

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
FEBRUARY 19-20, 2025**

TAB	DESCRIPTION	ACTION
1	BOARD POLICY I.M. – ANNUAL PLANNING AND REPORTING – SECOND READING	Action Item

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
FEBRUARY 19-20, 2025**

SUBJECT

Board Policy I.M. - Annual Planning and Reporting – Second Reading

REFERENCE

March 2008	The Board approved first reading of Board Policy I.M. clarifying the Board’s role in accreditation visits and Board self-evaluation
April 2008	The Board approved second reading of Board Policy I.M.
August 2008	The Board approved first reading of Board Policy I.M. clarifying reporting requirements for strategic plans and performance measures
October 2008	The Board approved second reading of Board Policy I.M.
April 2011	The Board approved first reading of Board Policy I.M.
June 2011	The Board approved second reading of Board Policy I.M.
December 2016	The Board approved first reading of Board Policy I.M. adding definitions of strategic plan components.
February 2017	The Board approved second reading of Board Policy I.M.
April 2024	The Board approved a first reading of proposed amendments to Board policy I.M.
June 2024	The Board approved second reading of proposed amendments to Board policy I.M. for the purpose of aligning with statute and DFM procedures.
December 2024	The Board approved first reading of proposed amendments to Board Policy I.M. for the purpose of separating the systemwide measures from the strategic planning process.

APPLICABLE STATUTE, RULE, OR POLICY

Board Policy I.M. Annual Planning and Reporting
Sections 67-1901 through 67-1905, Idaho Code

BACKGROUND/DISCUSSION

Sections 67-1901 through 67-1905, Idaho Code, establish the State’s annual strategic plan and performance reporting requirements. These requirements include the annual review and submission of strategic plans and performance measures. Institutions and agencies under the oversight of the Board submit their strategic plans to the Board for approval. The approved plans are then submitted by the Board office to the Division of Financial Management (DFM). This is part of a year-long cycle of continuous improvement.

Title 67, Chapter 19, Idaho Code also establishes that guidance for the statewide strategic planning process is to be governed by DFM. The DFM maintains a

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Strategic Planning and Performance Reporting guidance document and provides training to state agencies.

Board Policy I.M. is revised to separate the systemwide measures from the larger strategic planning process. This will allow for the systemwide measures to be addressed more nimbly by separate vote of the Board. It will also ensure that the Board's K-20 strategic plan, which is reviewed for potential revisions each February, is the only document governing the specific measures two and four-year institutions are required to include in their annual Performance Reports to DFM.

The proposed revisions have been workshopped with representatives from the two and four year institutions. Non-substantive edits were made between the first and second readings of the policy. These edits are highlighted yellow in Attachment 1 for easy identification.

IMPACT

Proposed revisions to Board Policy I.M. will reduce the number of systemwide measures each two and four-year institution is required to include in their individual Performance Reports from 9 to 3. This provides a more intentional focus on meaningful outcomes-based systemwide measures while also allowing institutions to celebrate their individuality through the inclusion of up to 7 additional measures drawn from separately Board approved strategic plan, specific to each institution.

ATTACHMENTS

- Attachment 1 – Board Policy I.M. - Annual Planning and Reporting – Proposed Amendments, redline
- Attachment 2 – Board Policy I.M. – Annual Planning and Reporting – Proposed Amendments, clean

BOARD STAFF COMMENTS AND RECOMMENDATIONS

There were no changes made between the first and second readings. Board staff recommend approval of the proposed revisions to Board Policy I.M.

BOARD ACTION

I move to approve the second reading of the proposed amendment to Board Policy I.M. as presented in Attachment 2.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

This subsection shall apply to Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho, College of Eastern Idaho, College of Southern Idaho, College of Western Idaho, North Idaho College, and the agencies, under the Board's governance and oversight.

1. Board Approval

a. The Board will approve annually a K-20 strategic plan.

~~a.b.~~ The Board will and approve annually strategic plans for each agency and institution.

~~b.~~ The Board will approve annually a K-20 performance report and performance reports for each agency and institution.

2. Strategic Plan Requirements

a. All strategic plans shall be compliant with Idaho Code § 67-1903 and the Strategic Planning and Performance Report Guide maintained by the Division of Financial Management (DFM).

b. All strategic plans shall be aligned to the Board approved K-20 strategic plan.

~~b.c.~~ Two and Four-year institutions must include one measure for each post-secondary objective in the Board's K-20 strategic plan in their annual strategic plans.

~~e.d.~~ Mission statements used in strategic planning must be approved by the Board, pursuant to Board Policy III.I or by the community college's board of trustees.

i. Mission statements may be approved in conjunction with the strategic planning process or brought to the Board as a separate agenda item.

~~d.e.~~ Institutional strategic plans shall be compliant with applicable accreditation requirements.

~~e.~~ All strategic plans shall include at least one programmatic goal and one operational goal.

3. Performance Report Requirements

a. All performance reports shall be compliant with Idaho Code § 67-1904 and the Strategic Planning and Performance Report Guide maintained by DFM.

~~a.b.~~ All performance reports shall be aligned to the Board approved strategic plan for the submitting agency or institution.

~~b.c.~~ Board staff will make available a performance report template for consistent reporting across all agencies and institutions.

4. Training

a. Key personnel from Board staff and each agency and institution shall be required to participate in training offered by the DFM pursuant to Idaho Code § 67-1905.

5. Timeline
 - a. All agencies and institutions shall submit complete drafts of their strategic plans to designated Board staff no later than the meeting materials due date for the Board's regularly scheduled April meeting each year.
 - b. All agencies and institutions shall submit complete final drafts of their strategic plans to designated board staff no later than the meeting materials due date for the Board's regularly scheduled June meeting each year.
 - c. All agencies and institutions shall submit final drafts of performance reports to the designated board staff no later than ~~the meeting materials due date for the Board's regularly scheduled October meeting each year~~ August 15th each year.
 - ~~d. Community colleges must seek approval from their boards of trustees prior to submitting final drafts of strategic plans and performance reports to the Board.~~
 - d. Board approved strategic plans and performance reports shall be submitted by Board staff to DFM, on behalf of the agencies and institutions.
 - e. Performance reports shall be submitted to the Board for informational purposes no later than the Board's regularly scheduled October meeting each year.
6. Annual Reports
 - a. Agencies and institutions shall provide annual progress reports to the Board in accordance with a reporting schedule established by the Board's executive director.
 - b. Annual reports shall include, but need not be limited to, an update on the agency or institution's progress toward meeting objectives established in the strategic plan.
7. Performance Measures
 - a. The Board may develop a set of uniform system-wide performance measures for agencies or institutions.
 - ~~i. The Board may require agencies and institutions to include such measures in the agency or institution's strategic plan and performance report.~~
 - i. Two and Four-year institutions must include one measure for each post-secondary objective in the Board's K-20 strategic plan in their annual performance reports.
 - ii. Board staff will determine the business rules applicable to such measures.
 - iii. Board staff will provide a reporting schedule for such measures.
 - b. Agencies and institutions may include additional performance measures in their strategic plan. However, Idaho Code § 67-1904 establishes that no

more than ten (10) performance measures may be included in the performance report.

8. Additional Reports

Agencies and institutions will provide any data or report requested by the Board, in accordance with a schedule and format established by the Executive Director.

The census dates for reporting [term-based](#) postsecondary [enrollment](#) data shall be October 15th and March 15th of each year.

This subsection shall apply to Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho, College of Eastern Idaho, College of Southern Idaho, College of Western Idaho, North Idaho College, and the agencies, under the Board's governance and oversight.

1. Board Approval
 - a. The Board will approve annually a K-20 strategic plan.
 - b. The Board will approve annually strategic plans for each agency and institution.

2. Strategic Plan Requirements
 - a. All strategic plans shall be compliant with Idaho Code § 67-1903 and the Strategic Planning and Performance Report Guide maintained by the Division of Financial Management (DFM).
 - b. All strategic plans shall be aligned to the Board approved K-20 strategic plan.
 - c. Two and Four-year institutions must include one measure for each post-secondary objective in the Board's K-20 strategic plan in their annual strategic plans.
 - d. Mission statements used in strategic planning must be approved by the Board, pursuant to Board Policy III.I or by the community college's board of trustees.
 - i. Mission statements may be approved in conjunction with the strategic planning process or brought to the Board as a separate agenda item.
 - e. Institutional strategic plans shall be compliant with applicable accreditation requirements.

3. Performance Report Requirements
 - a. All performance reports shall be compliant with Idaho Code § 67-1904 and the Strategic Planning and Performance Report Guide maintained by DFM.
 - b. All performance reports shall be aligned to the Board approved strategic plan for the submitting agency or institution.
 - c. Board staff will make available a performance report template for consistent reporting across all agencies and institutions.

4. Training
 - a. Key personnel from Board staff and each agency and institution shall be required to participate in training offered by the DFM pursuant to Idaho Code § 67-1905.

5. Timeline
 - a. All agencies and institutions shall submit complete drafts of their strategic plans to designated Board staff no later than the meeting materials due date for the Board's regularly scheduled April meeting each year.

- b. All agencies and institutions shall submit complete final drafts of their strategic plans to designated board staff no later than the meeting materials due date for the Board's regularly scheduled June meeting each year.
 - c. All agencies and institutions shall submit final drafts of performance reports to the designated board staff no later than August 15th each year.
 - d. Board approved strategic plans and performance reports shall be submitted by Board staff to DFM, on behalf of the agencies and institutions.
 - e. Performance reports shall be submitted to the Board for informational purposes no later than the Board's regularly scheduled October meeting each year.
6. Annual Reports
- a. Agencies and institutions shall provide annual progress reports to the Board in accordance with a reporting schedule established by the Board's executive director.
 - b. Annual reports shall include, but need not be limited to, an update on the agency or institution's progress toward meeting objectives established in the strategic plan.
7. Performance Measures
- a. The Board may develop a set of uniform system-wide performance measures for agencies or institutions.
 - i. Two and Four-year institutions must include one measure for each post-secondary objective in the Board's K-20 strategic plan in their annual performance reports.
 - ii. Board staff will determine the business rules applicable to such measures.
 - iii. Board staff will provide a reporting schedule for such measures.
 - b. Agencies and institutions may include additional performance measures in their strategic plan. However, Idaho Code § 67-1904 establishes that no more than ten (10) performance measures may be included in the performance report.
8. Additional Reports
- Agencies and institutions will provide any data or report requested by the Board, in accordance with a schedule and format established by the Executive Director.

The census dates for reporting term-based postsecondary enrollment data shall be October 15th and March 15th of each year.