section V.I.3.

ALIGNMENT WITH STRATEGIC PLAN

The Oracle HCM agenda item is a non-strategic Board governance agenda item.

BACKGROUND/DISCUSSION

Boise State University (BSU) requests approval to engage Baker Tilly Virchow Krause, LLP (Baker Tilly) for consulting and implementation services for BSU's Oracle Cloud System for core Human Resources (HR) functions (collectively referred to as "Oracle HCM Cloud") for a cost not to exceed \$4.8 million. This service was competitively bid with a formal Request for Proposal.

BSU currently uses PeopleSoft HCM 9.0 for HR transactions and payroll processing. The current PeopleSoft system creates challenges for campus as many processes are manual or rely on spreadsheets and shadow systems that are inefficient and unreliable. This outdated system can no longer be optimized for BSU's growing HR needs.

Additionally, BSU is using a version of PeopleSoft HCM that has not been supported by Oracle for more than three years. As a result, a move to a new platform is necessary in order to ensure the reliability of the system that pays employees of BSU. Moving to Oracle HCM Cloud, a system already licensed to BSU, allows a move from an on-premises system to a cloud platform in a single step, thereby avoiding a costly two-step process of an on-premises upgrade followed by a subsequent cloud implementation in the near future. This plan aligns BSU with Oracle's technology investments, which are almost solely focused on cloud technologies, including the ERP Cloud solution implemented by BSU two years ago.

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

IMPACT

The implementation of Oracle HCM Cloud is expected to reduce manual, labor intensive efforts, improve the quality of information by leveraging automation and workflow, reporting and self-service. The conversion will substantially improve BSU's ability to provide timely and accurate HR support to the campus community.

BSU will use appropriated funds for this project.

ATTACHMENTS

Attachment 1 – Boise State University Request for Proposal

Attachment 2 – Draft Agreement with Baker Tilly

STAFF COMMENTS AND RECOMMENDATIONS

This project will result in a needed update and upgrade to BSU's Human Resources system. The Request for Proposal was issued in April 2018. A Request for Proposal for the "systemness" consultant was issued in July 2018. The back office consolidation consultant RFP states,

"Contractor must evaluate the conditions of non-academic functional areas at each of the Institutions. At a minimum, Contractor must report on the following areas: Information Technology (security, enterprise purchasing, strategic efforts, etc.); Enterprise Resource Planning (ERP) software; Procurement (staffing, strategic sourcing, etc.); Legal; Finance and accounting; **Human resources**; and Facilities planning" (emphasis added).

The work of the consultant looking at back office consolidation opportunities is scheduled to be completed in December. A potential issue could arise if this agenda item is approved and the consultant recommends a single system for human resources that is not Oracle HCM Cloud. The result could be duplication of cost and effort in migrating to a new system.

Board Policy V.I.3.b. states, "when feasible, such development will be undertaken as a joint endeavor by the four institutions." It may not be feasible at this time to consider a joint endeavor by the four institutions given that they are on different systems or instances of systems, but the recommendations from the back office consolidation consultant may provide an opportunity for this system, or a like system, to be adopted across the system.

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

BOARD ACTION

I move to approve the request by Boise State University to retain Baker Tilly Virchow Krause, LLP for consulting and implementation of Oracle HCM Cloud System at a cost not to exceed \$4.8 million in substantial conformance with the agreement in Attachment 2.

Moved by _____ Seconded by _____ Carried Yes _____ No _____



REQUEST FOR PROPOSAL

RFP ST18-114

Oracle HCM Cloud System Implementation

Issue Date: April 4, 2018

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1. Administrative & Background Information

1.1 RFP Administrative Information

RFP Title:	ST18-114 Oracle HCM Cloud System Implementation
RFP Lead/Address to deliver response:	Shannan Thomas, Senior Buyer 1910 University Drive, MS-1210 Boise, ID 83725-1210 shannanthomas@boisestate.edu Phone: (208) 426-1549
Submit sealed Proposal: Proposals must be received at the physical address designated for courier service and time/date stamped by Boise State University prior to the closing date and time.	Address for Courier University Plaza 960 S. Broadway Ave, Suite 300 Boise, ID 83706 Address for US Mail 1910 University Dr, MS-1210 Boise, ID 83725-1210
University Purchasing Dept. website (all RFP information and updates will be posted here):	https://vpfa.boisestate.edu/process/review/purchasing_bidopportunities.php
(M) MANDATORY Pre-Proposal Teleconference:	4/10/18 (Details provided upon RSVP)
Pre-Proposal Teleconference Details:	Teleconference details provided upon RSVP
Deadline To Receive Questions:	4/11/18, 5pm Mountain Time
Anticipated Release of Answers to Questions:	4/17/18, posted at https://vpfa.boisestate.edu/process/review/purchasing_bidopportunities.php
RFP Closing Date:	5/4/18, 5pm Mountain Time - Late responses will not be accepted.
RFP Opening Date:	8:30 a.m. Mountain Time at Purchasing Department on the first work day following the Closing Date.
Offeror Interviews:	Tentatively scheduled for May 29-31, 2018 after RFP Closing Date, for Offerors from whom an interview is requested.

Validity of Proposal:	Proposals are to remain valid for one hundred eighty (180) calendar days after the scheduled RFP Closing Date. Proposals submitted with a validity period of less than this will be found non-responsive and will not be considered.
Contract Term:	Contract Term: Implementation Term plus sixty (60) business days support after Final Acceptance. The implementation phase shall commence upon signing of a contract and terminate upon Final Acceptance and GoLive, which Final Acceptance will be documented in a writing signed by the University setting forth the date of Final Acceptance and Go-Live (the "Final Acceptance and Go-Live Statement"). The sixty (60) business day period shall commence immediately on the date set forth in the Final Acceptance and Go-Live Statement and shall terminate sixty (60) business days following the Go-Live Date set forth in the written Final Acceptance and GoLive Statement. The Implementation Term shall be established with the Project Management Plan.

1.2 Boise State University Overview

Boise State University (“University”) is a publicly supported, multi-disciplinary institution of higher education located in Boise, Idaho. University has the largest student enrollment of any university in Idaho with an official Fall 2017 enrollment of 24,154 students and approximately 4,896 faculty and staff (including 1,366 student employees). The University administers baccalaureate, masters, and doctoral programs through seven academic colleges - Arts and Sciences, Business and Economics, Education, Engineering, Graduate Studies, Health Sciences, and Innovation and Design. More than 4,000 students graduated from the University in academic year 2016-2017, including a record 23 doctoral candidates. The University was officially classified a doctoral research institution by the Carnegie Classification of Institutions of Higher Education in 2016. The University is home to 28 research centers and institutes, including the

Center for Health Policy, the Public Policy Research Center, the Raptor Research Center, and the Center for Multicultural Educational Opportunities. Student athletes compete in NCAA intercollegiate athletics at the Division I-A level on 18 men’s and women’s teams in 13 sports. The University also hosts National Public Radio, Public Radio International, and American Public Radio on the Boise State Radio Network, which broadcasts in southern Idaho, western Oregon and northern Nevada on a network of 18 stations and translators. Full accreditation has been awarded by the Northwest Commission on Colleges and Universities through 2018, and a number of the University’s academic programs have also obtained specialized accreditation. More information is available at the Boise State University Facts and Figures link found in Appendix 2.

1.3 Scope of Purchase

Boise State University is soliciting Proposals for consulting and implementation services for an

Oracle HCM Cloud System Implementation, Oracle Business Intelligence Application (OBIA HR Analytics) and Oracle Business Intelligence Cloud Services (BICS) to replace the current PeopleSoft HCM system.

1.4 History

Boise State University currently utilizes PeopleSoft HCM 9.0, PeopleTools Version 8.54 for HR transaction and payroll processing. Many processes are manual or rely on spreadsheets and shadow systems, which can only be optimized for so long before they create additional inefficiencies. This creates a challenge for the campus community to obtain the information they need in a timely manner in order to be successful in their work.

The primary objective for implementing the Oracle HCM Cloud product is to substantially improve the University’s ability to provide timely and accurate human resources support to the campus community via improved processes and optimized use of technology. The project must be guided by the focus to reduce low / no-value-add work and improve the quality of information by leveraging automation, workflow, reporting and self-service. Additional business objectives and opportunities include:

- Improve integration between internal and third party systems to gain efficiency, timeliness and data quality control,
- Increase data analytics to be able to provide timely access to information for the campus community,
- Deliver self service reporting so the campus can pull the employee information they need in order to make decisions,
- Improve approval processes, removing paper and manual workflow routing,
- Increase control over delegations, allowing supervisors the flexibility to choose delegates and length of delegation period, and ● Ensure accurate payroll by funding source.

The resulting service delivery model, processes, and tools will position the HRS and Payroll teams to better support the academic mission of Boise State while being compliant with federal, state, State Board of Education, and University requirements. Additionally, the HRS and Payroll teams will be able to shift away from largely effort-laden transactional activities to more proactive and responsive support and delivery of services.

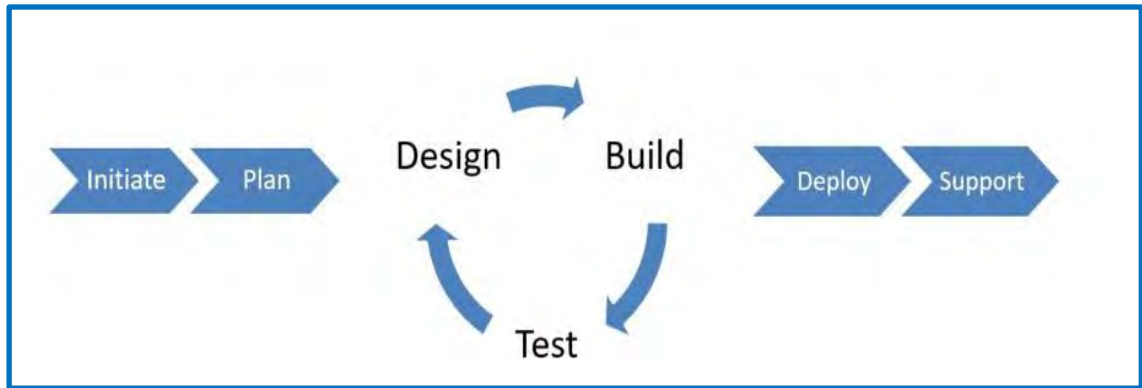
1.5 **Current Environment**

Boise State owns four (4) unimplemented, unconfigured instances of HCM Cloud. Boise State University currently utilizes PeopleSoft HCM 9.0 for HR transaction and Payroll processing. PeopleSoft HCM integrates with:

- PeopleSoft Campus Solutions - expected to be upgraded to v9.2, PeopleTools Version 8.55 in June 2018
- Oracle Financials, Procurement and Project Portfolio Management (Oracle Financials Cloud) - expected to upgrade to R13 in 2018
- Taleo - expected to upgrade to R17 by Summer 2018
- Data warehouse via SQL Server
- Google Apps for email, process documentation, and project collaboration
- Boise State currently owns the Cloud Talent Management modules, but they will be implemented at date subject to this Oracle HCM Cloud project.

1.6 **Timeline**

Boise State intends to start the implementation of this project during calendar year 2018 and expects to proceed per the following:



Phase 1- Initiate	<ul style="list-style-type: none"> • Confirm project scope, goals & objectives; • Define key milestones & deliverables; • Identify potential project risks; • Define project team structure, project roles & project team responsibilities; • Develop Project Charter; • Identify stakeholders; • Install environments 	2-4 weeks
Phase 2- Plan	<ul style="list-style-type: none"> • Develop Project Management Plan & approach; • Plan data architecture & data sync approach, Plan integration approach, Plan Person Model approach; • Plan Create work breakdown; • Develop schedule; • Plan stakeholder management; • Plan communications management; • Plan risk management; • Plan change management strategy; • Plan testing strategy; • Train project team on system architecture & design 	2-6 weeks

Phase 3- Design and Build	<ul style="list-style-type: none"> • Conduct discovery sessions to identify & document Boise State process requirements; Configure application; • • Convert historical data; • • Identify integrations & document requirements; • Stand up data warehouse; • Identify ETL (Extract, Transform, Load) requirements; • Identify reports & document requirements for development; • Identify & build security architecture for access & affiliation designation; • • Develop integrations; • Develop reports; • Develop PeopleSoft modifications for CS; • Conduct system testing, Plan for system integration testing; • Plan for parallel payroll processing; • Plan for UAT; • Campus redesign sessions; • • Conduct unit/requirement testing; • Build role & permission security; • Address any issues & risks to keep project on track, on time & on budget; • Manage communications; • Manage stakeholder expectations; • Manage campus engagement through change management activities 	8-12 months
Phase 4- Project Testing	<ul style="list-style-type: none"> • • System integration testing; • • Finalize security architecture; • • Parallel payroll testing; • • Finalize configuration; • • Finalize conversions; • Validate reports; • Validate conversions; • Finalize security; • Develop cutover strategy; • Develop cutover checklist; • Complete dry run deployment for final UAT; • User acceptance testing; 	2-4 months
	<ul style="list-style-type: none"> • Conduct training; • Address any issues & risks to keep project on track, on time & on budget; • Manage communications; • Manage stakeholder expectations; • Manage campus engagement through change management activities 	

Phase 5- Deploy	<ul style="list-style-type: none"> • Conduct go live assessment; Complete knowledge transfer to Help Desk, Dept Managers, Dept Administrators, backoffice processors; • Continue training; Execute cutover; • Address any issues & risks to keep project on track, on time & on budget; • Manage communications; • Manage stakeholder expectations; Manage campus engagement through change management activities 	2-4 weeks
Phase 6- Support	<ul style="list-style-type: none"> • Finalize all activities with Offeror; • Continued training; Continued change management; Project closing activities 	60 days

1.7 Expectations

Boise State will engage with and award to a consultant/implementation partner (“Contractor”) whose product expertise will lead the University project team to make best-practice based decisions that Boise State can accept and implement. The Contractor will provide Oracle HCM Cloud product expertise, project management, system configuration, reporting, integration development and support to the University’s project team which will include members from Human Resources, Payroll, Office of Continuous Improvement, Office of Sponsored Programs, Budget and campus department representatives. The Contractor and University project teams will be responsible for implementing Oracle HCM Cloud and Oracle Business Intelligence Application (OBIA HR Analytics) and Oracle Business Intelligence Cloud Services (BICS) to replace the current PeopleSoft HCM system.

2. Process Requirements

- 2.1 **(M) A mandatory pre-proposal tele-conference** will be held as indicated in Section 1.1 of this RFP. This will be Offeror’s opportunity to ask questions of the University staff. All interested parties are invited to participate, at their own expense, by calling into the established call-in number. Attendance is limited to a single incoming phone line from each prospective Offeror as the number of telephone lines is limited. In order to receive meeting details, those choosing to participate must pre-register via email to the RFP Lead, with the name and contact information of all participants. This conference will be used to explain, clarify, or identify areas of concern in the RFP. Any oral answers given by the University during the pre-proposal conference are unofficial, and will not be binding on the University.
- 2.2 Offerors asking questions during the pre-proposal conference will be asked to submit those questions to the University in writing by the designated “Deadline to Receive Questions” period as indicated in Section 1.1 of this RFP. For simplicity’s sake, Offerors are strongly encouraged to submit just one (1), final set of questions, after the pre-proposal conference but prior to the question deadline, rather than multiple sets of questions.

- 2.3 All questions must be submitted to the RFP Lead by the date and time noted in Section 1.1. Questions must be submitted using Appendix 5, "Offeror Questions," via email to the RFP Lead at the email address listed in Section 1.1 for the RFP Lead. Official answers to all questions will be posted on the University Purchasing Department's website (link found in Appendix 2) as an amendment as indicated in Section 1.1, of this RFP.
- 2.4 Questions regarding the Terms and Conditions for this Solicitation, referenced herein as Appendix 1 and incorporated as if fully set forth herein by this reference, including without limitation the Boise State University Standard Contract Terms and Conditions, as may be amended from time to time by University (link found in Appendix 2), the Boise State University Solicitation Instructions to Vendors, as may be amended from time to time (link found in Appendix 2) and the Additional Terms and Conditions ("Terms and Conditions for This Solicitation") set forth in Appendix 1 hereto (collectively, the "Terms and Conditions") must be submitted by the deadline to receive questions from the Offeror as stated in Section 1.1. Subject only to the provisions of Section 3.12 regarding supplemental proposed agreements between the parties and terms expressly reserved for negotiation in accordance with Section 2.6, the University will not negotiate these requirements after the date and time set for receiving questions. Notwithstanding the provisions of Section 2.6 and 3.12, the University WILL NOT consider modifications to the Terms and Conditions that are not submitted in accordance with this Section 2.4 by the date and time set for receiving questions. In response to questions regarding the Terms and Conditions, the University will, in its sole discretion (i) accept the proposed modification or a proposed alternative as an amendment to the RFP, or (ii) reserve the question to be negotiated in accordance with Section 2.6 hereof. Questions submitted must contain the following:
- 2.4.1 The term or condition in question;
 - 2.4.2 The rationale for the specific requirement being unacceptable to the Offeror (define the deficiency);

- 2.4.3 Recommended verbiage for the University's consideration that is consistent in content, context, and form with the University's requirement that is being questioned; and
- 2.4.4 Explanation of how the University's acceptance of the recommended verbiage is fair and equitable to both the University and the Offeror.
- 2.5 All terms should be reviewed carefully by each prospective Offeror as the successful Offeror must comply with those Terms and Conditions, as may be amended in accordance with Sections 2.4 and 3.13 hereof.
- 2.6 The apparent successful Offeror will be asked to engage in discussions to finalize the Contract. Such discussions will include negotiation of any proposed supplemental agreements submitted by the Offeror as required by Section 3.12 and any proposed modifications to the Terms and Conditions, submitted in accordance with Section 2.4 during the Question and Answer period and reserved for negotiation by the University. In order to meet internal deadlines, the University expects to resolve any discussions and negotiations, including any proposed supplemental agreements, within two weeks. Should the apparent successful Offeror and the University fail to reach an agreement on these matters within that time-frame, the University may elect to end the discussion with the top scoring Offeror and begin a discussion with the Offeror whose response ranked second. Upon successful completion of the discussions, the winning Offeror will be required to execute a contract with the University, and immediately begin preparations to undertake its requirements. Additional, different, or supplemental terms shall be dealt with as provided in Section 5.4.
- 2.7 Proposals received that qualify the offer based upon the University accepting other terms and conditions not submitted in accordance with Section 3.12 or which take exception to the University's Terms and Conditions as amended pursuant to Section 2.4 may be found nonresponsive, and no further consideration of the Proposal will be given.
- 2.8 From the date of release of this RFP until Intent to Award Letter is issued, all contact and requests for information shall be directed to the RFP Lead, only. Regarding this RFP, all contact with other personnel employed by or under contract with the University is restricted. During the same period, no prospective Offeror shall approach personnel employed by, or under Contract to the University, on any other related matters. An exception to this restriction will be made for Offerors who, in the normal course of work under a current and valid contract with the University, may need to discuss legitimate business matters concerning their work with the University. Violation of these conditions may be considered sufficient cause by the University to reject an Offeror's Proposal, irrespective of any other consideration.

- 2.9 Proposals should be submitted on the most favorable terms an Offeror can propose, from both a price and technical standpoint as well as with regard to legal terms and conditions. The University reserves the right to accept any part of a Proposal, or reject all or any part of any Proposal received, without financial obligation, if the University determines it to be in the best interest of the University to do so.
- 2.10 No verbal Proposals or verbal modifications to a written Proposal will be considered. An Offeror may modify its Proposal in writing prior to the RFP closing time. A written modification must include the date and handwritten signature of the Offeror or its authorized representative.
- 2.11 All data provided by the University in relation to this RFP represents the best and most accurate information available at the time of RFP preparation. Should any data later be discovered to be inaccurate or incomplete, such inaccuracy or incompleteness will not constitute a basis for Contract rejection or Contract amendment by an Offeror.
- 2.12 All Proposal concepts and material submitted becomes the property of the University and will not be returned to Offeror unless the Solicitation is canceled by the University (Idaho Code § 679215). Award or rejection of a Proposal does not affect this right. Proposals and supporting documentation may be available for public inspection upon written request following the announcement of a Contract award, except for information specifically labeled on each separate page as a "Trade Secret" under the Idaho Public Records Act, Section Title 74, Chapter 1, Idaho Code ("the Act"). Alternatively, information may be specifically labeled "exempt" from public records, as provided in Sections 3.14 and 3.15 under another exemption found in the Act. Information specifically labeled as Trade Secret or otherwise exempt may be protected from disclosure, but only to the extent consistent with the Act or otherwise applicable federal or state law or regulation. Accordingly, the University cannot guarantee its confidentiality.
- 2.13 An appeal by an Offeror of an RFP specification, a non-responsiveness determination, or the award is governed by the Boise State University Purchasing Appeals Process, and must be filed in accordance with that process, which link can be found in Appendix 2.
- 2.14 Proposal opening will be held at the location and time as indicated in Section 1.1 of this RFP. All Offerors, authorized representatives and the general public are invited, at their own expense, to be present at the opening of the Proposals. During the Proposal opening only the names of the Offerors will be provided.

3. Submission Requirements

- 3.1 **(M)** In order to be considered for award, the sealed Proposal must be delivered to the location and attention of the RFP Lead specified in Section 1.1 of the RFP, no later than the date and time specified in Section 1.1. No late Proposals will be accepted. A Proposal received at the office designated in this RFP after the RFP closing date and time will not be accepted.
- 3.2 The Proposals must be addressed to the RFP Lead and clearly marked "PROPOSAL - ST18-114 Oracle HCM Cloud System Implementation."
- 3.3 All costs incurred in the preparation and submission of a Proposal in response to this RFP, including, but not limited to, Offeror's travel expenses to attend the pre-proposal conference, Proposal opening, and presentation or negotiation sessions, shall be the sole responsibility of Offerors and will not be reimbursed by the University.
- 3.4 **(M) Signature Page** - Proposals must be submitted with the University-supplied signature page in the form provided, without modification. **The Signature Page (Appendix 4) must contain an ORIGINAL, HANDWRITTEN SIGNATURE** and be returned with the relevant RFP documents.
- PHOTOCOPIED SIGNATURES, FACSIMILE SIGNATURES, ELECTRONIC SIGNATURES OR DIGITAL SIGNATURES are NOT ACCEPTABLE.** Failure to include a signed, complete, unmodified, original University Signature Page shall result in a finding that the Proposal is non-responsive, and no further consideration will be given to the Proposal.
- 3.5 **(M) Each Proposal must be submitted with one (1) original and six (6) copies of the Business Information and Scope of Work Proposals and one (1) original copy of the Cost Proposal (Appendix 7).**
- 3.6 Electronic Copy - In addition, Offerors **must submit one (1) electronic copy of the Proposal on a USB flash drive device.** Word or Excel format is required. The only exception will be for financials or brochures. **The USB device format and content must be the same as the manually submitted Proposal.** The electronic version must NOT be password protected or locked in any way. Please attach the USB device to the original version of the Business and Scope of Work Proposal. The USB device shall contain the original electronic copy in Word or Excel format, as well as the redacted version as requested in Section 3.14 and 3.15 of the solicitation. The electronic file name of the redacted version should contain the word "redacted."
- 3.7 The Proposal must be separated into two (2) distinct sections: 1) Business Information and Scope of Work Proposal and 2) Cost Proposal (Appendix 7).

- 3.7.1 The Business Information and Scope of Work Proposals must be sealed, identified “Business Information and Scope of Work Proposals – RFP ST18-114 Oracle HCM Cloud System Implementation” and include a cover letter (see Section 3.11) and all other documentation related to this response, except the Cost Proposal.
- 3.7.2 The Cost Proposal must be separately sealed and identified “Cost Proposal – RFP ST18-114 Oracle HCM Cloud System Implementation.” The only document that should be included with this section is the Cost Proposal itself, Appendix 7.
- 3.8 Include in the Business Information and Scope of Work Proposals a Table of Contents; adequately identify the contents of each section, including page numbers of major subsections. The Table of Contents is not evaluated, and is for reference purposes only.
- 3.9 Include in the Business Information and Scope of Work Proposals an Executive Summary, which provides a condensed overview of the contents of the Business and Scope of Work Proposal submitted by the Offeror, which shows an understanding of the services to be performed. The Executive Summary is not evaluated, and is for summary purposes only.
- 3.10 See Submission Checklist, Appendix 3.
- 3.11 **(M) Cover Letter** – The Business and Scope of Work Proposal must include a cover letter on the Offeror’s official letterhead, the Offeror’s name, mailing address, telephone number, facsimile number, and name of Offeror’s authorized agent including an email address. The cover letter must identify the RFP Title, RFP number and all materials and enclosures being forwarded collectively as the response to this RFP. The cover letter must be hand-signed, in ink, by an individual authorized to commit the Offeror to the work proposed.

In addition, **the cover letter must include:**

- 3.11.1 Identification of the Offeror’s corporate or other legal entity. Offerors must include their tax identification number. The Offeror must be a legal entity with the legal right to contract.
- 3.11.2 A statement indicating the Offeror’s acceptance of and willingness to comply with the requirements of the RFP and attachments and appendices, as may be amended.
- 3.11.3 A statement of the Offeror’s compliance with affirmative action and equal employment regulations.

- 3.11.4 A statement that the Proposal was arrived at independently by the Offeror without collusion, consultation, communication, or agreement with any other Offeror as to any matter concerning pricing.
- 3.11.5 A statement that Offeror has not employed any company or person other than a bona fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor or a company regularly employed by the Contractor as its marketing agent, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of this Contract. The Offeror must affirm its understanding and agreement that for breach or violation of this term, the University has the right to annul the Contract without liability or, in its discretion, to deduct from the Contract price the amount of any such fee, commission, percentage, brokerage fee, gifts or contingencies.
- 3.11.6 A statement naming the firms and/or staff responsible for writing the Proposal.
- 3.11.7 A statement that Offeror is not currently suspended, debarred or otherwise excluded from federal or state procurement and non-procurement programs. (See SAM Check link in Appendix 2.)
- 3.11.8 A statement affirming the Proposal will be firm and binding for the term of Validity of Proposal, as stated in Section 1.1.
- 3.12 **(M) The University discourages supplemental agreements. Offeror must submit with its response all documents and any proposed supplemental agreements that the Offeror proposes to have incorporated into any resulting Contract including any proposed modifications to the Terms and Conditions reserved for further negotiation**, in accordance with Section 2.4. If Offeror expressly conditions its Proposal upon the University's acceptance of its additional documents and/or proposed supplemental agreements or modifications to the Terms and Conditions, its Proposal may be deemed non-responsive. The terms of such additional documents and proposed supplemental agreements and modifications to the Terms and Conditions the University reserved for negotiation may be considered in accordance with Section 2.6 and Section 5.4 of this RFP, but no additional or modified terms shall be binding on the University until expressly accepted in writing by the University.

Alternately, if the Offeror has no additional documents or proposed supplemental agreements they wish to submit for consideration, please note that in response to this specification.

The University will not accept any documents and/or proposed supplemental agreements submitted after the Solicitation closing date. The University will not accept any additional proposed modifications to the Terms and Conditions or terms that conflict with the Terms and Conditions other than questions submitted in accordance with Sections 2.3 and 2.4 and reserved for negotiation. If Offeror attempts to modify the Terms and Conditions or require additional documents and/or proposed supplemental agreements after the Solicitation closing date, and conditions its Proposal upon the University's acceptance of those additional documents and/or proposed supplemental agreements, its Proposal may be deemed non-responsive and given no further consideration.

The University will not accept terms that allow Offeror to make unilateral amendments to any resulting Contract, terms that require the University to indemnify another party, terms that grant a right of setoff against University funds to Contractor, terms that waive punitive damages or rights to jury trial, terms that require arbitration, or other provisions that violate state laws or purchasing rules applicable to the University. The University will not accept "click-through" acceptance for software licensing terms either initially or through updates.

- 3.13 **(M) RFP Amendment** - If the RFP is amended, including through the question-and-answer process, **the Offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment.** Failure to return a signed copy of each amendment acknowledgement form with the Proposal may result in the Proposal being found non-responsive. See the Boise State University Purchasing website link found in Appendix 2 "Bidding Opportunities" for any amendments and the required amendment confirmation document.
- 3.14 **Public Records** - The Idaho Public Records Law, Idaho Code Sections 74-101 through 74-126, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a State Agency or a local agency (political subdivision of the state of Idaho) regardless of the physical form or character. All, or most, of the information contained in your response will be a public record subject to disclosure under the Public Records Law. The Public Records Law contains certain exemptions. One exemption potentially applicable to part of your response may be for trade secrets.
- 3.15 **Redacted Information** - **If your Proposal contains information that you consider to be exempt, you must also submit an electronic redacted copy of the Proposal with all exempt information removed or blacked out.** The University will provide this redacted Proposal to requestors under the Public Records Law, if requested. Submitting Offerors must also:

- 3.15.1 Identify with particularity the precise text, illustration, or other information contained within each page marked “exempt” (it is not sufficient to simply mark the entire page). The specific information you deem “exempt” within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise be clearly distinguished from other text or other information and be specifically identified as “exempt.”
- 3.15.2 List of Redacted Exempt Information - Provide a separate document with your Proposal entitled “List of Redacted Exempt Information,” which provides a succinct list of all exempt material noted in your Proposal. The list must be in the order in which the material appears in your Proposal, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text or other information; or in a manner otherwise sufficient to allow the University to determine the precise material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure.
- 3.15.3 The University does not warrant and cannot guarantee protection of this information if disclosure is required. Offeror shall indemnify and defend the University against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring a designation of exempt or for the Offeror’s failure to designate individual documents as exempt. The Offeror’s failure to designate as exempt any document or portion of a document that is released by the University shall constitute a complete waiver of any and all claims for damages caused by any such release. If the University receives a request for materials claimed exempt by the Offeror, the Offeror shall provide the legal defense for such claim.
- 3.16 **No Redacted Information - Alternately, if there is no redacted information in the Proposal, please note that with the Proposal.**
- 3.17 **(M) The Contractor and its subcontractors are required to carry the types and limits of insurance referenced below. Contractor is required to provide the University with a Certificate of Insurance, per the Insurance web page link found in Appendix 2, prior to Contract signing.**
- 3.17.1 Commercial General, Professional, Automobile, Workers’ Comp Insurance Found on the Boise State University Office of Risk Management & Insurance web page link found in Appendix 2.

- 3.17.2 Cyber Liability Required of all Contractors and service providers who install, maintain, service, update, repair and/or program State computers and IT systems and service providers who maintain, update, access, copy or use State medical records, personnel/employment records and/or similar confidential records.)

Information Security/Cyber Liability Insurance written on a "claims-made" basis covering Supplier, its employees, subcontractors and agents for expenses, claims and losses resulting from wrongful acts committed in the performance of, or failure to perform, all services under this Contract, including, without limitation but are not limited to:

- a. Coverage for the University's costs of defending any claims or lawsuits filed because of the Contractor's system failure or security breach; and
- b. Coverage for all costs of notifying all individuals who have been affected, as well as providing credit monitoring services for the affected individuals after the affected individuals confidential information has been compromised; and
- c. Coverage for any regulatory fines or penalties that are levied against the IIC as a result of the system failure or security breach; and
- d. Coverage for computer virus liability when an IIC authorized user's system is infected by a computer virus from the Contractor's system; and
- e. Errors and omissions coverage to cover alleged failures by the Contractor's software and/or system.

The Contractor shall carry cyber Liability Insurance with limits not less than the limits listed below that covers all direct and indirect damages suffered by the agency which are caused by the Contractor's system failure or electronic hacking that results in confidentiality or security breach(es) of the Contractor's system. The policy coverage shall be primary and noncontributory with any other insurance maintained by the State of Idaho, and shall contain a waiver of subrogation.

Minimum Limits

- a. Each Occurrence - \$2,000,000
- b. Network Security / Privacy Liability = \$2,000,000
- c. Breach Response / Notification sublimit – A minimum limit of 50% of the policy aggregate.
- d. Technology Products E&O - \$2,000,000 (Only applicable for Offerors supplying technology related services and or products)
- e. Coverage shall be maintained in effect during the period of the Contract and for no less than two (2) years after termination / completion of the Contract.

4. Proposal Format

- 4.1 These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals. Evaluation points may be deducted from the Offeror's possible score if the following format is not followed.
- 4.1.1 Proposals shall follow the numerical order of this RFP starting at the beginning and continuing through the end of the RFP. Proposal sections and Sections must be identified with the corresponding numbers and headings used in this RFP. In your response, restate the RFP section and/or Section, followed with your response.
 - 4.1.2 Offerors are encouraged to use a different color font, bold text, italics, or other indicator to clearly distinguish the RFP section or Section from the Offeror's response.
 - 4.1.3 Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major sections.
- 4.2 Offerors must adhere to all requirements of this RFP to be considered responsive. The determination of whether a Proposal is responsive is a determination made solely by the University. The University reserves the right to waive any non-material variation that does not violate the overall purpose of the RFP, frustrate the competitive bidding process, or afford any Offeror an advantage not otherwise available to all Offerors.
- 4.3 Sections of the format may be listed with an evaluated requirement.
- 4.4 Evaluation Code - The codes and their meanings are as follows:
- (M) Mandatory Specification or Requirement** - failure to comply with any mandatory specification or requirement may, at the sole discretion of the University, render Offeror's Proposal non-responsive and no further evaluation will occur. Offeror **is required** to respond to each mandatory specification with a statement outlining its understanding and how it will comply.
 - (E) Evaluated Specification** - a response is desired and will be evaluated and scored. If not available, respond with "Not Available" or other response that identifies Offeror's ability or

inability to supply the item or service. Failure to respond will result in zero (no) points awarded for this item.

(ME) Mandatory and Evaluated Specification - failure to comply/respond may render Offeror's Proposal non-responsive and no further evaluation will occur. Offeror is required to respond to this specification with a statement outlining its understanding and how it will comply.

NOTE: If any requirement listed as (M), (E) or (ME) exists in your proposed system, but is accomplished in a manner other than described in that section, Offeror MUST identify the variation and provide a complete detailed explanation of the variation. Acceptance of a variance in method to accomplish mandatory requirements is at the sole discretion of Boise State University and the evaluation committee

- 4.5 Any qualified Offeror may submit a Proposal. All Offerors are qualified unless disqualified. Those Offerors presently on the General Service Administration's (GSA) "list of parties excluded from federal procurement and non-procurement programs" may be disqualified. Link is found in Appendix 2 under "SAM Check."

5. Contract

- 5.1 The RFP, all attachments, appendices, and amendments, the successful Offeror's Proposal submitted in response to the RFP and any negotiated changes to the same together comprise the Contract (hereinafter referred to as the "Contract") and will be formalized by the creation of a Purchase Order (PO) that ties these documents together. All attachments and appendices to this RFP are an integral part of this RFP and the resulting Contract and are hereby incorporated into this RFP and the resulting Contract as if fully set forth herein and therein.
- 5.2 The Terms and Conditions for This Solicitation, linked hereto as Appendix 1, including without limitation the Boise State University Standard Contract Terms and Conditions, as may be amended from time to time by University (link found in Appendix 2), the Boise State University Solicitation Instructions to Vendors, as may be amended from time to time (link found in Appendix 2) and the additional Terms and Conditions set forth in Appendix 1 hereto (collectively, the "Terms and Conditions") are incorporated as if fully set forth herein by this reference. By submitting a response to this RFP, Offeror agrees to be bound by these Terms and Conditions. The State of Idaho's "Special Terms and Conditions for Customized Software and Related Services" (link found in Appendix 2) applies and is incorporated herein to the extent customized software is to be provided by Offeror. Offerors are encouraged to review these documents at the specified websites and appendices carefully.
- 5.3 The Contract, in its incorporated composite form, represents the entire agreement between the Contractor and University and supersedes all prior negotiations, representations, understandings, or agreements, either written or oral. All terms should be reviewed carefully by each prospective Offeror as the successful Offeror is expected to comply with those terms and conditions.
- 5.4 Where any Offeror agreements and assumptions, as specified in the Offeror's response, differ from the Terms and Conditions, or the terms and conditions of this Solicitation, the Terms and Conditions and the terms and conditions of this Solicitation shall apply and supersede, unless such different terms are expressly agreed to by the University in writing through an amendment to this RFP created by the University in accordance with Section 2.4 and 2.6. Where Offeror agreements and assumptions supplement the Terms and Conditions or the terms of this Solicitation, the supplemental terms and conditions shall apply only if contained in a supplemental agreement submitted in accordance with Section 3.12 and specifically accepted by the University in writing. Where unsolicited supplemental documents, including unsolicited pricing sheets are submitted, the University reserves the right to deem the Proposal nonresponsive if the supplemental documents conflict with the specifications of this Solicitation or the Terms and Conditions. Supplemental documents shall be considered as reference materials only, and nothing contained within a supplemental document shall be deemed as accepted by the University, unless accepted by the University in writing in accordance with Sections 2.4, 2.6 and 3.12 hereof. Offerors are cautioned against the use of supplemental documents. Conflicting supplemental documents may lead to the response being deemed non-

responsive, and no consideration of the response given. It is recommended that Offerors review Boise State University's Solicitation Instructions to Vendors, Clause 18, link found in Appendix 2. To the extent the terms of such agreements, once accepted by the University, conflict with the Terms and Conditions or other terms and conditions of this RFP, any conflict or inconsistency shall be resolved in accordance with Clause 37 & 38 of Boise State University Standard Terms and Conditions.

- 5.5 Finalization of the Contract documents including any supplemental agreements submitted in accordance with Section 3.12 will require additional time for review from the Office of Information Technology, Office of General Counsel, and State Board of Education.
- 5.6 The Contract is not effective until Purchasing has issued a Purchase Order specifying a commencement date (the "Effective Date"), and that date has arrived or passed. The Contractor will not provide or render services to the University under this Contract until the Effective Date. The University may determine, in its sole discretion, not to reimburse the Contractor for products provided or services rendered prior to the Effective Date. In addition, the Contract may be subject to approval by the State Board of Education, in which case, the Contract is not effective until such approval is obtained by the University.
- 5.7 Prior to the award of the Contract, University and the apparent successful Offeror will clarify expectations and develop a Project Management Plan for the implementation of the service.
 - 5.7.1 The Project Management Plan shall include a project schedule/timeline, (tasks that require more than ten (10) hours of work), and major deliverables.
 - 5.7.2 The Project Management Plan shall include a description for each task and a designation of whether Boise State or the Offeror is responsible for the task.
 - 5.7.3 Additionally, the Project Management Plan will contain all points of clarification, an agreed upon Project Schedule for the implementation of the service, and other clarifying supporting documents. Examples of points of clarification are clarification of requirements and legal clarifications. Examples of other clarifying supporting documents are risk management plan, change management plan, configuration management plan, and project closure plan.
 - 5.7.4 Upon a mutually agreed upon Project Management Plan, an award will be made, a Contract put in place, and implementation of the System can begin, subject to any other conditions such as State Board of Education approval and issuance of a PO.

- 5.7.5 Once the Contract is in place, all modifications to the Project Management Plan must be reviewed and approved by the University in writing.
- 5.8 Acceptance: In addition to the acceptance terms detailed in Boise State University Standard Contract Terms and Conditions, acceptance from the University will be based upon the completion of tasks and deliverables as agreed upon by the University and Contractor in the Project Management Plan. Final Acceptance shall be documented by the University in a writing setting forth the date of acceptance and establishing the Go-Live Date.
- 5.9 Termination of Contract Processes: Termination shall be in accordance with Boise State University Standard Contract Terms and Conditions, link found in Appendix 2. Upon expiration or termination of the Contract, the obligations of the parties to each other shall come to an end, except those provisions which are intended to survive and continue, which shall include, but shall not be limited to, provisions relating to confidentiality, indemnification, and insurance requirements contained in the Contract.
- 5.9.1 Effect of Termination for Convenience: Upon termination of this contract, other than termination for default or breach of the Contract, Contractor shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this section. Contractor shall: (i) stop work on the termination date stated in the notice of termination; (ii) place no further efforts for materials, services, or facilities, except as necessary to complete any continuing portion of the engagement or to provide services up to the termination date; and (iii) terminate any engagements to the extent they relate to work terminated, effective the termination date.
- 5.9.2 Payment upon Termination for Convenience: The parties shall work in good faith to agree on the amount to be paid due to the termination, effective the termination date. If the parties fail to agree on the amount to be paid due to the termination, University will pay Contractor the following amounts, provided that in no event will total payments exceed the amount payable to Contractor if the engagement had been fully performed: (i) The engagement price for deliverables and services accepted by University and not previously paid for, adjusted for any savings on freight, expenses, or other related charges; and (ii) the total of (a) the reasonable costs incurred in the performance of work terminated, including initial costs and preparatory expenses allocable thereto, but excluding any cost attributable to deliverables or services paid or to be paid; (b) the reasonable cost of settling and paying termination settlement proposals under terminated subcontracts that are properly chargeable to the termination portion of the engagement; and (iii) reasonable storage, transportation, demobilization, unamortized overhead and capital costs, and other costs reasonably incurred by Contractor in winding down and

terminating its engagement. Contractor will use generally accepted accounting principles, or accounting principles otherwise agreed to in writing by the parties, and sound business practices in determining all costs claimed, agreed to, or determined under this clause. If necessary based on the foregoing calculation or agreement between the parties, Contractor shall reimburse University for any amounts expended for work not actually performed as of the Termination Date, or any amount prepaid for work scheduled to occur subsequent to the Termination Date.

- 5.9.3 Additional Termination Rights for Material Breach by Contractor: Notwithstanding the termination provisions in the Boise State Standard Terms and Conditions, University may immediately terminate this Contract if Contractor is in breach of its obligations regarding confidentiality of data or a breach of University's data occurs as a result of Contractor's actions or failure to maintain data securely.
- 5.10 Effect of Termination: Upon any termination of this Contract for default or otherwise, Contractor shall (i) promptly discontinue all work, unless the termination notice directs or the parties agree otherwise in writing, (ii) promptly return to University any property provided by University pursuant to the engagement, and (iii) deliver or otherwise make available to University all data, reports, estimates, summaries and such other information and materials as may have been accumulated by Contractor in performing the engagement, whether completed or in process, and without additional charges. Upon termination by University, University may take over the work and may award another party a contract to complete the work contemplated by this engagement.

6. Business Information

- 6.1 **(ME) Qualifications:** Describe your qualifications for successfully completing the requirements of the RFP. To demonstrate your respective qualifications, the following are required:
- 6.1.1 **(ME) Staffing Plan** - Offerors should provide a detailed staffing plan with a chart showing all technical and functional roles that will be provided by the Offeror to carry out the work of the ensuing contract. Offerors should also provide a plan of functional and technical roles and an estimate of total hours that need to be provided by Boise State. Boise State will provide functional and technical resources ("University Committed Resources" See Appendix 8) committed to this project for configuration, process design, development, testing and documentation. Both Contractor and Contractor's employees and University Committed Resources must be available according to the project schedule to attend meetings, workshops, and other project related activities during Normal Business Hours (8-5 Mountain Time.)

- 6.1.1.1 Upon award, Boise State may require interviews to fill role requirements from Contractor. Boise State has the right to request the Offeror change resources at any time if work is deemed unsatisfactory, or for other reasons.
- 6.1.1.2 Contractor may propose to subcontract for certain roles/responsibilities that cannot be met by Contractor, provided any subcontractors utilized after the award of the Contract or not specifically listed in Offeror's Response must be approved by University.
- 6.1.1.3 Boise State has the right to ask the Contractor to sub-contract if the roles/responsibilities cannot be met by the Contractor.
- 6.1.2 **(ME) Escalation Plan** - Offeror must provide an Escalation Plan describing the response time and escalation procedure. The Escalation Plan must provide the name(s) of the personnel who will handle the escalation process for the resulting Contract. Upon award, the University may require an Escalation plan including name, title/position, contact phone, fax and email.
- 6.2 **(ME) Experience** Describe in detail your knowledge and experience in providing services similar to those required in this RFP.
 - 6.2.1 What is the total number of Oracle HCM Cloud implementations your firm has worked on? How many of those have you completed?
 - 6.2.2 Boise State prefers an Offeror who is experienced in working in a University environment. Please describe the environment that is typically and best served by your company. Also describe other environments where you've worked.
 - 6.2.3 What is the total number of Oracle HCM Cloud implementations your firm has worked on in Higher Education? How many of those have you completed? Which schools?
 - 6.2.4 Please explain projects where you have integrated Oracle HCM Cloud with Oracle Financials, Procurement and Project Portfolio Management. Which modules did you integrate?
 - 6.2.5 Please explain projects where you have integrated Oracle HCM Cloud with PeopleSoft Campus Solutions 9.2.
 - 6.2.6 Please explain projects where you have integrated Oracle HCM Cloud with Talent Acquisition products. To which products did you integrate?
 - 6.2.7 Please describe how you have handled user provisioning between HCM Cloud and other products such as Oracle Financials, Procurement and Project Management Portfolio and PeopleSoft Campus solutions.

- 6.2.8 Please describe your experience with reports and dashboards utilizing Oracle reporting tools, including OBIA, BICS, OTBI, OBIEE, etc.)
 - 6.2.9 Boise State University is interested in learning about industry best practices for implementation and how other institutes of higher education utilize the Oracle HCM Cloud System to meet their business needs. Please discuss best practices you've used with this system and how those can help further the business needs of the University.
 - 6.2.10 Provide a brief description of other products or services not specifically detailed or requested in this document that you feel are or may become relevant to Boise State. Discuss additional costs or technical requirements associated with these features.
 - 6.2.11 Based on the Scope of Work detailed in this RFP, identify any risks or constraints that you will need to address prior to or during the performance of the implementation; as well as a description of how you will address each one. For example an incomplete Scope of Work can be both a risk and a constraint. How would you mitigate, or overcome, this?
- 6.3 **(E) References** For evaluation purposes, using Appendix 6, "References," provide three (3) completed, written professional references from universities (preferred) or companies which are using or have used the Offeror's services for at least a year.

Offerors must follow the instructions in Appendix 6, "References," to obtain those references. Offerors may email the RFP Lead prior to the reference submittal deadline to verify receipt of references.

7. Scope of Work

7.1 (M) Assumptions

- 7.1.1 Core HR, Payroll and a reporting solution will be implemented concurrently.
- 7.1.2 The data that is converted will be limited to the minimal amount required to have a functioning system. All other historical data will be available in the data warehouse for reporting.
- 7.1.3 The project go-live will coincide with a pay period begin date.
- 7.1.4 The project go-live will not coincide with a calendar year start date.
- 7.1.5 The project go-live will not coincide with the fiscal year start date (July 1).
- 7.1.6 Taleo is the current talent acquisition tool for a portion of candidate hiring, however other talent acquisition products are under review. HCM Cloud will integrate with the talent acquisition product(s).

- 7.1.7 OFC and HCM will be installed on the same identity domain.
- 7.1.8 Oracle Platform as a Service and Infrastructure as a Service will not be used for customizations except for multiple jobs within payroll processing.

7.2 **(M) General Requirements** The project is expected to include the following Scope of Work as well as the additional details and Scope of Work contained in the attached "HCM Scope Additional Details," Appendix_9.

- 7.2.1 Implementation of Core HR including but not limited to configuration of organizational structure, administrative and self-service transactions, approval workflow, position management for employees, department tree, DFF's as needed and pay groups to support payroll and time and labor processing
- 7.2.2 Implementation of Benefits including but not limited to configuration of benefit programs, benefit plans, eligibility profiles, life events and self-service benefits
- 7.2.3 Implementation of Absence Management including but not limited to absence types, absence reasons, absence plans, approval rules and configuration of leave balances
- 7.2.4 Implementation of Workforce Compensation including but not limited to configuration of compensation plans for annual merit review and incentive plans, individual compensation plans for incentive payments, compensation worksheets to include core HR data, custom alerts, dynamic calculations, plan budgets, currency, compensation components, eligibility profiles to define eligibility for the compensation plans, worksheet approvals using hierarchy, compensation budgeting and allocation based on supervisor hierarchy and compensation change statements, and creating/modifying/printing and storing employee contracts
- 7.2.5 Implementation of payroll including but not limited to configuration of currency, configuration of pay frequency, earnings codes, deduction codes, tax jurisdictions, banks for payroll payments, tax withholding rules, payroll calendars, the general ledger COA in HCM, payroll units, tax reporting, bi-weekly payroll runs, pay periods, FLSA, unemployment insurance rates, salary basis, departments to hold costing details, garnishments, retro pay elements, payment methods, developed check writer and printed payslips, self-service for W4 changes, and payslips online
- 7.2.6 Implementation of time and labor including but not limited to configuration of timecard layouts, time entry rules, work patterns, work schedules, time categories, profiles for time processing and time entry, time approval for supervisors, self service approval delegation, shift patterns, holiday hours, timesheets and reminder notifications
- 7.2.7 Implementation of Employee and Manager self-service of items listed on the "HCM Scope Additional Details," Appendix 9 under Employee and Manager and Self Service

- 7.2.8 Implementation of reporting tools including installation of development and production instances of OBIA HR Analytics, ETL development and HCM related reports
 - 7.2.9 Data conversion via web services (preferred) or flat file (last resort)
 - 7.2.10 Interfaces and integrations including data syncs, outbound, inbound and internal
 - 7.2.11 Security setup including single sign on, configuration of job roles and profiles, establishing integration between HCM Cloud and PeopleSoft Campus Solutions for user provisioning and affiliate account creation and configuration of department security tree
 - 7.2.12 Meet the federal Uniform Guidance standards for the treatment of compensation and personal services.
 - 7.2.13 Rework on any changes that impact PeopleSoft Campus Solutions, Oracle PPM, Oracle Procurement, Oracle Financials Systems, based on changes to HR System
 - 7.2.14 Offeror will supply system training for the project team on system architecture, system design and module specific processing
 - 7.2.15 Offeror can meet the timeline outlined in Section 1.6. or has explained otherwise, per Section 7.3
 - 7.2.16 Employer filing of W2s and employee access to W2 information. Boise State will have Development, Test, Production and Training instances of HCM configured and implemented
 - 7.2.17 Project team will use Google Applications (Gmail, Calendar, and Drive) for collaboration of project documentation and communications
- 7.3 **(ME) Implementation Approach & Timeline** Ability to deliver and complete installation as requested will be a component of the award. Time is of the essence with regard to milestones, completion of tasks, and all aspects of the implementation project and the Contract. Please provide and discuss your approach for implementation of Boise State's HCM Cloud System. Include phases and/or steps with major tasks and expected deliverables for each phase. Provide your proposed timeline based on experience with the product. If the timeline outlined in Section 1.6 is unreasonable or otherwise unattainable, please explain why.
- 7.4 **(ME) Project Management**
- 7.4.1 Describe the project management tools that are typically used during your implementations (e.g., work plans, meetings, conference calls, status reports, work flow charts, issues log and resolution, staff management, etc.). Attach examples of your project management tools to your Proposal submission.
 - 7.4.2 Describe how you coordinate various parts of the project and ensure that teams stay coordinated with regard to design and schedule.
 - 7.4.3 What techniques do you employ to manage and control costs of the project?

- 7.4.4 Describe your process for change control.
- 7.4.5 If your fit/gap analysis determines gaps, how do you handle those gaps? Provide examples of gaps you have found and solutions you have implemented.
- 7.4.6 Please provide a detailed explanation of the data conversion process.
- 7.4.7 Explain your testing process including types of testing, methods for resolving discrepancies, tools, and criteria for ensuring the testing is complete.

7.5 **(ME) Training and Knowledge Transfer**

- 7.5.1 What training do you deliver to support implementation in the early stages of planning? Please indicate what methods are used--instructor-led, face-to-face, web conference, web recordings, etc. and/or others.
- 7.5.2 Please explain your proposed process for providing knowledge transfer to University resources during the project for project team members, functional and technical staff, core users within the HR and Payroll departments.
- 7.5.3 Please describe the approach for transitioning the implementation and ongoing support to Boise State after go-live.

7.6 **(ME) Change Management**

- 7.6.1 Describe how you have addressed communications and change management during other Oracle HCM Cloud implementations, suggest how this might best be managed during this project and the resources and skill sets needed to be allocated towards this effort both by Contractor and University.
- 7.6.2 Do you have a range of change management offerings? If so, please explain what is included within them, and a cost range associated with each.

7.7 **(ME) Reporting**

- 7.7.1 Describe your experience installing HCM OBIA.
- 7.7.2 Describe your experience producing reports from Oracle HCM cloud in BICS.
- 7.7.3 Boise State has established a common structure for data reporting. To meet the needs of this structure, describe how you would implement an effective reporting solution using Oracle HCM Cloud, OBIA, and BICS.
- 7.7.4 Please describe your experience with OTBI, BI Publisher, dashboards and other delivered reporting tools within HCM Cloud.

8. Cost Proposal Pricing will be evaluated using the cost model that offers the University the best possible value over the term of the Contract.

- 8.1 **(ME)** Use the format established in Appendix 7 to **respond to the Cost Proposal** of this RFP, and identify it as “Appendix 7 - Cost Proposal – RFP ST18-114 Oracle HCM Cloud System Implementation.” Altering the format may result in a finding that your Proposal is nonresponsive.
- 8.2 The University requests that costs be submitted in two (2) ways: Cost by Time and Materials and a single, Overall Cost Proposal. Offeror’s must complete the Cost Proposal (Appendix 7) for both types of cost. After evaluation and upon the opening of costs, at its discretion, the University will choose the cost method that provides the best possible value to the University.
- 8.3 **(M) All costs associated with the specifications of the RFP must be included in the mandatory Cost Proposal.** All proposed pricing will be firm/fixed and fully-burdened with all direct and indirect costs, and must include (but not be limited to), all operating, administrative, and personnel expenses, such as overhead, salaries, profit, supplies, per diem, travel (airfare and/or mileage), lodging, and quality improvement.
- 8.4 **Hourly Rate for Off-Site Work:** Not-To-Exceed (NTE) Offsite Hourly Rates will be used for work that is to be completed off-site (remotely). Unless otherwise agreed upon, Contractors proposed under this rate structure must reside in and be lawfully able to work in the United States and will be expected to work eight hours a day (8am to 5pm Mountain Time) five days a week (Monday through Friday). Modified work schedules may be addressed in writing and may be adjusted on an overall or case-by-case basis at the discretion of the University. Contractors may be asked to work weekends, or alternate schedules. Contractors will be provided access to relevant applications. Contractors must provide their own workspace, computer, phone, and broadband internet connection.
- 8.5 **Hourly Rate for On-Site Work:** Projects may require that a Contractor work on-site at Boise State University. The Not-To-Exceed (NTE) Hourly Rate for On-Site Work must be firm fixed and fully burdened to include all travel related expenses, including but not limited to air fare, car rental, lodging and food. Unless otherwise agreed upon, Contractors proposed under this rate structure must reside in and be lawfully able to work in the United States and will be expected to work on the Boise State University main campus in Boise, ID, Monday – Thursday from 8am -5pm or as specified by the University. Modified work schedules may be addressed in writing and may be adjusted on an overall or case-by-case basis at the discretion of the University. Contractors may be asked to work weekends, or alternate schedules. These Contractors will be provided a workspace on campus, a Wired or WiFi network connection, and access to relevant applications. Contractors must provide their own laptop and cell phone.

- 8.6 Proposal must include any applicable freight charges.
- 8.7 Prices must be FOB Boise State University, Boise, ID.
- 8.8 Contractors are not allowed to direct bill expenses or to receive advance payments for services not rendered.
- 8.9 Payment terms shall be NET 30. Billing and invoice procedure details are included in the Cost Proposal, Appendix 7.
- 8.10 Boise State doesn't pay until a product/service is received, and will hold a portion of the total payment until final acceptance. The University intends to pay per the finalized Project Management Plan, including milestones and/or deliverables, as discussed in Section 5.7 and as mutually agreed upon between Contractor and University.

9. Proposal Review and Evaluation

- 9.1 The objective of the University in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.
- 9.2 Proposals must demonstrate that Offerors have the ability to complete the described functions of this RFP.
- 9.3 The Proposal will be evaluated first as either “pass” or “fail,” based on compliance with Mandatory (M) and Mandatory/Evaluated (ME) requirements. All Proposals that meet the Mandatory and Mandatory/Evaluated requirements will continue in the evaluation process. Proposals not meeting the Mandatory and Mandatory/Evaluated requirements may be found non-responsive.
- 9.4 The University will establish an evaluation team, that may consult with subject matter experts to review and advise on any portion of the response, to evaluate responses. Upon opening the responses, the Boise State University Purchasing Department will inspect the Proposal for responsiveness. Under the facilitation of the Purchasing Department, the evaluation team will score the responsive Proposals.

The University may request Interviews from the top several scoring Offerors.

The evaluation team will discuss and finalize their scoring with the Purchasing Department. Prior to award, the apparent successful Offeror’s response may be forwarded to a representative(s) of the Office of Information Technology and/or General Counsel or other University department to confirm that the Proposal is acceptable and within the University’s infrastructure and policies.

- 9.5 The criteria described in the Evaluation Criteria section will be used to evaluate and score the Proposals for the purpose of ranking them in relative position based on how fully each Proposal meets the requirements of this RFP. Particular emphasis will be placed on the Offeror’s understanding of the RFP, quality of product/service, and the description of how the activities will be performed.

The scores for the Business Information Proposal and Scope of Work Proposal will be normalized as a whole, or by category, at University’s sole discretion. With the exception of cost, the Proposal with the highest raw score will receive all available points in total or by category total. Other Proposals will be assigned a portion of the maximum available points, using the formula:

$(\text{Raw score of Proposal being evaluated} / \text{highest raw score}) \times \text{total possible points}.$

- 9.6 The Estimated Time & Materials Total Cost or Overall Cost, as detailed in the Cost Proposal Appendix 7, (at the discretion of the University) will be normalized to the lowest cost. The Proposal with the lowest cost will receive all the cost points as assigned in the Evaluation Criteria below. Other Proposals will be assigned a portion of the maximum score using the formula:

Lowest Cost / other Proposal cost x total possible cost points.

9.7 At the discretion of the University, Interviews may be required of the top several scoring Offerors. Offerors who do not make the Interview portion of the evaluation may not be further evaluated.

9.8 Offeror Interviews, if required, will be conducted before the Notice of Intent to Award is issued. Interviews will be in-person at Boise State University and provided at no cost to the University. The University will endeavor to provide adequate notice that an Offeror has been selected for an Interview. Offerors should be prepared to discuss their qualifications and experience and answer questions from University personnel.

Interviews may include hypothetical scenarios, real-life test samples, quality assurance issues, reporting and/or anything else of interest to the University. The Interview becomes an official part of the response. At its discretion, the University will choose either "Evaluated" or "Pass/Fail" interviews, as discussed below.

9.8.1 **(E) Evaluated Interviews** - At the discretion of the University, several of the highestscoring Offerors may be contacted for an Interview regarding their solicitation response, implementation strategy and to respond to questions. Evaluation of the Interviews may result in adjustment of points awarded in the Business Information and Scope of Work Proposal, as the evaluation committee deems appropriate. Failure to successfully and adequately answer questions and discuss the strategy listed in this RFP may result in rejection of the Proposal.

9.8.2 **(E) Pass/Fail Interviews** - Alternatively, the University reserves the right to require an Interview of only the top-scoring Offeror. If this option is chosen, the evaluation is strictly Pass/Fail for the apparent successful Offeror. If the apparent successful Offeror fails, then the next highest-scoring Offeror will be considered the apparent successful Offeror and the Interview process may be repeated.

9.9 For those Proposals meeting mandatory requirements and making it to the Interviews, the total evaluation points will be summed with the cost points and Interview points, and the Proposals will be ranked by final, total score.

9.10 Award will be made to the responsive, responsible Offeror whose Proposal receives the highest number of points.

9.11 Offerors will be notified of the result of the solicitation process in writing. Written notification will be sent to the authorized signer designated on the signature page.

9.12 **Evaluation Criteria**

Technical Proposal:

Mandatory (M, ME) Submission Requirements Met	Pass/Fail
---	-----------

Business Information (Sections 6.1, 6.2)	150 points
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References (Section 6.3)	150 points
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Scope of Work (Section 7)	400 points
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Cost Proposal:

Cost Proposal (Section 8, Appendix 7)	300 points
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Total Points	1,000 points
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Possible additional points:

Interviews: (if evaluated and scored, Section 9.8)	300 additional points
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APPENDIX 1

Terms and Conditions for This Solicitation

1. **Boise State Standard Terms and Conditions** The Boise State Standard Terms and Conditions, linked in Appendix 2, as may be amended from time to time, are incorporated by this reference as if fully set forth herein.
2. **Boise State Solicitation Instructions to Vendors** The Boise State Solicitation Instructions to Vendors, as linked in Appendix 2, as may be amended from time to time, are incorporated by this reference as if fully set forth herein.
3. **No Rights to Setoff or Debit** The Contractor shall invoice the University and shall not have rights to setoff against State funds or to debit State accounts.
4. **Punitive Damages; Waiver of Jury Trial** Any requirement to waive punitive damages or the University's right to jury trial in documents that Offeror submits with its Bid or Proposal or any supplemental or subsequent agreements are void.
5. **Arbitration** Any requirement to submit any dispute or matter arising from or related to the Contract or this Solicitation to arbitration is void.
6. **Click-through Licenses Prohibited** The University will not accept "click-through" acceptance of software licensing terms either initially or through upgrades.
7. **Representations and Warranties** The following representations, covenants, and warranties shall apply to the Contract. Offeror represents, covenants, and warrants that:
 - 7.1 Contractor has the full power and authority to enter into the Contract, grant the University any license offered in its Proposal, and has the full power and authority to grant to the University access to and utilize the services to be provided by Contractor, including any System to be provided (the "System"), and to produce all required functionality as specified in the Contract.
 - 7.2 Contractor will perform all services required pursuant to the Contract in a professional manner, and with high quality.
8. **University Marks** Boise State University's registered trademarks, as well as other names, seals, logos, college colors and other indicia ("University Marks") that are representative of the University may be used solely with permission of Boise State University. Notwithstanding the foregoing, the University logo may be used in the RFP response for illustrative purposes only.

No use may be made of University Marks in any document which implies any association with or endorsement of the services of the Offeror or any other third party.

9. **Ownership** The University shall own and retain all rights to information, techniques, processes and data developed, documented, derived, stored, installed or furnished by the University under the Contract.
10. **Executive Orders** The Contractor warrants that at all times, for the term of the Contract, Contractor will comply with all posted and applicable, active Idaho Executive Orders, link found in Appendix 2. Contractor further warrants that at all times for the term of the Contract, Contractor's offered property as defined by Idaho Code will comply with all applicable Idaho Technology Authority Standards, link found in Appendix 2.
11. **Return of Confidential Information** Upon any termination of the Contract, Contractor shall return to the University all copies of University Confidential Information (as defined in the Boise State Standard Terms and Conditions) or other materials incorporating Confidential Information in the possession of Contractor or its employees. Contractor agrees to:
 - 11.1 Return all property in any form belonging to the University without charge.
 - 11.2 Return all confidential information that may have been received from the University. Provide the ability for University to electronically retrieve data and documents from Contractor's system without charge, as this data is owned by University.
 - 11.3 Return all data that is the property of the University in a reasonable format specified by the University without charge. Deliver to Boise State, within *30 days*, all data and documents from Contractor's system that pertain to Boise State.
 - 11.4 The University will verify receipt of that data.
12. **Data Protection** To the extent Contractor maintains, acquires, discloses, uses, or has access to any Personal Information, including without limitation Education Records, Contractor shall comply with all Data Privacy Standards. Contractor shall notify University immediately in writing if Contractor is no longer in compliance or becomes aware of any breach in security with respect to any Personal Information.
 - 12.1 For purposes of this Contract, "**Data Privacy Standards**" means all relevant and applicable federal and state data privacy standards, including but not limited to the Federal Education Rights and Privacy Act, 20 USC 1232g, as may hereafter be amended, and its accompanying rules and regulations ("FERPA"), the Health Insurance Portability and Accountability Act ("HIPAA"), and Health Information Technology for Economic and Clinical Health Act ("HITECH").

- 12.2 For purposes of this Contract, **“Personal Information”** includes personally identifiable information of an individual, including Education Records, first name and last name or first initial and last name in combination with any one or more of the following data elements; social security number; driver’s license or state identification card number; financial account number or credit or debit card number, with or without any required security code, access code, personal identification number or password that would permit access to an individual’s financial account; passport number; medical history, mental or physical condition, or medical treatment or diagnosis by a healthcare professional or health insurance information; username or email address coupled with a password or security question and answer that would permit access to an online account; and/or protected health information, as defined in HIPAA and accompany regulations.
- 12.3 **“Education records”** shall have the meaning set forth in FERPA and accompanying regulations.
- 12.4 **Student educational records are protected by FERPA.** Contractor will comply with FERPA and will not access or make any disclosure of Education Records to third parties without prior notice to and consent from University or as otherwise provided by law. To the extent the engagement requires Contractor to access any Education Records, for purposes of the engagement only, University designates Contractor as a “school official” for University under FERPA, as that term is used in FERPA and its implementing regulations. As such, Contractor will comply with FERPA and will not make any disclosure of Education Records to third parties without prior notice to, and consent from, University, or as otherwise permitted by law. In addition, any access or disclosures of Education Records made by Contractor or its employees, subcontractors or agents must comply with University’s definition of legitimate educational purpose. If Contractor or any subcontractor violates this section, Contractor will immediately provide notice of the violation to University.
- 12.5 If at any time during the term of the engagement any part of Personal Information, in any form, that Contractor obtains from the University ceases to be required by Contractor for the performance of its obligations under the engagement, or upon termination of the engagement, whichever occurs first, Contractor shall, within fourteen (14) days thereafter, promptly notify University and securely return such Personal Information to University, or, at University’s written request destroy, uninstall and/or remove all copies of such Personal Information in Contractor’s possession or control, or such part of the Personal Information which relates to the part of the engagement which is terminated, or the part no longer required, as appropriate, and certify to University that the same has been completed. In the event that returning or securely destroying the Personal Information is infeasible, Contractor must provide notification to University of the conditions that make return or destruction infeasible, in which case Contractor must (i) continue to protect all Personal Information that it retains; (ii) agree to limit further uses and disclosures of such Personal Information to those purposes that

make the return or destruction infeasible for as long as Contractor maintains such Personal Information; and (iii) to the extent possible, de-identify such Personal Information.

- 12.6 If Contractor utilizes a subcontractor in connection with its performance of its obligations under the engagement and provides such Subcontractor with access to Personal Information, Contractor shall provide University with prompt notice of the identity of such Subcontractor and the extent of the role that such Subcontractor will play in connection with the performance of services under the engagement. Moreover, all such Subcontractors given access to any Personal Information must agree to: (a) abide by the clauses set forth herein, including, without limitation, its provisions relating to compliance with Data Privacy Standards for the protection of Personal Information and notice requirement for a security and/or privacy incident; (b) restrict use of Personal Information only for Subcontractor's internal business purposes and only as necessary for to render services in connection with Contractor's performance of its obligations under the engagement, and (iii) certify in writing, upon completion of any performance of services by a Subcontractor, that the Subcontractor has immediately uninstalled, removed, and/or destroyed all copies of Personal Information within 30 days of Subcontractor's completion of the performance of services.
13. **Breach of Security or Privacy** If Contractor, or its Subcontractor, suspect, discover or are notified of a data security incident or potential breach of security and/or privacy relating to Personal Information, or a theft or misappropriation of the University's Confidential Information or Personal Information, Contractor shall immediately, but in no event later than twenty (24) hours from suspicion, discovery or notification of the incident or potential breach, provide written notice to University of such incident or potential breach. Contractor shall, upon University's request, investigate such incident or potential breach, inform University of the outcome of any such investigation, and assist University in maintaining the confidentiality of such information. In addition to the foregoing, Contractor shall provide University with any assistance necessary to comply with any federal, state and / or provincial laws requiring the provision of notice of any privacy incident or security breach with respect to any Personal Information to the affected or impacted individuals and / or organizations, in addition to any notification to applicable federal and state agencies. In the event of a breach of any of the Contractor's data security obligations or other event requiring notification under this Contract or applicable State and Federal law, the Contractor must assume total financial liability incurred by such breach and subsequent notifications. In addition the Contractor must assume responsibility to indemnify, hold harmless and defend Boise State University, its officials, and employees from and against any claims, damages, or other harm related to such theft or misappropriation. Boise State will have up to six (6) months from the date of receipt of written notice from Offeror of the theft or misappropriation to provide written notice to the Offeror of its intent to terminate, and to terminate, this Contract. If the University elects to terminate this Contract pursuant to this section, Offeror will have no right to cure the breach of this Contract in order to prevent Boise State from terminating the Contract.

14. **Export Control** Export laws and regulations of the United States and any other relevant local export laws and regulations apply to the services provided by Contractor under this Contract. Contractor represents and warrants that it currently complies and covenants that it shall continue through the term of this engagement and in the performance of any services to comply with all such export laws and regulations (including “deemed export” and “deemed re-export” regulations). Contractor agrees that no data, information, software programs and/or materials resulting from services (or direct product thereof) will be exported, directly or indirectly, in violation of these laws, or will be used for any purpose prohibited by these laws including, without limitation, nuclear, chemical, or biological weapons proliferation, or development of missile technology.

APPENDIX 2 - Helpful Links

1. **Boise State University Purchasing Department, Solicitations, Amendments:**
https://vpfa.boisestate.edu/process/review/purchasing_bidopportunities.php
2. **Standard Contract Terms and Conditions:**
<https://vpfa.boisestate.edu/process/procurement/BoiseStateStandardTerms.pdf>
3. **Solicitation Instructions to Vendors:**
<https://vpfa.boisestate.edu/process/procurement/SolicitationInstructions.pdf>
4. **Appeals Process:** <https://vpfa.boisestate.edu/process/procurement/purchasingappealsprocess.pdf>
5. **Accessibility:** <https://policy.boisestate.edu/information-technology/policy-title-informationtechnology-accessibility/>
6. **Insurance Requirements:**
http://rmi.boisestate.edu/wp-content/uploads/2014/11/CertificateInsRqmts_3rdParty.pdf
7. **Active Executive Orders:** <http://gov.idaho.gov/mediacenter/execorders/>
8. **State of Idaho Special Terms And Conditions For Customized Software And Related Services:**
[https://purchasing.idaho.gov/pdf/terms/special terms and conditions for customized software.pdf](https://purchasing.idaho.gov/pdf/terms/special%20terms%20and%20conditions%20for%20customized%20software.pdf)
9. **System for Award Management (SAM) list of parties excluded from federal procurement and non-procurement programs:** <https://www.sam.gov/portal/SAM/##11>
10. **Financials NAICS/SIC Code:** <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>

11. Idaho Technology Standards: <http://ita.idaho.gov/resources.html/>

12. Boise State University Facts and Figures: <https://news.boisestate.edu/facts/>

APPENDIX 3 SUBMISSIONS CHECKLIST

Response checklist reminder—this checklist is not intended as a complete list of requirements in response to this RFP, but merely as a reminder of some of the required items. Failure to submit any of the following items or late submission of any of the following items may result in disqualification of your Proposal. Mail your hard copy response to the buyer to be received by the closing time and date as specified in Section 1.1.

Section 3:

- Proposal received by due date stated in Section 1 or any subsequent amendment
- Signature Page with original handwritten signature (Appendix 4)
- One (1) original and six (6) copies of Business Information and Scope of Work
- Cost Proposal (sealed & submitted separately)
- Electronic version on USB Device
- Redacted version / Trade Secrets (or note there are none)
- Executive Summary
- Cover Letter
- Any proposed modifications to Terms and Conditions
- Supplemental document or agreements
- Signed Amendment Confirmation(s)

Section 6

- Qualifications (Staffing & Escalation Plan)
- Experience
- References (Appendix 6)

Section 7

- Scope of Work

Section 8

- Cost Proposal (Appendix 7)

APPENDIX 4 - Signature Page

THIS PAGE MUST BE FILLED OUT, SIGNED AND RETURNED WITH PROPOSAL. THIS SIGNATURE PAGE MAY NOT BE MODIFIED AND MUST BE SIGNED BY HAND. MODIFICATIONS TO THIS PAGE MAY DEEM THE ENTIRE PROPOSAL NON-RESPONSIVE AND NO FURTHER CONSIDERATION WILL BE GIVEN.

BY SUBMISSION OF THIS PROPOSAL TO BOISE STATE UNIVERSITY, THE UNDERSIGNED HEREBY OFFERS TO SELL TO BOISE STATE UNIVERSITY THE SPECIFIED PROPERTY AND/OR SERVICES, IF THIS PROPOSAL IS ACCEPTED WITHIN A REASONABLE TIME FROM DATE OF CLOSING, AT THE PRICE SHOWN IN OUR PROPOSAL AND UNDER ALL THE SPECIFICATIONS, TERMS AND CONDITIONS CONTAINED IN, OR INCORPORATED BY REFERENCE, INTO THE BOISE STATE UNIVERSITY'S RFP, AS MAY BE AMENDED PRIOR TO THE DATE HEREOF IN ACCORDANCE WITH THE TERMS OF THE SOLICITATION.

AS THE UNDERSIGNED, I ALSO CERTIFY I AM AUTHORIZED TO SIGN THIS PROPOSAL FOR THE OFFEROR AND THE PROPOSAL IS MADE WITHOUT CONNECTION TO ANY PERSON, FIRM, OR CORPORATION MAKING A PROPOSAL FOR THE SAME GOODS AND/OR SERVICES AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

NO LIABILITY WILL BE ASSUMED BY BOISE STATE UNIVERSITY FOR AN OFFEROR'S FAILURE TO OBTAIN THE TERMS AND CONDITIONS IN A TIMELY MANNER FOR USE IN THE RESPONSE TO THIS RFP OR ANY OTHER FAILURE BY THE OFFEROR TO CONSIDER THE TERMS AND CONDITIONS IN THE RESPONSE TO THE RFP.

ADDITIONAL OR SUPPLEMENTAL TERMS AND CONDITIONS MAY BE CONSIDERED FOLLOWING THE DATE HEREOF ONLY IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOLICITATION.

Failure to comply with these requirements may result in disqualification and your entire response being deemed non-responsive.

Please complete the following information:

OFFEROR (Company) NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TOLL-FREE # _____ PHONE # _____

FAX # _____ EMAIL _____

FEDERAL TAX ID / SSN # _____

SIGNATURE PAGE MUST BE HAND-SIGNED & RETURNED FOR PROPOSAL TO BE CONSIDERED.

Signature	Date
Please type or print name	Title

APPENDIX 5 Offeror Questions

DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY’S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions MUST be followed when submitting questions using the question format on the following page.

1. Questions must be received by the Deadline to Receive Questions noted in **Section 1.1** of the RFP or will be rejected and not considered.
2. **DO NOT CHANGE THE FORMAT OR FONT**. Do not bold your questions or change the color of the font. Questions must be submitted in this editable WORD doc.
3. Enter the RFP section number that the question is for in the “RFP Section” field (column 2). If the question is a general question not related to a specific RFP section, enter “General” in column 2. If the question is in regards to a University Term and Condition or a Special Term and Condition, state the clause number in column 2. If the question is in regard to an appendix, enter the appendix identifier (example “Appendix 1”) in the “RFP Section” (column 2), and the appendix page number in the “RFP page” field (column 3).
4. Do not enter text in column 5 (Response). This is for the University’s use only.

5. Once completed, this form is to be emailed per the instructions in the RFP. The email subject line is to state "RFP ST18-114 Oracle HCM Cloud System Implementation - Questions."

**RFP ST18-114, Oracle HCM Cloud System Implementation for
Boise State University**

Offeror Questions are due by 5:00 PM MT, per the date listed in Section 1.1 RFP Administrative Information. Please make sure to submit this as a word doc, as it is here.

Question	RFP Section	RFP Page	Question	Response
1				
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APPENDIX 6 References

INSTRUCTIONS TO THE OFFEROR:

Offerors will be scored on three (3) completed Reference Questionnaires. If more than the minimum number are received, the first three (3) received will be scored. If fewer than the minimum number of references are received prior to the closing date, the Offeror will receive a zero (0) for all questions not scored and questionnaires not received. If multiple references are received from the same company only the first received will be accepted. Scores from reference questionnaires will be averaged.

The reference questionnaires must be from individuals, companies or agencies for whom the Offeror provided products or services that are similar in nature and scope to those requested by this solicitation (higher education preferred), and within the last one (1) year from the posting date of this solicitation. References outside the requisite number of years and references determined by the University, in its sole discretion, to be not of a similar nature and scope to the products or services requested here will receive a score of zero (0). **Determination of “similar” will be made by using the information provided by the reference in Section II General Information and any additional information provided by the reference, or otherwise obtained by the University.** Only one (1) reference will be received/qualified per reference company. Boise State University may not be utilized as a reference.

REFERENCES MUST BE RECEIVED BY THE RFP LEAD (by email), DIRECTLY FROM THE REFERENCE, IN ORDER TO BE CONSIDERED.

1. Offerors must complete the following information on page 2 of the “Reference’s Response To” document before sending it to the Reference for response.

a. Print the name of your reference (company/organization) on the “REFERENCE NAME” line.

- b. Print the name of your company/organization on the "OFFEROR NAME" line.
 - c. Be certain that the RFP Closing Date and Time in Instruction 5, on the following page, is correct.
2. Send the "Reference's Response To" document to your references to complete.

NOTE: It is the Offeror's responsibility to follow up with their references to ensure timely receipt of all questionnaires. Offerors may email the RFP Lead prior to the RFP closing date to verify receipt of references.

**REFERENCE QUESTIONNAIRE REFERENCE'S
RESPONSE TO:**

RFP Number: ST18-114 RFP Title: Oracle HCM Cloud Implementation

REFERENCE NAME (Company/Organization): _____

OFFEROR NAME (Company/Organization): _____ has submitted a Proposal to Boise State University to provide Oracle HCM Cloud Implementation. We've chosen you as one of our references.

INSTRUCTIONS

1. Complete **Section I. GENERAL INFORMATION** (*This section will be used to determine the similarity of the reference's System to the proposed solution.*)
2. Complete **Section II. RATING** using the Rating Scale provided.
3. Complete **Section III. ACKNOWLEDGEMENT** by manually signing and dating the document. (*Reference documents must include an actual signature.*) **References received without a signature will not be accepted.**
4. Email **THIS PAGE** and your completed reference document, Sections I through III to:

RFP Lead: Shannan Thomas, 208-841-0828
Email: shannanthomas@boisestate.edu
5. This completed document **MUST** be received by **5/4/18 at 5 p.m.** (Mountain Time). Reference documents received after this time will not be considered.
6. Do **NOT** return this document to the Offeror.
7. In addition to this document, the University may contact references by phone or email for further clarification if desired.

Section I. GENERAL INFORMATION

-
1. Please include a brief description of the services provided by this Offeror:

2. During what time period did the Offeror provide these services for your business?

Month: _____ Year: _____ to Month: _____ Year: _____

Section II. RATING

Using the Rating Scale provided below, rate the following numbered items by circling the appropriate number for each item:

Rating Scale

Category	Score
Poor or Inadequate Performance	0
Below Average	1 – 3
Average	4 – 6
Above Average	7 - 9
Excellent	10

Circle **ONE** number for each of the following numbered items:

1. Rate the overall quality of the Offeror's consulting and implementation experience.

10 9 8 7 6 5 4 3 2 1 0

2. Rate how well the agreed-upon, planned implementation schedule was consistently met and deliverables provided on time by the Offeror. *(Pertains to delays under the control of the Offeror):*

10 9 8 7 6 5 4 3 2 1 0

3. Rate the overall quality of the Offeror's support resources (user/admin, training, documentation, etc.):

10 9 8 7 6 5 4 3 2 1 0

4. Rate the Offeror's overall customer service and timeliness in responding to customer service inquiries:

10 9 8 7 6 5 4 3 2 1 0

5. Rate the knowledge of the Offeror's assigned staff and their ability to quickly and thoroughly resolve a product/system technical and/or performance issue:

10 9 8 7 6 5 4 3 2 1 0

6. Rate the Offeror's flexibility in meeting business requirements:

10 9 8 7 6 5 4 3 2 1 0

7. Rate the Offeror's ability to suggest and influence change within your organization, based on industry standards, best practices and/or experience

10 9 8 7 6 5 4 3 2 1 0

8. If the Offeror suggested a change that was accepted by your organization (Question #7), rate the success of that change and the success of the implementation of that change :

10 9 8 7 6 5 4 3 2 1 0

9. Rate the likelihood of your company/organization recommending this Offeror to others in the future:

10 9 8 7 6 5 4 3 2 1 0

10. Please provide comments/additional details to inform any of the above ratings:

Section III. ACKNOWLEDGEMENT

I affirm to the best of my knowledge that the information I provided is true, correct, and factual:

Signature of Reference

Date

Print Name

Title

Phone Number

Email Address

APPENDIX 7 - Cost Proposal (ME)

Part 1. (M) Cost Proposal: *The completion and submission of this Cost Proposal is mandatory. No other Offeror-supplied pricing shall be evaluated for award. No other Offeror-supplied pricing shall constitute the pricing for any resulting Contract.*

The University requests that costs be submitted in two (2) ways: Time and Materials and Overall Cost. Offeror's MUST complete the Cost Proposal for both types of cost. After evaluation and upon the opening of costs, at its discretion, the University will choose the cost method that provides the best possible value to the University.

Time and Materials Cost: Add columns as necessary to include all job titles expected to be involved in this project. Estimate, based on your experience, the required number of hours of each job type, to complete the specifications listed in this RFP.

A	B	C	D	E	F
<u>Job Title</u>	<u>NTE On-site Hourly Rate</u>	<u>NTE Off-site Hourly Rate</u>	<u>Estimated On-site Hrs</u>	<u>Estimated Off-Site Hrs</u>	<u>Estimated Total Cost per Job Title =(B*D)+(C*E)</u>

<u>Estimated Time and Materials Total Cost (= sum column F)</u>					

Overall Cost:

<u>Total Fixed Cost (all inclusive, maximum)</u>	
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Part 2. Billing Procedure:

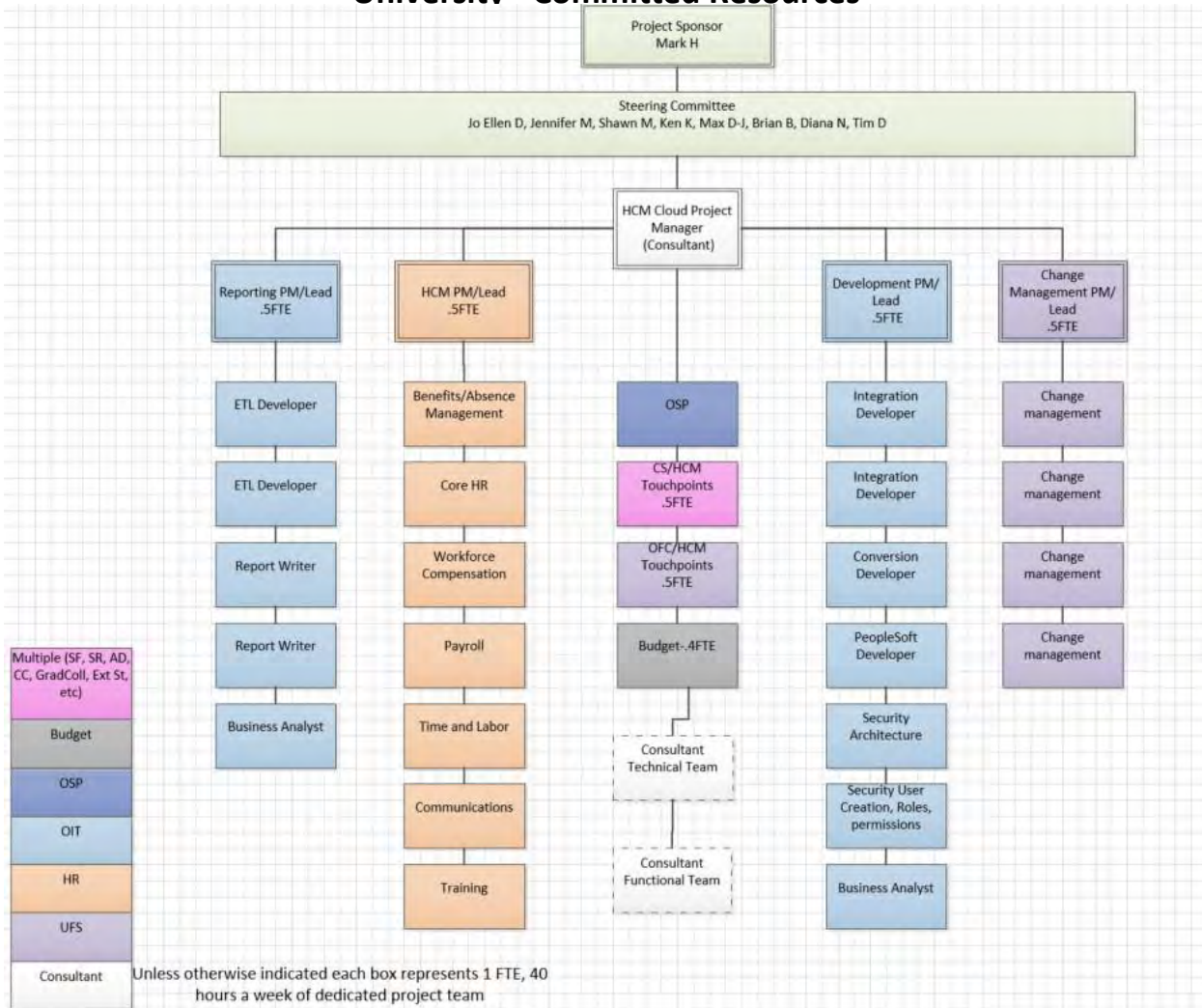
The invoice must include, but not be limited to:

1. Contract/PO number.
2. Total amount billed for the billing period.
3. All services delivered during the billing period, identified by each item as reflected in the Cost Proposal and/or the Project Management Plan and the total cost for each.

Invoices are to be submitted to: oit_business@boisestate.edu

Appendix 8

University - Committed Resources



Boise State can provide the following resources:

Technical Team:

- .5 FTE Reporting PM/Track Lead
- 2 FTE ETL Developers
- 2 FTE Report Writers
- 1 FTE Reporting Business Analyst
- .5 FTE Development PM/Track Lead
- 2 FTE Integration Developers
- 1 FTE Conversion Developer
- 1 FTE PeopleSoft Developer

- 1 FTE Security Architecture
- 1 FTE Security Admin (User Creation, Roles and Permission Lists)
- 1 FTE Business Analyst

Functional Team:

- .5 FTE PM/Track Lead
- 1 FTE Benefits/Absence Management
- 1 FTE Core HR
- 1 FTE Workforce Compensation
- 1 FTE Payroll
- 1 FTE Time and Labor
- 1 FTE Communications
- 1 FTE Training
- 1 FTE Integration between Oracle HCM Cloud and Oracle PPM
- .5 FTE Integration between Oracle HCM Cloud and Campus Solutions
- .5 FTE Integration between Oracle HCM Cloud and Oracle Financials Cloud ● .4 FTE Budget Office

Change Management Team:

- .5 FTE PM/Track Lead
- 4 FTE Change Management

APPENDIX 9 - HCM Scope Additional Details

Scope of Work	
Core HR	
Configuration of organizational structure including country, currency, legal entity, business units	
Configuration for administrative and self-service transactions	
Configuration for approval workflow	
Configuration of position management for employees	
Configuration of department tree	
Configuration of DFFs as needed	
Configured pay groups to support payroll and time and labor processing	
Benefits	
Configuration of benefit programs	
Configuration of benefit plans	
Configuration of eligibility profiles	
Configuration of life events	
Configuration of self-service benefits	
Absence Management	
Configuration of absence types	
Configuration of absence reasons	
Configuration of absence plans	
Configuration of approval rules	
Configuration of leave balances	
Workforce Compensation	
Configuration of compensation plans for annual merit review process and incentive plans	
Configuration of individual compensation plans for incentive payments	
Enable compensation worksheets to include available Core HR data	

Configure custom alerts	
Configure dynamic calculations	
Configure plan budgets	
Enable standard compensation plan budget regions with use of dashboards to display roll-up budget reporting and allocations	
Enable download/upload templates to facilitate upload of compensation contract details	

Configuration of currency	
Configuration of compensation components	
Configuration of eligibility profiles to define eligibility for the compensation plan	
Compensation worksheets	
Configured worksheet approvals using hierarchy	
Configure compensation budgeting and allocation based on supervisor hierarchy	
Configuration of compensation change statements	
Payroll	
Configuration of currency	
Configuration of pay frequency	
Configuration of earnings codes	
Configuration of deduction codes	
Configuration of tax jurisdictions	
Configuration of banks for payroll payments	
Configuration of tax withholding rules	
Configuration of payroll calendars	
Configuration of the General Ledger (GL) COA in HCM	
Configuration of GL calendar(s)	
Configuration of General Ledger	
Configuration of Payroll Unit(s)	
Configuration for Tax reporting	
Configuration for bi-weekly payroll runs	
Configuration of pay periods	

Configuration of FLSA	
Configuration of Unemployment Insurance rates	
Configuration of salary basis	
Integration to state system	
Configuration of departments to hold costing details	
Configuration of garnishment elements	
Configuration of retro pay elements	
Configuration of payment methods	
Developed check writer and printed payslips	
Configured self-service for W4 changes, payslips online and W2s online	
Time and Labor	
Configuration of timecard layouts	
Configuration of time entry rules	
Configuration of work patterns	
Configuration of work schedules	

Configuration of time categories	
Configuration of profiles (time processing and time entry)	
Configuration of time approval for Supervisors	
Configuration of shift patterns	
Configuration of holiday hours	
Configuration of timesheets	
Configure reminder notices	
OSP	
Evaluation of the compliance issues related to payroll system specifically.	
Evaluation of the billing requirements related to compliance restrictions for grants. Since OSP bills the time that will interface from payroll there is a compliance evaluation in association to how, what, and when we bring in, account, bill and recognize revenue.	

Evaluation of compliance on who can be associated to projects, amount/percent of time and any billing rate restrictions specific to people, positions and contrac	
Evaluation of compliance related to effort certificates and the new regulations around that.	
Evaluation on any required reports to support appropriate audit evidence to show we meet the standards identified through the evaluation above.	
Assistance with validation of data conversion, strategy and if there is any consequence related to the integration points to PPM.	
Validation that prior loaded payroll, employee, benefit information is not affected or an adequate contingency plan is in place.	
Validation that employees currently used on assignments, projects, tasks and deliverables are unaffected or an adequate contingency plan is in place.	
Support on workflow changes related to projects.	
Subledger Accounting Setup for project related timecards, benefits and corrections.	
PPM Setup required for billing rates, payroll source files, payroll types, validation on project templates, affects to upload files, updates to interfaces, additional task types, etc. that may be impacted during a change to the payroll process.	
Quality assurance on historical and ongoing data.	

Security changes for drilldown and/or access to payroll.	
Validation on seeded or needed custom integration to PPM.	
PPM support for testing during all test rounds including integration testing, reporting and validation of defined processes.	
Support for testing segment maintenance and POET requirements.	
Support for testing on budgetary control.	
Support for testing on integrated accounting validation on grants.	

Support for testing on billing related to projects.	
Support for testing security related to PI's, department administrators, OSP office and others as it relates to projects.	
Assessment and assistance on requirements for information required to do effort reporting.	
Report assessment, scoping and development.	
Validation of effort through new requirements the updated processes for that.	
Assistance with a GFDF-type process related to approval of time and effort on grants.	
Security requirement and assessment related to effort reporting.	
Employee and Manager Self Services	
Update Personal Information such as name, address, phone number, emergency contacts, email addresses	ESS
Report and Review time worked, time off	ESS
View Paycheck	ESS
View leave balances	ESS
View current and prior year to date earnings, taxes, deductions	ESS
Add and update voluntary deductions	ESS
Add and update direct deposit information	ESS
Review and change W4 information	ESS
View electronic W2 and W2c forms	ESS
Grant or withdraw consent to receive electronic W2 and W2c forms	ESS
View a current benefits summary, enter life event information, and (during open enrollment) enroll for benefits.	ESS
View Total rewards statements	ESS
Request, review and act upon employee actions and approvals	MSS
View employee personal info for direct reports	MSS

Perform manager tasks related to time reporting, including viewing and resolving exceptions and viewing locations where employees entered time (if the employee has accepted the use of location services).	MSS
Perform manager tasks related to absences, including viewing absence requests and balances and entering absence requests on behalf of team members	MSS
View total rewards and compensation history on direct reports	MSS
Delegate approval authority	MSS
Reporting	
Install two instances of OBIA	
Develop HCM ETL	
Develop OSP/HCM Reports	
Develop OFC/HCM reports	
Develop HCM Reports	
Data Conversion	
Data cleansing for conversion	
Data Extracts from PeopleSoft	
Data Validation in HCM	
Manual conversions	
Interfaces/Integrations	
See HCM Outbound interfaces	
See HCM Inbound interfaces	
See Reports-process scheduler and interface	
Security	
Single Sign On	
Configuration of job roles and profiles	
Install HCM on same identify domain as OFC	
Establish integration between HCM Cloud and Campus Solutions for user provisioning and affiliate creation	
Configuration of department security tree	
Training	
Prepare System for training	

Provide training facilities and equipment	
Schedule training sessions	
Create training content	
Facilitate end user training	
Infrastructure	

Project facilities for project team (work space, system and network access and phone access)	
Provide 4 HCM Cloud environments to support the project activities (dev, test, training, production)	Boise State
Additional Details	**This section includes setup & configuration as we have it today. We do not want to duplicate this, WE ARE LOOKING FOR BEST PRACTICE RECOMMENDATIONS and are open to change where it makes sense and meets our business requirements
Reference	Notes/Comments
General Information	All Boise State project resources are located in Boise, but not all in the same location
General Information	Boise State will have some dedicated and some part-time team members. We will require a recommendation on participation from our implementation partner
Cycle Times	Benefits Open Enrollment is during late April - early May for a July 1 effective date
Cycle Times	Changes in CEC- employee compensation- work is done in Feb - April, with pay increases effective on various dates from end of June to mid-August depending on employee type
Cycle Times	Performance reviews for professional staff - March
Cycle Times	Contract non-renewal cycle March - April for upcoming year
Applicant Tracking System	Some applicants are currently tracked in Taleo. Oracle HCM Cloud must integrate with Applicant Tracking System. Only benefit eligible employees are tracked through Taleo today. We are set up to accept non eligible employees as well.

Applicant Tracking	We do not maintain resumes, CV's in PSoft.
Applicant Tracking	Over 1000 possible applicants are coming into Taleo on monthly average
Applicant Tracking	Currently use recruiting and onboarding modules from Taleo.
Applicant Tracking	User Accounts (New Employees) are created in Campus Solutions not HCM

Authentication	In our current employee provisioning model, user provisioning originates in PeopleSoft Campus Solutions and then is pushed to PeopleSoft HCM. Employee provisioning relies on Job Data in PS HCM (this is the trigger for new users (employees) which we assume will reside in HCM, so HCM and CS data will need to pass data back and forth.
Authentication	User provisioning in PeopleSoft Campus Solutions is an automatic process run on the hour throughout the day
Authentication	Boise state utilizes a User update/maintenance process, which updates job data information from a table in Campus Solutions. This process controls affiliations for faculty, staff, and student employees
Authentication	Boise State utilizes dynamic roles in Campus Solutions that rely on Job Data
Authentication	Boise State utilizes a department security tree which influences row level security and is used to maintain and create managed groups in AD
Benefits	Benefits will be configured for US only
Benefits	Boise State has approximately 3000 employees that are eligible for benefits
Benefits	Boise State does not manage health plans. They are managed by office of group insurance. Benefits enrollment is handled by Boise State
Benefits	To be eligible for benefits, employees must work 20 hours per week for 5 or more consecutive months. This is based on current year ABBR. Student Employees are not eligible for benefits

Benefits	Most but not all benefits start the 1st of the month following date of hire
Benefits	Basic life/AD&D, and short/long term disability are fully employer paid benefits plan. Enrollment into these plans is automatic
Benefits	Boise State has required contributions that the employer is required to pay- PERSI amortization, unused sick, ORP disability. NOTE: We would like to explore options of how to categorize/setup these in the future state
Benefits	Voluntary term life insurance is available to employees within the first 31 days of employment without EOI. Enrollment also available within 31 days of qualifying events. Enrollment available at other times with proof of good health statement (EOI)
Benefits	NCPERS- supplemental life insurance plan offered through PERSI. Must be enrolled in PERSI plan to have this coverage. This is not based on age. Currently set up as a general deduction. NOTE We would like to explore options of how to categorize these in the future state
Benefits	Boise State has 5 benefit programs (FT/PT Benefit eligible, Retirement (limited) benefits, PPACA, non benefit eligible, and student)
Benefits	Boise State has 6 medical plans
Benefits	Boise State has 2 dental plans
Benefits	Boise State has 2 retirement plans
Benefits	Boise State has 4 savings plans, and 4 executive savings plans. NOTE: We would like to explore options of how to categorize these in the future state
Benefits	Boise state has 4 vacation accrual plans and 1 sick leave plan
Benefits	Boise State has a shared leave plan that allows employees to donate vacation hours for certain individuals who exhaust their leave

Benefits	Annual Open Enrollment is a passive enrollment (elections carry forward), except for FSA elections
Workforce Compensation	We have 20 professional pay grades, We have 19 of classified pay grades. 4 student pay grades and many faculty. We have over 1000 of job codes right now, would like to be able to reduce this number in future state.
Workforce Compensation	Boise State has 7 compensation plans
Workforce Compensation	We need to be able to accommodate 4 funds under each plan. Funds are Local, Grants, Appropriated and Auxiliary
Workforce Compensation	Boise State has 2 bonus plans and incentive plans. NOTE: We don't have these set up as plans now, they are handled via earnings codes. We want to engage consulting on efficiencies with this setup

Workforce Compensation	Budgeting is handled outside of HR by the Budget Office. NOTE: We want to know how to integrate budget into HCM Cloud
Workforce Compensation	For recruiting new hires, salaries are confirmed by compensation and budget and then entered by recruiters
Workforce Compensation	Salary surveys are used to update salaries annually. We also do state changes annually (if approved by legislation)
Workforce Compensation/Position Management	Position Control and Position Management- unclear how this works in HCM Cloud and how this is tied in with Budget Office
Core HR	US is the only country in scope for Core HR
Core HR	Boise State has approximately 5000 employee's, including student employees
Core HR	English is the only language in scope for Core HR
Core HR	USD is the only currency in scope for Core HR
Core HR	Boise State has 1 company
Core HR	Boise state has 1 Business Unit
Core HR	Boise state has 1 legal entity

Core HR	Boise State has 7 divisions
Core HR	Boise State has 250 departments
Core HR	Boise State has approximately 4000 cost centers
Core HR	Boise State has no unions
Core HR	Boise State has non-employees (affiliates) that live in the system
Core HR	BSU uses email, phone, and paper forms for transactions, but we wish to transition to full employee and manager self service.
Data Conversion	Need to talk more with consulting to understand best practice for bringing over information and need to work with DW team to understand data access post go live
Data Conversion	BSU expects to load essential employee history that affects employment history and service dates.
Data Conversion	Core HR- employee, job and organizational data. Need to talk more with consulting to understand best practice for bringing over information and need to work with DW team to understand data access post go live
Data Conversion	Benefits elections- Need to talk more with consulting to understand best practice for bringing over information and need to work with DW team to understand data access post go live
Data Conversion	Payroll- Need to talk more with consulting to understand best practice for bringing over information and need to work with DW team to understand data access post go live
Data Conversion	leave balances- Need to talk more with consulting to understand best practice for bringing over information and need to work with DW team to understand data access post go live
Payroll	BSU has 26 pay periods in one pay cycle.
Payroll	BSU has approximately 5000 employees in one pay run

Payroll	Boise State has 1 FEIN
Payroll	BSU has employees in all states
Payroll	Boise State has 21 Paygroups
Payroll	Boise State has 294 deduction codes
Payroll	Boise State has 159 active earnings codes
Payroll	Garnishments are manually processed, approx 50 processed per pay period. NOTE: Would like to identify ways to automate this
Payroll	BSU uses 1 bank account for processing direct depositing and paper check funding.
Payroll	Boise State will require historical payroll information. Data will need to be accessible through a dw, possible 3 years of historical payroll data may be needed. Need consulting input on best practice
Payroll	Independent contractors are paid through AP .
Payroll	Pay distribution is predominantly through direct deposit. Others are paid by paper check NOTE: 97% Direct Deposit
Payroll	Approx 200 checks are printed each pay period.
Payroll	Pay advices are not distributed, but need to be available via SS
Payroll	Boise State has shift pay for employees. It is a T&L rule based on the shift indicator on the position
Payroll	BSU currently uses PeopleSoft North American payroll.
Payroll	W-2s are currently created, sorted, printed and distributed by Boise State

Payroll	BSU requires multi-work state functionality.
Payroll	BSU is depositing and filing all Federal, state, and local payroll related taxes.
Payroll	BSU does manage unemployment claims.
Payroll	Boise State allows previous time to be entered and changes flow through to the current payroll
Payroll	Boise State processes FLSA overtime through a T&L rule

Payroll	Boise State uses split funding sources
Time and Attendance	Boise State has 91 time reporting codes
Time and Attendance	Time clocks need to be reviewed as part of the project scope. Today we use Hours Only, but we have 5 departments that use another time keeping system we would want to integrate with.
Time and Attendance	Boise State tracks both hours worked and exception time. NOTE: We would like to explore options for tracking and recording hours
Time and Attendance	Employees enter their time
Time and Attendance	Supervisor approves time
Time and Attendance	Boise State calculates overtime including paid and comp time accrual and shift premiums across multiple jobs
Time and Attendance	BSU has 30 total employees in CA. Majority are exempt
Absence Management	BSU has 9 accruing PTO plans included in the initial deployment. NOTE: 4 classified, 1 professional, 1 comp, 1 precomp, 1 sick, 1 on call
Absence Management	BSU has one holiday calendars for U.S
Absence Management	Hourly employee's use positive time collection. Salaried employee's report exception time
Absence Management	Employees don't enter shift time but there is currently a time and labor rule to calculate shift for payable time that needs to be accounted for
Absence Management	BSU tracks holiday pay.
Absence Management	BSU currently does not allow PTO selling, however we do allow shared vacation leave
Absence Management	BSU tracks PTO, medical leave, family leave, parental leave, jury duty, bereavement, STD, LTD, Worker's Comp, military, and personal.
Absence Management	Pro rated classified employees currently manually managed by Payroll team
Payroll	Boise state has contracted pay- on and off contract leave (pay) for faculty and professional

Outbound Interfaces		
Description	Module	Type of Data
Liberty Mutual	Benefits	Employee Demographic Data
Travelers	Benefits	Employee Demographic Data
Metlife	Benefits	Employee Demographic Data
Blue Cross	Benefits	Employee/Benefits Data
ARAG, Liberty Mutual, Travelers, METLife	Benefits	Employee/Benefits Data
Benefits Eligible file to State	Benefits	Employee/Benefits Data
Retirement Files (VALIC, PERSI, TIAA Cref)	Benefits	Employee Demographic Data /Salary Data
State of Idaho Workers Comp - State Insurance Fund	Benefits	Workers comp is currently handled by Risk Management. Also BSU Liability claims.
NCPERS	Benefits	Employee Demographic Data
Boise State University Employee data file to Equifax	Benefits	Employee/Benefits Data
Boise State University Employee Benefit data file to Equifax	Benefits	Employee/Benefits Data
Boise State University Employee Payroll data file to Equifax	Benefits	Employee/Benefits Data
Boise State University Benefits plan file to Equifax	Benefits	Benefit Plans
Boise State University FEIN file to Equifax	Benefits	IRS Reporting Data
Library	HR	Employee Demographic Data
KABA extract for door readers	HR	Employee Demographic Data
Campus Recreation Center	HR	Employee Demographic Data
Campus ID	HR	Employee Demographic Data

ID Serve	HR	Employee Demographic Data
Idaho Personnel Online Payroll System (IPOPS)	HR	Employee Demographic Data
Temp Employee file to State	HR	Employee Demographic

		Data
Teachers Ins. Annual	HR	Union file
STARZ	HR	File that loads to the state for other information besides what IPOPS requires - possibly FIN info but Kathie says they use HR information as well
Bi-directional sync between CS and HCM for person data	HR	Person/Employee/Job data
Workforce sync from HCM to CS	HR	Employee/Job data
PERSI	HR	Employee Demographic Data
Taleo Organization Import	HR	Organization Data
Taleo LUD	HR	
Taleo Template Import	HR	Job data
Taleo Employee Import	HR	Employee Demographic Data
Non Person Profile from Psoft to Taleo	HR	Employee Demographic Data
We Comply Psoft to We comply	HR	Employee/Job data
Conflict of Interest Job data to Web service	HR	Employee/Job data
HR Compliance (may be handled with Learn. Integration between HCM and Learn)	HR	Employee/Job data
PS to Thomas Houston (affirmative Action)	HR	Employee/Job data
Employee Data for OFC	HR	Employee/Job data
Position Data for OFC	HR	Employee/Job data

Job Code Data for OFC	HR	Employee/Job data
Frevo user load	HR	Employee data
Sterling (Background Checks)	HR	Employee/Job data
State applicant tracking system for classified hiring	HR	Employee/Job data
Credit Union - Idaho Central CU and Capital Educators CU	Payroll	Query is used to create report to send to Idaho Central & Capital Educators for paycheck deductions
Wells Fargo Interfaces - Payroll Payment processing, includes Direct Deposit and Positive Pay	Payroll	Employee, Job, pay data
United Way	Payroll	pay data
BSU Foundation	Payroll	pay data
Basic Life	Payroll	Employee/Benefits Data
Supplemental Life	Payroll	Employee/Benefits Data
Flexible Savings Accounts	Payroll	Employee/Benefits Data
Parking	Payroll	Employee Demographic Data
All Life Insurances (State plans)	Payroll	Employee/Benefits Data
ORP Disability	Payroll	Employee/Benefits Data
IDEAL (College Savings plan)	Payroll	Employee/Benefits Data
Direct Deposit File DDP001.sqr	Payroll	Employee/Payroll Data
PYDDAUSA create PDF Advice	Payroll	Employee/Payroll Data
BSSPY026 GL Interface to Finance	Payroll	Employee/Payroll Data
BSSPY028 Post GL Interface to Finance	Payroll	Employee/Payroll Data
BSSPY011 State Controller's File	Payroll	Employee/Payroll Data
BSU Pay Distribution	Payroll	Payroll data
KRONOS- Timekeeping System	Payroll	Employee/Payroll Data
Taleo constituent staging	HR	Employee/Job data
Federal W2s	HR	Employee, Job, pay data
State Unemployment	HR	Employee, Job, pay data

State W2s	HR	Employee, Job, pay data
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Inbound interfaces		
Description	Module	Type of Data
ARAG	Benefits	Employee/Benefits Data
Salary Req	HR	Employee Demographic Data /Salary Data
Pay Grades for Classified EE's	HR	Employee Pay Grade changes
Contract End Date	HR	Employment Data
Appointment End Date	HR	Employment Data
Bi-directional sync between CS and HCM for person data	HR	Person/Employee/Job data
Taleo New Hire Export	HR	Employee Demographic Data
Taleo constituent staging	HR	Employee Demographic Data
BSU Salary Upload.	Human Resources	Employee, Job, pay data
Parking	Payroll	Employee Demographic Data
OFC Account Combinations	Payroll	COA Combinations
OFC Chart of Accounts Segments	Payroll	COA Segments
National Clearing house File	HR, Student	Institutions
Campus Recreation Center	Payroll	Employee data
KRONOS	Payroll	Employee, Job, pay data
Taleo Candidate Import	HR	Employee data
Taleo import to Job	HR	Employee data
Job interface to process taleo new hires	HR	Employee data
Sterling (background checks)	HR	Employee data

Reports - SQR

Name	Description	Module
BSSBN002 Medical and Dental Reports	Group Insurance reports for medical and dental transactions. Also reports for Blue Shield and Delta Dental.	Payroll
BSSBN003 Basic Life Report	Group Insurance Report for Basic Life Insurance.	Payroll
BSSBN004 Voluntary Life Report	Group Insurance Report for Voluntary Life Insurance.	Payroll
BSSBN005 TIAA/CREF	TIAA/CREF	Payroll
BSSBN006 WC Comp Report Biweekly	WC Comp Report Biweekly	Payroll
BSSBN007 PEBSCO Interface	PEBSCO Interface	Payroll
BSSBN008 WC Comp Report Annual	WC Comp Report Annual	Payroll
BSSBN009 IPC Interface	IPC Interface	Payroll
BSSBN010 TIAA/VALIC Annual	Annual Report of TIAA/VALIC	Payroll
BSSBN011 Work-Study Edit Report	Student work-study employee's earnings codes in JOB_EARNS_DIST are checked against the account codes in JOB.	Human Resources
BSSBN012 Benefit Edit Report	Report: Comparison of tables to ensure that eligible employees receive the correct benefits	Human Resources
BSSBN013 Shift Pay Edit Report	Shift Pay Edit Report: Checks that entries in JOB and PAY_OTHER_EARNS correspond.	Human Resources
BSSBN014 FLSA/Over80 Edit Report	FLSA Edit Report: Checks employees' records in PAY_EARNINGS and PAY_OTHER_EARNS for correct earnings codes for overtime pay. Also check if employee has over 80 hours of time input.	Payroll

BSSBN015 Leave Balances	Leave balances as a printed report, grouped by department. To be sent to each department.	Payroll
BSSBN016 Basic Life Deduction Amount	Basic Life Deduction Amount	Payroll
BSSBN017 Benefits Changes Report	Generates a report of employees with benefits changes	Human Resources
BSSBN018 Self-Service Saving Plan Chgs	Self-Service Saving Plan Chgs	Human Resources
BSSBN041 Flexible Savings Accounts	Flexible Savings Accounts	Payroll
BSSBN043 Idaho NCPERS Life Insurance	Idaho NCPERS Life Insurance - Monthly	Payroll
BSSBN044 New Persi File 2000	New Persi File 2000	Payroll
BSSBN045 Valic E-Report	Valic E-Report	Payroll
BSSBN046 Update Leave Accrual Blank Row	Update Leave Accrual Blank Row	Payroll
BSSBN048 Leave Accrual Process	Customized leave accrual process	Payroll
BSSBN049 Blue Cross Employee Interface	Blue Cross Employee Interface	Payroll
BSSBN051 Paylogix File	Paylogix File	Payroll
BSSBN055 90-Day Basic Life Report	Group Insurance Report for 90-Day Basic Life Insurance	Human Resources
BSSGEN20	BSU Process Request Archive	
BSSHR001 Temporary Workers Report	Produces a report of all temporary workers who have worked at least 1000 hours from their last anniversary	Human Resources
BSSHR002 Temporary Hours Process	Clears TMP special accumulator balance for all employees whose anniversary date falls between this pay period end date and the last	Human Resources

BSSHR003 Campus Rec Interface File	This SQR produces 1 file for Campus Recreation	Human Resources
BSSHR004 Message Log Delete	Deletes messages older than one month.	Human Resources
BSSHR005 Employee Information Sheet	Employee Information Sheet extract file create.	Human Resources
BSSHR006 BSU Mailing Address Report	BSU Mailing Address Report	Human Resources
BSSHR007 Leave Utilization Report	Leave Utilization Report	Human Resources
BSSHR008 Employee Letter Creation	Employee Letter Creation	Human Resources
BSSHR009 BSU 1040 Probation Report	BSU 1040 Probation Report	Human Resources
BSSHR010 Employee Review Letter	Employee Review Letter	Human Resources

BSSHR013 Employee Directory Upload	Employee Directory Upload	Human Resources
BSSHR014 Employee Listing by Name	Employee Listing by Name	Human Resources
BSSHR015 Employee Listing by Department	Employee Listing by Department	Human Resources
BSSHR016 Searchable Directory File	Searchable Directory File	Human Resources
BSSHR017 Mail Services Download	Mail Services Download	Human Resources
BSSHR020 EAF Audit Reports	EAF Audit Reports	Human Resources
BSSHR021 Position Action Form	Position Action Form	Human Resources
BSSHR022 Budget Impact Summ/ VP Rprt	Budget Impact Summ/ VP Rprt	Human Resources
BSSHR023 EAF Email Notification	BSU EAF Email Alert	Human Resources
BSSHR024 Less Than Standard Hours	Employee Less than Standard Hours report	Human Resources
BSSHR025 Harassment Prevention	Harassment Prevention Training Report	Human Resources
BSSPY001 Workers Compensation Mod	Inserts a deduction into the paysheet for Workers Compensation	Payroll
BSSPY002 Leave Draw Down Process	SQR which implements the leave draw down process	Payroll
BSSPY003 Time Card Generation Report	Produces an ascii file to be used to generate timesheets	Payroll

BSSPY004 Credited State Service Hours	SQR to update the CSS accumulators in EARNINGS_BAL after every payroll	Payroll
BSSPY005 Employee Leave Stepping	Moves employees who have accumulated sufficient Credited State Service Hours to the next vacation (benefit) plan level.	Payroll
BSSPY007 Overtime Bi-weekly report	Overtime Bi-weekly report	Payroll
BSSPY008 Library File	Library File	Payroll
BSSPY010 Bond Deduction Report	Bond Deduction Report	Payroll
BSSPY011 State Controller File	State Controller File	Payroll
BSSPY014 New Hire File	New Hire File	Payroll
BSSPY016 Student Credit Hrs Validation	Student Credit Hours Validation - Step 1 creates an output file for the student system.	Payroll
BSSPY019 Contract & Grant Certification	Contract & Grant Certification	Payroll
BSSPY020 Overtime FYTD	Overtime FYTD	Payroll
BSSPY021 Fund Reallocation	Reallocate fund 001 to 650/660	Payroll
BSSPY022 Foreign Student Hours Report	Shows the hours worked and type of hours of foreign student employees for the current pay period	Payroll
BSSPY023 BSU Paycheck Distribution	This replaces the "vanilla" paycheck distribution function (cobol) with an sqr report that updates the table PS_BSU_PAY_DISTR.	Payroll
BSSPY026 BSU GL Interface - Finance	BSU GL Interface - Finance	Payroll
BSSPY027 Basic Life Adjustment	Basic Life Adjustment	Payroll
BSSPY028 BSU GL Interface - Post	Posts HR_ACCTG_LINE records from the HR system to the HR_ACCTG_LINE table in the Finance system.	Payroll

BSSPY029 Mass Fica/Sut Update	Updates student FICA/SUT status	Payroll
BSSPY030 Mass Account Code Update	Insert new row in Job table for changes to account code	Payroll
BSSPY031 Persi Amortization Fee Report	Report Persi Amortization fees for selected pay period	Payroll
BSSPY032 Optional Retirement Report	Report optional retirement for selected pay period	Payroll
BSSPY033 Comp Time Maximums Report	Report for employees nearing comp time maximums	Payroll
BSSPY034 Partial Leave Accrual	Partial Leave Accrual report	Payroll
BSSPY035 OK To Pay Audit	Payline - OK To Pay Audit Report	Payroll
BSSPY036 Expense Distribution Report	Report for BSU Pay Distribution Expenses	Payroll
BSSPY039 Post Pay-Distribution Reports	Post Pay-Distribution Reports	Payroll
BSSPY043 W-2 Address Update	This is a process that updates the address fields in the W2_DATA table.	Payroll
BSSPY044 Employees not paid in 4 months	Employees not paid in 4 months	Payroll
BSSPY047 Leave Draw Down Exception Rpt	Leave Draw Down Exception Report	Payroll
BSSPY048 Update CSS Balances	Update CSS Balances	Payroll
BSSPY049 Comptime Rollover	Comptime Rollover	Payroll
BSSPY050 ORP Disability Report	This sqr creates a report of ORP Disability Fees for a pay period.	Payroll
BSSPY051 Reset W-4 Exempt Employees	Report and updates W-4 Exempt EE's to Single status and 0 FWT allowances	Payroll
BSSPY052 Multiple Id's per Employee	Identifies all records which will be affected by multiple id's for a given employee	Payroll
BSSPY054 Additional Pay Report	Additional Pay for Quarterly Reporting	Payroll

BSSPY058 BSU Tuition Taxable Benefit	BSU Tuition Taxable Benefit	Payroll
BSSPY059 Mailing Address Update	Update personal data HR mailing address with home address fields	Payroll
BSSPY060 Leave Accrual Date Fix	Fix processing dates in leave accrual	Payroll
BSSPY061 Pay Disrt/Pay Earnings Fix	Pay Disrt/Pay Earnings Fix	Payroll
BSSPY062 BSU Pay Distribution Cleanup	BSU Pay Distribution Cleanup	Payroll
BSSPY063 Gross Pay Exceptions	Gross Pay Exceptions	Payroll
BSSPY064 Input Register - Classified	Input Register - Classified	Payroll
BSSPY065 Input Register - Professional	Input Register - Professional	Payroll
BSSPY066 Input Register - Student	Input Register - Student	Payroll
BSSPY067 Federal/State Tax Edit	Federal/State Tax Edit	Payroll
BSSPY068 Federal Tax Edits	Federal Tax Edits	Payroll
BSSPY069 State Tax Edits	Edits the State tax data for current employees	Payroll
BSSPY071 Account Code Edits	Checks for invalid account codes on a selected Pay Run ID	Payroll
BSSPY072 Persi Edit Report	Check for potential problems with employees with the Persi retirement plan	Payroll
BSSPY073 Additional Pay Edit	Checks for employees who are termed on the system but have an active additional pay record	Payroll
BSSPY075 Professional Leave	Professional Leave Holiday Time Entry Update	Payroll
BSSPY077 Load Time Entry into Paylines	Process to load time entered on RTE table into PS Pay Earnings and Pay other earnings tables	Payroll
BSSPY078 Negative Leave Balance Report	Negative Leave Balance Report	Payroll

BSSPY079 1042-S Employee Report	This report will list international employees and student who are required to receive a 1042-S form	Payroll
BSSPY080 1042-S Student Report	1042-S Student Report	Payroll
BSSPY081 Employee Data (ERSUSERS)	Employee Data (ERSUSERS)	Payroll
BSSPY082 Payroll Data(ERSPayrollmmddyy)	Payroll Data(ERSPayrollmmddyy)	Payroll
BSSPY085 Workers Comp Audit Report	This audit report lists employees that are OK to Pay, but do not have a WKCOMP pay_deduction record.	Payroll
bsspy086	Budget Access Compare Export File	Payroll
BSSPY086 Budget Access Compare Export	Process to create a variable length export file to be used by the Budget department to compare data in their Access database.	Payroll
BSSPY089 Unproc Leave Accrual Hours	Unproc Leave Accrual Hours	Payroll
BSSPY090 Termed - Clear Leave Balances	Termed - Clear Leave Balances	Payroll
BSSPY091 Parking Sys Emp Ded Export	Parking Sys Emp Ded Export	Payroll
BSSPY092 Parking Sys Emp Ded Import	Parking Sys Emp Ded Import	Payroll
BSSPY094 Aetna Long Term Care Processing	Aetna Long Term Care Processing	Payroll
BSSPY095 Aetna Export - Long Term Care	Aetna Export - Long Term Care	Payroll
BSSPY097 ERS Temp EE (ERSUSERSTEMP)	ERS Temp EE (ERSUSERSTEMP)	Payroll
BSSPY098 Year-End Reports for Payroll	FY Leave Balance Reports	Payroll
BSSPY099 Self Service W2 (W-2 PDF)	W-2 PDF	Payroll
bsspy19b	Contract and Grant Certification (PRE-GASB)	Payroll
BSSPY19B Contract & Grant (PRE-GASB)	Contract & Grant (PREGASB)	Payroll
bsspy20b	Overtime Report - FYTD	Payroll

BSSPY20B Overtime FYTD (PRE-GASB)	Overtime FYTD (PRE-GASB)	Payroll
bsspy36b	Expense Distrib Rpt (PREGASB)	Payroll
BSSPY36B Expense Distrib Rpt (PRE-GASB)	Report for BSU Pay Distribution Expenses PreGasb	Payroll

bsspy39b	Expense Distrib Rpt (PREGASB)	Payroll
BSSPY39B Post Pay-Dist Rpt (PRE-GASB)	Post Pay-Dist Rpt (PREGASB)	Payroll
BSSPY001 State Controller File	State Controller File	Payroll
BSSTL001 Comp Time Rollover	Comp Time Rollover	Time and Labor
BSSTL003 T&L User Profile Conversion	HRLS 8.0 to T&L 8.9 User Profile Load	Time and Labor
BSSTL004 Enroll T&L Employee	Enroll T&L Employee	Time and Labor
BSSTL005 Adjust Earnings Totals	Adjust Earnings Totals. Earnings Adjustment.	Time and Labor
BSU_COMBOS ACCT_CD table load	AE to update ACCT_CD_TBL and ACCT_CD_TBL_GL from VALID_COMBO_TBL	Time and Labor
BSU_PPACA PPACA deductions & adjustments	BSU_PY_HC9_2930 Application engine for the PPACA application engine program which applies general deduction and balance adjustments for Patient Protection and Affordable Care Act compliance.	Human Resources
BSU_TLEMAIL Payable Time Supervisor Email	Payable Time Supervisor Email.	Payroll
BSU_TLXDL_AE TL_EXCEPTION delete	TL_EXCEPTION delete from ID (BSU00002 & BSU00003)	Time and Labor
BSU_TRAIN	Harassment Prevention Training certification	Human Resources
BSU_VALUES	BSU Values and Code of Conduct processing	Human Resources

ddp001	Write Direct Deposit Transmittal file	Payroll
ddp003	Payroll Advice Print - USA	Payroll
pay003	Payroll Check Print - USA	Payroll
pay021	Employer Benefit Contributions/Deductions	Payroll
per508	Convert Department Table into Security Tree	Payroll
per509	Load Department Table with temporary table R_PER507	Payroll
save_using_delivered_tax960	Create W-2 Print File	Payroll
tax810id	Qtrly Wage List - IDAHO	Payroll
tax810in	Qtrly Wage List - Tape - INDIANA	Payroll
tax810mi	Qtrly Wage List - MICHIGAN - Bulk format - 72-byte format	Payroll
tax810nv	Qtrly Wage List - Tape - NEVADA	Payroll
tax810ny	Qtrly Wage List - NEW YORK	Payroll
tax810sd	Qtrly Wage List - SOUTH DAKOTA	Payroll
tax810wi	Qtrly Wage List - Tape/Diskette - WISCONSIN	Payroll
tax920us	Create W-2c/W-3c Print Files - U.S. and Territories	Payroll
tax923us	Federal W-2c Audit Report	Payroll
tax960fd	Create Federal W-2 File EFW2 Format	Payroll
tax960st	Create State W-2 Files for Selected States	Payroll
tax960us	Create W-2 Print File	Payroll
tax962fd	Federal W-2 Audit Report	Payroll
tax962st	Selected State(s) W-2 Audit Report	Payroll

AMENDMENT CONFIRMATION
RFP ST18-114 Oracle HCM Cloud System Implementation
for Boise State University Amendment 01

Amendment 01 consists of the following:

- I. Questions & Responses - see document posted at
https://vpfa.boisestate.edu/process/review/purchasing_bidopportunities.php

NOTE: *Return this signed and dated Amendment Confirmation with your Proposal, otherwise, your Proposal may be found non-responsive and given no further consideration.*

I confirm that I received and reviewed Amendment 01 for
RFP ST18-114 Oracle HCM Cloud System Implementation

Signature

Date

Printed Name

Title

Questions and Responses
for RFP ST18-114 Oracle HCM Cloud System Implementation

Question	RFP Section	RFP Pg	Question	Response
1.3 1		5	Is BICS platform being utilized for ERP? Can you please provide some additional details on the scope?	BICS is currently in use at Boise State. We have on going discussions with Oracle to possibly move to Oracle Analytic Cloud. BISC/OAC will be the presentation layer for our BI applications
2 7.1		24	What is the projected project kick-off/start date?	August or September 2018
7.1.6 3		24	When will the review of other talent acquisition products be completed? Why are you looking at other options for talent acquisition? Is there a target date of a new/updated/revise talent acquisition product implementation?	At this time we need to assume that Taleo will be the talent acquisition product being used by Boise State.
Appendix 9 "OSP" 4		53	How is effort reporting managed currently? Do you manage in house or utilize third party vendor? How should this be managed in the future?	Currently this is managed in house, manually through financial analysis and manual spreadsheet reporting. In the future, this should be automated. More detailed payroll information is needed to more efficiently produce accurate and timely payroll certifications.
Appendix 9, 'Workforce Compensation' 5		57	With regards to reducing the number of job codes, what is the status of the redesign of job codes? Is this anticipated to be completed prior to the start of the implementation project or will BSU look to project team to assist with this?	Boise State does not expect this project to include the redesign of job codes. The job code project is not expected to be complete before the HCM Cloud project kicks off, but we will have our direction set at the time this project begins. We do want to review the redesign of the job codes with the vendor to ensure we are meeting best practices that align with the core configuration of HCM Cloud.
3.6 6		12	Can we submit our responses in PDF format, if the original documents were in MS Word or Excel? The document contains our intellectual property, so submitting in an editable format increases our risk, and we prefer to PDF our final submissions.	As noted in Section 3.14, the records are public records and subject to Idaho Public Records laws and disclosure requirements regardless of the format of the submission. As such, please submit your original response in Word or Excel. Be sure to include a redacted version of your response, in accordance with Section 3 of the RFP. The redacted version may be submitted in a PDF format.
			Term or Condition in question: Term 4 of Appendix 1 Rationale for Specific Requirement Being Unacceptable: Compromise on the scope of damages by allowing punitive damages but excluding incidental or consequential damages Recommended Verbiage for Consideration: Add the language provided in track changes to term 4 of Appendix 1, indicating that neither party is liable to the other for incidental, indirect, special, or consequential damages Explanation Regarding How Verbiage is Fair to Both Parties: The compromise language protects the University from damages associated with improper conduct by (Offeror) without making the scope of damages unfairly broad or open-ended	The language in Section 4 does not limit or otherwise impact consequential damages, only punitive damages. In addition, Idaho state law significantly limits the ability to recover punitive damages. The University will not consider a waiver of punitive damages. A request for additional terms regarding consequential damages should be included as a supplemental term and submitted with Vendor's response. The University does not accept the proposed track changes as a change to the Terms and Conditions.
7 Term 4 of Appendix 1			Term or Condition in question: Term 9 of Appendix 1 Rationale for Specific Requirement Being Unacceptable: Language makes clear that the University owns and has all rights to University IP shared during performance of the contract and all rights to contract deliverables (per section 17 of Appendix 2), but that (Offeror) retains ownership of intellectual property pre-existing the contract and embodied in any deliverables Recommended Verbiage for Consideration: Add the language provided in track changes to term 9 of Appendix 1, indicating that (Offeror) retains ownership of IP embodied in the deliverables or pre-existing the contract Explanation Regarding How Verbiage is Fair to Both Parties: Each party retains ownership of their own IP. The language should be non-controversial because it is consistent with IP law, but adds certainty that benefits each party	Agree, the following sentence shall be added to Term 9: Notwithstanding the foregoing, Contractor shall retain ownership of all methodologies, processes, techniques, ideas, concepts, trade secrets and know-how embodied in the deliverables or that Contractor may develop or supply in connection with this Contract as well as all pre-existing patent, copyright, trademark and other intellectual property rights.
8 Term 9 of Appendix 1				

Questions and Responses
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Question	RFP Section	RFP Pg	Question	Response
9	Term 13 of Appendix 1		<p>Term or Condition in question: Term 13 of Appendix 1</p> <p>Rationale for Specific Requirement Being Unacceptable: Proposed edits tie (Offeror's) obligations regarding a data breach to its discovery or notification of the breach, and tie (Offeror's) indemnification obligations to damages caused by (Offeror's) breach of its data security obligations. Recommended Verbiage for Consideration: Edits made in track changes to term 13 of Appendix 1: deletion of the term "suspicion" and addition of clarifying language regarding (Offeror's) indemnification obligations. Explanation Regarding How Verbiage is Fair to Both Parties: Requiring (Offeror) to notify the University of a "suspected" data breach is too vague and creates uncertainty. (Offeror) has accepted the 24 hour notice requirement for any breach it discovers or is notified of, so the University will be adequately protected. The language added by (Offeror) regarding indemnification does not change its indemnification obligations; the language is added for clarity purposes.</p>	<p>Modifications are accepted. Term 13 is modified as follows: 13. Security or Privacy. If Contractor, or its Subcontractor, suspect, discover or are notified of a data security incident or potential breach of security and/or privacy relating to Personal Information, or a theft of misappropriation of the University's Confidential Information or Personal Information, Contractor shall immediately, but in no event later than twenty-four (24) hours from suspicion, discovery or notification of the incident or potential breach, provide written notice to University of such incident or potential breach. Contractor shall, upon University's request, investigate such incident or potential breach, inform University of the outcome of any such investigation, and assist University in maintaining the confidentiality of such information. In addition to the foregoing, Contractor shall provide University with any assistance necessary to comply with any federal, state and / or provincial laws requiring the provision of notice of any privacy incident or security breach with respect to any Personal Information to the affected or impacted individuals and / or organizations, in addition to any notification to applicable federal and state agencies. In the event of a breach of any of the Contractor's data security obligations or other event requiring notification under this Contract or applicable State and Federal law, the Contractor must assume total financial liability incurred by such breach and subsequent notifications. In addition the Contractor must assume responsibility to indemnify, hold harmless and defend Boise State University, its officials, and employees from and against any claims, damages, or other harm related to such theft or misappropriation caused by Contractor's breach of its data security obligations or other event requiring notification under this Contract or applicable State and Federal Law. Boise State will have up to six (6) months from the date of receipt of written notice from Offeror of the theft or misappropriation to provide written notice to the Offeror of its intent to terminate, and to terminate, this Contract. If the University elects to terminate this Contract pursuant to this section, Offeror will have no right to cure the breach of this Contract in order to prevent Boise State from terminating the Contract.</p>
10	Term 15 of Appendix 2		<p>Term or Condition in question: Term 15 of Appendix 2</p> <p>Rationale for Specific Requirement Being Unacceptable: (Offeror) should not have indemnification obligations to entities that are not party to the contract</p> <p>Recommended Verbiage for Consideration: In the first paragraph, delete "the Idaho State Board of Education, the State of Idaho, and all of their employees, agents, and representatives"</p> <p>Explanation Regarding How Verbiage is Fair to Both Parties: (Offeror) is agreeing to the indemnification language in paragraph 15 as is, but its indemnification obligations should only cover parties to the contract, which is the University</p>	<p>Assuming this is a reference to the Standard Terms and Conditions, number 15, the rationale is rejected. Boise State University is part of the State of Idaho and the State Board of Education is its governing body, so all three related entities are technical the same party, and party to the resulting contract.</p>

Questions and Responses
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Question	RFP Section	RFP Pg	Question	Response
			Term or Condition in question: Term 16 of Appendix 2 Rationale for Specific Requirement Being Unacceptable: Both parties should receive the benefit of a limit on their liability Recommended Verbiage for Consideration: Add the following at the end of paragraph 16: "Subject to section 15, the liability of (Offeror) and its present or former partners, principals, agents or employees to any claim for damages related to the services performed under this Contract shall not exceed two times the fees paid to (Offeror). This limitation is intended to apply to the full extent allowed by law, regardless of the grounds or nature of the claim asserted." Explanation Regarding How Verbiage is Fair to Both Parties: The language is equitable in that both parties receive the benefit of a limit on their liability. Settling (Offeror's) cap at two times the fees paid still provides substantial recovery for the University, and, per section 15, the cap does not apply to "the grossly negligent acts or omissions or willful misconduct" of (Offeror) in performing its obligations under the contract.	Assuming this refers to the Standard Terms and Conditions, number 16, the language in the terms and conditions is specific to statutory prohibitions placed on the University which void certain provisions in contracts and/or limit the University's tort liability (not contractual limits of liability). Revisions to this provision will not be considered. Please submit any proposed supplemental terms relating to limitations of liability in accordance with the requirements for supplemental documents and provisions, in Section 3.12 of the RFP.
11	Term 16 of Appendix 2		Term or Condition in question: Term 24 of Appendix 2 Rationale for Specific Requirement Being Unacceptable: (Offeror) should not have indemnification obligations to entities that are not party to the contract Recommended Verbiage for Consideration: In the first paragraph, delete "the Idaho State Board of Education, the State of Idaho, and all of their employees, agents, and representatives" Explanation Regarding How Verbiage is Fair to Both Parties: (Offeror) is agreeing to the indemnification language in paragraph 24 as is, but its indemnification obligations should only cover parties to the contract, which is the University	Assuming this is a reference to the Standard Terms and Conditions, number 24, the rationale is rejected. Boise State University is part of the State of Idaho and the State Board of Education is its governing body, so all three related entities are technical the same party, and party to the resulting contract.
12	Term 24 of Appendix 2			
13	7.1.8	24	It is mentioned that the Oracle Platform as a Service and Infrastructure as a Service will not be used for customizations except for multiple jobs within payroll processing - is the license already procured or is it that the University intend to procure the license in future?	Boise State has the following PaaS and IaaS subscriptions in place: (2) Oracle Java Cloud Service SaaS Extension S2, (1) Oracle Java Cloud Service SaaS Extension S4, (2) Oracle Database Cloud Multitenant Service - S20, and Oracle Database Cloud Multitenant Service - S50
14	Appendix 9	55	It is mentioned that the User Accounts (New Employees) are created in Campus Solutions not HCM. Going forward once HCM Cloud Application is in place, would the university like to continue with the same process of user accounts created in Campus Solution or would the preference be to create in Oracle HCM Cloud first?	Boise State does not currently have enough information to determine a preferred future state.
15	7.1.6	24	It is mentioned that Taleo is the current talent acquisition tool for a portion of candidate hiring, however other talent acquisition products are under review. HCM Cloud will integrate with the talent acquisition product(s). - In the estimates shall we assume that the integration of HCM Cloud will be with Taleo?	At this time we need to assume that Taleo will be the talent acquisition product being used by Boise State.
16	7.1.1	24	It is mentioned that Core HR, Payroll and a reporting solution will be implemented concurrently. Is the implementation of modules phase wise (like Module A and B goes live first and then Modules C and D goes live next) an option that can be considered by us or is it that all modules should be live together?	It is expected that we will implement all modules at the same time.
17	Appendix 8	48 & 49	Does any of the resources proposed by the University have prior experience in Oracle HCM Cloud?	No hands on experience. We have seen high level demonstrations of the product.

Questions and Responses
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Question	RFP Section	RFP Pg	Question	Response
18	Appendix 9	52	Requesting some more information on the requirement around OSP. As we understand OSP stands for Office of Sponsored Programs, the query is that is there an application currently associated with OSP and that the objective in scope is to integrate Cloud HCM with OSP? The requirements mentioned here are more with respect to PPM and billing rates than HCM, hence had this query.	OSP (Office of Sponsored Programs) at Boise State uses the term "PPM" to refer to all Oracle Project Portfolio Management modules in addition to Subledger Accounting and Budgetary Control modules. By bringing HCM onto the ERP Cloud we are expecting that the integration will be end to end for salary information; allowing payroll and employee information be integrated into the current aspects of OSP functions (e.g. project imports, contract billing and accurate accounting). This is currently in place and we would expect no disruption to processing, reporting and the functions currently used; and are expecting that manual import processes would be replaced with leveraging Oracle integration.
19	7.2.8	25	OBIA HR Analytics implementation - is the University looking for an On-Prem installation or Oracle Cloud HCM Analytics? Reading through the RFP it sounds like the University wants On-Premise implementation but wanted to make sure that University is aware of the same being offered in Oracle Cloud?	Our current OBIA Financial Analytics environment is on premise. We would like the HCM Analytics to reside in this same environment.
20	1.3	5	How does the University plan to use Oracle Business Intelligence Cloud Service (BICS)? If I understand correctly University wants to implement OBIA HR Analytics On-Prem and then use the BICS for online reporting? This is a possible scenario today and wanted to make sure that is what University is interested in?	BICS is currently in use at Boise State. We have on going discussions with Oracle to possibly move to Oracle Analytic Cloud
21	7.1 Assumptions	24	7.1.8 Oracle Platform as a Service and Infrastructure as a Service will not be used for customizations except for multiple jobs within payroll processing. Please elaborate on this assumption specifically for payroll processing.	At Boise State an employee can be paid for one job from multiple funding sources. They may also have multiple jobs that are paid from multiple funding sources. Our understanding is that this is a constraint within the system, but this is a business requirement.
22	7.1 Assumptions	24	7.2.6 Please provide the number of time rules and corresponding descriptions in the PeopleSoft application?	27 Rules associated with 18 Rule Programs and 19 workgroups. This is how we are currently configured in PeopleSoft, but we do want to revise this in the future state based on best practice. (See attached sheet "T&L Rules & Descriptions")
23	8.0 Cost of proposal	27	8.4 Can remote resources outside United States be involved in the project delivery?	Section 8.4 outlines requirements for off-site work. Provided these requirements are met, and the off-site resources are working the business hours as listed there or per a modified, written, mutually agreed upon schedule, resources outside the United States may be involved in the project delivery.
24	Appendix 9	58	How many years of historical information needs to be brought into the DW?	We are expecting all data in PeopleSoft to be loaded into the DataWarehouse. PeopleSoft data goes back to 1997.
25	Appendix 9	59	If all employees are in one pay cycle, please provide the attributes resulting in 21 paygroups.	See attached sheet "Pay Group Matrix"
26	Appendix 9	57	Please provide information on the current process to maintain position budgets.	HR does not maintain position budgets. The budget office tracks this in an access database.
27	Current environment 1.5	6	Is Talent Management modules in scope for this project? If yes, please elaborate the features to be implemented.	Talent Management modules are out of scope for this project.
28	Current environment 1.5	6	You state that you own the Cloud Talent Management modules, but they will be implemented at date subject to this Oracle HCM Cloud project. Does this mean they will be implemented after HCM cloud goes live and are not part of the scope of the RFP?	Correct. Cloud Talent Management will not be part of this project and is out of scope. This was mentioned in the case we need to consider how we complete core configuration in relation to the desire to use Talent Management in the future

Questions and Responses
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Question	RFP Section	RFP Pg	Question	Response
29	1.3 Scope of Purchase	5	For the OBIA implementation, can you please clarify if only HR Analytics module is in scope? There are other modules also in OBIA like: i. Finance Analytics ii. Project Analytics iii. Procurement and Spend Analytics, etc.	For this project only HR Analytics module is in scope. We already have Financial Analytics installed.
30	1.3 Scope of Purchase	5	Does BSU currently have an implementation of HR Analytics with the current PeopleSoft HCM system? If so can you please provide information on the following: 1) Existing OBIA application and its Version 2) Any ETL tool to be used for data extraction and its version? 3) Number of Data sources involved with details on their types such as Oracle, non-oracle?	Boise State is licensed for HCM Analytics. It is not currently installed and it is not in use. University's expectation is that this product will be installed and configured during the project.
31	1.7 Expectations	8	BICS is not recommended any more – the BI solution on Oracle Cloud. Oracle Analytics Cloud Services (OACS) is the new way forward with more advanced features like Data visualization services, Essbase, etc. Are there any plans on the radar to switch to this product?	Boise State is working with Oracle to define a path forward using OACS. A timeline has not been established.
32	APPENDIX 9 - HCM Scope Additional Details	54	Do we need to build any custom reports or will all reports be out of the box (Vanilla) ? If yes, can you provide the number of these reports with complexity distribution in terms of Low, Medium, High Complexity	Currently, Boise State has many custom reports. We would like to utilize as many delivered reports as we can, but we need to better understand what is delivered to see if they meet our needs before we can determine the number and complexity of custom reports that will be required.
33	APPENDIX 9 - HCM Scope Additional Details	54	What are the total Number of Users for OBIA?	650
34	APPENDIX 9 - HCM Scope Additional Details	54	Are you expecting any dashboards as part of scope and if so, how many?	Yes we have a need for dashboards on campus, however with the information we have at this time, how many or the complexity is an unknown.
35	1.3 Scope of Purchase	5	Can we assume that BSU will work directly with Oracle to procure necessary licenses for the cloud modules selected?	Yes
36	APPENDIX 9 - HCM Scope Additional Details	52	Can you please explain BSU's expectation from the SI on validation and evaluation of the OSP process?	This relates to project portfolio management integration points including the employee, salary, position, etc. information sent through the integration with HCM. We would expect that the process validation of payroll and employee information be end to end, including the aspects of project imports, contract billing, budgetary control consumption, and accurate accounting of salary charges across the ERP.
37	APPENDIX 9 - HCM Scope Additional Details	52	Does BSU have licenses to install 2 instances of OBIA?	Yes
38	APPENDIX 9 - HCM Scope Additional Details	52	Does BSU have the appropriate number of subscription licenses for the staff or do you expect the SI to include the subscription pricing in the proposal?	Yes, Boise State has the appropriate number of subscription licenses for Oracle HCM Cloud Base Cloud Service, Global Payroll Cloud Service, Time and Labor Cloud Service, and Workforce Compensation so there is no need for the SI to include subscription pricing in their proposal.
39	APPENDIX 9 - HCM Scope Additional Details	52	Has BSU purchased all the Oracle modules to satisfy the requirements mentioned in the RFP?	Boise State has the appropriate number of subscription licenses for Oracle HCM Cloud Base Cloud Service, Global Payroll Cloud Service, Time and Labor Cloud Service, and Workforce Compensation. These listed subscription licenses will satisfy all the requirements for this RFP.
40	1.6 Timeline	7	What are your expectations of the SI to create the data warehouse vs responsibilities you will assume?	SI will be expected to install OBIA HCM Analytics. SI will also be expected to provide 1/2 of effort of developing working ETL processes and 1/2 effort of report development.

Questions and Responses
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Question	RFP Section	RFP Pg	Question	Response
41	1.6 Timeline	7	What PeopleSoft customizations are you expecting for the Campus Solutions module?	No Campus Solutions development is expected from SI.
42	1.6 Timeline	7	For the task - Identify ETL (Extract, Transform, Load) requirements – will these not be delivered by Oracle as part of the OBIA software.	Oracle OBIA does contain a ETL package. However, it has been our experience that this package requires customization to work properly. University expects Contractor to assist with customization to ensure that the ETL package functions properly.
	1.6 Timeline	7	What is involved in the Campus redesign sessions?	There are two component to Campus redesign sessions. First, the campus community is involved in defining solutions that directly impact them through Focus Groups. Typically a small project team perform strawman activities to draft the solution, define requirements, and identify constraints. An agile process is used to refine the solution based on feedback from the Focus Group. The finalized solution is then deployed to campus through meetings that focus on business process redesign in the division to adopt the change into the daily operation. Meetings are typically division specific to accommodate requirements that are unique to the division and include both back office and campus departments.
43				
	APPENDIX 9 - HCM Scope Additional Details	54	Total number of out of the box OBIA reports to be validated and deployed?	With the information we have at this time, number and complexity is unknown.
44				
	APPENDIX 9 - HCM Scope Additional Details	54	Please provide approximate number of custom OBIA reports to be validated and deployed	With the information we have at this time, number and complexity is unknown.
45				
	APPENDIX 9 - HCM Scope Additional Details	54	Please provide approximate number of expected extensions to the OBIA data model (extension columns, additional custom warehouse tables)?	With the information we have at this time, number and complexity is unknown.
46				
	APPENDIX 9 - HCM Scope Additional Details	54	Please list any additional data sources beyond Oracle Cloud HCM and Oracle Taleo that will be used with Oracle HR Analytics.	PeopleSoft Campus Solutions and Oracle Financial Cloud
47				
	APPENDIX 9 - HCM Scope Additional Details	54	We assume that Oracle HR Analytics will be deployed on Oracle Cloud Infrastructure Services (Oracle Database as a Service, Oracle Compute Cloud, Oracle Storage Cloud). Please confirm.	HR Analytics will be deployed on Premise
48				
	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 2. Definitions	1	Property - 'VENDOR' anticipates providing solely services under this SOW, and "Property" does not include services. Property is composed of tangible goods owned by each party to the agreement.	Property is defined to include services in the Boise State University Standard Contract Terms and Conditions.
49				

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Question	RFP Section	RFP Pg.	Question	Response
50	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 3. Relationship	1	The sentence starting with, 'Contractor shall exonerate...' should be replaced by: "Contractor is solely responsible to make all payments which are due to, or on behalf of, Contractor's personnel who perform work under this Contract. Contractor acknowledges that Contractor personnel are not eligible for, or entitled to participate in or be covered by, any employee benefit program or policy sponsored by or through the University, nor are Contractor personnel eligible for, or entitled to, any form of compensation from the University or any benefits provided by the University to its employees (including group insurance, pension plan, and savings plan benefits). The State shall not exercise or attempt to exercise any supervisory authority over any day-to-day employment relationship decisions relating to Contractor's personnel, including those decisions relating to: wages, hours, terms and conditions of employment, hiring, discipline, performance evaluations, termination, counseling and scheduling. Notwithstanding anything in this paragraph to the contrary, Contractor shall not be responsible for payments, or employment claims which arise out of acts, omissions or policies of the University which are in breach of the foregoing."	Rejected. The University requires an indemnity and hold harmless in case the University is charged or attempted to be charged any of the expenses, or in the event of a challenge to the worker's status.
51	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 6. Shipping and Delivery	2	This Section 6 is not applicable, as 'Vendor' is not shipping any hardware/software/ products to the University.	Change not accepted. If not applicable, including the sentence is not relevant. If at any time the vendor does provide hardware/software/products, it would apply.
52	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 7. Installation & Acceptance	2	'VENDOR' will propose a Milestone and Deliverable Acceptance Procedure with more specificity in the SOW.	Section 7 of the Boise State University Standard Contract Terms and Conditions shall not be applicable to the extent a more specific and mutually agreed upon SOW, submitted in accordance as specified in Section 2.6, Section 3.12 and other portions of the RFP pertaining to supplemental agreements, dictates differing procedures.
53	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 8. Risk of Loss	2	This Section 8 is not applicable, as 'Vendor' is not shipping any hardware/software/ products to the University.	No change accepted. If not applicable, including the sentence is not relevant. If at any time the vendor does provide hardware/software/products it would apply.
54	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 9. Taxes	2	Charges are exclusive of any customs or other duty, tax, and similar levies imposed by any authority resulting from Client's acquisitions under the Agreement and will be invoiced in addition to such charges. Client agrees to: i) pay withholding tax directly to the appropriate government entity where required by law; ii) furnish a tax certificate evidencing such payment to 'VENDOR'; iii) pay 'VENDOR' only the net proceeds after tax; and iv) fully cooperate with 'VENDOR' in seeking a waiver or reduction of such taxes and promptly complete and file all relevant documents. Where taxes are based upon the location(s) receiving the benefit of the Cloud Service, Client has an ongoing obligation to notify 'VENDOR' of such location(s) if different than Client's business address listed in the applicable Attachment or TD.	Not accepted. As provided in the terms, the University is not subject to these taxes.

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Question	RFP Section	RFP Pg	Question	Response
55	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 10. Method of Payment	2	Replace first sentence with: "Amounts are due upon receipt of the invoice and payable within 30 days of the invoice date"	Payment will be made in accordance with Section 8.10 and the mutually developed Project Management Plan and in accordance with the other payment terms referenced in this RFP.
56	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 11. Purchase Order Numbers	2	This requirement is to-be-determined during the implementation phase of the project	An award will be made, including the issuance of a Purchase Order (PO), including PO number, prior to Contractor beginning work. Therefore, the PO number will be available to include on correspondence.
57	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 12. Contractor Responsibility	2	This Section 12 is not applicable. 'VENDOR' This Section 12 is not applicable. 'Vendor' is not providing any hardware or software. Any property 'Vendor' brings in order to perform our Services would remain 'VENDOR's property, and the property that the University brings to the engagement would remain the University's.	Rejected. To the extent Contractor enters into any subcontracts, this is intended to make clear Vendor is ultimately responsible and the only party entitled to payment from the University.
58	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 13. Conforming Property	2	The Services (not Property) will conform to the specifications detailed in the SOW. In the event of non-conformity of the Services, 'VENDOR' and the University should utilize the Milestone and Deliverables Acceptance Process to re-deliver the Services to be in conformity with the specifications of the SOW.	Rejected. As noted, the term property is expressly defined in the terms to include services and these services must conform to the specifications in the RFP, which include the SOW referenced here.
59	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 14. Insurance Requirements	2	'Vendor' will be happy to consider including insurance terms after we have had an opportunity to review the insurance types and limitations the University requests (as there is no such attachment to this document).	Per Section 3.17 of RFP and the reference thereto in Appendix 2, University Insurance requirements can be found here: https://rmi.boisestate.edu/wp-content/uploads/2014/11/CertificateInsRqmts_3rdParty.pdf . The selected Offeror will be required to meet the insurance requirements at this link, as well as any additional insurance requirements listed in Section 3.17 of the RFP.
60	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 15. Indemnification/Save Harmless	2	Replace Section 15 with: "Subject to the limitations of liability in Section 16, if a third party brings a claim against the University for bodily injury to persons or physical damage to tangible personal property or real property for which Contractor is otherwise legally liable to that third party, Contractor will defend the University against such claim at Contractor's expense and Contractor shall pay all costs, damages, and statutory penalties that a court finally awards to such third party or a regulatory body imposes or that are included in a settlement approved by Contractor and the University pursuant to the process as described in Section 24. Notwithstanding the foregoing, Contractor will have no obligation to the University for any claims, suits, actions, losses, damages, liabilities, costs and expenses to the extent attributable to the acts or omissions of the University and/or its officers, employees or agents."	The language in the terms and conditions is specific to statutory prohibitions placed on the University which void certain provisions in contracts and/or limit the University's tort liability (not contractual limits of liability). Revisions to this provision will not be considered. Please submit any proposed supplemental terms relating to limitations of liability in accordance with the requirements for supplemental documents and provisions, in Section 3.12 of the RFP.

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Question	RFP Section	RFP Pg	Question	Response
61	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 16. Limit of University's Liability	2	Add to this Section 16: "Limit of 'VENDOR's Liability. 'VENDOR's entire liability for all claims related to the Agreement will not exceed the amount of any actual direct damages incurred by the University up to the amounts paid (if recurring charges, up to 12 months' charges apply) for the product or service that is the subject of the claim, regardless of the basis of the claim. Notwithstanding anything to the contrary, 'VENDOR' will not be liable for special, incidental, exemplary, indirect, or economic consequential damages, or lost profits, business, value, revenue, goodwill, or anticipated savings. These limitations apply collectively to 'VENDOR', its affiliates, contractors, subprocessors, and suppliers."	The language in the terms and conditions is specific to statutory prohibitions placed on the University which void certain provisions in contracts and/or limit the University's tort liability (not contractual limits of liability). Revisions to this provision will not be considered. Please submit any proposed supplemental terms relating to limitations of liability in accordance with the requirements for supplemental documents and provisions, in Section 3.12 of the RFP.
62	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 17. Work for Hire	3	Replace this Section 17 with the following language: "The University will own the copyright in works of authorship that 'VENDOR' develops for the University under a Statement of Work (SOW) (Project Materials). Project Materials exclude works of authorship delivered to the University, but not created, under the SOW, and any modifications or enhancements of such works made under the SOW (Existing Works). Some Existing Works are subject to a separate license agreement (Existing Licensed Works). A Program is an example of an Existing Licensed Work and is subject to the Program terms. 'VENDOR' grants the University an irrevocable (subject to the University's payment obligations), nonexclusive, worldwide license to use, execute, reproduce, display, perform and prepare derivatives of Existing Works that are not Existing Licensed Works. 'VENDOR' retains an irrevocable, nonexclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, sublicense, distribute, and prepare derivative works of Project Materials."	Please submit language for consideration as a supplemental agreement reserved for negotiation in accordance with Section 3.12 and Section 2.6 of the RFP.
63	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 18. Commodity Status	3	This Section 18 is not applicable to this SOW because 'VENDOR' will not be providing any "Items" (hardware/software/products).	Rejected. This could apply to any materials provided as part of the SOW. To the extent it is inapplicable, it is irrelevant.
64	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 19. Termination for Convenience	3	This Section 19 is subject to payments of all applicable charges for Services performed through the effective termination date.	This is addressed in Section 5.9 of the RFP.
65	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 20. Termination for Default	3	'VENDOR' strikes the second and third sentences because we do not agree to provide any consequential or indirect damages and to any offsetting of damages. In addition, 'VENDOR' would change "default or non-compliance" to "material breach." Lastly, 'VENDOR' may also terminate the Agreement for a material breach by the University, after the University fails to cure such material breach with a reasonable time, not to exceed 30 days.	Rejected as to the second and third sentences, these are contract damages that the vendor would likely incur and remedies the University would pursue and will not waive them prospectively here. As to the final statement, no replacement language is provided. Please consider submitting a supplemental term in accordance with Section 3.12 for consideration.

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Question	RFP Section	RFP Pg	Question	Response
66	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 21. Force Majeure	3	No right or cause of action for any third party is created by the Agreement or any transaction under it. Neither party will bring a legal action arising out of or related to the Agreement more than two years after the cause of action arose. Neither party is responsible for failure to fulfill its non-monetary obligations due to causes beyond its control. Each party will allow the other reasonable opportunity to comply before it claims the other has not met its obligations. Where approval, acceptance, consent, access, cooperation or similar action by either party is required, such action will not be unreasonably delayed or withheld.	Rejected. No clear rationale and replacement language provided.
67	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 22. Compliance with Law, License and Certifications	3	At the end of the last sentence, insert: "rules that are applicable to the Services 'VENDOR' provides under this Agreement. The University is responsible for obtaining and maintaining all applicable consents, permissions and licenses to receive the Services and fulfill its responsibilities under the Agreement."	Accepted, but note that it already has language regarding applicability to Services and Contractor.

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Question	RFP Section	RFP Pg	Question	Response
	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 23. Confidential Information	3	<p>Replace the first four sentences of this section with the following: "Pursuant to this Agreement, Contractor and the University may each disclose Confidential Information to each other. 'Confidential Information' under this Agreement means information disclosed by either party ('Discloser') and provided to the receiving party ('Recipient') that is marked with a restriction legend or identified as confidential at the time of disclosure. Each disclosure of Confidential Information under this Agreement will be subject to these obligations of confidentiality for five (5) years following the initial date of disclosure. Recipient will use Confidential Information solely for the purpose for which it was disclosed or for the benefit of Discloser, and will use reasonable care to avoid disclosure of the Confidential Information other than to Recipient's: (a) employees and employees of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know. Control means to own or control, directly or indirectly, over 50% of voting shares; or (b) subcontractors, financial and legal advisors, and then only to those who have a need to know.</p> <p>Before disclosure to any party in (a) or (b), Recipient will have a written agreement with such party sufficient to require that party to treat Information substantially the same as described in this Agreement. If required to disclose Information by law or court order, Recipient will endeavor to give Discloser prompt notice to allow Discloser a reasonable opportunity to obtain a protective order.</p> <p>Discloser provides Information without warranties of any kind and is not liable for any damages arising out of Recipient's use of Information disclosed under this Agreement.</p> <p>This Agreement does not require either party to disclose or to receive Information, perform any work, or enter into any license, business engagement or other agreement. Neither this Agreement nor any disclosure of Information under it creates any joint or fiduciary relationship or grants Recipient any right or license under any trademark, copyright or patent, now or subsequently owned or controlled by Discloser.</p> <p>The receipt of Information under this Agreement does not preclude Recipient from: developing, manufacturing, marketing or providing products or services which may be competitive with products or services of Discloser, or entering into any business relationship with any other party; or assigning its employees in any way it may choose. Any information is subject to change or withdrawal</p>	<p>Accepted, as modified: Pursuant to this Agreement, Contractor and the University may each disclose Confidential Information to each other. 'Confidential Information' under this Agreement means information disclosed by either party ('Discloser') and provided to the receiving party ('Recipient') that either party regards as confidential, is protected by applicable laws, contains education records or personally identifiable information or is otherwise marked or identified as confidential at the time of disclosure ('Confidential Information'). Recipient will use Confidential Information solely for the purpose of performing under the Agreement, and shall not disclose the Confidential Information other than: (a) to Recipient's employees and employees of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know. Control means to own or control, directly or indirectly, over 50% of voting shares; (b) subcontractors, legal advisors, and then only to those who have a need to know, or (c) to the extent disclosure is required by applicable law, legal process or court order. Before disclosure to any party in (a) or (b), Recipient will have a written agreement with such party sufficient to require that party to treat Information substantially the same as described in this Agreement.</p>
68				Accepted as to 1-3. 4 is not applicable and/or not relevant.
69	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 24. Patents and Copyright Indemnity	3	<p>1) Remove the word "trade secret." Add, after "trademark, or misappropriation of a trade secret." 2) Replace contractor will pay with, "Contractor will fulfill such indemnity by paying..." and 3) Add: "suit, and providing all information requested by Contractor." and 4) Replace the sentence starting with, 'Contractor shall have no liability to the University with: "VENDOR" has no responsibility for claims based on Non-VENDOR' Products, items not provided by 'VENDOR', or any violation of law or third party rights caused by Content, or any Client materials, designs, specifications, or use of a non-current version or release of an 'VENDOR' Product when an infringement claim could have been avoided by using a current version or release."</p>	

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Question	RFP Section	RFP Pg	Question	Response
70	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 25. Public Records	4	Strike the sentence starting with, 'The contractor will indemnify and defend the university..... as 'VENDOR' will not indemnify for such claims.	Rejected. The University will need to be able to rely on the Contractor's redactions and cannot accept liability based on the Contractor's markup. If the Contractor seeks to have some information protected from disclosure, the Contractor then needs to indemnify the University from any claims or damages incurred as a result.
71	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 26. Anti-Discrimination Clause	4	'VENDOR' is not providing any products, hardware, or software that would implicate this law; nor are we providing services where we will build items that must be compliant with this law. Therefore we believe this is not applicable to our scope of services.	Rejected. This is required in all University contracts.
72	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 28. Restrictions and Warranties – Illegal Aliens	4	'Vendor' requests to remove the portion of the clause containing, 'any misrepresentation in this regard...' as the representation preceding it should suffice to fulfill the stated concern.	Change rejected.
73	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 29. Non-resident Aliens	4	Replace this Section 29 with: "'VENDOR' will be responsible for fulfilling any applicable tax requirements for individuals that will perform Services on behalf of 'VENDOR'."	Rejected. This is meant to ensure the University can acquire any paperwork necessary for its processing payments to vendor.
74	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 30. Subcontracting	4	'Vendor' will provide written notification regarding any change to the subcontractors listed in our SOW. This provision is subject to the limitations of liability in the Agreement.	This change is rejected. The provision is subject to all contract provisions by its terms.
75	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 31. Assignment	4	Replace with Section 31 with: "Neither party may assign the Agreement, in whole or in part, without the prior written consent of the other. Assignment of 'VENDOR' rights to receive payments or assignment by 'VENDOR' in conjunction with the sale of the portion of 'VENDOR's business that includes a product or service is not restricted."	Approved as proposed.
76	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 32. Use of University's Name	5	'VENDOR' proposes this provision be made mutual.	Approved, as follows: Neither party shall, prior to, in the course of, or after performance of this Agreement, use the other Party's name in any advertising or promotional media, including press releases, as a customer or client of the other Party without the prior written consent of the Party whose name is desired to be utilized.
77	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 37. No other terms	5	'VENDOR' requests to remove the highlighted clause which conflicts with the concept that the parties ultimately will negotiate and mutually agree upon the universe of terms that are part of the "Agreement." 2) Replace clause stating "these standard terms and conditions", with "the special terms and conditions agreed upon between the parties.", and 3) Replace clause referring to these Boise State Standard Contract Terms and Conditions with "The Agreement."	Rejected. The parties will only negotiate and mutually agree on specified supplemental terms to the extent proposed in the answer and expressly agreed to by the University, which terms are then incorporated as part of the Agreement. These terms should only include matters not otherwise addressed in the listed documents and are dealt with as specified in Section 2.6, Section 3.12 and other portions of the RFP.

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Question	RFP Section	RFP Pg	Question	Response
	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 38. Interpretation and Priority of Documents	5	The Agreement consists of and precedence is established by the order of the following documents: (1) Statement of Work (SOW); (2) Boise State University Standard Contract Terms and Conditions; (3) The Solicitation Instructions to Vendors; (4) The Appendix 1 Terms and Conditions; all of the foregoing documents as mutually agreed upon by 'VENDOR' and the University and 2) Strike the first sentence. The Quote, Bid and Proposal are not part of the resulting Agreement; they are provided as a proposal that is valid for 180 days. The resulting terms and conditions that the parties will mutually agree upon will be the complete agreement governing the subject matter herein, and 3) Replace 'Where terms and conditions' clause with: "Where terms and conditions specified in the special terms and conditions, including the SOW, differ from those stated in the Solicitation, the special terms and conditions shall take precedence."	Rejected. The quote, bid and proposal are a material part of the Agreement and, as specified above and in the RFP, any additional negotiated terms may only be supplemental and cannot replace these specifications.
78				
	APPENDIX 2 – Section 2 – Boise State Univ. Standard Contract Terms and Conditions: 79 40. Attorney Fees	5	'VENDOR's preference is to leave the determination of award of attorney's fees to the court.	Accepted. Section 40 shall be reserved.
79				
	Boise State University RFP ST18-114 - Oracle HCM Cloud System Implementation	All	'VENDOR' intends to provide a Statement of Work (SOW) as part of our response which includes supplemental T&C's. We'd like to know if BSU will consider those T&C's as negotiable as part of the overall agreement we'd expect to sign pending 'VENDOR's selection as your Partner of choice.	Please include any supplemental Ts and Cs separate from the Statement of Work. To the extent proposed terms supplement (and do not conflict with) terms, provisions and specifications of the RFP, they will be considered and negotiated in accordance with Section 3.12.
80				
	APPENDIX 2 – Section 8 - State of Idaho Special Terms And Conditions For Customized Software And Related Services	36	"VENDOR's SOW to be included in the RFP response will include our terms related to any customized software that 'VENDOR' may provide, in lieu of the State's Special Terms and Conditions for Customized Software and Related Services." We'd like to know if BSU will consider those T&C's as negotiable as part of the overall agreement we'd expect to sign pending 'VENDOR's selection as your Partner of choice.	See response to Question 80. They will be considered only to the extent stated in Section 3.12
81				
	Boise State University RFP ST18-114 - Oracle HCM Cloud System Implementation	All	Did BSU engage a 3rd Party to develop this RFP? If so, can you please provide the name of the 3rd Party?	No, the RFP was created internally.
82				
	2. Process Requirements, bullet 2.4 And APPENDIX 2 - Helpful Links	9	Acceptance Criteria of 90 days conflicts with the warranty period of 60 business days. We will provide warranty for 60 business days for any customization done by us as long as the customization has not been tampered with.	Rejected. Appropriate replacement language is not provided.
83				
	2. Process Requirements, bullet 2.4 And APPENDIX 2 - Helpful Links	9	Software Warranty of 1 year conflicts with the warranty period of 60 business days. We will provide warranty for 60 business days for any customization done by us as long as the customization has not been tampered with. Any items not related to the customization built by us will not be subject to a 60 business day warranty period.	Rejected. Appropriate replacement language is not provided.
84				

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Question	RFP Section	RFP Pg	Question	Response
85	2.11	11	<p>This sections states "All data provided by the University in relation to this RFP represents the best and most accurate information available at the time of RFP preparation. Should any data later be discovered to be inaccurate or incomplete, such inaccuracy or incompleteness will not constitute a basis for Contract rejection or Contract amendment by an Offeror."</p> <p>Question:</p> <p>If information is incomplete (such as the unintentional or unknown omission of an interface in the RFP provided, or a change in the number of benefits plans, or higher complexity for an interface such as possible new ATS) and is later discovered to be critical to the project, will a change request be accepted by the University?</p>	<p>Yes, the University and Contractor will execute a mutually agreed upon, written change request if this situation arises.</p>
86	1.6	7	<p>Phase 3 "Develop PS modifications for CS"</p> <p>Question:</p> <p>Is the University requesting we include this effort in our proposal and cost?</p>	<p>No Campus Solutions development is expected from SI.</p>
87	1.6	7	<p>Phase 3 "Campus redesign session"</p> <p>Question:</p> <p>Please clarify what role you expect the implementation partner to play in this effort</p>	<p>The implementation partner will play a supporting role. The Office of Continuous Improvement will take the lead on this activity.</p>
88	1.6	7	<p>Phase 3 "Integrations and document requirements"</p> <p>Question:</p> <p>Please clarify if "document requirements" is intended to encompass the effort to develop/extract/send documents to a third-party document management system or provider</p>	<p>This is in reference to functional and technical requirements for development where the output could be a provider or external system. A document management system is not part of the scope.</p>

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Question	RFP Section	RFP Pg	Question	Response
1.6	8	Phase 5	<p>This article outlines training for dept managers, dept admin, back office processors</p> <p>Questions:</p> <p>How many dept managers?</p> <p>How many dept administrators?</p> <p>How many back-office administrators (please list by area of responsibility)?</p> <p>Is the University looking to have the implementation partner conduct all the training or is a Train-the-Trainer model for core users conducted by the partner with end user training conducted by the University the desired model? Either is an option, but the former is typically what is included, and the latter is typically scoped based on the training strategy and plan after the planning phase.</p>	<p>Number of department managers: Approximately 300 HR Departments and managers</p> <p>Number of department administrators: Approximately 275 Department Administrators</p> <p>Number of back office administrators: Approximately 40 Back office Administrators for Benefits, Compensation, Employee Relations, Front Desk, HR Administrative, HRIS, Learning and Development, Payroll, Personnel Processing and Talent Acquisition .</p> <p>Training: Train-the-trainer model for core users. End user training for other users, including the campus community, will be handled by Boise State personnel.</p>
89	1.7	8	<p>Change Management is not explicitly included in the "Expectations" section but is represented in multiple areas of 1.6.</p> <p>Question:</p> <p>Please clarify the level of change management you are looking for the implementation partner to include in the proposal.</p>	<p>The implementation partner will play a supporting role. The Office of Continuous Improvement will take the lead on this activity.</p>
90				

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Question RFP Section	RFP Pg	Question	Response
5.7	20	<p>This section outlines efforts required prior to awarding the contract: "Prior to the award of the Contract, University and the apparent successful Offeror will clarify expectations and develop a Project Management Plan for the implementation of the service."</p> <p>"The Project Management Plan shall include a description for each task and a designation of whether Boise State or the Offeror is responsible for the task."</p> <p>Additionally, the Project Management Plan will contain all points of clarification, an agreed upon Project Schedule for the implementation of the service, and other clarifying supporting documents. Examples of points of clarification are clarification of requirements and legal clarifications. Examples of other clarifying supporting documents are risk management plan, change management plan, configuration management plan, and project closure plan."</p> <p>Question: Some of the work outlined above requested prior to contract award are typically included in the initial phase of the project in our methodology and experience and are also included in the University's approach outlined in Section 1.6. We are seeking clarification on expectations of work/timing</p> <p>Some examples include: 1.6 Phase 1 – Initiate – includes the definition of the team structure, roles and responsibilities (we would anticipate this to be done at a high level during the proposal and pre-contract review phase, but want to clarify your expectations in 1.6)</p> <p>1.6 Phase 2 – Plan – the University has outlined this phase will include some areas such as the project management, change management, risk management strategy/plan, etc. We concur these activities are typically part of project activities and want to confirm if required prior to contract award if consulting fees would be paid for this body of work.</p>	<p>We expect a high level plan based on what the vendor knows about the scope. A key response would include the summary level tasks and resources responsible for completing those tasks. Agreed, we would further break down tasks, resources and time estimates during the planning phase.</p>
91	22	<p>Regarding Offeror resources, does Boise State expect offshore resources to work during the 8-5 MT hours? Or, can the resources work their local respective hours and coordinate with Offeror onsite resources as needed (usually a daily basis)?</p>	<p>Yes, University expects offshore resources to work during the 8/5 MT hours. Onsite resources from Boise State will be working during 8-5 MT, and offshore resources need to be available during these working hours</p>
92			<p>Yes, University expects offshore resources to work during the 8/5 MT hours. Onsite resources from Boise State will be working during 8-5 MT, and offshore resources need to be available during these working hours</p>

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Question	RFP Section	RFP Pg	Question	Response
93	2.4	9	The RFP requests rationale and suggested verbiage for exceptions to Boise State contract terms by Wednesday April 11th. This is a significant amount of legal work to complete in a very short period of time, therefore we would like to ask permission to identify the sections of the Boise State terms and conditions where we have concerns and respectfully request that we commit the legal resources to negotiate with Boise State if our firm is selected. Once selected, we would engage in a more detailed dialogue and negotiate a balanced, fit-for-purpose, mutually acceptable set of contract terms and conditions and otherwise establish a business framework for a joint project effort. In our experience we find this more productive because the agreement terms and project approach are addressed and agreed against the specific backdrop of the awarded project and the greater clarity that follows completion of the bidding and selection process, and we are invariably able to reach an agreement acceptable to both organizations. Is this approach acceptable to Boise State?	Questions relating to the terms and conditions were required to be submitted with the questions as provided in Section 2.4. The parties will only negotiate and mutually agree on specified supplemental terms to the extent proposed in the answer and expressly agreed to by the University, which terms are then incorporated as part of the Agreement. These terms should only include matters not otherwise addressed in the listed documents and are dealt with as specified in Section 2.6, Section 3.12 and other portions of the RFP.
	Appendix 9	52	Regarding the use of projects with OSP: Is there an expectation that Boise State bills actual cost (based on the time entered to the project)? How close does it need to be? How many projects does Boise State have going on at one time? Does Boise State use encumbrance accounting?	The expectation is that BSU will bill salary costs on the project. We would expect quantity and cost associated to the project for billing. Currently BSU has approximately 600 active projects and that number is increasing by approximately 20% per year. Yes, BSU uses encumbrance accounting.
94	7.2.4	24	Compensation worksheets to include core HR data, custom alerts, dynamic calculations, plan budgets, currency, compensation components, eligibility profiles to define eligibility for the compensation plans, worksheet approvals using hierarchy, compensation budgeting and allocation based on supervisor hierarchy and compensation change statements and creating/modifying/printing and storing employee contracts. Questions: A) creating/modifying/printing and storing employee contracts is not part of workforce compensation but can be developed as a custom report. B) Do you envision uploading data to the comp worksheet during the comp cycle? C) We see you have 7 workforce compensation plans. What is the frequency? How many workforce comp plans do they envision? D) How is each plan's budget constructed? Please share any detailed information you can provide. E) What changes would they like to make and what are the pain points? F) You mentioned the use of dynamic columns. Fast formulas can also be constructed when dynamic columns are not sufficient. Any details on formulas being used to day would be helpful? G) Will managers allocate compensation, or will this task be reserved to HR?	Boise State does not currently have enough information to determine a preferred future state.
95				

**Questions and Responses
for RFP ST18-114 Oracle HCM Cloud System Implementation**

Question	RFP Section	RFP Pg	Question	Response
96	1.6	6	<p>Time line spans up to 24 months and depicts a big bang implementation strategy.</p> <p>Question: This is much longer than our typical project plan for an organization moving to the cloud. Is the University open to alternative project plans, such as a shorter timeframe and/or including phased implementation to achieve faster time to value, with Payroll and perhaps other modules such as T&L coming in P2?</p>	We are open to a shorter timeframe, but we don't want to cut quality or scope. We also do not want to plan on a phased implementation. We need to go live with Core HR, Payroll and a Reporting solution simultaneously
97	7.2.2	24	<p>Benefits</p> <p>Question: Can you provide additional detailed documentation on your plans? Do you anticipate changing benefits plans/providers during the implementation timeframe?</p>	We do not plan on changing plans or providers during the implementation timeframe. We can provide detailed documentation, but need to know specifically what is being looked for.
98	7.2.3	24	<p>Absence:</p> <p>Question: Can you provide additional detailed documentation on your plans? Do you anticipate changes to your absence plans as part of this project?</p>	We do not plan on changing plans or providers during the implementation timeframe. We can not provide further detailed documentation without knowing specifically what is being requested.
99	8.1	28	<p>Please provide additional details on the hold-back approach from a \$ and timing perspective.</p>	<p>Per Section 8.10: Boise State doesn't pay until a product/service is received, and will hold a portion of the total payment until final acceptance. The University intends to pay per the finalized Project Management Plan, including milestones and/or deliverables, as discussed in Section 5.7 and as mutually agreed upon between Contractor and University.</p> <p>University intends to hold a small percentage of the total cost until final acceptance. Since the Project Management Plan will be mutually developed and agreed upon by University and Contractor, Contractor will know the timing and amount once that Project Management Plan is completed with the awarded Offeror.</p>

T&L Rules & Descriptions	
ST18-114 Oracle HCM Cloud System Implementation	
Rule ID	Descr
	Descr
BSOCMINENDEA	OnCall Ernd Weekend Guaranteed
BSUEMPLSTAT	Inactive Employee Status
BSHOLIDAY_HOL	Holiday Rule for HOL SCH
BSHOLIDAY_HLS	Holiday Rule for HLS SCH
BSHOLIDAY_HHS	Holiday Rule for HHS SCH
BSUOTPROSTU	Overtime ProrateAlloc STU Uext
BSCMPPEXCEPT2	Comp Time Used - Over 40 Hours
BSOTPROEXMT	OvertimeProrateAllocExemt Uext
BSOTPROALOC	Overtime Prorate Alloca1.5x
BSAPPRUPLOAD	Approve Uploaded Time
BSACTUALRATE	Override for ACTUAL CompRateCd

When a Time Reporter reports hours to TRC(s) OCWEE, and the sum of reported hours is < 1 hours, then replace the reported number of hours with 1 hours.

This template could be used to pay a guaranteed number of hours to a time reporter.

Create exception TLX00030 when time is reported and the employee status is in the following list ('Deceased', 'Leave of Absence', 'Retired', 'Suspended', 'Terminated', 'Short Work Break').

Pay the following Time Reporters ('H') 8 hours of TRC HOL for holiday pay.

This template can be used to pay Holiday Pay to all Time Reporters. The positive TR gets paid for all holidays ,even if there is no reported time in the POI .

The specified Holiday TRC will be created in addition to reported/scheduled TRC.

Pay the following Time Reporters ('H') 8 hours of TRC HOL for holiday pay.

This template can be used to pay Holiday Pay to all Time Reporters. The positive TR gets paid for all holidays ,even if there is no reported time in the POI .

The specified Holiday TRC will be created in addition to reported/scheduled TRC.

Pay the following Time Reporters ('H') 8 hours of TRC HOL for holiday pay.

This template can be used to pay Holiday Pay to all Time Reporters. The positive TR gets paid for all holidays ,even if there is no reported time in the POI .

The specified Holiday TRC will be created in addition to reported/scheduled TRC.

T&L Rules & Descriptions		
ST18-114 Oracle HCM Cloud System Implementation		
BSU_SFT	BSU Shift	When a Time Reporter reports time under TRC(s) ('CPH', 'CPT', 'DNR', 'DNT', 'EAH', 'EAT', 'FMH', 'FMS', 'FMV', 'FVH', 'HOA', 'HOH', 'HOW', 'JAH', 'JAT', 'JUH', 'JUR', 'MDA', 'MDF', 'MDH', 'MFH', 'MLT', 'MTH', 'OTA', 'OTP', 'REG', 'SBH', 'SBR', 'SFM', 'SIC', 'SIH', 'VAC', 'VAH') and the sum of hours is greater than 0 hours in the specified period, then all hours in excess of 0 will be paid under 'SFT' TRC. New TRC will be created for each reported TRC affected by this rule.
		When a Time Reporter reports hours to TRC(s) CBK, and the sum of reported hours is < 2 hours, then replace the reported number of hours with 2 hours.
BSCALLBCKMIN	Call Back Paid Guaranteed Hrs	This template could be used to pay a guaranteed number of hours to a time reporter.
		When a Time Reporter reports hours to TRC(s) OCWEP, and the sum of reported hours is < 1 hours, then replace the reported number of hours with 1 hours.
BSOCMINENDPD	OnCall Paid Weekend Guaranteed	This template could be used to pay a guaranteed number of hours to a time reporter.
		When a Time Reporter reports hours to TRC(s) OCNTP, and the sum of reported hours is < 0.5 hours, then replace the reported number of hours with 0.5 hours.
BSOCMINNITPD	OnCall Paid Weeknight Guarante	This template could be used to pay a guaranteed number of hours to a time reporter.
BSOVTACCSTU	OvertimeProratedAllocatStudent	When a Time Reporter reports time under TRC(s) ('BSU', 'FWS', 'HOW', 'IWS', 'REG', 'RET', 'RST') and the sum of hours is greater than 40 hours in the specified period, then all hours in excess of 40 will be paid under 'SOT' TRC. Each reported TRC affected by this rule will be replaced with the specified TRC.
BSUWKSTDYFWS	Change Federal Work Study FWS	When a Time Reporter reports time under TRC(s) ('BSU', 'FWS', 'IWS', 'REG', 'RET', 'RST') and the sum of hours is greater than 0 hours in a day, then all hours in excess of 0 will be paid under 'FWS' TRC. Each reported TRC affected by this rule will be replaced with the specified TRC.
BSUOVTSFTPRE	BSU Overtime Shift Premium SFO	When a Time Reporter reports time under TRC(s) ('HOW', 'OTP') and the sum of hours is greater than 0 hours in a day, then all hours in excess of 0 will be paid under 'SFO' TRC. New TRC will be created for each reported TRC affected by this rule.
BSUOVTSFTPRE	BSU Overtime Shift Premium SFO	When a Time Reporter reports time under TRC(s) ('HOW', 'OTP') and the sum of hours is greater than 0 hours in a day, then all hours in excess of 0 will be paid under 'SFO' TRC. New TRC will be created for each reported TRC affected by this rule.

T&L Rules & Descriptions	
ST18-114 Oracle HCM Cloud System Implementation	
BSOVTACC	<p>When a Time Reporter reports time under TRC(s) ('BSU', 'FWS', 'HOW', 'IWS', 'REG', 'RET', 'RST') and the sum of hours is greater than 40 hours in the specified period, then all hours in excess of 40 will be paid under 'OTP' TRC. Each reported TRC affected by this rule will be replaced with the specified TRC.</p> <p>Pay the following Time Reporters ('H') 8 hours of TRC HOL for holiday pay.</p> <p>This template can be used to pay Holiday Pay to all Time Reporters. The positive TR gets paid for all holidays, even if there is no reported time in the POI.</p> <p>The specified Holiday TRC will be created in addition to reported/scheduled TRC.</p> <p>When a Time Reporter reports time under TRC(s) ('RST') and the sum of hours is greater than 0 hours in a day, then all hours in excess of 0 will be paid under 'RSU' TRC. Each reported TRC affected by this rule will be replaced with the specified TRC.</p> <p>When a Time Reporter reports time under TRC(s) ('BSU', 'FWS', 'IWS', 'REG', 'RET', 'RST') and the sum of hours is greater than 0 hours in a day, then all hours in excess of 0 will be paid under 'FWS' TRC. Each reported TRC affected by this rule will be replaced with the specified TRC.</p> <p>When a Time Reporter reports time under TRC(s) ('BSU', 'FWS', 'IWS', 'REG', 'RET', 'RST') and the sum of hours is greater than 0 hours in a day, then all hours in excess of 0 will be paid under 'FWS' TRC. Each reported TRC affected by this rule will be replaced with the specified TRC.</p> <p>When a Time Reporter reports time under TRC(s) ('REG') and the sum of hours is greater than 0 hours in a day, then all hours in excess of 0 will be paid under 'RET' TRC. Each reported TRC affected by this rule will be replaced with the specified TRC.</p> <p>When a Time Reporter reports hours to TRC(s) OCNTE, and the sum of reported hours is < 0.5 hours, then replace the reported number of hours with 0.5 hours.</p> <p>This template could be used to pay a guaranteed number of hours to a time reporter.</p> <p>When a Time Reporter reports time under TRC(s) ('BSU', 'FWS', 'HOW', 'IWS', 'REG', 'RET', 'RST') and the sum of hours is greater than 40 hours in the specified period, then all hours in excess of 40 will be paid under 'OTS' TRC. Each reported TRC affected by this rule will be replaced with the specified TRC.</p>
BSOVTACC	OvertimeProratAllocatNonEx1.5X
BSHOLDAY_HOH	Holiday Rule for HOH SCH
BSCHGDF2RSU	Default to RSU if TRC is RST
BSUWKSTDYBSU	Change BSU Work Study BSU
BSUWKSTDYIWS	Change Idaho Work Study IWS
BSREG2IRGTRC	Chg Reg 2 Irreg Funded TRC
BSOCCMINNITEA	OnCall Ernd Weeknight Guarantee
BSOVTACC1X	OvertimeProrateAllocatExempt1X

Pay Group Matrix
for ST18-114 Oracle HCM Cloud System Implementation

11/9/2016

Pay Group	Paygroup Description	Salary / Hourly	Benefit Eligible	FLSA	Funding	Default Earn Code	Vacation and/or Sick	Holiday	Overtime Paid	Comp Time Accrual	On Call	Shift	Work Study	Work Group
FAC	Faculty - Regular	S	Y	Exempt	Regular	REG	Y	Y	N	N	N	N	N	FACSALEX
FAI	Faculty Irregular	S	Y	Exempt	Irregular	RET	Y	Y	N	N	N	N	N	FAISALEX
STU	Student Hourly	H	N	Non-Exempt	Student Irregular	RST	N	N	Y (1.5)	N	N	N	Y	STUHLRYNE
STE	Student Per Unit	H	N	Exempt	Student Irregular	RSU	N	N	N	N	N	N	N	STUHLRYEX
STC	Student Contract Salary (Stu Adjuncts Salary, GA/RA/TA Salary)	S	N	Exempt	Student Irregular	RSB	N	N	N	N	N	N	N	N/A No T&L
CLS	Classified Staff Regular	H	Y	Non-Exempt	Regular	REG	Y	Y	Y (1.5)	Y (1.5)	Y	Y	N	HRLYNE
CLI	Classified Staff Irregular	H	Y	Non-Exempt	Irregular	RET	Y	Y	Y (1.5)	Y (1.5)	Y	Y	N	HYLYNI
HNE	Hourly Non Benefit-Non Exempt (Event workers, Adjunct Hrfv, etc)	H	N	Non-Exempt	Irregular	RET	N	N	Y (1.5)	N	Y	N	N	HRNBNE
CLC	Hourly Pro-Rated Reg < 12 mo	H	Y	Non-Exempt	Regular	REG	Y	Y	Y (1.5)	Y (1.5)	Y	Y	N	HRLYNE
CPI	Hourly Pro-Rated Irreg < 12 mo	H	Y	Non-Exempt	Irregular	RET	Y	Y	Y (1.5)	Y (1.5)	Y	Y	N	HRLYNI
PRS	Professional Salary Regular	S	Y	Exempt	Regular	REG	Y	Y	N	N	N	N	N	PRSSALEX
PRB	Professional Salary Irregular	S	Y	Exempt	Irregular	RET	Y	Y	N	N	N	N	N	PRISALEX
PTS	Salaried Non-Benefit Regular (Temp < 5 mo - Do not use)	S	N	Exempt	Regular	REG	N	N	N	N	N	N	N	PVSAXEX
PTI	Salaried-Non Benefit-Irregular	S	N	Exempt	Irregular	RET	N	N	N	N	N	N	N	PTIALEX

EPH	Exempt Professional - Hourly (FLSA Exemptions)	H	N	Exempt	Irregular	RET	N	N	Y (1.0)	N	N	N	N	EPHEXPRS
POE	Professional OT Eligible Reg (Doesn't meet salary min)	H	Y	Non-Exempt	Regular	REG	Y	Y	Y (1.5)	Y (1.5)	Y	N	N	HRLYEXPRS
PEI	Professional OT Eligible Ireg (Doesn't meet salary min)	H	Y	Non-Exempt	Irregular	RET	Y	Y	Y (1.5)	Y (1.5)	Y	N	N	HRLYEXPRI
NCE	Hourly Exempt Regular Classified Do Not Use Faculty, Professional Okay	H	Y	Exempt	Regular	REG	Y	Y	Y (1.0)	Y (1.0)	N	N	N	HRLYNCLS
							Y	Y	Y (1.0)	N	N	N	N	HRLYEXT
NCI	Hourly Exempt Irregular Faculty, Professional, Any	H	Y	Exempt	Irregular	RET	Y	Y	Y (1.0)	N	N	N	N	HRLYEXI
UPS	Unit Pay Staff	H	N	Exempt	Irregular	RUP	N	N	N	N	N	N	N	UPSHRLYEX

AMENDMENT CONFIRMATION
RFP ST18-114 Oracle HCM Cloud System Implementation
for Boise State University Amendment 02

Amendment 02 consists of the following:

- I. Amendment 02 - 18 & 24 Month Cost Proposals

NOTE: Return this hand-signed and dated Amendment Confirmation by 5 pm Mountain time, June 8th, 2018 via email to shannanthomas@boisestate.edu and tspinazz@boisestate.edu.

I confirm that I received and reviewed Amendment 02 for
RFP ST18-114 Oracle HCM Cloud System Implementation

Signature

Date

Printed Name

Title

ST18 -114 Oracle HCM Cloud
System Implementation –
Business Information and
Scope of Work Proposal

Boise State University

May 4, 2018



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3.9 Executive Summary

Higher Education organizations today are facing an increasingly complex landscape that's changing at an accelerated pace. As you well know, students have many options in the highly competitive higher education marketplace. We believe that in the face of fiscal pressures, government regulations, workforce demographics and changing student expectations, that managing your talent – your critical faculty and staff – is more difficult than ever. Further, we believe these macro forces are causing Higher Education institutions to take a renewed look at technology as an enabler, creating a new set of opportunities for our clients. In this case, the opportunity to reinvent the way HR supports the institution with more modern and sophisticated human capital programs, powered by cloud technology.

How Colleges and Universities scan, assess, and rapidly deploy new tactics and strategies to respond to these forces, will be the difference in building a successful institution. Colleges and Universities who understand and embrace the shift will either maintain their position of strength, or be able to leapfrog the competition.

We recognize this won't happen overnight. There are many dynamic forces at play. Setting technology aside, just the evolution of HR as an important enabler in Higher Education will require significant and careful change management. We are confident with the right roadmap, the understanding of how to leverage modern technology, and the proper respect for how to manage Human Capital in more effective ways, change will happen and it will positively impact your institutional outcomes.

Higher Education Capabilities

Among firms that serve higher education institutions, few have expertise and capabilities spanning the spectrum of higher education operations. Baker Tilly does. Over 50 years ago, we

developed a specialty in serving higher education and research institutions nationwide. Over 170 of our personnel specialize in higher education engagements, providing services ranging from consulting and advisory, to audit and tax.

Baker Tilly has invested significant time and resources in growing our higher education practice, and this industry vertical has grown substantially and

96 research institutions

73 NCAA Division I schools

55 R1 institutions

**As defined by the Chronicle of Higher Education*

These experiences mean that, by choosing us, Boise State can expect to gain consultants with:

- > **A deep understanding of state university's environments,** risks, and opportunities, as well as a an understanding system-based environments like yours
- > **Unmatched depth and breadth of skilled resources focused on higher education,** giving us flexibility and scalability to tailor our services
- > **Decades of experience in serving research institutions and other complex universities,** assuring Boise State of insights into leading practices, creativity in addressing your immediate issues and



“When I looked at the language of the report I saw that they “got it,” what I was trying to accomplish.”

— Chief Audit and Compliance Officer, Higher Education Institution

steadily over the past decade. All of our higher education professionals spend the majority of their time working within this industry, providing consulting, tax and assurance services to over 350 higher education institutions, including:

110+ public institutions, including large state systems



concerns and an understanding of the nuances and cultural complexities of working in complex academic environments

- > **A diverse offering of services,** covering a wide range of operating areas, enabling us to evolve with Boise State’s changing needs.

Boise State can count on Baker Tilly to draw on our extensive experience to develop a tailored, flexible service delivery model. Our deep experience with similar institutions also means we are adept at navigating the many levels of leadership and governance within complex public research universities, and understanding the varying structures, processes and goals of each aspect within decentralized and centralized environments.

We are excited at the tailored offering we are bringing forward to you. We look

Executive Summary

forward to engaging more to explore our questions, learn more details, and work alongside you towards making improvements to your organization.

This proposal response from Baker Tilly seeks to provide Boise State

University with all necessary information for your Oracle HCM implementation. Throughout this document, we hope to go above and beyond in providing details of the project and our proven methodology, including:

- > An outline our deep capabilities within Higher Education based on work with previous clients.
- > A staffing plan for the project for the combined Baker Tilly and Boise State team.



Executive Summary

- > An outline of our experience based on the requirements of your RFP, a three client references.
- > The implementation scope defined by module
- > The details of the Baker Tilly implementation methodology and timeline, including our detailed approach tables, which break down each step of the implementation with associated deliverables and assumptions. This ensures we are providing clear visibility to the Boise State team of the workplan Baker Tilly will follow.
- > Descriptions of our project management, knowledge transfer, change management, and reporting methodologies, as well as answers to the corresponding questions asked in your RFP.

For ease of review, we have structure this response to align with your RFP, and the sections and numbering map back to your request.

We are happy to be working with the Boise State team through this process and are available at any time for further questions.

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This document contains confidential material that is proprietary to Baker Tilly Virchow Krause, LLP, and other related entities (collectively referred to herein as Baker Tilly). The materials, ideas, and concepts contained herein are to be used exclusively to evaluate the capabilities of Baker Tilly to assist Boise State. The confidential information and ideas herein may not be disclosed to anyone outside of Boise State and may not be used for purposes other than Boise State's evaluation of Baker Tilly's capabilities.



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3.11 Cover Letter

May 4, 2018

Ms. Shannon Thomas
Senior Buyer
Boise State University
1910 University Drive, MS-1210
Boise, ID 83725-1210

Dear Ms. Thomas:

Enclosed is Baker Tilly Virchow Krause, LLP's ("Baker Tilly") response to Boise State University's (Boise State) Request for Proposal (RFP) ST18-114 Oracle HCM Cloud System Implementation. For ease of evaluation, we have structured the proposal as requested in the RFP.

Our Understanding of Your Needs

We understand that Boise State is seeking to implement Oracle's cloud based Human Capital Management system to replace your existing system and support your HR processes. Based on your request for proposal, we have learned the following about the HR function and the broader Boise State organization:

- > Boise State University currently utilizes a variety of PeopleSoft tools and spreadsheets to support your HR transactions and payroll processing.
- > Given these labor intensive and manual processes that exist today, Boise State desires to improve processes and technology in order to drive more efficient and effective deployment of the University's human resources support to the campus community.
- > This project will focus to reduce low / no-value-add work and improve the quality of information by leveraging automation, workflow, reporting, and self-service.

To achieve these goals and ensure a successful implementation, it will be critical that Boise State chooses a partner that can bring forward the skills

required for a successful transformation, specifically, a partner that possesses:

- > Business, process, and technical acumen for Human Resources Information System (HRIS) and Talent Management functions.
- > An understanding of Software as a Service (SaaS) implementations and Oracle HCM Cloud, so they can provide insights, recommendations, and lessons learned based on work with past clients.
- > Deep experience implementing the Oracle HCM Cloud platform to most effectively build the foundational elements, as well as Oracle HCM Cloud Core HR, Payroll, Time & Labor, Benefits, Absence Management, and



Cover Letter

Compensation Modules to address immediate needs as well as position Boise State for future success.

- > Structured change management discipline so that you can drive adoption and subsequent business value from the implementation.

How Baker Tilly Will Meet Your Needs

Baker Tilly is ideally positioned to be that partner for Boise State. Baker Tilly's Human Capital Services team will collaborate with you on your Oracle HCM Cloud implementation and is committed to bringing:

- > **A highly capable team:** Our team has the capabilities to help you continue your HR strategy and support it through program execution. Our investment in each other on this project has the potential to yield longterm benefits for you.
- > **A tailored approach:** In addition to our skills, you deserve a partner whose strategy is aligned with providing you the right solution, based on experience, with an approach that closely aligns with the way you prefer to execute projects. This implementation will introduce change to your organization beyond the business processes that the tool introduces.
- > **A unique ability to drive change:** Our solution will help you understand, leverage, and build a platform for continued innovation long into the future. These are the challenges we have built our business to address. Following our strategy gives us the unique ability to drive this change for you. We know Cloud. We know Oracle HCM Cloud.

We have enjoyed getting to know Boise State University through the Talent Acquisition Assessment and Optimization project. Additionally, having had a chance to review user feedback with your HR and IT teams, we feel like we have a good grasp on what will be required for a successful transformation of Human Capital Management at Boise State. Above all, we'd like to be a part of your HCM journey. With one of our Directors residing in Boise, we feel a great sense of purpose to be of service locally to such an important Idaho institution. Boise State deserves that type of exceptional relationship with your implementation partner, distinguished by timely, responsive and relevant advice and service. As we progress through the evaluation, we look forward to working with you on this important initiative. Please do not hesitate to reach out with any questions you may have.

Regards,

Ann E. Blakely

Human Capital Services Practice Leader Baker
Tilly Virchow Krause, LLP

777 E Wisconsin Ave

Milwaukee, WI 53202-5313

Phone: 414 777 5313 Fax:
414 777 5555

ann.blakely@bakertilly.com



“Most parts of the institution see you as part of us. Your people are viewed as colleagues. Baker Tilly can tell us things we don’t want to hear, but they do it in a constructive way.”

– Executive Vice President,
a Major Research University

Cover Letter

Supplemental Cover Letter Information

3.11.1 Baker Tilly Virchow Krause, LLP. Tax ID: 39-0859910

3.11.2 Baker Tilly accepts and is willing to comply with the requirements of this RFP, attachments, and appendices. We have submitted our redlines to the Boise State University standard Terms and Conditions and wish to continue negotiation on those as we progress through the evaluation.

3.11.3 Baker Tilly complies with all appropriate affirmative action and equal employment regulations.

3.11.4 This response from Baker Tilly was independently completed without collusion, consultation, communication, or agreement with any other vendor as to any matter concerning pricing.

3.11.5 Baker Tilly has not employed any company or person to solicit or secure this contract. We understand and agree with the breach of this violation.

3.11.6 Baker Tilly seeks inputs from our internal experts for the contents within this proposal. All work done on this proposal was done by a Baker Tilly employee, and has the approval of our practice leader, Ann Blakely.

3.11.7 Baker Tilly is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs.

3.11.8 This proposal will be firm and binding for the term of Validity of Proposal.

3.12 Baker Tilly is submitting the list of redacted information, as requested in

Section 3.15.2, as a supplemental document. This document is labeled as Appendix 1. We are also submitting our Certificates of Insurance, as requested in Section 3.17, as supplemental documents for this proposal. These are labeled as Appendices 2 and 3.

3.13 Baker Tilly will acknowledge each amendment to this RFP, and we have included signed copies of the acknowledgement forms.

3.14 Baker Tilly understands that this proposal may be subject to disclosure under the Public Records Law.

3.15 Baker Tilly has submitted a redacted version of our proposal.

3.15.1 The area we've marked as exempt is our detailed approach tables in section 7.3 that outline our workplan for the implementation. These tables use red font, and the title of the table includes the word "Exempt" for further clarification within that section.

3.15.2 We have submitted the List of Redacted Exempt Information as Appendix 1.

3.17 Baker Tilly has submitted our Certificates of Insurance as Appendices 2 and 3 to this proposal.

6.0 Business Information

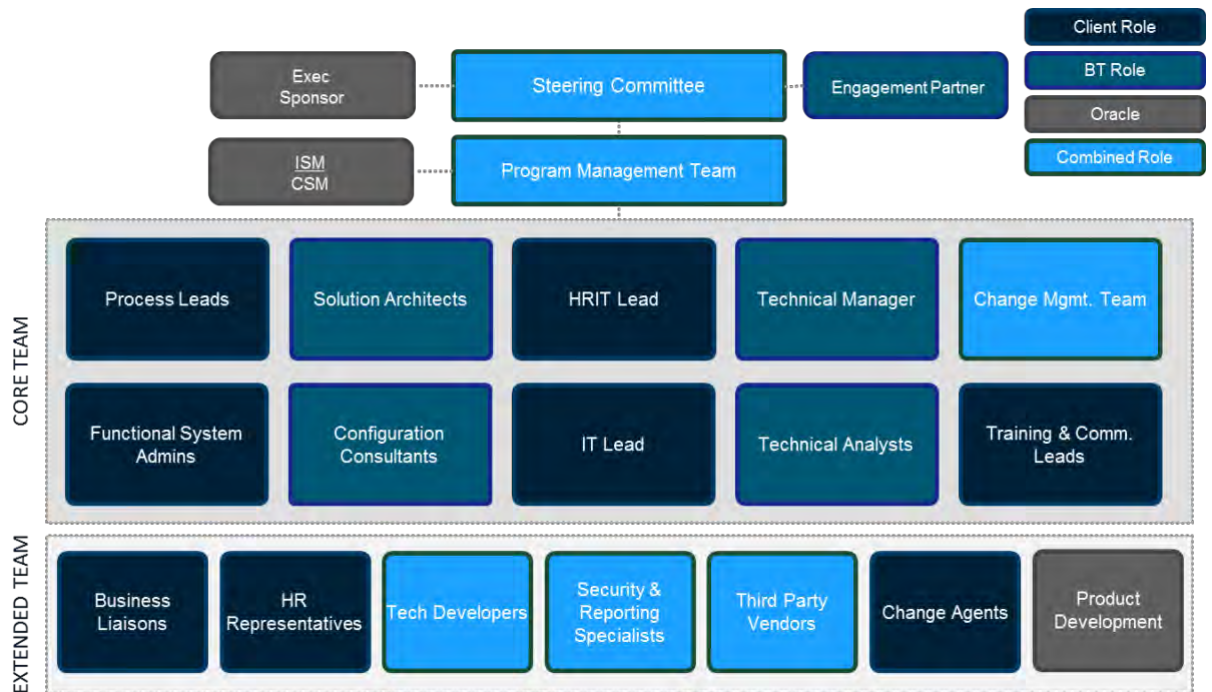
6.1 Qualifications

6.1.1 Staffing Plan

It is important to have an understanding of the external as well as internal resources required for a successful HCM transformation. The following organization chart and resource tables are based upon our proven methodology and successful experiences. Each client situation is different. Baker Tilly will work closely with Boise State to ensure the project is properly and realistically resourced to best meet your needs.



Below we have outlined our projected project team roles in an organizational chart, as well as a description of the role and associated hours for each of the Baker Tilly and Boise State resources.



Baker Tilly Resources

Once selected as the implementation partner, Baker Tilly will assign specific resources to this project. Our team has many individuals with years of experience working with the Oracle HCM Cloud System, and will be selected

10+

years of experience among the engagement team in implementing and providing oversight over HCM project implementations and programs

for your engagement based on their past experience and ability to provide leading practice recommendations throughout the implementation.

Members of our engagement management team have over 10 years of experience implementing and providing oversight over HCM project implementations and programs and our solution architects, who provide leading practice recommendations during our design workshops, also have on average 10 years of experience implementing HCM solutions.

The table below outlines the anticipated Baker Tilly roles, average weekly level of effort for the implementation approach, and the proposed project responsibilities.

Program Manager	20 hours/week	<ul style="list-style-type: none"> > Develop overall project approach and plan inclusive of Baker Tilly and Boise State deliverables and activities > Manage overall program risk and Issue tracking and escalation > Manage program timeline and scope > Lead the development of project management, process, and strategy documents
Workstream Project Manager(s)	12-16 hours/week	<ul style="list-style-type: none"> > Manage workstream risk and issue tracking and escalation > Manage workstream timeline and scope > Facilitate project management, processes > Lead efforts for testing planning and execution
Change Manager	4-8 hours/week	<ul style="list-style-type: none"> > Manage critical program tasks to promote adoption > Develop change management plan, communication plan, and training plan > Coach Boise State to execute stakeholder management and job impact analysis
Solution Architects Per Module	8-16 hours/week	<ul style="list-style-type: none"> > Lead system design sessions > Make solution recommendations based on leading practices and prior experiences > Develop requirements workbook in partnership with Boise State configuration team > Oversee / assist with configuration of Non-Production and Production instances



"Baker Tilly has staffed the engagement with knowledgeable and professional team members, who make it a priority to meet deadlines and exceed our expectations."

Role	Effort	Description – Chief Financial Officer at a	Client Organization
Engagement Partner	4-6 hours/week	<ul style="list-style-type: none"> > Provide executive-level insight, identify risk > Pa > Co 	<ul style="list-style-type: none"> > Provide knowledge transfer to Boise State
Configuration Consultants Per Module	18-28 hours/week		<ul style="list-style-type: none"> > Develop configuration workbooks > Configure modules > Conduct System Testing

Technical Manager	4-8 hours/week	<ul style="list-style-type: none"> > Manage project > Scope project > Facilitate meetings > Oversee issues > Oversee one project > Provide oversight > Resolve issues 	Technical Developer	24-40 hours/week per Technical Developer	<ul style="list-style-type: none"> > Identify and develop in scope integrations and conversions using Oracle supported tools (TCC, HCM Extract, HDL) > Test integrations, reports and conversions and prepare related documents > Move objects to Production Environment > Assist with post go-live issue resolution
Technical Analyst(s)	16-20 hours/week	<ul style="list-style-type: none"> > Lead special projects > Facilitate meetings > Write SD > Train > development and test phases > Assist with post go-live issue resolution > Provide knowledge transfer to client 	Report Writer(s)	16-24 hours/week	<ul style="list-style-type: none"> > Identify and develop in scope reports and dashboards using Oracle supported tools > Test reports, dashboards and prepare related documents > Move reports and / or dashboards to Production environment > Assist with post go-live issue resolution

Based on the approach we have outlined here and the proposed project scope, we anticipate the following client roles and average weekly level of effort outlined below.

Once a project start date has been confirmed, Baker Tilly will meet with Boise State project sponsors to confirm Boise State resource responsibilities and assignments.

Role	Effort	Description
Steering Committee	As Needed	<ul style="list-style-type: none"> > Provide overall program quality oversight, review, and escalation
Project Sponsor	1-2 hours/week	<ul style="list-style-type: none"> > Act as a project champion / change agent > Responsible for managing the overall outcomes of the project > Provide insight to organizational challenges / impacts > Enable project success through issue resolution, resource allocation, and vendor management > Responsible for defining project decision making processes and acceptance criteria > Anticipate other initiatives and their potential impact(s) on the project > Remove obstacles inhibiting progress

Project Manager	20-32 hours/week	<ul style="list-style-type: none"> > Main Boise State point of contact for day-to-day project management activities Participate in planning efforts and build out of project management tools and templates > Participate in development and facilitation of project management meetings > Partner with Baker Tilly project manager to monitor the execution of core team tasks
Change Manager	4-8 hours/week	<ul style="list-style-type: none"> > Participate in development of Stakeholder Analysis > Participate in development of Change Readiness and Job Impact Assessments > Participate in creation of communications, training plans, etc. > Administer training and deploy communications > Participate in development of post-go live governance plan and roles
Process Leads (FTE) per Module	12-20 hours/week per Process Lead	<ul style="list-style-type: none"> > Owns day to day execution of project deliverables > Accountable for relaying pertinent project information to respective department and department leadership > Participate in analysis, design, testing and deployment efforts
		<ul style="list-style-type: none"> > Responsible for creating training materials and documentation > Participate in testing efforts > Leads efforts to prepare the Production instance for go-live
Business Liaisons Per Module	1-2 hours/week per Business Liaison	<ul style="list-style-type: none"> > Act as a project champion and liaison to the business > Provide information on current progresses, programs and procedures Offer feedback on future state > Help define program, process, and system requirements

HRIT Lead	20-32 hours/week	<ul style="list-style-type: none"> > Responsible for overall technology infrastructure > Participate in planning efforts > Ensure alignment of project to HRIT strategy > Execute configurations in alignment with project scope > Facilitate IT resources > Participate in testing efforts > Leads efforts to prepare the Production environment for go-live
IT Lead	8-12 hours/week	<ul style="list-style-type: none"> > Provide assistance with overall technical analysis > Extract data from all source systems as required for Oracle Cloud HCM imports > Execute development on source systems and receiving systems that exchange data with Oracle Cloud
Security Admin	1-2 hours/week	<ul style="list-style-type: none"> > Participate in security design sessions and implementation > Serve as subject matter resource for providing information about organization security policies and procedures > Assist in setting up Single Sign On > Participate in security validation
Reporting / Analytics Lead	As Needed	<ul style="list-style-type: none"> > Participate in reporting and analytics strategy / approach development > Participate in reporting / analytics requirements gathering and design > Serve as subject matter resource for providing information about organization reporting and analytics strategy > Participate in testing and validation
Technical Developer(s)	16-20 hours/week *peak during development	<ul style="list-style-type: none"> > Participate / reviews in spec development > Responsible for source system mapping and development > Participates in System and Integration testing > Participates in Conversion validation
		<ul style="list-style-type: none"> > Participates in Knowledge Transfer for Oracle supported tools (TCC, HCM)

		Extract, HDL)
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6.1.1.1 Baker Tilly understands and accepts the required interview process for proposed project resources once selected.

6.1.1.2 Baker Tilly understands and accepts that subcontractors will need to be approved by the University.

6.1.1.3 Baker Tilly understands and accepts that Boise State may ask roles to be subcontracted if they cannot be met by Baker Tilly.

6.1.2 Escalation Plan

Our standard escalation path is Core Team > Project Manager / Technical Manager > Program Manager > Partner.

The core team on the ground is in and out of the most conversations, and they are the first line of defense to escalate any project risks, issues, quality concerns, decisions, etc. As soon as they identify a potential need for escalation, this group is alerting their workstream project manager and / or the technical manager for the project. The Project Manager assesses the severity of the escalation and continues the escalation path to the Program Manager, who in turn escalates to the Partner. At each step of the way, the appropriate owner is assessing the impacts and documenting the current status. As needed, things will continue to be escalated up the chain. At each step, we are also sharing the escalation with our counterparts at that level on the Boise State team. Our mantra is bad news does not get better with age, and we strive for transparency in all aspects of our projects.

We leverage a standard set of tools to document and communicate escalations, including:

- Deliverable Tracking Log
- Risk Mitigation Plan
- Issue Log
- Contingency Plan
- Budget Management Workbook
- Status Reports
- Go / No-Go Decision Log
- Steering Committee Presentations

Upon award, we will assign specific project team members, and we can provide the contact information for each person in the escalation path at that time.

6.2 Experience

6.2.1 What is the total number of Oracle HCM Cloud implementations your firm has worked on? How many of those have you completed?

Members of the Human Capital Services team have completed more than 250 cloud implementations, 50+ were completed while those resources were at Baker Tilly. Baker Tilly has never had an unfinished or failed implementation.

6.2.2 Boise State prefers an Offeror who is experienced in working in a University environment. Please describe the environment that is typically and best served by your company. Also describe other environments where you've worked.

We have worked with a plethora of different higher education clients, as detailed in our response to Question 6.2.3 below. Our extensive experience with similar institutions means we are adept at navigating the many levels of leadership and governance within complex public research universities, and understanding the varying structures, processes and goals of each aspect within decentralized and centralized environments. At Baker Tilly what we do well is delivering high quality projects with a style that feels good to our clients. Some of our key differentiators include:

- > Higher Education Understanding
 - Our combination of Higher Education and Human Capital Services gives us unparalleled insight into key considerations in managing a successful HCM project for an institution like Boise State
 - We view this HCM technology implementation as a catalyst for institutional change. While we will bring forward all of our experience in facilitating reviews and redesign of the HR function within Higher Education, we will also supplement this modernization effort with cross industry experience as well, leading to a true shift in the way Boise State's HR organization supports the institution.
- > Tailored Approach
 - We listen to clients' pain points, objectives, and unique business circumstances up front in order to tailor a solution that is unique to them
 - Other vendors might bring a more "templated" approach, but we've seen pitfalls here where clients don't get results that meet

their needs, or they end up adding change order after change order during the project in order to add scope to meet those needs

- > Process Design and Leading Practice Recommendations
 - Many of our HR SMEs have been on the other side of the table – they understand HR and they understand HR processes
 - They also understand technology and how technology must be an enabler of HR processes
 - They will listen to clients’ processes and pain points and help them see where they might gain efficiencies, how they might optimize for future state, and how the toolset can help drive both
 - Our solution architects help clients understand the art of the possible too in things they might not even be considering
 - Finally, they also help clients understand what not to do based on their previous experiences and lessons learned
- > Strong Project Management
 - We’ve seen projects fail because no one is managing resources against the scope and timeline, and we feel this is a really important area to get right
 - Our rigorous project management methodology helps ensure everyone is on the same page, marching towards the same objectives, and playing their role on the team in order to be successful
 - We proactively manage risks in order to reduce surprises and feel that transparent risk and project management lead to more successful projects

We work best in environments where clients want to drive Transformational Change, where they want to reimagine the way HR work is performed not just by HR, but by managers, employees and candidates as well; our approach and these differentiators align well to that strategic type of project and support these clients’ objectives.

6.2.3 What is the total number of Oracle HCM Cloud implementations your firm has worked on in Higher Education? How many of those have you completed? Which schools?

As more Higher Education organizations have adopted Cloud technology, we have enjoyed being a front running partner with Oracle specializing in Higher Ed. Through our industry sponsorships at EduCause, CUPA, NACUBO, Higher Ed client speeches at HCM World and other roundtable events, we have set the pace for HCM Cloud adoption in Higher Education. To date, we have completed 9 HCM Cloud implementations within Higher Education with several more in our pipeline. We would be happy to provide

introductions to our Higher Ed clients as this process progresses, but two have responded as references on this RFP: The University of Iowa and Creighton University.

Additionally, Baker Tilly has worked with over 350 Higher Education clients to support varying industry specific consultative and advisory needs across the

university. Some of these clients include:

- > Princeton University
- > Stanford University
- > University of St. Thomas
- > Texas Lutheran University
- > The University of Texas System and all of its institutions
- > University System of New Hampshire
- > University of Virginia
- > Virginia Polytechnic Institute and State University
- > University of Michigan
- > University of Minnesota
- > Minnesota State Colleges and Universities System and its institutions
- > University of Missouri System
- > The University of North Carolina at Chapel Hill
- > University of Washington
- > Washington University in St. Louis
- > West Virginia University
- > University of Wisconsin System and its institutions
- > Auburn University
- > Baylor University
- > The University of California System and its institutions
- > Columbia University
- > Concordia University Texas
- > Cornell University
- > Duke University
- > Georgetown University
- > Harvard University
- > University of Illinois
- > Indiana University
- > Johns Hopkins University
- > University of Kansas
- > University of Louisville
- > Massachusetts Institute of Technology
- > North Dakota University System
- > University of Oregon
- > Oregon State University
- > University of Pennsylvania
- > Pennsylvania State System of Higher Education and its institutions

6.2.4 Please explain projects where you have integrated Oracle HCM Cloud with Oracle Financials, Procurement and Project Portfolio Management. Which modules did you integrate?

Baker Tilly Consulting has specialized teams aligned to each area of the business, including HR, Finance, IT, Sales and Marketing, etc. Each team is dedicated to supporting clients in those areas in strategy alignment, process

design and optimizations, systems implementations, and more. Therefore, Baker Tilly's various practices have years of experience integrating numerous HR, Financials, Procurement, and other systems, and we understand the ins and outs of these systems, the key common denominators and dependencies between them, and the pitfalls and lessons learned from implementing them. We have not specifically integrated all four of the systems listed here for one client, but we have a proprietary set of conversion and integration tools that allow us to support the integration process with any other platform. We bring our pre-built templates to the table and facilitate the design and data mapping process to ease the burden of data movement during the implementation.

6.2.5 Please explain projects where you have integrated Oracle HCM Cloud with PeopleSoft Campus Solutions 9.2.

Baker Tilly has experience implementing Oracle HCM Cloud with a variety of PeopleSoft tools, and we understand the foundational building blocks within PeopleSoft; however, every client is different in how they've configured and customized these on-premise solutions, and we will leverage Boise State resources to support and fill in the gaps in understanding as needed.

6.2.6 Please explain projects where you have integrated Oracle HCM Cloud with Talent Acquisition products. To which products did you integrate?

We have completed over 200 Oracle Talent Acquisition Cloud (OTAC, formerly known as Taleo) implementations and optimizations since 2009. Through these projects, we have integrated OTAC to numerous core HR systems, including Oracle HCM Cloud, but also PeopleSoft, EBS, Ultimate, Workday and others. The key to any of these integrations is aligning the foundational elements and concepts between the two platforms as much as possible from a design standpoint. We try to leverage the same building blocks, concepts, and principles across both to make the experience and data movement as seamless as possible. Once the foundational design is documented, we follow our standard integration approach to develop the mapping and specifications between the two systems, develop and unit test the code, conduct SIT and UAT, and finally deploy the integrations. There is a common list of integrations that are typically needed between the ATS and the core system in order to get structural organization and employee data into the ATS, and to get new hire data out of the ATS and into Oracle HCM Cloud Core. The majority of our clients are able to leverage this standard set of integrations successfully, but we have built unique or custom interfaces for clients in the past as needed as well. The integration

process would be similar whether working with Oracle Talent Acquisition Cloud or any other ATS.

6.2.7 Please describe how you have handled user provisioning between HCM Cloud and other products such as Oracle Financials, Procurement and Project Management Portfolio and PeopleSoft Campus solutions. Our Baker Tilly technical resources will support your Administrator with the enablement of Single Sign On (SSO) for your HCM Environments. The process is done via a Service Request with Oracle, and Baker Tilly can help submit that request and facilitate dialog and action items for both Boise State and Oracle.

6.2.8 Please describe your experience with reports and dashboards utilizing Oracle reporting tools, including OBIA, BICS, OTBI, OBIEE, etc.)

The Baker Tilly team has a combined experience of over 20 years creating reports and dashboards using the various Oracle cloud and on-premise reporting tools for modules including Core HR, Talent Management, Benefits, Compensation, Absence, Learning and Payroll.

6.2.9 Boise State University is interested in learning about industry best practices for implementation and how other institutes of higher education utilize the Oracle HCM Cloud System to meet their business needs. Please discuss best practices you've used with this system and how those can help further the business needs of the University. Baker Tilly brings leading practice recommendations for process and solution design. We use the Oracle HCM Cloud solution to iteratively show our clients their design as it evolves improving the quality, understanding and adoption of the final solution. We also bring a complete, proven methodology with all of the tools and templates needed to do this work. Baker Tilly has defined a robust knowledge transfer approach specific to the roles necessary to support the system long-term with defined topics, optimal timing to address each topic and a proven method for administering the knowledge transfer for each item. While every institution's situation is different, we have seen significant improvements in higher education in talent acquisition (particularly Faculty recruiting), onboarding, sourcing, performance management, goal setting and compensation, to name a few.

6.2.10 Provide a brief description of other products or services not specifically detailed or requested in this document that you feel are or may become relevant to Boise State. Discuss

additional costs or technical requirements associated with these features

Baker Tilly currently has scoped for a benefits aggregation integration to a platform called, Knontou. Knontou is an Oracle approved, industry leading benefits integration platform that has greatly improved the setup and maintenance of integrations with integration providers. Knontou requires an additional annual fee for use of their platform. We are happy to work with Boise State and Knontou to further scope their fees.

Additionally, some clients require customizations for their HR processes that are handled in Oracle's Platform as a Service (PaaS) tools. If needed, this would be an additional annual subscription fee with Oracle.

6.2.11 Based on the Scope of Work detailed in this RFP, identify any risks or constraints that you will need to address prior to or during the performance of the implementation; as well as a description of how you will address each one. For example an incomplete Scope of Work can be both a risk and a constraint. How would you mitigate, or overcome, this?

Proactive risk identification and mitigation is built into our implementation methodology. During our Project Initiation and Planning Phase, we complete the setup of our project management environment. As it relates to 'problems' this includes setting up risk assessment/management, issue tracking and various status reporting and meeting infrastructure. All of our Project Management practices are based on the Project Management Institutes (PMI) Project Management Body of Knowledge (PMBOK).

Additionally, we take a proactive and transparent posture towards designing our workstreams to create an early identification of issues environment. We also work to create an atmosphere where it is viewed as a good thing to raise issues to constantly encourage all team members to help us to see issues as early as possible. Together we will complete a project wide risk assessment exercise at the onset of the project and identify mitigation strategies, owners and action steps to address each risk early and develop a clear plan for management and monitoring. Risks are typically identified in the following categories:

- > Organizational process risks
- > Program management risks
- > Sponsor / stakeholder / team risks
- > Technology risks

> Vendor risks

We then track all issues in our issue log as they are raised. We assess each issue, prioritize them and establish due dates for when they need to be resolved. For smaller issues, we simply document them in our decisions log as they are resolved. For larger issues we will do some form of high level issue process design that includes identification of key players who need to be involved, dependencies with other project issues or workstreams and do a high level estimate of time that will be required to resolve the issue. For a handful of key items we will complete a Design Decision Document which is a formal process we go through to fully describe issues, define the resolution process, timeline, participants and level of effort as well as to define alternatives, recommendations and integration impacts of a key decision. These key issues are given special project management attention to make sure they are resolved timely and in a way that achieves the best business outcome. We escalate them as needed to get maximum attention placed on them internally within each client, within our Firm, within Oracle or within any other critical stakeholders who are critical to issue resolution.

Lastly, we report on key issues and total issue count/status at different levels of detail in our weekly status, team meetings and monthly steering committee meetings. As part of the project management workstream, risks are monitored on an ongoing basis and embedded in our project management tools such as status reports and steering committee presentations for visibility into probability, impact and action steps the team is taking to address each.

References

6.3 References

We asked for three references from our clients at The University of Iowa, Creighton University, and Stantec. These clients have completed the associated reference form and emailed the form to Shannan Thomas at Boise State directly.



7.0 Scope of Work

Functional Scope

The project activities outlined in this proposal will be completed by a combination of Baker Tilly and Boise State resources, with the use of subcontractors as necessary. We understand that Boise State would like to maintain shared ownership over the implementation and receive coaching and knowledge transfer from Baker Tilly throughout the implementation. We will follow our implementation methodology as governed by our standard Project Management activities.

7+
years of experience
implementing modules within
Oracle HCM Cloud

Scope Area	Includes
Program Wide	<ul style="list-style-type: none"> > Countries: US only > Currency: US Dollar > Languages: English only > Approximately 5,000 Employees > Oracle HCM Cloud modules include: Core HR, Payroll, Time & Labor, Benefits, Absence Management, and Compensation Modules > Other Oracle Products: HR Analytics (OBIA)
Core HR	<ul style="list-style-type: none"> > Medium Complexity Workflow: <ul style="list-style-type: none"> - Up to 10 custom workflow processes - Up to 5 custom workflow rules per process > Employee and Manager Self-Service > Manage Person Process > Manage Employment Process > Manage Salary Process > Manage Work Relationship Process
Payroll	<ul style="list-style-type: none"> > Configuration of delivered Oracle HCM payroll functionality > Up to 4 separate payrolls for payroll processing > Standard payment methods configuration (e.g. Check, Direct Deposit, Third Party) > payroll process flow > Standard / Delivered pay-slips and check formats > Support for 10 fast formula customizations > Support for 2 parallel testing periods
Time & Labor	<ul style="list-style-type: none"> > Up to 3 time codes, 2 templates, 2 calendars and 1 schedule > Assumes employees will use Oracle T&L web entry to log time, no clock integration. > Salaried employees will be configured for exception time reporting and will be defaulted with 40 hours of regular earnings per week
	<ul style="list-style-type: none"> > Hourly employees will record daily in and out times through the HCM Cloud Time and Labor web interface > Boise State University defined holidays will be configured to default in for all eligible employees > Configuration of self-service time-entry for employees and self-service time-management for managers and administrators

Benefits	<ul style="list-style-type: none"> > Enablement of dependent and beneficiary designations Up to 2 benefit programs for active employees Up to 8 life events (e.g. new hire, termination, family status change) Up to 5 eligibility profiles Up to 15 benefit plans (e.g. medical, dental, vision) Delivered coverage/rate/enrollment choices Up to twenty (20) related payroll elements to support benefits Configuration of self-service open enrollment entry for employees and self-service benefits administration for administrators
Absence Management	<ul style="list-style-type: none"> > Up to 9 accrual plans > Up to 12 non-accruing time off plans Up to 2 work schedules Configuration of standard approval rules and one holiday calendar
Compensation	<ul style="list-style-type: none"> > Up to 5 Workforce Compensation plans > 1 annual Compensation cycle per plan Standard Budget Functionality Up to 25 dynamic calculations per plan to support proration, target and compensation allocation rules Up to 10 custom alerts per plan 5 medium complexity eligibility profiles Up to 5 Individual Compensation plans to support one-time ad-hoc payments or allowance plans <ul style="list-style-type: none"> - Configuration of 5 medium complexity eligibility profiles Configuration of associated payroll elements 5 Standard Compensation Change Statement templates 1 Total Compensation Statement template
Reporting	<ul style="list-style-type: none"> > Boise State will have access to Oracle HCM Cloud's standard reports with guidance from Baker Tilly on how to access and run those reports Baker Tilly will develop the following custom reports in either Oracle HCM Cloud or HR Analytics: <ul style="list-style-type: none"> - 3 Low Complexity Reports - 6 Medium Complexity Reports - 3 High Complexity Reports - 3 Medium Complexity Dashboards

Technical Scope

The selected conversions and integrations below are focused on balancing the short-term and long-term business requirements while minimizing redundant effort. We will continuously advise you on the conversion and integration options throughout the course of the project to balance building integrations with legacy systems with the immediate need for system functionality. Based on results of the technical analysis and reduction in anticipated point to point complexity for projects of this nature, we anticipate the following integrations:

Scope Area	Includes
Core HR	<ul style="list-style-type: none"> > 10 medium and 5 high complexity integrations > Conversion of top-of-stack work structures and employee data from PeopleSoft for implementation and launch <ul style="list-style-type: none"> > Includes 6 iterations of conversion > 0 Fast Formulas > Use of standard Employee, Line Manager and HR Specialist security roles > 0 Custom Job Roles > 5 Custom Data Roles
Payroll	<ul style="list-style-type: none"> > Conversion of current year payroll data > 5 medium complexity integrations > 5 high complexity integrations > 1 low complexity integration
Time & Labor	<ul style="list-style-type: none"> > Time and Labor history / conversion not in scope 1 > high complexity integration
Benefits	<ul style="list-style-type: none"> > Conversion of current year benefits data (employee contacts, benefit elections, dependents and beneficiaries) > Integration with Knontou benefits aggregator
Absence Management	<ul style="list-style-type: none"> > Conversion of current year absence balances
Compensation	<ul style="list-style-type: none"> > One time import of current performance ratings to external data tables for use in the Compensation cycle > Up to 18 fast formulas (10 low complexity, 5 moderate complexity, 3 high complexity) Support to schedule the delivered process to transfer data from HCM Cloud Workforce Compensation to HCM Cloud Core HR 0 integrations >

	<ul style="list-style-type: none"> > Standard / Delivered Compensation security roles : Compensation Administrator View All, Compensation Manager View All, Compensation Analyst View All > 0 custom Compensation Data Roles > Use of delivered Line Manager and Employee security roles
Reporting	<ul style="list-style-type: none"> > Implement HR Analytics on existing on-premise OBIA
	<ul style="list-style-type: none"> > Up to 10 Customizations of existing ETL maps > Up to 5 New Custom ETL maps

Change Management Scope (Optional)

Scope Area	Includes
Program Wide	<ul style="list-style-type: none"> > Change Management Plan (Baker Tilly) > Stakeholder Analysis (Baker Tilly) > Change Readiness Assessment (Boise State) > Job Impact Analysis(Boise State) > Communication Plan (Baker Tilly) > Communication Content Development and Delivery (Boise State) > Training Plan (Baker Tilly) > Training Materials (Boise State) > Train the Trainer (Boise State) > End User Training Execution (Boise State) > Governance Plan (Boise State)

Out of Scope

Scope Area	Includes
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Program Wide	<ul style="list-style-type: none"> > Any languages other than English > Implementation of modules apart from those listed > Content development for system messages, templates and forms, and all other system content (will be done by Boise State) > Customizations to HCM Cloud, beyond the Extensibilities described in this proposal > Subscription services > Modified system alerts > HCM Cloud Middleware, Database, Operating and other hardware activities > Customizations requiring the use of JDeveloper or custom business process development through use of Oracle Middleware Business Process Management > Complex business processing or orchestration related to integrations > Any data conversion and ongoing integrations to / from Oracle HCM Cloud apart from those listed
Core HR	<ul style="list-style-type: none"> > Additional workforce structures for future use, expansion or acquisitions > Talent Profile > Areas of Responsibility
Compensation	<ul style="list-style-type: none"> > Alternate Approvals or Worksheet Hierarchies Custom > Compensation security Job roles > Custom Compensation security Data Roles

7.1 Assumptions

In addition to the detailed assumptions outlined in the activity tables, the scope, approach, workplan, and estimated fees are based on the following assumptions:

Program Management

- > The activities outlined in the approach and associated work estimates are based on our current understanding. At the completion of the Analyze Phase and the Design and Build Phase for each module, we will evaluate the project workplan and associated work estimates and adjust as necessary.
- > Our work and resource estimates are based on a detailed workplan of all project activities required to complete the identified scope.
- > Baker Tilly will provide program and project management resource(s), and will expect Boise State to supply Project Managers.

- > The project team will meet once per week, at a minimum, to discuss project progress, approvals, budget, issues and risks.
- > The project sponsors will engage to help mitigate risks and resolve issues.
- > The Steering Committee will be engaged during the Initiate and Plan phase to guide the planning efforts and roadmap creation. Once we move to future phases, we expect to meet once per month, at a minimum, to approve key project deliverables and monitor project progress and outcomes.
- > Overall timing and fees for this project are subject to the combined availability and responsiveness of Boise State resources.
- > Our team will be provided access to workspace, printers, internet, and other necessary on-site materials while working on-site at Boise State.
- > We will work with Boise State to determine the right mix of onsite and offsite time for various project team members. We will set a schedule at the onset of the project, based on Boise State's needs and project needs.
- > Throughout the life of the project, we will provide knowledge transfer in regards to how the Oracle HCM Cloud product was configured and any design issues that were considered against alternatives.
- > Our timeline resource and cost estimates assume Boise State will adhere closely to leading practices presented during each design workshop and will make design decisions on a timely basis.

Project Expectations

- > Boise State project team members will participate in Oracle-led training sessions prior to the start of the project. Customer's Oracle Cloud environment and CSI number will be available prior to the start of the project as well. These trainings are procured through Oracle directly.
- > In order to manage to the desired timetable for project activities, our team will assign "homework" in advance of meetings, discussions and workshops that Boise State team members will be expected to complete.

- > Boise State will provide documentation for the discovery activities. Documentation includes, but is not limited to, project charters, prioritization lists, process requirements, current or future state swim lane diagrams, current roles and responsibilities, HR and talent strategies, etc. If documentation does not exist or is incomplete or not current, then our team will work to interview knowledge owners to obtain the necessary information to create and update project plans. Resource availability for interviews may impact the project timeline.
- > Boise State resources will provide the appropriate Subject Matter Resources (SMRs) for working sessions that can drive to decisions and represent the broader organization. Our ability to meet project deadlines will be largely dependent on the ability of Boise State to provide information and decisions in a timely manner.
- > Boise State resources will complete any source system development work needed to enable the Oracle HCM Cloud modules to function properly.
- > As part of project setup expectations, we will review the detailed project approach tables with Boise State to agree upon which deliverables will require formal signoff and the associated acceptance criteria with that signoff

Scope Specifications

- > Common future-state processes will be developed for all departments/locations to follow.
- > For any/all data conversion activities, Boise State will provide data to be converted in a format that will be accepted by Oracle HCM Cloud.

Boise State Assumptions Requested

Baker Tilly acknowledges and accepts the following assumptions requested by Boise State University:

- > **7.1.1** Core HR, Payroll and a reporting solution will be implemented concurrently.
- > **7.1.2** The data that is converted will be limited to the minimal amount required to have a functioning system. All other historical data will be available in the data warehouse for reporting.
- > **7.1.3** The project go-live will coincide with a pay period begin date.
- > **7.1.4** The project go-live will not coincide with a calendar year start date.

- > **7.1.5** The project go-live will not coincide with the fiscal year start date (July 1).
- > **7.1.6** Taleo is the current talent acquisition tool for a portion of candidate hiring, however other talent acquisition products are under review. HCM Cloud will integrate with the talent acquisition product(s).
- > **7.1.7** OFC and HCM will be installed on the same identity domain.
- > **7.1.8** Oracle Platform as a Service and Infrastructure as a Service will not be used for customizations except for multiple jobs within payroll processing.

General Requirements

7.2 General Requirements

Baker Tilly agrees to the general requirements listed in section 7.2 and Appendix 9 of the Boise State RFP. The following pages showcase our detailed approach tables, which outline our recommended method for achieving these requirements.

PLEASE NOTE: the subsequent pages showcasing the approach tables have been removed from this redacted version of the proposal. Information on the pages removed is considered Baker Tilly intellectual property and exempt from disclosure.



"I can think of so many instances when Baker Tilly went above and beyond expectations. They exceeded my expectations in every way imaginable....in their level of professionalism, energy, thoughtfulness, appreciation for time management and priorities, and their ability to apply logic."

– Director at a Client Organization



9 out of 10

clients agree that Baker Tilly is proactive in meeting their needs

7.3 Implementation Approach & Timeline

Our proven implementation methodology and approach to program and change management will provide a platform for a successful

implementation. The figure below illustrates our approach. To augment the narrative below, we discuss each phase in more detail within our approach tables on the following pages.



Initiate and Plan

We begin the project by working directly with the Boise State team to lay the foundational project infrastructure. During this phase, we conduct a kickoff workshop with the core team to discuss project and business objectives, roles and responsibilities, project team structure, project communication and meeting cadence, implementation approach and risk management.

We know from experience that getting the full team aligned on these items at the beginning of the project sets us up for success in the future phases of the project.

Additionally, we deliver two key documents during the initiation and planning phase, a detailed project plan and design calendar. The combination of these two documents will drive our schedule during the next two phases: analyze, and design and build. They will outline the major project milestones, task and resource requirements, and all anticipated project meetings with pre-work and homework for the team members.

We will bring a recommended timeline and calendar to the Boise State team and work with you to finalize these documents together.

Finally, the project manager will also build the project management tools and templates during the first phase that will be used throughout the implementation. We believe in rigorous and transparent project management, and our proactive risk management and budget/scope/status reporting keep the project sponsor and project team aligned on the overall health of the project.

Analyze

Once we have the project infrastructure, we move to the second phase, where we spend time really getting into the details of your current

processes and pain points. We take the time to understand what's working, what's not,

By separating out the meetings and documenting the key objectives and outcomes of each session, we can target the attendee list for only those who truly need to participate.

and what needs to be tweaked, and we bring forward our leading practice recommendations based on our past experience and proven approach.

We also gather future state requirements during this phase to prepare us for the third phase. Between initial design and system configuration, we take the opportunity to revisit our approach and implementation plan to confirm feasibility through a detailed re-baselining effort.

Based on the information gathered during the requirements gathering and design, together we look at each workstream individually and then holistically as a program to confirm the timeline and interdependencies.

Design and Build

The Design and Build phase includes design and development of both the functional and technical workstreams. Our solution architect works with the functional leads to design the future state processes and system configuration while our integration lead works with your technical developers to map and develop the integrations.

The detailed design calendar developed in the first phase drives our progress through this phase, and helps us navigate the complexities of larger organizations.

By separating out the meetings and documenting the key objectives and outcomes of each session, we can target the attendee list for only those who truly need to participate. By outlining the pre-work required, we ensure everyone comes prepared to contribute. By including the homework, we are able to identify the follow-up required and where we might need to engage additional resources offline.

You will also get the sense from the design calendar, that this Design and Build phase is iterative in nature. We spend targeted time looking at and designing different pieces of the system. Then the Baker Tilly team configures updates and we come back together to review how the decisions made previously manifest themselves in the system.

Thanks to this iterative approach, we show you progress as we go, and by the time we get to testing in the fourth phase, there no major surprises for the team.

Test

Once we have completed our Design and Build phase, we move into the testing phase, where our comprehensive testing plan covers the functional and technical aspects of all modules.

During this phase, we test the full end-to-end business processes leveraging your data that has been loaded as part of the integration testing. After we have reviewed the feedback and made updates to the

configurations and integrations, we obtain signoff on the environment and move to the deployment and support phase.

Deploy and Support

Finally, we move our activity from the non-production environment where we have been doing our design, build, and test work to the production environment.

We spend several weeks making the final production updates to get the environment ready for go-live. This is also the time where final pre-launch communications are hitting the stakeholders, and end-users are being trained. Once live, we monitor issues and address concerns as needed.

We provide coaching and knowledge transfer sessions throughout the project to make sure your team is able to maintain the system after the engagement has concluded.

We budget a set number of hours for post-go live support that we use for two to four weeks after go-live, where we will work with you to resolve any outstanding issues. Because of the way we structure knowledge transfer and testing, we've found that clients are usually fairly self-sufficient once we get to go-live, and that is our goal. We want to leave you with the tools and knowledge to be able to sustain your organization after the implementation.

Continuous Knowledge Transfer

Baker Tilly has defined a robust knowledge transfer approach specific to the roles necessary to support the system long-term with defined topics, optimal timing to address each topic, and a proven method for administering the knowledge transfer for each item. Our knowledge transfer plans are developed in alignment to the project workplan to provide teaching to your team while it is most relevant in the process. Throughout the project we manage and monitor the progression of knowledge transfer to provide visibility into the development of new skills and concepts to support the system long-term.

Embedded Change Management

Our proven Change Management methodology is embedded throughout the project to align tightly with the implementation and drive the most value for you. Baker Tilly has provided organizational change management on a variety of projects, including HCM implementations, and it is an aspect of our projects in which we take significant pride. We offer a structured, proven and pragmatic approach to change management to help maximize business value by integrating Change in conjunction with systems and business processes. Our approach assists clients in managing the Lifecycle of

Change and prepares their organization to operate in a new and modern cloud environment.

We start early in the project to identify all impacted stakeholders and determine their current levels of understanding and commitment. We then assess these stakeholders' readiness for change and develop an action plan to address gaps in readiness. We also conduct a job impact analysis to identify exactly what is changing by comparing the old way to the new way. All of this up front analysis is then used to build detailed communication and training plans that are tailored for the various stakeholder populations. With the right messaging, communication, and training, we can show stakeholders

sustain new behaviors on their own.

As part of our Change Management efforts, we support clients in designing, developing and delivering a number of deliverables, including:

- > Stakeholder Analysis
- > Job Impact Analysis
- > Communications Plan
- > Training Plan
- > Training Materials
- > Post Go-Live Governance Materials

Depending on your resources and capacity, we can work with you in more of a coaching role on change management to outline an approach, set the strategic direction, and align on tools/templates for you to then take the plan and execute it, or we can take on more of an ownership role where we are leading both the planning and execution of the change management workstream.

Ongoing Program and Project Management

Throughout the implementation, we are partnering with you to effectively manage the ongoing project management and change management.

Project success depends on the effective coordination of many interdependent activities. Without effective project management, Boise State's project would be at risk of falling behind schedule, going over budget, being built incorrectly, or lack adequate deliberation. To ensure that does not happen, we base all of our project management practices on the



The PMI PMBOK serves as the foundation of all our project management practices.



"I would give them a 10 out of 10 on their adherence to our budget and schedule."

– Chief Financial Officer at a Client Organization

what is needed to improve their current reality and help bring them along the change curve until they are able to

Project Management Institutes (PMI) Project Management Body of Knowledge (PMBOK).

We have further developed a complete project management methodology based on these frameworks to bring best practice tools, templates and processes to our projects. We strive to foster a project management environment that is driven by direct communication, transparency, and trust.

We develop our project management infrastructure as part of the first phase of the project, and review the format and purpose of each tool with our clients up front so the team is aligned in how we are managing the project. When issues or concerns arise, we bring them forward and partner with our clients to determine a resolution. We have structured core team communications and review processes, as well as a formal process to escalate issues and concerns to the project's Steering Committee.

Time

One of the tools we create in the initiation and planning phase is a detailed workplan with resources, hours, duration, and dependencies. We then socialize this with the core team and project

sponsors for review and signoff. This ensures that all team members are aligned from the beginning of the

A rigorous and transparent project management approach positions us to navigate complex clients well and reduce surprises throughout the project.

project and marching toward the same objectives. This project plan is updated on a weekly basis, at a minimum.

Items that are behind schedule or at risk are then reviewed with the core project team during weekly status meetings, and summarized in the weekly status report. Items that are delayed that are impacting the overall timeline are also escalated to the Steering Committee for review.

From there, we will determine as a group the best way to proceed, whether that is adjusting scope, adding resources, extending the timeline, etc., and assess the impacts to the overall project scope, timeline, and budget.

Budget

Another tool we create as part of our project management infrastructure is a Budget Tracking Workbook. Our Budget Tracking Workbook reflects down to the activity level the budgeted hours by project role.

On a weekly basis, the task owner will record their actual hours by task. At this time, the task owner will also review all incomplete tasks, and enter an estimate for the number of hours remaining for each to come to an estimate at complete. In order, the project manager:

- > Reviews the team's estimates at complete, on a monthly basis at a minimum, and provides information to you on how we are tracking against budget
- > Looks at the estimates by resource, by phase, and across the entire project to identify areas of concern
- > Works with Boise State to identify the root causes of any budget concerns and partner to resolve issues

Deliverables

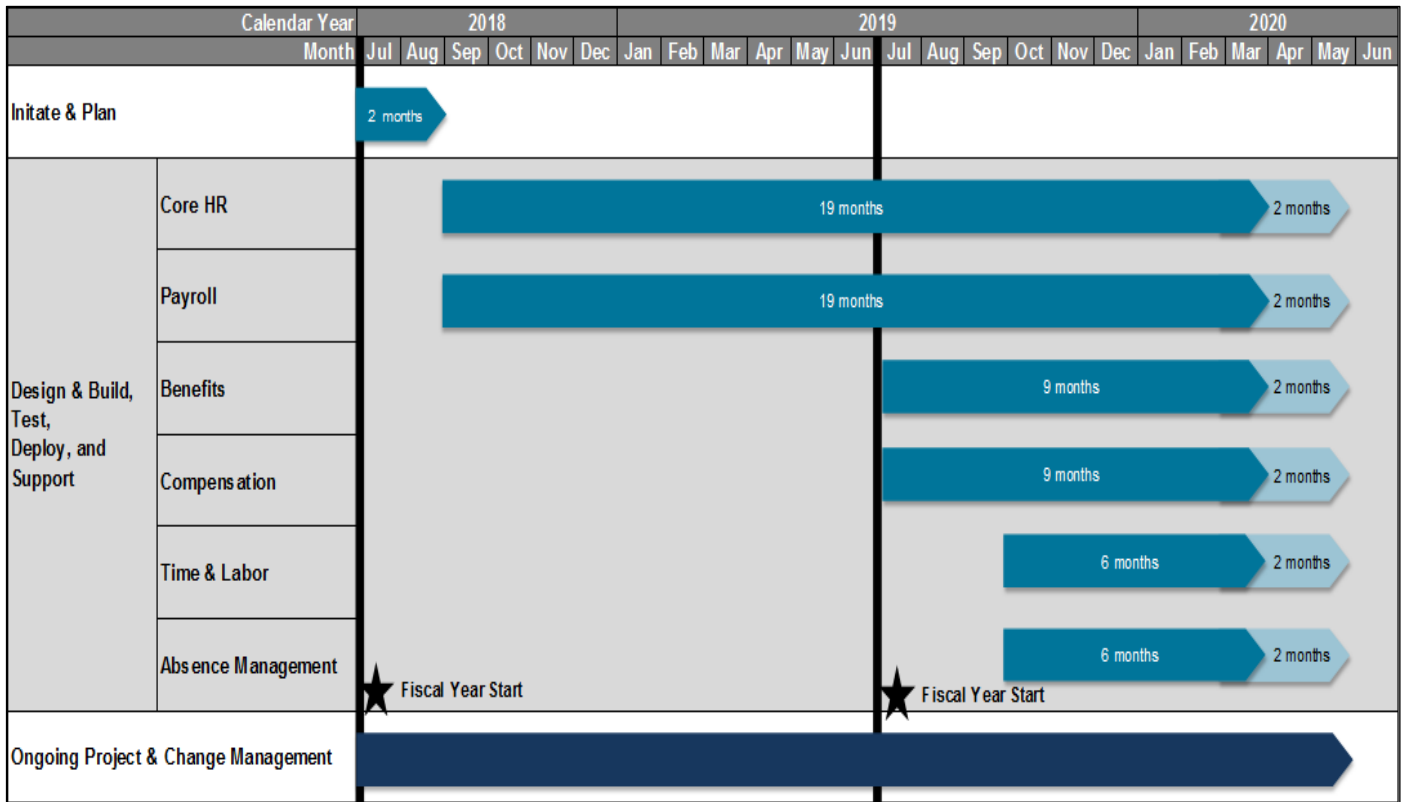
Deliverables are incorporated as part of our project workplan and assigned resources and due dates for completion. We track deliverable progress, delivery, and acceptance on a weekly basis as part of our status reporting process, and the process for deliverable acceptance is defined in our standard set of terms and conditions.

Timeline

We have used our previous experience and some key assumptions to define the initial timeline for services.

A roadmap view of our understanding of your implementation needs is pictured below. We welcome discussion around timeline and phasing to work with you to determine the best approach for Boise State for both implementation and deployment.

The timeline for this project assumes a July 2018 start, and we anticipate this project will require approximately 23 months of elapsed time to complete all project activities including 8 weeks (60 days) of post-deployment support for each roll-out. A high level timeline for the activities outlined in the approach section is included here:



7.4 Project Management

7.4.1 Describe the project management tools that are typically used during your implementations (e.g., work plans, meetings, conference calls, status reports, work flow charts, issues log and resolution, staff management, etc.). Attach examples of your project management tools to your Proposal submission.

We utilize a wide variety of tools to guide our project management methodology. These will be used throughout different phases of the implementation. Some sample tools include, but are not limited to:

- > **Fit / Gap Analysis:** This deliverable walks through all of the critical requirements and solutions for any gaps in capability.
- > **Reporting Strategy:** The first step to our reporting methodology is clarifying the approach through a detailed questionnaire. We then present this back and get agreement and alignment from the core team and Steering Committee.
- > **Conversion & Integration Strategy:** We confirm the tools, populations, sources, and history for conversion, and the tools, inventory, and data flow diagram for integration. We also align team and vendor roles and responsibilities for each step of the project.
- > **Environment Management Plan:** We keep a detailed schedule of all updates to testing and production environments needed to support conversion, testing, go-live, and more.
- > **Resource Identification Workshop:** During this session, we clearly identify and define all roles needed for the project, including their general responsibilities post go-live. We also discuss any resource or capacity concerns, as input to the detailed project plan.
- > **Gantt Chart:** This timeline will depict important business and HR cycle dates and milestones throughout the project.
- > **Design Calendar:** We create a design calendar for each module of the implementation so all team members are clear of the topic and timing of each session.
- > **Action Item Log:** We maintain a daily action item log to communicate and manage due dates and owners of any follow-up coming out of design sessions.

- > **Configuration workbooks per module:** Every configuration done in the testing and production environments will be documented in detail in order to track status, manage communication, and support system maintenance.

At this stage in the process we do not share our proprietary tools. As we progress through the evaluation, we are happy to share more detailed samples with Boise State.

7.4.2 Describe how you coordinate various parts of the project and ensure that teams stay coordinated with regard to design and schedule Baker Tilly has many tools to ensure the project stays on schedule and on budget. For example, the implementation project plan is created during the initiate and plan phase and outlines the steps and activities for each module and workstream, including the timeline dependencies and due dates. Additionally, we develop a weekly Design Calendar which breaks down each process and sub-process for discussion; it includes the prep work and intended outcomes for each topic in order to ensure we get the right people in the meeting and the session is productive.

Timely and transparent communication is at the cornerstone of our project management methodology. Strategic messaging to the right audience at the right time ensures a successful implementation and drives end user adoption. These documents, and our other project management tools are updated weekly at a minimum and any risks are escalated as needed in alignment with the escalation process described previously.

7.4.3 What techniques do you employ to manage and control costs of the project?

We follow rigorous project and quality management methodologies, inclusive of interim quality review and deliverable acceptance throughout our project phases. We have established milestones, during which we gain acceptance from the Core Team prior to moving on the next phase of the project. This ensures the timeline and budget are staying aligned. As we encounter potential changes to project cost, we evaluate the change, and work through the program management team and steering committee to align on priority and decision. Any approved changes to the cost of the implementation are handled via a formal Change Order process and approved by the Steering Committee.

7.4.4 Describe your process for change control.

As new scope items are discovered throughout the project, Baker Tilly will work with Boise State to assess the alternatives and impacts and align on a

path forward together. Baker Tilly obtains Steering Committee level sign off before proceeding with modified scope in order to ensure everyone understands the impacts and the proper project leaders have approved the changes.

7.4.5 If your fit/gap analysis determines gaps, how do you handle those gaps? Provide examples of gaps you have found and solutions you have implemented

We leverage a requirements document that details major process and system requirements by area and order of importance. The configuration workbooks document detailed configuration decisions down to the field, file, and form levels. Any requirements the solution cannot accommodate are documented in the issue log, where the team reviews the proposed alternatives, progress, and due dates weekly. We also review these gaps with Oracle to confirm any alternatives or roadmap items they might be aware of before deciding on the approved alternative. We have not had any system gaps on any of our implementations that have delayed or prevented a go-live.

7.4.6 Please provide a detailed explanation of the data conversion process.

Baker Tilly utilizes a proprietary methodology to deploy the technical solution. To commence the Integration Workstream, we start with a thorough review of your integration architecture. Is there a way to streamline and simplify the architecture in order to reduce the tools and touchpoints across your enterprise? After we have a final list of integrations, we identify a business and 3rd party vendor contact as appropriate. Once the right resources are in place, we can begin the requirements gathering and spec documentation step of the Integration Workstream.

During this step, we meet regularly with the business, IT, HRIS, and vendor in order to ensure all parties are aligned on the requirements through each step. When the specification document is agreed by all stakeholders, Baker Tilly will begin development on the interface. We also unit test each integration to ensure it is working as expected per the specification document.

Once the integration has passed unit testing, we begin collaborative System Integration Testing and User Acceptance Testing phases, where we partner with our clients to determine the complete list of business scenarios to be tested, and test each scenario for expected results. We involve more and

more stakeholders with each testing phase in order to ensure comprehensive testing is completed. When the business owners have signed off on the test cases and testing results, we consider the integration ready for deployment.

For the Conversion Workstream, throughout the design and build phase of the project, each workstream is continually collecting data requirements as they design their process flows and define the system configuration. For example, what information do we need about the employee's current job and salary in order to make informed merit increase adjustments? What demographics do we want to use in the Talent Review process in order to understand our talent pools? As the individual workstreams collect requirements, they are feeding those requirements to the tech team who is converting those requirements into data conversion specifications. We document all work structure and employee requirements in detail, and review those through a series of workshops with your tech team. During those sessions, we are helping your teams understand the Oracle HCM Cloud requirements and mapping the fields to your legacy system fields.

Once we have requirements documented, your team prepares the extract files. At this time we are typically meeting once or twice weekly with the functional data owners and the tech team on both sides in order to confirm progress against target dates, review any questions or issues that have arisen, and cover off on open action items. When the files are ready, Baker Tilly will load them to HCM Cloud. We produced detailed error reports and iterate the conversion as needed. Common issues include:

1. Data issue – the data is bad in the source system and needs to be updated in the source system
2. Configuration issue – the current functional setup contains some sort of issue, like missing legal entity in the list values, that needs to be corrected in Oracle HCM before we proceed with the load
3. Technical issue – the file does not conform to the required technical specifications and the extract program needs to be updated

After the loads have completed, we move to data validation. Baker Tilly will produce data validation reports that can be used for the cross reference validation. We will also train your team on how to navigate and spot check data in the system for a two pronged validation approach. Errors are reported by the validation teams, and the issues are further remediated until we meet the agreed exit criteria. It is our goal to train your resources on this process through each conversion, so with each iteration, Baker Tilly will do more and more knowledge transfer and coaching, allowing your

team to play a more and more active role in the conversion load and remediation process, and set you up to be successful long term, once the project has completed.

7.4.7 Explain your testing process including types of testing, methods for resolving discrepancies, tools, and criteria for ensuring the testing is complete.

Baker Tilly brings proven testing methodology and tools to an implementation. During test planning, a detailed test plan is generated to fit the unique scope of your project. The testing timeline, mechanisms and roles and responsibilities will be identified along with specific test criteria and targeted success metrics. The process for defect logging, tracking and closure will also be outlined within the test plan. As part of our testing plan development, we create test scripts and conduct thorough Unit Testing, System Testing, User Acceptance Testing, and Conference Room Pilots, if needed. These do not require specific tools outside of MS Office and the Applications being tested.

Training and Knowledge Transfer

7.5 Training and Knowledge Transfer

7.5.1 What training do you deliver to support implementation in the early stages of planning? Please indicate what methods are used-instructor-led, face-to-face, web conference, web recordings, etc. and/or others.

Baker Tilly has defined a robust knowledge transfer approach specific to the roles necessary to support the system long-term with defined topics, optimal timing to address each topic and a proven method for administering the knowledge transfer for each item. We utilize a small team model and expect to partner closely with our clients. The partnership and knowledge transfer allow us to tailor our design education and system knowledge transfer to the right audiences and teach people as we go to drive the best outcomes and knowledge retention.

As part of our Scoping and Resource Planning, we will take the time to understand the key resources you will bring to the table, and assemble a team that compliments the skills and resources you have in-house.

7.5.2 Please explain your proposed process for providing knowledge transfer to University resources during the project for project team members, functional and technical staff, core users within the HR and Payroll departments.

We deploy tailored training approaches to different stakeholders so that each user receives the right information at the right time. For system administrators, we recommend our clients take a core set of Oracle-led training classes before the project even starts. These sessions are typically offered remotely via web conference, and they give the system administrators a foundational level of understanding of the Oracle HCM Cloud modules, functionality, and terminology, so that we can hit the ground running at the beginning of the project. We also recommend that the system administrators attend design sessions throughout the Design and Build phase so they hear the business processes, end users' concerns and priorities, as well as our Baker Tilly recommended leading practices. Then, at key points throughout the Design and Build, Testing, and Deployment

phases, we schedule in-person or remote knowledge transfer sessions with the system administrators. Because of some of recommendations mentioned previously, we are able to provide focused knowledge transfer during these sessions to orient your system administrators to the specific configurations and layout of your zone, and why we have configured it that way. We also start to transfer ownership of the system to your system administrators through these knowledge transfer sessions. By the time we get to the Testing phase, your resources are often equipped to make a lot of the system updates coming out of User Acceptance Testing, and they lead the Production Zone preparation activities with Baker Tilly guidance and support. This helps our clients to be self-sufficient post go-live and support their new processes and systems with minimal external support.

Specialized users are typically recruiters with access to update content, (e.g. prescreening questions, email correspondence, and offer letter templates) within the system. As we move through the implementation, we will have targeted content design sessions where we invite the specialized users to

Training and Knowledge Transfer

join us. During these sessions, we talk through recommended practices for how to build and maintain the content within Oracle HCM Cloud. We also schedule knowledge transfer sessions to show those specialized users and system administrators how to configure content. These sessions are typically conducted via web conference, except when they align with major project milestones where the team is already planning to travel onsite for other activities.

For end users, we segment them according to their communication and training needs early in the project as part of our Stakeholder Analysis. As we execute the change management workstream, we continue to learn more and more about the different stakeholder populations. We add this information to our change materials and ultimately use it as input to our Training and Communication Plans. Our recommended approach for end user training is for Baker Tilly to partner with you to develop the Training Plan. This plan provides tailored training approaches for the different stakeholders based on your organizational experiences and our lessons learned with past clients. For example, recruiters typically require face to face training for several days, but hiring managers who only hire a couple of people a year typically require more on-demand materials like videos or job

aids so they have the information at the time they need it. After the training plan is approved, Baker Tilly can develop the training presentations, user guides, and job aids. Then, our recommended process is for Baker Tilly to conduct Train the Trainer sessions with your resources. This approach arms your resources with the tools and knowledge needed to train the remainder of your end user population. This too helps you be self-sufficient and sustain changes post go-live because you can continue to train new resources as they change roles or join the organization.

Some of our clients choose to take on more or less of the training work themselves depending on their resource capacity, appetite, and budget. All fees are billed on a time and materials basis.

7.5.3 Please describe the approach for transitioning the implementation and ongoing support to Boise State after go-live.

As described above, we have a detailed Knowledge Transfer Plan for each module. We begin that knowledge transfer early in the project, and often even complete configuration during design and build in partnership to give your team a chance at on-the-job training. We also deploy a shared ownership approach to testing and deployment, whereby we complete the testing changes and cutover activities in partnership in order to further prepare your team after knowledge transfer and give them opportunities in a safe environment while we're there to answer questions, check their work, and assist. Our goal at the end of the project is for us to walk away and for our clients to be able to stand on their own without us. By the time we get to the roll out, most of our clients feel like they have the skills to manage life after the project.

Change Management

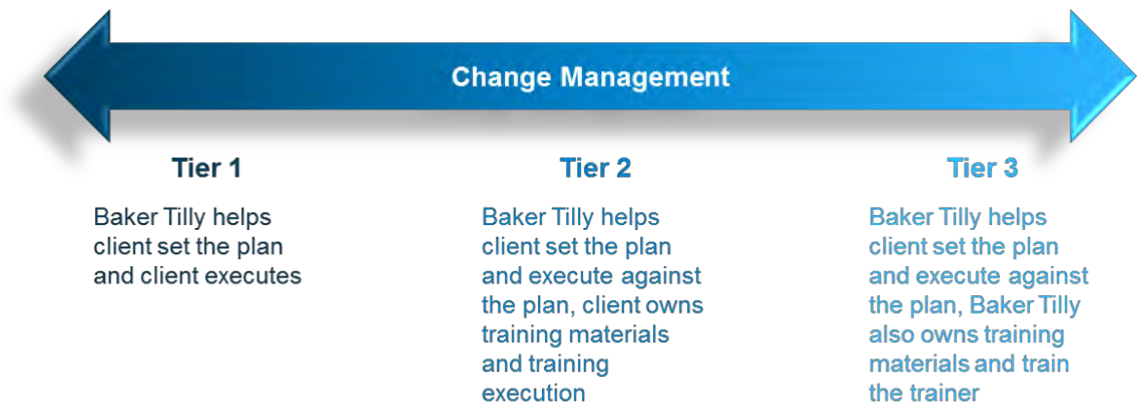
7.6 Change Management

7.6.1 Describe how you have addressed communications and change management during other Oracle HCM Cloud implementations, suggest how this might best be managed during this project and the resources and skill sets needed to be allocated towards this effort both by Contractor and University.

Please refer to the Embedded Change Management segment of Section 7.3 of this proposal for a detailed explanation of our change management approach.

7.6.2 Do you have a range of change management offerings? If so, please explain what is included within them, and a cost range associated with each.

At Baker Tilly we know that change management is critical to success, but we understand that every client is different in the skill sets and capacity that they can bring to the table in this area. Therefore we are very flexible in how we partner with clients to execute change management throughout the project. For some clients we help them set the plans and the strategies and then conduct knowledge transfer to coach them on the execution of the plan. For some clients, we set the plans and the strategies and then we drive the execution of those plans. And many clients are somewhere in the middle. For purposes of this proposal, we have assumed a change coaching model, but we are happy to discuss your needs further and refine as appropriate. Below you can find a depiction of three different tiers of change management support that we commonly offer.





7.7 Reporting

7.7.1 Describe your experience installing HCM OBIA.

Reporting and Analytics in the cloud for HCM is delivered as part of the license agreement with Oracle and does not require specialized set-up from Baker Tilly with the exception of some simple configuration for users.

7.7.2 Describe your experience producing reports from Oracle HCM cloud in BICS.

Baker Tilly has worked with numerous clients to define and build reports and dashboards to suit their specific requirements. During the Planning and Analysis phase of the project, we will develop the reporting strategy for the implementation. We begin with a reporting overview workshop, to review the delivered reports in order to identify those that can meet the client's reporting requirements. Through this process, we also identify gaps in the standard reports and gather specific requirements for custom reports that need to be developed as part of the implementation.

7.7.3 Boise State has established a common structure for data reporting. To meet the needs of this structure, describe how you would implement an effective reporting solution using Oracle HCM Cloud, OBIA, and BICS

We want to help the institution consume data differently through this process by leveraging some of the real time KPIs, mobile capabilities, and selfservice. This means we don't simply recreate the hundreds of reports you had in your legacy system, but instead we define a reporting and analytics strategy and help to build towards future state needs. We typically leverage the HCM Cloud reporting tools to do all functional reporting and utilize OBIA for enterprise reporting needs.

7.7.4 Please describe your experience with OTBI, BI Publisher, dashboards and other delivered reporting tools within HCM Cloud. With over 20 years of reporting experience, Baker Tilly's team has created countless BI Publisher reports, Analytics and Dashboards for its clients. Additionally we have experience with Infolets, Alerts, Notifications and Agents.



Next Steps

Thank you again for the opportunity to respond to this proposal request. As we progress through the evaluation, we look forward to working closely with you to refine the implementation services estimates. Our process for establishing the right scope, the right timeline, and the right team is defined below.



Process for Establishing the Right Scope, Timeline, and Team

The first three steps are done during the evaluation process, as pre-sales activities (no charge to Boise State). Once the licenses are procured, step four will commence as the first step of the contracted engagement.

Please do not hesitate to reach out with any questions you may have.

Regards,

Ann E. Blakely

Human Capital Services Practice Leader 414
777 5313

ann.blakely@bakertilly.com

APPENDIX 7 - Cost Proposal (ME)

Part 1. (M) Cost Proposal: *The completion and submission of this Cost Proposal is mandatory. No other Offeror-supplied pricing shall be evaluated for award. No other Offeror-supplied pricing shall constitute the pricing for any resulting Contract.*

The University requests that costs be submitted in two (2) ways: Time and Materials and Overall Cost. Offeror's MUST complete the Cost Proposal for both types of cost. After evaluation and upon the opening of costs, at its discretion, the University will choose the cost method that provides the best possible value to the University.

Time and Materials Cost: Add columns as necessary to include all job titles expected to be involved in this project. Estimate, based on your experience, the required number of hours of each job type, to complete the specifications listed in this RFP.

A	B	C	D	E	F
Job Title	<u>NTE On-site Hourly Rate</u>	<u>NTE Off-site Hourly Rate</u>	<u>Estimated On-site Hrs</u>	<u>Estimated Off-Site Hrs</u>	<u>Estimated Total Cost per Job Title =(B*D)+(C*E)</u>
Partner	\$300.00	\$300.00	67.20	268.80	\$100,800.00
Program Manager	\$225.00	\$225.00	336.00	1,344.00	\$378,000.00
Change Manager	\$225.00	\$225.00	60.60	242.40	\$68,175.00
Core HR Project Manager	\$200.00	\$200.00	302.40	1,209.60	\$302,400.00
Core HR Solution Architect	\$225.00	\$225.00	134.10	536.40	\$150,862.50
Core HR Configuration Consultant	\$175.00	\$175.00	174.40	697.60	\$152,600.00
Payroll Project Manager	\$200.00	\$200.00	134.40	537.60	\$134,400.00
Payroll Solution Architect	\$225.00	\$225.00	128.00	512.00	\$144,000.00
Payroll Configuration Consultant	\$175.00	\$175.00	210.00	840.00	\$183,750.00
Benefits Project Manager	\$200.00	\$200.00	35.20	140.80	\$35,200.00
Benefits Solution Architect	\$225.00	\$225.00	47.40	189.60	\$53,325.00
Benefits Configuration Consultant	\$175.00	\$175.00	81.20	324.80	\$71,050.00
Time & Labor Project Manager	\$200.00	\$200.00	19.20	76.80	\$19,200.00
Time & Labor Solution Architect	\$225.00	\$225.00	34.40	137.60	\$38,700.00
Time & Labor Configuration Consultant	\$175.00	\$175.00	47.20	188.80	\$41,300.00
Compensation Project Manager	\$200.00	\$200.00	105.60	422.40	\$105,600.00
Compensation Solution Architect	\$225.00	\$225.00	130.20	520.80	\$146,475.00
Compensation Configuration Consultant	\$175.00	\$175.00	150.10	600.40	\$131,337.50
Absence Project Manager	\$200.00	\$200.00	57.60	230.40	\$57,600.00
Absence Solution Architect	\$225.00	\$225.00	39.60	158.40	\$44,550.00
Absence Configuration Consultant	\$175.00	\$175.00	57.50	230.00	\$50,312.50
Reporting Project Manager	\$200.00	\$200.00	134.40	537.60	\$134,400.00
Reporting Solution Architect	\$225.00	\$225.00	11.60	46.40	\$13,050.00
Reporting Lead	\$225.00	\$225.00	33.60	134.40	\$37,800.00

Reporting Developer	\$175.00	\$175.00	46.80	187.20	\$40,950.00
Tech Manager	\$225.00	\$225.00	256.20	1,024.80	\$288,225.00
Tech Analyst	\$175.00	\$175.00	442.00	1,768.00	\$386,750.00
Tech Developer	\$125.00	\$125.00	808.30	3,233.20	\$505,187.50
Estimated Time and Materials Total Cost (= sum column F)*					\$3,816,000

**Please note that Baker Tilly rates for onsite and offsite work are the same. For purposes of this proposal, we are estimating that approximately 20% of time worked will be completed onsite, but we are happy to discuss this with you further and align on an onsite/offsite model that meets Boise State's expectations. We bill expenses at cost as incurred. A travel model has been developed in order to give you an idea of estimated travel expenses using this approach. Travel expenses are estimated at \$299,600, above and beyond the consulting fees listed above.*

Overall Cost:

Total Fixed Cost (all inclusive, maximum)*	\$5,144,500
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**This cost estimate is inclusive of consulting fees and travel expenses.*

Part 2. Billing Procedure:

The invoice must include, but not be limited to:

1. Contract/PO number.
2. Total amount billed for the billing period.
3. All services delivered during the billing period, identified by each item as reflected in the Cost Proposal and/or the Project Management Plan and the total cost for each.

Invoices are to be submitted to: oit_business@boisestate.edu

AMENDMENT CONFIRMATION
RFP ST18-114 Oracle HCM Cloud System Implementation
for Boise State University
Amendment 01

Amendment 01 consists of the following:

- I. Questions & Responses - see document posted at
https://vpfa.boisestate.edu/process/review/purchasing_bidopportunities.php

NOTE: Return this signed and dated Amendment Confirmation with your Proposal, otherwise, your Proposal may be found non-responsive and given no further consideration.

I confirm that I received and reviewed Amendment 01 for
RFP ST18-114 Oracle HCM Cloud System Implementation

<u>Baku Tilly Vichon Kraus LL?</u>	<u>4/23/18</u>
Signature	Date
<u>By Ann Blakely</u>	<u>Principal</u>
Printed Name	Title

Amendment 02 RFP ST18-114 Oracle HCM Cloud System Implementation Costs for 18 & 24 Month Implementations

The completion and submission of this Cost Proposal is mandatory. No other Offeror-supplied pricing shall be evaluated for award. No other Offeror-supplied pricing shall constitute the pricing for any resulting Contract.

The University requests that costs be submitted in two (2) ways: Time and Materials and Total Fixed Cost. Offeror's MUST complete the Cost Proposal for both types of cost. After evaluation and upon the opening of costs, at its discretion, the University will choose the cost method that provides the best possible value to the University.

All costs associated with the specifications of the RFP must be included in the mandatory Cost Proposal. All proposed pricing will be firm/fixed and fully-burdened with all direct and indirect costs, and must include (but not be limited to), all operating, administrative, and personnel expenses, such as overhead, salaries, profit, supplies, per diem, travel (airfare and/or mileage), lodging, and quality improvement.

18 Month Implementation Timeline

Based on phases as listed in the RFP and assuming an 18 month implementation timeline.

Time and Materials Cost: Add rows as necessary to include all job titles expected to be involved in this project. Estimate, based on your experience, the required number of hours of each job type, to complete the specifications listed in this RFP over an 18 month implementation timeline.

A	B	C	D	E	F
<u>Job Title</u>	<u>NTE Onsite Hourly Rate</u>	<u>NTE Offsite Hourly Rate</u>	<u>Estimated On-site Hrs</u>	<u>Estimated Off-Site Hrs</u>	<u>Estimated Total Cost per Job Title</u> <u>=(B*D)+(C*E)</u>
Partner	\$300.00	\$300.00	51.20	204.80	\$76,800.00
Program Manager	\$225.00	\$225.00	256.00	1,024.00	\$288,000.00
Change Manager	\$225.00	\$225.00	52.60	210.40	\$59,175.00
Core HR Project Manager	\$200.00	\$200.00	230.40	921.60	\$230,400.00
Core HR Solution Architect	\$225.00	\$225.00	126.10	504.40	\$141,862.50
Core HR Configuration Consultant	\$175.00	\$175.00	166.40	665.60	\$145,600.00
Payroll Project Manager	\$200.00	\$200.00	102.40	409.60	\$102,400.00
Payroll Solution Architect	\$225.00	\$225.00	128.00	512.00	\$144,000.00
Payroll Configuration Consultant	\$175.00	\$175.00	210.00	840.00	\$183,750.00
Benefits Project Manager	\$200.00	\$200.00	35.20	140.80	\$35,200.00
Benefits Solution Architect	\$225.00	\$225.00	47.40	189.60	\$53,325.00

Benefits Configuration Consultant	\$175.00	\$175.00	81.20	324.80	\$71,050.00
T&L Project Manager	\$200.00	\$200.00	19.20	76.80	\$19,200.00
T&L Solution Architect	\$225.00	\$225.00	34.40	137.60	\$38,700.00
T&L Configuration Consultant	\$175.00	\$175.00	47.20	188.80	\$41,300.00
Comp Project Manager	\$200.00	\$200.00	105.60	422.40	\$105,600.00
Comp Solution Architect	\$225.00	\$225.00	130.20	520.80	\$146,475.00
Comp Configuration Consultant	\$175.00	\$175.00	150.10	600.40	\$131,337.50
Absence Project Manager	\$200.00	\$200.00	57.60	230.40	\$57,600.00
Absence Solution Architect	\$225.00	\$225.00	39.60	158.40	\$44,550.00
Absence Configuration Consultant	\$175.00	\$175.00	57.50	230.00	\$50,312.50
Reporting Project Manager	\$200.00	\$200.00	102.40	409.60	\$102,400.00
Reporting Solution Architect	\$225.00	\$225.00	11.60	46.40	\$13,050.00
Reporting Lead	\$225.00	\$225.00	33.60	134.40	\$37,800.00
Reporting Developer	\$175.00	\$175.00	46.80	187.20	\$40,950.00
Tech Manager	\$225.00	\$225.00	256.20	1,024.80	\$288,225.00
Tech Analyst	\$175.00	\$175.00	442.00	1,768.00	\$386,750.00
Tech Developer	\$125.00	\$125.00	808.30	3,233.20	\$505,187.50
Estimated Time and Materials Total Cost (= sum column F)*					\$3,541,000.00

**Please note that Baker Tilly rates for onsite and offsite work are the same. For purposes of this proposal, we are estimating that approximately 20% of time worked will be completed onsite, but we are happy to discuss this with you further and align on an onsite/offsite model that meets Boise State's expectations. We bill expenses at cost as incurred. A travel model has been developed in order to give you an idea of estimated travel expenses using this approach. Travel expenses are estimated at \$299,600, above and beyond the consulting fees listed above.*

Overall Cost:

Total Fixed Cost (all inclusive, maximum)*	\$4,608,720.00
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**This cost estimate is inclusive of consulting fees and travel expenses.*

24 Month Implementation Timeline

(Based on phases as listed in the RFP and assuming a 24 month implementation timeline.)

Time and Materials Cost: Add rows as necessary to include all job titles expected to be involved in this project. Estimate, based on your experience, the required number of hours of each job type, to complete the specifications listed in this RFP over a 24 month implementation timeline.

ATTACHMENT 2

A	B	C	D	E	F
<u>Job Title</u>	<u>NTE On-site Hourly Rate</u>	<u>NTE Offsite Hourly Rate</u>	<u>Estimated On-site Hrs</u>	<u>Estimated Off-Site Hrs</u>	<u>Estimated Total Cost per Job Title</u> <u>=(B*D)+(C*E)</u>
Partner	\$300.00	\$300.00	70.40	281.60	\$105,600.00
Engagement Director	\$250.00	\$250.00	-	-	\$0.00
Program Manager	\$225.00	\$225.00	352.00	1,408.00	\$396,000.00
Change Manager	\$225.00	\$225.00	62.20	248.80	\$69,975.00
Core HR Project Manager	\$200.00	\$200.00	316.80	1,267.20	\$316,800.00
Core HR Solution Architect	\$225.00	\$225.00	135.70	542.80	\$152,662.50
Core HR Configuration Consultant	\$175.00	\$175.00	176.00	704.00	\$154,000.00
Payroll Project Manager	\$200.00	\$200.00	140.80	563.20	\$140,800.00
Payroll Solution Architect	\$225.00	\$225.00	128.00	512.00	\$144,000.00
Payroll Configuration Consultant	\$175.00	\$175.00	210.00	840.00	\$183,750.00
Benefits Project Manager	\$200.00	\$200.00	35.20	140.80	\$35,200.00
Benefits Solution Architect	\$225.00	\$225.00	47.40	189.60	\$53,325.00
Benefits Configuration Consultant	\$175.00	\$175.00	81.20	324.80	\$71,050.00
T&L Project Manager	\$200.00	\$200.00	19.20	76.80	\$19,200.00
T&L Solution Architect	\$225.00	\$225.00	34.40	137.60	\$38,700.00
T&L Configuration Consultant	\$175.00	\$175.00	47.20	188.80	\$41,300.00
Comp Project Manager	\$200.00	\$200.00	105.60	422.40	\$105,600.00
Comp Solution Architect	\$225.00	\$225.00	130.20	520.80	\$146,475.00
Comp Configuration Consultant	\$175.00	\$175.00	150.10	600.40	\$131,337.50
Absence Project Manager	\$200.00	\$200.00	57.60	230.40	\$57,600.00
Absence Solution Architect	\$225.00	\$225.00	39.60	158.40	\$44,550.00
Absence Configuration Consultant	\$175.00	\$175.00	57.50	230.00	\$50,312.50
Reporting Project Manager	\$200.00	\$200.00	140.80	563.20	\$140,800.00
Reporting Solution Architect	\$225.00	\$225.00	11.60	46.40	\$13,050.00
Reporting Lead	\$225.00	\$225.00	33.60	134.40	\$37,800.00
Reporting Developer	\$175.00	\$175.00	46.80	187.20	\$40,950.00
Tech Manager	\$225.00	\$225.00	256.20	1,024.80	\$288,225.00
Tech Analyst	\$175.00	\$175.00	442.00	1,768.00	\$386,750.00
Tech Developer	\$125.00	\$125.00	808.30	3,233.20	\$505,187.50
Estimated Time and Materials Total Cost (= sum column F)*					\$3,871,000.00

**Please note that Baker Tilly rates for onsite and offsite work are the same. For purposes of this proposal, we are estimating that approximately 20% of time worked will be completed onsite, but we are happy to discuss this with you further and align on an onsite/offsite model that meets Boise State's expectations. We bill expenses at cost as incurred. A travel model has been developed in order to give*

you an idea of estimated travel expenses using this approach. Travel expenses are estimated at \$299,600, above and beyond the consulting fees listed above.

Overall Cost:

<u>Total Fixed Cost (all inclusive, maximum)*</u>	\$5,004,720.00
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**This cost estimate is inclusive of consulting fees and travel expenses.*

AMENDMENT CONFIRMATION
RFP ST18-114 Oracle HCM Cloud System Implementation
for Boise State University
Amendment 02

Amendment 02 consists of the following:

- I. Amendment 02 - 18 & 24 Month Cost Proposals

NOTE: Return this hand-signed and dated Amendment Confirmation by 5 pm Mountain time, June 8th, 2018 via email to _____ and _____

I confirm that I received and reviewed Amendment 02 for
RFP ST18-114 Oracle HCM Cloud System Implementation

Baker Tilly Virchow Kraus LLP 6/6/18
Signature Date

Ann Blakely Principal
Printed Name Title

SUPPLEMENTAL TERMS TO RFP ST18-114

These Supplemental Terms to RFP ST18-114 (the "Supplemental Terms") are incorporated into Boise State University's Request for Proposal, RFP ST18-114, including RFP ST18-114 and all amendments thereto, the Questions and Responses for RFP ST18-114 Oracle HCM Cloud System Implementation, and Baker Tilly's response to the RFP ST18-114 (collectively, the "Agreement") as if fully set forth therein. To the extent any provisions of the Agreement conflict with any provisions of these Supplemental Terms, the provisions of the Supplemental Terms will control. References to this Agreement include the foregoing Agreement and these Supplemental Terms. For purposes of these Supplemental Terms, "University" shall mean Boise State University and the term "Contractor" shall mean Baker Tilly Virchow Krause, LLP, the Contractor awarded the Agreement with the University in accordance with the University's purchasing policies and procedures. All provisions of the Agreement that anticipate performance after the termination of the Agreement and all provisions necessary or appropriate to interpret and enforce such provisions, will survive termination of this Agreement.

1. Limitation of Damages: University and Contractor agree that neither party shall be liable to the other for any incidental, indirect, special or consequential damages regardless of whether liability would arise under contract or tort (including negligence or strict liability), warranty, indemnity, or otherwise, even if such party has been advised of the possibility of such damages. The liability of Contractor and its present or former Subject to section 15 of the Boise State Standard Terms and Conditions, located in Appendix 2 of RFP ST18-114, the liability of Baker Tilly and its present or former partners, principals, agents or employees to any claim for damages related to the services performed under this Contract shall not exceed ten million dollars (\$10,000,000). Notwithstanding the foregoing, the limitations and exclusions set forth in this paragraph shall not apply to damages or liabilities arising from (i) a material breach of the Agreement, (ii) third party claims that are not otherwise subject to indemnification under this Agreement, (iii) personal injury, death, or damage to any real or tangible personal property caused by either party's negligent acts or omissions or willful misconduct, or (iv) the negligent acts of omissions or willful misconduct of either party in performing its obligations under this agreement.

2. Breach of Security or Privacy: If Contractor, or its Subcontractor, discover or are notified of a data security incident or potential breach of security and/or privacy relating to Personal Information, or a theft or misappropriation of the University's Confidential Information or Personal Information, Contractor shall immediately, but in no event later than twenty (24) hours from discovery or notification of the incident or potential breach, provide written notice to University of such incident or potential breach. Contractor shall, upon University's request, investigate such incident or potential breach, inform University of the outcome of any such investigation, and assist University in maintaining the confidentiality of such information. In addition to the foregoing, Contractor shall provide University with any assistance necessary to comply with any federal, state and / or provincial laws requiring the provision of notice of any privacy incident or security breach with respect to any Personal Information to the affected or impacted individuals and / or organizations, in addition to any notification to applicable federal and state agencies. In the event of a breach of any of the Contractor's data security obligations or other event requiring notification under this Contract or applicable State and Federal law, the Contractor must assume total financial liability incurred by such breach and subsequent notifications. In addition the Contractor must assume responsibility to indemnify, hold harmless and defend Boise State University, its officials, and employees from and against any claims, damages, or other harm related to such theft or misappropriation caused by Contractor's or its Subcontractor's breach of its data security obligations or other event requiring notification under this Contract or applicable State and Federal Law. Boise State will have up to six (6) months from the date of receipt of written notice from Offeror of the theft or misappropriation to provide written notice to the Offeror of its intent to terminate, and to terminate, this Contract. If the University elects to terminate this Contract pursuant to this section, Offeror will have no right to cure the breach of this Contract in order to prevent Boise State from terminating the Contract.

3. Ownership of Intellectual Property: The University shall own and retain all rights to information, techniques, processes and data developed, documented, derived, stored, installed or furnished by the University under the Contract. Notwithstanding the foregoing, Contractor shall retain ownership of all methodologies, processes, techniques, ideas, concepts, trade secrets and know-how embodied in the deliverables or that Contractor may develop or supply in connection with this Contract as well as all pre-existing patent, copyright, trademark, and other intellectual property rights.

4. Indemnification Limitation; Limit of University's Liability: Notwithstanding anything to the contrary in the Agreement, including this Supplement, the University is a public institution and, as such, the University's liability is at all times limited as required by Idaho law, including Idaho Code Title 59, Chapter 10, the Idaho State Constitution, and the Idaho Tort Claims Act, Idaho Code Sections 6-901 through 6-929, inclusive, and any indemnification, limitation of Contractor's liability or hold harmless provision shall be void to the extent such provision violates applicable laws. Nothing in the Agreement, including this Supplement, shall be deemed to constitute a waiver by University of any privilege, protection, or immunity otherwise afforded it under the Idaho Constitution, Idaho Tort Claims Act, or any other applicable law or a waiver of its sovereign immunity, which is hereby expressly retained. Furthermore, the University shall at no time be liable for more than the pro rata share of the total damages awarded in favor of a claimant that is directly attributable to the negligent or otherwise wrongful acts or omissions of the University or its employees.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018**

BOISE STATE UNIVERSITY

SUBJECT

Amendment to Multi-Media and Marketing Rights Agreement

REFERENCE

October 2009	Idaho State Board of Education (Board) approved multimedia and sports marketing agreement with Learfield Sports Marketing (Learfield)
December 2009	Board approved changes to the Learfield multimedia and sports marketing agreement
August 2014	Board approved changes to the Learfield multimedia and sports marketing agreement
June 2018	Board returned item to the Business and Human Resources committee for additional work

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures, Section V.I.6.b

ALIGNMENT WITH STRATEGIC PLAN

Goal 2: Educational Attainment, Objective C: Access

BACKGROUND/DISCUSSION

In 2009, Boise State University (BSU) entered into a multimedia and sports marketing agreement with Learfield. The original contract was reached via a public bid process followed by final negotiations with the winning bidder, Bronco Sports Properties, LLC, a subsidiary of Learfield Communications (Learfield). The original agreement was for seven years commencing July 1, 2010, with three additional one year options, each exercisable at BSU's option. In 2014, BSU elected to exercise its option to extend the agreement through June 30, 2025.

BSU and Learfield have negotiated a new three-year extension that would extend the contract through 2028. In addition to the extended term, Learfield has agreed to provide BSU additional monetary consideration as outlined in the table below. In exchange for the increases in guarantee and capital stipend amounts, BSU will consider, in good faith, multi-media rights proposals for off campus beer, malt, and wine promotions and both on and off campus promotions in casino/gaming categories. Additionally, University will also allow more widespread use of the athletic trademark.

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

Upon approval of the agreement, BSU will institute a rigorous review process for all gaming and alcohol-related proposals. The review process will include Athletics, Trademark and Licensing, BSU's Brand Committee (chaired by the Associate Vice President for Marketing and Communications), and the Chief Operating Officer; BSU's President will have final approval authority over all alcohol and gaming promotions. This approval process is reflected in the proposed amendment.

IMPACT

The proposed amendment extends BSU's agreement with Learfield through June 30, 2028 and provides BSU an additional \$6.45 million of new revenue.

The value of the Learfield agreement to BSU is set forth below. The table outlines the current and proposed capital stipend, the current and proposed guarantee payment, the proposed amendment's additional revenue to create a new position, and a breakdown of the amount the proposed amendment would give BSU in additional revenue each year.

Year	Current Capital Stipend	Proposed Capital Stipend	Current Guarantee Payment	Proposed Guarantee Payment	Proposed Extension New Position	Additional Annual Revenue
2017-2018	\$300,000		\$3,300,000	[^] \$3,300,000		
2018-2019	\$100,000	\$600,000	\$3,400,000	\$3,800,000	\$55,000	\$955,000
2019-2020	\$100,000	\$600,000	\$3,500,000	\$4,000,000	\$55,000	\$1,055,000
2020-2021	\$100,000	\$100,000	\$3,700,000	\$4,200,000	\$55,000	\$555,000
2021-2022	\$100,000	\$100,000	\$3,900,000	\$4,400,000	\$55,000	\$555,000
2022-2023	\$100,000	\$100,000	\$4,100,000	\$4,600,000	\$55,000	\$555,000
2023-2024	\$100,000	\$100,000	\$4,300,000	\$4,800,000	\$55,000	\$555,000
2024-2025	\$100,000	\$100,000	\$4,500,000	\$5,000,000	\$55,000	\$555,000
2025-2026			\$4,700,000*	\$5,200,000	\$55,000	\$555,000
2026-2027			\$4,900,000*	\$5,400,000	\$55,000	\$555,000
2027-2028			\$5,100,000*	\$5,600,000	\$55,000	\$555,000

Total \$6,450,000

Based on the proposed increases and past increases in the guaranteed payment category, Boise State will see an additional \$6.45M budgetarily in revenue over 10 years. This roughly results in an increase in revenue of \$645,000 each year over the ten year lifespan of the contract.

*Amount estimated based on current contract trends to calculate revenue increase. These figures are for illustrative purposes only.

[^]Current guaranteed payment

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

ATTACHMENTS

- Attachment 1 – Proposed Amendment
- Attachment 2 – Current Multi Media Rights Agreement
- Attachment 3 – Original Multi Media Rights Agreement

STAFF COMMENTS AND RECOMMENDATIONS

The proposed amendment will generate an additional \$6,450,000 in revenue to support athletic operations over the ten years of the contract. If this proposal is not approved, Boise State University will lose the additional compensation in this amendment.

This item was discussed at the June Board meeting where it was returned to the Business and Human Resources committee for additional work. Concerns expressed at the meeting included the approval process of proposed promotions and whether promotions including alcohol and/or casino gaming aligns with the mission of the university.

Boise State University has clarified the approval process by including in the amendment that the university president will exercise final approval authority of any proposed sponsor, sponsorship agreement, and/or individual promotions involving casino/gaming or beer or malt beverage and wine categories. The amendment states that the president has 30 days to approve or disapprove a proposal.

Proposed changes to Board Policy V.I. are being heard this Board meeting which could impact third party use of an institution's trademarks.

Representatives of BSU's administration will be ready to address any Board member questions on the amended contract.

BOARD ACTION

I move to approve the request by Boise State University to enter into a three year contract extension with Learfield Sports Marketing as outlined herein.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**SECOND AMENDMENT
TO
MULTI-MEDIA RIGHTS AGREEMENT**

THIS SECOND AMENDMENT (“Second Amendment”), effective as of this ____ day of August, 2018, is hereby executed by and between BOISE STATE UNIVERSITY (“University”), and BRONCO SPORTS PROPERTIES, LLC, a Missouri limited liability company (“Learfield”) qualified to do business in Idaho and a wholly-owned subsidiary of Learfield Communications, LLC. This Second Amendment amends that certain Multi-Media Rights Agreement (the “Multi-Media Rights Agreement”) between University and Learfield that had an effective date of July 1, 2010, as amended by that certain Amendment to Multi-Media Rights Agreement, having an effective date of July 1, 2014 (the “Amendment”). The Amendment, together with the Multi-Media Rights Agreement, make up the “Agreement.”

BACKGROUND

- A. University and Learfield have been operating under the Agreement.
- B. University and Learfield have agreed to extend the Term of the Agreement for an additional three years, through June 30, 2028.
- C. In consideration for the University agreeing to extend the Term, Learfield has agreed to provide University additional consideration as more particularly set forth below.
- D. Capitalized terms not otherwise defined in this Second Amendment shall have the meaning ascribed thereto in the Agreement.

NOW, THEREFORE, in accordance with these recitals and in consideration of mutual promises and covenants recited thereafter, the parties agree as follows:

1. Term of Agreement. The term of the Agreement is hereby extended through June 30, 2028. Section 1.1 of the Multi-Media Rights Agreement, and Section 1 of the Amendment are hereby deleted in their entirety and replaced with the following, superseding clause:

“This Agreement is effective as of the date signed by both Parties and shall continue until June 30, 2028 (the “Term”) unless earlier 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.”

2. Guaranteed Royalty Fee. In consideration for the rights granted to Learfield under the Agreement and the foregoing extension of the Term, the Guaranteed Royalty Fee for the period from Athletic year 2018-19 through the end of the Term is hereby amended as follows:

<u>Athletic Year</u>	<u>Guaranteed Royalty Fee</u>
2018 – 2019	\$3,800,000
2019 – 2020	\$4,000,000
2020 – 2021	\$4,200,000
2021 – 2022	\$4,400,000
2022 – 2023	\$4,600,000
2023 – 2024	\$4,800,000
2024 – 2025	\$5,000,000
2025 – 2026	\$5,200,000
2026 – 2027	\$5,400,000
2027 – 2028	\$5,600,000

The foregoing shall supersede and replace the language set forth in Section 4.1 of the Multi-Media Rights Agreement and Section 7 of the Amendment for the period from and after Athletic Year 2018-19.

3. Revenue Sharing. For the period from Athletic Year 2018-19 through the end of the Term, the Revenue Share Hurdles shall be amended as follows:

<u>Athletic Year</u>	<u>Revenue Share Hurdle</u>
2018 – 2019	\$7,850,000
2019 – 2020	\$8,325,000
2020 – 2021	\$8,800,000
2021 – 2022	\$9,275,000
2022 – 2023	\$9,750,000
2023 – 2024	\$10,225,000
2024 – 2025	\$10,700,000
2025 – 2026	\$11,175,000
2026 – 2027	\$11,650,000
2027 – 2028	\$12,125,000

The foregoing schedule shall supersede and replace the Revenue Share Hurdle schedule amounts for such Athletic Years set forth in Section 5.1 of the Multi Media Rights Agreement and Section 8 of the Amendment.

4. Capital Subsidy Payments. Section 4 of the Amendment is hereby deleted in its entirety and replaced with the following superseding clauses and schedule:

Learfield will make capital subsidy payments during the period 2018-19 through 2024-25 in the total aggregate amount of \$1,700,000 (the “Capital Subsidy”). The Capital Subsidy will be paid in the accordance with the following schedule:

<u>Athletic Year</u>	<u>Capital Subsidy</u>
2018 – 2019	\$600,000
2019 – 2020	\$600,000
2020 – 2021	\$100,000
2021 – 2022	\$100,000
2022 – 2023	\$100,000
2023 – 2024	\$100,000
2024 – 2025	\$100,000

University shall use the Capital Subsidy for capital improvements to University Athletic venues that provide new or enhanced sponsorship opportunities, such as LED screens, video boards, center-hung or other mutually agreed assets. A portion of the 2018-19 Capital Subsidy will be used for an endzone video board at the football stadium to be installed no later than the first home game of the 2019-20 football season. University will consult with Learfield on any such improvements early in the process so that Learfield can provide design suggestions to maximize the inventory that will result from the Improvements, and all inventory created or enhanced through such improvements shall be included as part of the Multi-Media Rights and any revenue generated therefrom shall be included in the calculation of AGR in accordance with the Agreement.

5. Additional Inventory/Rights. In addition to all of the multi-media rights granted to Learfield under the Agreement, University will:

- (i) consider, in good faith, those Learfield multi-media rights proposals which are categorized as Excluded Sponsorships under Section 3.10 of the Multi Media Rights Agreement in the beer or malt beverage (including domestic/craft beer) and wine categories, and assist with developing comprehensive packages, off-campus retail (point of sale) promotions, digital advertising and promotions, promotional merchandise distributed exclusively off-campus, right to use University’s primary athletic trademarks, to enhance current partnerships; provided, however, Learfield acknowledges that University has the right to approve or disapprove any proposed beer, malt beverage or wine sponsorship or activation in its sole discretion. The University President will exercise final approval authority of any proposed sponsor, sponsorship agreement, and/or individual promotions involving any new asset or rights relating to these categories. The University President will have thirty (30) days after the submission of any such proposal to approve or disapprove the proposal. Learfield understands these categories will be developed gradually over time, and does not expect full access and exposure in Contract Year 2018-19, but

expects presence in both categories by the beginning of the 2019-20 football season. Learfield further agrees that at least ten percent (10%) of any beer, malt beverage and/or wine sponsorship deal will be directed to the University to fund responsibility messaging or similar programming;

- (ii) consider, in good faith, Learfield proposals to enhance, through strategic marketing concepts and promotions, already significant partnerships in the casino/gaming categories excluded by Section 3.10 of the Multi Media Rights Agreement; provided, however, Learfield acknowledges that University has the right to approve or disapprove the same in its sole discretion. The University President will exercise final approval authority of any proposed sponsor, sponsorship agreement, and/or individual promotions involving any new asset or rights relating to these categories. The University President will have thirty (30) days after the submission of any such proposal to approve or disapprove the proposal. Learfield understands these categories will be developed gradually over time, and does not expect full access and exposure in Contract Year 2018-19, but expects presence in both categories by the beginning of the 2019-20 football season;
- (iii) assist Learfield in securing more widespread use of University primary athletics trademarks for commercial and strategic partnership use. For example, University will consider, in good faith, expanding the benefits offered in the banking category. Learfield acknowledges that University has the right to approve or disapprove the same in its sole discretion;
- (iv) work with Learfield to identify new areas of entitlement in the football stadium and basketball arena, to increase exposure and hospitality opportunities for corporate partners;
- (v) provide Learfield right of first negotiation (i.e., University will have good faith discussions with Learfield prior to discussing with any third party) for sponsorship/advertising inventory on the replacement of the existing digital roadside marquee signage by the stadium; and
- (vi) permit Learfield to deploy and ensure University use of a digital media backdrop for football and basketball to replace existing non-digital media backdrop.

University recognizes that the financial terms set forth in this Second Amendment assume that University will provide the consideration set forth above. In the event University does not provide such consideration set forth in subparagraphs (i), (ii), or (iii) above, it will be deemed an Adjustment Event under Section 4.2 of the Multi Media Rights Agreement, and the process set forth in that section shall be followed; provided, however, until the Parties reach agreement on a fair and equitable adjustment, Learfield will continue to pay the undisputed Guaranteed Royalty Fee (i.e., the Guaranteed Royalty Fee less the adjustment proposed by Learfield) to University. In addition to the foregoing, in the event the University's approval process for providing this additional inventory is delayed and as a result impacts Learfield's ability to commercialize such inventory in Contract Year 2019-20, the parties will discuss in good faith deferring a portion of amounts otherwise due in Contract Year 2019-20 into later Contract Years.

6. Additional Resources. In order to effectively activate the rights set forth in Section 5 above, Learfield will provide University with an additional annual subsidy of \$55,000 to fund a full-time dedicated staff member to assist with sponsorship activation. This employee will be staffed within

the University Athletic Department. University will consult with Learfield and keep Learfield updated during the recruitment and hiring process. The position will be filled by July 1, 2018.

7. Extended Businesses. Subject to all applicable State of Idaho and University purchasing rules, regulations, policies, and procedures (collectively “Purchasing Requirements”), and subject to the terms of any current contract between the University and any third party, including but not limited to its service providers and any athletic conference that the University may now be or may later become a member of, University, if able, will:

- (i) prior to the expiration of the term of the University’s current agreement with its ticketing sales provider, negotiate with Paciolan in good faith with respect to University engaging Paciolan to provide such ticketing services to University for the period after the expiration of the term of such agreement;
- (ii) at the expiration of the term of the University’s current agreement with its trademark licensing agent, meet with Learfield Licensing Partners (“LLP”) to discuss the University engaging LLP for such services; and
- (iii) at the expiration of the term of the University’s current agreement with its provider of hosting services for its athletic web site, give due consideration to engaging Learfield’s affiliate SIDEARM Sports, LLC to provide hosting services for the University’s official athletic web site. Learfield understands that University may continue to renew its agreement with its current provider.

Learfield understands that University may continue to renew its agreements with its current service providers and that University may not be able to entertain the negotiations contemplated in this paragraph in light of applicable Purchasing Requirements or contract provisions.

8. Relationship of Second Amendment to the Agreement. Except as set forth in this Second Amendment, the Agreement shall remain unchanged and in full force and effect in accordance with its terms. If, however, there is any discrepancy between the Agreement and this Second Amendment, the terms and conditions of this Second Amendment shall control.

9. Amended and Restated Agreement. This Second Amendment, when fully executed and delivered, shall be a binding and legally enforceable contract, upon which we may each rely.

10. Counterparts. This Second Amendment may be executed in two or more counterparts and by facsimile or electronic signature, each of which shall be deemed an original and all of which shall constitute one document.

11. Entire Agreement. The Agreement as amended by this Second Amendment constitutes the entire agreement between the University and Learfield with respect to the subject matter hereof, and supersedes any prior oral or written understandings or agreements of the parties with respect to its subject matter.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be executed by the duly authorized officer or agents on the date first set forth above.

BOISE STATE UNIVERSITY

BRONCO SPORTS PROPERTIES, LLC

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

**AMENDMENT
TO
MULTI-MEDIA RIGHTS AGREEMENT**

THIS AMENDMENT ("Amendment") is made and entered as of the ____ day of _____ 2014 with an effective date of July 1, 2013 ("Effective Date") by and between Boise State University ("University") and Bronco Sports Properties, LLC ("Learfield"), a Missouri limited liability company qualified to do business in Idaho and a wholly owned subsidiary of Learfield Communications, Inc. This Amendment amends that certain Multi-Media Rights Agreement between University and Learfield that had an effective date of July 1, 2010 ("Agreement").

BACKGROUND

- A. University and Learfield have been operating under the Agreement.
- B. University has elected to exercise its option to extend the term of the Agreement for the three (3) years through June 30, 2020 and to further extend the term through the period ending June 30, 2025.
- C. In consideration of University extending the term of the Agreement through June 30, 2025, Learfield has agreed to provide University additional consideration as more particularly described in this Amendment.
- D. Capitalized terms used in this Amendment shall have the same meaning as those terms have in the Agreement unless otherwise stated.

NOW, THEREFORE, in consideration of the foregoing Background and other valuable consideration, University and Learfield amend the Agreement by this Amendment as follows:

- 1. **Term of Agreement.** The term of the Agreement will be from July 1, 2013 through June 30, 2025 ("Term").
- 2. **Third Tier Television Rights.** The provisions of Section 2.6 (Third Tier Television Rights) are deleted from the Agreement. If at any time during the Term, the television broadcast rights for University athletic events revert to the University from the Mountain West Conference (or any other athletic conference with which University is affiliated during the term of the Agreement), Learfield shall be granted the exclusive rights to such broadcasts for the remainder of the Term with additional payments to University in an amount to be negotiated in good faith at such time. In the event, the parties cannot reach agreement, the exclusive rights to such broadcasts shall not vest in Learfield but shall remain the property of the University.
- 3. **Digital Media Rights.** Throughout the Term, Learfield shall have the exclusive sponsorship rights associated with "Digital Media Rights" which means all University official athletic platforms including

browser-based 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 to the extent such rights do not interfere with any rights reserved by the Mountain West Conference (or any other athletic conference with which University is affiliated during the term of the Agreement) or its chosen platform provider.

4. Capital Subsidy Payments. In addition to the Capital Stipend payments through June 30, 2017, Learfield will make capital subsidy payments in the amount of \$100,000 on July 1 in each Athletic Year beginning with the 2015 – 2016 Athletic Year and continuing through the 2024 – 2025 Athletic Year for University to use for capital improvements to assets within University Athletic venues that may provide sponsorship opportunities. This Capital Subsidy Payment can be used for such items as the purchase and installation of a center-hung videoboard in the Taco Bell Arena or other mutually agreeable venue enhancements. Sponsorship opportunities created by a new center-hung videoboard or any other mutually agreeable asset procured with the Capital Subsidy Payment will be mutually agreed upon between Learfield and University and when agreed upon will be sponsorship rights belonging exclusively to Learfield with no increase in the Guaranteed Royalty Fee. Any revenue collected by Learfield from these rights shall however be included in the calculation of AGR.
5. Additional Rights. In addition to all of the multi-media rights granted to Learfield under the Agreement and this Amendment, throughout the Term, University grants Learfield the following additional rights on an exclusive basis, subject to NCAA rules, regulations or restrictions:
 - i. The right to sell an additional sponsor logo on the Arena floor;
 - ii. A media suite in Albertsons Stadium for shared use by Learfield at no charge. University will, consistent with past practices, provide Learfield with use of the media suite number 621 at no charge for home football games;
 - iii. One (1) football coaches club membership at no charge to Learfield; and
 - iv. One (1) Basketball Hardwood Club Membership at no charge to Learfield.
6. Tickets. Locations of tickets to be provided to Learfield by University for home basketball games shall be materially improved over the locations of those tickets in the 2012 – 2013 Athletic Year.
7. Guaranteed Royalty Fee. Subject to the provisions of Paragraph 10 below, the Guaranteed Royalty Fee for the Term shall be as follows:

<u>Athletic Year</u>	<u>Guaranteed Royalty Fee</u>
2013 – 2014	\$2,410,000
2014 – 2015	\$2,735,000
2015 – 2016	\$2,860,000
2016 – 2017	\$2,935,000
2017 – 2018	\$3,300,000
2018 – 2019	\$3,400,000
2019 – 2020	\$3,500,000
2020 – 2021	\$3,700,000
2021 – 2022	\$3,900,000
2022 – 2023	\$4,100,000
2023 – 2024	\$4,300,000
2024 – 2025	\$4,500,000

8. Revenue Sharing. The Revenue Share Hurdle during the Term shall be as follows:

<u>Athletic Year</u>	<u>Revenue Share Hurdle</u>
2013 – 2014	\$4,795,000
2014 – 2015	\$5,645,000
2015 – 2016	\$5,895,000
2016 – 2017	\$6,045,000
2017 – 2018	\$6,775,000
2018 – 2019	\$6,975,000
2019 – 2020	\$7,175,000
2020 – 2021	\$7,575,000
2021 – 2022	\$7,975,000
2022 – 2023	\$8,375,000
2023 – 2024	\$8,775,000
2024 – 2025	\$9,175,000

9. Trade. Trade associated with Nike shall be increased to \$7,500.00 per year.
10. Bonus Payment. No later than July 31, 2018, Learfield will pay University a one-time bonus of \$1,100,000 ("Bonus Amount") as and for University's extension of the Term of the Agreement as set forth in this Amendment with \$750,000 of the Bonus Amount ("Cash Payment") paid in cash with the remainder of the Bonus Amount (\$350,000) considered paid by Learfield waiving its claim to a \$350,000 credit against the Guaranteed Royalty Fee in the 2013 – 2014 Athletic Year which by this Amendment, Learfield hereby agrees to do.
11. Additional Incentives. Section 7.3.4 of the Agreement (Television Promotion) is deleted from the Agreement.
12. Notices. All references to the Director of Intercollegiate Athletics in Section 8.11 of the Agreement shall mean Mark Coyle or his successor.

13. Relationship of Amendment to Agreement. Except as set forth in this Amendment, the Agreement is hereby ratified and confirmed upon its original terms and conditions. If, however, there is any discrepancy, conflict or variance between the terms and conditions of this Amendment and the terms and conditions of the Agreement, this Amendment shall in all events control.
14. Preapproval of Signage and Partnerships. Before installation or use, Learfield must seek University's written approval of any and all temporary or permanent signage, electronic or otherwise, and may not utilize in any way signage that is not approved by University in its sole discretion. Learfield must seek and receive University's written approval of any and all partnerships prior to entering into any agreement or contract, express or implied, and shall not enter into any partnerships without the express written consent of the University in its sole discretion. The written approval from University required under this paragraph 14 may be in electronic or paper form.
15. National Exposure Bonus Payments. In addition to all other monies due University and obligations of Learfield under the Agreement and this Amendment, the following monies shall be paid by Learfield to University :
 - i. For football (the greater of the following applicable payments):
 - a. Each and every time University football team is invited to appear in the College Football Access Bowls, Learfield will pay University a one-time payment of \$100,000 on the following June 1;
 - b. Each and every time University football team appears in the College Football Playoffs , Learfield will pay University a one-time payment of \$200,000 on the following June 1;
 - c. Each and every time University football team wins the College Football Championship Game, Learfield will pay University a one-time payment of \$300,000 on the following June 1.
 - ii. For Men's basketball:
 - a. Each and every time University appears in the field of 4 teams in the NCAA Basketball Championship Tournament (the "Final Four"), Learfield will pay University a one-time payment of \$100,000.

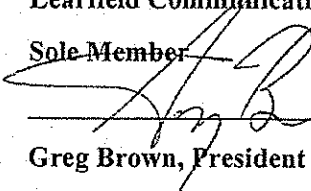
IN WITNESS WHEREOF, the University and Learfield have entered into this Amendment as of the Effective Date.

BRONCO SPORTS PROPERTIES, LLC

By: **Learfield Communications, Inc.,**

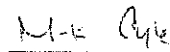
~~Sole Member~~

By: _____


Greg Brown, President and CEO

BOISE STATE UNIVERSITY

By: _____



Name: **Mark Coyle**

Title: **Director of Athletics**

By: _____


Name: **Stacy Pearson**

Title: **Vice President Finance and Administration**

MULTI-MEDIA RIGHTS AGREEMENT

THIS MULTI-MEDIA RIGHTS AGREEMENT ("Agreement" or "Contract") is made and entered as of the 9th day of November, 2009, by and between BOISE STATE UNIVERSITY ("University"), and BRONCO SPORTS PROPERTIES, LLC ("Learfield"), a Missouri limited liability company qualified to do business in Idaho and wholly owned by LEARFIELD COMMUNICATIONS, INC.

BACKGROUND TO AGREEMENT

A. This Agreement is intended to set forth the rights, duties, responsibilities of University and Learfield with respect to the "Multi-Media Rights" associated with University's inter-collegiate athletic programs. These Multi-Media Rights are being granted to Learfield pursuant to University's Request for Proposal Number TS09-054 and University's February 18, 2009 letter as its Notice of Intent to Award TS09-054 (collectively the "RFP").

B. For purposes of this Agreement, the Term "Multi-Media Rights" shall mean the exclusive sponsorship and marketing rights, as hereinafter set forth, with exceptions as set forth within, to inventory, including, but not limited to, print, media, sponsorships, existing or new temporary or permanent signage, and other promotional and sponsorship rights for football, men's and women's basketball games, softball, wrestling, gymnastics, tennis and other inter-collegiate sports; and, if University is granted such rights from host venue, promotional rights for all games played at neutral venues where University is designated as the home team; radio and satellite play-by-play broadcast rights for football, men's and women's basketball games, softball games and any other collegiate sports as may be agreed between the parties and radio

and satellite broadcast rights for coach's shows; and selected television broadcast rights for football and men's and women's basketball; official athletic website sponsorship; at event corporate hospitality; at event impact; and any other sponsor-related or promotional rights to University's inter-collegiate athletic programs that are particularly described in this Agreement or that may be subsequently agreed to between the Parties as well as all the inventory which is available to University's intercollegiate athletic programs for the 2008 - 2009 University fiscal year. For the avoidance of doubt, the rights granted herein relate to varsity intercollegiate teams and do not include club or intramural teams. For the further avoidance of doubt, the rights granted herein are not exclusive with respect to electronic newsletters, it being agreed and understood that University as well may produce or distribute an electronic newsletter, but University agrees that if it produces or distributes an electronic newsletter primarily relating to Athletics, other than the existing magazine entitled "The Blue" which is produced in print and made available electronically in pdf format, it cannot contain any commercial underwriting or commercial sponsorship or advertising of any kind. University agrees that Touch Fall Marketing, the publishers of The Blue magazine shall be solely responsible for soliciting advertising for the magazine and University shall not solicit advertising on Touch Fall Marketing's behalf.

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained herein and the foregoing Background, University and Learfield (individually the "Party" and jointly the "Parties") agree as follows:

AGREEMENT

1.1 Term of Agreement. This Agreement is effective on the date signed by both Parties and shall continue until June 30, 2017 ("Initial 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:

(i) have three (3) options to extend the Initial Term of this Agreement for an additional one (1) year period each option through June 30, 2018, June 30, 2019 and June 30, 2020 respectively ("Extended Period(s)"). If University wishes to extend this Agreement for the Extended Period(s) it shall notify Learfield no later than June 30, 2015 of University's intent to exercise its option to extend the term of this Agreement for the first Extended Period and no later than June 30, 2016 and 2017 respectively for the next two Extended Periods; or

(ii) in its sole discretion shall choose to extend the Initial Term of this Agreement for an additional three (3) year period ("Extended Period") at one time in lieu of three (3) separate one (1)-year options. If University wishes to extend this Agreement for the three year Extended Period it shall notify Learfield not later than June 30, 2015 of University's intent to exercise its option to extend the term of this Agreement for the three year Extended Period.

If the term of this Agreement is extended to include the Extended Period(s), then the terms and conditions of this Agreement during the Extended Period(s) shall remain the same as those during the Initial Term except as otherwise stated in this Agreement. Notwithstanding the fact that each contract year begins on July 1, the University acknowledges and agrees that Learfield's rights and obligations under this Agreement begin on July 1, 2010 ("Effective Date"), but that Learfield will begin its efforts prior to the Effective Date and will expend

substantial amounts of time, effort and resources to fulfill its obligations under this Agreement. The "term" of this Agreement including the Initial Period and the Extended Period(s) is sometimes hereafter collectively referred to as the "Term".

1.2 Mutual Cooperation. Throughout the Term of the Agreement, it is the Parties' intention to cooperate to maximize the opportunities to promote the University's Athletic program and 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 Director of Athletics (and/or his/her designee) will meet, as they mutually agree is necessary, to discuss the rights and inventory granted to Learfield and any unexpected problems arising therefrom to arrive at mutually satisfactory solutions. The General Manager of BRONCO SPORTS PROPERTIES, LLC will be encouraged to attend regularly scheduled University Athletic Department Administrative Staff meetings and will meet no less than once a month with University's Director of Athletics or his/her designee at times mutually agreeable to the Parties. In addition, University will use reasonable efforts to clearly and concisely define for University's staff the specific roles and responsibilities which Learfield will undertake with University's Athletic Department, including, but not limited to, any agreements Learfield enters into with University's coaches which Learfield and University mutually determine will help to promote the University's Athletic program and maximize revenue generating opportunities. Learfield will not enter into any agreement with a University coach without prior consultation with and approval from the University's Director of Athletics and University shall be responsible for coaches' compensation in its sole discretion. Learfield will keep University informed on a regular basis and/or upon request by University of its sponsorship and marketing plans as well as its current activities. In consideration of fostering a mutually beneficial environment for

both parties, Learfield agrees that it shall keep University informed of its negotiations with potential partners and shall consult with University regarding new potential partners that it wishes to approach and/or rights that it intends to offer.

1.3 Additional Multi-Media Rights. Although this Agreement includes specific rights granted to Learfield, it is agreed that from time to time opportunities for additional Multi-Media Rights may arise or be created that might not have been contemplated or specifically mentioned in this Agreement, including, but not limited to, Learfield finding additional ways to leverage the existing inventory or with new inventory ("Additional Rights"). If the nature of the Additional Rights requires the addition of a significant item of inventory that did not already exist in a University athletic venue in any format, being an alteration that affects the appearance of the venue and/or requires material expenditure ("Material Inventory Alteration"), then Learfield will notify University of such new inventory item in order to obtain University's approval of such new inventory item. The parties will negotiate in good faith to arrive at a financial model for any Material Inventory Alteration that is funded other than from the Capital Stipend and which includes the allocation of costs between the Parties and the resulting inclusion of revenue from the Material Inventory Alteration in the "AGR" as hereafter defined. For the avoidance of doubt, if, for example, a new ribbon board is installed in Bronco Stadium at a cost to either party of \$250,000.00, the cost incurring party shall first recover its cost of the ribbon board from revenue generated from the ribbon board before any revenue from the ribbon board is included in the calculation of AGR.

2.1 Grant of Exclusive Radio Broadcast Rights. Throughout the Term, University grants to Learfield, subject to any restrictions and modifications set forth by this Agreement, the exclusive rights to make or cause to be made live radio (including satellite radio, high definition radio, Spanish radio broadcasts and audio podcasts) broadcasts of all exhibition, pre-season, regular-season and post-season games for football, men's and women's basketball games and softball games and any other inter-collegiate sports as may be agreed with University. All of such broadcast rights shall be exclusive to Learfield and shall also include any game or games selected for broadcasting by any local, regional or national radio network, subject, however to any currently existing rules governing University as a result of its affiliation with the Western Athletic Conference ("WAC"), the Pacific Ten Conference for wrestling ("PAC 10") or any other conference to which University is affiliated during the Term or the National Collegiate Athletic Association ("NCAA") which could limit such exclusivity granted to Learfield hereunder. Rights to post-season conference and national tournaments are exclusive of all other individual and independent networks except those officially designated as origination stations or networks by 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 is important to Learfield's revenue, and if such rights are not available to Learfield, then University shall negotiate in good faith with Learfield for a fair and equitable reduction in Learfield's Guaranteed Royalty Fee during the time the rights are unavailable. Notwithstanding the exclusive rights granted to Learfield under this Section 2.1, and subject to University's approval, a University student station may broadcast games, but only on a low power radio station which will not carry any commercial underwriting or commercial sponsorship or

advertising of any kind for such varsity intercollegiate game that will materially compete with the rights granted to Learfield hereunder and only if University has first consulted with Learfield in respect of the same.

Learfield shall use its best efforts to provide the widest exposure in the most professional manner relative to all broadcasts and at the very least shall be no less exposure and of no less quality than historically provided by or on behalf of University during the 2008 – 2009 Athletic Year. Without limitation to the foregoing, Learfield agrees that it shall use commercially reasonable efforts to increase the radio coverage of women's basketball. If at anytime during the Term, Learfield decides to pay for the production, operational and distribution costs of the Bronco radio network (collectively the "Production Costs") which in turn is expected to increase the revenue opportunities from the radio broadcasts, Learfield shall be entitled to deduct the Production Costs it incurs in calculating the AGR, as hereafter defined, provided that it has first consulted with University with respect to its decision to undertake the Production Costs and University has agreed to the Production Cost budget. Provided that the costs and budget are in line with those of any other universities represented by Learfield or its affiliated companies of equal or greater stature than University with no extenuating circumstances that do not apply to University ("Comparable Learfield Schools"), University shall not withhold approval.

2.2 Radio On-Air Talent. Learfield will employ, at its own expense, or subcontract with other approved providers, any and all personnel Learfield deems necessary to conduct broadcasts covered by the Agreement. Final selection of all air talent for all games, including, but not limited to pre-game, post-game, coaches' shows and other events to be broadcast must have the approval of University which approval will not be unreasonably withheld. The

University shall also have the right to request removal of a particular on-air talent if it, in its reasonable discretion, deems such removal necessary. The parties agree to discuss in good faith the removal of such on-air talent and allocation of costs or expenses related thereto. Notwithstanding the foregoing, University agrees to be responsible for all normal, reasonable and ordinary replacement costs unless adequate cause exists for such removal. Learfield shall be solely responsible for all employment related costs or liabilities.

2.3 Radio Programming. At the sole cost and expense of Learfield, Learfield shall produce, originate, broadcast and distribute the following radio programming in a quality at least commensurate to the quality of broadcasts historically provided during the 2008 - 2009 Athletic Year with state-of-the-art equipment and quality:

A. Football and Men's and Women's Basketball Games. Learfield will provide live broadcasts in the State of Idaho with emphasis in Boise, Nampa, Caldwell, Twin Falls, Idaho Falls, Pocatello, McCall and Lewiston of each (i) regular-season and post-season game for University varsity football, which may include the spring football game or any others if applicable, whether the same are played in Boise or elsewhere; and (ii) each regular-season and post-season men's basketball game whether the same are played in Boise or elsewhere and (iii) any exhibition men's basketball games if applicable. Each 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. Learfield will use its best efforts to provide live broadcasts of each regular season and post-season women's basketball games to be no less than University's historical level provided during the 2008 - 2009 Athletic Year of live broadcasts of such games. Learfield shall pay for all costs associated with the operation and production and shall be responsible for obtaining any and all necessary clearances of each broadcast

hereunder.

B. Coaches' Radio Shows. Learfield will produce, sell and commercially distribute a weekly coaches' radio show for football and men's basketball and make all shows available to the Bronco Sports Network subject to technical restraints. For the purposes of this Agreement the "Bronco Sports Network" shall be no less than the radio coverage provided to University during the 2008 - 2009 Athletic Year. Learfield will produce and clear a combined total of approximately thirty (30) football and men's basketball weekly coaches' shows each year that will be not less than sixty (60) minutes in length per show. University will make available and provide the services of the head coaches of each such coaches' show. Further, Learfield is hereby granted the exclusive rights, at its option, to produce coaches' radio shows for other sports. University shall require coaches to be in attendance at each show agreed to under such contracts, provided the time commitments undertaken by each such coach is consistent with the coach's primary coaching responsibilities and each coach's contract with the University. In the event that a coach is not available, University and Learfield, shall agree to a suitable alternative being either coach's participation by telephone or by substitution of an assistant coach. Notwithstanding the forgoing, University shall use best efforts to provide the head coaches live participation in such shows. Any compensation of the coaches in respect of such shows shall be in the sole discretion of the University but in no event shall Learfield be responsible for a coach's compensation. Notwithstanding the provisions of the preceding sentence to the contrary, if University wishes that Learfield pay part or all of a coach's compensation, it shall notify Learfield in writing of the amount of a coach's compensation that it wishes Learfield to pay ("Coach's Compensation Amount") and Learfield shall pay the Coach's Compensation Amount in two equal payments at the times that Learfield pays the

University its Guaranteed Royalty Fee (December 31 and June 30). Learfield shall then deduct from the Guaranteed Royalty Fee the Coach's Compensation Amount which will be a credit against the Guaranteed Royalty Fee then owed by Learfield to the University. Learfield may sell a specific placement of any or all of the coaches' shows at a location to be determined and University will make the coach available at such location. Such coaches' shows shall be held at the Stueckle Sky Center on campus, unless the parties mutually agree otherwise, Learfield must provide a compelling reason, which may be a financial reason, for the coaches' show to be held at a different location, such as a local restaurant or other campus or off-campus location but shall also ensure that University does not lose revenue by such change of venue, for example through increased transportation costs and/or loss of food and beverage revenue. In such instance, Learfield will make every effort to ensure that such location shall be convenient to Boise State University and its coaches. University reserves the right to refuse a location if the location is inconsistent with the University's goals, mission or image or if the location is too inconvenient.

C. Other radio programming. Learfield shall also provide other radio programming, live or taped as applicable, to be no less than provided to University historically during the 2008 - 2009 Athletic Year and as required in the contract between Peak Broadcasting and University dated July 12, 2008 ("Existing Radio Contract") a copy of which has been provided to Learfield as part of the RFP.

D. Technical Requirements. Learfield shall satisfy University as to all technical requirements, including, but not limited to, digital quality, which are necessary to adequately broadcast University athletic events and coaches' shows in a manner no less than provided historically during the 2008 - 2009 Athletic Year and as is reasonable to be expected as

equipment and technology develops during the Term.

E. University Promotional Time. Learfield shall provide University with, or shall procure for University, promotional air time in kind and other marketing and promotional commitments during broadcasts of the game of a level no less than provided to University for its own use (rather than its sponsors' use) historically during the 2008 - 2009 Athletic Year to the greater of the amount it had received historically during the 2008 - 2009 Athletic Year or two (2) thirty (30) second spots for University institutional (rather than Athletics) promotional matters only. Learfield shall also provide University with, or shall procure for University, promotional air time in kind and other marketing and promotional commitments on the flagship station(s) outside of game broadcasts of a level no less than provided to University for its own use (rather than its sponsors' use) historically during the 2008 - 2009 Athletic Year.

F. Learfield shall record all radio broadcasts and shall provide University with a copy of all broadcasts and programs created hereunder. All rights in and to the broadcasts and programs shall cease at the expiration of this Agreement and shall revert to University.

G. University shall be considered the copyright owner of, and be entitled to receive all copyright royalty fees in any form allowed by law attributable to, the use or broadcast of the sporting events, preview shows, coach's shows and other programming produced by or on behalf of Learfield hereunder and University shall be entitled to all royalties, fees or other income (excluding, however, any sponsorship or advertising income which shall be included in the AGR as hereinafter defined) which may be attributable to the use of said broadcast material and recordings and Learfield will provide any assistance needed by University to implement any use of said material other than by radio transmission.

H. Notice of the University copyright shall be included as part of every event

broadcast made pursuant to this Agreement. The notice shall consist of the symbol "©" or the word "copyright" followed by the year that the event is first broadcast and the name "Boise State University" in every broadcast or medium of delivery.

2.4 Additional Radio Broadcast Rights. Notwithstanding anything contained in Section 2.1 through 2.3 to the contrary, it is agreed that from time to time forms or methods of additional distribution rights of the aforementioned radio programming may arise or be created that might not have been contemplated, might not have existed as of the date of this Agreement or specifically mentioned in this Agreement, and these rights shall be subsequently included in the rights granted to Learfield based upon the approval of the University, which approval will not be unreasonably withheld, and the Net Revenue from such rights shall be added to the AGR. Without limiting the foregoing, Learfield shall use commercially reasonable efforts to secure satellite and high definition radio transmission at no charge to the University and Learfield shall offer regular audio podcasts at a frequency and level to be agreed with University. All rights in and to the broadcasts and programs shall cease at the expiration of this Agreement and shall revert to University.

2.5 Football, Men's Basketball and Women's Basketball Coaches' Television Shows.

A. Learfield shall have the exclusive rights to broadcast and sell sponsorships in weekly coaches' television shows for football, men's basketball and women's basketball.

B. Learfield will produce and clear a total of no less than twelve (12) football and no less than twelve (12) men's basketball weekly coaches' shows each year that will be not less than thirty (30) minutes in length per show. Compensation of coaches, if any, will be paid by University but Learfield shall be responsible for all other costs relating to production and

distribution of the shows. Any compensation of the coaches in respect of such shows shall be in the sole discretion of the University. In no event shall Learfield be responsible for any compensation of coaches. Notwithstanding the provisions of the preceding sentence to the contrary, if University wishes that Learfield pay part or all of a coach's compensation, it shall notify Learfield in writing of the amount of a coach's compensation that it wishes Learfield to pay and Learfield shall pay the Coach's Compensation Amount in two equal payments at the times that Learfield pays the University its Guaranteed Royalty Fee (December 31 and June 30). Learfield shall then deduct from the Guaranteed Royalty Fee the Coach's Compensation Amount which will be a credit against the Guaranteed Royalty Fee then owed by Learfield to the University. Parties may agree to proceed with coaches' television shows for any other sports outside of those mentioned above and the net revenue (gross revenue less expenses such as production and distribution for the shows, provided such costs and/or budget have been agreed with University and if the costs and budget are in line with other Comparable Learfield Schools, University shall not withhold approval.) in relation to such additional sports shows shall be included in the AGR as hereinafter defined. Learfield may sell a specific placement of the coaches' show. Such coaches' shows shall be held at the Stueckle Sky Center on campus, unless the parties mutually agree otherwise. Learfield must provide a compelling reason, which may be a financial reason, for the coaches' show to be held at a different location, such as a or at a broadcast studio of Learfield's choice which is convenient to University's campus but shall also ensure that University does not lose revenue by such change of venue, for example through increased transportation costs and/or loss of food and beverage revenue. University shall require coaches to be in attendance at each show agreed to under such contracts, provided the time commitments undertaken by each such coach is consistent with the

coach's primary coaching responsibilities and each coach's contractual obligations to the University. Coaches will be encouraged but shall not be required to attend coaches' shows in person if the show is broadcast from outside the Boise, Idaho area. In this regard, it is agreed that a period of time which is sufficient for the production of a thirty-minute weekly coaches' television show will not unduly interfere with a coach's primary responsibilities to University. Notwithstanding the foregoing, Learfield will make every effort to ensure that the location of the coaches' shows shall be convenient to Boise State University and its coaches. University reserves the right to refuse a location if the location is inconsistent with the University's goals, mission or image or if the location is too inconvenient.

2.6 Third Tier Television Broadcast Rights.

A. University agrees to license Learfield the exclusive rights to broadcast television play-by-play programming which is not otherwise prohibited by University's affiliation with the WAC, the PAC 10 for wrestling, or any other conference to which University is affiliated during the Term or the NCAA ("Third Tier Television Rights"). Such Third Tier Television Rights include football, men's and women's basketball and any other University inter-collegiate sport, preview shows, a video season ticket podcast, replay shows and video magazine shows. Learfield will be responsible for all costs relating to the production and broadcast of such Third Tier Television Rights and Learfield shall retain all revenue generated from the Third Tier Television Rights and such revenue will be included in the calculation of AGR. Subject to the provisions of Section 4.2 below, these Third Tier Television Broadcasts shall be aired live or with a reasonable tape-delay as agreed with University. The live televising of home football and basketball games shall be at the discretion of the University

based on ticket sales and sell-out policies and the University shall have the right, in its sole discretion to request a tape-delay broadcast of any home game accordingly.

B. Notwithstanding anything herein, Learfield agrees that BRONCOVision shall be the exclusive video streaming venue for all University home and away events, unless and until agreed otherwise with University. Learfield or the applicable television broadcaster shall be provided a link to BRONCOVision from its applicable website.

C. University Promotional Time. Learfield shall provide University with, or shall procure for University, promotional air time in kind and other marketing and promotional commitments during broadcasts of the game of a level no less than provided to University for its own use (rather than its sponsors' use) historically during the 2008 - 2009 Athletic Year to the greater of the amount it had received historically during the 2008 - 2009 Athletic Year, and as required in the contract between Belo Corporation (KTVB Media Group) and University dated June 30th, 2005 ("Existing TV Contract") a copy of which was provided to Learfield as part of the RFP, or two (2) thirty (30) second spots for University institutional (rather than Athletics) promotional matters only. Learfield shall also provide University with, or shall procure for University, promotional air time in kind and other marketing and promotional commitments on the flagship station(s) outside of game broadcasts of a level no less than provided to University for its own use (rather than its sponsors' use) historically during the 2008 - 2009 Athletic Year.

D. Learfield shall record all television broadcasts and shall provide University with a copy of all broadcasts and programs created hereunder. All rights in and to the television broadcasts and programs shall cease at the expiration of this Agreement and shall revert to University.

E. University shall be considered the copyright owner of, and be entitled to receive all copyright royalty fees in any form allowed by law attributable to, the use or broadcast of the sporting events, preview shows, coach's shows and other programming produced by or on behalf of Learfield hereunder and University shall be entitled to all royalties, fees or other income (excluding, however, any sponsorship or advertising income, which shall be included in the AGR as hereinafter defined) which may be attributable to the use of said broadcast material and recordings and Learfield will provide any assistance needed by University to implement any use of said material other than by television transmission.

F. University shall own the copyright of and in all broadcasts (live or delayed) and recordings of events or shows covered by this Agreement. Notice of the University copyright shall be included as part of every event broadcast made pursuant to this Agreement. The notice shall consist of the symbol "©" or the word "copyright" followed by the year that the event is first broadcast and the name "Boise State University" in every broadcast or medium of delivery.

2.7 Miscellaneous Terms Applicable to Coaches. Subject to the coaches' pre-existing contractual sponsorship obligations, University will require its coaches to cooperate with Learfield should Learfield need to obtain an endorsement that is beneficial in promoting the University's Athletic program and maximizing the income from the rights granted under this Agreement; nevertheless, Learfield acknowledges that coaches shall not be required to endorse a particular product. University will use its best efforts to prevent its coaches from participating, directly or indirectly, in the endorsement of any product or service that competes with the products or services offered by Learfield's sponsors. Except as set forth herein, and subject to each coach's contractual obligations to University, University will require its coaches to cooperate with Learfield to accommodate reasonable requests of Learfield for its sponsors (such as special appearances, autographs, and letter-writing). Any coaches' endorsements by Learfield must conform to University, WAC, PAC 10 (wrestling only), or any other conference to which University is affiliated during the Term and NCAA rules and guidelines.

2.8 Video/DVD Rights. If Learfield and University mutually agree that a season ending or other highlight audio-visual program (being video, DVD and/or other audio-visual medium as agreed with University) (together defined as "Video Program") is warranted for a particular University team, Learfield shall, at its expense, produce or cause to be produced and sell or cause to be sold, such Video Program at Learfield's cost and Learfield shall retain all of the revenue derived therefrom provided that the Net Revenue (gross revenue in excess of the cost of producing and selling the Video Program provided such costs and/or budget have been agreed with University and if the costs and budget are in line with any other Comparable Learfield Schools, University shall not withhold approval.) shall be considered part of the

AGR. University shall approve the content and artwork of any and all Video Programs.

2.9 Athletic Internet Site and Internet Video Streaming and e-Commerce.

A. While University will control and produce the University's official athletic website, University hereby licenses Learfield the exclusive rights to all sponsorship revenue generating opportunities which now or in the future may exist on the University's Official Athletics Website ("OAS") (<http://broncosports.com>), including, but not limited to, all rights to sell sponsorships in the form of company logos and messages on University's OAS, audio streaming of sponsorship messages and direct internet access to other websites as well as all other sponsorship opportunities which now or in the future may exist in the future on the OAS. All resulting gross revenue derived by Learfield from these rights shall be added into the calculation of the AGR. All other rights relating to the OAS, including but not limited to audio and visual streaming, subscription member services, fundraising, auctions, merchandising, ticket and event revenue and editorial content shall be retained by University. University shall be responsible for providing editorial content on the OAS. Notwithstanding anything contained in this Section 2.9 to the contrary, Learfield acknowledges that the University presently has an existing relationship with Jump TV (host of the OAS) and until and unless such relationship is terminated, Learfield shall not have the right to manage, produce or further develop the OAS unless separately agreed with University. However, University will provide Learfield with the opportunity to have input on decisions regarding the OAS but shall not be obligated to implement Learfield's suggestions. Upon termination of University's agreement with Jump TV, University, with input from Learfield, shall have the right to select Jump TV's successor but University shall not be obligated to grant such rights to Learfield. In the event that Learfield is granted the right to manage the OAS and/or the audio or video streaming,

Learfield shall negotiate the contract with an appropriate website hosting company and pay the then applicable hosting fee for the OAS ("Hosting Fee"). The Hosting Fee shall not be deducted from the Guaranteed Royalty Fee set forth in Section 4.1 and the resulting revenue shall be treated separately from the AGR hereunder.

B. Learfield shall have the exclusive right to publish and distribute an Official Sports Report ("OSR"), daily e-mails of up-to-date and unique news to University fans and constituents. To assist Learfield in its marketing and distribution efforts of the OSR, subject to the applicable data privacy laws and at Learfield's cost, University agrees to distribute such OSR and other Learfield news to its database or e-mail addresses of season ticket holders, and individual game ticket purchasers, athletic department donors and boosters. University will use reasonable efforts to have such OSR distributed to the database or email addresses of the University's alumni association. Learfield acknowledges that University does not control the University alumni association's database or email addresses and that Learfield will be responsible for any costs associated with such distribution.

2.10 Game Program and Schedule Card Production and Sponsorship Rights.

2.10.1 Football; Men's and Women's Basketball. Learfield shall have the exclusive right to print, publish, distribute and sell sponsorship space in football, men's and women's basketball programs (or similar game day publications) for all home games and matches played by University and those designated as home games or matches although played or conducted on a neutral site, during its regular seasons and schedule cards for the other sports (collectively the aforementioned programs and roster cards are referred to herein as "Game Publications").

2.10.2 Matters Relating to All Programs. All costs of printing and distributing all athletic game programs will be the responsibility of Learfield. The quality

and quantity of the game programs will be not less than what has historically been produced by or on behalf of University on a per-game basis for University based on sales demand and no less than the quantity and quality specified in Attachment B of the RFP. University shall be responsible for providing all written content and editing thereof that is required for each Game Publication and will work with Learfield to determine the design of Game Publications and in some instances will be responsible for design elements of the Game Publications. University retains final control of all content and design of its Game Publications but will not have control over sponsorships in Game Publications which control will belong exclusively to Learfield, provided that University has agreed to the percentage of space in the respective Game Publication made available to the sponsors in aggregate. University shall be responsible for supplying Learfield or its printer with Game Publication content not less than 30 business days prior to a Game Publication's publication for "static" pages and not less than five (5) business days for "change" pages. Learfield will provide University with a mutually agreeable reasonable number of complimentary Game Publications, to be no less than five hundred (500) copies in respect of football Game Publications and one hundred (100) in respect of the other Game Publications. University shall have the right to purchase at cost additional copies of Game Publications for its own use from Learfield. Learfield shall charge University no more than its actual printing cost in respect of such additional copies. In addition to the sponsorship revenue from Game Publications, Learfield will retain any game day vending revenue from Game Publication sales which shall be included in the calculation of the AGR. Learfield and University will review and mutually agree upon the sales price, quantity and format of the respective Game Publications for the upcoming season no less than once a year.

2.11 Sponsorship Signage.

A. Except as otherwise set forth in this Agreement, University grants Learfield 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 venues, including, but not limited to,

- Bronco Stadium
- Taco Bell Arena

B. If, during the Term, University decides to install new electronic or enhance existing electronic signage or install new videoboards or enhance existing videoboards at any of its athletic venues (collectively the "New Signage"), Learfield will have input into the New Signage in order that Learfield can manage the sponsorships which will result from the New Signage and Learfield will retain all revenue from the New Signage sponsorship sales where such New Signage was paid for out of the Capital Stipend and such revenue shall be included in the calculation of the AGR. If the University decides to install New Signage over and above that which is funded by the Capital Stipend, before so doing it shall agree with Learfield how it shall be funded and how the revenue shall be treated hereunder.

C. The above foregoing notwithstanding, University reserves the rights to utilize signage (electronic or otherwise) for such reasonable amounts of time as agreed upon by Learfield for pre-game, half-time, quarter breaks, game time-outs or post-game for University's need to promote University sports, the University or University events or accomplishments, or athletically-related activities as deemed reasonably necessary by University but in no event for any commercial underwriting or commercial sponsorship or advertising of any kind, other than for the University Bookstore and for hotel and automobile

lease/transport trade partners as agreed with Learfield, and subject to the provisions of Section 6.1 of this Agreement, in any event to be no more than historically provided to University Bookstore and such hotel and automobile lease/transport trade partners during the 2008 - 2009 Athletic Year.

2.11.1 Athletic Venue Sponsorship Rights. The specific athletic venue sponsorship rights will include, but not be limited to, the following signage:

Bronco Stadium ("Stadium"):

- Main scoreboard permanent panels
- Main scoreboard tri-vision panels
- Fascia signage
- Field level signage and banners
- Façade, Tunnel and Concourse Signage
- On-field logo, with University's approval and provided that this does not adversely affect the turf
- Message Center Displays
- Promotions that involve sponsors at all events, provided that the University has agreed to such promotions
- Press conference backdrops
- Coaches' headsets
- Football goal post pads
- Exterior marquee and signage
- Video board features, promotions, replay swipes, PSAs and billboards
- Digital signage (when available in the future)

- Sound system cover
- Concession signs
- Cold air balloon signage
- Temporary signage
- Television monitors (Bronco Vision)
- Field Goal Nets (if such nets can be installed without detriment to spectators view and without damage to the track and field facilities)
- Virtual signage during telecast (subject to any rights retained by the WAC/ESPN)
- Sideline Cooling Systems
- Sideline Equipment Crates
- Sideline employees (e.g., chain crew, managers, etc.) clothing and equipment, as permitted (i) by the University's agreement with Nike or the applicable apparel contract at that time and (ii) the applicable Conference rules.
- Cup Holders, if available
- Other opportunities as approved by University

Taco Bell Arena Signage:

- Rights to the center hung scoreboard signage
- Rights to the University's main scoreboard and panels and auxiliary boards
- Rights to the University's LED displays, if available in the future
- Scoreboard, fascia and vomitory displays
- Scorers' table, press row and baseline table advertising panels (rotational, digital, or static)
- University and opposing team bench chair backs and kick plates

- Message center displays
- Video advertising displays
- Basketball goal posts padding
- Basketball backboard supports (goal profile)
- Team entry canopies/signage
- Playing surface logo opportunities, as approved by the University
- Shot clock advertising panels
- Suite Signage
- Virtual signage during telecast
- Courtside, rotational and permanent signage
- End wall permanent and rotational signage
- Upper corner sponsor panels
- Mezzanine permanent and rotational signage
- Exterior marquee and signage
- Temporary signage and displays
- Static signage opportunities that either currently exist or which Learfield may elect to sell in and around concession areas, facility entries/exits, restrooms, concourses, portal entries/exits into seating areas
- Concession, concourse and lobby displays
- Plastic souvenir cups and concession (food) containers subject to University's existing arrangements with its pouring rights partner and/or concession provider
- Courtside employees, not to include scorer's table personnel (e.g., ball boys, managers, etc.) clothing and equipment as permitted (i) by the University's

agreement with Nike or the applicable apparel contract at that time and (ii) the applicable Conference rules.

- Scoreboard signage in the practice area
- Blimp signage
- Profile Signage (on top of basket supports)
- Other opportunities as approved by University

All Taco Bell Arena signage sponsorship must be subject to the existing agreement between the University and Taco Bell primarily that sponsorship shall not be sold to a competitor of Taco Bell. Furthermore, such sponsorship shall be in respect of athletic events only and sponsors shall acknowledge that their respective signage may be covered or obscured at a non-Athletic event and/or at an athletic event that is not controlled by University such as a NCAA tournament. Learfield acknowledges that University has a separate arrangement with Taco Bell Arena and therefore agrees to consult with University with regard to all Taco Bell Arena signage and inventory and rights granted therein. Notwithstanding the foregoing sentence, the Taco Bell Arena Signage referred to above, shall be available to Learfield in accordance with the terms of this Agreement.

Other Sports Venues:

- Main scoreboard ad panels
- Any sideline and end-line advertising panels
- Message center displays
- Video advertising displays
- Public address announcements

- University and opposing team dugout and bench signage
- Temporary or permanent playing surface logo opportunities
- Static signage opportunities that either currently exist or which Learfield 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
- Plastic souvenir cups and concession (food) containers subject to University's existing arrangements with its pouring rights partner and/or concession provider
- Other opportunities as reasonably approved by University
- Press Backdrop

Any signage other than the aforementioned signage shall be subject to consultation with University and further subject to the provisions of Section 1.3 above in respect of Additional Rights and/or Material Inventory Alteration.

For the avoidance of doubt, marketing, merchandising, sponsorship, signage, media and commercial rights for events on or within University's facilities that are hosted by other third party organizations or organizations within University that are not related to the Athletic Department, are excluded from this Agreement. Learfield may not enter into contracts with sponsors that prevent University, its Alumni or the University Foundation, from contracting with competitive sponsors for non-University Athletics events, regardless of where the events are held. Furthermore, where University shares facilities with a third party, for example the softball field, the rights granted herein shall only apply Athletic Department events.

2.11.2 Existing Message Board, Videoboard Rights, and Public Address Announcements. University grants Learfield the exclusive rights to secure sponsors for announcements, messages and videoboard displays on existing public address, electronic ribbon boards, scoreboards or videoboards including, but not limited to, out of town scores, trivia, statistics, features, segments, replays, commercial logo branded messages and contests. University will provide Learfield and its sponsors the necessary reasonable production and execution support needed for such announcements and messages at no cost to Learfield. The amount of necessary production and execution support provided will be reasonable and commensurate to that amount provided by University for University sponsors in the past. Any production and execution support over and above these reasonable amounts will be billed to Learfield by University at prevailing rates.

2.11.3 Maintenance of Sponsorship Signage, Message Boards and Videoboards. Learfield shall be responsible for all costs and expenses relative to any copy or art changes for replacement of existing signage. 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 all reasonable efforts to ensure that all such signage will be repaired in a timely manner in order to make such signage fully functional and operational.

2.11.5 New Inventory Items. It is understood and acknowledged that from time to time University may wish to install new items or upgrade existing items which are capable of adding to the inventory available under this Agreement or enhancing the existing inventory ("New Inventory Items"). All of the New Inventory shall be marketed and sold exclusively by

Learfield and the Net Revenue received by Learfield from any New Inventory Items shall be included in the calculation of the AGR each year, provided that such costs have been mutually agreed with University. Notwithstanding the foregoing, if any New Inventory Items are paid for by the University from funds other than the Capital Stipend, University and Learfield shall first agree how such New Inventory Items are to be funded and whether any of the increased revenue is to be paid directly to University to compensate for the expenditure over and above the Capital Stipend.

2.11.6 Temporary Signage. University, at no additional cost or expense, agrees to help facilitate Learfield obtaining the exclusive rights to sell 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 Learfield. All of the revenue received by Learfield from any temporary signage shall be included in the calculation of the AGR each year.

2.12 Promotional Items and Events. Throughout the Term, University grants Learfield the exclusive rights to the following promotional items and events:

2.12.1 Printed Promotional Item Rights. Learfield will have the exclusive right to sell sponsorships on all University printed promotional items relating to Athletics including, but not limited to, team rosters, ticket backs, parking passes, roster cards, ticket applications and mailer inserts, ticket envelopes, posters, sports calendars, fan guides, trading cards and schedule cards ("Printed Materials"). University and Learfield will mutually agree on an annual basis upon the sponsors, content and amounts of Printed Materials. However, the quantity (numbers produced) and quality will be no less than was being produced by or for University historically unless and until such Printed Materials can be replicated in all or in part

electronically e.g. electronic ticketing and such advertising space is no longer available. University will be responsible for the design of Printed Materials. Learfield shall provide the sponsors logos and materials together with the necessary rights for University to reproduce such logos and materials in a format and timeframe as reasonably requested by University as needed to produce the Printed Materials in a timely manner. The cost of printing the Printed Materials will be at a level consistent with the historical cost and will be the responsibility of Learfield and shall not be deducted from the AGR.

2.12.2 Game Sponsorship and Promotional Sponsorship Rights. Learfield will have, at a minimum, the right to secure sponsors for pre-game, game "time-outs", half-time, and quarter breaks sponsored promotional activities and special game day on-field and on-court promotions or contests as well as official game sponsorships. University reserves the right to use, at no cost and expense to Learfield, a reasonable amount of time to be agreed upon by Learfield during any pre-game, game "time-outs", half-time, and quarter breaks for University's need to promote University's fundraising efforts, development projects, sports, upcoming University events or accomplishments, subject to Section 6.1 of this Agreement, the University Bookstore and such hotel and automobile lease/transport trade partners or athletically related activities. 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, product samplings, inflatables, games, temporary signage, couponing and free product distribution and product displays; provided, however, this is not intended to exclude approved University student organizations' fundraising activities and other similar on-field/on-court recognition which do not have any commercial endorsement which in all events is strictly prohibited. By the first day of December of each year, Learfield will coordinate and

discuss with University an annual game/event promotions sales plan for the following athletic year. University will provide Learfield with all reasonable assistance in the sponsorship, promotions and implementation/facilitation as needed during these game-related activities. At University's reasonable request, Learfield will respect the University's environmental sustainability efforts and other applicable mission goals and/or policies when entering into promotional activities.

2.12.3 Game Day Hospitality Rights.

A. Learfield shall have the exclusive rights to all corporate hospitality tents and group ticket sales related to corporate hospitality tents ("Hospitality Rights"). The Net Revenue, if any, derived from Hospitality Rights shall be included in the calculation of the AGR. Learfield shall be responsible for payment of costs associated with Hospitality Rights, subject to sub-section B below.

B. Hospitality Tent. University shall provide to Learfield, at no cost to Learfield, space for hospitality tents or any alternative facility for its clients at all University home football games as well as all football games played at a neutral site if University is designated as the home team and as the home team retains such rights. In all instances, University shall approve the location of the Hospitality Tent or alternative facility. The current hospitality area is the Keith & Catherine Stein Plaza by the Caven-Williams Sports Complex.

C. Learfield acknowledges and agrees that the activities of the University Alumni Association are excluded from this Agreement. The Alumni Association may host corporate hospitality and/or tailgate events which may be sponsored provided that these are held off-campus. The Alumni Association is currently located on University Drive but not on University owned land.

2.12.4 Fan Festival Rights. In addition to those rights described in Section 2.12.2, Learfield shall have the exclusive right to sell sponsorships, sponsorship packages (including tickets, meal and beverage vouchers) and corporate involvement for any existing interactive fan festival or related activities, that it creates with the approval of the University, such approval not to be withheld unreasonably, as well as those that University creates in the future with Learfield's approval, not to be withheld unreasonably. The Net Revenue from such events shall be included in the calculation of the AGR. The following are examples of at-event impact sponsorship inventory which will be available throughout the Term exclusively to Learfield but such examples are not intended to be the only available inventory:

- Product displays
- Sampling, couponing and free product distribution to fans attending University events
- Title and/or rivalry sponsorships of University Athletic events
- Presenting sponsorships of University Athletic events
- Pre-game post-game, half-time and timeout in-arena/stadium, on-court/field promotions, contests, mascot appearances, corporate recognition/presentations, and/or giveaways
- Plastic souvenir cups and concession (food) containers, subject to University's existing arrangements with its pouring rights partner and/or concession provider.
- Mascot/Cheerleader appearances
- Inflatables/games
- Kid's Club sponsorships (subject to the existing arrangements between University Athletics Department and University Bookstore)
- Varsity team tournaments and special events

- Ancillary entertainment opportunities such as half-time shows, etc.
- Midnight Madness-type events

For the avoidance of doubt, nothing herein shall prevent University from offering such events, without sponsorship, and on consultation with Learfield if such event involves a third party company for example a licensed merchandise retailer, and any revenue shall not be included in the calculation of the AGR.

2.12.5 Licensing Opportunities & Retail Promotions. Commensurate with historical broadcast and sponsorship agreements, and subject to existing licensing agreements, University grants Learfield the right to use University's name, trademarks, service marks, logos or symbols as identified at Schedule 2.12.5 on a royalty free basis to Learfield and its sponsors with regard to any promotions, sponsorships, commercial endorsements, or any other marketing activities covered in this Agreement; provided, however, that (i) University has approval, not to be unreasonably withheld or delayed, of all artwork produced by Learfield and/or sponsors, media partners and other third parties with whom Learfield contracts in accordance with this agreement, that bear the University's name, team name and/or other trademarks including University's logos, the blue field and other indicia that identify the University such as the college colors of blue and orange and the mascot and (ii) Learfield agrees that the sale or distribution of University logo bearing merchandise by Learfield or a sponsor is prohibited unless such merchandise is acquired through a supplier licensed by the University or the University Bookstore, and all such merchandise or designs shall have first been approved by the Director of Trademark Licensing, such consent not to withheld unreasonably. For the avoidance of doubt, no party is permitted to sell product or services on

University campus except through the University Bookstore without University approval. If a sponsor wishes to distribute a product or service on University campus, whether as a giveaway or for a fee, Learfield shall first consult with University and University shall have right of approval over such distribution, not to be unreasonably withheld. Learfield shall have the right to offer to sponsors the ability to enter into retail promotions, which make use of a University logo, such as using the University logo in point of sale materials ("Specific Sponsorships"). Learfield shall have the right to sell Specific Sponsorships throughout the Term of this Agreement and shall consult with University in respect of the same. The style and presentation of the Specific Sponsorship shall be submitted in writing or via email to the Director of Trademark Licensing for approval. If Learfield does not receive an approval or non-approval within seven (7) business days of its submission, the style and presentation of the Specific Sponsorship will be deemed approved by the University.

Learfield and those Learfield sponsors of University will have the right to use tickets in their retail promotions and all their projects which are related to Learfield's rights under this Agreement. Subject to the Exclusions and Excluded Sponsorships referred to in sections 3.9 and 3.10 respectively, the Parties agree not to allow the use of athletic event tickets for promotional purposes that specifically compete with Learfield's sponsorship sales efforts ("Restriction") by all other parties without the approval of University and Learfield, not to be unreasonably withheld. To the extent possible, University agrees to place an appropriate notice on all athletic event tickets in order to give effect to the Restriction.

2.13 Rivalry Series. 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. Specific details of

any new rivalry series events will require the approval of the University in its sole discretion.. Any rivalry series which is created by Learfield as well as all neutral site games whose rights belong to University and not the other team shall be Learfield's rights on an exclusive basis, including sponsorships, game sponsorships, print rights and all other promotional items. Notwithstanding the foregoing, and subject only to reciprocal rights granted to the rival school, University shall retain all rights in and to, including merchandise rights, the Rivalry Series which shall continue beyond the Term. As part of any future agreement for a neutral site game whose rights belong to University, University will not permit the solicitation of any University/Learfield client in a major sponsorship category (including, but not necessarily limited to, telephone, insurance, banking, and automobile), and will not permit the solicitation of any competitor of Learfield client in a major sponsorship category, for a title sponsorship and secondary or "presenting" sponsorship.

2.14 Relocation of a University Home Game. If during the Term, one of the University's home football games is moved to a neutral location or to the visiting team's location ("Displaced Game"), a fair and equitable reduction in the Guaranteed Royalty Fee and a corresponding adjustment to the Revenue Share Hurdle amounts shall be negotiated in good faith by the parties in recognition of the sponsorship revenue affected which results from a Displaced Game; provided, however, if the Displaced Game is replaced in the same season with another home game involving another team in the University's conference or a team which is comparable in stature, national prominence of its program or national ranking to the team which is involved in the Displaced Game or a team which is a traditional rival of University, then there shall not be any reduction in the Guaranteed Royalty Fee or any increase in the Revenue Share Hurdle Amount.

3.1 Tickets and Parking Passes. Throughout the Term, University shall provide Learfield, at no cost to it, the number of tickets and parking passes specified in Schedule 3.1, which shall be no less than the same historical number of season and individual tickets in the same or better historical locations to football, men's and women's basketball games and other University intercollegiate games which were provided or allocated to sponsors, as well as TV and radio broadcast providers and rights holders, for the 2008 - 2009 Athletic Year. Said tickets and parking passes shall be of the same or better quality as to locations previously provided by University. In addition, Learfield shall have the right to purchase additional tickets from University, if available, the quality of which will be based upon availability and the tickets afforded the highest level of donor status by University ("Additional Tickets"). The price for the Additional Tickets shall be the lowest available price charged by University for the same quality of ticket together with the associated Bronco Athletic Association fees and any other dues required for third party purchase of the applicable tickets. Learfield shall have the right to purchase additional parking passes from University, if available, at the lowest available price charged by University. .

During each year of the Agreement, University will provide Learfield the right to purchase up to 200 bowl game tickets; 24 men's and women's WAC Conference Basketball all session tournament tickets; 30 men's and women's basketball NCAA first- and second-round tickets; 30 NCAA men's and women's regional tickets; and 50 Men's and Women's Final Four tickets, provided that University is participating in the applicable game. The quality of the tickets allocated to Learfield will be proportional to the quality of the total tickets made available to University. If, for example, one-third of University's tickets are in the lower level

of the WAC Tournament, one-third of Learfield's allocation of tickets will be in the lower level, as well. University will provide parking passes at cost to Learfield on an "as available" basis. In addition, University will provide at no cost to Learfield, four (4) VIP parking passes to all University athletic events (football passes are for reserved spots) and two VIP reserved spots through the University's Club seat program for football. Notwithstanding the foregoing, University shall be able to give away tickets in return for operational services provided to University and other trade provided that such activity does not impinge upon the sponsor rights granted to Learfield hereunder.

3.2 No Existing Agreements. University represents and warrants that it has not executed any advertising or sponsorship agreements, which extend past the 2009 - 2010 Athletic Year. If there are any advertising or sponsorship agreements which extend beyond the 2009 - 2010 Athletic Year, including the St. Luke's-Idaho Elks Agreement, such agreements and the revenue therefrom shall belong to Learfield, excluding the Boise Office Equipment Agreement which University will not renew or extend and will receive the revenue therefrom through June 30, 2011. Except for the Boise Office Equipment agreement through the 2010 - 2011 Athletic Year only, any revenue that University receives from an advertising or sponsorship agreement which extends past the 2009-2010 Athletic Year shall be paid to Learfield by University, failing which, the amount of such revenue shall be deducted from the Guaranteed Royalty Fee.

3.3 Credentials; Parking and Travel:

University will also provide all-access credentials and parking on all game days for Learfield's staff members and, from time to time, members of its senior staff.

A. To the extent that there are seats and sufficient capacity, and subject to

University's head coach's approval, University will pay for the travel expenses for Learfield's radio crew (consisting of 3 persons) on the team's charter to such away football games in which University's teams appear but Learfield will be responsible for the broadcasting crew's hotel, per diem, and if applicable, commercial airline or vehicular travel, expenses. Learfield shall use best efforts to ensure that such radio crew comply with University's policies and guidelines with respect to their attendance on such charter and University reserves the right to prohibit such radio crew from such charter flights if the radio crew does not follow the University's policies and guidelines. If available, University will further provide Learfield with space on any chartered aircraft carrying University's football team for up to four (4) persons and a Learfield staff member for Learfield's client development, provided that all such persons shall comply with University's policies and guidelines with respect to their attendance on such charter. University shall charge Learfield for such seats at cost.

B. Notwithstanding anything hereunder, all seats on any charter flights shall be subject to University's approval and subject to University's operational needs and also the respective coach's approval.

C. Learfield shall be responsible for all costs in association with the broadcasting crew including hotel, per diem, commercial airline or vehicular travel, expenses for all other games.

3.4 Office Space. University acknowledges and agrees that Learfield's performance under this Agreement and the resulting benefits to University will be better enhanced if Learfield is provided office space on the campus of University, preferably near or within University's Athletic Department. University will provide appropriate office space and the use of existing office furniture in a University athletic facility to Learfield during the Term of

the Agreement ("Leased Premises") at no additional cost to Learfield. Any changes or enhancements relative to the Leased Premises and furniture therein shall be at the sole cost and expense of Learfield, and shall be at the prior written consent of University. The Leased Premises shall be of a size and quality to accommodate four (4) full-time Learfield employees and one intern. Learfield may hire additional personnel in consultation with University. University will establish telephone and internet access to Learfield in the Leased Premises at no cost to Learfield; however, Learfield will be responsible for reimbursing all related charges other than the set up fees including but not limited to the monthly charges and long distance toll charges. In addition, Learfield will be responsible for paying for out-of-pocket expenses such as office supplies. University will pay for all utilities relating to the Leased Premises. If Learfield needs to expand its staff to carry out its responsibilities under this Agreement, subject to availability, University shall use its best effort to provide Learfield additional office space, rent-free, to accommodate such need in reasonable proximity to Learfield's Leased Premises, or in different space large enough to accommodate all of Learfield's needs. Learfield shall comply with all labor laws and regulations as specified further in section 8.20 below.

3.5 Efficient operation. Except as otherwise provided in this Agreement, Learfield 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 at no expense to Learfield (such as the implementation of an on-field or on-court contest during pre-game, halftime or a time-out, provided that such assistance required is reasonable and within University's staffing capacity). Learfield shall provide the necessary number of staff personnel as are reasonably required for Learfield to

perform its obligations under this Agreement. It is anticipated that Learfield will require four (4) staff personnel including a General Manager with at least 7 years of applicable experience. University shall have the right to approve the General Manager, which approval will not be unreasonably withheld so long as the General Manager has sufficient prior experience to carry out his duties and responsibilities and shall be consulted in respect of all staff to be hired by Learfield to work for Bronco Sports Properties.

3.6 Permits. Learfield will be financially responsible for obtaining all required permits, licenses, and bonds to comply with pertinent University rules and policies and municipal, county, state and federal laws, and will assume liability for all applicable taxes including but not restricted to sales, income and property taxes.

3.7 Successful Performance. Recognizing that successful performance of this Agreement is dependent on mutual cooperation between the Parties, Learfield will meet periodically with University to review Learfield's operations pursuant this Agreement and make necessary adjustments. Learfield will at all times recognize that University is a State university and Athletics is only part of the institution and therefore, Learfield will take this fact into account as part of its mutual cooperation with University.

3.8 Blogs. University acknowledges and agrees that it is the exclusive right of Learfield to provide ongoing, regular and real time coverage of University athletic events which not only includes the game itself but also includes pre-game, half-time, quarter breaks and post-game broadcasts ("Game Coverage"). University further acknowledges that the right to provide any type of 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 or "Game Coverage" (including any pre-games, half-time, quarter

breaks or post-game) is an exclusive right belonging solely to Learfield ("Blog Sponsorship"). This Blog shall be made available on University's OAS and nothing herein shall prevent University from writing its own blog(s) provided that no University written blog relating primarily to Athletics may contain any type of commercial underwriting or commercial sponsorship or advertising of any kind. If either University or Learfield become aware of any third party blog which includes blog or blog-type Game Coverage or Blog Sponsorship or a blog which violates the Conference Policy (collectively a "Violating Blog"), University will act reasonably to attempt to arrive at a satisfactory solution to eliminate the Violating Blog. Notwithstanding the foregoing, failure by University to eliminate a Violating Blog shall not be considered a material breach of this Agreement.

3.9 Exclusions. Learfield acknowledges that none of the revenue associated with the agreements as referenced in Schedule 3.9 to this Agreement ("Excluded Agreements") shall belong to Learfield; provided, however, Learfield shall have the right to pursue and sell to those Excluded Agreement parties additional sponsorship opportunities not specifically covered by the terms of the Excluded Agreements.

3.10 Excluded Sponsorships. Notwithstanding anything contained in this Agreement to the contrary, Learfield agrees that it shall not sell the following categories of sponsorship or sell any advertising right to any company that engages in the following businesses throughout the Term of this Agreement, unless otherwise agreed to by University, which approval may be withheld in University's sole discretion for no reason:

- Gambling (except the State authorized lottery). Establishments which provide gambling but also have other recognized sources of income such as a spa and resort are permissible sponsors so long as the sponsorship makes no reference to

the gambling aspects of the establishment.

- All Liquor (except that television broadcasts may include paid for advertising, but not sponsorship, from malt beverage or wine companies)
- Prophylactics
- Feminine hygiene products
- Tobacco products
- Sexually explicit materials.
- Adult entertainment
- Religious and/or political materials
- Ammunition and firearms
- Competitors of University which for purposes of this Agreement shall be limited only to other higher education institutions or competitors of the University Bookstore/Bronco Shop being including but not limited to bookstores and fan stores such as the Blue & Orange Store.
- Material that could be considered defamatory, obscene, profane, vulgar or otherwise socially unacceptable or offensive to the general public or may cause harm to student-athlete health, safety and welfare
- Advertising that may bring discredit to the purposes, values, principles or mission of the NCAA or University or may negatively impact the interests of intercollegiate athletics or higher education.

Learfield agrees that in exercise of its rights granted hereunder, it shall ensure that any advertising, sponsorship or other representation of the University shall be mindful of and

consistent with the good image, message and reputation of the University. Furthermore Learfield shall use reasonable efforts to ensure that all sponsors, advertisers, media partners and other parties with whom Learfield enters into arrangements with in accordance with the terms of this agreement, shall be mindful of and consistent with the good image, message and reputation of the University and that promotion or recognition of such third party will not materially distort or impair the presentation and image of the University, its Athletics program and the respective teams.

4.1 Guaranteed Royalty Fee. As payment for the rights licensed under this Agreement, Learfield will pay University a Guaranteed Royalty Fee in such amounts as set forth below. The Guaranteed Royalty Fee described below is based upon all of the following assumptions being completely accurate (collectively the "Assumptions"): (a) that at a minimum, the inventory available to Learfield for sponsorship sales shall be not less than the inventory which was available for sponsorship sales for the 2008 - 2009 Athletic Year and will include all the signage inventory available in the Taco Bell Arena including the signage sold to Cactus Pete, Jiffy Lube, Chevron and the Boise Airport ("Base Sponsorship Inventory"); (b) all of the exclusive rights described under this Agreement are available to Learfield throughout the Term; (c) all of the historical sales information provided by University to Learfield is accurate and the amounts set forth in the agreements between the University and its sponsors and advertisers are collected in full by University; and (d) except for the Excluded Agreements (but not the Boise Office Equipment Agreement), there are no advertising or sponsorship agreements which extend past the 2009 – 2010 Athletic Year. If any or all of the Assumptions do not occur, are not accurate or do not remain in effect for the entire Term of the Agreement,

then University shall negotiate in good faith with Learfield for a fair and equitable reduction in Learfield's Guaranteed Royalty Fee, save that in the event that the Assumptions in subparagraph (a) or (c) above are not accurate the Guaranteed Royalty Fee will be adjusted downward on a dollar-for-dollar basis accordingly. If the Base Sponsorship Inventory or elements are materially reduced or eliminated, University will either replace inventory or alleviate those issues specifically identified by Learfield in writing associated with such inventory to Learfield's reasonable satisfaction failing which the Guaranteed Royalty Fee will be adjusted downward on a dollar for dollar basis. All Guaranteed Royalty Fees owed by Learfield shall be paid one-half on December 31 and one-half on June 30 of each Athletic Year with a final distribution of any income derived through the agreed AGR formula or other adjustments made on or before August 31st of the following Athletic Year.

<u>Athletic Year</u>	<u>Guaranteed Royalty Fee</u>
2010 – 2011	\$2,135,000*
2011 – 2012	\$2,260,000
2012 – 2013	\$2,335,000
2013 – 2014	\$2,410,000
2014 – 2015	\$2,485,000
2015 – 2016	\$2,560,000
2016 – 2017	\$2,635,000

If the University exercises its option for each Extended Period, the Guaranteed Royalty Fee for each Extended Period shall be as follows:

2017 – 2018	\$2,710,000
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* This amount reflects a \$50,000 reduction to accommodate the University's retention of that amount from the last year of the University's contract with Boise Office Equipment.

2018 – 2019 \$2,785,000

2019 – 2020 \$2,860,000

4.2 Reduction to Guaranteed Royalty Fee. Notwithstanding anything contained in this Agreement to the contrary, a fair and equitable reduction in the Guaranteed Royalty Fee Payment will be agreed upon by Learfield and University if any one or all of the following events occur and thereby reduce Learfield's revenue during the Term of this Agreement, which reduction will be negotiated in good faith by the Parties unless another manner of reduction is otherwise provided in this Agreement:

A. University's football, men's or women's basketball team incurs sanctions which prevent the team from appearing in conference championship games or post season conference tournaments, NCAA, or NIT tournaments (basketball) or playoff/bowl games (football):

B. The men's football, men's basketball or women's basketball program is eliminated or substantially curtailed; or

C. Should any acts of terrorism, acts of state or the United States, strikes, labor shortages, epidemics or any natural disaster, including, but not limited to, flood, fire, earthquake, tornado, hurricane or extremely severe weather condition, drought, loss of power, whether or not resulting from a natural disaster, prevent a University game being played at its originally scheduled athletic venue. However, the Parties recognize that it is preferred that University reschedule a game at a different date or time in an effort to keep the game as a home game instead of moving the location of the game to the visiting team's home venue or moving the game to a neutral venue; or

D. If Learfield is not permitted to sell any and all categories of sponsorships not specifically prohibited herein, or to sell to any and all sponsors other than those specifically

excluded herein, or to continue to sell all inventory managed or sold by Learfield at any time during the Term of this Agreement, or should the NCAA, the WAC or the University disapprove of any commercial inventory, category, or sponsor that had been previously allowed by the NCAA, the WAC or University for any reason other than compliance with policies, regulations and laws which existed as of the date of the RFP, and such disallowance results in a material deviation in the type, kind or quantity of inventory provided to Learfield and University fails, upon receipt of written notice from Learfield of such a deviation, to cure such deviation within sixty (60) days of such notice, in such case, and both parties have used best efforts to mitigate the material deviation, the University agrees in advance that, pursuant to Section 4.1, then University shall negotiate in good faith with Learfield for a fair and equitable reduction in Learfield's Guaranteed Royalty Fee based upon the amount of commercial sponsorship or sponsorship dollars that were lost due to the exclusion of said sponsor or inventory; or

E. All of the events described in this Section 4.2 and elsewhere in this Agreement which give rise to a reduction in the Guaranteed Royalty Fee are hereafter singularly referred to as an "Adjustment Event" and collectively as "Adjustment Events". Examples of Adjustment Events are:

- the NCAA eliminates malt beverage advertising and Learfield is able to show that it has been financially adversely affected by such decrease;
- the Base Sponsorship Inventory is reduced or adjusted;
- Learfield is prohibited from selling specific sponsorships which were sold by University at the same or higher historical levels; and
- a decrease in the number of games available through Third Tier Television

Rights from that which was historically available and Learfield is able to show that it has been financially adversely affected by such decrease.

Provided however that University exercising its approval rights shall not be considered an "Adjustment Event", unless it was an approval right that was not to be unreasonably withheld and University was unreasonable in its withholding of such approval.

4.3 Conference Change. Notwithstanding anything contained in this Agreement to the contrary, a fair and equitable increase in the Guaranteed Royalty Fee Payment may be negotiated in good faith and agreed upon by Learfield and University if University's men's football, men's basketball or women's basketball is moved to a conference other than WAC and/or the WAC becomes a BCS Conference during the Term of this Agreement.

5.1 Revenue Sharing. In addition to the annual Guaranteed Royalty Fee, Learfield will pay University, on or before August 31st of the following Athletic Year, 50% of collected Adjusted Gross Revenue ("AGR") that exceeds the Revenue Share Hurdle set forth below ("Revenue Share Amount"). Any amounts collected after August 31st of each Athletic Year will be added to the calculation of AGR for the applicable year and paid when collected. AGR is defined as collected gross revenue (defined as total cash revenue, billed and collected, , less agency commissions and third party rights fees such as NCAA or NIT related sponsorship fees) as well as all other direct out-of-pocket promotional costs such as tickets and client fulfillment expenses provided that all such costs have first been approved by University.

Athletic Year

Revenue Share Hurdle

2010 – 2011

\$3,885,000

2011 – 2012

\$4,035,000

2.9 - 1/12

2012 – 2013	\$4,335,000
2013 – 2014	\$4,445,000
2014 – 2015	\$4,485,000
2015 – 2016	\$4,635,000
2016 – 2017	\$4,785,000

If this Agreement is extended for the Extended Period(s), the Revenue Share Hurdle Amount shall be as following during each Extended Period:

2017 – 2018	\$4,935,000
2018 – 2019	\$5,085,000
2019 – 2020	\$5,235,000

Notwithstanding anything contained in this Section 5.1 or elsewhere in this Agreement to the contrary, if an Adjustment Event or Adjustment Events occur, the Revenue Share Hurdle amounts set forth above will likewise be adjusted to reflect the loss of revenue derived by Learfield under this Agreement. The amount of such adjustment shall be negotiated in good faith by the Parties.

6.1 Trade. In addition to the promotion benefits referenced in section 7.3 below, Learfield will use its best efforts to renew for University during each year of the Term up to the same amount of non-media in-kind-trade benefits in exchange for sponsorship rights which exists in the 2008 - 2009 Athletic Year which is valued at \$150,000 ("Threshold Amount"). For the avoidance of doubt, University shall be responsible for any trade, including hotel and

automobile lease/transport trade whereby University exchanges tickets for goods or services in kind, but shall not give such partners any rights in inventory granted to Learfield under this Agreement other than that which has been provided to them historically and which shall be in consultation with Learfield. Learfield will also use its best efforts to secure during each year of the Term at least \$150,000 of additional in-kind-trade benefits in exchange for advertising or sponsorship rights granted hereunder above the Threshold Amount ("Additional Trade Amount"). The Threshold Amount and the Additional Trade Amount shall be referred to herein as the "Total Trade Amount". University shall have approval of all such trade agreements, which approval will not be unreasonably withheld. All trade must be for University's athletic marketing purposes only and will not be affected by any trade obtained by the University. Any in-kind-trade renewed or secured by Learfield will not reduce the amount of cash donations or contributions. Learfield reserves the right to substitute alternative inventory to current trade customers if those customers are otherwise displacing cash paying customers with University's approval, which approval will not be unreasonably withheld. In the event that Learfield does not obtain in-kind trade benefits for University of value up to the Total Trade Amount, University shall have the right to enter into in-kind trade agreements with third parties without further recourse to Learfield.

7.1 Extension Bonus.

(i) If University exercises all three (3) of its one year options to extend the Term of this Agreement to include the Extended Period, as set out in Section 1.1(i) above, Learfield will pay University an extension bonus in the aggregate amount of \$500,000 once University exercises the third one year option, to be paid no earlier than July 1, 2017;

(ii) If University exercises one option for an extension of three years to extend the Term of this Agreement to include the Extended Period, as set out in Section 1.1(ii) above, Learfield will pay university an extension bonus in the aggregate amount of \$500,000 on July 1, 2015.

7.2 Capital Stipend. Beginning August 31, 2011, Learfield will provide University with a capital stipend of One Million Dollars (\$1,000,000) ("Capital Stipend"). Such Capital Stipend shall be payable ratably over the remaining Athletic Years of the Initial Term or as otherwise agreed with University, such approval not to be unreasonably withheld and consistent with both University and Learfield's goals to provide significant capital improvements to University Athletics' venues. University agrees that all of the Capital Stipend shall be expended by University toward its procurement of new University athletic venue sponsorship assets which will provide Learfield with additional sources of revenue opportunities and venue enhancements. By way of example, the Capital Stipend could be used by the University to help fund new video boards in the Stadium and/or in the Taco Bell Arena, or new scoreboards or LED or reader boards for football and basketball. All sponsorship opportunities with respect to all of these assets shall belong exclusively to Learfield and all revenue generated therefrom shall belong exclusively to Learfield and shall be included in the calculation of AGR. University agrees that Learfield shall have input into the final decisions regarding which new assets will be installed in which athletic venue with the Capital Stipend as well as input into the "value engineering" of the sponsorship elements associated with these assets. University agrees that it will use its best efforts to use the Capital Stipend to purchase (or assist in the purchase) of assets or inventory at the athletic venue which is sold out on a regular basis or where the inventory at an athletic venue is already maximized (only the

Stadium or the Taco Bell Arena).

7.3 Additional Incentives.

7.3.1 Outdoor Sponsorships. Learfield will provide University throughout the Term through Lamar Outdoor the same amount of billboard sponsorships historically provided to University during the 2008 - 2009 Athletic Year.

7.3.2 Radio Promotion. Learfield will provide University throughout the Term not less than the amount of radio promotion offered by the University's flagship station historically provided to University during the 2008 - 2009 Athletic Year.

7.3.4 Television Promotion. Learfield will provide University throughout the Term not less than the same amount of television promotion provided by television station KTVB historically provided to University during the 2008 - 2009 Athletic Year.

7.3.5 Print and Newspaper Promotion. Learfield will provide to University throughout the Term not less than the same amount of newspaper promotion provided by the Idaho Statesman and if possible, the amount of sponsorship currently provided by Yellow Pages and Impact.

7.4 DVD Guarantee: In consideration for the rights granted under section 2.8 above, Learfield shall pay to University a "DVD Guarantee". This DVD Guarantee shall be calculated by taking the average of the annual revenue received by the Athletics Department of the University in respect of its football DVDs for the football seasons 2005/06 through 2009/2010 excluding, however from the calculation, the highest annual payment and the lowest annual payment received during that time period ("Initial DVD Guarantee Amount"). Annual shall mean calendar year. In addition to the Initial DVD Guarantee Amount, if Learfield produces and sells a football DVD, Learfield shall pay University an additional payment, if

any, computed as follows: From the gross revenue collected by Learfield from DVD video sales there shall be subtracted therefrom the following: (i) approved production and distribution costs which shall be deemed approved if they are consistent with production and distribution costs incurred by Learfield or its Affiliates at other universities; and (ii) the Initial DVD Guarantee. University shall then receive 75% of the resulting amount, if any, and Learfield shall retain 25% of the resulting amount, if any. In no event however shall any of the revenue from DVD video sales be included in the calculation of AGR.

8.1 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 Learfield or University may have included in any documents attached to or accompanying this Agreement, in the RFP and the response thereto or any letters between the Parties thereafter. Any handwritten changes on the face of this document will be ignored and have no legal effect unless initialed by both Parties.

8.2 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 and the Schedules attached hereto constitutes the entire agreement and understanding of the Parties and replaces any prior or contemporaneous agreement, whether written or oral, including, but not limited to the RFP. No amendments to this Agreement will be effective unless in writing and signed by the Parties. The State courts located in Ada County, Boise, Idaho, shall have exclusive jurisdiction over any disputes relative to this Agreement.

8.3 Assignment. Learfield may not assign any rights or obligations of this Agreement without the prior approval of University, which approval will not be unreasonably withheld. In the event of any assignment, Learfield shall remain responsible for its performance and that of any assignee. This Agreement will be binding upon Learfield, or its successors and assigns, if any. Any assignment attempted to be made in violation of this Agreement will be void. Notwithstanding anything contained in this Section 8.3 to the contrary, Learfield will have the right to assign this Agreement and its rights and obligations hereunder to an entity it either controls (owns more than 50%) or manages.

8.4 Termination. Either party may terminate this Agreement in whole or in part for cause upon ninety (90) days written notice if the other party fails to comply with any material term or condition of this Agreement, becomes insolvent or files for bankruptcy protection, or fails to comply in a material way with the requirements of this Agreement. Notwithstanding anything contained in this Section 8.4, the terminating party must state with particularity the specific matters of the other party's non-compliance, whereupon the other party shall have ninety (90) days to cure such matters, or such longer period if said other party is diligently pursuing a cure. In the event of any material noncompliance on the part of Learfield, Learfield shall continue to pay its Guaranteed Royalty Fee under this Agreement unless Learfield's noncompliance is a result in whole or in part by the actions or inactions of University; provided, however if University elects to administer the rights herein itself, any amounts collected by University from such rights in respect of contracts entered into by Learfield shall offset Learfield's obligation to pay the Guaranteed Royalty Fee by such amounts.

8.5 Independent Contractor. Learfield will perform its duties hereunder as an independent contractor and not as an employee of University. Neither Learfield nor any agent

or employee of Learfield will be or will be deemed to be an agent or employee of University. Learfield will pay when due all required employment taxes and income tax withholding, including all federal and state income tax and any monies paid pursuant to this Agreement. Learfield and its employees are not entitled to tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise from University. Learfield will be solely responsible for the acts of Learfield, its employees and agents. Learfield shall provide worker's compensation for all its employees and indemnify and hold University harmless therefrom.

8.6 Non-Waiver. No waiver by any party of any default or nonperformance will be deemed a waiver of subsequent default or nonperformance.

8.7 Audit and Retention of Books and Records. University will have the right upon reasonable notice to Learfield, (not more than once per year, and once during the three years following the termination of this Agreement) to inspect and copy such books, records, and documents (in whatever medium they exist) related to the collection of monies, payment of expenses and calculating of the AGR hereunder. Learfield will make such items available for inspection during normal business hours at such location as Learfield's financial books and records are maintained. All such items will be retained by Learfield during the term of this Agreement and for a period of five (5) years after the delivery of the goods and/or services. Any items relating to a claim arising out of the performance of this Agreement will be retained by Learfield, its agents and subcontractors, if any, until the later of the date when the claim has been resolved or five (5) years after the date of final payment under this Agreement. As part of its right of inspection and copying and not in addition thereto, University will have the right to conduct a formal audit or hire an independent auditor to audit such records. Learfield agrees to

cooperate with the audit and provide access to all books and records required to verify AGR. In the event that such audit reveals unpaid monies due the University, Learfield shall make immediate payment of balances owed with plus interest, calculated at the rate of six percent (6%) per annum, calculated from the date such amount originally became due under this Agreement. In the event any such discrepancy is in excess of Fifty Thousand Dollars (\$50,000.00), Learfield shall also reimburse University for the reasonable costs associated with such inspection, including but not limited to, reasonable attorney's fees and legal costs incurred in connection therewith.

8.8 University Information; Learfield Information. Learfield agrees that any information it receives during the course of its performance, which concerns the personal, financial, or other affairs of University, its regents, trustees, directors, officers, or employees will be kept confidential and in conformance with all state and federal laws relating to privacy. University agrees that any information it receives from Learfield under this Agreement which concerns the personal, financial or other affairs of Learfield, 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 Learfield to University will be kept confidential and in conformance with all state and federal laws relating to privacy.

8.9 Insurance. At all times during its performance under this Agreement, Learfield will obtain and keep in force, at its own cost, comprehensive general and professional liability and general liability insurance, including coverage for death, bodily or personal injury, property damage, including product liability, libel and slander, media and broadcasting liability and automobile coverages, with limits of not less than \$1,000,000 each claim and \$1,000,000

each occurrence along with business interruption insurance coverage. All certificates evidencing such insurance, will be provided to University upon its request, will name University and its trustees, directors, officers and employees as additional insureds, and will provide for notification to University within at least thirty (30) days prior to expiration or cancellation of such insurance. Learfield represents that it has and will maintain during the Term worker's compensation insurance to the extent required by Idaho law.

8.10 Indemnification. Learfield agrees to defend, indemnify and hold harmless the State of Idaho, the University, their trustees, directors, officers, employees and agents from 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 Learfield, its employees, officers and agents under this Agreement. Subject to the limits of liability specified in Idaho Code 6-901 through 6-929 known as the Idaho Tort Claim Act, the University agrees to defend, indemnify and hold harmless Learfield, its members, employees, officers, directors 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 trustees, directors, officers faculty, students, employees and agents. In the event of litigation by any party to enforce the terms and conditions of this Agreement, the prevailing party will be awarded costs and reasonable attorneys' fees.

8.11 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 :
BOISE STATE UNIVERSITY
Attention: Gene Bleymaier, Director of Intercollegiate Athletics

Boise, Idaho 83725
Facsimile No: (208) 426 1174
E-mail Address gbleymaier@boisestate.edu

With a copy to:
BOISE STATE UNIVERSITY
Attention: General Counsel (Kevin Satterlee)
1900 University Drive,
Boise, Idaho 83725
Facsimile No: 208) 426 1345

If to Learfield:
BRONCO 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

With a copy to:
Philip A. Kaiser
The Kaiser Law Firm, P.C.
12231 Manchester Road, First Floor
St. Louis, MO 63131
Facsimile No: 314-966-7744
E-mail Address: phil@kaiserlawfirm.com

8.12 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.

8.13 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.

8.14 Force Majeure. No Party will be considered to be in default 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.

8.15 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.

8.16 Non-Solicitation by University. University agrees that during the Term of this Agreement, and for a period of twenty-four (24) months, after its termination, irrespective of the reason for its termination, shall not directly or indirectly, hire or solicit an officer, general manager, assistant general manager, or account executive of Learfield or encourage any such person to terminate its relationship with Learfield without first obtaining consent from Learfield. University acknowledges that its breach of this section shall entitle Learfield to injunctive relief.

8.17 Headings. The headings of the sections of this Agreement are used for convenience only and do not form a substantive part of the Agreement.

8.18 Injunctions. In addition to any other remedies permitted by law, should any Party violate the terms set forth herein, the violating party shall be entitled to injunctive relief against the other to restrain any further violation of these provisions. Should any Party be successful in this endeavor, the other party shall pay all costs and expenses associated therewith, including reasonable attorney's fees.

8.19 University's Representations and Warranties Regarding Learfield's Rights Under this Agreement. University represents and warrants to Learfield that (a) University has the absolute right to grant and license the rights described in this Agreement to Learfield and provide Learfield and/or its sponsors all of the benefits described in this Agreement as well as those benefits at the historical levels provided by University to sponsors, (collectively the "Licensed Rights and Benefits"); (b) there are no oral or written agreements, contracts, options or other documents of any kind which University has entered into which would in any way impair or inhibit Learfield from exercising the Licensed Rights and Benefits on an exclusive basis; (c) University is authorized to timely carry out and/or fulfill any obligation of University to Learfield under this Agreement; and (d) Throughout the Term, except as otherwise specifically provided in this Agreement, University shall not directly or indirectly grant any third party any of the Licensed Rights and Benefits granted to Learfield under this Agreement. Notwithstanding anything contained in this Agreement to the contrary, if University materially breaches the provisions of this Section 8.19, an adjustment to the Guaranteed Royalty Fee and the Guaranteed Naming Rights Fee that Learfield will pay University under this Agreement shall be negotiated in good faith in order to recognize and account for the revenue that cannot

be obtained by Learfield as a result of such material breach. Notwithstanding the foregoing, and notwithstanding anything in this Agreement, in the event that a University department other than the Athletics department enters into a sponsorship or advertising agreement, in association with an Athletic event and held on campus (a "Non-Athletics Activity") that could compromise the rights granted herein by University to Learfield, such action shall not be deemed a material breach hereunder provided that the Athletics department uses best efforts to prevent such non-Athletics Activity reoccurring or ensuring that such Non-Athletics Activity does not compromise Learfield's rights in the future.

8.20 Code of Fair Practices. Learfield shall not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, gender identification, marital status, national origin, sex, age, or physical or mental disability, or status as a US veteran. Learfield shall take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age, or physical or mental disability or status as a Vietnam-era/disabled veteran, except where it relates to a bona fide occupational qualification. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship. If applicable to this Agreement, Learfield shall comply with the provisions of Federal Executive Order 11246 as amended by Executive Order 11375. In the event of Learfield's non-compliance with the above non-discrimination clause of this contract or with any of the aforesaid regulations, this contract may be canceled, terminated or suspended in whole or in part and Learfield may be declared ineligible for further contracts with the University. In addition, the University may

take such further action, and such other sanctions may be imposed and remedies invoked, as provided by the laws of Idaho.

8.21 Laws and FCC Regulations Learfield agrees to, and shall ensure that its partners, abide by all laws of the Federal government, the State of Idaho and any other state, municipal or governmental entity associated with its activities under this Agreement. It further agrees it will be responsible for securing and paying for all permits necessary to fulfill its obligations under this Agreement. Learfield agrees to operate, and ensure that its media partners operate, both radio and television network activities in strict compliance with all applicable Federal Communication Commission regulations and all rules and regulations of the WAC Conference or any other applicable conference, as well as, the National Collegiate Athletic Association.

9.0 Miscellaneous.

9.1 "Best Efforts" whether or not such term is capitalized shall mean a diligent, reasonable and good faith effort by a Party to accomplish an objective, but does not require its accomplishment. Such degree of effort will take into account unanticipated events and the exigencies of continuing business, but does not require that events or exigencies be overcome at all costs. It only requires that commercially reasonable efforts be exercised within a reasonable time to overcome any hurdles and accomplish the objective, allowing the Party to give reasonable consideration to its own interests.

9.2 "Net Revenue" whether or not such term is capitalized shall mean Gross Revenue less those costs incurred by Learfield and agreed by University, provided that if the costs and budget are in line with those of any other Comparable Learfield Schools, as defined in Section 2.1 above, University shall not withhold approval.

9.3 Whenever consent or approval is required, unless otherwise provided herein, the consent or approval shall not be unreasonably withheld.. Learfield agrees that in exercise of its rights granted hereunder, it shall ensure that any advertising, sponsorship or other representation of the University shall be mindful of and consistent with the good image, message and reputation of the University. Furthermore Learfield shall ensure that all sponsors, advertisers, media partners and other parties with whom Learfield enters into arrangements with in accordance with the terms of this agreement, shall be mindful of and consistent with the good image, message and reputation of the University and that promotion or recognition of such third party will not distort or impair the presentation and image of the University, its Athletics program and the respective teams.

9.4 At the request of University, Learfield shall provide a copy of all fully executed advertising and sponsorship contracts to University's Director of Athletics or his/her designee responsible for marketing.

9.5 No contract entered into by Learfield with a sponsor shall exceed the term of this Agreement, unless approved by University. Potential sponsorship contracts extending past the term of this Agreement are to be brought to University. All sponsorship contracts that extend beyond the Agreement Term stated in this Agreement shall include language that automatically assigns and transfers the contract to University, should the Agreement terminate, be terminated consistent with this Agreement, or not be retained by Learfield due to a competitive bid process.

9.6 Learfield agrees it will not contractually restrict the ability of University to enter into business transactions with a sponsor or a competing business of a sponsor. Agreements cannot preclude other non-athletic events that utilize competing sponsors from being scheduled

in University venues and/or facilities including Taco Bell Arena and Bronco Stadium. Learfield may not enter into beverage pour rights contracts for University's facilities, beverage sponsorship contracts for University or beverage advertising contracts that reference University's athletic teams, facilities or events. Learfield may not enter into any contracts or agreements which could conflict with University's apparel contract with Nike (or the applicable provider).

It is understood that apparel and affinity card contracts will be maintained by the University and are not a part of this Agreement. Nothing contained in this Agreement shall prevent University from contracting for sponsorships, acknowledgments and fund raising activities, when such agreements are not associated with the University's Athletic Department, facilities, and teams.

10.1 Intellectual Property Both parties agree that University owns the intellectual property rights associated with the University, its athletic teams, its facilities and the associated events and broadcasts. The ownership of intellectual property, which results from activities associated with this Agreement, will remain with University. Each party shall retain ownership of any of its patents copyrights, trademarks, or intellectual property developed prior to the Effective Date of this Agreement. University shall also retain ownership of any patents copyrights, trademarks, or intellectual property developed by University or jointly developed after the Effective Date of this Agreement.

10.2 Use of University Marks: Learfield agrees that the broadcast and advertisement 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 ("University Marks and Indicia"). No rights may be obtained for trademark ownership of the University marks. Upon dissolution or expiration of this Agreement, all use of these items by Learfield shall cease. Learfield agrees that it shall comply with any and all style guidelines and use policies of the University in respect of University Marks and Indicia as may be amended from time to time.

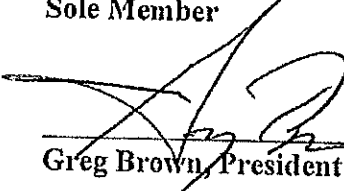
10.3 **Commercial Advertising.** University reserves the right to charge royalty fees for uses of University Marks or Indicia in respect of any items sold at retail (which shall not be permitted without University's prior approval).

[Rest of page left blank intentionally]

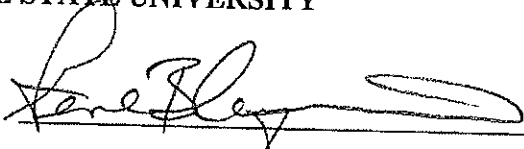
IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the
Effective Date specified above.

BRONCO SPORTS PROPERTIES, LLC

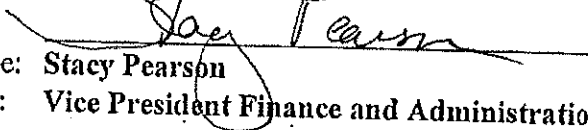
By: **Learfield Communications, Inc.,
Sole Member**

By: 
Greg Brown, President - Learfield Sports

BOISE STATE UNIVERSITY

By: 

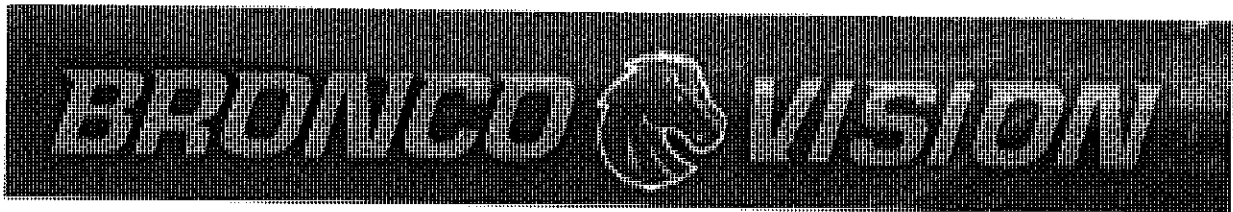
Name: **Gene Bleymaier**
Title: **Director of Athletics**

By: 
Name: **Stacy Pearson**
Title: **Vice President Finance and Administration**

SCHEDULE 2.12.5

UNIVERSITY'S TRADEMARKS

BOISE STATE UNIVERSITY
BOISE STATE
BOISE STATE BRONCOS
BRONCOS



SCHEDULE 3.1

**TICKETS TO BE PROVIDED
BY UNIVERSITY TO LEARFIELD
EACH ATHLETIC YEAR TO BE NO LESS THAN WHAT WAS PROVIDED TO
SPONSORS IN THE 2008-09 ATHLETIC YEAR**

Tickets provided to Sponsors by Boise State in the 2008-09 Athletic Year

CORPORATE PARTNER	FOOTBALL TIX	PREMIUM SEATS	BB TICKETS
US Bank	4 President's Club	4 Club Seats	8 Season
Verizon Wireless	16 Season		16 Season
St. Luke's	38 Season + 20 End Zone for Bronco Bunch	8 Club Seats	18 Season
Northwest Dodge Dealers	16 Season + 400 End Zone	4 Club Seats	36 Season
Boise Hunter Homes	12 Season	1 Loge Box	12 Season
Boise Office Equipment	16 Season	4 Club Seats	16 Season
Carl's Jr.	12 Season		10 Season + 2 Courtside Seats
Les Schwab	16 Season		12 Season
Idaho Lottery	12 Season	4 Club Seats	12 Season
S1 IT Solutions	12 Season		12 Season
Best Buy	4 Season + 20 End Zone Season		50 to a single game
Blue Cross	20 End Zone Season		50 to a single game
American Family	20 End Zone Season		50 to a single game
Boise State Bookstore	20 End Zone Season		
Champion Windows	20 End Zone Season		
Chicago Connection	18 Season		4 Season
Fiberpipe	8 Season		8 Season
Franklin Bldg. Supply	20 End Zone Season		
Idaho Statesman	16 Season		16 Season
ISMI	20 End Zone Season		6 Season
Impact Directories	6 Season		50 to a single game
Lamar	26 Season		8 Season + 4 Courtside
Old Chicago	20 End Zone Season		50 to a single game
Pioneer Title	20 End Zone Season		
Pizza Hut	4 Season + 20 End Zone Season		4 Season
Powerbar	4 Season + 20 End Zone Season		4 Season + 50 to a single game
Premier Insurance	4 Season		
Tates Rents	20 Season		4 Season

CORPORATE PARTNER	FOOTBALL TIX	PREMIUM SEATS	BB TICKETS
Zamzows	4 Season + 20 End Zone Season		4 Season + 1,000 during season
Agrib Beef	8 Season + 10 End Zone Season		
Like Nu Car Wash	4 Season + 20 End Zone Season		4 Season
FastSigns	20 End Zone Season		
Gym Outfitters	4 Season		
Old Spaghetti Factory	2 Season		2 Season
Quiznos	4 Season + 4 End Zone Season		50 to a single game
KWEI	10 End Zone Season		10 Season
Ram/Murphy's	20 End Zone Season		
Texaco	4 Season		
Clear Wireless	4 Season + 4 End Zone Season		
Peak Broadcasting	100 Season		100 Season

SCHEDULE 3.9

LIST OF EXCLUDED AGREEMENTS

Nike apparel contract

Coca-Cola pouring rights contract

Boise Office Equipment (expires June 30, 2011) (University will not renew or extend this agreement)

Agri-Beef – Stueckle Sky Center agreement

**BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018**

BOISE STATE UNIVERSITY

SUBJECT

Acquisition of real property

REFERENCE

October 2005	Idaho State Board of Education (Board) authorized Boise State University (BSU) to acquire property in its expansion zone through purchase or condemnation without Board authorization subject to available funding and appropriate approvals
April 2018	The Board voted to go into executive session pursuant to Section 74-206(1)(c), Idaho Code, to discuss acquiring “an interest in real property which is not owned by a public agency.”

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections V.I.2 and V.W.2.a
Idaho Code, Section 33-3804 (b), (c), and (d) – Eminent domain power of the Board and University
Idaho Code, Section 7-701 et seq.

ALIGNMENT WITH STRATEGIC PLAN

Goal 2: Educational Attainment, Objective C: Access

BACKGROUND/ DISCUSSION

In April 2018, representatives from Boise State University briefed the Board in executive session on plans to acquire several parcels in its southeast expansion zone to facilitate construction of a baseball field. The parcels include:

1. 1104-1108 S. Grant Avenue (eight unit apartment complex)
2. 1116-1122 W. Beacon Street (four unit apartment complex)
3. 1101 S. Denver Avenue (surface parking lot)

In an effort to avoid condemnation, BSU has been in negotiations with all three property owners. BSU has reached a tentative agreement with the owner of Parcel 1, but has been unsuccessful in its negotiations with the owners of Parcels 2 and 3. In the event the negotiations are not successful, BSU requests approval to use condemnation to acquire these properties.

IMPACT

BSU will continue to use all reasonable efforts to acquire these properties through negotiations with property owners.

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

ATTACHMENTS

Attachment 1 – Property Map

STAFF COMMENTS AND RECOMMENDATIONS

Idaho Code, Section 7-701 allows the right of eminent domain to be exercised for public buildings and grounds for the use of the state. Idaho Code, Section 33-3804 provides the power for each public institution to exercise the right of eminent domain. Board Policy V.W. requires Board approval of legal actions involving the exercise of the right of eminent domain.

Board Policy V.I.2.a. requires Executive Director approval of acquisitions of real property over \$500,000 and up to \$1,000,000, and Board approval of acquisitions over \$1,000,000.

Representatives of BSU's administration will be ready to address any Board member questions on the request.

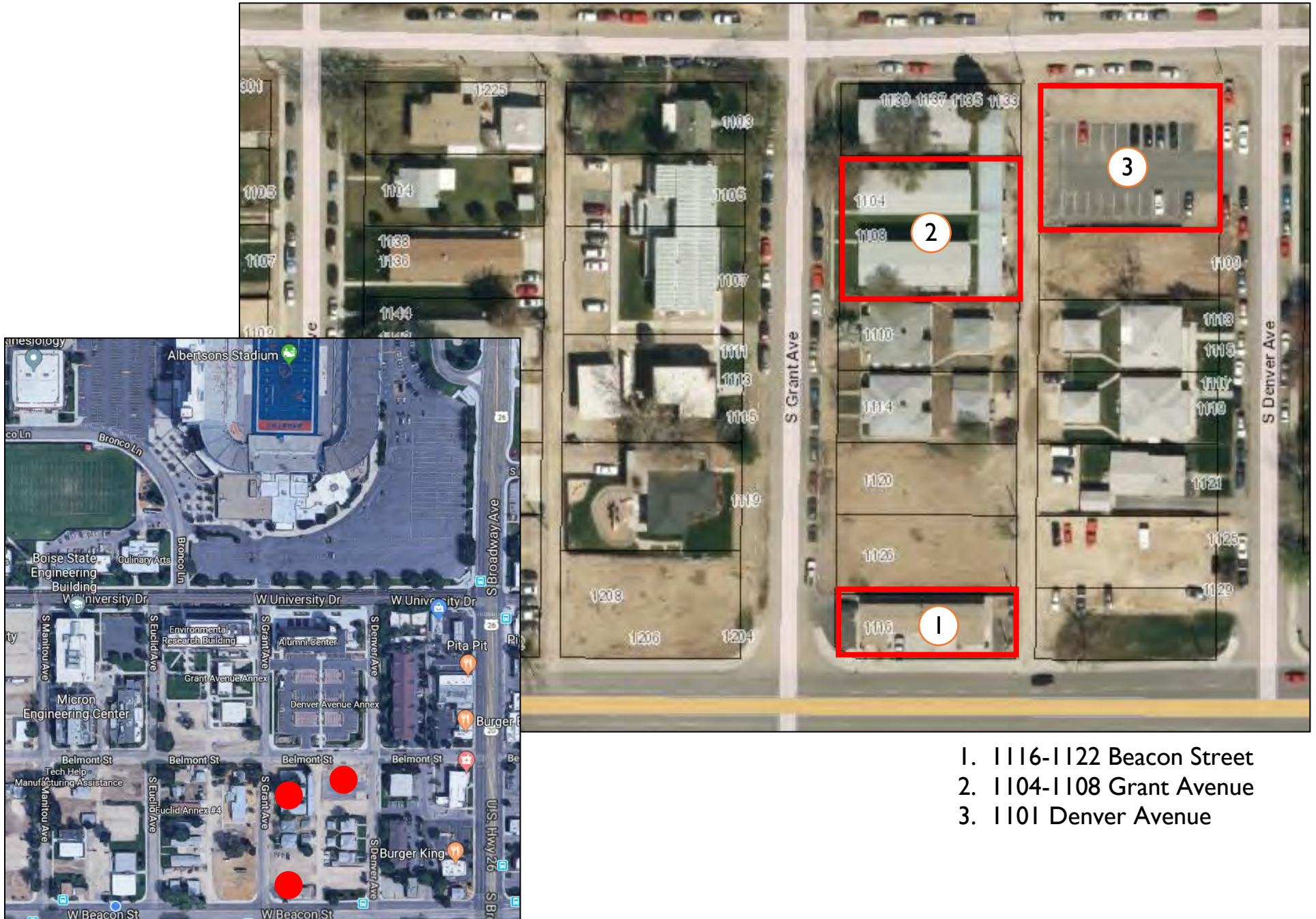
BOARD ACTION

I move to approve the request by Boise State University to acquire real property located at 1104-1108 South Grant Avenue, 1116-1122 West Beacon Street and 1101 South Denver Avenue through purchase and sale subject to Board Policy V.I.2.a., or by use of eminent domain legal proceedings if necessary, and to execute and ratify any required pleadings or transactional documents, including closing documents, necessary or convenient to carry out these actions for these properties.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

SOUTH CAMPUS ACQUISITIONS

ATTACHMENT 1



1. 1116-1122 Beacon Street
2. 1104-1108 Grant Avenue
3. 1101 Denver Avenue

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

UNIVERSITY OF IDAHO

SUBJECT

Capital Project Authorization Request, Planning and Design Phases, for the proposed Bruce M. Pitman Center Exterior Elevation Repairs.

REFERENCE

August 2017 Idaho State Board of Education (Board) approved six-year capital plan

APPLICABLE STATUTE, RULE, OR POLICY

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

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with the following goals and objectives of the State Board of Education Strategic Plan:

- **Goal 1, Well Educated Citizenry, Objectives A, B, C & D:**

The Bruce M. Pitman Center houses campus general education units tasked with recruitment, matriculation, and retention of students at the University of Idaho. The facility therefore plays a key role in providing access to higher education for the citizens of Idaho. In addition to providing access for traditional students, these units also have a mission support and serve the needs of non-traditional, adult learners. Present in the facility are tutoring and mentoring functions aimed at providing support for specific populations who rely on such resources. The Pitman Center also houses a unit which provides support for learners who require specific testing environments and needs.

The Pitman Center provides spaces for the hosting of conferences, seminars, events and programs which provide out of the classroom opportunities for University of Idaho students to explore ideas, cultures and experiences they might not receive in the course of their traditional academic programs. This fosters broad-minded, creative, critical thinkers ready to play an active role in leading the State of Idaho forward.

- **Goal 2, Innovation and Economic Development, Objectives A & D:**

The conference and event spaces within the Bruce M. Pitman center routinely host and support events such as Career Fairs which provide students and potential employers a forum for making connections. These spaces also provide a location for a host of activities and outreach events which both enrich the formal educational experience and meet the needs of the citizenry.

- **Goal 4, Effective and Efficient Educational System, Objectives B, & C:**
As noted above, The Bruce M. Pitman Center is a facility which supports the recruitment and retention of students. Similarly, the facility hosts numerous events and activities during the year which are aimed at the retention of faculty and staff, and which promote life-long learning for faculty, staff and the greater community.

The Pitman Center is specifically suited to serve in all of the roles mentioned herein, and it is an efficient and effective use of resources to invest in its maintenance and operation into the future. The University of Idaho Long Range Campus Development Plan notes the Pitman Center to remain in use and function well beyond the foreseeable limits of the planning horizon. The facility is in generally sound condition, and the University of Idaho has made significant investment in interior renovation of both academic and conference and event spaces over the course of recent years. Therefore, investment in maintaining the functionality of the structure through targeted renovation efforts such as this proposed project is far more efficient than alternatives involving attempts to create new facilities and spaces to replicate the functionality already in place at the Pitman Center.

BACKGROUND/DISCUSSION

This agenda item is an authorization request to allow UI to proceed with the planning and design phases of a capital project to replace the existing ceramic tile elevation on the Bruce M. Pitman Center (BPC) located on the main campus of the University of Idaho in Moscow, Idaho. The full, anticipated project cost is \$1,621,700. Recently, partial funding for this effort in the amount of \$1,021,700 was achieved through the supplemental FY2019 Permanent Building Fund (PBF) process. The remaining funding is to consist of \$600,000 from the UI central strategic reserves.

In compliance with Idaho State Board of Education Governing Policies & Procedure, Section V.K.3.a, this authorization Request is limited to the Planning and Design Phases of the overall effort. The Planning and Design Phase costs are estimated at \$146,900.

Planning Background and Project Description

The Bruce M. Pitman Center is a multi-use facility which houses key general education departments, many of which relate to the matriculation and enrollment management functions. Student Financial Aid, University Registrar, Student Accounts, University Admissions, Enrollment Management and the Campus Visits Office are located in the Building. In addition, other general education functions such as Records Management, Disabilities Support Services, and Human Resources Employee Development & Training also reside with the Pitman Center.

In addition to the general education functions housed within the Pitman Center, the facility is also used for non-general education functions such as student media,

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

conferences and events. The university apportions costs for maintenance, repairs and capital improvements according to an established ratio of 60/40 general education funding to non-general education funding.

The Bruce M. Pitman Center was built out in several phases and iteration over time. The newest addition to the structure dates to 1963 and is now 55 years old. Thus, the facility is approximately half way through an assumed life cycle of 100 years. While the facility is in generally good condition, and is assumed to remain for the foreseeable future in the UI's Long-Range Campus Development Plan (LRCDP), this 1963 wing is sheathed in an exterior ceramic mosaic tile skin which is now failing. The remaining portions of the exterior of the Pitman Center are cast concrete and clay brick masonry. These systems are in good condition and not of concern or part of the scope of this project.

In the past year, the failure rate of the ceramic tile exterior has dramatically increased, and tiles have fallen onto sidewalks and roof areas below. To date, there have not been any injuries, but the roof systems at lower roofing surfaces have been damaged and required repairs. Unfortunately, the original tile was pre-assembled in modular sheets and the tile is no longer manufactured or available. Therefore it is impossible to replace patches of missing, peeling and cracked tile with a matching tile. In addition the exterior walls are single-width CMU featuring below standard thermal insulation, leading to severe energy inefficiency and losses.

In the winter of 2017/18, the University of Idaho commissioned an evaluation and analysis of the exterior systems of the Pitman Center. Castellaw Kom Architects of Lewiston, Idaho (CKA), conducted the analysis and issued a report entitled "Pitman Center Exterior Renovation Feasibility Study," dated March 2018.

The CKA report evaluated several possible solutions and focused on five alternatives. The recommended solution is the installation of an exterior rain screen system which can be sheathed in exterior skin options such as metal or terracotta panels. Should terracotta panels be selected as part of the final design solution, they will better match the clay masonry brick portions of the exterior of the Pitman Center, and better comport with the overall aesthetic and architectural language of the greater campus of the University of Idaho. A tremendous advantage of the exterior rain screen system is that it can be installed directly over the existing tile system, thus eliminating the need to demolish the tiles which results in a large savings to the project. In addition, the system also offers the opportunity to add rigid insulation to the building. This new rigid insulation will be weather protected by the new exterior skin and will provide large operational savings as a result of reduced energy consumption.

In April 2018, UI submitted a request for funding to the Permanent Building Fund (PBF) as part of the process made possible by the appropriation of supplemental Alteration and Repair Category funding by the 2018 Legislature. In May, 2018, UI

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

was notified by the Division of Public Works that the project received PBF funding in the amount of \$1,021,700. The university will supplement this funding with an allocation of \$600,000, making the total project funding \$1,621,700.

Authorization Request

This request is for the requisite Capital Project Design Phase Authorization necessary to plan and design the proposed exterior elevation repair at the Bruce M. Pitman Center.

The total project effort, including the PBF supported portion, is currently estimated at \$1,621,700, to include design and construction costs and appropriate and precautionary contingency allowances.

The project is consistent with the outreach, recruitment, retention, enrollment management, work force development and extended, continuous learning strategic goals and objectives of the University of Idaho. As such, the project is fully consistent with UI's strategic plan.

In addition the project is fully consistent with the principles, goals, and objectives of UI's Long Range Campus Development Plan (LRCDP).

IMPACT

The immediate fiscal impact of this effort is to fund Planning and Design Phase costs of the project, with projected expenditures of approximately \$146,900. The overall project effort is anticipated to be \$1,621,700.

Overall Project

Funding

State	\$ 1,021,700
Federal (Grant):	
Other (UI)	
University	600,000
Gifted Funds	<u> </u>

Total	\$ 1,621,700
-------	--------------

Estimate Budget

A/E & Consultant Fees	\$ 146,900
Construction	1,113,200
Construction Cont.	111,300
Owner Cost & FFE	102,900
Project Cont.	<u>147,400</u>

Total	\$ 1,621,700
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ATTACHMENTS

Attachment 1 – Capital Project Tracking Sheet

STAFF COMMENTS AND RECOMMENDATIONS

The repairs to this facility will prevent additional costs incurred by damage from failing external tile. This authorization is only for the planning and design phase of this project. The Board will have another opportunity to approve or deny the project once the planning and design phase is complete, based on the final project design and cost.

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

This project was not part of the six-year capital plan approved by the Board in August 2017. This project is included in the six-year capital plan that the Board will take action on in Tab 2 of the BAHR Finance agenda.

Staff recommends approval.

BOARD ACTION

I move to approve the request by the University of Idaho to implement the Planning and Design phases of the Bruce M. Pitman Center Exterior Elevation Repairs as outlined in Attachment 1 at a cost not to exceed \$146,900.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Office of the Idaho State Board of Education
Capital Project Tracking Sheet
As of August, 2018

History Narrative

- 1 Institution/Agency:** University of Idaho **Project:** Capital Project Authorization Request, Planning, Programming and Design Phases, Bruce M. Pitman Exterior Elevation Repairs, University of Idaho, Moscow, Idaho.
- 2 Project Description:** A Capital Project to provide for the planning, programming and design of project to repair by replacement the existing ceramic tile elevation on the Bruce M. Pitman Center (BPC) located on the main campus of the University of Idaho in Moscow, Idaho.
- 3 Project Use:** As currently envisioned, it is the intent of the University of Idaho to plan, design and construct a capital project to repair the existing exterior of a portion of the Bruce M. Pitman Center (BPC) on the main campus of the University of Idaho. The project will address those portions of the BPC currently sheathed with a ceramic tile exterior skin. The ceramic tile is currently failing and cannot be repaired as it is no longer available. The clay brick masonry portions of the BPC will remain as is.
- 4 Project Size:** The existing Bruce M. Pitman Center is 115,400 gsf. This will not be changed as a result of this project.

Project Cost History:	Sources of Funds				Use of Funds*			
	PBF	ISBA	Other	Total Sources	Planning	Use of Funds Const	Other**	Total Uses
Initial Cost of Project. Planning, Programming and Design Phase Authorization request. August 2018	\$ 1,021,700	\$ -	\$ 600,000	\$ 1,621,700	\$ 146,900	\$ 1,113,200	\$ 361,600	\$ 1,621,700
History of Revisions:								
Total Project Costs	\$ 1,021,700	\$ -	\$ 600,000	\$ 1,621,700	\$ 146,900	\$ 1,113,200	\$ 361,600	\$ 1,621,700

* Figures quoted are for the Total Project Cost. The University intent is that any unused funding is carried forward to a future construction phase at the time such future construction phase may be approved by the Board of Regents.

** Owner's Costs, FFE, & Project Contingency, Any carry forward amounts are to be used in future phases which may be approved by the Board of Regents.

History of Funding:	PBF	ISBA	Other Sources of Funds-----				Total Other	Total Funding
			Institutional Funds (Gifts/Grants)	Student Revenue	Other***			
Initial Project funding via the FY201 PBF Supplemental Process. Funds will be available 1 July 2018.	\$ 1,021,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,021,700
Initial Cost of Project. Planning, Programming and Design Phase Authorization request. August 2018	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
Total	\$ 1,021,700	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 1,621,700	

*** UI Central Strategic Reserves

BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 16, 2018

LEWIS-CLARK STATE COLLEGE

SUBJECT

Approval of Tri-Partnership Development Agreement

APPLICABLE STATUTE, RULE, OR POLICY

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

ALIGNMENT WITH STRATEGIC PLAN

Goal 1, Objective A and B; Goal 2, Objectives B and D: This development agreement allows the college to move forward in development of the building of a Career-Technical Education Center which will facilitate new opportunities and partnerships with the Lewiston High School and the City of Lewiston, and together with these two entities, compose what is commonly called the "Tri-partnership". This development agreement sets forth the shared responsibilities between the three entities, allowing each to begin fully developing its site.

BACKGROUND/DISCUSSION

In 2004, Lewis-Clark State College (LCSC), the City of Lewiston and Independent School District No. 1 of Nez Perce County jointly acquired approximately 310 acres in Lewiston. The Board approved LCSC's part of this acquisition in August of 2004 by moving "[t]o approve the purchase of 57 acres of vacant real property in east Lewiston for the construction for a skid pad training course for the LCSC Workforce Training program. " The motion passed unanimously. At the time, concrete prices made the construction of the skid pad cost prohibitive and the project was put on hold.

In 2016, as LCSC has developed the plans for its Career-Technical Education Center, the three entities have worked together to develop a model to separate the land into individual parcels. Although a different part of the overall site was initially envisioned for LCSC, the College worked with the partners to relocate its portion to a location in closer proximity to the high school and with better access to necessary utilities, creating greater efficiency in construction. Although the size of LCSC's parcel would be reduced from 57 acres to approximately 30.5, the cost to build is significantly reduced and it creates a better collaborative tie to the new Lewiston High School, which will soon begin construction.

The development agreement further secures specific property boundaries for LCSC on which to locate its Career-Technical Education Center. The site proposed is a 30 acre site. The new CTE center was added to LCSC's six year plan and approved by the Board in August of 2017.

The development agreement currently calls for a 99-year lease in order to move forward and further gives LCSC the option to renew for two more 99-year terms at

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a cost of \$1 per year. The process for the transfer of property and platting is a lengthy process, and this lease allows each entity to move forward with construction on its individual timetable. The intent is very clearly for LCSC to own its own parcel; the development agreement allows that process to occur on a parallel path with the processes related to the Lewiston School District's construction of the new Lewiston High School and to move forward with the infrastructure needed immediately.

The infrastructure for necessary off-site improvements has been developed concurrently. Working with legal counsel for each of the entities and the civil engineers who have been invested in this project since the land was acquired in 2004, the development agreement was constructed to distribute responsibility for the infrastructure in an equitable manner. The total cost of the infrastructure is \$6,099,699, 46.09% to be paid by the City of Lewiston, 34.95% to be paid by the Lewiston School District and **18.96% to be paid by LCSC**. This includes infrastructure onsite, such as water lines, franchise utility fees, and roads and sidewalks to be built on the tri-partnership site. It also includes offsite improvements such as crosswalks, intersections and sidewalks leading to the site.

The building project, developed by the three entities, has received widespread support at the local and federal levels. LCSC has received donations as listed below from Clearwater Paper, the Avista Foundation, CCI/Speer, and an anonymous donor, as well as an Economic Development Administration matching grant for equipment. LCSC's CTE building has also garnered a significant gift from Schweitzer Engineer Laboratories (SEL), which desires to co-create educational and career pathways for students. Dr. Ed Schweitzer and his wife Beatriz also personally committed funding to LCSC for the building. Thus far, LCSC has received \$4.71M in grants and gifts for this project, and more importantly, has been working with local industry and the high school to create and expand educational opportunities for students.

• Clearwater Paper	\$ 10,000
• Avista Foundation	\$ 20,000
• CCI/Speer	\$ 20,000
• Anonymous donor	\$ 40,000
• Economic Development Administration	\$1,560,000
• Dr. Ed and Beatriz Schweitzer	\$1,000,000
• <u>Schweitzer Engineering Laboratories</u>	<u>\$2,000,000</u>
• TOTAL	\$4,710,000

This forward-looking and bold confluence of LCSC, the city, the school district and local industry has made this an exciting venture. After a collaborative process with the engineering firm, this development agreement was the result of hours of discussion about an equitable approach to handling project infrastructure development and associated costs. The Lewiston City Council and the Lewiston School Board have approved the development agreement, which now is proposed

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to the Idaho State Board of Education for authorization, thereby allowing LCSC to move forward with securing the land in order to request approval for construction, and which allows the other entities to move forward on their timelines.

IMPACT

The cost of the development agreement is \$1.156M to cover common infrastructure and some offsite improvements, based on a shared traffic impact study. LCSC has the ability to fund these projects through use of institutional resources. This allows each of the three entities to move forward on the various projects. Inaction delays each of the entities from moving forward on the various aspects of this truly tri-partnership education project.

ATTACHMENTS

Attachment 1 – Proposed Development Agreement

STAFF COMMENTS AND RECOMMENDATIONS

Board Policy V.K. requires that capital construction projects totaling more than \$1M must be approved by the Board. This tri-partnership agreement has already been approved by Lewiston City and the Lewiston School Board. The total cost of the project is approximately \$6.1M with the city paying \$2.8M and the school district paying \$2.1M.

Staff recommends approval.

BOARD ACTION

I move to approve the request by Lewis-Clark State College for approval of the Development Agreement between the College, the City of Lewiston and the Lewiston School District #1 and authorize the institution to spend the necessary funds, currently estimated at \$1.156M, from its reserves in order to create the infrastructure for its Career-Technical Education Center.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to approve the request by Lewis-Clark State College to transfer ownership of its interest in the 310 acres jointly owned by Lewis-Clark State College, the City of Lewiston and Independent School District No. 1 of Nez Perce County as proposed in the Development Agreement for the purpose of allowing Lewis-Clark State College to own its own parcel of approximately 30.5 acres on which Lewis-Clark State College intends to construct the Career-Technical Education Center.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

DEVELOPMENT AGREEMENT

This Development Agreement ("Agreement") is made by and between the City of Lewiston, an Idaho municipal corporation ("City"); the State of Idaho, acting by and through the Idaho State Board of Education as Trustees for Lewis-Clark State College ("LCSC"); and Independent School District No. 1 of Nez Perce County, Idaho ("District"). City, LCSC, and District may also individually be referred to as "Party" or collectively as "Parties."

RECITALS

WHEREAS, on or about September 13, 2004, the Parties entered into an agreement for the acquisition and development of certain property located in Nez Perce County, Idaho ("2004 Agreement"); the 2004 Agreement was recorded as Instrument No. 711592 with the Nez Perce County Recorder;

WHEREAS, on or about September 20, 2004, the Parties jointly acquired said real property: "Parcel 1" and "Parcel 2" as more fully described in Instrument No. 709647, recorded with the Nez Perce County Recorder;

WHEREAS, on or about December 10, 2007, the Parties transferred their ownership interest in Parcel 1 to the City pursuant to Instrument No. 751559, recorded with the Nez Perce County Recorder;

WHEREAS, the Parties have jointly pursued development of Parcels 1 and 2 under various plans and arrangements since the date the Parties acquired Parcels 1 and 2;

WHEREAS, the Parties have arrived at a final plan for development of Parcels 1 and 2, as set forth in this Agreement;

WHEREAS, this Agreement includes infrastructure and uses by each Party that will require cooperation and the contribution of significant resources by the Parties and the distribution of the real property comprising Parcels 1 and 2 in a manner that will create new legal parcels; said new legal parcels are identified in this Agreement as Areas A, B, and C;

WHEREAS, the Parties wish to set forth the terms and conditions under which the development of Parcels 1 and 2 will be pursued and accomplished;

WHEREAS, the Parties are entering into this Agreement pursuant to the authority granted to each Party under Idaho Code § 67-2332; and

WHEREAS, the Parties understand and acknowledge that this Agreement does not, in any manner, impair or replace the City's regulatory authority over the improvements, including on-site and off-site improvements, herein described.

NOW, THEREFORE, in consideration of the promises set forth herein, other good and valuable consideration, the receipt of which is hereby acknowledged, and intending to be legally bound, the Parties hereto agree as follows:

1. **Approval by Governing Bodies.** The Parties recognize and recite that no Party shall be bound to this Agreement unless and until the Agreement is approved by all of the following governing bodies: the City Council of the City; the School Board of the District; and the Idaho State Board of Education.
 - 1.1. The Parties recognize and recite that approval of this Agreement by the Idaho State Board of Education will authorize LCSC to engage in the project up to the amounts estimated in this Agreement—subject to the terms, conditions, and limitations set forth in this Agreement. Pursuant to Section V(K)(5) of the Governing Policies and Procedures of the Idaho State Board of Education, LCSC shall have discretion, but not the obligation, to contribute funds to increases in the amounts estimated in this Agreement, so long as LCSC's total additional contributions do not exceed the lesser of five percent (5%) or Five Hundred Thousand Dollars (\$500,000) of the total estimated amount.
 - 1.2. The Parties recognize and recite that approval of this Agreement by the School Board of the District will authorize the District to engage in the project up to the amounts estimated in this Agreement—subject to the terms, conditions, and limitations set forth in this Agreement. However, the District Superintendent shall have discretion, but not the obligation, to, without additional School Board approval, approve the contribution of District funds to increases in the amounts estimated in this Agreement, so long as the District's total additional contributions do not exceed the lesser of five percent (5%) or Five Hundred Thousand Dollars (\$500,000) of the total estimated amount.
 - 1.3. The Parties recognize and recite that approval of this Agreement by the City Council will authorize the City to engage in the project up to the amounts estimated in this Agreement—subject to the terms, conditions, and limitations set forth in this Agreement. However, the City Manager shall have discretion, but not the obligation, to, without additional City Council approval, approve the contribution of City funds to increases in the amounts estimated in this Agreement, so long as the City's total additional contributions do not exceed the lesser of five percent (5%) or Five Hundred Thousand Dollars (\$500,000) of the total estimated amount.
2. **Development Plan.** The Parties agree to jointly pursue development of Parcels 1 and 2 as set forth in Exhibit A and further described herein.
3. **Right of First Refusal.** In the event a Party desires to sell all or any portion of Areas A, B, or C after such real property is conveyed in accordance with this Agreement, then such Party ("Seller") shall first offer, in writing, such property to the other Parties. The other Parties shall have thirty (30) calendar days following Seller's written offer to reach an agreement with the Seller regarding the price and terms of conveyance. If only one of the other Parties desires to purchase the real property, then that Party shall purchase the entire property. If both of the other Parties desire to purchase the real property, then the other Parties shall purchase in such shares as mutually agreed upon. If the other Parties are unable to agree, then they shall purchase the property in equal shares.

If the other Parties cannot reach an agreement with Seller within thirty (30) calendar days following Seller's written offer, then Seller may proceed to sell or otherwise convey such property in accordance with applicable law. If the applicable law requires that the property be sold by auction, then Seller shall notify the other Parties of the date and time of such auction, and the other Parties shall be allowed to bid on the property.

This right of first refusal shall not apply to a transfer by one of Party to another governmental entity. This Right of First Refusal shall survive the conveyance of property set forth in Section 4 of this Agreement.

4. **Conveyance of Property.** This Agreement sets forth separate title ownership over to-be-created legal parcels, herein referred to as Areas A, B, and C. The Parties agree to convey said areas as soon as reasonably possible. No Party shall take any action to create, memorialize, further, or secure any encumbrance on title or any other cloud on title of property to be conveyed to another Party absent express written consent by the Party to which such area will be conveyed. Notwithstanding the foregoing, any Party may record the *Memorandum of Development Agreements*, as set forth in Exhibit B, on Parcels 1 and 2.
 - 4.1. **Area A.** Area A is identified in Exhibit C. Area A shall be distributed to the District.
 - 4.2. **Area B.** Area B is identified in Exhibit C and more particularly described in Exhibit D. Area B shall be distributed to LCSC.
 - 4.3. **Area C.** Area C is identified in Exhibit C. Area C shall be distributed to the City.
 - 4.4. **Right to Specific Performance.** It is hereby agreed that Areas A, B, and C are unique and, in the event that any Party breaches Section 4 of this Agreement, the non-defaulting Party shall have the right to specific performance.
5. **Lease of Area B.** The Parties hereby lease Area B to LCSC. During the term of this lease, LCSC shall have all authority to manage and operate Area B as if it were the true owner thereof, subject only to the terms of this Agreement.
 - 5.1. **Term & Renewal Terms.** This Lease shall be for a term of Ninety-Nine (99) years, commencing as of the Effective Date of this Agreement and continuing through June 30, 2117. LCSC shall have the right to renew this lease for two (2) additional Ninety-Nine (99) year terms. The lease payment due for each term shall be \$1.00 per year, payable on or before January 1 of each year.
 - 5.2. **Ownership of Improvements.** LCSC shall be the sole owner of all improvements that may be placed and/or constructed upon Area B by it and the same shall be considered as and remain the property of LCSC, and all of the same may be sublet and/or mortgaged by LCSC, subject to the provisions of this Agreement. Notwithstanding the foregoing, LCSC shall not own dedicated public rights-of-way or infrastructure placed in public easements.
 - 5.3. **Termination upon Conveyance of Area B.** Upon the conveyance of Area B as set forth in Section 4 of this Agreement, the Parties' rights under this lease arrangement and LCSC's lease of Area B shall terminate.
6. **Lease to City.** The Parties hereby lease to City the real property described in Exhibit E ("City Lease Area"). During the term of this lease, City shall have all authority to manage and operate the City Lease Area as if it were the true owner thereof, subject only to the terms of this Agreement.
 - 6.1. **Term & Renewal Terms.** This Lease shall be for a term of Ninety-Nine (99) years, commencing as of the Effective Date of this Agreement and continuing through June 30, 2117. City shall have the right to renew this lease for two (2) additional Ninety-Nine (99) year terms. The lease payment due for each term shall be \$1.00 per year, payable on or before January 1 of each year.
 - 6.2. **Annual Appropriations Required.** The term and all renewal terms of this lease agreement are wholly contingent upon City's annual appropriation of funds for said lease. Said appropriations may be made solely at the option and discretion of City. In the event that City

does not appropriate funds for this lease for an ensuing fiscal year, for any reason, City may terminate this Agreement without penalty. City shall give prompt written notice to the other Parties attesting to the non-appropriation of funds and the effective date of termination, and no financial obligations shall accrue after the effective date of said termination. In the event that a court of competent jurisdiction finds this lease agreement to be unlawful, the Parties hereby agree that this Section 6 is intended to be completely severable from this Agreement and the remainder of this Agreement shall remain in full force and effect.

6.3. Ownership of Improvements. City shall be the sole owner of all improvements that may be placed and/or constructed upon the City Lease Area by it and the same shall be considered as and remain the property of City. All of the same may be sublet and/or mortgaged by City, subject to the provisions of this Agreement.

6.4. Termination upon Conveyance of Areas. Upon the conveyance of Areas A, B, and C as set forth in Section 4 of this Agreement, the Parties' rights under this lease arrangement and City's lease of the City Lease Area shall terminate.

7. **Future Cooperation.** The Parties recognize and recite that the Common Infrastructure and Off-site Improvements detailed herein are the anticipated improvements and that unforeseen conditions, not caused by the conduct of any Party, might require changes to such Common Infrastructure and Off-site Improvements to achieve the development of Parcels 1 and 2. The Parties agree to continue to work in good faith on an infrastructure design that will allow each of the Parties to fully utilize its property while holding the overall cost to a minimum and to allocate the cost amount the Parties in an equitable manner, taking into account all relevant factors, including prior contributions by the Parties. Notwithstanding the foregoing, the Parties understand that the contributions toward the cost of infrastructure by each of the Parties and the timing of those contributions will be dependent upon: (a) the constitutional, statutory, and regulatory authorities governing each Party; and (b) the availability of funds for the particular improvement.
8. **Common Infrastructure.** This Agreement sets forth several projects for infrastructure that will serve the uses anticipated by the Parties on Areas A, B, and C ("Common Infrastructure"). The Common Infrastructure is more particularly set forth in Exhibit F: *Engineer's Estimate for Common Infrastructure*.
 - 8.1. **Waterlines.**
 - 8.1.1. **Infrastructure Description.** A 12-inch water main will be extended from the existing 16-inch main on Warner Avenue and run to the intersection/connection point with the high school entrance. From said intersection/connection point, a 10-inch water main will be extended north, along the to-be-constructed 12th Street to the intersection with 11th Street. From said intersection a 12-inch water main will be extended north, along the to-be-constructed 11th Street to the north property line of Area B. On 11th Street, the existing 12-inch water main will be extended to the north property line of Area B, and it will be rerouted where the water main currently jogs into the right-of-way.
 - 8.1.2. **Anticipated Cost.** The Parties anticipate the costs for said waterlines to be \$785,950.00 as set forth on page 1 of Exhibit F.
 - 8.1.3. **Cost Sharing.** The Parties shall share the costs associated with installation of this infrastructure in equal thirds.

8.2. Construction of 12th Street (Warner to 11th).

8.2.1. Infrastructure Description. A roadway will be constructed looping from the 12th Street/Warner Avenue Intersection north and connecting back to an extension of the existing Park Avenue/11th Street. The roadway will utilize two typical sections including 12th Street Typical Section (73-foot right-of-way, 3 lanes) and 12 Street Narrowed Section (73-foot right-of-way, 2 lanes). Both typical sections include a 6-foot wide concrete sidewalk along the western/ south side of the roadway and a 10-foot wide plant mix pavement bike path along the eastern/north side of the roadway. The roadway will transition between these two typical sections, in order to accommodate a left turn lane in areas of heavier turning movements to improve safety and level of service. The narrowed section is proposed to discourage on-street parking. Storm water will be collected via curb inlets into roadside swales. Flood routing overflow accommodations through the parcels will be developed. The anticipated roadway sections are more particularly set forth in Exhibit G to this Agreement. Exhibit G may be amended upon written agreement between the City Manager, District Superintendent, and President of LCSC.

8.2.2. Anticipated Cost. The Parties anticipate the costs for said roadway work to be \$1,801,140.00 as set forth on page 1 of Exhibit F.

8.2.3. Cost Sharing. The City shall bear 44.69% of all costs associated with installation of this infrastructure. The District shall bear 33.20% of all costs associated with installation of this infrastructure. LCSC shall bear 22.11% of all costs associated with installation of this infrastructure.

8.3. Construction of 11th Street (End of existing road to North Property Line of Area B).

8.3.1. Infrastructure Description. A roadway will be constructed extending the existing Park Avenue roadway to the north property line of Area B with a proposed 62-foot right-of-way, 2 lanes with a 10-foot concrete sidewalk/path along the eastern side and a roadside ditch along the western side. The anticipated roadway construction is more particularly set forth in Exhibit H to this Agreement. Exhibit H may be amended upon written agreement between the City Manager, District Superintendent, and President of LCSC.

8.3.2. Anticipated Cost. The Parties anticipate the costs for said roadway work to be \$905,135.00 as set forth on page 1 of Exhibit F.

8.3.3. Cost Sharing. The City shall bear 43.87% of all costs associated with installation of this infrastructure. The District shall bear 33.69% of all costs associated with installation of this infrastructure. LCSC shall bear 22.44% of all costs associated with installation of this infrastructure.

8.4. Franchise Utilities

8.4.1. Infrastructure Description. A joint utility trench will be installed with franchise utilities to be located within a 10-foot wide utility easement along one side of the proposed 12th Street and 11th Street roadways. The joint utility trench is anticipated to include a bank of conduits for Avista, Cable One, Century Link, LHS fiber, and likely Port of Lewiston fiber.

8.4.2. Anticipated Cost. The Parties anticipate the costs for said franchise utility work to be \$304,414.00 as set forth on page 1 of Exhibit F.

8.4.3. Cost Sharing. The Parties shall share the costs associated with installation of this infrastructure in equal thirds. If a Party desires an additional utility for its own use to be

provided to its property, such as fiber, then such Party shall pay for such infrastructure at its own expense.

8.5. Park Ave & 10th Street Intersection

8.5.1. Infrastructure Description. The existing intersection of Park Ave. and 10th Street shall be modified to (a) provide separate right-hand and left-hand turn lanes from Park onto 10th Street; (b) provide 3 lanes on 10th Street with a dedicated left hand turn bay onto Park Ave East and a dedicated receiving/merge lane for left hand turns from Park East onto 10th Street; and (c) install a raised median/curb to inhibit through traffic from using Park Avenue west of 10th Street.

8.5.2. Anticipated Cost. The Parties anticipate the costs for said intersection work to be \$182,160.00 as set forth on page 1 of Exhibit F.

8.5.3. Cost Sharing. The City shall bear 26.1% of all costs associated with installation of this infrastructure. The District shall bear 63.4% of all costs associated with installation of this infrastructure. LCSC shall bear 10.5% of all costs associated with installation of this infrastructure.

8.6. Warner Avenue Roundabout

8.6.1. Infrastructure Description. A roundabout will be constructed at the intersection of 12th Street and Warner Avenue.

8.6.2. Anticipated Cost. The Parties anticipate the costs for said roundabout work to be \$451,550.00 as set forth on page 1 of Exhibit F.

8.6.3. Cost Sharing. The City shall bear 26.1% of all costs associated with installation of this infrastructure. The District shall bear 63.4% of all costs associated with installation of this infrastructure. LCSC shall bear 10.5% of all costs associated with installation of this infrastructure.

8.7. Warner Avenue Frontage

8.7.1. Infrastructure Description. The frontage along the existing Warner Avenue will be improved by widening Warner Avenue (20 feet from centerline) to the north with curb and gutter alongside the northern edge of Warner Avenue including curb inlets into a roadside swale.

8.7.2. Anticipated Cost. The Parties anticipate the costs for said frontage work to be \$286,660.00 as set forth on page 1 of Exhibit F.

8.7.3. Cost Sharing. The City shall bear 43.87% of all costs associated with installation of this infrastructure. The District shall bear 33.69% of all costs associated with installation of this infrastructure. LCSC shall bear 22.44% of all costs associated with installation of this infrastructure.

9. Off-site Improvements. This Agreement sets forth several projects for improvements not on or directly adjacent to Areas A, B, and C, but that will serve the uses anticipated by the Parties on Areas A, B, and C (“Off-site Improvements”). The Off-site Improvements are more particularly set forth in Exhibit I: *Engineer’s Estimate for Off-site Improvements*.

9.1. 10th Street between Park Avenue to Stewart Avenue

9.1.1. Improvement Description. Approximately 2,000 feet of 10th Street on the west side, running between Park Avenue and Stewart Avenue, will be widened to 20 feet from the centerline, which will include curb, gutter, and a 5-foot wide sidewalk. The east side of

the intersection at Stewart and Preston will be widened with asphalt paving to accommodate left turn lanes.

9.1.2. Anticipated Cost. The Parties anticipate the costs for said roadway work to be \$741,606.25 as set forth on page 1 of Exhibit I.

9.1.3. Cost Sharing. The City shall bear 69.04% of all costs associated with installation of this infrastructure. The District shall bear 26.56% of all costs associated with installation of this infrastructure. LCSC shall bear 4.4% of all costs associated with installation of this infrastructure.

9.2. Warner Avenue between 10th Street and 13th Street

9.2.1. Improvement Description. Approximately 2,540 feet of Warner Avenue, running between 10th Street and 13th Street, will be widened to a 40-foot cross-section (no sidewalks) that includes 14-foot wide northbound and southbound lanes with a 12-foot wide two-way left-turn lane.

9.2.2. Anticipated Cost. The Parties anticipate the costs for said roadway work to be \$489,775.00 as set forth on page 1 of Exhibit I.

9.2.3. Cost Sharing. The City shall bear 69.04% of all costs associated with installation of this infrastructure. The District shall bear 26.56% of all costs associated with installation of this infrastructure. LCSC shall bear 4.4% of all costs associated with installation of this infrastructure.

9.3. Warner Avenue & 10th Street Intersection

9.3.1. Improvement Description. The existing intersection of Warner Avenue and 10th Street shall be modified to: (a) provide re-striping to include a northbound left-turn lane from Warner Avenue onto 10th Street; (b) remove the existing northbound 10th Street stop-control; and (c) install STOP signs for eastbound and westbound traffic on Warner Avenue.

9.3.2. Anticipated Cost. The Parties anticipate the costs for said roadway work to be \$26,881.25 as set forth on page 1 of Exhibit I.

9.3.3. Cost Sharing. The City shall bear 69.04% of all costs associated with installation of this infrastructure. The District shall bear 26.56% of all costs associated with installation of this infrastructure. LCSC shall bear 4.4% of all costs associated with installation of this infrastructure.

9.4. Pedestrian Crossing Safety Improvements

9.4.1. Improvement Description. Four painted crossings, with signage and flashing beacons (2 per crossing) will be installed at crossing points to be determined by the then-existing engineer responsible for providing professional services for the installation of these improvements.

9.4.2. Anticipated Cost. The Parties anticipate the costs for said roadway work to be \$124,437.50 as set forth on page 1 of Exhibit I.

9.4.3. Cost Sharing. The City shall bear 69.04% of all costs associated with installation of this infrastructure. The District shall bear 26.56% of all costs associated with installation of this infrastructure. LCSC shall bear 4.4% of all costs associated with installation of this infrastructure.

- 10. Incidental Project Costs.** Costs incidental to the Common Infrastructure and Off-site Improvements projects shall be split among the Parties in the same manner as the total distribution of costs for each project to which the costs are incidental.
- 11. Appropriations Provision.** In accordance with Article VIII, § 3 of the Idaho Constitution, City, LCSC, and/or District may terminate their respective participation in this Agreement in the event that City, LCSC, or District does not appropriate funds to satisfy its obligations under this Agreement for an ensuing fiscal year. In such event, City, LCSC, and/or District shall give prompt written notice to the other Parties attesting to the non-appropriation of funds and the effective date of termination of such Party's participation in this Agreement, and no financial obligations shall accrue to such terminating entity after the effective date of said termination.
- 12. Method of Payment for Cost Sharing Contributions.** The Parties shall be billed directly by the then-existing engineer responsible for providing professional services for the installation of the relevant Common Infrastructure and/or Off-site Improvements in the percentages set forth in this Agreement. Each Party shall be responsible for tendering proper payment directly to said engineer.
- 13. Project Manager.** The Parties shall hire a Project Manager who shall administer the design, procurement, schedule, and inspection of the Common Infrastructure and Off-site Improvements set forth in this Agreement. The Parties shall share the costs of the Project Manager in equal thirds.
- 14. Timing of Common Infrastructure and Off-site Improvements.** The Common Infrastructure and Off-site Improvements will be accomplished in accordance with the timelines set forth in Exhibit J.
- 15. Miscellaneous Provisions**
- 15.1. Assignment/Binding Effect/Successors in Interest.** Except as otherwise noted, the Parties intend the provisions of this Agreement shall be binding upon and inure to the benefit of each of the Parties and their respective successors and assigns.
- 15.2. Attorney Fees.** Should any Party find it necessary to enforce any term or condition contained within this Agreement in a court of law or through arbitration, the prevailing Party therein shall be entitled to an award of reasonable attorney fees and costs to be taxed as part of any judgment or award presented.
- 15.3. Cooperation & Covenants of the Parties.** The Parties covenant and agree that they shall execute or cause to be executed any and all further instruments and documents and will perform or will cause to be performed any and all further acts necessary to implement and accomplish the transactions herein contemplated.
- 15.4. Construction of Ambiguities.** The Parties to this Agreement hereby recite that each has been provided an opportunity to seek the advice of legal counsel in connection with this Agreement and, therefore, that the rule of construction that ambiguities shall be construed against the drafter shall not be applicable.
- 15.5. Counterparts.** This Agreement may be executed in one or more counterparts, with the same effect as if all Parties had signed the same document. Each such counterpart will be an original, but all such counterparts together will constitute a single agreement. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature will create a valid and binding obligation of the Party executing

(or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original agreement.

- 15.6. Governing Law & Venue.** This Agreement shall be construed and governed by the laws of the State of Idaho. Venue shall be in the District Court of the County of Nez Perce, State of Idaho.
- 15.7. Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- 15.8. Incorporation of Recitals & Exhibits.** The foregoing recitals are hereby incorporated into and made a part of the Agreement, including all defined terms referenced therein. The exhibits to this Agreement (A through J) are hereby incorporated into and made a part of the Agreement.
- 15.9. Modification.** This Agreement may be amended or modified only by a writing signed by all Parties.
- 15.10. No Third-Party Beneficiaries.** No provision of this Agreement shall in any way inure to the benefit of any third person (including a local municipality or the public at large) so as to constitute any such person a third-party beneficiary of the Agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person or entity not a Party hereto.
- 15.11. Nonwaiver.** No delay or failure by any Party to exercise any right under this Agreement, and no partial or single exercise of that right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
- 15.12. Notices.** Any notice, offer, or other written instrument required or permitted to be given, made, or provided hereunder shall be in writing, signed by the Party giving or making the same, and shall be sent by certified mail to the other Parties hereto.
- 15.13. Prior & Contemporaneous Agreements.** This Agreement contains the entire Agreement of the Parties with respect to the subject matter contained herein and supersedes all prior and contemporaneous verbal agreements and all prior written agreements of the Parties, including, but not limited to, the 2004 Agreement.
- 15.14. Severability.** All of the clauses of this Agreement are distinct and severable, and if any clause shall be deemed illegal, void, or unenforceable by a court of competent jurisdiction, it shall not affect the validity, legality, or enforceability of any other clause or portion of this Agreement.
- 15.15. Survival.** The Parties agree that the representations, warranties and covenants contained in this Agreement shall survive the conveyance of property set forth in Section 4 of this Agreement.
- 15.16. Effective Date.** This Agreement shall be effective as of the date of the last signature hereto (“Effective Date”).

Intentionally left blank

IN WITNESS WHEREOF, the Parties have executed this Agreement on the last day and year written below.

DATED this _____ day of _____, 2018.

CITY OF LEWISTON

By: _____
Michael G. Collins, Mayor

ATTEST:

Kari J. Ravencroft, City Clerk

DATED this _____ day of _____, 2018.

**STATE OF IDAHO, ACTING BY AND THROUGH
THE IDAHO STATE BOARD OF EDUCATION AS
TRUSTEES FOR LEWIS-CLARK STATE COLLEGE**

By: _____
Linda Clark, President

DATED this _____ day of _____, 2018.

**INDEPENDENT SCHOOL DISTRICT NO. 1 OF
NEZ PERCE COUNTY, IDAHO**

By: _____
Bradley R. Rice, President

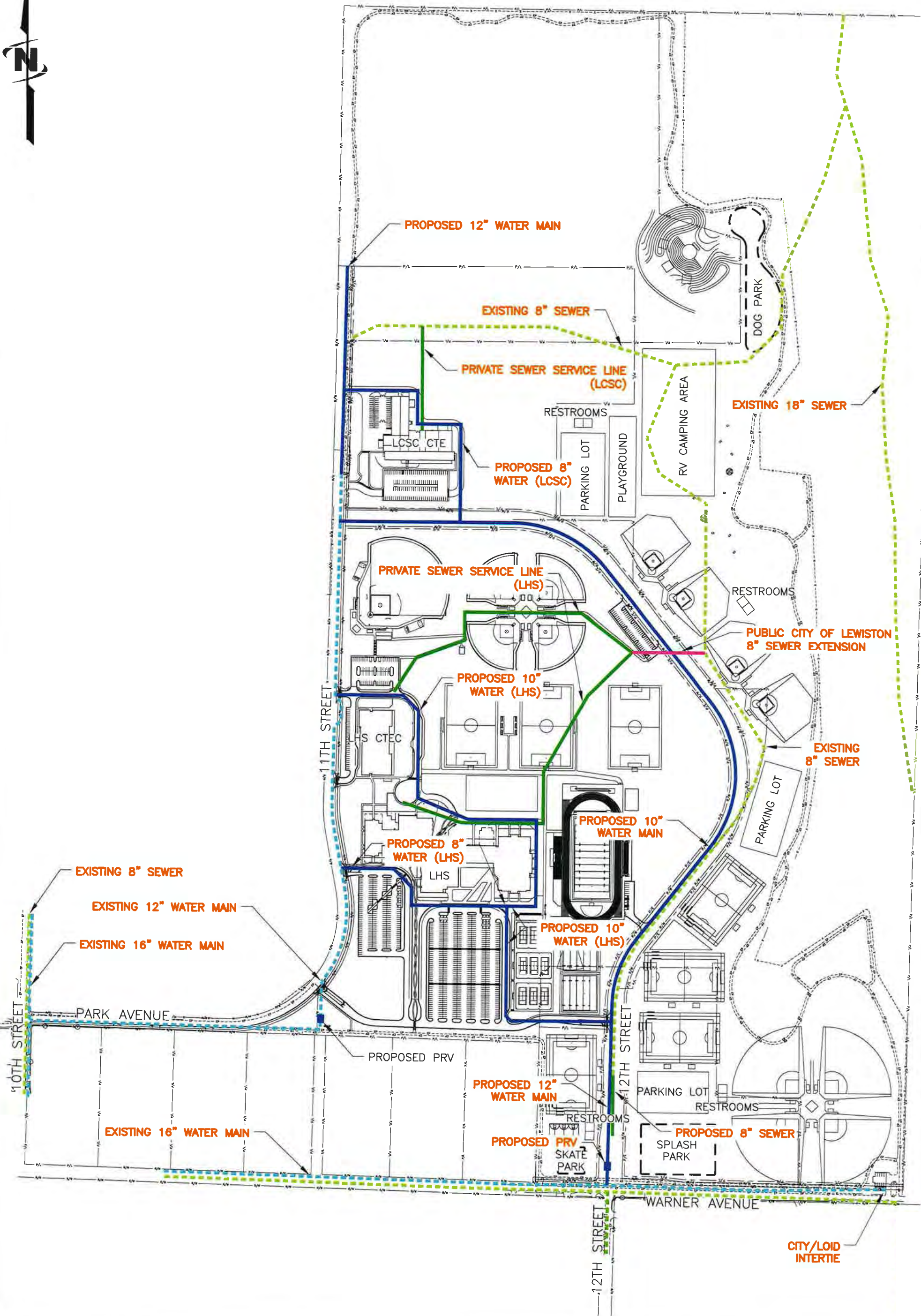
LIST OF EXHIBITS

- Exhibit A. Development Plan
- Exhibit B. Memoranda of Development Agreement
- Exhibit C. New Parcel Map, showing Areas A, B, & C
- Exhibit D. Legal Description of Area B
- Exhibit E. Legal Description of City Lease Area
- Exhibit F. Engineer's Estimate for Common Infrastructure
- Exhibit G. 12th Street Roadway Construction
- Exhibit H. 11th Street Roadway Construction
- Exhibit I. Engineer's Estimate for Offsite Improvements
- Exhibit J. Schedule of Common Infrastructure and Off-site Improvements

EXHIBIT A

Development Plan

Plot Date: 4/16/2018 4:15 PM Plotted By: Bill Rowland
Date Created: 4/12/2018 PROJECTS: AUB 21-18-015 TRI PARTNERSHIP INFRASTRUCTURE 21-18-015 CAD SHEET: EXHIBITS WATER SEWER IMPROVEMENTS.DWG



WATER & SEWER PROPOSED IMPROVEMENTS

EXHIBIT B

Memoranda of Development Agreement

(Above space for Recorder's use)

MEMORANDUM OF DEVELOPMENT AGREEMENT – SCHOOL DISTRICT

PARTIES:	CITY OF LEWISTON	OWNER/GRANTOR
	STATE OF IDAHO, ACTING BY AND THROUGH THE IDAHO STATE BOARD OF EDUCATION AS TRUSTEES FOR LEWIS- CLARK STATE COLLEGE	OWNER/GRANTOR
	INDEPENDENT SCHOOL DISTRICT NO. 1 OF NEZ PERCE COUNTY, IDAHO	OWNER/GRANTOR
	INDEPENDENT SCHOOL DISTRICT NO. 1 OF NEZ PERCE COUNTY, IDAHO	GRANTEE

RECITALS:

A. Owner/Grantors are the title owners of certain property located in Nez Perce County, Idaho as more fully described in Instrument No. 709647, recorded with the Nez Perce County Recorder (“Original Premises”).

B. The Original Premises consists of unimproved land, which the Parties intend to improve pursuant to a Development Agreement entered into by and between the Parties in or about June 2018.

C. Pursuant to said Development Agreement, upon approval of the plat application anticipated therein, the Parties have bound themselves to convey a portion of the Original Premises to Grantee (“Area A”).

D. Pursuant to said Development Agreement, each Party has agreed not to take any action to create, memorialize, further, or secure any encumbrance on title or any other cloud on title of Area A absent express written consent by the Independent School District No. 1 of Nez Perce County, Idaho.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Development Agreement on the last day and year written below.

DATED this _____ day of _____, 2018.

CITY OF LEWISTON

By: _____
Michael G. Collins, Mayor

ATTEST:

Kari J. Ravencroft, City Clerk

DATED this _____ day of _____, 2018.

**STATE OF IDAHO, ACTING BY AND THROUGH
THE IDAHO STATE BOARD OF EDUCATION AS
TRUSTEES FOR LEWIS-CLARK STATE COLLEGE**

By: _____
Linda Clark, President

DATED this _____ day of _____, 2018.

**INDEPENDENT SCHOOL DISTRICT NO. 1 OF
NEZ PERCE COUNTY, IDAHO**

By: _____
Bradley R. Rice, President

(Above space for Recorder's use)

MEMORANDUM OF DEVELOPMENT AGREEMENT – LCSC

PARTIES:	CITY OF LEWISTON	OWNER/GRANTOR
	STATE OF IDAHO, ACTING BY AND THROUGH THE IDAHO STATE BOARD OF EDUCATION AS TRUSTEES FOR LEWIS- CLARK STATE COLLEGE	OWNER/GRANTOR
	INDEPENDENT SCHOOL DISTRICT NO. 1 OF NEZ PERCE COUNTY, IDAHO	OWNER/GRANTOR
	STATE OF IDAHO, ACTING BY AND THROUGH THE IDAHO STATE BOARD OF EDUCATION AS TRUSTEES FOR LEWIS- CLARK STATE COLLEGE	GRANTEE

RECITALS:

A. Owner/Grantors are the title owners of certain property located in Nez Perce County, Idaho as more fully described in Instrument No. 709647, recorded with the Nez Perce County Recorder (“Original Premises”).

B. The Original Premises consists of unimproved land, which the Parties intend to improve pursuant to a Development Agreement entered into by and between the Parties in or about June 2018.

C. Pursuant to said Development Agreement, upon approval of the plat application anticipated therein, the Parties have bound themselves to convey the following portion of the Original Premises to Grantee (“Area B”):

Being part of Section 9, Township 35 N., Range 5 W., Boise Meridian, Nez Perce County, Idaho. Also being that part of Lots 1 and 2 of Warner Park Subdivision, according to the official plat thereof, filed as instrument #750070 at Nez Perce County, Idaho, more particularly described as follows:

Commencing at a 2.5" Aluminum Cap marking the North 1/4 Section Corner of Section 9, thence

N 89°15'36" W along the North section line of said Section 9, 1330.99 feet to a 5/8" iron pin marking the Northwest corner of Warner Park Subdivision;

Thence leaving said section line along the Westerly boundary of said subdivision, S 01°08'55" W, 1174.68 feet to a point lying on the right-of-way of "Future 11th Street";

Thence along said right-of-way, S 88°51'05" E, 62.00 feet to the TRUE PLACE OF BEGINNING;

Thence continuing along said right-of way, S 01°08'55" W, 1103.23 feet to a point on the North right-of-way of "Future Cecil Andrus Way";

Thence along said right-of-way, N 89°54'27" E, 755.03 feet to a point of curvature;

Thence continuing along said right-of-way, along a curve to the right with a radius of 588.00 feet for a distance of 197.89 feet with a chord bearing S 80°27'04" E, 196.96 feet;

Thence leaving said right-of-way, N 00°05'33" W, 524.09 feet;

Thence N 89°54'27" E, 348.85 feet;

Thence N 00°05'33" W, 611.86 feet;

Thence S 89°54'27" W, 1274.16 feet to the TRUE PLACE OF BEGINNING.

TOGETHER with a 10 foot utility easement lying along the right-of-way of "Future 11th Street & Cecil Andrus Way".

ALSO TOGETHER with a 20 foot utility easement lying 10 feet on each side of the following described centerline; Commencing at the northwest corner of the above described parcel, thence S 01°08'55" W, 324.23 feet to a point on the Easterly right-of-way of "Future 11th Street", said point being the TRUE PLACE OF BEGINNING;

Thence leaving said right-of-way, N 65°30'48" E, 134.05 feet;

Thence N 89°41'21" E, 393.52 feet;

Thence S 89°52'10" E, 396.82 feet;

Thence S 73°33'00" E, 272.95 feet;

Thence S 73°07'09" E, 111.98 feet to the TERMINUS.

Said Parcel containing 28.68 Acres

D. Pursuant to said Development Agreement, each Party has agreed not to take any action to create, memorialize, further, or secure any encumbrance on title or any other cloud on title of Area B absent express written consent by the State of Idaho, acting by and through the Idaho State Board of Education as Trustees for Lewis-Clark State College.

Intentionally left blank

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Development Agreement on the last day and year written below.

DATED this _____ day of _____, 2018.

CITY OF LEWISTON

By: _____
Michael G. Collins, Mayor

ATTEST:

Kari J. Ravencroft, City Clerk

DATED this _____ day of _____, 2018.

**STATE OF IDAHO, ACTING BY AND THROUGH
THE IDAHO STATE BOARD OF EDUCATION AS
TRUSTEES FOR LEWIS-CLARK STATE COLLEGE**

By: _____
Linda Clark, President

DATED this _____ day of _____, 2018.

**INDEPENDENT SCHOOL DISTRICT NO. 1 OF
NEZ PERCE COUNTY, IDAHO**

By: _____
Bradley R. Rice, President

(Above space for Recorder's use)

MEMORANDUM OF DEVELOPMENT AGREEMENT – CITY

PARTIES:	CITY OF LEWISTON	OWNER/GRANTOR
	STATE OF IDAHO, ACTING BY AND THROUGH THE IDAHO STATE BOARD OF EDUCATION AS TRUSTEES FOR LEWIS- CLARK STATE COLLEGE	OWNER/GRANTOR
	INDEPENDENT SCHOOL DISTRICT NO. 1 OF NEZ PERCE COUNTY, IDAHO	OWNER/GRANTOR
	CITY OF LEWISTON	GRANTEE

RECITALS:

A. Owner/Grantors are the title owners of certain property located in Nez Perce County, Idaho as more fully described in Instrument No. 709647, recorded with the Nez Perce County Recorder (“Original Premises”).

B. The Original Premises consists of unimproved land, which the Parties intend to improve pursuant to a Development Agreement entered into by and between the Parties in or about June 2018.

C. Pursuant to said Development Agreement, upon approval of the plat application anticipated therein, the Parties have bound themselves to convey a portion of the Original Premises to Grantee (“Area C”).

D. Pursuant to said Development Agreement, each Party has agreed not to take any action to create, memorialize, further, or secure any encumbrance on title or any other cloud on title of Area C absent express written consent by the City of Lewiston.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Development Agreement on the last day and year written below.

DATED this _____ day of _____, 2018.

CITY OF LEWISTON

By: _____
Michael G. Collins, Mayor

ATTEST:

Kari J. Ravencroft, City Clerk

DATED this _____ day of _____, 2018.

**STATE OF IDAHO, ACTING BY AND THROUGH
THE IDAHO STATE BOARD OF EDUCATION AS
TRUSTEES FOR LEWIS-CLARK STATE COLLEGE**

By: _____
Linda Clark, President

DATED this _____ day of _____, 2018.

**INDEPENDENT SCHOOL DISTRICT NO. 1 OF
NEZ PERCE COUNTY, IDAHO**

By: _____
Bradley R. Rice, President

EXHIBIT C

New Parcel Map,
Showing Areas A, B, & C

Plot Date: 4/23/2018 9:57 AM Plotted By: Bill Rowland
Date Created: 4/23/2018 F:\PROJECTS\JUB\21-18-015 TRI-PARTNERSHIP INFRASTRUCTURE\21-18-015 - CAD SHEET\EXHIBITS\FRONTAGE IMPROVEMENTS.DWG

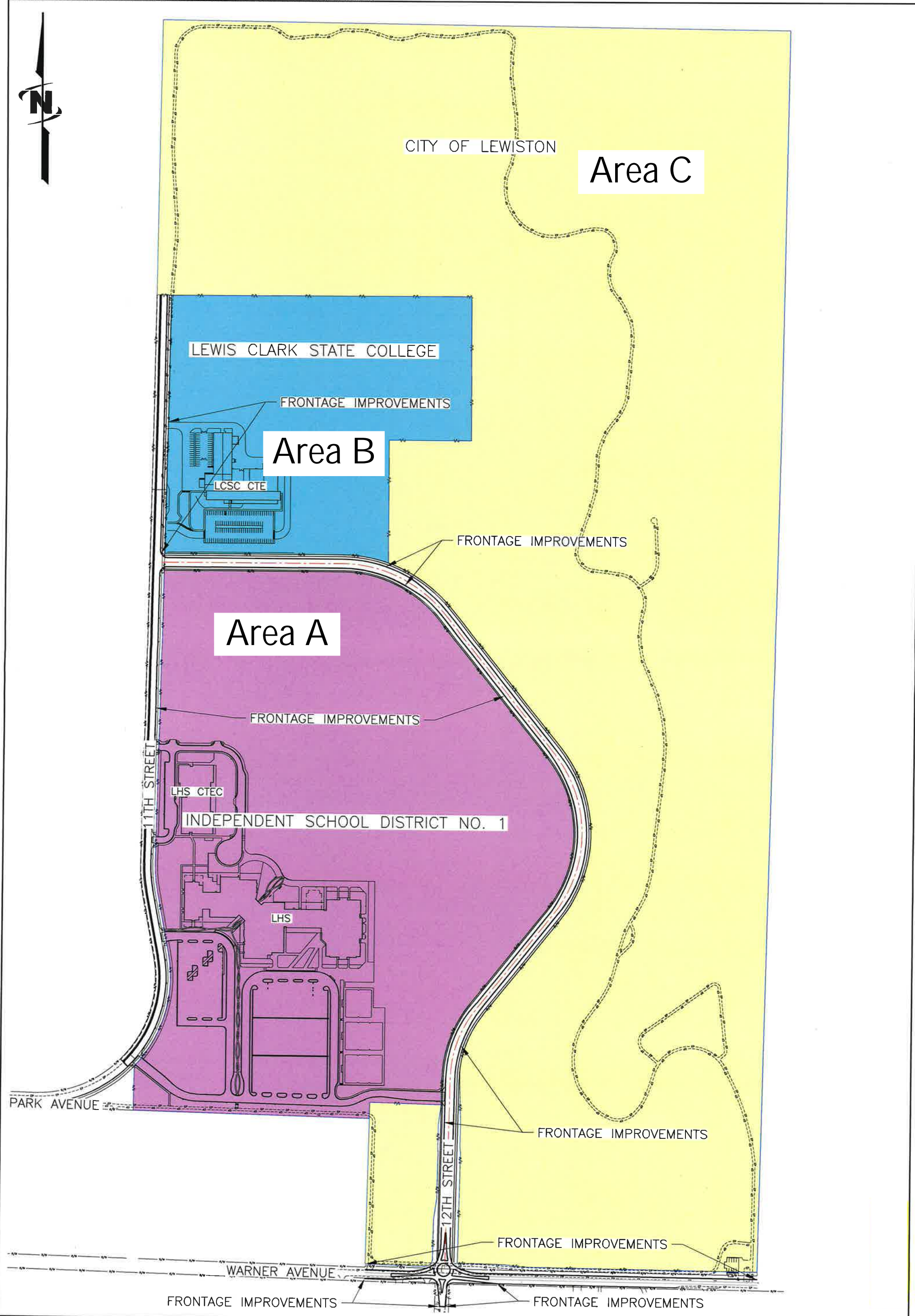


EXHIBIT D

Legal Description of Area B

June 14, 2018

Lewis-Clark State College CTEC Parcel

Being part of Section 9, Township 35 N., Range 5 W., Boise Meridian, Nez Perce County, Idaho. Also being that part of Lots 1 and 2 of Warner Park Subdivision, according to the official plat thereof, filed as instrument #750070 at Nez Perce County, Idaho, more particularly described as follows:

Commencing at a 2.5" Aluminum Cap marking the North 1/4 Section Corner of Section 9, thence N 89°15'36" W along the North section line of said Section 9, 1330.99 feet to a 5/8" iron pin marking the Northwest corner of Warner Park Subdivision;

Thence leaving said section line along the Westerly boundary of said subdivision, S 01°08'55" W, 1174.68 feet to a point lying on the right-of-way of "Future 11th Street";

Thence along said right-of-way, S 88°51'05" E, 62.00 feet to the TRUE PLACE OF BEGINNING;

Thence continuing along said right-of-way, S 01°08'55" W, 1103.23 feet to a point on the North right-of-way of "Future Cecil Andrus Way";

Thence along said right-of-way, N 89°54'27" E, 755.03 feet to a point of curvature;

Thence continuing along said right-of-way, along a curve to the right with a radius of 588.00 feet for a distance of 197.89 feet with a chord bearing S 80°27'04" E, 196.96 feet;

Thence leaving said right-of-way, N 00°05'33" W, 524.09 feet;

Thence N 89°54'27" E, 348.85 feet;

Thence N 00°05'33" W, 611.86 feet;

Thence S 89°54'27" W, 1274.16 feet to the TRUE PLACE OF BEGINNING.

TOGETHER with a 10 foot utility easement lying along the right-of-way of "Future 11th Street & Cecil Andrus Way".

ALSO TOGETHER with a 20 foot utility easement lying 10 feet on each side of the following described centerline; Commencing at the northwest corner of the above described parcel, thence S 01°08'55" W, 324.23 feet to a point on the Easterly right-of-way of "Future 11th Street", said point being the TRUE PLACE OF BEGINNING;

Thence leaving said right-of-way, N 65°30'48" E, 134.05 feet;

Thence N 89°41'21" E, 393.52 feet;

Thence S 89°52'10" E, 396.82 feet;

Thence S 73°33'00" E, 272.95 feet;

Thence S 73°07'09" E, 111.98 feet to the TERMINUS.

Said Parcel containing 28.68 Acres



EXHIBIT E

Legal Description of City Lease Area

A parcel of property being of a portion of Lot 1 of the Warner Park Subdivision according to the recorded plat thereof, Instrument Number 750070, records of Nez Perce County, Idaho, located in the north ½ of section 9, Township 35 North, Range 5 West, Boise Meridian, City of Lewiston, Nez Perce County, Idaho, and more particularly described as follows:

Commencing at the 2 ½" aluminum cap monument marking the ¼ section corner common to Sections 4 and 9, Township 35 North, Range 5 West, Boise Meridian, said point also being the TRUE POINT OF BEGINNING; Thence westerly along the section line common to said Sections 4 and 9, North 89°15'36" West a distance of 1330.99 feet to a 5/8" rebar marking the north-west corner of the said Warner Park Subdivision; Thence southerly, leaving the said section line and following the westerly line of the said Warner Park Subdivision, South 1°08'55" West a distance of 1174.68 feet to a point at the north-west corner of the end of a proposed 62 foot right-of-way dedication for "future 11th Street"; Thence easterly, South 88°51'05" East a distance of 62.00 feet to a point at the north-east corner of the said end of a proposed "future 11th Street" right-of-way; Thence easterly, leaving the said proposed future right-of-way, North 89°54'27" East a distance of 1274.16 feet; Thence North 0°05'33" West a distance of 245.00'; Thence North 89°54'27" East a distance of 110.45 feet to a 5/8" rebar marking an angle point on the easterly line of Lot 1 of the said Warner Park Subdivision; Thence northerly following the said easterly line of Lot 1, North 0°05'33" West a distance of 910.09 feet to a point on the said section line common to Sections 4 and 9; Thence westerly, following the said section line, North 89°15'36" West a distance of 90.31 feet back to the TRUE POINT OF BEGINNING, said parcel containing 37.74 acres (1644114.066 sq. ft), more or less.

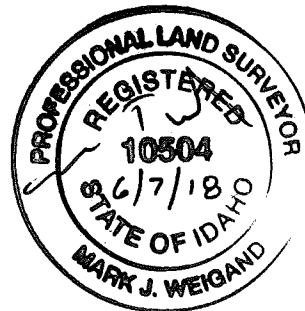


EXHIBIT F

Engineer's Estimate for Common Infrastructure

Engineer's Estimate

Tri Partnership Infrastructure



For (Client): Tri-Partnership

SUMMARY

Date: 05-30-2018

	Total	City of Lewiston	School District	LCSC	Estimated Split 2018	Estimated Split 2017 Rough Estimate	2007 PER Split
Warner Avenue Roundabout	\$ 451,550.00	\$ 117,854.55	\$ 286,282.70	\$ 47,412.75	Prorated Annual Trips per 2018 TIS	* See Note	* See Note
Warner Avenue Frontage	\$ 286,660.00	\$ 125,757.74	\$ 96,575.75	\$ 64,326.50	Land Purchase %	Land Purchase %	Land Purchase %
12th Street - Warner to 11th	\$ 1,801,140.00	\$ 804,978.44	\$ 597,909.91	\$ 398,251.66	Land Purchase % plus sewer ext. @ 100% Parks	Land Purchase % plus sewer ext. @ 100% Parks	Land Purchase %
11th Street - EOR to North LCSC Property Line	\$ 905,135.00	\$ 397,082.72	\$ 304,939.98	\$ 203,112.29	Land Purchase %	Land Purchase %	Land Purchase %
Park-10th Intersection	\$ 182,160.00	\$ 47,543.76	\$ 115,489.44	\$ 19,126.80	Prorated Annual Trips per 2018 TIS	Trip Generation % Based on 2006 TIS	Trip Generation % Based on 2006 TIS
Waterlines	\$ 785,950.00	\$ 261,983.33	\$ 261,983.33	\$ 261,983.33	1/3 Split	1/3 Split	8" pipe baseline 1/3; then prorated based on needs/upgrades
Franchise Utilities	\$ 304,414.00	\$ 101,471.33	\$ 101,471.33	\$ 101,471.33	1/3 Split	Based on 2007 PER, was not recalculated	Based on old layout and interior extensions
Construction Estimate Total	\$ 4,717,009.00	\$ 1,856,671.88	\$ 1,764,652.45	\$ 1,095,684.67			

Other Costs

Design Engineering & Bidding

Platting

Permits

Construction Surveying, Engineering and Inspection (10% est)

Total	\$ 5,425,969.90	\$ 2,102,912.18	\$ 1,996,012.75	\$ 1,327,044.97
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* Note: Warner Avenue/12th Street turn lanes assumed (in lieu of roundabout), included in Warner Avenue Frontage in this estimate.

Other Items to rectify:

Sewer Extension, (Completed)

Water Main Extension on Park/11th (majority completed)

Park Avenue Extension (Completed to 11th)

11th Street Sidewalk Extension (majority completed)

Warner Avenue Frontage Pathway (completed)

Intersection of 10th/Warner/Thain

Engineer's Estimate

Tri Partnership Infrastructure



For (Client) Tri-Partnership Infrastructure						Warner Avenue Roundabout					
Date: 05/30/18						Assumed Mini-Roundabout - with full width transitions					
Item		Overall Costs				Breakdown					
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	City		School District		LCSC	
						%	Share	%	Share	%	Share
2	Earthwork										
	Remove and Dispose of Bituminous Surface	1300	SY	\$4.00	\$5,200	26%	\$1,357.20	63%	\$3,296.80	11%	\$546.00
	Remove and Dispose of Concrete Curb	120	LF	\$5.00	\$600	26%	\$156.60	63%	\$380.40	11%	\$63.00
	Remove and Dispose of Catch Basin	2	EA	\$500.00	\$1,000	26%	\$261.00	63%	\$634.00	11%	\$105.00
	Excavation	1100	CY	\$15.00	\$16,500	26%	\$4,306.50	63%	\$10,461.00	11%	\$1,732.50
6	Storm										
	Catch Basin	4	EA	\$1,800.00	\$7,200	26%	\$1,879.20	63%	\$4,564.80	11%	\$756.00
	Storm Sewer Manhole (4' Diameter)	2	EA	\$3,000.00	\$6,000	26%	\$1,566.00	63%	\$3,804.00	11%	\$630.00
	12-Inch Storm Sewer Pipe (Class D Backfill)		LF	\$55.00	\$0	26%	\$0.00	63%	\$0.00	11%	\$0.00
	18-Inch Storm Sewer Pipe (Class D Backfill)	400	LF	\$50.00	\$20,000	26%	\$5,220.00	63%	\$12,680.00	11%	\$2,100.00
7	Concrete										
	Concrete Sidewalk	280	SY	\$40.00	\$11,200	26%	\$2,923.20	63%	\$7,100.80	11%	\$1,176.00
	Pedestrian Curb Ramp	8	EA	\$1,800.00	\$14,400	26%	\$3,758.40	63%	\$9,129.60	11%	\$1,512.00
	Pedestrian Curb	20	LF	\$30.00	\$600	26%	\$156.60	63%	\$380.40	11%	\$63.00
	Mountable Roundabout Curb	125	LF	\$30.00	\$3,750	26%	\$978.75	63%	\$2,377.50	11%	\$393.75
	Concrete Pavement	1200	SY	\$80.00	\$96,000	26%	\$25,056.00	63%	\$60,864.00	11%	\$10,080.00
	Roundabout Island Concrete	280	SY	\$80.00	\$22,400	26%	\$5,846.40	63%	\$14,201.60	11%	\$2,352.00
	Splitter Island Concrete	150	SY	\$50.00	\$7,500	26%	\$1,957.50	63%	\$4,755.00	11%	\$787.50
						26%	\$0.00	63%	\$0.00	11%	\$0.00
	6" Curb and Gutter	420	LF	\$30.00	\$12,600	26%	\$3,288.60	63%	\$7,988.40	11%	\$1,323.00
	Curb (Type A)	640	LF	\$30.00	\$19,200	26%	\$5,011.20	63%	\$12,172.80	11%	\$2,016.00
8	Roadway										
	1/2" Superpave HMA Pavement (4" thick)	500	TON	\$100.00	\$50,000	26%	\$13,050.00	63%	\$31,700.00	11%	\$5,250.00
	3/4" Crushed Rock Base (10" thick)	950	CY	\$30.00	\$28,500	26%	\$7,438.50	63%	\$18,069.00	11%	\$2,992.50
	Subgrade Separation Geotextile	3100	SY	\$2.50	\$7,750	26%	\$2,022.75	63%	\$4,913.50	11%	\$813.75
					\$0						
10	BMPs										
	Misc Construction BMP's (seeding, inlet prot., etc)	1	LS	\$5,000.00	\$5,000	26%	\$1,305.00	63%	\$3,170.00	11%	\$525.00
11	Traffic										
	Traffic Control	1	LS	\$20,000.00	\$20,000	26%	\$5,220.00	63%	\$12,680.00	11%	\$2,100.00
	Pavement Markings	1	LS	\$2,500.00	\$2,500	26%	\$652.50	63%	\$1,585.00	11%	\$262.50
	Traffic Signs	12	EA	\$750.00	\$9,000	26%	\$2,349.00	63%	\$5,706.00	11%	\$945.00
	Remove and Reset Sign	3	EA	\$300.00	\$900	26%	\$234.90	63%	\$570.60	11%	\$94.50

Item		Overall Costs				Breakdown					
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	City		School District		LCSC	
						%	Share	%	Share	%	Share
20	MISC										
	Mobilization	1	LS	\$30,000.00	\$30,000	26%	\$7,830.00	63%	\$19,020.00	11%	\$3,150.00
	Project Quality Control	1	LS	\$8,000.00	\$8,000	26%	\$2,088.00	63%	\$5,072.00	11%	\$840.00
	Reference and Reset Monuments	1	EA	\$1,200.00	\$1,200	26%	\$313.20	63%	\$760.80	11%	\$126.00
	Adjust Utilities	2	EA	\$500.00	\$1,000	26%	\$261.00	63%	\$634.00	11%	\$105.00
	Misc. Landscaping	1	LS	\$5,000.00	\$2,500	26%	\$652.50	63%	\$1,585.00	11%	\$262.50
Construction Total					\$410,500		\$107,141		\$260,257		\$43,103
10% Contingency					\$41,050		\$10,714		\$26,026		\$4,310
Total					\$451,550		\$117,855		\$286,283		\$47,413

Engineer's Estimate

Tri Partnership Infrastructure



For (Client): Tri-Partnership Infrastructure						Warner Avenue Frontage Widening (1,700 ft)					
Date: 05/30/18						Widen 15' to 20' from centerline					
Bid Item No.	Item Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Breakdown					
						City		School District		LCSC	
						%	Share	%	Share	%	Share
2	Earthwork										
	Remove and Dispose of Barbed Wire Fence	1700	LF	\$0.50	\$850	44%	\$372.90	34%	\$286.37	22%	\$190.74
	Excavation	1600	CY	\$15.00	\$24,000	44%	\$10,528.80	34%	\$8,085.60	22%	\$5,385.60
6	Storm										
	Catch Basin	3	EA	\$1,800.00	\$5,400	44%	\$2,368.98	34%	\$1,819.26	22%	\$1,211.76
	Storm Sewer Manhole (4' Diameter)	2	EA	\$3,000.00	\$6,000	44%	\$2,632.20	34%	\$2,021.40	22%	\$1,346.40
	12-Inch Storm Sewer Pipe (Class D Backfill)	50	LF	\$55.00	\$2,750	44%	\$1,206.43	34%	\$926.48	22%	\$617.10
	18-Inch Storm Sewer Pipe (Class D Backfill)	50	LF	\$50.00	\$2,500	44%	\$1,096.75	34%	\$842.25	22%	\$561.00
	Roadside Infiltration Trench	1650	LF	\$12.00	\$19,800	44%	\$8,686.26	34%	\$6,670.62	22%	\$4,443.12
7	Concrete										
	Concrete Sidewalk	130	SY	\$40.00	\$5,200	44%	\$2,281.24	34%	\$1,751.88	22%	\$1,166.88
	Curb Inlet	8	EA	\$300.00	\$2,400	44%	\$1,052.88	34%	\$808.56	22%	\$538.56
	6" Curb and Gutter	2200	LF	\$25.00	\$55,000	44%	\$24,128.50	34%	\$18,529.50	22%	\$12,342.00
	Driveway Approach	70	SY	\$55.00	\$3,850	44%	\$1,689.00	34%	\$1,297.07	22%	\$863.94
8	Roadway										
	1/2" Superpave HMA Pavement (4" thick)	600	TON	\$100.00	\$60,000	44%	\$26,322.00	34%	\$20,214.00	22%	\$13,464.00
	3/4" Crushed Rock Base (10" thick)	700	CY	\$30.00	\$21,000	44%	\$9,212.70	34%	\$7,074.90	22%	\$4,712.40
	Subgrade Separation Geotextile	2500	SY	\$2.50	\$6,250	44%	\$2,741.88	34%	\$2,105.63	22%	\$1,402.50
	Asphalt Pathway Transition	100	SY	\$25.00	\$2,500	44%	\$1,096.75	34%	\$842.25	22%	\$561.00
10	BMPs										
	Misc BMP's (seeding, inlet prot., etc)	1	LS	\$5,000.00	\$5,000	44%	\$2,193.50	34%	\$1,684.50	22%	\$1,122.00
11	Traffic										
	Traffic Control	1	LS	\$7,500.00	\$7,500	44%	\$3,290.25	34%	\$2,526.75	22%	\$1,683.00
	Pavement Markings	1	LS	\$2,500.00	\$2,500	44%	\$1,096.75	34%	\$842.25	22%	\$561.00
	Traffic Signs	2	EA	\$750.00	\$1,500	44%	\$658.05	34%	\$505.35	22%	\$336.60
	Remove and Reset Sign	3	EA	\$300.00	\$900	44%	\$394.83	34%	\$303.21	22%	\$201.96
20	MISC										
	Mobilization	1	LS	\$15,000.00	\$15,000	44%	\$6,580.50	34%	\$5,053.50	22%	\$3,366.00
	Project Quality Control	1	LS	\$5,000.00	\$5,000	44%	\$2,193.50	34%	\$1,684.50	22%	\$1,122.00
	Reference and Reset Monuments	1	EA	\$1,200.00	\$1,200	44%	\$526.44	34%	\$404.28	22%	\$269.28
	Relocate Fire Hydrant	1	EA	\$3,500.00	\$3,500	44%	\$1,535.45	34%	\$1,179.15	22%	\$785.40
	Adjust Utilities	2	EA	\$500.00	\$1,000	44%	\$438.70	34%	\$336.90	22%	\$224.40
Construction Total					\$260,600		\$114,325		\$87,796		\$58,479
10% Contingency					\$26,060		\$11,433		\$8,780		\$5,848
Total					\$286,660		\$125,758		\$96,576		\$64,327

Engineer's Estimate

Tri Partnership Infrastructure



For (Client): Tri-Partnership Infrastructure						12th Street Roadway (4,450 ft)					
Date: 05/30/18						26' - 40' curb to curb width, 6' sidewalk; 10' asphalt path Future driveways, irrigation, landscaping not included					
Bid Item No.	Item Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Breakdown					
						City		School District		LCSC	
						%	Share	%	Share	%	Share
2	Earthwork										
	Excavation	19000	CY	\$10	\$190,000	44%	\$83,353.00	34%	\$64,011.00	22%	\$42,636.00
5	Sewer										
	Sanitary Sewer Manhole (4' Diameter)	1	EA	\$3,000	\$3,000	100%	\$3,000.00	0%	\$0.00	0%	\$0.00
	8-Inch PVC Sanitary Sewer Pipe (Class D Backfill)	300	LF	\$50	\$15,000	100%	\$15,000.00	0%	\$0.00	0%	\$0.00
	4-Inch Sanitary Sewer Service	5	EA	\$1,200	\$6,000	100%	\$6,000.00	0%	\$0.00	0%	\$0.00
6	Storm										
	Catch Basin	4	EA	\$1,800	\$7,200	44%	\$3,158.64	34%	\$2,425.68	22%	\$1,615.68
	Storm Sewer Manhole (4' Diameter)	2	EA	\$3,000	\$6,000	44%	\$2,632.20	34%	\$2,021.40	22%	\$1,346.40
	18-Inch Storm Sewer Pipe (Class D Backfill)	500	LF	\$65	\$32,500	44%	\$14,257.75	34%	\$10,949.25	22%	\$7,293.00
	Roadside Infiltration Trench	8900	LF	\$12	\$106,800	44%	\$46,853.16	34%	\$35,980.92	22%	\$23,965.92
	Flood Routing Ditch	800	EA	\$15	\$12,000	44%	\$5,264.40	34%	\$4,042.80	22%	\$2,692.80
7	Concrete										
	Concrete Sidewalk	3000	SY	\$40	\$120,000	44%	\$52,644.00	34%	\$40,428.00	22%	\$26,928.00
	6" Curb and Gutter	8900	LF	\$25	\$222,500	44%	\$97,610.75	34%	\$74,960.25	22%	\$49,929.00
	Curb Inlet	88	EA	\$300	\$26,400	44%	\$11,581.68	34%	\$8,894.16	22%	\$5,924.16
8	Roadway										
	1/2" Superpave HMA Pavement (4" thick)	3800	TON	\$100	\$380,000	44%	\$166,706.00	34%	\$128,022.00	22%	\$85,272.00
	3/4" Crushed Rock Base (10" thick)	4850	CY	\$30	\$145,500	44%	\$63,830.85	34%	\$49,018.95	22%	\$32,650.20
	Subgrade Separation Geotextile	17300	SY	\$2.50	\$43,250	44%	\$18,973.78	34%	\$14,570.93	22%	\$9,705.30
	Asphalt Pathway	5000	SY	\$25	\$125,000	44%	\$54,837.50	34%	\$42,112.50	22%	\$28,050.00
10	BMPs										
	Seeding	4	ACRE	\$2,500	\$10,000	44%	\$4,387.00	34%	\$3,369.00	22%	\$2,244.00
	Stabilized Construction Entrance	2	EA	\$2,000	\$4,000	44%	\$1,754.80	34%	\$1,347.60	22%	\$897.60
11	Traffic										
	Traffic Control	1	LS	\$2,500	\$2,500	44%	\$1,096.75	34%	\$842.25	22%	\$561.00
	Pavement Markings	1	LS	\$5,000	\$5,000	44%	\$2,193.50	34%	\$1,684.50	22%	\$1,122.00
	Permanent Signs	25	EA	\$750	\$18,750	44%	\$8,225.63	34%	\$6,316.88	22%	\$4,207.50
	Remove and Reset Sign		EA	\$300	\$0	44%	\$0.00	34%	\$0.00	22%	\$0.00
20	MISC										
	Mobilization	1	LS	\$120,000	\$120,000	44%	\$52,644.00	34%	\$40,428.00	22%	\$26,928.00
	Project Quality Control	1	LS	\$30,000	\$30,000	44%	\$13,161.00	34%	\$10,107.00	22%	\$6,732.00
	Monuments	5	EA	\$1,200	\$6,000	44%	\$2,632.20	34%	\$2,021.40	22%	\$1,346.40
Construction Total					\$1,637,400		\$731,799		\$543,554		\$362,047
10% Contingency					\$163,740		\$73,180		\$54,355		\$36,205
Total					\$1,801,140		\$804,978		\$597,910		\$398,252

Engineer's Estimate

Tri Partnership Infrastructure



For (Client) Tri-Partnership Infrastructure						11th Street Roadway 3,300 ft. (1050 ft sidewalk)					
Date: 05/30/18						26' road width (half street)					
Bid Item No.	Item Description	Item Quantity	Overall Costs			Breakdown					
			Units	Unit Price	Total Value of Item (\$)	City		School District		LCSC	
						%	Share	%	Share	%	Share
2	Earthwork										
	Remove and Dispose of Bituminous Surface	1000	SY	\$4	\$4,000	44%	\$1,754.80	34%	\$1,347.60	22%	\$897.60
	Excavation	10400	CY	\$10	\$104,000	44%	\$45,624.80	34%	\$35,037.60	22%	\$23,337.60
6	Storm										
	Ditch to Pond	200	LF	\$20	\$4,000	44%	\$1,754.80	34%	\$1,347.60	22%	\$897.60
	Roadside Infiltration Trench	3300	LF	\$12	\$39,600	44%	\$17,372.52	34%	\$13,341.24	22%	\$8,886.24
	Pond	1	EA	\$10,000	\$10,000	44%	\$4,387.00	34%	\$3,369.00	22%	\$2,244.00
7	Concrete										
	Concrete Sidewalk	1170	SY	\$40	\$46,800	44%	\$20,531.16	34%	\$15,766.92	22%	\$10,501.92
	Pedestrian Curb Ramp	2	EA	\$1,800	\$3,600	44%	\$1,579.32	34%	\$1,212.84	22%	\$807.84
	Curb Inlets	32	EA	\$300	\$9,600	44%	\$4,211.52	34%	\$3,234.24	22%	\$2,154.24
	6" Curb and Gutter	3300	LF	\$25	\$82,500	44%	\$36,192.75	34%	\$27,794.25	22%	\$18,513.00
	Valley Gutter	36	LF	\$150	\$5,400	44%	\$2,368.98	34%	\$1,819.26	22%	\$1,211.76
8	Roadway										
	1/2" Superpave HMA Pavement (4" thick)	2300	TON	\$100	\$230,000	44%	\$100,901.00	34%	\$77,487.00	22%	\$51,612.00
	3/4" Crushed Rock Base (10" thick)	4000	CY	\$30	\$120,000	44%	\$52,644.00	34%	\$40,428.00	22%	\$26,928.00
	Subgrade Separation Geotextile	13200	SY	\$3	\$33,000	44%	\$14,477.10	34%	\$11,117.70	22%	\$7,405.20
10	BMPs										
	Seeding	2.5	ACRE	\$2,500	\$6,250	44%	\$2,741.88	34%	\$2,105.63	22%	\$1,402.50
	Stabilized Construction Entrance	1	EA	\$2,000	\$2,000	44%	\$877.40	34%	\$673.80	22%	\$448.80
11	Traffic										
	Traffic Control	1	LS	\$5,000	\$5,000	44%	\$2,193.50	34%	\$1,684.50	22%	\$1,122.00
	Signs	10	EA	\$750	\$7,500	44%	\$3,290.25	34%	\$2,526.75	22%	\$1,683.00
20	MISC										
	Mobilization	1	LS	\$50,000	\$50,000	44%	\$21,935.00	34%	\$16,845.00	22%	\$11,220.00
	Project Quality Control	1	LS	\$20,000	\$20,000	44%	\$8,774.00	34%	\$6,738.00	22%	\$4,488.00
	5' Chain Link Fence	3300	LF	\$12	\$39,600	44%	\$17,372.52	34%	\$13,341.24	22%	\$8,886.24
Construction Total					\$822,850		\$360,984		\$277,218		\$184,648
10% Contingency					\$82,285		\$36,098		\$27,722		\$18,465
Total					\$905,135		\$397,083		\$304,940		\$203,112

Engineer's Estimate

Tri Partnership Infrastructure



For (Client): Tri-Partnership Infrastructure						Park - 10th Street Intersection					
Date: 05/30/18											
Item		Overall Costs				Breakdown					
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	%	City Share	%	School District Share	%	LCSC Share
2	Earthwork										
	Remove and Dispose of Tree	2	EA	\$1,500	\$3,000	26.1%	\$783.00	63.4%	\$1,902.00	10.5%	\$315.00
	Remove and Dispose of Fence	120	LF	\$5	\$600	26.1%	\$156.60	63.4%	\$380.40	10.5%	\$63.00
	Remove Curb	300	LF	\$5	\$1,500	26.1%	\$391.50	63.4%	\$951.00	10.5%	\$157.50
7	Concrete										
	Concrete Sidewalk	10	SY	\$40	\$400	26.1%	\$104.40	63.4%	\$253.60	10.5%	\$42.00
	Pedestrian Curb Ramp	1	EA	\$1,800	\$1,800	26.1%	\$469.80	63.4%	\$1,141.20	10.5%	\$189.00
	Pedestrian Curb	20	LF	\$30	\$600	26.1%	\$156.60	63.4%	\$380.40	10.5%	\$63.00
	6" Curb and Gutter	900	LF	\$30	\$27,000	26.1%	\$7,047.00	63.4%	\$17,118.00	10.5%	\$2,835.00
	Island/Median	1	LS	\$7,000	\$7,000	26.1%	\$1,827.00	63.4%	\$4,438.00	10.5%	\$735.00
	Driveway	70	SY	\$60	\$4,200	26.1%	\$1,096.20	63.4%	\$2,662.80	10.5%	\$441.00
8	Roadway										
	Pavement Widening including Base, Plant Mix, Exc	1200	SY	\$50	\$60,000	26.1%	\$15,660.00	63.4%	\$38,040.00	10.5%	\$6,300.00
11	Traffic										
	Traffic Control	1	LS	\$10,000	\$10,000	26.1%	\$2,610.00	63.4%	\$6,340.00	10.5%	\$1,050.00
	Pavement Markings	1	LS	\$1,000	\$1,000	26.1%	\$261.00	63.4%	\$634.00	10.5%	\$105.00
	Signs	4	EA	\$750	\$3,000	26.1%	\$783.00	63.4%	\$1,902.00	10.5%	\$315.00
	Remove and Reset Sign	3	EA	\$300	\$900	26.1%	\$234.90	63.4%	\$570.60	10.5%	\$94.50
20	MISC										
	Mobilization	1	LS	\$25,000	\$10,000	26.1%	\$2,610.00	63.4%	\$6,340.00	10.5%	\$1,050.00
	Misc BMP's	1	LS	\$5,000	\$10,000	26.1%	\$2,610.00	63.4%	\$6,340.00	10.5%	\$1,050.00
	Project Quality Control	1	LS	\$5,000	\$5,000	26.1%	\$1,305.00	63.4%	\$3,170.00	10.5%	\$525.00
	Reference and Reset Monuments	1	EA	\$1,200	\$1,200	26.1%	\$313.20	63.4%	\$760.80	10.5%	\$126.00
	Fence	120	LF	\$10	\$1,200	26.1%	\$313.20	63.4%	\$760.80	10.5%	\$126.00
	Retaining Wall	240	SF	\$30	\$7,200	26.1%	\$1,879.20	63.4%	\$4,564.80	10.5%	\$756.00
	Adjust Utilities	8	EA	\$500	\$4,000	26.1%	\$1,044.00	63.4%	\$2,536.00	10.5%	\$420.00
	Relocation Mailbox	2	EA	\$500	\$1,000	26.1%	\$261.00	63.4%	\$634.00	10.5%	\$105.00
	Misc. Landscaping	1	LS	\$5,000	\$5,000	26.1%	\$1,305.00	63.4%	\$3,170.00	10.5%	\$525.00
Construction Total					\$165,600		\$43,222		\$104,990		\$17,388
10% Contingency					\$16,560		\$4,322		\$10,499		\$1,739
Total					\$182,160		\$47,544		\$115,489		\$19,127
Right of Way Acquisition						0.261	\$0.00	0.634	\$0.00	0.105	\$0.00
Appraisal/Etc.						0.261	\$0.00	0.634	\$0.00	0.105	\$0.00

TOTAL **\$182,160** **\$47,544** **\$115,489** **\$19,127**

Engineer's Estimate

Tri Partnership Infrastructure



For (Client): Tri-Partnership Infrastructure						Water Mains					
Date: 05/30/18											
Item		Overall Costs				Breakdown					
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	City		School District		LCSC	
						%	Share	%	Share	%	Share
4	12th Street Water										
	10-Inch Ductile Iron Water Pipe (Class D Backfill)	3700	LF	\$55	\$203,500	33%	\$67,833	33%	\$67,833	33%	\$67,833
	12-Inch Ductile Iron Water Pipe (Class D Backfill)	750	LF	\$70	\$52,500	33%	\$17,500	33%	\$17,500	33%	\$17,500
	8" Gate Valve	1	EA	\$1,500	\$1,500	33%	\$500	33%	\$500	33%	\$500
	10" Gate Valve	6	EA	\$2,500	\$15,000	33%	\$5,000	33%	\$5,000	33%	\$5,000
	12" Gate Valve	2	EA	\$3,000	\$6,000	33%	\$2,000	33%	\$2,000	33%	\$2,000
	16" Butterfly Valve	1	EA	\$8,000	\$8,000	33%	\$2,667	33%	\$2,667	33%	\$2,667
	Hydrant w/ "T" and Gate Valve	11	EA	\$6,000	\$66,000	33%	\$22,000	33%	\$22,000	33%	\$22,000
	Connect to Existing Main	2	EA	\$2,500	\$5,000	33%	\$1,667	33%	\$1,667	33%	\$1,667
	PRV	1	EA	\$65,000	\$65,000	33%	\$21,667	33%	\$21,667	33%	\$21,667
	Service Line Stubout	6	EA	\$5,000	\$30,000	33%	\$10,000	33%	\$10,000	33%	\$10,000
	Mobilization	1	LS	\$25,000	\$25,000	33%	\$8,333	33%	\$8,333	33%	\$8,333
	Project Quality Control	1	LS	\$5,000	\$5,000	33%	\$1,667	33%	\$1,667	33%	\$1,667
4	11th Street Water										
	12-Inch Ductile Iron Water Pipe (Class D Backfill)	1120	LF	\$70	\$78,400	33%	\$26,133	33%	\$26,133	33%	\$26,133
	8" Gate Valve	2	EA	\$1,200	\$2,400	33%	\$800	33%	\$800	33%	\$800
	12" Butterfly Valve	5	EA	\$8,000	\$40,000	33%	\$13,333	33%	\$13,333	33%	\$13,333
	Hydrant w/ "T" and Gate Valve	2	EA	\$6,000	\$12,000	33%	\$4,000	33%	\$4,000	33%	\$4,000
	Connect to Existing Main	3	EA	\$1,000	\$3,000	33%	\$1,000	33%	\$1,000	33%	\$1,000
	PRV	1	EA	\$65,000	\$65,000	33%	\$21,667	33%	\$21,667	33%	\$21,667
	Blowoff Assembly	1	EA	\$1,200	\$1,200	33%	\$400	33%	\$400	33%	\$400
	Mobilization	1	LS	\$25,000	\$25,000	33%	\$8,333	33%	\$8,333	33%	\$8,333
	Project Quality Control	1	LS	\$5,000	\$5,000	33%	\$1,667	33%	\$1,667	33%	\$1,667
Construction Total					\$714,500		\$238,167		\$238,167		\$238,167
10% Contingency					\$71,450		\$23,817		\$23,817		\$23,817
Total					\$785,950		\$261,983		\$261,983		\$261,983

Engineer's Estimate

Tri Partnership Infrastructure



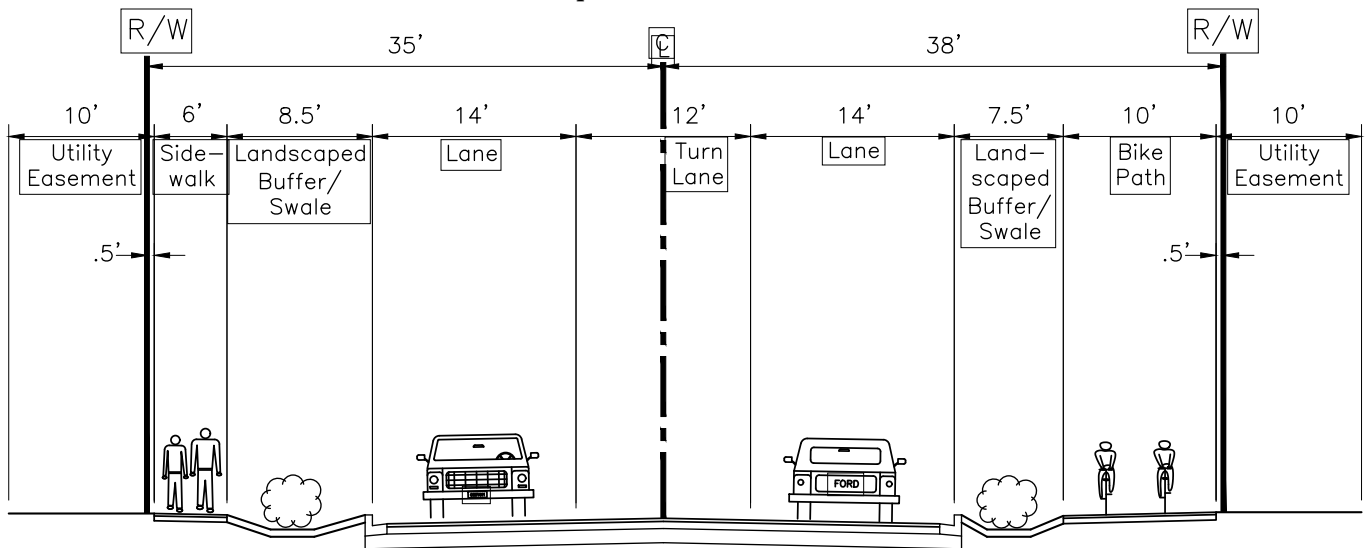
For (Client): Tri-Partnership Infrastructure						Franchise Utilities					
Date: 05/30/18											
Item		Overall Costs				Breakdown					
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	City		School District		LCSC	
						%	Share	%	Share	%	Share
4	12th Street Utilities										
	Joint Utility Trench	4500	LF	\$6	\$27,000	33%	\$9,000	33%	\$9,000	33%	\$9,000
	4" Conduit	4500	LF	\$5	\$22,500	33%	\$7,500	33%	\$7,500	33%	\$7,500
	2" Conduit	45000	LF	\$2	\$90,000	33%	\$30,000	33%	\$30,000	33%	\$30,000
	Spare Conduit Crossings	700	LF	\$12	\$8,400	33%	\$2,800	33%	\$2,800	33%	\$2,800
	Street Light Buy-Down	12	EA	\$1,087	\$13,044	33%	\$4,348	33%	\$4,348	33%	\$4,348
4	11th Street Utilities										
	Joint Utility Trench	3300	LF	\$6	\$19,800	33%	\$6,600	33%	\$6,600	33%	\$6,600
	4" Conduit	3300	LF	\$5	\$16,500	33%	\$5,500	33%	\$5,500	33%	\$5,500
	2" Conduit	33000	LF	\$2	\$66,000	33%	\$22,000	33%	\$22,000	33%	\$22,000
	Spare Conduit Crossings	400	LF	\$12	\$4,800	33%	\$1,600	33%	\$1,600	33%	\$1,600
	Street Light Buy-Down	8	EA	\$1,087	\$8,696	33%	\$2,899	33%	\$2,899	33%	\$2,899
Construction Total					\$276,740		\$92,247		\$92,247		\$92,247
10% Contingency					\$27,674		\$9,225		\$9,225		\$9,225
Total					\$304,414		\$101,471		\$101,471		\$101,471

EXHIBIT G

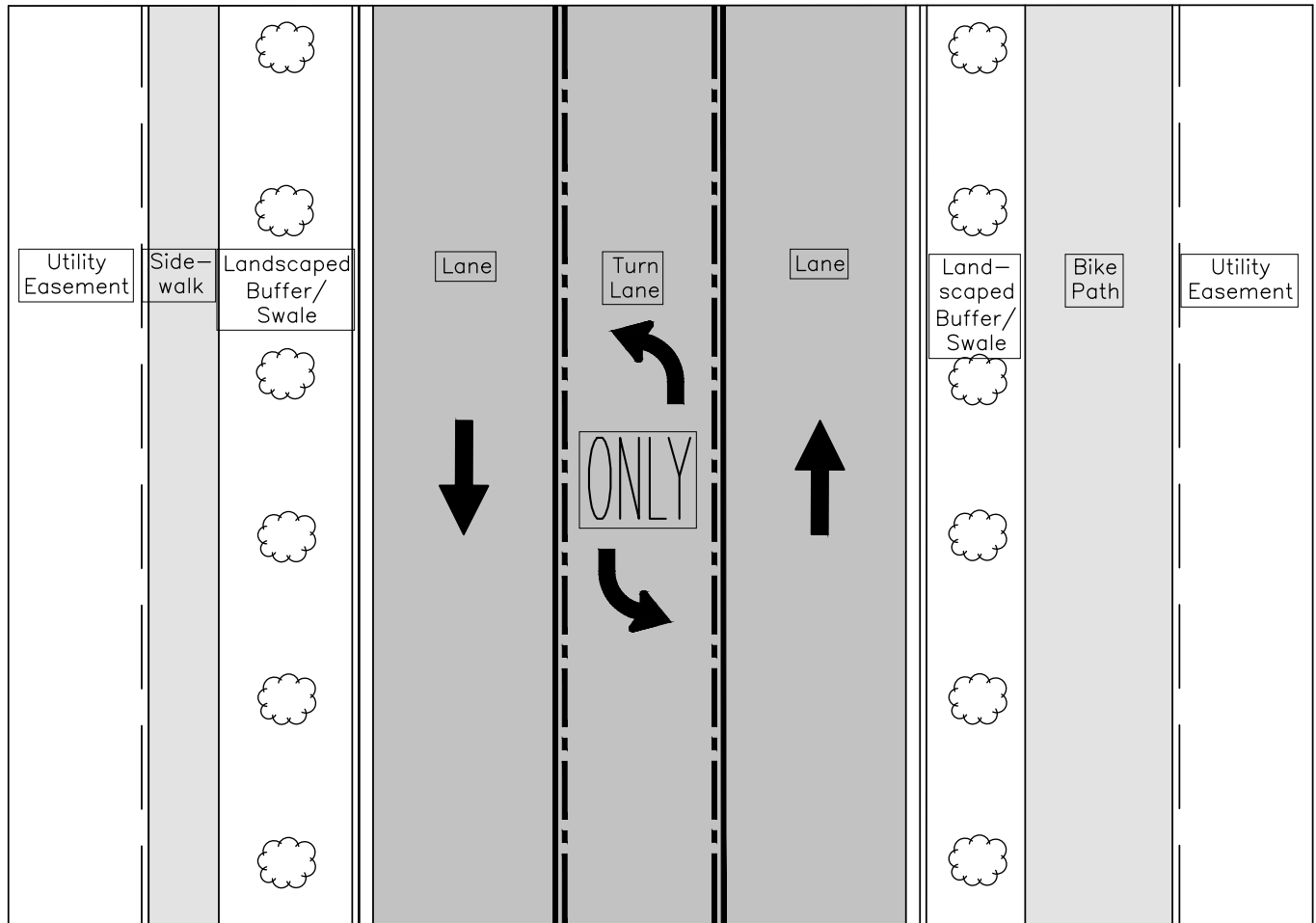
12th Street Roadway Construction

12TH STREET TYPICAL SECTION ATTACHMENT 1

Two through traffic lanes; center turn lane; one two-way bike path; five foot sidewalk.



73' R/W



Plot Date: 5/30/2018 1:02 PM Plotted By: Chase Siegler
Date Created: 4/16/2018 File Path: PROJECTS\JUB21-18-015 TRIPARTNERSHIP INFRASTRUCTURE\21-18-015 CAD\SHET\EXHIBITS\STREET TYPICAL SECTIONS.DWG

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NO.	REVISION DESCRIPTION	BY APR. DATE

FILE: STREET TYPICAL SECTIONS		
JUB PROJ. #:	21-18-015	
DRAWN BY:	CAS	
DESIGN BY:	JRW	
CHECKED BY:	JRW	
SCALE:	NTS	
LAST UPDATED:	5/24/2018	



TR-PARTNERSHIP INFRASTRUCTURE DESIGN
TR-PARTNERSHIP PUBLIC INFRASTRUCTURE

12TH STREET
TYPICAL SECTION

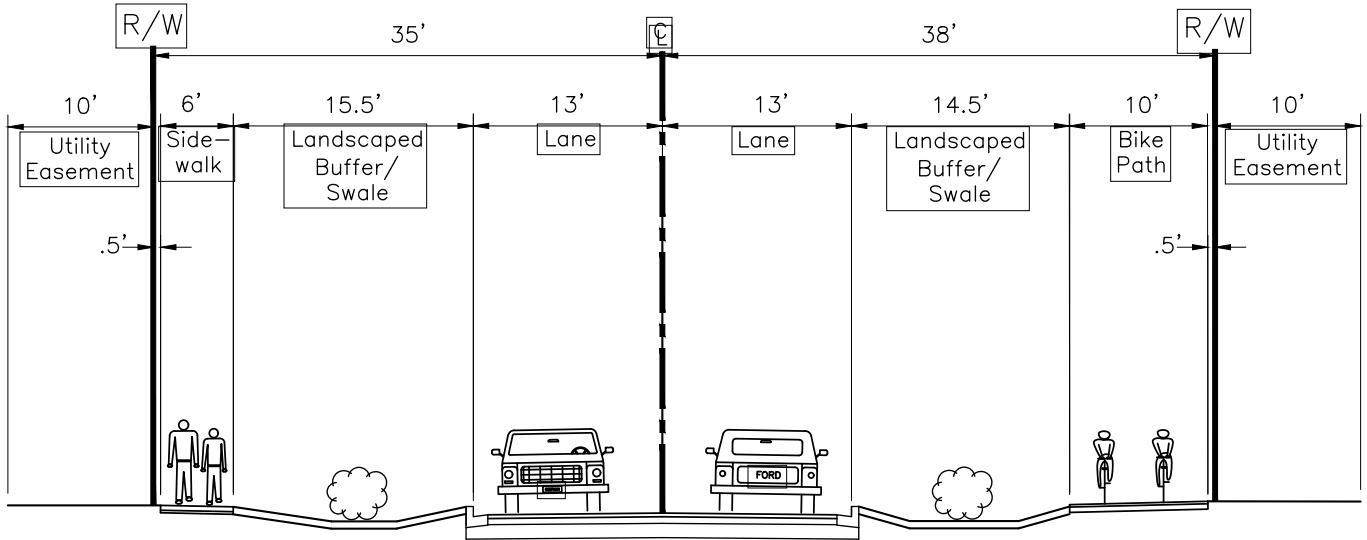
TAB 9 Page 39

SHEET

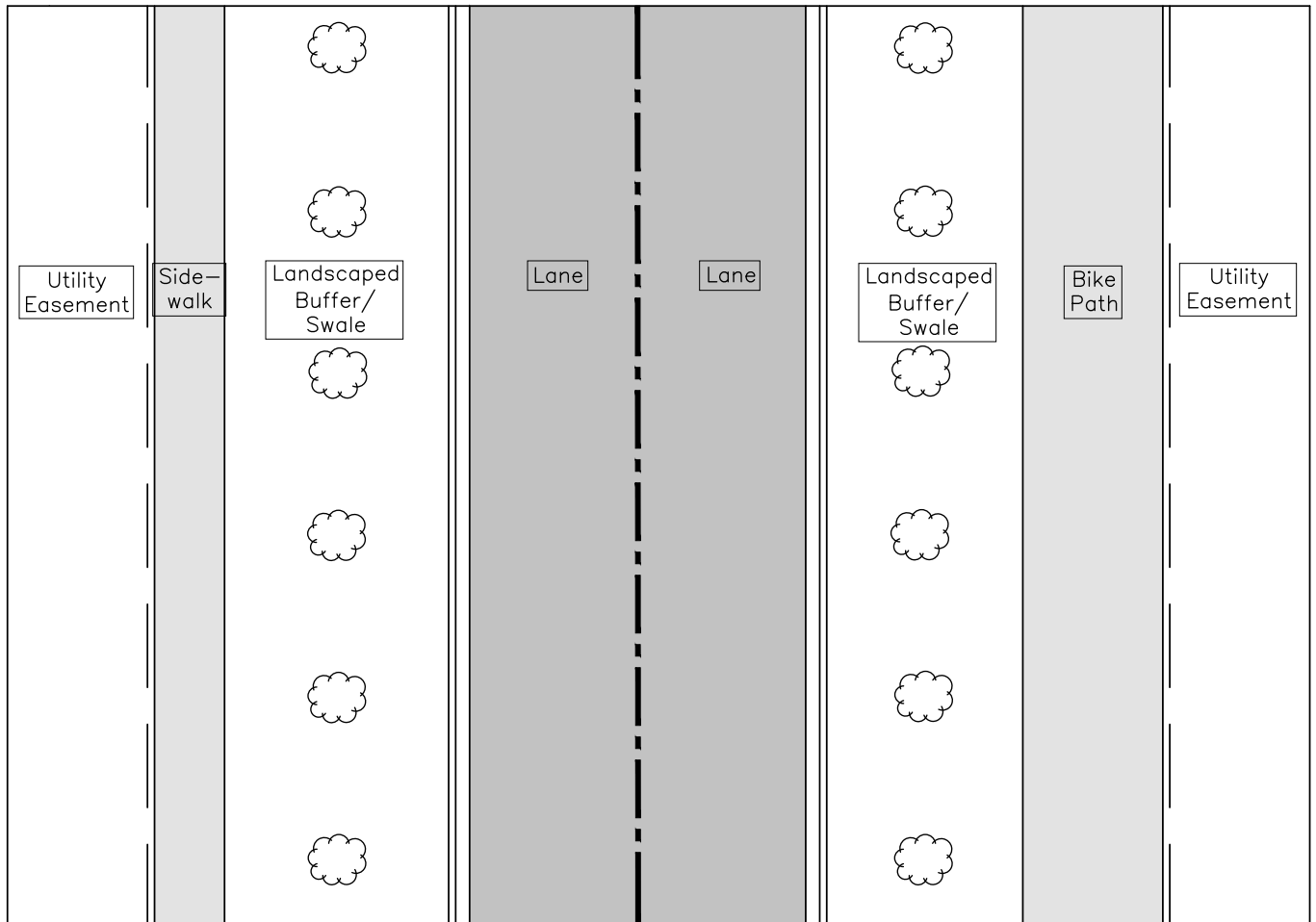
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12TH STREET NARROWED SECTION

Narrowed section, two through traffic lanes;
one two-way bike path; five foot sidewalk.



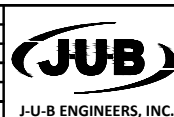
73' R/W



Plot Date: 5/30/2018 1:03 PM Plotted By: Chase Siegler
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FILE: STREET TYPICAL SECTIONS
JUB PROJ. #: 21-18-015
DRAWN BY: CAS
DESIGN BY: JRW
CHECKED BY: JRW
SCALE: NTS
LAST UPDATED: 5/24/2018



TR-PARTNERSHIP INFRASTRUCTURE DESIGN
TR-PARTNERSHIP PUBLIC INFRASTRUCTURE

12TH STREET
NARROWED SECTION

TAB 9 Page 40

SHEET

4

BAHR - SECTION II

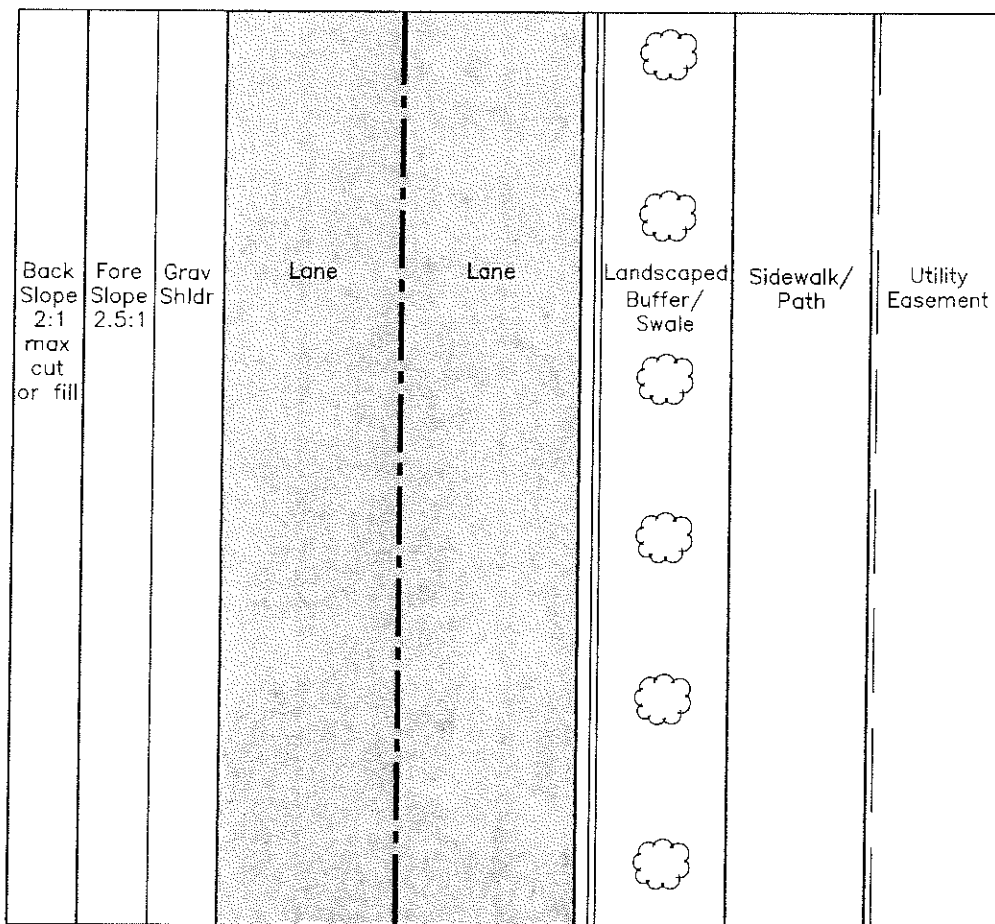
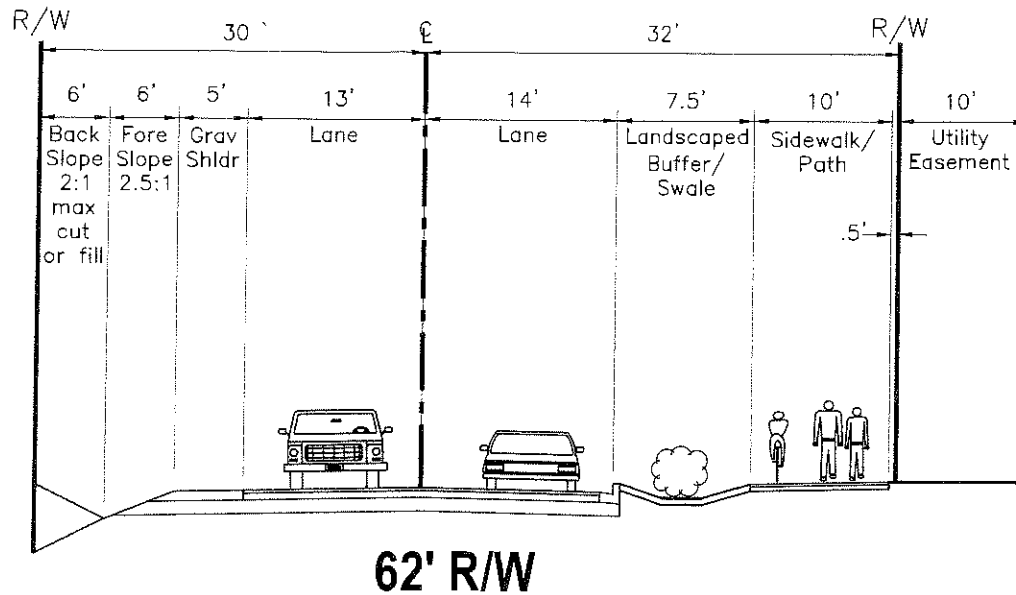
NO.	REVISION DESCRIPTION	BY	DATE

EXHIBIT H

11th Street Roadway Construction

11TH STREET TYPICAL SECTION

11th Street end of curve to end of road;
two through traffic lanes; one ten foot sidewalk/path.



Plot Date: 4/16/2018 2:41 PM, Plotted By: Chuan Sheng
 J:\U-B ENGINEERS, INC. \PROJECTS\BAHR\01-14-015 TR-PARTNERSHIP INFRASTRUCTURE\01-14-015 TR-PARTNERSHIP INFRASTRUCTURE\11TH STREET TYPICAL SECTIONS.DWG

REUSE OF DRAWINGS
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FILE: 11TH STREET TYPICAL SECTION
 JUB PROJ: F-21-18-015
 DRAWN BY: CAS
 DESIGN BY: JRW
 CHECKED BY: JRW
 SCALE: NTS
 LAST UPDATED: 4/16/2018



TR-PARTNERSHIP INFRASTRUCTURE DESIGN
 TR-PARTNERSHIP PUBLIC INFRASTRUCTURE

11TH STREET
 TYPICAL SECTION

SHEET

2

EXHIBIT I

Engineer's Estimate for Off-Site Improvements

Engineer's Estimate

Tri Partnership Infrastructure



For (Client): Tri-Partnership

SUMMARY TIS Options

Date: 05-30-2018

	Total	Public Works (58.1%)	Tri Partners (41.9%)			Estimated Split 2018
			Lewiston Parks	School District	LCSC	
Warner Ave: 10th to 13th	\$ 489,775.00	\$ 284,559.28	\$ 53,385.48	\$ 130,280.15	\$ 21,550.10	41.9% Partners & Prorated Annual Trips per 2018 TIS &
10th St.: Park to Stewart (West Side Widening)	\$ 741,606.25	\$ 430,873.23	\$ 80,835.08	\$ 197,267.26	\$ 32,630.68	41.9% Partners & Prorated Annual Trips per 2018 TIS &
10th/Warner Intersection	\$ 26,881.25	\$ 15,618.01	\$ 2,930.06	\$ 7,150.41	\$ 1,182.78	41.9% Partners & Prorated Annual Trips per 2018 TIS &
Pedestrian Crossing Safety Improvements (8 RRFB)	\$ 124,437.50	\$ 72,298.19	\$ 13,563.69	\$ 33,100.38	\$ 5,475.25	41.9% Partners & Prorated Annual Trips per 2018 TIS &
Project Estimate Total	\$ 1,382,700.00	\$ 803,348.70	\$ 150,714.30	\$ 367,798.20	\$ 60,838.80	

\$ 1,382,700.00

26.1%	63.4%	10.5%	
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Engineer's Estimate

Tri Partnership Infrastructure



For (Client) Tri-Partnership						Warner Widening to 20' each side; 10th to 13th					
Date: 05/30/18						Not including site frontage improvements Not including frontage at existing bus barn & service center					
Bid Item No.	Item Description	Overall Costs				58.10% Public Works City		Breakdown (41.9%)			
		Item Quantity	Units	Unit Price	Total Value of Item (\$)	58.1% Share	10.9% Share	26.6% Share	4.4% Share	LCSC	
2	Earthwork										
	Remove and Dispose of Barbed Wire Fence		LF	\$0.50	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Excavation	1600	CY	\$15.00	\$24,000	\$13,944.00	\$2,616.00	\$6,384.00	\$1,056.00		
6	Storm										
	Catch Basin	1	EA	\$1,800.00	\$1,800	\$1,045.80	\$196.20	\$478.80	\$79.20		
	Storm Sewer Manhole (4' Diameter)	0	EA	\$3,000.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
	12-Inch Storm Sewer Pipe (Class D Backfill)	0	LF	\$55.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
	18-Inch Storm Sewer Pipe (Class D Backfill)	0	LF	\$50.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
	Roadside Infiltration Trench	0	LF	\$12.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
7	Concrete										
	Concrete Sidewalk	0	SY	\$40.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
	Curb Inlet	0	EA	\$300.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
	ADA Ramp	1	EA	\$1,800.00	\$1,800	\$1,045.80	\$196.20	\$478.80	\$79.20		
	6" Curb and Gutter	2660	LF	\$30.00	\$79,800	\$46,363.80	\$8,698.20	\$21,226.80	\$3,511.20		
	Valley Gutter	70	LF	\$70.00	\$4,900	\$2,846.90	\$534.10	\$1,303.40	\$215.60		
	Driveway Approach	20	EA	\$2,000.00	\$40,000	\$23,240.00	\$4,360.00	\$10,640.00	\$1,760.00		
	Driveway Approach Transition	20	EA	\$1,000.00	\$20,000	\$11,620.00	\$2,180.00	\$5,320.00	\$880.00		
8	Roadway										
	1/2" Superpave HMA Pavement (4" thick)	600	TON	\$120.00	\$72,000	\$41,832.00	\$7,848.00	\$19,152.00	\$3,168.00		
	3/4" Crushed Rock Base (12" thick)	1050	CY	\$40.00	\$42,000	\$24,402.00	\$4,578.00	\$11,172.00	\$1,848.00		
	Subgrade Separation Geotextile	0	SY	\$2.50	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
	Asphalt Pathway Transition	0	SY	\$25.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
10	BMPs										
	Misc BMP's (seeding, inlet prot., etc)	1	LS	\$5,000.00	\$5,000	\$2,905.00	\$545.00	\$1,330.00	\$220.00		
						\$0.00	\$0.00	\$0.00	\$0.00		
11	Traffic										
	Traffic Control	1	LS	\$7,500.00	\$7,500	\$4,357.50	\$817.50	\$1,995.00	\$330.00		
	Pavement Markings	1	LS	\$5,000.00	\$5,000	\$2,905.00	\$545.00	\$1,330.00	\$220.00		
	Traffic Signs	12	EA	\$750.00	\$9,000	\$5,229.00	\$981.00	\$2,394.00	\$396.00		
	Remove and Reset Sign	3	EA	\$300.00	\$900	\$522.90	\$98.10	\$239.40	\$39.60		
20	MISC										
	Mobilization	1	LS	\$30,000.00	\$30,000	\$17,430.00	\$3,270.00	\$7,980.00	\$1,320.00		
	Project Quality Control	1	LS	\$5,000.00	\$5,000	\$2,905.00	\$545.00	\$1,330.00	\$220.00		
	Relocate Mail Boxes	20	EA	\$250.00	\$5,000	\$2,905.00	\$545.00	\$1,330.00	\$220.00		
	Relocate Fire Hydrant	0	EA	\$3,500.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		
	Adjust Utilities	5	EA	\$500.00	\$2,500	\$1,452.50	\$272.50	\$665.00	\$110.00		
Construction Total					\$356,200	\$206,952	\$38,826	\$94,749	\$15,673		
10% Contingency					\$35,620	\$20,695	\$3,883	\$9,475	\$1,567		
Construction Total					\$391,820	\$227,647	\$42,708	\$104,224	\$17,240		
Design & Construction Engineering(25%)					\$97,955.00	\$56,911.86	\$10,677.10	\$26,056.03	\$4,310.02		
Total					\$489,775.00	\$284,559.28	\$53,385.48	\$130,280.15	\$21,550.10		

Engineer's Estimate

Tri Partnership Infrastructure



For (Client) Tri-Partnership

10th Widening to 20' west side; Park to Stewart; Turn Lanes for Preston and Stewart

Date: 05/30/18

Includes west side curb and gutter, sidewalk, driveway approaches. Storm to east side ditch

Bid Item No.	Item Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	58.10%		Breakdown (41.9%)			
						Public Works City Share	Parks City Share	School District Share	LCSC Share		
2	Earthwork										
	Remove and Dispose of Barbed Wire Fence	0	LF	\$0.50	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Clearing and Grubbing	1	LS	\$5,000.00	\$5,000	\$2,905.00	\$545.00	\$1,330.00	\$220.00		\$220.00
	Excavation	1900	CY	\$15.00	\$28,500	\$16,558.50	\$3,106.50	\$7,581.00	\$1,254.00		\$1,254.00
6	Storm										
	Catch Basin	4	EA	\$1,800.00	\$7,200	\$4,183.20	\$784.80	\$1,915.20	\$316.80		\$316.80
	Storm Sewer Manhole (4' Diameter)	0	EA	\$3,000.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	12-Inch Storm Sewer Pipe (Class D Backfill)	200	LF	\$55.00	\$11,000	\$6,391.00	\$1,199.00	\$2,926.00	\$484.00		\$484.00
	18-Inch Storm Sewer Pipe (Class D Backfill)	0	LF	\$50.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Discharge Area	0	LS	\$20,000.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Pavement Surface Restoration	0	LF	\$45.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
7	Concrete										
	Concrete Sidewalk	750	SY	\$50.00	\$37,500	\$21,787.50	\$4,087.50	\$9,975.00	\$1,650.00		\$1,650.00
	Curb Inlet	0	EA	\$300.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	ADA Ramp	5	EA	\$1,800.00	\$9,000	\$5,229.00	\$981.00	\$2,394.00	\$396.00		\$396.00
	6" Curb and Gutter	2000	LF	\$30.00	\$60,000	\$34,860.00	\$6,540.00	\$15,960.00	\$2,640.00		\$2,640.00
	Valley Gutter	150	LF	\$70.00	\$10,500	\$6,100.50	\$1,144.50	\$2,793.00	\$462.00		\$462.00
	Driveway Approach	26	EA	\$2,500.00	\$65,000	\$37,765.00	\$7,085.00	\$17,290.00	\$2,860.00		\$2,860.00
	Driveway Approach Transition	26	EA	\$1,000.00	\$26,000	\$15,106.00	\$2,834.00	\$6,916.00	\$1,144.00		\$1,144.00
8	Roadway										
	1/2" Superpave HMA Pavement (4" thick)	800	TON	\$140.00	\$112,000	\$65,072.00	\$12,208.00	\$29,792.00	\$4,928.00		\$4,928.00
	3/4" Crushed Rock Base (12" thick)	1300	CY	\$40.00	\$52,000	\$30,212.00	\$5,668.00	\$13,832.00	\$2,288.00		\$2,288.00
	Subgrade Separation Geotextile	0	SY	\$2.50	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Asphalt Pathway Transition	0	SY	\$25.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
10	BMPs										
	Misc BMP's (seeding, inlet prot., etc)	1	LS	\$5,000.00	\$5,000	\$2,905.00	\$545.00	\$1,330.00	\$220.00		\$220.00
						\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
11	Traffic										
	Traffic Control	1	LS	\$15,000.00	\$15,000	\$8,715.00	\$1,635.00	\$3,990.00	\$660.00		\$660.00
	Pavement Markings	1	LS	\$5,000.00	\$5,000	\$2,905.00	\$545.00	\$1,330.00	\$220.00		\$220.00
	Traffic Signs	7	EA	\$750.00	\$5,250	\$3,050.25	\$572.25	\$1,396.50	\$231.00		\$231.00
	Remove and Reset Sign	3	EA	\$300.00	\$900	\$522.90	\$98.10	\$239.40	\$39.60		\$39.60
20	MISC										
	Mobilization	1	LS	\$50,000.00	\$50,000	\$29,050.00	\$5,450.00	\$13,300.00	\$2,200.00		\$2,200.00
	Project Quality Control	1	LS	\$5,000.00	\$5,000	\$2,905.00	\$545.00	\$1,330.00	\$220.00		\$220.00
	Relocate Mail Boxes	18	EA	\$250.00	\$4,500	\$2,614.50	\$490.50	\$1,197.00	\$198.00		\$198.00
	Barbed Wire Fence	0	EA	\$4.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Ditch	1500	LF	\$15.00	\$22,500	\$13,072.50	\$2,452.50	\$5,985.00	\$990.00		\$990.00
	Relocate large fence	0	LF	\$10.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Relocate Fire Hydrant	0	EA	\$3,500.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Adjust Utilities	5	EA	\$500.00	\$2,500	\$1,452.50	\$272.50	\$665.00	\$110.00		\$110.00
Construction Total					\$539,350	\$313,362	\$58,789	\$143,467	\$23,731		\$23,731
10% Contingency					\$53,935	\$31,336	\$5,879	\$14,347	\$2,373		\$2,373
Construction Total					\$593,285	\$344,699	\$64,668	\$157,814	\$26,105		

Design & Construction Engineering (25%)

\$148,321.25

\$86,174.65

\$16,167.02

\$39,453.45

\$6,526.14

Total

\$741,606.25

\$430,873.23

\$80,835.08

\$197,267.26

\$32,630.68

Engineer's Estimate

Tri Partnership Infrastructure



For (Client) Tri-Partnership						10th/Warner Intersection							
Date: 05/30/18						Includes Lane changes, stop condition on 10th/Warner and ADA ramp connections							
Item		Overall Costs				58.10%		Breakdown (41.9%)					
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Public Works City		Parks City		School District		LCSC	
						58.1%	Share	10.9%	Share	26.6%	Share	4.4%	Share
2	Earthwork												
	Remove Curb	50	LF	\$8.00	\$400		\$232.40		\$43.60		\$106.40		\$17.60
	Remove Sidewalk	10	SY	\$15.00	\$150		\$87.15		\$16.35		\$39.90		\$6.60
7	Concrete												
	Concrete Sidewalk	20	SY	\$50.00	\$1,000		\$581.00		\$109.00		\$266.00		\$44.00
							\$0.00		\$0.00		\$0.00		\$0.00
	ADA Ramp	1	EA	\$2,000.00	\$2,000		\$1,162.00		\$218.00		\$532.00		\$88.00
	6" Curb and Gutter	50	LF	\$30.00	\$1,500		\$871.50		\$163.50		\$399.00		\$66.00
							\$0.00		\$0.00		\$0.00		\$0.00
10	BMPs												
	Misc BMP's (seeding, inlet prot., etc)	1	LS	\$500.00	\$500		\$290.50		\$54.50		\$133.00		\$22.00
							\$0.00		\$0.00		\$0.00		\$0.00
11	Traffic												
	Traffic Control	1	LS	\$2,500.00	\$2,500		\$1,452.50		\$272.50		\$665.00		\$110.00
	Pavement Markings	1400	SF	\$2.00	\$2,800		\$1,626.80		\$305.20		\$744.80		\$123.20
	Traffic Signs	4	EA	\$750.00	\$3,000		\$1,743.00		\$327.00		\$798.00		\$132.00
	Remove Pavement Markings	800	SF	\$4.00	\$3,200		\$1,859.20		\$348.80		\$851.20		\$140.80
20	MISC												
	Mobilization	1	LS	\$2,000.00	\$2,000		\$1,162.00		\$218.00		\$532.00		\$88.00
	Project Quality Control	1	LS	\$500.00	\$500		\$290.50		\$54.50		\$133.00		\$22.00
Construction Total					\$19,550		\$11,359		\$2,131		\$5,200		\$860
10% Contingency					\$1,955		\$1,136		\$213		\$520		\$86
Construction Total					\$21,505		\$12,494		\$2,344		\$5,720		\$946
Design & Construction Engineering(25%)						\$5,376.25	\$3,123.60	\$586.01	\$1,430.08	\$236.56			
Total						\$26,881.25	\$15,618.01	\$2,930.06	\$7,150.41	\$1,182.78			

Engineer's Estimate

Tri Partnership Infrastructure



For (Client) Tri-Partnership						Pedestrian Crossing Improvements					
Date: 05/30/18						Includes four crossings, consisting of two solar power flashing beacons and advanced signs					
Bid Item No.	Item Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	58.10%		Breakdown (41.9%)			
						Public Works City	Share	Parks City	School District	LCSC	Share
10	BMPs					58.1%		10.9%	26.6%	4.4%	
	Misc BMP's (seeding, inlet prot., etc)	1	LS	\$500.00	\$500		\$290.50	\$54.50	\$133.00		\$22.00
							\$0.00	\$0.00	\$0.00		\$0.00
11	Traffic										
	Traffic Control	1	LS	\$1,000.00	\$1,000		\$581.00	\$109.00	\$266.00		\$44.00
	Pavement Markings	1	LS	\$5,000.00	\$5,000		\$2,905.00	\$545.00	\$1,330.00		\$220.00
	Traffic Signs	16	EA	\$750.00	\$12,000		\$6,972.00	\$1,308.00	\$3,192.00		\$528.00
	Flashing Beacons	8	EA	\$8,000.00	\$64,000		\$37,184.00	\$6,976.00	\$17,024.00		\$2,816.00
20	MISC										
	Mobilization	1	LS	\$8,000.00	\$8,000		\$4,648.00	\$872.00	\$2,128.00		\$352.00
							\$0.00	\$0.00	\$0.00		\$0.00
Construction Total					\$90,500		\$52,581	\$9,865	\$24,073		\$3,982
10% Contingency					\$9,050		\$5,258	\$986	\$2,407		\$398
Construction Total					\$99,550		\$57,839	\$10,851	\$26,480		\$4,380
Design & Construction Engineering(25%)					\$24,887.50		\$14,459.64	\$2,712.74	\$6,620.08		\$1,095.05
Total					\$124,437.50		\$72,298.19	\$13,563.69	\$33,100.38		\$5,475.25

EXHIBIT J

Schedule of Common Infrastructure and Off-site Improvements

Schedule of Common Infrastructure and Off-site Improvements
Tri-Partnership Project Development

Exhibit J

Updated Schedule
6/18/2018

TRI-PARTNERSHIP	2018												2019												2020				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<u>Tri-Partnership Infrastructure Bid Package</u>																													
Preliminary Design Plans & Specifications																													
Final Design Plans & Specifications																													
Final Reviews and Resubmittals																													
Bidding																													
Construction																													
<u>Platting</u>																													
Development Agreement Drafting																													
Development Agreement Approval (LHS, City)																													
Development Agreement Approval (LCSC)																													
Preliminary Plat																													
Reviews/P&Z/City Council																													
Final Plat																													
<u>Traffic Impact Off Site Improvements</u>																													
Preliminary Design Plans & Specifications																													
Final Design Plans & Specifications																													
Final Reviews and Resubmittals																													
Bidding																													
Construction																													
.																													
<u>LEWISTON HIGH SCHOOL</u>																													
Final Design																													
Bidding																													
Construction																													
<u>LCSC</u>																													
Design Development																													
Construction Documents																													
Bidding																													
Construction																													