

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

| TAB | DESCRIPTION | ACTION |
|------------|--|-------------------|
| 1 | FY 2018 OPERATING BUDGETS | Motion to approve |
| 2 | FY 2019 LINE ITEMS | Motion to approve |
| 3 | IDAHO STATE UNIVERSITY First Amendment to the Joint Operations and Maintenance Agreement between Idaho State University and West Ada School District | Motion to approve |
| 4 | IDAHO STATE UNIVERSITY Temporary Parking Memorandum of Agreement between West Ada School District and Idaho State University | Motion to approve |
| 5 | UNIVERSITY OF IDAHO Disposal of Real Property – Twin Larch, Latah County | Motion to approve |
| 6 | UNIVERSITY OF IDAHO New Program Fee – Greek Life | Motion to approve |
| 7 | LEWIS-CLARK STATE COLLEGE Career Technical Education Center Project – Planning and Design | Motion to approve |

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

SUBJECT

Approval of FY 2018 Appropriated Funds Operating Budgets

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND/DISCUSSION

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

For the appropriated funds operating budget, Board policy V.B.3.b.ii provides as follows: “each institution or agency prepares an operating budget for the next fiscal year based upon guidelines adopted by the Board. Each budget is then submitted to the Board in a summary format prescribed by the Executive Director, for review and formal approval before the beginning of the fiscal year.” The appropriated operating budgets have been developed based on appropriations passed by the Legislature during the 2017 session.

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

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

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

IMPACT

Approval of the budgets establishes agency and institutional fiscal spending plans for FY 2018, and allows the agencies and institutions to continue operations from FY 2017 into FY 2018.

ATTACHMENTS

Attachment 1 – FY18 Operating Budgets Index

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

STAFF COMMENTS AND RECOMMENDATIONS

Budgets were developed according to legislative intent and/or Board guidelines. There was funding for a 3% ongoing Change in Employee Compensation (CEC) in FY 2018. Representatives from the institutions will be available to answer specific questions.

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

- Salaries for new appointments to dean, associate/assistant dean, vice president and equivalent positions above the College and University Professional Association for Human Resources (CUPA-HR) median rate for such positions.
- Any position at a level of vice-president (or equivalent) and above, regardless of funding source. (II.B.3.a.)
- The initial appointment of an employee to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary. (II.B.3.b.)
- The employment agreement of any head coach or athletic director (at the institutions only) longer than three years, or for a total annual compensation amount of \$200,000 or higher, and all amendments thereto. (II.B.3.c.)
- Non-classified employee contracts (other than for athletic directors or coaches) over one year. (II.F.b.v.)

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

For informational purposes only, the list of FY 2018 maintenance (Alteration and Repair) projects recommended by the Permanent Building Fund Advisory Council is included starting at page 41.

BOARD ACTION

I move to approve the FY 2018 operating budgets for the Office of the State Board of Education, Idaho Public Television, Division of Vocational Rehabilitation, College and Universities, Career Technical Education, Agricultural Research and Extension Service, Health Education Programs and Special Programs, as presented in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

FY18 AGENCIES & INSTITUTIONS OPERATING BUDGETS INDEX

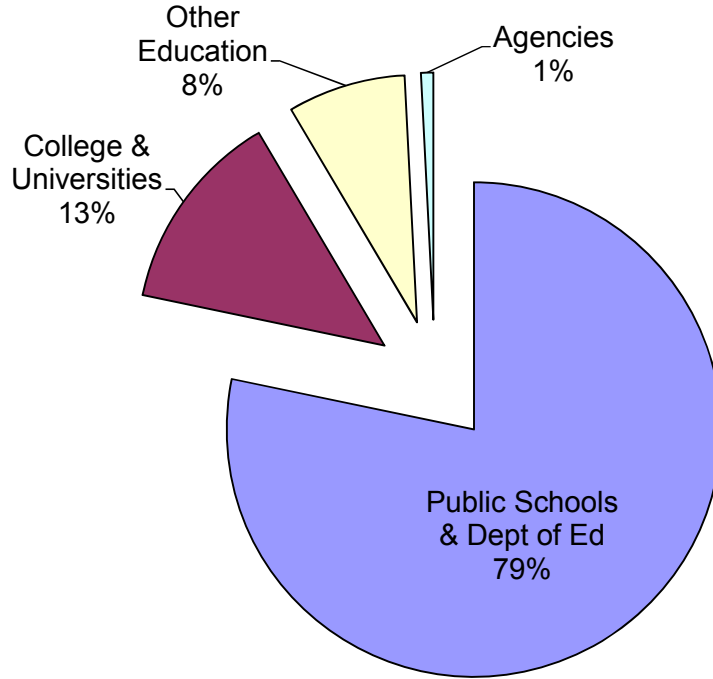
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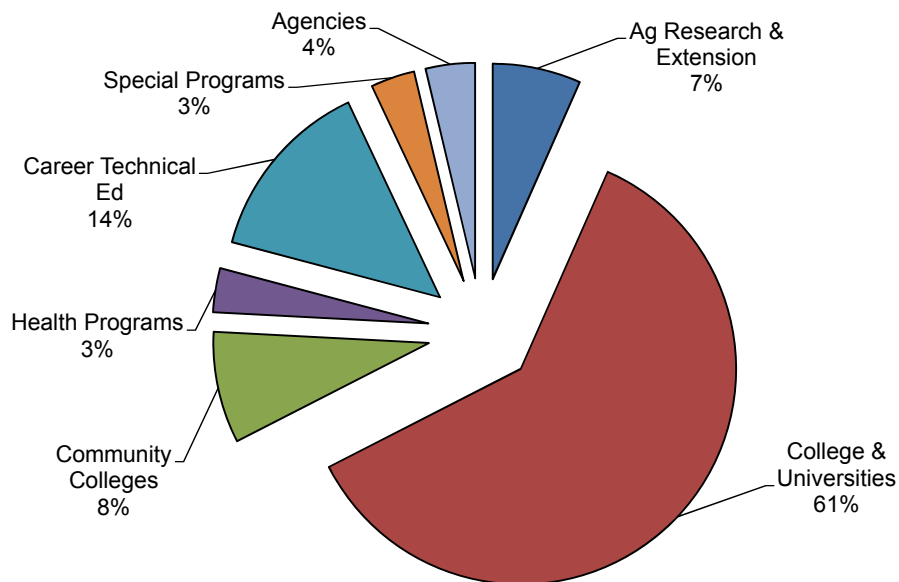
State Board of Education

FY18 General Funds by Program

Includes Public Schools and Department of Education General Funds



Excludes Public Schools and Department of Education General Funds



OFFICE OF THE STATE BOARD OF EDUCATION
FY 2018 Operating Budget

| | FY 2017 BUDGET | FY 2018 BUDGET | PERCENT of CHANGE |
|--|---------------------------|---------------------------|------------------------------|
| By Cost Center: | | | |
| Office of the State Board of Education | | | |
| Management Services | 2,242,600 | 4,143,600 | 84.77% |
| Charter School Commission | 498,100 | 568,300 | 14.09% |
| Academic Services | 1,038,200 | 776,800 | -25.18% |
| Research Services | 760,700 | 755,600 | -0.67% |
| Fiscal Services | 488,800 | 532,200 | 8.88% |
| Scholarship Programs | 15,183,500 | 16,476,500 | 8.52% |
| System Wide Needs | 902,600 | 905,300 | 0.30% |
| Total Programs | 21,114,500 | 24,158,300 | 14.42% |

| | | | |
|---------------------------------------|----------------|----------------|--------------|
| By Fund Source: | | | |
| General Fund - OSBE | 3,330,500 | 5,364,400 | 61.07% |
| General Fund - Charter Commission | 146,500 | 220,500 | 50.51% |
| General Fund - Scholarships | 11,729,200 | 11,729,700 | 0.00% |
| Federal Funds | 883,500 | 526,400 | -40.42% |
| Federal Funds - GEARUP | 1,724,400 | 3,124,400 | 81.19% |
| Miscellaneous Revenue | 200,000 | 201,100 | 0.55% |
| Miscellaneous Charter Authorizer Fees | 351,600 | 347,800 | -1.08% |
| Miscellaneous - Opportunity Fund | 729,900 | 622,400 | -14.73% |
| Systemwide Needs | 1,000,000 | 1,000,000 | 0.00% |
| Indirect Cost Recovery Fund | 902,600 | 905,300 | 0.30% |
| Total Funds | 116,300 | 116,300 | 0.00% |

| | | | |
|---------------------------------------|-------------------|-------------------|---------------|
| By Expenditure Classification: | | | |
| Personnel Costs | 2,898,900 | 3,080,500 | 6.26% |
| Operating Expenditures | 2,675,700 | 3,485,500 | 30.26% |
| Capital Outlay | 20,400 | 3,000 | N/A |
| Trustee/Benefit Payments | 15,519,500 | 17,589,300 | 13.34% |
| Lump Sum | 0 | 0 | N/A |
| Total Expenditures | 21,114,500 | 24,158,300 | 14.42% |

| | | | |
|----------------------------|-------|-------|-------|
| Full Time Positions | 30.10 | 32.60 | 8.31% |
|----------------------------|-------|-------|-------|

Budget Overview

The Office of the State Board of Education received a 3% ongoing CEC as well as benefit increases, replacement capital, offset slightly by removal of prior year 27th payroll. OSBE received funding for 1 FTP and \$100k for a College/Career Advisor, 1 FTP and \$88k for a Research-Communications Specialist, \$71k in one-time funds for a Graduate Medical Education Plan, \$1m for Administrator Training on Teacher Evaluations, and .5 FTP and \$31k for a Technical Records Specialist. The Charter Commission received \$71k for Charter School Renewal Process. The increase in Management Services is primarily due to the College/Career Advisor, Administrator Training. The decrease in Academic Services is due to elimination of the College Access Challenge Grant. Scholarships increased for the 2nd cohort of GEARUP scholarships.

IDAHO PUBLIC TELEVISION
FY 2018 Operating Budget

| | <u>FY 2017</u> <u>BUDGET</u> | <u>FY 2018</u> <u>BUDGET</u> | <u>PERCENT</u> <u>of CHANGE</u> |
|--|---------------------------------|---------------------------------|------------------------------------|
| 1 By Program: | | | |
| 2 Delivery System and Administration: | | | |
| 3 Technical Services | 2,525,110 | 2,597,750 | 2.88% |
| 4 Administration | 1,398,310 | 1,416,860 | 1.33% |
| 5 Educational Content: | | | |
| 6 Programming Acquisitions | 1,669,500 | 1,731,930 | 3.74% |
| 7 IdahoPTV Productions | 1,454,550 | 1,519,730 | 4.48% |
| 8 Special Productions/Projects (2) | 415,500 | 441,500 | 6.26% |
| 9 Communications (3) | 764,860 | 802,450 | 4.91% |
| 10 Development | 1,066,770 | 1,122,880 | 5.26% |
| 11 Total Programs | <u>9,294,600</u> | <u>9,633,100</u> | <u>3.64%</u> |
| 12 | | | |
| 13 By Fund Source: | | | |
| 14 General Fund - PC/OE | 2,186,300 | 2,320,700 | 6.15% |
| 15 General Fund - Capital (One-Time) | 835,800 | 1,006,500 | 20.42% |
| 16 Federal Funds | 0 | 0 | |
| 17 Local Funds | 5,857,000 | 5,864,400 | 0.53% |
| 18 Special Productions/Projects | 415,500 | 441,500 | 3.75% |
| 19 Total Funds | <u>9,294,600</u> | <u>9,633,100</u> | <u>3.64%</u> |
| 20 | | | |
| 21 By Expenditure Classification: | | | |
| 22 Personnel Costs (1) | 4,551,400 | 4,720,100 | 3.71% |
| 23 Operating Expenditures: | | | |
| 24 Communication & Programming | 1,507,480 | 1,514,570 | 0.47% |
| 25 Employee Development & Travel | 226,080 | 222,880 | (1.42%) |
| 26 Professional, Admin & Other Service | 456,210 | 455,580 | (0.14%) |
| 27 Supplies, R&M Services | 431,640 | 413,110 | (4.29%) |
| 28 Utilities and Gas (5) | 183,900 | 190,400 | 3.53% |
| 29 Leases and Rentals | 520,020 | 520,900 | 0.17% |
| 30 Miscellaneous | 212,070 | 193,060 | (8.96%) |
| 31 Total Operating Expenditures | <u>3,537,400</u> | <u>3,510,500</u> | <u>(0.76%)</u> |
| 32 Capital Outlay (4) | <u>1,205,800</u> | <u>1,402,500</u> | <u>16.31%</u> |
| 33 Total Expenditures | <u>9,294,600</u> | <u>9,633,100</u> | <u>3.64%</u> |
| 34 | | | |
| 35 FTP Count (3) | 64.48 | 65.48 | 1.55% |

37 **Notes:**

38 FY 2017 budget per SB1370; FY 2018 budget per SB1138

39 (1) Appropriations for a 3% CEC that increased personnel costs throughout the budget.

40 (2) Seeking additional donations to support IdahoPTV special productions and projects.

41 (3) Added educational position and expanded outreach.

42 (4) Increased level of general fund capital replacement appropriation.

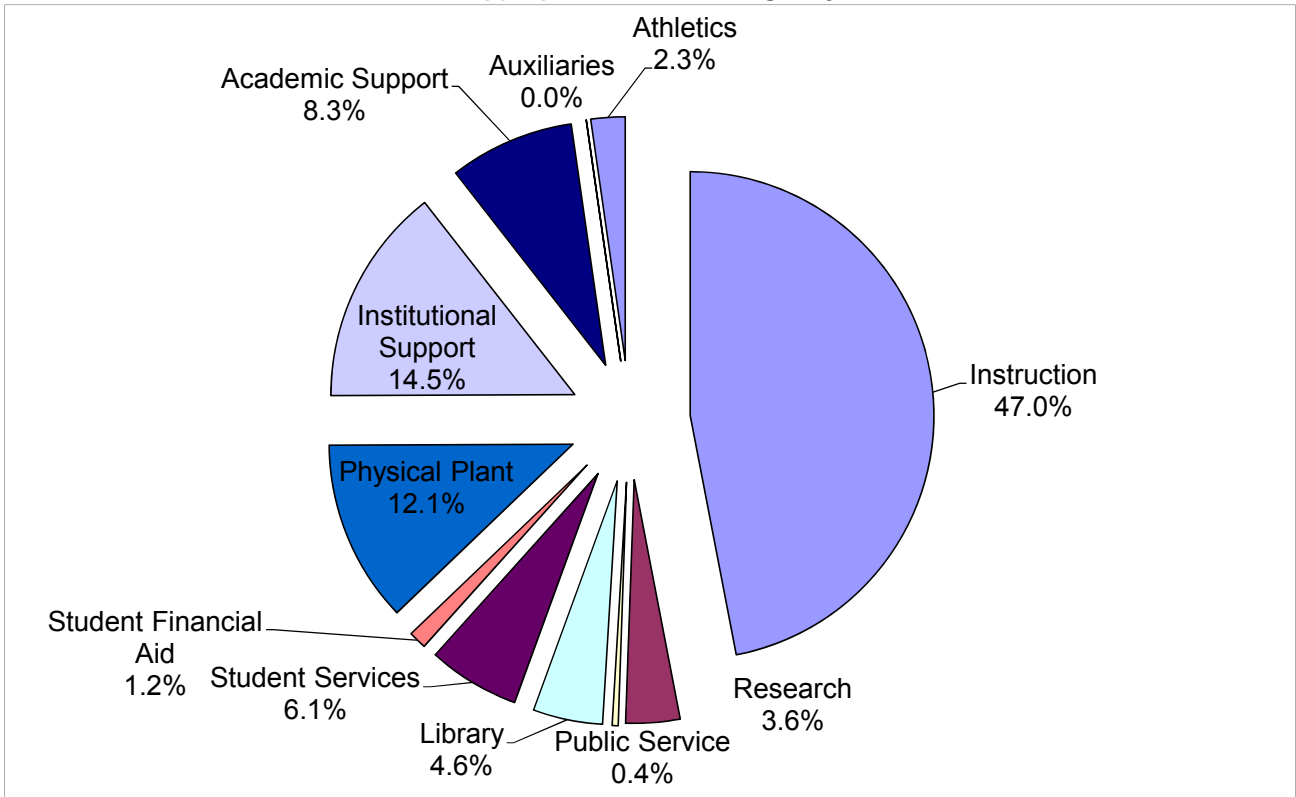
43 (5) Anticipated increase in utility and gas costs.

DIVISION OF VOCATIONAL REHABILITATION
FY 2018 Operating Budget

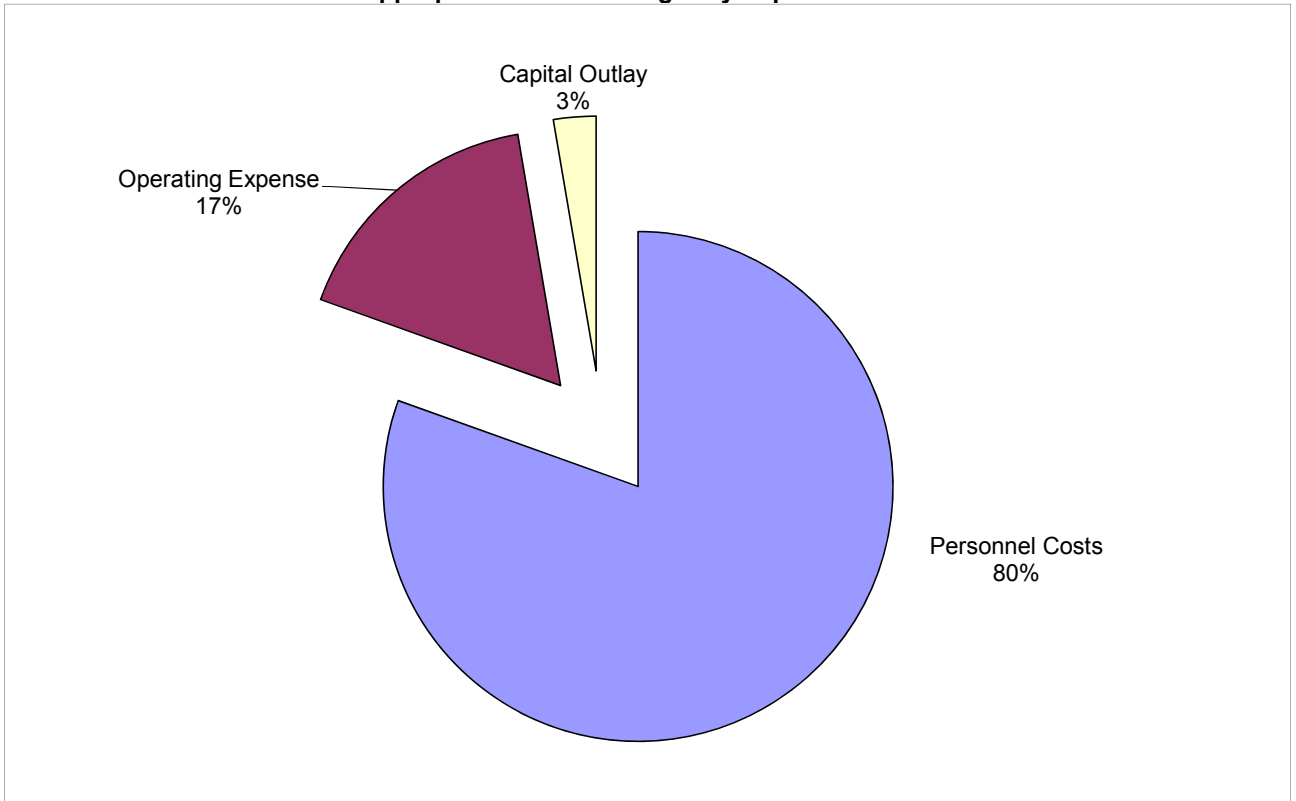
| | | FY 2017 BUDGET | FY 2018 BUDGET | PERCENT of CHANGE |
|----|--|---------------------------|---------------------------|------------------------------|
| 1 | | | | |
| 2 | By Program: | | | |
| 3 | Vocational Rehabilitation | 23,368,900 | 23,532,600 | 0.70% |
| 4 | Comm. Supp. Employ. Work Svcs. (CSE) [1] | 4,207,200 | 4,423,400 | 5.14% |
| 5 | Council for the Deaf & Hard of Hearing [2] | 215,800 | 219,900 | 1.90% |
| 6 | | | | |
| 7 | Total Programs | 27,791,900 | 28,175,900 | 1.38% |
| 8 | By Fund Source: | | | |
| 9 | General Fund [1] | 8,336,100 | 8,589,000 | 3.03% |
| 10 | Federal Funds | 17,408,900 | 17,536,200 | 0.73% |
| 11 | Miscellaneous Revenue | 965,400 | 969,200 | 0.39% |
| 12 | Dedicated Funds | 1,081,500 | 1,081,500 | 0.00% |
| 13 | Total Funds | 27,791,900 | 28,175,900 | 1.38% |
| 14 | By Expenditure Classification: | | | |
| 15 | Personnel Costs | 10,742,600 | 10,806,900 | 0.60% |
| 16 | Operating Expenditures | | | |
| 17 | Communications | 282,500 | 282,500 | 0.00% |
| 18 | Employee Dev./Memberships | 67,000 | 67,000 | 0.00% |
| 19 | Professional & General Services | 632,200 | 632,200 | 0.00% |
| 20 | Travel | 108,400 | 108,400 | 0.00% |
| 21 | Supplies & Insurance [3] | 128,800 | 130,800 | 1.55% |
| 22 | Rents [4] | 491,700 | 500,700 | 1.83% |
| 23 | Other | 22,600 | 22,600 | 0.00% |
| 24 | Total Operating Expenditures | 1,733,200 | 1,744,200 | 0.63% |
| 25 | Capital Outlay [5] | 67,600 | 162,000 | 139.64% |
| 26 | Trustee/Benefit Payments [1] | 15,248,500 | 15,462,800 | 1.41% |
| 27 | Total Expenditures | 27,791,900 | 28,175,900 | 1.38% |
| 28 | Full Time Positions | 152.50 | 152.50 | 0.00% |
| | Budget Overview | | | |
| 29 | FY18 Funded with SB1156 | | | |
| | [1] Line-item request for EES provider rate increase | | | |
| 30 | [2] line-item request for authority to spend donation revenue | | | |
| 31 | [3] Cyber-Security insurance | | | |
| 32 | [4] Inflationary costs for building leases | | | |
| 33 | [5] Voip phone systems, computers, monitors, routers, video conferencing systems | | | |
| 34 | | | | |
| 35 | | | | |
| 36 | | | | |
| 37 | | | | |

COLLEGE & UNIVERSITIES

FY 2018 Appropriated Funds Budget By Function



FY 2018 Appropriated Funds Budget By Expenditure Classification



COLLEGE & UNIVERSITIES SUMMARY

Budget Distribution by Activity and Expense Class

July 1, 2017 - June 30, 2018

Appropriated Funds

| | FY2017 Original Budget | | FY2018 Original Budget | | Changes from | |
|---------------------------------------|------------------------|----------------|------------------------|----------------|----------------------|---------------|
| | Amount | % of Total | Amount | % of Total | Amount | % Chge |
| Revenue by Source | | | | | | |
| 1 State General Account - ongoing | \$265,110,500 | 48.58% | \$280,272,000 | 50.53% | \$15,161,500 | 5.72% |
| 2 State General Account - one time | 9,371,700 | 1.72% | 1,715,400 | 0.31% | (7,656,300) | -81.70% |
| 3 State Endowments | 15,840,000 | 2.90% | 15,840,000 | 2.86% | 0 | 0.00% |
| 4 Millennium Fund/Economic Recovery | 1,686,100 | 0.31% | 0 | 0.00% | (1,686,100) | -100.00% |
| 5 Student Tuition and Fees | 253,759,200 | 46.50% | 256,838,200 | 46.31% | 3,079,000 | 1.21% |
| 6 Total Operating Revenues | <u>\$545,767,500</u> | <u>100.00%</u> | <u>\$554,665,600</u> | <u>100.00%</u> | <u>\$8,898,100</u> | <u>1.63%</u> |
| Expenses | | | | | | |
| By Function: | | | | | | |
| 7 Instruction | \$249,564,789 | 46.54% | \$260,274,787 | 46.96% | \$10,709,999 | 4.29% |
| 8 Research | 17,192,977 | 3.21% | 19,955,644 | 3.60% | 2,762,667 | 16.07% |
| 9 Public Service | 1,832,971 | 0.34% | 2,194,973 | 0.40% | 362,002 | 19.75% |
| 10 Library | 25,417,326 | 4.74% | 25,579,509 | 4.61% | 162,183 | 0.64% |
| 11 Student Services | 32,567,424 | 6.07% | 33,751,599 | 6.09% | 1,184,175 | 3.64% |
| 12 Student Financial Aid | 13,834,893 | 2.58% | 6,565,682 | 1.18% | (7,269,211) | -52.54% |
| 13 Physical Plant | 65,704,387 | 12.25% | 67,053,745 | 12.10% | 1,349,358 | 2.05% |
| 14 Institutional Support | 72,190,420 | 13.46% | 80,437,976 | 14.51% | 8,247,557 | 11.42% |
| 15 Academic Support | 45,780,810 | 8.54% | 45,902,892 | 8.28% | 122,082 | 0.27% |
| 16 Auxiliaries | 11,400 | 0.00% | 11,400 | 0.00% | 0 | 0.00% |
| 17 Athletics | 12,154,653 | 2.27% | 12,556,322 | 2.27% | 401,669 | 3.30% |
| 18 Total Bdgt by Function | <u>\$536,252,049</u> | <u>100.00%</u> | <u>\$554,284,529</u> | <u>100.00%</u> | <u>\$18,032,480</u> | <u>3.36%</u> |
| 19 By Expense Class: | | | | | | |
| 20 Personnel Costs: | | | | | | |
| 21 Salaries: | | | | | | |
| 22 Faculty | \$151,041,039 | 28.17% | \$157,733,513 | 28.46% | \$6,692,474 | 4.43% |
| 23 Executive/Admin | 20,051,095 | 3.74% | 20,467,050 | 3.69% | 415,955 | 2.07% |
| 24 Managerial/Prof | 71,243,163 | 13.29% | 77,781,556 | 14.03% | 6,538,393 | 9.18% |
| 25 Classified | 46,684,647 | 8.71% | 51,123,775 | 9.22% | 4,439,128 | 9.51% |
| 26 Grad Assist | 10,594,376 | 1.98% | 10,822,417 | 1.95% | 228,041 | 2.15% |
| 27 Irregular Help | 9,983,984 | 1.86% | 11,346,014 | 2.05% | 1,362,030 | 13.64% |
| 28 Total Salaries | <u>\$309,598,304</u> | <u>57.73%</u> | <u>\$329,274,325</u> | <u>59.41%</u> | <u>\$19,676,021</u> | <u>6.36%</u> |
| 29 Personnel Benefits | 115,175,492 | 21.48% | 116,779,391 | 21.07% | 1,603,899 | 1.39% |
| 30 Total Pers Costs | <u>\$424,773,796</u> | <u>79.21%</u> | <u>\$446,053,716</u> | <u>80.47%</u> | <u>\$21,279,920</u> | <u>5.01%</u> |
| 31 Operating Expense: | | | | | | |
| 32 Travel | 1,688,002 | 0.31% | 1,633,474 | 0.29% | (54,528) | -3.23% |
| 33 Utilities | 15,120,446 | 2.82% | 14,315,279 | 2.58% | (805,167) | -5.33% |
| 34 Insurance | 3,055,994 | 0.57% | 3,118,640 | 0.56% | 62,646 | 2.05% |
| 35 Other Oper. Exp | 75,440,798 | 14.07% | 74,292,194 | 13.40% | (1,148,604) | -1.52% |
| 36 Total Oper. Exp | <u>\$95,305,240</u> | <u>17.77%</u> | <u>\$93,359,587</u> | <u>16.84%</u> | <u>(\$1,945,653)</u> | <u>-2.04%</u> |
| 37 Capital Outlay: | | | | | | |
| 38 Depart Equipment | 3,656,704 | 0.68% | 2,284,726 | 0.41% | (1,371,978) | -37.52% |
| 39 Library Acquisitions | 12,516,309 | 2.33% | 12,586,500 | 2.27% | 70,191 | 0.56% |
| 40 Total Cap Outlay | <u>\$16,173,013</u> | <u>3.02%</u> | <u>\$14,871,226</u> | <u>2.68%</u> | <u>(\$1,301,787)</u> | <u>-8.05%</u> |
| 41 Tot Bdgt by Exp Class | <u>\$536,252,049</u> | <u>100.00%</u> | <u>\$554,284,529</u> | <u>100.00%</u> | <u>\$18,032,480</u> | <u>3.36%</u> |
| 42 One-time 27th Payroll (GF) | \$10,997,700 | | \$0 | | (\$10,997,700) | |
| 43 One-time Capital Outlay | \$1,865,600 | | \$1,560,400 | | (\$305,200) | |
| 44 One-time Other | \$1,686,100 | | \$155,000 | | (\$1,531,100) | |
| 45 Activity Total | <u>\$550,801,449</u> | | <u>\$555,999,929</u> | | <u>\$5,198,480</u> | <u>0.94%</u> |
| 46 TOTAL FTE POSITIONS | 4,511.37 | | 4,666.89 | | 155.52 | 3.45% |
| 47 ISU Budget Deficit - reserve funds | (5,033,949) | | (1,334,329) | | | |

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

BOISE STATE UNIVERSITY
FY2018 BUDGET OVERVIEW
Appropriated Funds

2018 State Budget Overview

| | |
|---|-----------------------------|
| FY 2017 Base Operating Budget (excl. one-time) | \$185,501,500 |
| Adjustments to Base from State Funds | |
| Personnel Benefits (Health Insurance Costs) | 649,100 |
| Risk Management / Controller's Fees | 18,600 |
| CEC-3% and Increase Min. to 70% of Policy | 1,907,700 |
| Enrollment Workload Adjustment | 1,114,400 |
| Economic and Workforce Development | 2,088,800 |
| Occupancy Costs | 425,100 |
| Cybersecurity Insurance | <u>121,500</u> |
| NET INCREASE IN BASE STATE FUNDING | \$6,325,200 |
| Increases from Student Tuition and Fees | \$7,252,300 |
| One-time Funds | \$0 |
| FY 2018 Operating Budget | <u>\$199,079,000</u> |

Boise State's FY 2018 base operating budget of \$199,079,000 is a \$13.6 million increase over the previous year's base funding. About half of the new funding will come from student tuition and fees. The State general account funding comprises 48% of the proposed FY18 operating budget and totals \$96,212,000. Student tuition and fees comprise 52% of the proposed FY18 operating budget for a total of \$102,866,700.

Following are highlights of the FY 2018 appropriated operating budget.

- Health insurance costs continue to increase. The employer costs will be covered with partial funding from the State and the remaining from student tuition and fees. Total fringe benefit costs are estimated to increase more than \$1.3 million.
- Salary Adjustments - State funding will partially cover a 3% CEC with student tuition and fees covering the remaining. The total cost to the appropriated budget is \$3.8 million.
- Enrollment Workload Adjustment – State general funding will provide \$1,114,400 to Boise State University to fund enrollment growth.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

- Economic and Workforce Development – \$1,114,400 in state general funding will support several initiatives in the College of Innovation and Design including expansion of the COOP program, expansion of the Venture College Program which focuses on entrepreneurial skill development, expansion of Bridge to Career programming to equip students with fluency of professional skills and industry awareness and launching the Boise State X employer education program to expand degree completion options for working students with employer support. These funds will also be utilized to develop a new PhD program in computing with specializations in computer science, cybersecurity, and computational science and engineering.
- Occupancy Costs - \$425,100 was provided to support occupancy costs for the City Center Plaza / Computer Science condominium as well as the Vivarium which opened in July of 2015.
- Cybersecurity Insurance – Risk Management in the Department of Administration is acquiring \$25 million of cybersecurity liability insurance for state government. For FY18, Risk Management will charge Boise State \$121,500 to help cover the cost of this statewide policy. State general funding is provided to cover this charge.

BOISE STATE UNIVERSITY
Budget Distribution by Activity and Expense Class
July 1, 2017 - June 30, 2018
Appropriated Funds

| | FY2017 Original Budget | | FY2018 Original Budget | | Changes from Prior Year | |
|-------------------------------------|------------------------|------------|------------------------|------------|-------------------------|----------|
| | Amount | % of Total | Amount | % of Total | Amount | % Chge |
| Revenue by Source | | | | | | |
| 1 State General Account - ongoing | \$89,887,100 | 47.00% | \$96,212,300 | 48.33% | \$6,325,200 | 7.04% |
| 2 State General Account - one time | 3,081,000 | 1.61% | | 0.00% | (3,081,000) | -100.00% |
| 3 State Endowments | | 0.00% | | 0.00% | 0 | 0.00% |
| 4 Millennium Fund/Economic Recovery | | 0.00% | | 0.00% | 0 | 0.00% |
| 5 Student Tuition and Fees | 98,269,600 | 51.39% | 102,866,700 | 51.67% | 4,597,100 | 4.68% |
| 6 Total Operating Revenues | \$191,237,700 | 100.00% | \$199,079,000 | 100.00% | \$7,841,300 | 4.10% |
| Expenses | | | | | | |
| By Function: | | | | | | |
| 7 Instruction | \$94,928,735 | 51.07% | \$103,683,581 | 52.08% | \$8,754,846 | 9.22% |
| 8 Research | 5,017,658 | 2.70% | 5,263,258 | 2.64% | 245,600 | 4.89% |
| 9 Public Service | 1,492,989 | 0.80% | 1,711,247 | 0.86% | 218,258 | 14.62% |
| 10 Library | 7,771,935 | 4.18% | 7,940,944 | 3.99% | 169,009 | 2.17% |
| 11 Student Services | 11,135,356 | 5.99% | 12,513,131 | 6.29% | 1,377,775 | 12.37% |
| 12 Student Financial Aid | | 0.00% | | 0.00% | 0 | 0.00% |
| 13 Physical Plant | 18,316,278 | 9.85% | 19,345,319 | 9.72% | 1,029,041 | 5.62% |
| 14 Institutional Support | 26,021,602 | 14.00% | 26,806,639 | 13.47% | 785,037 | 3.02% |
| 15 Academic Support | 18,218,347 | 9.80% | 18,762,681 | 9.42% | 544,334 | 2.99% |
| 16 Auxiliaries | | 0.00% | | 0.00% | 0 | 0.00% |
| 17 Athletics | 2,973,100 | 1.60% | 3,052,200 | 1.53% | 79,100 | 2.66% |
| 18 Total Bdgt by Function | \$185,876,000 | 100.00% | \$199,079,000 | 100.00% | \$13,203,000 | 7.10% |
| 19 By Expense Class: | | | | | | |
| 20 Personnel Costs: | | | | | | |
| 21 Salaries: | | | | | | |
| 22 Faculty | \$55,533,115 | 29.88% | \$59,069,222 | 29.67% | \$3,536,107 | 6.37% |
| 23 Executive/Admin | 7,081,530 | 3.81% | 7,294,267 | 3.66% | 212,737 | 3.00% |
| 24 Managerial/Prof | 31,136,459 | 16.75% | 33,092,600 | 16.62% | 1,956,141 | 6.28% |
| 25 Classified | 11,202,478 | 6.03% | 11,685,826 | 5.87% | 483,348 | 4.31% |
| 26 Grad Assist | 4,590,081 | 2.47% | 4,888,758 | 2.46% | 298,677 | 6.51% |
| 27 Irregular Help | 3,373,160 | 1.81% | 4,779,785 | 2.40% | 1,406,625 | 41.70% |
| 28 Total Salaries | \$112,916,823 | 60.75% | \$120,810,458 | 60.68% | \$7,893,635 | 6.99% |
| 29 Personnel Benefits | 43,271,532 | 23.28% | 45,895,595 | 23.05% | 2,624,063 | 6.06% |
| 30 Total Pers Costs | \$156,188,355 | 84.03% | \$166,706,053 | 83.74% | \$10,517,698 | 6.73% |
| 31 Operating Expense: | | | | | | |
| 32 Travel | \$575,793 | 0.31% | \$0 | 0.00% | (575,793) | -100.00% |
| 33 Utilities | 3,852,406 | 2.07% | 3,852,406 | 1.94% | 0 | 0.00% |
| 34 Insurance | 888,606 | 0.48% | 849,789 | 0.43% | (38,817) | -4.37% |
| 35 Other Oper. Exp | 20,438,243 | 11.00% | 23,753,498 | 11.93% | 3,315,255 | 16.22% |
| 36 Total Oper. Exp | \$25,755,048 | 13.86% | \$28,455,693 | 14.29% | \$2,700,645 | 10.49% |
| 37 Capital Outlay: | | | | | | |
| 38 Depart Equipment | \$950,901 | 0.51% | \$772,467 | 0.39% | (178,434) | -18.76% |
| 39 Library Acquisitions | 2,981,696 | 1.60% | 3,144,787 | 1.58% | 163,091 | 5.47% |
| 40 Total Cap Outlay | \$3,932,597 | 2.12% | \$3,917,254 | 1.97% | (\$15,343) | -0.39% |
| 41 Tot Bdgt by Exp Class | \$185,876,000 | 100.00% | \$199,079,000 | 100.00% | \$13,203,000 | 7.10% |
| 42 One-time 27th Payroll (GF) | \$4,721,700 | | \$0 | | (\$4,721,700) | |
| 43 One-time Capital Outlay | \$640,000 | | \$0 | | (\$640,000) | |
| 44 One-time Other | \$0 | | \$0 | | \$0 | |
| 45 Activity Total | \$191,237,700 | | \$199,079,000 | | \$7,841,300 | 4.10% |
| 46 TOTAL FTE POSITIONS | 1,620.01 | | 1,644.52 | | 24.51 | 1.51% |

BOISE STATE UNIVERSITY

Summary of Salary Changes for FY2018 by Employee Group

| Institution/Agency by Group | Existing Positions | | | | | | | Position Adjustments | | Total | | | |
|--|--------------------|---------------|--------------------|----------------|-----------|-------------|---------------|----------------------|--------|---------------|----------|---------------|----------|
| | FY2017 | FY2017 | Salary Adjustments | | | | FY2018 | % Incr | FTE | Salary | FY2018 | FY2018 | % change |
| | FTE | Salary Base | Promotion | Perf/Exp/Merit | Equity | Total | Salary Base | | | | FTE | Salary Base | |
| General Education (Approp Only) | | | | | | | | | | | | | |
| Faculty | | | | | | | | | | | | | |
| Professor | 169.65 | \$16,100,584 | \$131,100 | \$460,086 | \$46,500 | \$637,686 | \$16,738,270 | 4.0% | 11.99 | \$537,238 | 181.64 | \$17,275,508 | 7.3% |
| Associate Professor | 189.90 | \$14,138,564 | \$181,500 | \$423,600 | \$39,000 | \$644,100 | \$14,782,664 | 4.6% | 16.69 | \$1,052,726 | 206.59 | \$15,835,390 | 12.0% |
| Assistant Professor | 202.26 | \$13,679,984 | \$3,000 | \$333,300 | \$24,100 | \$360,400 | \$14,040,384 | 2.6% | -29.54 | (\$1,751,005) | 172.72 | \$12,289,379 | -10.2% |
| Instr/Lect | 134.25 | \$6,146,837 | \$11,000 | \$175,705 | \$3,200 | \$189,905 | \$6,336,742 | 3.1% | 2.99 | \$332,203 | 137.24 | \$6,668,945 | 8.5% |
| Part-Time Instructor | 0.00 | \$5,467,146 | | | | \$0 | \$5,467,146 | 0.0% | | \$1,532,854 | 0.00 | \$7,000,000 | 28.0% |
| Total Faculty | 696.06 | \$55,533,115 | \$326,600 | \$1,392,691 | \$112,800 | \$1,832,091 | \$57,365,206 | 3.3% | 2.13 | \$1,704,016 | 698.19 | \$59,069,222 | 6.4% |
| Executive/Administrative | 43.53 | \$7,081,530 | \$21,300 | \$154,900 | \$0 | \$176,200 | \$7,257,730 | 2.5% | 0.41 | \$36,537 | 43.94 | \$7,294,267 | 3.0% |
| Managerial/Professional | 528.53 | \$31,136,459 | \$64,700 | \$665,700 | \$243,700 | \$974,100 | \$32,110,559 | 3.1% | 14.53 | \$982,041 | 543.06 | \$33,092,600 | 6.3% |
| Classified | 351.90 | \$11,202,478 | \$11,400 | \$228,300 | \$18,200 | \$257,900 | \$11,460,378 | 2.3% | 7.44 | \$225,448 | 359.34 | \$11,685,826 | 4.3% |
| Student/Teaching Assistant | 0.00 | \$4,590,081 | | \$0 | \$0 | \$0 | \$4,590,081 | 0.0% | 0.00 | \$298,677 | 0.00 | \$4,888,758 | 6.5% |
| Irregular Help | 0.00 | \$3,373,160 | | \$0 | \$0 | \$0 | \$3,373,160 | 0.0% | 0.00 | \$1,406,625 | 0.00 | \$4,779,785 | 41.7% |
| Total | 1,620.01 | \$112,916,823 | \$424,000 | \$2,441,591 | \$374,700 | \$3,240,291 | \$116,157,114 | 2.9% | 24.51 | \$4,653,344 | 1,644.52 | \$120,810,458 | 7.0% |
| Idaho Small Business Development Center | | | | | | | | | | | | | |
| Faculty | | | | | | | | | | | | | |
| Professor | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Associate Professor | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Assistant Professor | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Instr/Lect | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Part-Time Instructor | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Total Faculty | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.0% | | | | | |
| Executive/Administrative | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Managerial/Professional | 0.59 | \$31,554 | | \$4,025 | \$0 | \$4,025 | \$35,579 | 0.0% | 1.28 | \$94,304 | 1.87 | \$129,883 | |
| Classified | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Student/Teaching Assistant | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Irregular Help | | \$321,480 | | | | \$0 | \$321,480 | | | \$76,965 | 0.00 | \$398,445 | |
| Total | 0.59 | \$353,034 | \$0 | \$0 | \$0 | \$0 | \$357,059 | 0.0% | 1.28 | \$171,269 | 1.87 | \$528,328 | |
| TechHelp | | | | | | | | | | | | | |
| Faculty | | | | | | | | | | | | | |
| Professor | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Associate Professor | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Assistant Professor | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Instr/Lect | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Part-Time Instructor | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Total Faculty | | | \$0 | \$0 | \$0 | \$0 | \$0 | 0.0% | | | | | |
| Executive/Administrative | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Managerial/Professional | 0.25 | \$17,498 | | \$4,084 | | \$4,084 | \$21,582 | 23.3% | 1.73 | \$120,301 | 1.98 | \$141,883 | |
| Classified | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Student/Teaching Assistant | | | | | | \$0 | \$0 | 0.0% | | | | | |
| Irregular Help | | \$73,902 | | | | \$0 | \$73,902 | | | -\$73,902 | | \$0 | |
| Total | 0.25 | \$91,400 | \$0 | \$0 | \$0 | \$0 | \$95,484 | 0.0% | 1.73 | \$46,399 | 1.98 | \$141,883 | |

IDAHO STATE UNIVERSITY
FY2018 BUDGET OVERVIEW
Appropriated Funds

In this budget cycle, Idaho State University utilized the Institutional Effectiveness and Assessment Council (IEAC) to facilitate key budget discussions, deliberations, and recommendations. The IEAC Steering Committee serves in an advisory role, reporting to the President. The IEAC is chaired by the Executive Vice President and Provost and is comprised of representatives across campus representing administration, faculty, staff, and students.

The Board approved 3.0% undergraduate resident tuition and fee increase reflected in this budget is ISU's second lowest increase in twenty-nine years.

The FY2018 General Education operating budget totaling \$145,564,500 represents an decrease of -3.05% over FY2017. State General appropriations increased by \$1,096,400 in both permanent and one-time funding, representing a 1.44% increase. State Endowment appropriations remain unchanged from their FY2017 funding levels. Budgeted revenue generated by student tuition is estimated to decrease by - \$1,975,800, or -3.01%, primarily due to a decline in international student enrollment. Through state appropriations, institutional reallocations and adjustments, student tuition and fee revenue, and reserves, funding will be provided for personnel benefit cost increases, library inflation, facility occupancy costs, planning and design of the Center for Education Innovation in partnership with the College of Southern Idaho, the Idaho Falls Polytechnic Initiative, and the 3% Change in Employee Compensation.

The FY2018 budget has a deficit of approximately -\$1,334,300 representing 2.10% of estimated student tuition and fee revenue. In order to remain competitive and be sensitive to parents and students concerns regarding the cost of tuition, the institution's proposed and approved 3.0% undergraduate resident tuition and fee increase will not be sufficient to cover funding for institutional priorities when combined with enrollment challenges. As a result, Idaho State will fund this budget deficit from reserves. The University plans to recover this deficit and balance the budget through enrollment growth and resource reprioritization prior to or during FY2019. Monitoring of the deficit and its recovery will occur through mechanisms such as use of the quarterly financial measurement system and monthly area reviews with University Business Officers.

At the encouragement of the Legislature, ISU will continue to invest in its employees. The compensation plan for FY2018 includes a performance increase with a 3% merit pool to provide faster salary advancement for higher performers in accordance with guidance from DFM and DHR. Classified minimum salaries will continue to be maintained at 75% of Policy in the State's FY2018 pay structure. The classified minimum hourly rate for benefitted positions will be raised to \$10.12, which is 3% above the federal poverty rate for a family of three. Further, limited equity adjustments will be provided for employees to address compensation issues based on race, gender, and ethnicity.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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

IDAHO STATE UNIVERSITY
Budget Distribution by Activity and Expense Class
July 1, 2017 - June 30, 2018
Appropriated Funds

| | FY2017 Original Budget | | FY2018 Original Budget | | Changes from Prior Year | |
|-------------------------------------|------------------------|------------|------------------------|------------|-------------------------|----------|
| | Amount | % of Total | Amount | % of Total | Amount | % Chge |
| Revenue by Source | | | | | | |
| 1 State General Account - ongoing | \$72,576,000 | 50.01% | \$76,411,300 | 52.98% | \$3,835,300 | 5.28% |
| 2 State General Account - one time | 2,217,900 | 1.53% | 639,000 | 0.44% | (1,578,900) | -71.19% |
| 3 State Endowments | 3,609,600 | 2.49% | 3,609,600 | 2.50% | 0 | 0.00% |
| 4 Millennium Fund/Economic Recovery | 1,160,000 | 0.80% | 0 | 0.00% | (1,160,000) | -100.00% |
| 5 Student Tuition and Fees | 65,546,100 | 45.17% | 63,570,300 | 44.08% | (1,975,800) | -3.01% |
| 6 Total Operating Revenues | \$145,109,600 | 100.00% | \$144,230,200 | 100.00% | (\$879,400) | -0.61% |
| Expenses | | | | | | |
| By Function: | | | | | | |
| 7 Instruction | \$67,585,167 | 46.43% | \$68,008,299 | 46.93% | \$423,132 | 0.63% |
| 8 Research | 5,762,992 | 3.96% | 5,318,179 | 3.67% | (444,813) | -7.72% |
| 9 Public Service | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| 10 Library | 6,119,184 | 4.20% | 6,061,271 | 4.18% | (57,913) | -0.95% |
| 11 Student Services | 7,806,457 | 5.36% | 7,930,086 | 5.47% | 123,629 | 1.58% |
| 12 Student Financial Aid | 5,444,993 | 3.74% | 5,449,738 | 3.76% | 4,745 | 0.09% |
| 13 Physical Plant | 19,555,995 | 13.44% | 20,232,802 | 13.96% | 676,807 | 3.46% |
| 14 Institutional Support | 17,077,500 | 11.73% | 15,735,521 | 10.86% | (1,341,979) | -7.86% |
| 15 Academic Support | 12,361,361 | 8.49% | 12,246,333 | 8.45% | (115,028) | -0.93% |
| 16 Auxiliaries | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| 17 Athletics | 3,841,100 | 2.64% | 3,943,300 | 2.72% | 102,200 | 2.66% |
| 18 Total Bdgt by Function | \$145,554,749 | 100.00% | \$144,925,529 | 100.00% | (\$629,220) | -0.43% |
| 19 By Expense Class: | | | | | | |
| 20 Personnel Costs: | | | | | | |
| 21 Salaries: | | | | | | |
| 22 Faculty | \$38,171,820 | 26.23% | \$38,653,063 | 26.67% | \$481,243 | 1.26% |
| 23 Executive/Admin | 5,322,066 | 3.66% | 5,298,471 | 3.66% | (23,595) | -0.44% |
| 24 Managerial/Prof | 18,193,972 | 12.50% | 18,547,069 | 12.80% | 353,097 | 1.94% |
| 25 Classified | 12,856,084 | 8.83% | 12,714,385 | 8.77% | (141,699) | -1.10% |
| 26 Grad Assist | 2,451,630 | 1.68% | 2,525,325 | 1.74% | 73,695 | 3.01% |
| 27 Irregular Help | 5,112,107 | 3.51% | 4,529,555 | 3.13% | (582,552) | -11.40% |
| 28 Total Salaries | \$82,107,679 | 56.41% | \$82,267,868 | 56.77% | \$160,189 | 0.20% |
| 29 Personnel Benefits | 31,386,878 | 21.56% | 32,289,393 | 22.28% | 902,515 | 2.88% |
| 30 Total Pers Costs | \$113,494,557 | 77.97% | \$114,557,261 | 79.05% | \$1,062,704 | 0.94% |
| 31 Operating Expense: | | | | | | |
| 32 Travel | \$684,369 | 0.47% | \$831,214 | 0.57% | 146,845 | 21.46% |
| 33 Utilities | 3,824,820 | 2.63% | 4,021,025 | 2.77% | 196,205 | 5.13% |
| 34 Insurance | 757,989 | 0.52% | 757,989 | 0.52% | 0 | 0.00% |
| 35 Other Oper. Exp | 21,573,635 | 14.82% | 21,061,027 | 14.53% | (512,608) | -2.38% |
| 36 Total Oper. Exp | \$26,840,813 | 18.44% | \$26,671,255 | 18.40% | (\$169,558) | -0.63% |
| 37 Capital Outlay: | | | | | | |
| 38 Depart Equipment | \$2,044,221 | 1.40% | \$620,355 | 0.43% | (1,423,866) | -69.65% |
| 39 Library Acquisitions | 3,175,158 | 2.18% | 3,076,658 | 2.12% | (98,500) | -3.10% |
| 40 Total Cap Outlay | \$5,219,379 | 3.59% | \$3,697,013 | 2.55% | (\$1,522,366) | -29.17% |
| 41 Tot Bdgt by Exp Class | \$145,554,749 | 100.00% | \$144,925,529 | 100.00% | (\$629,220) | -0.43% |
| 42 One-time 27th Payroll (GF) | \$3,419,800 | | \$0 | | (3,419,800) | |
| 43 One-time Capital Outlay | \$9,000 | | \$484,000 | | 475,000 | |
| 44 One-time Other | \$1,160,000 | | \$155,000 | | (1,005,000) | |
| 45 Activity Total | \$150,143,549 | | \$145,564,529 | | (\$4,579,020) | -3.05% |
| 46 TOTAL FTE POSITIONS | 1,205.04 | | 1,215.78 | | 10.74 | 0.89% |
| 47 Budget Deficit - reserve funds | (\$5,033,949) | | (\$1,334,329) | | | |

IDAHO STATE UNIVERSITY
Summary of Salary Changes for FY2018 by Employee Group

| Institution/Agency by Group | Existing Positions | | | | | | | Position Adjustments | | Total | | |
|--|--------------------|------------------------|---------------------|-----------------------|---------------|-----------------------|------------------------|----------------------|--------------|------------------------|-----------------|------------------------|
| | FTE | FY2017 | | Salary Adjustments | | | FY2018 | | FTE | Salary Base | FY2018 | |
| | | Salary Base | Promotion | Perf/Exp | Equity | Total | Salary | % Incr | | | FTE | Salary |
| General Education | | | | | | | | | | | | |
| Faculty | 462.31 | 32,710,435.50 | 151,772.04 | 794,237.75 | | 946,009.79 | 33,656,445.29 | 2.89 | 30.36 | 1,091,786.54 | 492.67 | \$34,748,231.83 |
| Adjunct Faculty | 0.00 | 5,461,384.31 | | | | 0.00 | 5,461,384.31 | 0.00 | 0.00 | -1,556,553.61 | 0.00 | \$3,904,830.70 |
| Executive/Administrative | 34.20 | 5,322,065.84 | 5,132.61 | 143,756.66 | | 148,889.27 | 5,470,955.11 | 2.80 | -1.40 | -172,483.65 | 32.80 | \$5,298,471.46 |
| Managerial/Professional | 293.22 | 18,193,971.93 | | 496,957.17 | | 496,957.17 | 18,690,929.10 | 2.73 | -4.98 | -143,860.05 | 288.24 | \$18,547,069.05 |
| Classified | 415.31 | 12,856,084.12 | | 381,405.92 | | 381,405.92 | 13,237,490.04 | 2.97 | -13.24 | -523,105.57 | 402.07 | \$12,714,384.47 |
| Teaching Assistant | 0.00 | 2,451,630.24 | | 73,695.12 | | 73,695.12 | 2,525,325.36 | 3.01 | 0.00 | 0.00 | 0.00 | \$2,525,325.36 |
| Irregular Salaries | 0.00 | 5,112,107.28 | | | | 0.00 | 5,112,107.28 | 0.00 | 0.00 | -582,552.14 | 0.00 | \$4,529,555.14 |
| Total | 1,205.04 | \$82,107,679.22 | \$156,904.65 | \$1,890,052.62 | \$0.00 | \$2,046,957.27 | \$84,154,636.49 | 2.49 | 10.74 | -\$1,886,768.48 | 1,215.78 | \$82,267,868.01 |
| Idaho Dental Education Program | | | | | | | | | | | | |
| Faculty | 2.00 | 120,369.60 | 6,011.20 | 1,934.40 | | 7,945.60 | 128,315.20 | 6.60 | 0.00 | 0.00 | 2.00 | \$128,315.20 |
| Adjunct Faculty | 0.00 | 57,131.97 | | | | 0.00 | 57,131.97 | 0.00 | 0.00 | 3,391.84 | 0.00 | \$60,523.81 |
| Executive/Administrative | 0.00 | 0.00 | | | | 0.00 | 0.00 | N/A | 0.00 | 0.00 | 0.00 | \$0.00 |
| Managerial/Professional | 1.25 | 109,672.01 | | 3,202.47 | | 3,202.47 | 112,874.48 | 2.92 | 0.00 | -1,003.57 | 1.25 | \$111,870.91 |
| Classified | 0.00 | 0.00 | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 |
| Teaching Assistant | 0.00 | 0.00 | | | | 0.00 | 0.00 | N/A | 0.00 | 0.00 | 0.00 | \$0.00 |
| Irregular Salaries | 0.00 | 26,978.18 | | | | 0.00 | 26,978.18 | N/A | 0.00 | 0.00 | 0.00 | \$26,978.18 |
| Total | 3.25 | \$314,151.76 | \$6,011.20 | \$5,136.87 | \$0.00 | \$11,148.07 | \$325,299.83 | 3.55 | 0.00 | \$2,388.27 | 3.25 | \$327,688.10 |
| Idaho Museum of Natural History | | | | | | | | | | | | |
| Faculty | 0.00 | 0.00 | | | | 0.00 | 0.00 | N/A | 0.00 | 0.00 | 0.00 | \$0.00 |
| Adjunct Faculty | 0.00 | 0.00 | | | | 0.00 | 0.00 | N/A | 0.00 | 0.00 | 0.00 | \$0.00 |
| Executive/Administrative | 0.50 | 56,285.62 | 5,184.19 | 2,320.35 | | 7,504.54 | 63,790.16 | 13.33 | 0.00 | 0.00 | 0.50 | \$63,790.16 |
| Managerial/Professional | 5.21 | 213,113.94 | | 5,583.64 | | 5,583.64 | 218,697.58 | 2.62 | 1.00 | 65,499.20 | 6.21 | \$284,196.78 |
| Classified | 1.21 | 40,073.28 | | 1,324.00 | | 1,324.00 | 41,397.28 | 3.30 | 0.00 | 0.00 | 1.21 | \$41,397.28 |
| Teaching Assistant | 0.00 | 0.00 | | | | 0.00 | 0.00 | N/A | 0.00 | 0.00 | 0.00 | \$0.00 |
| Irregular Salaries | 0.00 | 31,462.30 | | | | 0.00 | 31,462.30 | N/A | 0.00 | -10,436.31 | 0.00 | \$21,025.99 |
| Total | 6.92 | \$340,935.14 | \$5,184.19 | \$9,227.99 | \$0.00 | \$14,412.18 | \$355,347.32 | 4.23 | 1.00 | \$55,062.89 | 7.92 | \$410,410.21 |
| Family Practice Residency | | | | | | | | | | | | |
| Faculty | 0.38 | 75,367.48 | | 2,266.73 | | 2,266.73 | 77,634.21 | 3.01 | 0.00 | 0.00 | 0.38 | \$77,634.21 |
| Adjunct Faculty | 0.00 | 2,958.57 | | | | 0.00 | 2,958.57 | 0.00 | 0.00 | 9,691.63 | 0.00 | \$12,650.20 |
| Executive/Administrative | 0.00 | 0.00 | | | | 0.00 | 0.00 | N/A | 0.00 | 0.00 | 0.00 | \$0.00 |
| Managerial/Professional | 3.42 | 401,365.50 | | 9,678.27 | | 9,678.27 | 411,043.77 | 2.41 | 1.00 | 189,366.08 | 4.42 | \$600,409.85 |
| Classified | 2.00 | 66,060.80 | | 2,433.60 | | 2,433.60 | 68,494.40 | 3.68 | 0.00 | 0.00 | 2.00 | \$68,494.40 |
| Teaching Assistant | 0.00 | 0.00 | | | | 0.00 | 0.00 | N/A | 0.00 | 0.00 | 0.00 | \$0.00 |
| Irregular Salaries | 0.00 | 0.00 | | | | 0.00 | 0.00 | N/A | 0.00 | 0.00 | 0.00 | \$0.00 |
| Total | 5.80 | \$545,752.35 | \$0.00 | \$14,378.60 | \$0.00 | \$14,378.60 | \$560,130.95 | 2.63 | 1.00 | \$199,057.71 | 6.80 | \$759,188.66 |

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

UNIVERSITY OF IDAHO
FY2018 BUDGET OVERVIEW
Appropriated Funds

The FY2018 General Education operating budget totals \$175,900,000 with \$175,165,000 in permanent base funding and \$735,000 in one-time funding. Key base funding from the state includes:

- Salary Increases (CEC): \$1,975,800
 - This amount covers approximately 60% of the CEC cost for the university's Education and General budget leaving \$1.3M to be covered from other sources, primarily student tuition.
- Benefit Increases: \$194,000
 - This amount covers approximately 60% of the estimated benefit costs for the Education and General budget leaving \$0.1m to be covered from other sources, primarily student tuition.
- Library Investment: \$582,000 (includes \$450,000 one-time)
 - This new appropriation represents 30% of the total Library request of \$1,926,700. These funds will be used to fund two key positions as well as non-standard library inflation and new journal titles.
- Phase II Computer Science in Coeur D'Alene: \$715,100 (includes \$285,000 one-time)
 - This new appropriation is the second appropriation for this initiative and will be used to fund the fourth year in Coeur d'Alene for students completing an associates degree in computer science from North Idaho College.
- Occupancy Funding: \$1,049,100
 - This amount covers occupancy costs for the Aquaculture Research Institute Lab and the Integrated Research and Innovation Center as well as several smaller facilities.

Overall the base state general fund appropriation for the University of Idaho is increasing from \$86,863,800 in FY2017 to \$90,696,100 in FY2018, an increase of 4.4%.

The Board approved an overall undergraduate resident student tuition and fee increase of 3.5% or \$256 per academic year. The student leadership once again provided key support for the operating budget, in this case by limiting the student activity fee increase for the coming year to 2.9% or \$32.18 per academic year. These increases focused both on maintenance of current operations including Change in Employee Compensation (CEC) and benefit rate changes and investment in programs and services including Undergraduate Research Office, Offices of Multicultural Affairs, Diversity Center, Media Administration, Alternative Service Breaks, Athletic Training Services, Intercollegiate Athletics, LGBTQA, Native American Center, Student Athlete Support Services and Women's Center. Student leadership also supported a 31.9% or \$40 per academic year increase to the technology fee. This was the first increase to this fee in several years and will be used to fund increased bandwidth needs, increase the scope of the wireless network, address security challenges and fund inflation on software provided in student computing labs. These relatively small increases to the activity and technology fees allowed the majority of the student tuition and fee increase to go to tuition, which is the primary source of

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

flexible dollars to meet the institution's key operating budget needs. There was no increase to the facility fee for FY18.

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

The University continues to focus on ensuring that all university resources are used in an effective manner to meet the strategic priorities of the university. Within the General Education budget a primary focus continued to be the implementation of our new market based compensation system which is a critical need for the university as we try to compete for the best faculty and staff on the behalf of our students. The first phase of implementation for staff was included in the FY2018 CEC process and the university has identified base funding within the FY2018 budget to make further progress towards full implementation for both staff and faculty. In addition, we used increased state funding combined with tuition revenue to help cover the increased costs of providing medical benefits to our employees, and to meet obligated cost increases for utilities and contracts.

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

UNIVERSITY OF IDAHO
Budget Distribution by Activity and Expense Class
July 1, 2017 - June 30, 2018
Appropriated Funds

| | FY2017 Original Budget | | FY2018 Original Budget | | Changes from Prior Year | |
|------------------------------------|------------------------|------------|------------------------|------------|-------------------------|-----------|
| | Amount | % of Total | Amount | % of Total | Amount | % Chge |
| Revenue by Source | | | | | | |
| 1 State General Account - ongoing | \$86,863,800 | 49.75% | \$90,696,100 | 51.56% | \$3,832,300 | 4.41% |
| 2 State General Account - one time | 2,793,500 | 1.60% | 735,000 | 0.42% | (2,058,500) | -73.69% |
| 3 State Endowments | 10,099,200 | 5.78% | 10,099,200 | 5.74% | 0 | 0.00% |
| 4 Millennium Fund/Economic Recover | 398,400 | 0.23% | | 0.00% | (398,400) | -100.00% |
| 5 Student Tuition and Fees | 74,443,500 | 42.64% | 74,369,700 | 42.28% | (73,800) | -0.10% |
| 6 Total Operating Revenues | \$174,598,400 | 100.00% | \$175,900,000 | 100.00% | \$1,301,600 | 0.75% |
| Expenses | | | | | | |
| By Function: | | | | | | |
| 7 Instruction | \$71,285,663 | 41.59% | \$72,034,153 | 41.12% | \$748,490 | 1.05% |
| 8 Research | 6,260,298 | 3.65% | 9,216,196 | 5.26% | 2,955,898 | 47.22% |
| 9 Public Service | 642 | 0.00% | 181,626 | 0.10% | 180,984 | 28190.65% |
| 10 Library | 10,163,922 | 5.93% | 10,208,012 | 5.83% | 44,090 | 0.43% |
| 11 Student Services | 10,443,053 | 6.09% | 9,954,196 | 5.68% | (488,857) | -4.68% |
| 12 Student Financial Aid | 7,849,900 | 4.58% | 575,944 | 0.33% | (7,273,956) | -92.66% |
| 13 Physical Plant | 24,678,922 | 14.40% | 24,235,758 | 13.84% | (443,164) | -1.80% |
| 14 Institutional Support | 24,105,198 | 14.06% | 32,345,602 | 18.47% | 8,240,404 | 34.19% |
| 15 Academic Support | 12,456,552 | 7.27% | 12,061,513 | 6.89% | (395,039) | -3.17% |
| 16 Auxiliaries | | 0.00% | | 0.00% | 0 | 0.00% |
| 17 Athletics | 4,162,350 | 2.43% | 4,352,000 | 2.48% | 189,650 | 4.56% |
| 18 Total Bdgt by Function | \$171,406,500 | 100.00% | \$175,165,000 | 100.00% | \$3,758,500 | 2.19% |
| 19 By Expense Class: | | | | | | |
| 20 Personnel Costs: | | | | | | |
| 21 Salaries: | | | | | | |
| 22 Faculty | \$47,837,514 | 27.91% | \$50,145,288 | 28.63% | \$2,307,774 | 4.82% |
| 23 Executive/Admin | 6,217,158 | 3.63% | 6,413,079 | 3.66% | 195,921 | 3.15% |
| 24 Managerial/Prof | 17,246,687 | 10.06% | 21,168,487 | 12.08% | 3,921,800 | 22.74% |
| 25 Classified | 19,651,161 | 11.46% | 23,707,837 | 13.53% | 4,056,676 | 20.64% |
| 26 Grad Assist | 3,552,665 | 2.07% | 3,408,334 | 1.95% | (144,331) | -4.06% |
| 27 Irregular Help | 1,039,317 | 0.61% | 1,536,774 | 0.88% | 497,457 | 47.86% |
| 28 Total Salaries | \$95,544,502 | 55.74% | \$106,379,799 | 60.73% | \$10,835,297 | 11.34% |
| 29 Personnel Benefits | 32,253,482 | 18.82% | 29,766,303 | 16.99% | (2,487,179) | -7.71% |
| 30 Total Pers Costs | \$127,797,984 | 74.56% | \$136,146,102 | 77.72% | \$8,348,118 | 6.53% |
| 31 Operating Expense: | | | | | | |
| 32 Travel | \$427,840 | 0.25% | \$802,260 | 0.46% | 374,420 | 87.51% |
| 33 Utilities & Debt Service | 6,555,220 | 3.82% | 5,553,848 | 3.17% | (1,001,372) | -15.28% |
| 34 Insurance | 1,207,199 | 0.70% | 1,308,662 | 0.75% | 101,463 | 8.40% |
| 35 Other Oper. Exp | 28,851,220 | 16.83% | 24,551,169 | 14.02% | (4,300,051) | -14.90% |
| 36 Total Oper. Exp | \$37,041,479 | 21.61% | \$32,215,939 | 18.39% | (\$4,825,540) | -13.03% |
| 37 Capital Outlay: | | | | | | |
| 38 Depart Equipment | \$570,582 | 0.33% | \$800,904 | 0.46% | 230,322 | 40.37% |
| 39 Library Acquisitions | 5,996,455 | 3.50% | 6,002,055 | 3.43% | 5,600 | 0.09% |
| 40 Total Cap Outlay | \$6,567,037 | 3.83% | \$6,802,959 | 3.88% | \$235,922 | 3.59% |
| 41 Tot Bdgt by Exp Class | \$171,406,500 | 100.00% | \$175,165,000 | 100.00% | \$3,758,500 | 2.19% |
| 42 One-time 27th Payroll (GF) | \$2,428,200 | | \$0 | | (\$2,428,200) | |
| 43 One-time Capital Outlay | \$365,300 | | \$735,000 | | \$369,700 | |
| 44 One-time Other | \$398,400 | | \$0 | | (\$398,400) | |
| 45 Activity Total | \$174,598,400 | | \$175,900,000 | | \$1,301,600 | 0.75% |
| 46 TOTAL FTE POSITIONS | 1,330.80 | | 1,445.34 | | 114.54 | 8.61% |

UNIVERSITY OF IDAHO
Summary of Salary Changes for FY2018 by Employee Group

| Institution/Agency by Group | FY2017 Budget Book | | Annual Salary Process | | | | | | | Midyear Changes and | | FY2018 Budget Book | | |
|-------------------------------|--------------------|------------------|-----------------------|-----------------|--------------|-------|-----------------|------------------|--------|----------------------|-----------------|--------------------|-------------------|--------|
| | FY2017 | | Salary Adjustments | | | | | | | Position Adjustments | | FY2018 Budget Book | | |
| | FTE | Salary Base | Promotion | Merit | Equity/Other | Board | Total | Salary | % Incr | FTE | Salary Base | FTE | Salary | % Incr |
| General Education (U1) | | | | | | | | | | | | | | |
| Faculty | | | | | | | | | | | | | | |
| Professor | 150.81 | \$ 14,953,647.00 | \$ - | \$ 335,581.04 | \$ - | \$ - | \$ 335,581.04 | \$ 15,289,228.04 | 2.24% | 3.24 | \$ 332,545.96 | 154.05 | \$ 15,621,774.00 | 4.47% |
| Associate Professor | 153.32 | 11,925,511.00 | 107,129.56 | 276,870.74 | - | - | 384,000.30 | 12,309,511.30 | 3.22% | 10.80 | 858,927.70 | 164.12 | 13,168,439.00 | 10.42% |
| Assistant Professor | 119.60 | 8,173,809.00 | 130,391.80 | 210,316.73 | - | - | 340,708.53 | 8,514,517.53 | 4.17% | (1.18) | (152,693.53) | 118.42 | 8,361,824.00 | 2.30% |
| Other | 120.08 | 12,784,547.00 | 2,511.60 | 514,888.04 | - | - | 517,399.64 | 13,301,946.64 | 4.05% | 3.84 | (308,695.64) | 123.92 | 12,993,251.00 | 1.63% |
| Total Faculty | 543.81 | \$47,837,514.00 | \$ 240,032.96 | \$ 1,337,656.55 | \$ - | \$ - | \$ 1,577,689.51 | \$ 49,415,203.51 | 3.30% | 16.70 | \$ 730,084.49 | 560.51 | \$ 50,145,288.00 | 4.82% |
| Executive/Administrative | 37.56 | 6,217,158.00 | - | 161,908.08 | - | - | 161,908.08 | 6,379,066.08 | 2.60% | (0.74) | 34,012.92 | 36.82 | 6,413,079.00 | 3.15% |
| Managerial/Professional | 251.71 | 17,246,687.00 | - | 690,904.13 | - | - | 690,904.13 | 17,937,591.13 | 4.01% | 39.54 | 3,230,895.87 | 291.25 | 21,168,487.00 | 22.74% |
| Classified | 497.72 | 19,651,161.00 | - | 730,981.75 | - | - | 730,981.75 | 20,382,142.75 | 3.72% | 59.04 | 3,325,694.25 | 556.76 | 23,707,837.00 | 20.64% |
| Teaching Assistant | - | 3,552,665.00 | - | - | - | - | - | 3,552,665.00 | 0.00% | - | (144,331.00) | - | 3,408,334.00 | -4.06% |
| Irregular Help | - | 1,039,317.00 | - | - | - | - | - | 1,039,317.00 | 0.00% | - | 497,457.00 | - | 1,536,774.00 | 47.86% |
| Total | 1,330.80 | \$95,544,502.00 | \$ 240,032.96 | \$ 2,921,450.51 | \$ - | \$ - | \$ 3,161,483.47 | \$ 98,705,985.47 | 3.31% | 114.54 | \$ 7,673,813.53 | 1,445.34 | \$ 106,379,799.00 | 11.34% |

LEWIS-CLARK STATE COLLEGE
FY2018 BUDGET OVERVIEW
Appropriated Funds

LCSC's FY2018 General Education budget of \$35,456,400 represents a 6.1% increase over the FY17 ongoing budget base. The legislature provided an additional \$1.51 million in General Fund support, a portion of which (\$341,400) is for one-time capital outlay. The remaining ongoing General Funds will help cover increased employee salary and benefit costs, expansion of the College's Health Professions Education (\$255,500) and College Work Scholars (\$271,400) programs, and \$67,100 for a Veteran's Services Coordinator. General Fund monies provided approximately half of the Legislature's adopted 3% CEC increase and health insurance bump. One-time replacement capital outlay funding will be used to address critical technological and equipment needs across campus in FY18.

A portion of the CEC increase and increased employee benefit costs will again be borne by LCSC students. The College's 3.5% increase in resident tuition and fees was approved by the State Board of Education in April 2017. The revenue generated from this increase will be used to fund the CEC and benefit costs stipulated by the legislature, as well as fund faculty promotions. FY18 tuition revenues are budgeted at the same level provided for in the legislative appropriation (\$16,031,500). The College's Normal School Endowment distribution will remain flat for the coming fiscal at \$2,131,200. LCSC's Career & Technical Education (C.T.E.) allocation for FY2018 (\$4,888,400) provides funding for salary and benefit increases, as well as one-time funds totaling \$181,400, which will be used to address critical equipment needs in the CTE program.

The total revenue sources outlined above (General Fund, Student Fees, Normal School Endowment, and C.T.E. allocated funding) finance LCSC's FY2018 Total General Education and Career-Technical Education budget of \$40,344,800. The ensuing schedules speak to the General Education program only, and do not include Career-Technical Education.

LCSC's General Education personnel structure will increase slightly in FY2018, to a total of 361.25 FTP. Our legislative appropriation included funding for 4 new positions (three for Health Professions Education Expansion and a Veteran's Coordinator). In addition, the legislature's funded expansion of the Work Scholars program will more than double the student participation rate in this program (from 20 to 45), but necessitates the addition of another position to support the program.

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LEWIS-CLARK STATE COLLEGE
Budget Distribution by Activity and Expense Class
July 1, 2017 - June 30, 2018
Appropriated Funds

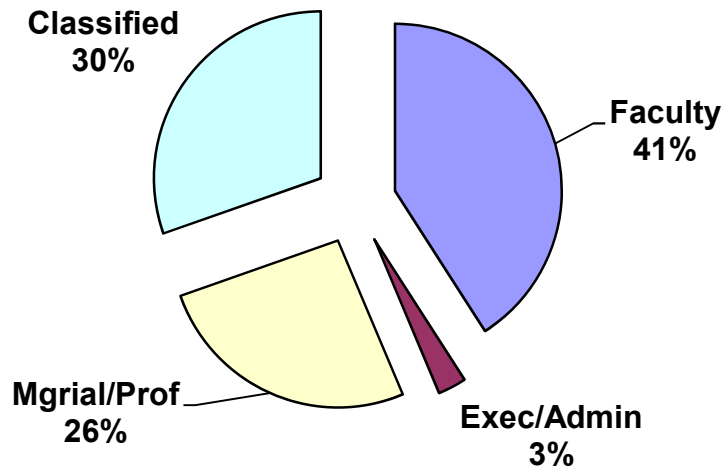
| | FY2017 Original Budget | | FY2018 Original Budget | | Changes from Prior Year | |
|-------------------------------------|------------------------|------------|------------------------|------------|-------------------------|----------|
| | Amount | % of Total | Amount | % of Total | Amount | % Chge |
| Revenue by Source | | | | | | |
| 1 State General Account - ongoing | \$15,783,600 | 45.33% | \$16,952,300 | 47.81% | \$1,168,700 | 7.40% |
| 2 State General Account - one time | 1,279,300 | 3.67% | 341,400 | 0.96% | (937,900) | -73.31% |
| 3 State Endowments | 2,131,200 | 6.12% | 2,131,200 | 6.01% | 0 | 0.00% |
| 4 Millennium Fund/Economic Recovery | 127,700 | 0.37% | 0 | 0.00% | (127,700) | -100.00% |
| 5 Student Tuition and Fees | 15,500,000 | 44.51% | 16,031,500 | 45.21% | 531,500 | 3.43% |
| 6 Total Operating Revenues | \$34,821,800 | 100.00% | \$35,456,400 | 100.00% | \$634,600 | 1.82% |
| Expenses | | | | | | |
| By Function: | | | | | | |
| 7 Instruction | \$15,765,224 | 47.18% | \$16,548,754 | 47.13% | \$783,531 | 4.97% |
| 8 Research | 152,029 | 0.45% | 158,011 | 0.45% | 5,982 | 3.93% |
| 9 Public Service | 339,340 | 1.02% | 302,100 | 0.86% | (37,240) | -10.97% |
| 10 Library | 1,362,285 | 4.08% | 1,369,282 | 3.90% | 6,997 | 0.51% |
| 11 Student Services | 3,182,558 | 9.52% | 3,354,186 | 9.55% | 171,628 | 5.39% |
| 12 Student Financial Aid | 540,000 | 1.62% | 540,000 | 1.54% | 0 | 0.00% |
| 13 Physical Plant | 3,153,192 | 9.44% | 3,239,866 | 9.23% | 86,674 | 2.75% |
| 14 Institutional Support | 4,986,120 | 14.92% | 5,550,214 | 15.81% | 564,095 | 11.31% |
| 15 Academic Support | 2,744,550 | 8.21% | 2,832,365 | 8.07% | 87,815 | 3.20% |
| 16 Auxiliaries | 11,400 | 0.03% | 11,400 | 0.03% | 0 | 0.00% |
| 17 Athletics | 1,178,103 | 3.53% | 1,208,822 | 3.44% | 30,719 | 2.61% |
| 18 Total Bdgt by Function | \$33,414,800 | 100.00% | \$35,115,000 | 100.00% | \$1,700,200 | 5.09% |
| 19 By Expense Class: | | | | | | |
| 20 Personnel Costs: | | | | | | |
| 21 Salaries: | | | | | | |
| 22 Faculty | \$9,498,590 | 28.43% | \$9,865,940 | 28.10% | \$367,350 | 3.87% |
| 23 Executive/Admin | 1,430,341 | 4.28% | 1,461,233 | 4.16% | 30,892 | 2.16% |
| 24 Managerial/Prof | 4,666,045 | 13.96% | 4,973,400 | 14.16% | 307,355 | 6.59% |
| 25 Classified | 2,974,924 | 8.90% | 3,015,727 | 8.59% | 40,803 | 1.37% |
| 26 Grad Assist | | 0.00% | | 0.00% | 0 | 0.00% |
| 27 Irregular Help | 459,400 | 1.37% | 499,900 | 1.42% | 40,500 | 8.82% |
| 28 Total Salaries | \$19,029,300 | 56.95% | \$19,816,200 | 56.43% | \$786,900 | 4.14% |
| 29 Personnel Benefits | 8,263,600 | 24.73% | 8,828,100 | 25.14% | 564,500 | 6.83% |
| 30 Total Pers Costs | \$27,292,900 | 81.68% | \$28,644,300 | 81.57% | \$1,351,400 | 4.95% |
| 31 Operating Expense: | | | | | | |
| 32 Travel | \$0 | 0.00% | \$0 | 0.00% | 0 | 0.00% |
| 33 Utilities | 888,000 | 2.66% | 888,000 | 2.53% | 0 | 0.00% |
| 34 Insurance | 202,200 | 0.61% | 202,200 | 0.58% | 0 | 0.00% |
| 35 Other Oper. Exp | 4,577,700 | 13.70% | 4,926,500 | 14.03% | 348,800 | 7.62% |
| 36 Total Oper. Exp | \$5,667,900 | 16.96% | \$6,016,700 | 17.13% | \$348,800 | 6.15% |
| 37 Capital Outlay: | | | | | | |
| 38 Depart Equipment | \$91,000 | 0.27% | \$91,000 | 0.26% | 0 | 0.00% |
| 39 Library Acquisitions | 363,000 | 1.09% | 363,000 | 1.03% | 0 | 0.00% |
| 40 Total Cap Outlay | \$454,000 | 1.36% | \$454,000 | 1.29% | \$0 | 0.00% |
| 41 Tot Bdgt by Exp Class | \$33,414,800 | 100.00% | \$35,115,000 | 100.00% | \$1,700,200 | 5.09% |
| 42 One-time 27th Payroll (GF) | \$428,000 | | \$0 | | (428,000) | |
| 43 One-time Capital Outlay | \$851,300 | | \$341,400 | | (509,900) | |
| 44 One-time Other | \$127,700 | | \$0 | | (127,700) | |
| 45 Activity Total | \$34,821,800 | | \$35,456,400 | | \$634,600 | 1.82% |
| 46 TOTAL FTE POSITIONS | 355.52 | | 361.25 | | 5.73 | 1.61% |

LEWIS-CLARK STATE COLLEGE

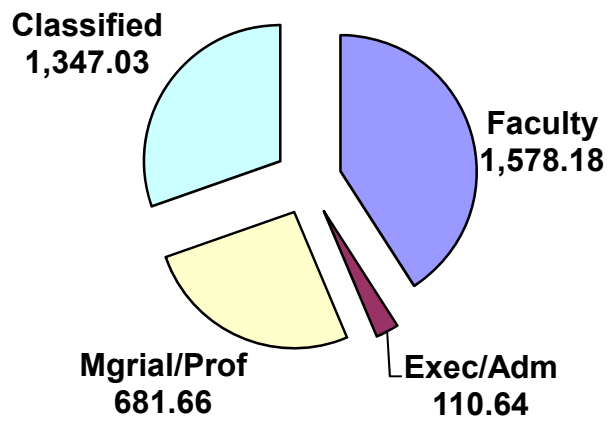
Summary of Salary Changes for FY2018 by Employee Group

| Institution/Agency by Group | Existing Positions | | | | | | | Position Adjustments | | Total | |
|-----------------------------|--------------------|-------------|-----------|--------------------|---------|------------|--------|----------------------|-------------|--------|-------------|
| | FY2017 | | Promotion | Salary Adjustments | | FY2018 | | FTE | Salary Base | FY2018 | |
| | FTE | Salary Base | | Merit (CEC) | Total | Salary | % Incr | | | FTE | Salary Base |
| General Education | | | | | | | | | | | |
| Faculty | | | | | | | | | | | |
| Professor | 37.00 | 2,546,422 | 28,500 | 71,471 | 99,971 | 2,646,393 | 3.93 | 1.00 | 99,745 | 38.00 | 2,746,138 |
| Associate Professor | 37.00 | 2,154,785 | 36,000 | 58,464 | 94,464 | 2,249,249 | 4.38 | (1.00) | (103,737) | 36.00 | 2,145,512 |
| Assistant Professor | 48.50 | 2,435,925 | | 46,820 | 46,820 | 2,482,745 | 1.92 | 1.00 | 66,779 | 49.50 | 2,549,524 |
| Instr/Lect | 25.52 | 1,174,458 | | 33,950 | 33,950 | 1,208,408 | 2.89 | 1.07 | 29,358 | 26.59 | 1,237,766 |
| Part-Time Instructor | 0.00 | 1,187,000 | | | 0 | 1,187,000 | 0.00 | 0.00 | 0 | 0.00 | 1,187,000 |
| Total Faculty | 148.02 | 9,498,590 | 64,500 | 210,705 | 275,205 | 9,773,795 | 2.90 | 2.07 | 92,145 | 150.09 | 9,865,940 |
| Executive/Administrative | 13.90 | 1,430,341 | | 44,489 | 44,489 | 1,474,830 | 3.11 | 0.00 | (13,597) | 13.90 | 1,461,233 |
| Managerial/Professional | 94.54 | 4,666,045 | | 146,079 | 146,079 | 4,812,124 | 3.13 | 3.40 | 161,276 | 97.94 | 4,973,400 |
| Classified | 99.06 | 2,974,924 | | 87,590 | 87,590 | 3,062,514 | 2.94 | 0.26 | (46,787) | 99.32 | 3,015,727 |
| Irregular Help | 0.00 | 459,400 | | | 0 | 459,400 | 0.00 | 0.00 | 40,500 | 0.00 | 499,900 |
| Total | 355.52 | 19,029,300 | 64,500 | 488,863 | 553,363 | 19,582,663 | 2.91 | 5.73 | 233,537 | 361.25 | 19,816,200 |

**College & Universities
FY18 Budgeted Positions by Type - % of Total**



**College & Universities
FY18 Budgeted Positions by Type - FTP**



COLLEGE & UNIVERSITIES
Operating Budget Personnel Costs Summary
July 1, 2017 - June 30, 2018

| Classification | FY2017 Original Budget | | | | FY2018 Original Budget | | | |
|---|-------------------------|---------------|---------------|---------------|------------------------|---------------|---------------|---------------|
| | FTE | Salaries | Benefits | Total | FTE | Salaries | Benefits | Total |
| BOISE STATE UNIVERSITY | | | | | | | | |
| 1 Faculty | 666.66 | \$55,533,115 | \$20,337,221 | \$75,870,336 | 696.06 | \$59,069,222 | \$21,372,886 | \$80,442,108 |
| 2 Executive/Administrative | 43.19 | 7,081,530 | \$2,039,757 | 9,121,287 | 43.53 | 7,294,267 | \$2,138,510 | 9,432,777 |
| 3 Managerial/Professional | 497.27 | 31,136,459 | \$13,095,046 | 44,231,505 | 528.53 | 33,092,600 | \$14,038,652 | 47,131,252 |
| 4 Classified | 354.28 | 11,202,478 | \$7,211,126 | 18,413,604 | 351.90 | 11,685,826 | \$7,122,343 | 18,808,169 |
| 5 Irregular Help | | 3,373,160 | 404,779 | 3,777,939 | | 4,779,785 | \$1,027,654 | 5,807,439 |
| 6 Graduate Assistants | | 4,590,081 | 183,603 | 4,773,684 | | 4,888,758 | 195,550 | 5,084,308 |
| 7 TOTAL | 1,561.40 | \$112,916,823 | \$43,271,532 | \$156,188,355 | 1,620.02 | \$120,810,458 | \$45,895,595 | \$166,706,053 |
| 8 | Number of New Positions | | | | 58.62 | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| IDAHO STATE UNIVERSITY | | | | | | | | |
| 12 Faculty | 462.31 | \$38,171,820 | \$13,988,860 | \$52,160,680 | 492.67 | \$38,653,063 | \$14,435,203 | \$53,088,266 |
| 13 Executive/Administrative | 34.20 | 5,322,066 | 1,511,156 | 6,833,222 | 32.80 | 5,298,471 | 1,527,773 | 6,826,244 |
| 14 Managerial/Professional | 292.22 | 18,193,972 | 7,384,451 | 25,578,423 | 288.24 | 18,547,069 | 7,676,628 | 26,223,697 |
| 15 Classified | 416.31 | 12,856,084 | 8,084,674 | 20,940,758 | 402.07 | 12,714,385 | 8,245,417 | 20,959,802 |
| 16 Irregular Help | | 5,112,107 | 404,939 | 5,517,046 | | 4,529,555 | 389,977 | 4,919,532 |
| 17 Graduate Assistants | | 2,451,630 | 12,798 | 2,464,428 | | 2,525,325 | 14,395 | 2,539,720 |
| 18 TOTAL | 1,205.04 | \$82,107,679 | \$31,386,878 | \$113,494,557 | 1,215.78 | \$82,267,868 | \$32,289,393 | \$114,557,261 |
| 19 | Number of New Positions | | | | 10.74 | | | |
| 20 | | | | | | | | |
| 21 | | | | | | | | |
| UNIVERSITY OF IDAHO | | | | | | | | |
| 23 Faculty | 543.81 | \$47,837,514 | \$14,877,471 | \$62,714,985 | 560.51 | \$50,145,288 | \$12,987,634 | \$63,132,922 |
| 24 Executive/Administrative | 37.56 | 6,217,158 | 2,136,827 | 8,353,985 | 36.82 | 6,413,079 | 1,816,109 | 8,229,188 |
| 25 Managerial/Professional | 251.71 | 17,246,687 | 7,053,898 | 24,300,585 | 291.25 | 21,168,487 | 6,943,265 | 28,111,752 |
| 26 Classified | 497.72 | 19,651,161 | 8,037,321 | 27,688,482 | 556.76 | 23,707,837 | 7,776,170 | 31,484,007 |
| 27 Irregular Help | | 1,039,317 | 76,908 | 1,116,225 | | 1,536,774 | 161,328 | 1,698,102 |
| 28 Graduate Assistants | | 3,552,665 | 71,057 | 3,623,722 | | 3,408,334 | 81,797 | 3,490,131 |
| 29 TOTAL | 1,330.80 | \$95,544,502 | \$32,253,482 | \$127,797,984 | 1,445.34 | \$106,379,799 | \$29,766,303 | \$136,146,102 |
| 30 | Number of New Positions | | | | 114.54 | | | |
| 31 | | | | | | | | |
| 32 | | | | | | | | |
| LEWIS CLARK STATE COLLEGE | | | | | | | | |
| 34 Faculty | 148.02 | \$9,498,590 | \$3,724,785 | \$13,223,375 | 150.09 | \$9,865,940 | \$3,991,320 | \$13,857,260 |
| 35 Executive/Administrative | 13.90 | 1,430,341 | 467,790 | 1,898,131 | 13.90 | 1,461,233 | 485,880 | 1,947,113 |
| 36 Managerial/Professional | 94.54 | 4,666,045 | 2,155,346 | 6,821,391 | 97.94 | 4,973,400 | 2,339,379 | 7,312,779 |
| 37 Classified | 99.06 | 2,974,924 | 1,875,804 | 4,850,728 | 99.32 | 3,015,727 | 1,971,940 | 4,987,667 |
| 38 Irregular Help | | 459,400 | 39,875 | 499,275 | | 499,900 | 39,581 | 539,481 |
| 39 Graduate Assistants | | 0 | 0 | 0 | | 0 | 0 | 0 |
| 40 TOTAL | 355.52 | \$19,029,300 | \$8,263,600 | \$27,292,900 | 361.25 | \$19,816,200 | \$8,828,100 | \$28,644,300 |
| 41 | Number of New Positions | | | | 5.73 | | | |
| 42 | | | | | | | | |
| 43 | | | | | | | | |
| TOTAL COLLEGE & UNIVERSITIES | | | | | | | | |
| 45 Faculty | 1,820.80 | \$151,041,039 | \$52,928,337 | \$203,969,376 | 1,899.33 | \$157,733,513 | \$52,787,043 | \$210,520,556 |
| 46 Exec/Admin | 128.85 | 20,051,095 | 6,155,530 | 26,206,625 | 127.05 | 20,467,050 | 5,968,272 | 26,435,322 |
| 47 Mgrial/Prof | 1,135.74 | 71,243,163 | 29,688,741 | 100,931,904 | 1,205.96 | 77,781,556 | 30,997,924 | 108,779,480 |
| 48 Classified | 1,367.37 | 46,684,647 | 25,208,925 | 71,893,572 | 1,410.05 | 51,123,775 | 25,115,870 | 76,239,645 |
| 49 Irregular Help | 0.00 | 9,983,984 | 926,501 | 10,910,485 | 0.00 | 11,346,014 | 1,618,540 | 12,964,554 |
| 50 Graduate Assistants | 0.00 | 10,594,376 | 267,458 | 10,861,834 | 0.00 | 10,822,417 | 291,742 | 11,114,159 |
| 51 TOTAL | 4,452.76 | \$309,598,304 | \$115,175,492 | \$424,773,796 | 4,642.39 | \$329,274,325 | \$116,779,391 | \$446,053,716 |
| 52 | Number of New Positions | | | | 189.63 | | | |

IDAHO CAREER TECHNICAL EDUCATION
FY2018 BUDGET OVERVIEW
Appropriated Funds

Funds are appropriated to Idaho Career Technical Education for career and technical education programs and services. The State Board of Education approved the allocation of the appropriation for postsecondary career and technical education at its April 19-20, 2017 meeting. Idaho Career Technical Education requests approval of the FY2018 Operating Budget for the Postsecondary Career Technical Education System.

The allocation and reallocation of funds for the FY2018 Postsecondary Career Technical Education System is based on the Strategic Plan for Career Technical Education in Idaho, as well as Board and Legislative Intent.

The FY2018 postsecondary budget reflects an overall increase in the budget of \$3,230,700 or 4.52%. The increase includes \$1.8 million in funds for capacity expansion of 11 specific programs at the six Postsecondary technical colleges; \$240,500 in one-time funding to purchase replacement equipment at the 6 technical colleges; \$64,600 in one-time funding to add a human resources position at Eastern Idaho Technical College as well as \$1,026,300 to fund a 3% CEC.

The following schedules are provided for review:

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

1 **Postsecondary Career Technical Education System**

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

3 **July 1, 2017 - June 30, 2018**

| 4 | | | | | | |
|----|--|-------------------|----------------|-------------------|------------------|---------------|
| 5 | | | | | Change | |
| 6 | | Original | Percent | Original | from | Percent |
| 7 | | FY2017 | of Total | FY2018 | Prior Year | Change |
| 8 | | | | | | |
| 9 | By Activity: | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | Instruction | 37,735,772 | 95.44% | 44,133,963 | 6,398,191 | 16.96% |
| 13 | Plant Maintenance & Operations | 1,037,528 | 2.62% | 963,516 | (74,012) | -7.13% |
| 14 | One-Time Funds | 765,800 | 1.94% | 815,500 | 49,700 | 6.49% |
| 15 | | | | | | |
| 16 | Total Operating Budget | 39,539,100 | 100.00% | 45,912,979 | 6,373,879 | 16.12% |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | TOTAL BUDGET | <u>39,539,100</u> | <u>100.00%</u> | <u>45,912,979</u> | <u>6,373,879</u> | <u>16.12%</u> |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | By Expense Standard Class: | | | | | |
| 23 | | | | | | |
| 24 | Personnel Costs: | | | | | |
| 25 | Faculty | 15,197,823 | 39.20% | 17,708,125 | 2,510,302 | 16.52% |
| 26 | Executive/Administrative | 949,735 | 2.45% | 1,090,635 | 140,900 | 14.84% |
| 27 | Managerial/Professional | 3,577,171 | 9.23% | 3,451,597 | (125,574) | -3.51% |
| 28 | Classified | 4,018,380 | 10.36% | 4,989,726 | 971,346 | 24.17% |
| 29 | Irregular Help | 997,829 | 2.57% | 1,057,492 | 59,663 | 5.98% |
| 30 | | | | | | |
| 31 | Total Salaries | 24,740,938 | 63.81% | 28,297,576 | 3,556,638 | 14.38% |
| 32 | Personnel Benefits | 10,242,011 | 26.42% | 12,296,354 | 2,054,343 | 20.06% |
| 33 | | | | | | |
| 34 | Total Personnel Costs | 34,982,949 | 90.22% | 40,593,930 | 5,610,980 | 16.04% |
| 35 | | | | | | |
| 36 | | | | | | |
| 37 | Operating Expenses: | 3,790,352 | 9.78% | 4,503,550 | 713,198 | 18.82% |
| 38 | | | | | | |
| 39 | | | | | | |
| 40 | Capital Outlay: | 0 | 0.00% | 0 | 0 | 0.00% |
| 41 | | | | | | |
| 42 | | | | | | |
| 43 | Total On-Going Operating Budget | 38,773,301 | 100.00% | 45,097,480 | 6,324,178 | 16.31% |
| 44 | | | | | | |
| 45 | One-Time Personnel Costs | 0 | | 0 | 0 | |
| 46 | One-Time Operating Expenses | 0 | | 0 | 0 | |
| 47 | One-Time Capital Outlay | 765,800 | | 815,500 | 49,700 | |
| 48 | Total One-Time Funds | 765,800 | | 815,500 | 49,700 | |
| 49 | | | | | | |
| 50 | | | | | | |
| 51 | TOTAL BUDGET | <u>39,539,101</u> | <u>100.00%</u> | <u>45,912,980</u> | <u>6,373,878</u> | <u>16.12%</u> |
| 52 | | | | | | |
| 53 | Total Full Time Positions (FTP) | <u>491.83</u> | | <u>535.39</u> | <u>43.56</u> | <u>8.86%</u> |

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**Postsecondary Career Technical Education System
Operating Budget Personnel Costs
Summary
July 1, 2016 - June 30, 2018**

| <u>Classification</u> | <u>FY 2017 Operating Budget</u> | | | | <u>FY 2018 Operating Budget</u> | | | |
|-----------------------|---------------------------------|-------------------|-------------------|-------------------|---------------------------------|-------------------|-------------------|-------------------|
| | <u>FTP</u> | <u>Salaries</u> | <u>Benefits</u> | <u>Total</u> | <u>FTP</u> | <u>Salaries</u> | <u>Benefits</u> | <u>Total</u> |
| Faculty | 296.15 | 15,197,823 | 6,232,309 | 21,430,132 | 326.65 | 17,708,126 | 7,612,959 | 25,321,084 |
| Exec/Admin | 9.58 | 949,734 | 304,948 | 1,254,682 | 10.28 | 1,090,636 | 357,896 | 1,448,531 |
| Manage/Prof | 64.46 | 3,577,171 | 1,441,202 | 5,018,373 | 56.70 | 3,451,598 | 1,417,637 | 4,869,236 |
| Classified | 121.64 | 4,018,380 | 2,140,257 | 6,158,637 | 141.76 | 4,989,725 | 2,779,353 | 7,769,079 |
| Irreg Help | 0.00 | 997,829 | 123,294 | 1,121,123 | 0.00 | 1,057,492 | 128,508 | 1,186,000 |
| TOTAL | 491.83 | 24,740,937 | 10,242,010 | 34,982,947 | 535.39 | 28,297,577 | 12,296,353 | 40,593,930 |

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

University of Idaho
FY2018 Budget Overview
Agricultural Research and Extension Service

In FY2018 the Agricultural Research and Extension Service (ARES) Appropriation received a \$351,000 onetime capital outlay replacement item as well as a \$500,000 ongoing line item for lab renovations and housing to address the needs of the ARES aging infrastructure and facilities improvements.

In support of the ARES strategic goals of increasing number of grant awards received each year and increasing the number of individuals/families benefiting from Outreach Programs, the increased Capital Outlay (CO) support will ensure that the College of Agricultural and Life Sciences will be able to increase efficiencies and best practice in infrastructures that mirror industry standards.

With the support of the ARES Appropriation, the University of Idaho's College of Agricultural and Life Sciences will continue to serve the needs of the citizens and stakeholders of Idaho.

UNIVERSITY OF IDAHO
AVAILABILITY AND ALLOCATION OF FUNDS FOR FY2018
AGRICULTURAL RESEARCH AND EXTENSION SYSTEM

| 1 FUNDS AVAILABLE | FTE | AMOUNT |
|---|---------------|----------------------|
| 2 | | |
| 3 FY2017 Operating Budget Base | 297.01 | \$ 30,540,700 |
| 4 Adjustments: Reappropriation | | - |
| 5 Adjustments: Appropriation Adjustment | | - |
| 6 Adjustments: Remove One-Time | | (818,000) |
| 7 | | |
| 8 | | |
| 9 Adjustments: FTP Additions | (15.00) | - |
| 10 Adjustments: FTP Adjustment | - | |
| 11 FY2017 Adjusted Budget Base | <u>282.01</u> | <u>\$ 29,722,700</u> |
| 12 | | |
| 13 Additional Funding for FY2017 | | |
| 14 | | \$ - |
| 15 | | - |
| 16 Total Funding Reduction | <u>-</u> | <u>\$ (818,000)</u> |
| 17 Total Funds Available for FY2017 | <u>282.01</u> | <u>\$ 29,722,700</u> |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 ALLOCATION OF FUNDS | | |
| 22 | | |
| 23 FY2018 Adjusted Budget Base | 282.01 | \$ 29,722,700 |
| 24 | | |
| 25 MCO Increases/Decreases to Budget Base | | |
| 26 Operating Expense | | \$ 351,000 |
| 27 Inflationary Adjustments | | \$ - |
| 28 Benefit Costs | | 100,100 |
| 29 Change in Employee Compensation | | 613,500 |
| 30 | | |
| 31 Total MCO Increases/Decreases | - | <u>\$ 1,064,600</u> |
| 32 | | |
| 33 Enhancements to Budget Base | | |
| 34 Lab Renovations and Housing | | \$ 500,000 |
| 35 Sheep Research Station | - | - |
| 36 Total Enhancements | <u>-</u> | <u>\$ 500,000</u> |
| 37 | | |
| 38 Total Increases | <u>-</u> | <u>\$ 1,564,600</u> |
| 39 | | |
| 40 FY2018 Operating Budget | <u>282.01</u> | <u>\$ 31,287,300</u> |

AGRICULTURAL RESEARCH & EXTENSION SERVICE

Operating Budget Personnel Costs Summary

July 1, 2017 - June 30, 2018

| Classification | FY2017 Operating Budget | | | | FY2018 Operating Budget | | | |
|--------------------------|-------------------------|---------------------|--------------------|---------------------|-------------------------|---------------------|--------------------|---------------------|
| | FTE | Salaries | Benefits | Total | FTE | Salaries | Benefits | Total |
| Faculty | 173.94 | \$14,698,986 | \$2,696,528 | \$17,395,514 | 156.38 | \$12,750,862 | \$3,302,473 | \$16,053,335 |
| Executive/Administrative | 2.86 | 472,377 | \$134,523 | 606,900 | 3.45 | 616,015 | \$159,548 | 775,563 |
| Managerial/Professional | 31.94 | 1,868,978 | \$731,519 | 2,600,497 | 29.35 | 1,951,649 | \$640,140 | 2,591,789 |
| Classified | 88.27 | 3,731,859 | \$1,699,154 | 5,431,013 | 92.83 | 3,851,366 | \$1,263,249 | 5,114,615 |
| Irregular Help | | 387,719 | 58,158 | 445,876 | | 1,511,243 | 195,196 | 1,706,439 |
| Graduate Assistants | | 269,605 | 2,695 | 272,300 | | 401,940 | 4,019 | 405,959 |
| TOTAL | 297.01 | \$21,429,523 | \$5,322,577 | \$26,752,100 | 282.01 | \$21,083,075 | \$5,564,625 | \$26,647,700 |

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HEALTH EDUCATION PROGRAMS

FY 2018 Operating Budget

| | FY 2017 BUDGET | FY 2018 BUDGET | PERCENT of CHANGE |
|----|---------------------------------------|-------------------|----------------------|
| 1 | | | |
| 2 | By Program: | | |
| 3 | 2,088,400 | 2,076,100 | -0.59% |
| 4 | 4,876,100 | 5,303,400 | 8.76% |
| 5 | 1,827,800 | 1,811,600 | -0.89% |
| 6 | 1,466,200 | 1,576,000 | 7.49% |
| 7 | 3,174,900 | 4,440,900 | 39.88% |
| 8 | 240,000 | 540,000 | 125.00% |
| 9 | 157,800 | 157,800 | 0.00% |
| 10 | 13,831,200 | 15,905,800 | 15.00% |
| 11 | By Fund Source: | | |
| 12 | 13,514,000 | 15,594,200 | 15.39% |
| 13 | 317,200 | 311,600 | -1.77% |
| 14 | 13,831,200 | 15,905,800 | 15.00% |
| 15 | By Expenditure Classification: | | |
| 16 | 2,889,000 | 3,132,500 | 8.43% |
| 17 | 1,891,200 | 1,922,400 | 1.65% |
| 18 | 63,900 | 244,000 | 281.85% |
| 19 | 8,987,100 | 10,606,900 | 18.02% |
| 20 | 0 | 0 | 0.00% |
| 21 | 13,831,200 | 15,905,800 | 15.00% |
| 22 | 24.8 | 25.8 | 4.03% |

23 Budget Overview

The FY 2018 budget for Health Education Programs reflects a 4.03% increase including contract inflation totaling \$233.8k, removal of FY 2017 27th payroll of \$86k, 3% ongoing CEC of \$75k, one-time replacement items of \$24k, and benefit cost increases of \$10k. WWAMI received \$214.8k in one-time general funds to purchase clinical equipment. University of Utah program received \$86k for two additional Idaho seats in the second year classes of FY18, FY19 and FY20 or 10 students per year, for a total of 40 Idaho seats. Family Medicine Residency received 1 FTP and \$1.25m for Graduate Medical Education Funding for residency programs throughout Idaho. Boise Internal Medicine received \$300k to expand by three residents per year.

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SPECIAL PROGRAMS

FY 2018 Operating Budget

| | FY 2017 BUDGET | FY 2018 BUDGET | PERCENT of CHANGE |
|--|--------------------------|--------------------------|----------------------|
| 1 | | | |
| 2 By Program: | | | |
| 3 Forest Utilization Research | 1,268,400 | 1,347,100 | 6.20% |
| 4 Geological Survey | 1,123,300 | 1,080,400 | -3.82% |
| 5 Scholarships and Grants: | | | |
| 6 Idaho Promise Scholarship - A | 19,500 | 3,000 | -84.62% |
| 7 Atwell Parry Work Study Program | 1,186,000 | 1,186,000 | 0.00% |
| 8 Teachers/Nurses Loan Forgiveness | 40,000 | 0 | 0.00% |
| 9 Armed Forces/Public Safety Officers | 280,000 | 180,000 | -35.71% |
| 10 Scholarships Program Manager | 65,900 | 66,400 | 0.76% |
| 11 Opportunity Scholarship | 10,137,800 | 10,294,300 | 1.54% |
| 12 Postsecondary Credit Scholarship | 1,000,000 | 1,000,000 | 0.00% |
| 13 GEARUP Scholarship | 1,724,400 | 3,124,400 | 81.19% |
| 14 Total Scholarships and Grants | <u>14,453,600</u> | <u>15,854,100</u> | 9.69% |
| 15 Museum of Natural History | 532,700 | 625,400 | 17.40% |
| 16 Small Business Development Centers | 610,100 | 613,100 | 0.49% |
| 17 TechHelp | 166,400 | 166,500 | 0.06% |
| 18 Total Programs | <u><u>18,154,500</u></u> | <u><u>19,686,600</u></u> | 8.44% |
| 19 By Fund Source: | | | |
| 20 General Fund | 15,430,100 | 15,562,200 | 0.86% |
| 21 Miscellaneous Funds | 1,000,000 | 1,000,000 | 0.00% |
| 22 Federal Funds | 1,724,400 | 3,124,400 | 81.19% |
| 23 Total Funds | <u><u>18,154,500</u></u> | <u><u>19,686,600</u></u> | 8.44% |
| 24 By Expenditure Classification: | | | |
| 25 Personnel Costs | 3,501,200 | 3,599,700 | 2.81% |
| 26 Operating Expenditures | 215,100 | 218,100 | 1.39% |
| 27 Capital Outlay | 70,300 | 100,900 | 43.53% |
| 28 Trustee/Benefit or Lump Sum Payments | 14,367,900 | 15,767,900 | 9.74% |
| 29 Total Expenditures | <u><u>18,154,500</u></u> | <u><u>19,686,600</u></u> | 8.44% |
| 30 Full Time Position | 42.13 | 43.13 | 2.37% |

Budget Overview

The FY 2018 budget for Special Programs reflects a 2.4% increase including removal of the FY 2017 27th payroll, a 3% CEC, and health benefit increases. Forest Utilization Research also received \$81k for one-time replacement capital. Revisions to the allocation of scholarships under Scholarships and Grants were made to reflect current practices and the GEARUP scholarship increase of \$1.4m is due to the additional second phase of scholarships. Museum of Natural History received 1 FTP and \$93k for a Development Officer.

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**FY 2018 Alteration and Repair Projects
PBFAC Recommendation**

| | | | |
|-------------|--------|--|-----------|
| CSI | 18-090 | LED Upgrade, Walkway Lights | 246,000 |
| | 18-091 | Campus Loop Water Isolation Valves | 62,000 |
| | 18-092 | Canyon Entryway Replacement | 204,000 |
| CWI | | | |
| | 18-460 | Heat Pump Replacement, CYNC | 450,000 |
| EITC | | | |
| | 18-130 | Campus Master Plan | 42,000 |
| | 18-131 | Welding Shop Update/Improvements | 80,000 |
| | 18-132 | Irrigation Conversion, Phase 1 | 50,000 |
| | 18-133 | Light Diesel Program Remodel, Phase 1 | 160,000 |
| LCSC | | | |
| | 18-150 | Upgrade HVAC, Sam Glenn Complex (AF = \$50,000) | 200,000 |
| | 18-151 | Replace HVAC Controls, Library (AF=\$50,000) | 110,000 |
| | 18-152 | Replace Roof, Meriwether-Lewis Hall (AF=\$50,000) | 200,000 |
| NIC | | | |
| | 18-170 | Construct Permanent Parking Lot, Educational Corridor | 450,000 |
| BSU | | | |
| | 18-190 | Renovations Multi Purpose Bldg Classroom 101 | 200,000 |
| | 18-191 | Lab Space Conversions and Renovations | 500,000 |
| | 18-192 | Chemical Storage Room, Science Building | 400,000 |
| | 18-193 | Access Control Replacement, Phase 1 | 500,000 |
| | 18-194 | Roof Replacement Grant Annex & Yanke Center | 250,000 |
| | 18-195 | CID expansion and Stack relocation, Albertsons Library | 300,000 |
| | 18-197 | ADA Upgrades, Education Building Restrooms | 300,000 |
| ISU | | | |
| | 18-220 | Second Floor Restrooms, Ventilation and Controls, Health | 220,000 |
| | 18-221 | Replace Chiller, COE | 285,000 |
| | 18-222 | Replace Arts & Letters College Offices, Frazier Hall | 785,000 |
| | 18-223 | Replace Chiller, Liberal Arts | 380,000 |
| | 18-224 | Upgrade HVAC System, Fine Arts Building | 490,000 |
| | 18-225 | Replace Roof, CHE (University Place) | 220,000 |
| UI | | | |
| | 18-250 | TLC Carpet Replacement in Corridors | 263,000 |
| | 18-251 | 7th Street Pedestrian Improvements | 460,000 |
| | 18-252 | Replace Roof, Renfrew Hall | 460,000 |
| | 18-253 | Line Street Steam Tunnel Lid Repair and Replacement | 378,000 |
| | 18-254 | Central Chilled Water System Improvements | 370,000 |
| | 18-255 | Ag Science Entry (Supplemental, DPW 15-256) | 367,000 |
| | 18-256 | Expansion | 2,400,000 |
| | 18-258 | School of Music | 130,400 |

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

AGENCIES AND INSTITUTIONS OF THE STATE BOARD

SUBJECT

FY 2019 Line Item Budget Requests

REFERENCE

April 2017 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 2017 meeting, the State Board of Education (Board) directed the college and universities to limit Fiscal Year 2019 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 FY2018 total General Fund appropriation. Any requests for occupancy costs will not count towards the two line item limit or the 5% cap.

Subsequently, the Board will approve the final budget request at the August 2017 meeting. Following Board approval in August, the budget requests will be submitted to the Legislative Services Office (LSO) and Division of Financial Management (DFM) by September 1, 2017.

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

IMPACT

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

ATTACHMENTS

ATT 1 - Line Items Summary: College & Universities..... Page 3
ATT 2 - Line Items Summary: Community Colleges and Agencies Page 4-6
ATT 3 - Occupancy Costs Page 7
ATT 4 - Individual Line Items Page 9

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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).

Per the Board's guidance, 5% of the College & Universities' FY 2018 total General Fund appropriation equates to the following:

BSU: \$4,810,600
ISU: \$3,852,500
UI: \$4,571,600
LCSC: \$ 864,700

BOARD ACTION

I move to direct the Business Affairs and Human Resources Committee to review the FY 2019 budget line items as listed on the Line Items Summary at Tab 2 pages 3-6, and to bring recommendations back to Board for its consideration at the regular August 2017 Board meeting.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

STATE BOARD OF EDUCATION
 FY 2019 Line Items - College and Universities

| By Institution/Agency | Page | FY 2018 Total Appropriation | Priority | Institution Specific Initiatives | Total | % of FY 2018 Approp. |
|---|------|-----------------------------------|----------|--|----------------------|----------------------------|
| 1 System-wide Needs | | 5,065,800 | | | | |
| 2 Outcomes Based Funding | 9 | | 1 | | 0 | 0.0% |
| 3 Idaho Regional Optical Network (IRON) | 11 | | 2 | 800,000 | 800,000 | 15.8% |
| 4 Boise State University | | 96,212,300 | | | 5,865,900 | 6.1% |
| 5 Public Service Initiative | 13 | | 1 | 2,172,800 | | 5.0% |
| 6 Career Readiness & Graduate Production | 19 | | 2 | 2,601,300 | | Excl. Occ. Cost |
| 7 Occupancy Costs | 7 | | 3 | 1,091,800 | | |
| 8 Idaho State University | | 77,050,300 | | | 5,165,900 | 4.9% |
| 9 Expand Health Sciences/Workforce Needs | 25 | | 1 | 3,375,100 | 0 | |
| 10 Idaho Falls Polytech Initiative | 37 | | 2 | 432,100 | 0 | |
| 11 Occupancy Costs | 7 | | 3 | 1,358,700 | 0 | |
| 12 University of Idaho | | 91,431,100 | | | 2,328,400 | 2.5% |
| 13 Ph. II: Library Investment: Achieve R1 Carnegie Cl | 41 | | 1 | 1,808,600 | 0 | |
| 14 Student Success & Support | 47 | | 2 | 453,500 | 0 | |
| 15 Occupancy Costs | 7 | | 3 | 66,300 | 0 | |
| 16 Lewis-Clark State College | | 17,293,700 | | | 838,700 | 4.8% |
| 17 Access and Completion | 55 | | 1 | 548,700 | 0 | |
| 18 Retention and Compliance | 59 | | 2 | 290,000 | 0 | |
| | | <u>\$ 287,053,200</u> | | <u>\$ 14,998,900</u> | <u>\$ 14,198,900</u> | |
| 19 | | | | | | |
| 20 Percentage of FY18 Appropriation | | | | | | 4.9% |

STATE BOARD OF EDUCATION
FY 2019 Line Items - Community Colleges and Agencies

| <u>Priority</u> | <u>By Institution/Agency</u> | <u>FY 2018 Appropriation</u> | <u>Page</u> | <u>Priority</u> | <u>FY 2019 Request</u> | <u>Comments</u> |
|-----------------|--|----------------------------------|-------------|-----------------|----------------------------|-----------------------------------|
| 1 | Career Technical Education | 65,372,000 | | | 4,045,100 | |
| 2 | State Leadership & Technical Asst. | 2,822,700 | | | 516,000 | |
| 3 | CTE Middle School Quality Program | | 63 | 1 | 207,300 | |
| 4 | Horizontal Alignment | | 85 | 7 | 178,000 | |
| 5 | Online courses | | 87 | 8 | 70,000 | |
| 6 | Reorganization Error Correction | | 91 | 10 | 60,700 | |
| 7 | General Programs | 14,220,600 | | | 375,000 | |
| 8 | Secondary Added Cost Funding | | 61 | 2 | 375,000 | |
| 9 | Post-secondary Programs | 46,511,900 | | | 2,229,100 | |
| 10 | Postsecondary capacity expansion | | 69 | 3 | 2,100,900 | |
| 11 | EITC Financial Officer Position | | 75 | 4 | 128,200 | |
| 12 | Dedicated Programs | 625,000 | | | 925,000 | |
| 13 | CTE Secondary Incentive Funding | | 63 | 2 | 700,000 | |
| 14 | Centers for New Direction (CND) | | 79 | 5 | 200,000 | |
| 15 | Agriculture Start- up grant | | 83 | 6 | 25,000 | |
| 16 | Related Services | 1,191,800 | | | 0 | |
| 17 | Standards alignments (HVAC & Plumbing) | | 89 | 9 | 0 | Other Funds: \$82,000 |
| 18 | Community Colleges | 39,400,900 | | | 4,798,500 | |
| 19 | College of Southern Idaho | 14,105,800 | | | 1,051,800 | |
| 20 | IT Personnel and Software Platforms | | 93 | 1 | 784,700 | |
| 21 | Weekend College | | 99 | 2 | 199,600 | |
| 22 | CEI Initiative | | 105 | 4 | 67,500 | |
| 23 | North Idaho College | 12,725,100 | | | 1,159,600 | |
| 24 | Pathfinders Program | | 109 | 1 | 367,600 | |
| 25 | NIC/UI Computer Science Program | | 113 | 2 | 313,700 | |
| 26 | Idaho Summer Completion Initiative | | 117 | 3 | 302,000 | |
| 27 | First Year Experience | | 121 | 4 | 176,300 | |
| 28 | College of Western Idaho | 12,570,000 | | | 2,587,100 | |
| 29 | Balance Funding | | 125 | 1 | 2,000,000 | |
| 30 | Accreditation Requirements | | 129 | 2 | 587,100 | |
| 31 | Agricultural Research/Extension | 31,263,300 | 135 | 1 | 3,000,000 | ARES Nuclear Seed Potato Facility |

STATE BOARD OF EDUCATION
FY 2019 Line Items - Community Colleges and Agencies

| Priority | By Institution/Agency | FY 2018 Appropriation | Page | Priority | FY 2019 Request | Comments |
|-----------|--|--------------------------|------|----------|--------------------|---|
| 32 | Health Education Programs | 15,594,200 | | | 6,312,200 | |
| 33 | W-I Veterinary Education | 1,976,100 | | | | No Line Items |
| 34 | WWAMI Medical Education | 5,303,400 | 139 | 1 | 860,600 | 18 month Curriculum |
| 35 | IDEP | 1,600,000 | | | | |
| 36 | Univ. of Utah Med. Ed. | 1,576,000 | | | 167,600 | |
| 37 | | | 145 | 1 | 87,600 | 2 new seats, year three |
| 38 | | | 149 | 2 | 80,000 | Eastern Idaho Psychiatry Program |
| 39 | Family Medicine Residencies | 4,440,900 | | | 2,924,000 | |
| 40 | Idaho State University FMR | 1,350,900 | | | | |
| 41 | Family Medicine Residency of Idaho (Boise) | 1,530,000 | | | | |
| 42 | | | 149 | 1 | 1,444,000 | Increase FMRI per resident \$30k-\$60k |
| 43 | | | 149 | 2 | 525,000 | Increase ISU FM per resident \$35k-\$60k |
| 44 | Kootenai Health FMR | 560,000 | 149 | 1 | 540,000 | Increase per resident |
| 45 | Graduate Medical Education Funding | 1,000,000 | | | | |
| 46 | Magic Valley FM Residency Rural Track | | 149 | 2 | 345,000 | Director, Coordinator, 4 FM residents |
| 47 | Pharmacy Residency | | 149 | 3 | 70,000 | Director, Coordinator, 1 resident |
| 48 | Boise Internal Medicine Residency | 540,000 | 149 | 1 | 465,000 | Increase per resident |
| 49 | Psychiatry Residency | 157,800 | | | 265,000 | |
| 50 | | | 149 | 1 | 240,000 | Increase per resident |
| 51 | | | 149 | 2 | 25,000 | Psychotherapy Director |
| 52 | Eastern Idaho Regional Medical Center | | | | 1,505,000 | |
| 53 | Internal Medicine Resident Program | | 149 | 1 | 705,000 | Director, Coordinator, 10 IM residents |
| 54 | Family Medicine | | 149 | 2 | 465,000 | Director, Coordinator, 6 FM residents |
| 55 | Emergency Medicine | | 149 | 3 | 105,000 | Director, Coordinator |
| 56 | General Surgery | | 149 | 4 | 105,000 | Director, Coordinator |
| 57 | WICHE Mental Health Program Psych Interns | | 149 | 1 | 125,000 | American Psychological Assoc. accreditation |
| 58 | Special Programs | 15,562,200 | | | 880,200 | |
| 59 | Forest Utilization Research | 1,347,100 | | | 325,300 | |
| 60 | Wood Utilization in Comm. Building Faculty | | 157 | 1 | 140,300 | |
| 61 | Grazing impacts on Idaho Rangelands | | 161 | 2 | 185,000 | |
| 62 | Geological Survey | 1,080,400 | 165 | | 99,400 | Geological Publication Editor and Support Staff |
| 63 | Scholarships and Grants | 11,729,700 | | | 0 | |
| 64 | Museum of Natural History | 625,400 | 171 | 1 | 95,100 | Digital Outreach |
| 65 | Small Bus. Development Centers | 613,100 | 177 | 1 | 52,200 | Business Development |
| 66 | TechHelp | 166,500 | 181 | 1 | 308,200 | Business Development |
| 67 | State Board of Education | 5,584,900 | | | 0 | |
| 68 | Office of the State Board of Education | 5,364,400 | | | | |
| 69 | Charter School Commission | 220,500 | | | | |
| 70 | Idaho Public Television | 3,327,200 | | | 539,200 | |
| 71 | Personnel Sustainability | | 187 | 1 | 357,200 | |
| 72 | FCC Engineering Requirements | | 189 | 2 | 91,000 | |
| 73 | Educational Outreach | | 193 | 3 | 91,000 | |

STATE BOARD OF EDUCATION
FY 2019 Line Items - Community Colleges and Agencies

| <u>Priority</u> | <u>By Institution/Agency</u> | <u>FY 2018 Appropriation</u> | <u>Page</u> | <u>Priority</u> | <u>FY 2019 Request</u> | <u>Comments</u> |
|-----------------|---|----------------------------------|-------------|-----------------|----------------------------|---------------------------|
| 74 | Vocational Rehabilitation | 8,589,000 | | | 357,500 | |
| 75 | Vocational Rehabilitation | 3,948,700 | | | 250,000 | |
| 76 | Additional Grant and Match Funds | | 197 | 1 | 250,000 | |
| 77 | Cost Reimbursement and Ticket to Work Program | | 201 | 2 | | Dedicated Funds: \$61,700 |
| 78 | Extended Employment Services | 4,423,400 | | | | |
| 79 | Council for the Deaf/Hard of Hearing | 216,900 | 205 | 3 | 107,500 | Community Outreach |
| 80 | Total | \$ 184,693,700 | | | \$ 19,932,700 | |

STATE BOARD OF EDUCATION
FY 2019 Budget Request
Colleges & Universities
Calculation of Occupancy Costs

| 1 Institution/Project | 2 Projected Date of Occupancy | % of Use for | | 4 Non-Aux. Sq Footage | (1) FTE | (2) Custodial Costs | | | (3) Utility Estimate | (4) Maintenance Costs | | (5) Other | Total Occ Cost | % qtrs used in FY18 | Revised FY18 |
|---------------------------------|---|--------------------|------------------|-----------------------|---------|---------------------|----------|----------|----------------------|-----------------------|-----------|-----------|----------------|---------------------|--------------|
| | | Non-Aux. Education | Gross Sq Footage | | | Sal & Ben | Supplies | Total | | Repl Value | Cost@1.5% | | | | |
| 3 BOISE STATE UNIVERSITY | | | | | | | | | | | | | | | |
| 4 | June-19 | 100% | 97,621 | 97,621 | 3.75 | 141,100 | 9,800 | 150,900 | 170,800 | 42,000,000 | 630,000 | 108,800 | 1,060,500 | 100% | 1,060,500 |
| 5 | March-14 | 100% | -45,162 | -45,162 | -1.74 | -60,700 | -4,500 | -65,200 | -79,000 | -5,900,000 | -88,500 | (39,500) | -272,200 | 100% | (272,200) |
| 6 | January-18 | 100% | 1,887 | 1,887 | 0.07 | 2,600 | 200 | 2,800 | 3,300 | 1,500,000 | 22,500 | 2,700 | 31,300 | 100% | 31,300 |
| 7 | * Pending SBOE approval to proceed with design/build and DFM/LSO notification | | | | 2.08 | 83,000 | 5,500 | 88,500 | 95,100 | | 564,000 | 72,000 | 819,600 | | 819,600 |
| 9 IDAHO STATE UNIVERSITY | | | | | | | | | | | | | | | |
| 10 | July-18 | 100% | 210,000 | 210,000 | 8.08 | 304,200 | 21,000 | 325,200 | 367,500 | 31,920,000 | 478,800 | 187,200 | 1,358,700 | 100% | 1,358,700 |
| 11 | | | | | 8.08 | 304,200 | 21,000 | 325,200 | 367,500 | | 478,800 | 187,200 | 1,358,700 | | 1,358,700 |
| 14 UNIVERSITY OF IDAHO | | | | | | | | | | | | | | | |
| 15 | January-18 | 100% | 7,500 | 7,500 | 0.29 | 10,900 | 800 | 11,700 | 13,100 | 2,350,000 | 35,300 | 7,700 | 67,800 | 100% | 67,800 |
| 16 | Less FY17 funds received | | | | -0.29 | (11,000) | (800) | (11,800) | (13,100) | | (24,000) | (7,100) | (56,000) | | (56,000) |
| 17 | July-18 | 100% | 6,740 | 6,740 | 0.26 | 9,800 | 700 | 10,500 | 11,800 | 1,750,000 | 26,300 | 6,600 | 55,200 | 100% | 55,200 |
| 18 | Less FY18 funds received | | | | -0.13 | (5,000) | (400) | (5,400) | (5,900) | | (13,200) | (3,300) | (27,800) | | (27,800) |
| 19 | July-18 | 100% | 550 | 550 | 0.02 | 800 | 100 | 900 | 1,000 | 437,800 | 6,600 | 800 | 9,300 | 100% | 9,300 |
| 20 | January-18 | 100% | 2,433 | 2,433 | 0.09 | 3,400 | 200 | 3,600 | 4,300 | 800,000 | 12,000 | 2,500 | 22,400 | 100% | 22,400 |
| 21 | Less FY18 funds received | | | | -0.04 | (1,400) | (100) | (1,500) | (1,500) | | (4,900) | (900) | (8,800) | | (8,800) |
| 22 | | | | | 0.21 | 7,500 | 500 | 8,000 | 9,700 | | 38,100 | 6,300 | 62,100 | | 62,100 |

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

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

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

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

34 Benefits

35 FICA

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

37 SSHI 1.4500% x salary

38 Unemployment Insurance 0.1500% x salary

39 Life Insurance 0.6750% x salary

40 Retirement: PERSI 11.3200% x salary

41 Workmans Comp x salary

42 Sick Leave 0.6500% x salary

43 Human Resources

44 20.4450% per position

45 Health Insurance \$13,460.00

46 Supplies 0.10

47

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

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

(5) Other:

IT Maintenance 1.5000 GSF

Security 0.2200 GSF

General Safety 0.0900 GSF

Research & Scientific Safety Costs 0.5000 GSF

Total 2.3100

Too High - Used 1/3 0.7700 GSF

Landscape Greenscape 0.0003 CRV

Insurance Costs 0.0005 CRV

Total 0.00080 CRV

| | BSU | ISU | UI | LCSC | CSI | NIC | CWI |
|------------------|----------|----------|----------|----------|----------|----------|----------|
| Workmans Comp | 0.75% | 0.87% | 0.64% | 0.82% | 4.81% | 4.50% | 4.35% |
| Human Resources | 0.554% | 0.554% | 0.554% | 0.554% | 0.554% | 0.554% | 0.554% |
| Health Insurance | 21.7485% | 21.8685% | 21.6385% | 21.8185% | 25.8085% | 25.4985% | 25.3485% |

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: College and Universities

Agency No.: 510

FY 2019 Request

FUNCTION: Systemwide Needs

Function No.: 01

Page 1 of 3 Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No.

| A: Decision Unit No: 12.01 | | Title: Outcomes-Based Funding (OBF) | | | Priority Ranking 1 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: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | 0 | | | | 0 |

The Governor's Higher Education Task Force is meeting over the summer and may result in recommendations related to funding the college and universities and the community colleges. This line item is a placeholder for those recommendations.

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

AGENCY: College and Universities

Agency No.: 510

FY 2019 Request

FUNCTION: Systemwide Needs

Function No.: 01

Page 1 of 1 Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

| Idaho Regional Optical Network | | | | | |
|---|--|-----------|---------|-------------------------|------------------|
| A: Decision Unit No: 12.02 | Title: (IRON) Maintenance of Operations | | | Priority Ranking 2 of 2 | |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 0 | | | | 0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | | | | | |
| 2. Benefits | | | | | |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | | | | | |
| OPERATING EXPENDITURES by summary object: Maintenance of infrastructure and high Speed connectivity | \$800,000 | | | | \$800,000 |
| TOTAL OPERATING EXPENDITURES: | \$800,000 | | | | \$800,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$800,000 | | | | \$800,000 |

Description:

The Idaho State Board of Education recommends \$800,000 of ongoing state funding for maintenance and operations of the Idaho Regional Optical Network's (IRON) enhanced infrastructure and high speed connectivity for Idaho state universities. This collaborative effort between the State, IRON, and Idaho National Laboratory (INL) to enhance the current 10G network to 100G will result in an educational environment that does not exist any where in the nation. The enhancements will ensure that the state universities have direct access to INL's growing high performance computing environment for research as well as the multidisciplinary educational opportunities for the cybersecurity of our nation's critical infrastructure. The state universities committed to a collective increase of 200 joint appointments, interns, and faculty by 2025 driven by IRON and INL's enhanced capabilities. INL and IRON are investing

BUSINESS AFFAIRS AND HUMAN RESOURCES
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the necessary capital for the implementation of these network enhancements, the requested maintenance and operation will ensure the sustainability of this enhanced bandwidth.

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AGENCY: College and Universities

Agency No.: 512

FY 2019 Request

FUNCTION: Boise State University

Function No.: 01

Page 1 of 6 Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

| | | | | | |
|--|----------------|---|----------------|--------------|-------------------------|
| A: Decision Unit No: 12.01 | | Title: Public Service Initiative | | | Priority Ranking 1 of 2 |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 10.66 | | | | 10.66 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$1,235,100 | | | | \$1,235,100 |
| 2. Benefits | 456,100 | | | | 456,100 |
| 3. Group Position Funding | 293,300 | | | | 293,300 |
| TOTAL PERSONNEL COSTS: | \$1,984,500 | | | | \$1,984,500 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | \$25,000 | | | | \$25,000 |
| 2. Operating | 163,300 | | | | 163,300 |
| TOTAL OPERATING EXPENDITURES: | \$188,300 | | | | \$188,300 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$2,172,800 | | | | \$2,172,800 |

Supports institution/agency and Board strategic plans:

Support for the SBOE Strategic Plan FY2017-2021:

- ⇒ Goal 1. A Well Educated Citizenry
 - Objective C: Higher Level of Educational Attainment
 - Performance Measures
 - % of Idahoans who have a college degree
 - % of new full time degree seeking students who return for the second year
 - % of graduates at bachelors and graduate degree levels
 - Objective D: Quality Education
 - Objective E: Education to Workforce Alignment
 - Performance Measures
 - Ratio of non-STEM to STEM degrees

BUSINESS AFFAIRS AND HUMAN RESOURCES
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- Number of graduates in high demand fields
- ⇒ Goal 2. Innovation & Economic Development
 - Objective A: Workforce Readiness
 - Performance Measures
 - % of graduates employed 1 and 3 years after graduation
 - % of students participating in internships
 - % of students participating in undergraduate research
 - Objective B: Innovation & Creativity – increase creation and development of new ideas and solutions that benefit society

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

- ⇒ Goal 1: Create a signature, high-quality educational experience for all students
 - Objectives:
 - Provide bountiful opportunities within and across disciplines for experiential learning
 - Cultivate intellectual community among students and faculty
 - Facilitate respect for the diversity of human cultures, institutions, and experiences in curricular and co-curricular education
 - Invest in faculty development and an engaging environment for learning

Performance Measures:

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

Number of students in internships and research

- ⇒ Goal 2: Facilitate the timely attainment of education goals of our diverse student population
 - Objectives:
 - Bring classes to students using advanced technologies and multiple delivery formats
 - Connect students with university services that address individual needs
 - Performance Measures:
 - Number of degree graduates
 - Freshman Retention Rate
 - Six-year graduation rate
 - eCampus

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

- ⇒ Goal 3: Gain distinction as doctoral research university
 - Objectives
 - Recruit, retain and support highly qualified faculty, staff and students from diverse backgrounds
 - Identify and invest in select areas of excellence with the greatest potential for economic, societal and cultural benefit
 - Design systems to support and reward interdisciplinary collaboration
 - Performance Measures:
 - Number of doctoral graduates
 - Number of peer reviewed publications
 - Citations of publications by Boise State authors over a five year span
 - Total research and development expenditures

- ⇒ Goal 4: Align university programs and activities with community needs
 - Objectives:
 - Include community impact in the creation and assessment of university programs and activities
 - Leverage expertise and knowledge within the community to develop mutually beneficial partnerships
 - Increase student recruitment, retention and graduation in STEM disciplines
 - Performance measure:
 - Number of graduates in high demand disciplines
 - Number of STEM graduates

Description:

The School of Public Service was founded in 2015 to inspire and equip students to be innovative, principled, and effective public service leaders, promote meaningful community engagement and civil discourse, and serve as an objective and unbiased resource for citizens and decision-makers 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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

internship and experiential programs across the school, and support high quality University-community engagements including the Politics for Lunch series.

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;
- Five administrative leadership positions serving the Idaho Policy Institute, the Center for Idaho History and Politics, the Public Service Leadership Initiative, the School of Public Service Survey Research Initiative, and the Frank Church Institute in global affairs;
- Twelve graduate research assistantships in professional masters and Ph.D. programs that support applied research projects across the School;
- 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.

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. In addition, this request serves communities throughout Idaho and all Idahoans that benefit from rigorous, non-partisan applied research. 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.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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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
JUNE 15, 2017**

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

Agency No.: 512
 Function No.: 01
 Activity No.:

FY 2019 Request
 Page 1 of 6 Pages
 Original Submission X or
 Revision No. ____

| A: Decision Unit No: 12.01 Title: Career Readiness and graduate production Priority Ranking 2 of 2 | | | | | |
|--|--------------------|-----------|---------|-------|--------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 17.00 | | | | 17.00 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$1,857,200 | | | | \$1,857,200 |
| 2. Benefits | \$744,100 | | | | \$744,100 |
| 3. Group Position Funding | \$0 | | | | \$0 |
| TOTAL PERSONNEL COSTS: | \$2,601,300 | | | | \$2,601,300 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | | | | | |
| 2. Operating | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$2,601,300 | | | | \$2,601,300 |

Support for the SBOE Strategic Plan FY2017-2021
 GOAL 1: A WELL EDUCATED CITIZENRY
 Objective C: Higher Level of Educational Attainment

Performance Measures

- Percent of Idahoans (ages 25-34) who have a college degree or certificate requiring one academic year or more of study.
- Percentage of new full-time degree-seeking students who return (or who graduate) for second year in an Idaho postsecondary public institution. (distinguish between new freshmen and transfers)
- Percent of full-time first-time freshman graduating within 150% of time (2yr and 4yr).

BUSINESS AFFAIRS AND HUMAN RESOURCES
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Goal 2. Innovation & Economic Development
Objective A: Workforce Readiness

Performance Measures

- % of students participating in internships
- % of students participating in undergraduate research

Objective C: Economic Growth
Performance Measures

- Percentage of graduates employed in Idaho 1 and 3 years after graduation

Objective D: Education to Workforce Alignment – Deliver relevant education that meets the needs of Idaho and the region.

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

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

- Provide bountiful opportunities within and across disciplines for experiential learning.
- Invest in faculty development, innovative pedagogies, and an engaging environment for learning.

Key Performance Measures:

- NSSE benchmark of student perception of quality of educational experience
- NSSE % of students participating in research and internships

Goal 2: Facilitate the timely attainment of educational goals of our diverse student population.

- Identify and remove barriers to graduation.
- Bring classes to students using advanced technologies and multiple delivery formats.
- Design and implement innovative policies and processes that facilitate student success.
- Connect students with university services that address their individual needs.
- Ensure that faculty and staff understand their roles and responsibilities in facilitating student success.

Key Performance Measures:

- Number of degree graduates
- Retention
- 6-year graduation rate
- Success and progress rate
- NSSE student rating of administrative offices

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
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- Include community impact in the creation and assessment of university programs and activities.
- Leverage knowledge and expertise within the community to develop mutually beneficial partnerships.
- Collaborate with external partners to increase Idaho students' readiness for and enrollment in higher education.
- Evaluate our institutional impact and effectiveness on a regular basis and publicize results.

Key Performance Measures:

- Number of graduates with high impact on Idaho's college completion rate
- Number of graduates in high demand disciplines
- Students participating in Courses with Service Learning Component

Description:

Boise State University is requesting funding to develop a more coordinated model of career advising services to support the student body. Early and ongoing career exploration and planning is essential to the college experience today. Students require guidance and support to articulate their skills, talents and interests and connect those to a career path. Expanding the services to students in their major and college is a best practice. The College of Business & Economics (COBE) has served as a pilot for this model and is seeing an uptick in student engagement as a result. The approach in COBE goes beyond career services and also focuses on growing student enrollment, retention and graduation. This request also includes funding to further support this work in the College of Business & Economics, specifically related to growth and student credit hour (SCH) production in the past and going forward.

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 FY17, COBE operated an \$11.3 million appropriated budget, which included 48 tenure/tenure track (T/TT) faculty. This request is essential for COBE to effectively manage a rapidly growing student population with positive outcome trends. Over the past five years:

- COBE graduates increased 15%, while the average length of their academic careers declined by 18%.
- Those graduates generated a corresponding 15% increase in SCH, surpassing 60,000 regular term SCH in FY17 for the first time ever - 60,671 total SCH to 5,674 unique students.

These trends are likely to continue and potentially increase.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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- First-time freshmen declaring business majors grew 16% from 389 (Fall 2013) to 450 (Fall 2016), and their retention after one year has improved by nearly 10%, from 64% to 70%.
- In FY16, 75% of the graduating population that began at Boise State finished in six or fewer years.

The College is not properly resourced to sustain the continuing needs of this larger population, nor the imminent arrival of larger freshman classes who are increasingly retained and graduated. New sections of courses can only be staffed by adjunct faculty, who are an essential resource to the college but unable fulfill all instructional requirements. Additionally, faculty sabbaticals, retirements, attrition, separation, or other leaves often can only be backfilled with adjunct faculty, provided skills can be located. Many upper division courses can only be delivered in either the fall or the spring terms, because resourcing is not available to duplicate offerings despite demand.

COBE students are in very high demand by Idaho employers. Each semester, COBE students support nearly 600 businesses. Much of this support has led directly to career opportunities for COBE students, while all of them enable COBE students to practice and polish the business skills they learn in the classroom. Idaho businesses depend upon COBE to maintain, replenish, enhance, and grow the Idaho labor market.

COBE's Academic and Career Advising Office is responsible for marshalling this growing student population through the academic process, into career planning, and finally into placement with those employers. COBE students now meet each semester to update degree plans, identify internships, update resumes, and find opportunities. Using the COBE academic and career advising office as a model for campus, this proposal also seeks to strengthen and embed career services in the academic college structure across the university. This model intentionally connects classroom learning, academic advising and support, and career counseling. Further, it establishes Student Success Teams in each college to integrate academic and career components to better prepare students for the transition from college to career. 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.

Funding will also support central career services positions to counsel and support undecided or at-risk students and special populations; develop career content for Student Success Teams, specialized career courses, web resources, and individual students and faculty; internship program management and employer and faculty support; employer relations management including employer connections and partnerships, BroncoJobs, event management, and on-campus recruiting; and university-wide and college-specific marketing and social media content.

2. What resources are necessary to implement this request?

- Career Services – new career specialists
- College of Arts and Sciences (3)

BUSINESS AFFAIRS AND HUMAN RESOURCES
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- College of Business & Economics (1)
- College of Education (1)
- College of Engineering (1)
- College of Health Sciences (1)
- School of Public Service (1)
- Graduate College (1)
- Honors College (1)
- Central Career Development Manager (partial salary for existing position)
- Career Content Expert (partial salary for existing position)
- Instructional Designer/eLearning (1)
- Career Development Training Specialist (1)
- Career Course Manager (1)
- Employer Relations Events Coordinator (1)
- Employer Relations Systems Coordinator (1)
- Internship Program Faculty Liaison (1)
- Marketing Specialist (1)
- Career Data Specialist (1)

New Faculty:

Accounting

- 1 additional faculty position

Economics

- 1 additional faculty position

Finance

- 2 additional faculty positions

Management

- 3 additional faculty positions

Marketing

- 1 additional faculty position

IT/SCM

- 1 additional faculty 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.**

This request is focused on ongoing funding to support new positions in these areas, which will support the existing and growing student population at Boise State University.

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

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Overall, this request directly serves students and graduates. Employers, community based organizations and the State of Idaho's economy are also positively impacted. The infrastructure described in this proposal will improve retention and graduation rates, positively impact first destination results, and improve alumni satisfaction and affinity for Boise State University.

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

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AGENCY: College and Universities

Agency No.: 510

FY 2019 Request

FUNCTION: Idaho State University

Function No.: 03

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

| A: Decision Unit No: 12.01 | | Title Expand Health Sciences and Workforce Needs | | | Priority Ranking 1 of 2 |
|---|--------------------|---|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 21.00 | | | | 21.00 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$1,902,400 | | | | \$1,902,400 |
| 2. Benefits | 679,700 | | | | 679,700 |
| 3. Group Position Funding | 66,000 | | | | 66,000 |
| TOTAL PERSONNEL COSTS: | \$2,648,100 | | | | \$2,648,100 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel (on-going) | \$90,000 | | | | \$90,000 |
| 2. Communications (on-going) | 54,800 | | | | 54,800 |
| 3. Materials/Supplies (on-going) | 169,200 | | | | 169,200 |
| 4. Materials/Supplies (one-time) | 48,000 | | | | 48,000 |
| TOTAL OPERATING EXPENDITURES | \$362,000 | | | | \$362,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. Office Furniture (one-time) | \$16,000 | | | | \$16,000 |
| 2. PC and workstation (one-time) | 64,000 | | | | 64,000 |
| 3. Clinic Equipment (one-time) | 272,000 | | | | 272,000 |
| 4. Equipment (on-going) | 13,000 | | | | 13,000 |
| TOTAL CAPITAL OUTLAY: | \$365,000 | | | | \$365,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$3,375,100 | | | | \$3,375,100 |

Supports Institution/Agency and Board Strategic Plans:

ISU Core Theme 3: Leadership in Health Sciences

- Advances health science research and health professions education throughout the state to increase the quality of patient care, the number of practicing health care professionals, and to promote clinical and translational research.

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ISU Core Theme 2: Access and Opportunity

- **OT and Enhanced Pharmacy Presence in N. Idaho** - Expansion of this program provides convenience to students who live in the Treasure Valley and Northern Idaho.
- **Clinical Psychopharmacology** - Creation of this program supports recently passed legislation in Idaho that allows psychologists to prescribe medications.

5 Year Plan submitted to the SBOE

- **OT** - Expansion of the Occupational Therapy program to SW Idaho is part of the 5 Year Plan submitted to the SBOE. It will enable ISU to provide additional educated, caring, and competent health professionals on the western side of Idaho.

Description

Goals of this Initiative:

- Increase degree production in high demand in health science careers
- Align research mission with current health care climate
- Improve clinic training opportunities
- Enhance visibility of health science programs, research, and outreach

OT – Three faculty positions, one staff position, group position funding, as well as one-time materials/supplies and capital startup costs are being requested to support the expansion of the Occupational Therapy (OT) program to the ISU Meridian Health Science Center (HSC). Idaho State University (ISU) is currently completing a construction project in Meridian where offices, classrooms, laboratories, and clinic space has been built/renovated to be shared by Physical Therapy (PT) and OT. Efficiencies are gained by the PT space being designed and created to be a shared space with OT. 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 as well as comparable clinical spaces.

Clinical Psychopharmacology – Five faculty positions, one staff position as well as on-going materials/supplies and capital costs are being requested to support the creation of a clinical psychopharmacology program to be delivered at the HSC in Meridian. The percentage of Americans disabled by mental illness has continued to increase. Despite the continued increase in the use of medications to treat these mental disorders over the past 50 years, Clinical Psychopharmacology is not part of many core curriculums in many graduate school programs. This new provider, created by the Idaho Legislature during 2017, will receive education in the classroom as well as clinical settings. By offering this program it will improve **Access and Opportunity** for students in Idaho, and this program is not currently offered to students in Idaho. The creation of this program in Meridian allows students to capitalize on the clinical placements in the Treasure Valley without having to travel.

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Health Sciences Growth – Three administrative positions, six staff positions as well as on-going materials/supplies and capital costs are being requested to support the growth of the health sciences at ISU in 5 major areas.

One, expand and improve ISU's clinics. Currently ISU operates 14 in-house clinics including medicine, dentistry, dental hygiene, audiology, speech pathology, counseling, 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. Locating 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 faculty member 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 to meet its designation by the Idaho State Board of Education as "Idaho's health care university."

Two, enhance interprofessional education (IPE) at ISU and the entire state. IPE is an important step in advancing health professional education and is an effective mechanism to improve the overall quality of health care. IPE is an important pedagogical approach for preparing health professions students to provide patient care in a collaborative team environment. The appealing premise of IPE is that once health care professionals begin to work together in a collaborative manner, patient care will improve. IPE 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 IPE of health professions students, there have been barriers to implementing it completely. This Director will be charged with defining IPE at ISU, developing competencies in IPE, identifying issues in implementing IPE in the various programs offered at ISU, and identifying ways to offer IPE for health professionals throughout the state. ISU has the unique distinction and ability to be able to offer IPE continuing education (CE) credits for Nursing, Pharmacy, and Medicine (including Physician Assistants). This puts ISU in a unique position to greatly enhance the IPE CE offerings for all healthcare 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 all healthcare providers within the state.

Three, 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 are a population group that experiences significant health

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disparities. They have a higher incidence of disease and disability, increased mortality rates, lower life expectancies, and higher rates of pain and suffering. As healthcare moves toward safer practices in delivering quality of care, ISU must adopt a system of evaluating quality outcomes data that either reflect the need for improvements, or showcase their best practices. This employee will promote a vision of building a culture of safety to prevent patient harm through communication, education, and development of students who are accustomed to working in patient-centered care teams. A database manager, a biostatistician, and clerical staff will assist in this endeavor.

Four, improve ISU's ability to attract rural Idaho high school students into professional health training programs offered at ISU. 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 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 Director 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 further growth. These efforts will have a positive impact on the healthcare by producing even more competent practicing healthcare professionals within the state.

Five, Increase the overall marketing, promotion, and communication of the healthcare programs offered by ISU. Look for opportunities for increase collaboration or partnerships with healthcare providers in the state, building media presence and public relations throughout the state, oversees 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.

Dental Residency – One faculty position and on-going materials/supplies costs are being requested to support the dental sciences residency program in Meridian. The dental residency programs at ISU produces graduates with increased knowledge and clinical skills of the general dentist beyond that achieved in the pre-doctoral education. Through an integrated multidisciplinary learning environment, residents are able to increase their competence in the application of modern standards of care and practice management. This residency focuses on providing comprehensive care in a variety of clinical settings, emphasizing rural, underserved, and at risk populations. In order to maintain this residency program in Meridian due to the recent changes in partnerships with St. Alphonsus the Meridian residency program is in need of funding to cover the salary for a Dental Residency Director.

Enhanced Pharmacy Presence in N. Idaho – Two faculty positions as well as on-going materials/supplies and capital costs to grow the presence of the College of Pharmacy in Northern Idaho. There is potential for Idaho State University (ISU) to solidify its presence in Coeur d'Alene. Both Kootenai Health and Heritage Health have been in discussion with ISU in enhancing lasting partnerships in providing clinical education and outcomes and quality research.

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Faculty Position 1:

Kootenai is an Idaho hospital that serves Idahoans and has long been a partner with ISU in providing clinical education and utilizing a cofounded faculty member in the Department of Pharmacy Practice as part of their patient care team. Kootenai wants to continue that partnership but would like to expand it to include an ISU faculty member at their facility focused on outcomes and quality research. Kootenai, like all health care organizations is under increasing pressure to perform on key health outcome metrics, but they lack the expertise to be able to identify and carry out appropriate research in the area. While they have patient care services covered, this quality improvement and outcomes research is an area where ISU can help. Heritage Health serves patients through a variety of outpatient clinics in North Idaho. They too, are extremely enthusiastic in outcomes and quality research. Heritage Health, like Kootenai lacks the research faculty expertise that ISU could provide.

Faculty Position 2:

Another faculty position that would be valuable in Northern Idaho is an experiential education coordinator for the 6-10 students we send to Coeur d'Alene each year. Continuity and oversight of these students and providing them with an ongoing, tangible connection to ISU is much needed. This faculty position would serve ISU students both at Kootenai and Heritage Health and would be in charge of the oversight of student activities, including onboarding, assessments, preceptor development, communication between ISU and CdA students and preceptors. Currently there is no-one in Northern Idaho performing these duties. This position could also be expanded to include clinical activities and provision of patient care services.

Performance Measure

OT - The US Bureau of Labor forecasts a substantial increase in OT positions by 2020. ISU's OT 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.

Health Sciences Growth – Increase the IPE and IPE CE offerings available for all healthcare providers throughout the state of Idaho. Increase clinic productivity, number of clinical sites for residents, and grow clinical placement offerings for students. Double the extramural funding within 5 years because of the enhancement of the expertise of ISU's health sciences programs and increased external partnerships with collaborative research. The marketing efforts will grow student and faculty applicant pools, enhance outreach to high schools, improve visibility of ISU's health science educational offerings, and increase research accomplishments and services to our communities.

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Clinical Psychopharmacology – By creating this program in Meridian, ISU will be able to open 8-12 seats. We will be able to start addressing the pent-up demand for qualified, trained providers within the state.

Enhanced Pharmacy Presence in N. Idaho - More students from Northern Idaho will be able to return to Northern Idaho to complete their 4th year clinical rotations. Currently we send 6-8 students due to the capacity we now have in terms of sites and types of experiences. Increasing our faculty presence will open new site and allow for more rotations, this increase will allow us to send and manage up to 12 students in the Coeur d'Alene area.

Questions:

5. 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?

OT – Three faculty positions, one 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 OT 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 position is required to provide clerical 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.

Clinical Psychopharmacology - Three full-time faculty positions, two part-time faculty positions, and one full-time support staff position are being requested for the creation of a Clinical Psychopharmacology program in Meridian. Clinical experiences will be provided through faculty facilitated, preceptored experiences, and other types of learning experiences. These clinical experiences will be provided throughout the Treasure Valley. Two part-time faculty position will serve administrative roles as a program director and medical director.

Health Science Growth – Three administrative positions and six staff positions are being requested to support the growth of the health sciences at ISU. An Assistant VP of Clinical Services, an Assistant VP for Research, Rural Health Outcomes & Quality, a Director of Rural Outreach Training & Interprofessional Education, a Marketing and Promotion Coordinator, a Student Recruitment Coordinator, two administrative assistant positions to support the AVPs, a database manager and an epidemiologist/biostatistician.

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Dental Residency – One faculty position to sustain the dental residency program in Meridian.

Enhanced Pharmacy Presence in N. Idaho - Two full-time faculty positions. One full-time faculty position will serve in an administrative role as an experiential education coordinator.

1. What resources are necessary to implement this request?

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

Attached Spreadsheet of Positions

OT - Total Personnel Costs: \$473,114

Clinical Psychopharmacology - Total Personnel Costs: \$660,440

HS Growth - Total Personnel Costs: \$1,008,804

Dental Residency – Total Personnel Costs: \$178,169

Pharmacy Presence in N. Idaho - Total Personnel Costs: \$327,557

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

OT - This Line Item Request is for new Faculty positions and support personnel. The current OT 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.

Clinical Psychopharmacology - This Line Item Request is for new Faculty positions and support personnel. Current faculty members in Pocatello and Meridian will assist in teaching this new program using distance learning technology, online content, and onsite classes, clinics and laboratory sessions.

HS Growth - 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 & IPE will work with the established Interprofessional Affairs Council (IAC) to identify common curricular themes and how to implement IPE in each of the varied health care programs at ISU and to develop an extensive outreach training and professional continuing education system in Idaho. Current faculty and staff members and partners throughout the state will work with the Research & Rural health Outcomes & Quality AVP to expand the research and health outcomes initiative. The director of Marketing and Promotion and the student recruitment coordinator will work with existing programs and the marketing and communications office at ISU.

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Dental Residency – This Line Item Request is for a Faculty position that will also serve as the Dental Resident Director for the Meridian dental residency program. This director will work with existing dental science faculty and staff and dental residents in Meridian and Pocatello to provide a comprehensive training environment that includes a variety of clinical settings.

Enhanced Pharmacy Presence in N. Idaho - This Line Item Request is for new Faculty positions. Current faculty members and support staff located throughout the state will continue to assist in teaching the students in Northern Idaho using distance learning technology, online content, and clinics and laboratory sessions.

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

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

Clinical Psychopharmacology – A one-time request for capital outlay will be required for supplying the new offices with essential items, purchasing computers and office equipment. On-going funding for travel, communications, materials and supplies and capital outlay for equipment replacement will also be needed.

HS Growth – A one-time request for capital outlay will be required for supplying the new offices with essential items, purchasing computers and office equipment. On-going funding for travel, communications, materials and supplies for the office and marketing efforts, and capital outlay for equipment replacement will also be needed.

Dental Residency – An on-going request for additional operating funds will be necessary to cover travel, communications, and materials/supplies expense.

Enhanced Pharmacy Presence in N. Idaho – An on-going request for additional operating funds and capital outlay will be required to supply the new offices with essential items, purchasing computers, office equipment, providing and replacing lab equipment/instrumentation, and travel costs for the new faculty.

On-going Requests for Operating Expense:

| | |
|--------------------|-----------|
| Travel | \$90,000 |
| Communications | \$54,800 |
| Materials/Supplies | \$169,200 |

On-going Requests for Capital Outlay:

| | |
|----------------|----------|
| Capital Outlay | \$13,000 |
|----------------|----------|

Total Request for On-going Operating Exp. & Capital Outlay: \$327,000

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One-Time Request for Operating Expenses:

| | |
|--------------------|----------|
| Materials/Supplies | \$48,000 |
|--------------------|----------|

One-Time Request for Capital Outlay:

| | |
|---------------------|-----------|
| Office Furniture | \$16,000 |
| PC and Workstations | \$64,000 |
| Clinic Equipment | \$272,000 |

Total Request for One-Time Operating Exp. & Capital Outlay: \$400,000

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.

OT - 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 operating expenses and capital outlay will be needed to provide the necessary resources for the expansion.

Clinical Psychopharmacology - The salaries for the six 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. An on-going capital request for equipment replacement will also be necessary.

HS Growth – The salaries for the three administrative positions and the six staff positions will be on-going as well as the travel, communications, materials/supplies, and capital. The one-time capital request is for supplying computers and workstations for the nine new positions.

Dental Residency – The salary as well as the travel, communications, and materials/supplies will be on-going.

Enhanced Pharmacy Presence in N. Idaho - The salaries for the two positions will be ongoing. Operating expenses for travel, supplies, communications, and capital outlay will also be on-going.

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?

OT - Idaho students who seek an education to become a licensed occupational therapist benefit from this request since twice the number of seats in the OT 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 OT program will provide

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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.

Clinical Psychopharmacology - Idaho students' desire for training in Clinical Psychopharmacology has grown because of the increase in people becoming disabled by mental illness and the use of medications to treat these mental disorders over the past 50 years. This along with the significant increase in the number of medications available to treat mental disorders has created a huge demand for therapists to be fully integrated members of the health care team to effectively treat clients and collaborate with other medical professionals. In order for this to occur, therapists need a working knowledge of Clinical Psychopharmacology. There are limited opportunities for students to have training in Clinical Psychopharmacology because it is not part of many core curriculums in many graduate school programs. The creation of this program in Idaho will give Idaho students the opportunity to receive this necessary knowledge.

HS Growth - Idaho students will benefit from additional educational experiences offered by clinics offering underserved services and additional clinical sites. This has the potential to increase the number of available seats within the highly sought after health science programs. Offering underserved services enhances the students experience and knowledge and will make them better health care providers. Research has shown that students who have more IPE experience and training become better health care providers.

Dental Residency – Idaho students on the western side of Idaho benefit from this dental residency program because they do not have to relocate to finish their residency. It provided convenience to students and it allows them to complete their training in the Treasure Valley without having to move or travel.

Enhanced Pharmacy Presence in N. Idaho - Idaho students will benefit from being able to return to Northern Idaho to complete their 4th year clinical rotations. With this program up to 12 students will be able to complete their 4th year clinical rotations. The students in Northern Idaho will benefit from having additional faculty oversight, coordination of rotations, and local preceptors, provision of preceptor development, oversight of the P4 seminars, and availability of different rotation experiences. These are all made possible with the addition of full-time ISU faculty at a distant site.

OT - 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 OTs in the state.

Clinical Psychopharmacology - Idaho employers seeking to hire therapists will have more opportunities to select therapists who have a working knowledge of psychopharmacology and thereby are better equipped to help their clients

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JUNE 15, 2017

understand available treatment options. There is a tremendous need for therapists with a working knowledge of psychopharmacology because of the increase in mental illness and the number of medications available to treat these illnesses. Employers will benefit because of the number of graduating therapists within rural Idaho who are better equipped to provide comprehensive treatment to clients.

HS Growth - Increasing the number of clinical sites in Idaho will allow ISU to potentially 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 year. Having more qualified/experienced clinicians graduating will assist in meeting this demand. Idaho employers will also benefit from an extensive and comprehensive IPE and rural training program where they can receive higher levels of training and education over the course of their careers.

Dental Residency – Idaho employers benefit from having a larger pool of highly qualified and trained dentist within the Treasure Valley.

Enhanced Pharmacy Presence in N. Idaho - Two major Idaho employers that are key to healthcare in Northern Idaho will particularly benefit from this expanded partnership. By these two employers taking an academic focus of publishing findings and using outcomes data to better tailor clinical programs and services will benefit other healthcare institutions in the state, region, and nationally.

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

Clinical Psychopharmacology - Idaho residents will benefit because they will have access to therapists who are better equipped to help them and more effective at determining the proper diagnosis and ultimately the best treatment. Research shows that if therapists have knowledge of medications, communication with physicians can be enhanced, which helps to ensure the Idaho patients/clients are receiving the appropriate level of treatment.

HS Growth - Idaho residents will benefit because they will have access to clinics. With the ever increasing elderly and near-elderly population 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 increase 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 show 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 IPE opportunities will

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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.

Dental Residency – Idaho residents benefit because they will continue to have access to dental services for under-served individuals in the community.

Enhanced Pharmacy Presence in N. Idaho - Idaho residents will benefit from more pharmacy students and faculty in Northern Idaho. These additional students and faculty will be able to participate in community outreach and educational events and activities that have already brought tangible benefits to other parts of the state. Where ever our students are, health screening and related benefits can be provided to local residents. In addition, Heritage Health in particular has a mission of serving the under-served and support of those clinics in Northern Idaho will additional pharmacy students will benefit people in terms of providing Medication Therapy Management, Immunizations and related pharmacy-provided services.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

AGENCY: College and Universities

Agency No.: 510

FY 2019 Request

FUNCTION: Idaho State University

Function No.: 03

Page 1 of 5 Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

| | | | | | |
|--|------------------|---|----------------|--------------|-------------------------|
| A: Decision Unit No: 12.02 | | Title: Idaho Falls Polytech Initiative | | | Priority Ranking 2 of 2 |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries-Dean/Director | \$190,000 | | | | \$190,000 |
| 2. Benefits | 52,100 | | | | 52,100 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$242,100 | | | | \$242,100 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | \$40,000 | | | | \$40,000 |
| 2. Materials/Supplies | 100,000 | | | | 100,000 |
| 3. Marketing/Recruiting/Phone/Internet | 50,000 | | | | 50,000 |
| TOTAL OPERATING EXPENDITURES: | \$190,000 | | | | \$190,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$432,100 | | | | \$432,100 |

Supports Institution/Agency and Board Strategic Plans:

ISU Core Theme 2: ACCESS AND OPPORTUNITY

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
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Description

To improve Access and Opportunity for student in Idaho Falls, ISU plans to locate a multidisciplinary cluster of faculty who, in collaboration with sister institution partners, will reside in Idaho Falls with expertise in energy. As Bonneville County works toward the conversion of Eastern Idaho Technical College to a community college, ISU's current role will change from primarily lower division general education offerings to providing bachelor and graduate degrees to the Upper Snake River Valley. The university has completed a DPW construction project where just over ten thousand square feet of space has been renovated to include twenty faculty offices, two state of the art conference rooms and four state of the art classrooms as well as flexible student/faculty collaborative space. These areas have considerable ongoing operational costs associated with anticipated growth. Finally, it is expected that while meeting the educational needs of the Idaho Falls region, new specialized faculty and increased space will be a resource to the Idaho National Laboratory and will be a driving force in the attraction of new high tech energy related industries to the region.

Performance Measure

Over the past fifteen years, ISU has had an enrollment of over 2000 students/semester where approximately $\frac{3}{4}$ of the credit hour generation resulted from lower division general education courses. The goal is to maintain ISU's credit hour generation in Idaho Falls by increasing upper division and graduate offerings in order to transition from a primarily lower division curriculum to upper division and graduate. This strategic change will position ISU to accept community college transfer students as demand for bachelor and graduate programs increases resulting from community college graduates.

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?

Recurring Personnel funds for Dean/Director of Idaho Falls Polytech Program, Operational support funds for marketing/recruiting efforts, and the cost to support DL classrooms and testing center on an on-going 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.

Dean/Director-Full Time, benefit eligible. An existing dean will serve as interim until a suitable candidate is found.
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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- c. List any additional operating funds and capital items needed.

An ongoing request for additional operating funds will be required to support phone/Internet/DL costs, marketing and recruiting efforts.

On-going Request for Operating Expenses

| | |
|--|-----------|
| Travel (Required Yearly Travel) | \$40,000 |
| Materials/Supplies | \$100,000 |
| Phone/Internet/DL Support | \$10,000 |
| Other Operational Ongoing Costs (Marketing/Recruiting/Training) | \$40,000 |

Total Request for On-going Operating Expenses and Capital Outlay: **\$190,000**

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.

We are requesting ongoing support for a Dean/Director Salary and operating expenses. The opportunities for increasing faculty research productivity and success in awarded grants improves with the new Polytech initiative and related specialization. However, in order to market the Polytech offerings we will need substantial budget for Marketing, Recruiting efforts and also to support growth for a testing center. Travel to the INL site for related efforts will also require financial support. Currently there is no acting Dean in Idaho Falls and ISU would like to create a position to promote the efforts of the Polytech initiative local to the I.F. campus.

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

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

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

Polytechnic Institute-Vision Statement

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

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

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

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

AGENCY: College & Universities

Agency No.: 510

FY 2019 Request

FUNCTION: University of Idaho

Function No.: 04

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

| Phase II: Library Investment in Support of Achieving R1 Carnegie Classification | | | | | |
|--|------------------|------------------|----------------|--------------|-------------------------|
| A: Decision Unit No: 12.01 | Title: | | | | Priority Ranking 1 of 2 |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 5.75 | | | | 5.75 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | 293,700 | | | | 293,700 |
| 2. Benefits | 139,300 | | | | 139,300 |
| 3. Group Position Funding | 50,000 | | | | 50,000 |
| TOTAL PERSONNEL COSTS: | 483,000 | | | | 483,000 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel for Faculty | 4,500 | | | | 4,500 |
| 2. Memberships | 67,300 | | | | 67,300 |
| 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: | 108,800 | | | | 108,800 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation - OT | 16,800 | | | | 16,800 |
| 2. Non-standard inflation - BASE | 350,000 | | | | 350,000 |
| 3. New journal titles - BASE | 400,000 | | | | 400,000 |
| 4. Monograph purchases - BASE | 400,000 | | | | 400,000 |
| 5. Equipment - BASE | 50,000 | | | | 50,000 |
| TOTAL CAPITAL OUTLAY: | 1,216,800 | | | | 1,216,800 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | 1,808,600 | | | | 1,808,600 |

Supports institution/agency and Board strategic plans:

State Board of Education Goal 2: Objective B

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

University of Idaho Goal 1: Innovate Objective B

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
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Performance Measure: Become a Carnegie R1 institution

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

Description:

This proposal 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 provide essential support for the University of Idaho as it expands its research portfolio and aspires to achieve Carnegie Highest Research Activity (R1) status. This will be achieved by expanding the Library's capacity to match peer and aspirational peer institutions.

Questions:

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

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. Our original request included funding for 50% of a shared marketing and communications position. Upon further consideration, we feel 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 within the state, "within the larger world of research libraries, the University of Idaho Library has failed to measure up."

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

- Develop a First Year Experience instruction program (.75 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 activities are essential components of today's leading research libraries. Additionally, this support enables the University of Idaho to further grow its outreach to statewide libraries and museums. We currently share our expertise through webinars and workshops; much more statewide outreach could be done with additional support.

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JUNE 15, 2017

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: University archivist, Assistant Professor, \$51,500, FT/FY, tenure-track, benefit eligible, date of hire: start AY19
2. Position: Institutional repository programmer, \$74,200, FT, classified, benefit eligible, date of hire: July 2018
3. Position: Resident Librarian, Instructor, \$36,100, FT/AY, non-tenure track, benefit-eligible, date of hire: start AY19
4. Position: Archivist for Instruction and Engagement, Assistant Professor, \$51,500, FT/FY, tenure-track, benefit eligible, date of hire: start AY19
5. Position: Metadata Librarian, Assistant Professor, \$51,500, FT/FY, tenure-track, benefit eligible, date of hire: start AY19
6. Position: Data services support, Library technician, \$28,900, FT, classified benefit eligible, date of hire, July 2018
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
 - Faculty travel: \$4,500
 - Phones, supplies, etc.: \$3,000
 - Software licenses: \$4,000
 - Memberships and travel (total \$97,305 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, \$5,000
 - Scholarly Publishing and Academic Resources Coalition (SPARC), \$6,305
- Capital outlay (total \$1,200,000 base plus \$16,800 one-time)
 - Office furniture and computers: \$16,800
 - Non-standard periodical inflation added to base: \$350,000
 - New periodical titles added to base, \$400,000
 - Monographs added to base: \$400,000
 - Equipment (e.g., Microfilm reader/printers, scanners): \$50,000

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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

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

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

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

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

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

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

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

essential outreach to Idaho at a minimum despite demonstrated need and demand.

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

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

AGENCY: College and Universities

Agency No.: 510

FY 2019 Request

FUNCTION: University of Idaho

Function No.: 04

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No.

| A: Decision Unit No: 12.02 | | Title: Student Success & Support | | | Priority Ranking 2 of 2 |
|--|------------------|---|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 4.85 | | | | 4.85 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$224,400 | | | | \$224,400 |
| 2. Benefits | 111,600 | | | | 111,600 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$336,000 | | | | \$336,000 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel for professional staff | \$19,000 | | | | \$19,000 |
| 2. General operating | 30,500 | | | | 30,500 |
| 3. Student Leadership Development | 50,000 | | | | 50,000 |
| TOTAL OPERATING EXPENDITURES: | \$99,500 | | | | \$99,500 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation (OT) | \$18,000 | | | | \$18,000 |
| TOTAL CAPITAL OUTLAY: | \$18,000 | | | | \$18,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$453,500 | | | | \$453,500 |

Performance Measure:

- *Positively impact student retention and remediation for new, transfer, and continuing students.*
- *Facilitate increased engagement via the NSSE High Impact Practices.*

State Board of Education Goal 1: Objective D

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
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University of Idaho Goal 3: Objective C

Create an inclusive learning environment that encourages students to take an active role in their student experience.

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 (two Student Support Case Managers), directly engage students in the development of critical leadership and healthy behavior skills (via an additional Assistant Greek Life Advisor and supplement program funding), and providing critical care and support for students who attend the University and are diagnosed on the autism spectrum, which is served by the Raven Scholars Program, located within the Disability Student Services office.

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 2 case managers who would provide crisis intervention and short-term counseling/referral support for students. One position would be located within the Counseling and Testing Center (CTC), the other position would be in the Dean of Students Office. The case managers would assist with the Suicide Prevention Program, medical withdrawals, coordinate mental health assessments programs, and manage CARE team report follow-ups on students of concern (Note: The CARE team is the University's Behavior Intervention Team for individuals reported for concerning behavior from the campus community). 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 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.

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During the 2016 calendar year, the University of Idaho lost four (4) students to suicide, three (3) within a 2-month span. 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.

This proposal is requesting support for 2 positions to 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 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.

Assistant Greek Life Advisor. The University is requesting funding for an additional full-time Assistant Greek Life Advisor position to assist with the ongoing care, support, and leadership development of students to create a healthy and safe learning environment. The University has an on-campus living requirement for all first year students, allowing students to live in the residence halls, a Greek chapter, or Steel House. Currently, there are 1535 students living in the residence halls, with 12 professional staff and 45 resident assistants hired to assist them when crisis and challenges arise. The professional staff to student ratio is 127:1. Taking into account the trained resident assistants, the ratio drops to 27:1 for student support. By comparison, there are 1813 students involved in Greek Life, with 1307 of them living in a Greek chapter. Currently there are only 2 positions funded full-time to support students in Greek life. One of these positions has been vacant for two years. The ratio of support in Greek Life is 654:1.

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Significant institutional risk is at stake when we allow students to live in a chapter their first year but not provide them adequate support. Within the last year and a half, students involved in fraternity and sorority life have engaged in sexual assaults, suicide attempts and one completion, significant alcohol abuse, hazing, drug use and dealing (primarily marijuana and cocaine which has resulted in chapter suspensions), and alcohol and drug overdoses resulting in medical transports. Additional support is needed to better create a safe living and learning environment for students and assist first-year students with successful student leadership development to assist with student development and retention of students at the University of Idaho.

Establishing healthy living and learning environments is critical for student success. We know that students spend the majority of their time at the University outside of the classroom. As such, having safe, healthy learning environments that fosters leadership development and student safety is important for the development of the student. As previously stated, students in University Housing have an abundance of built in support to assist students should they struggle academically or emotionally. At the same time, students in Greek chapters have built in leadership, but that varies chapter by chapter. It is not uncommon for students to struggle and the University is not aware of what is occurring, due to lack of institutional resources to assist with connection of the students and leadership. Students have been transported for alcohol and drug overdoses, and often the University is not notified of this happening, unless Moscow PD reports it. If it occurs in University Housing, staff is on hand and responsive immediately. If we are going to support students living in Greek chapters as approved first-year housing, additional support to assist them will impact their health and retention in higher education.

Additional programming funds will allow the University to engage students directly in developmental leadership programming and by-stander intervention for greater student success an impact. Fully 1/3 of chapters (of the 27 housed organizations) have sophomores as their student leaders. Investing in their ability to better manage their organizations and create safer risk-averse environments leads to increased student retention and remediation. Additional staff and resources will assist in creating a robust leadership development program that instills integrity and accountability for values as part of the student developmental process in Greek life. This is lacking at the moment, which is telling from the numerous alcohol and drug violations, sexual assaults, and hazing that is occurring.

Raven Scholars Program. The Raven Scholars Program, located within the Disability Student Services Office, 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

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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 Disability Support Services (DSS). The Program greatly relieves the impact on other DSS staff by providing for ASD-specific needs. Without the Program, DSS 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.

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: Case Manager, Counseling & Testing Center, 1 FTE, \$55,000, Exempt, Benefits Eligible, Date of Hire: Start FY19
2. Position: Case Manager, Dean of Students Office, 1 FTE, \$55,000, Exempt, Benefits Eligible, Date of Hire: Start FY 19
3. Position: Assistant Greek Life Advisor, 1 FTE, Classified, Benefit Eligible, \$40,000, Date of Hire Start FY19

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4. Position: Program Coordinator, Raven Scholars Program, 1 FTE, Exempt, Benefit Eligible, \$48,000; Date of Hire: Start FY19

5. Position: Program Assistant, Raven Scholars Program, .85 FTE, Classified, Benefit Eligible, \$26,400, Date of Hire: Start FY19

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.

Case Manager, Counseling & Testing Center

- Staff Travel: \$5,000
- Operating Expenses: \$7,500
- Capital Outlay: \$5,000

Case Manager, Dean of Students Office

- Staff Travel: \$5,000
- Operating Expenses: \$7,500
- Capital Outlay: \$5,000

Assistant Greek Life Advisor

- Staff Travel: \$5,000
- Operating Expenses: \$5,000
- Student Leadership Development: \$50,000
- Capital Outlay: \$5,000

Program Assistant, Raven Scholars Program

- Staff Travel: \$4,000
- Operating Expenses: \$10,500
- Capital Outlay: \$3,000

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.

Raven Scholars Program. This budget request is on-going. Supplemental funding from carryover of the original trust will total approximately \$20,000 for FY 2019. The

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program also receives donations and funds raised by University Advancement; \$11,323.16 was received during 2016. 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.

Assistant Greek Life Advisor. This budget request is on-going. There currently is no major revenue assumptions.

Case Managers. This budget request is on-going. There are no major revenue assumptions.

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 request for the Case Manager positions 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.

The Assistant Greek Life Advisor position will provide a critical support role to the campus community, in particular in the area of fraternity and sorority life. There is not enough support to help create a safe living and learning environment for students living in Greek chapters and to assist first-year students with successful student leadership development opportunities. Without additional staff, we will not have the resources needed to create a robust leadership development program that instills integrity and accountability for values as part of the student developmental process in Greek Life. This is lacking at the moment, which is telling from the numerous alcohol and drug violations, sexual assaults, and hazing that is occurring. Significant institutional and student risk is at stake.

The request for support with 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.

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AGENCY: College and Universities
FUNCTION: Lewis-Clark State College
ACTIVITY:

Agency No.: 511
Function: No.
Activity No.:

FY19 Line Item Request
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Original Submission

| A: Decision Unit No: 12.01 | | Title: Access and Completion | | | Priority Ranking 1 of 2 |
|---|-------------------|-------------------------------------|---------|-------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 7.00 | | | | 7.00 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$ 340,600 | | | | \$ 340,600 |
| 2. Benefits | 162,400 | | | | 162,400 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | 503,000 | | | | 503,000 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Operating Expense | 21,700 | | | | 21,700 |
| TOTAL OPERATING EXPENDITURES: | 21,700 | | | | 21,700 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC/workstations (eight) | 24,000 | | | | 24,000 |
| TOTAL CAPITAL OUTLAY: | 24,000 | | | | 24,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$ 548,700 | | | | \$ 548,700 |

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

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

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Description: Lewis-Clark State College seeks funding to concurrently increase student access to higher education through high quality instruction and advising, and prepare students for a career and entry into the workforce. By integrating instructional program expansion with fortified advising and career counseling, Lewis-Clark State College's ability to contribute to the state's 60% goal will be enhanced due to projected gains in admission, retention and graduation rates.

Questions:

1. What is being requested and why?

Expanding Instructional Program Capacities: There continues to be strong interest in the Social Work major at LCSC, particularly in a delivery format that reaches a broad audience. Social workers are employed in a variety of settings, including mental health clinics, schools, child welfare and human service agencies, hospitals, settlement houses, community development corporations, and private practices. Driven by the increased demand for healthcare and social services, jobs in social work are expected to increase 12% over the next decade. LCSC Social Work graduates are prepared for advanced study in programs such as the MSW offered by Boise State University. Addition of two positions allows for program expansion of up to 50 students, while maintaining compliance with the Council on Social Work Education requirement of a 25 to 1 student-to-faculty ratio. These additional faculty positions also provide opportunity to deliver portions of the program in an online format (hybrid program), to better meet the needs of distant students and working professionals.

Two additional positions are also needed for 1) instruction of "Humanistic & Artistic Ways of Knowing" courses in the General Education Core and, 2) for the Interdisciplinary major. In addition to teaching both on campus and online general education courses, one faculty member will provide advising to the growing number of students interested in the Theatre minor, and serve as a steward of the newly remodeled Silverthorne Theatre. The other faculty member will provide upper division instruction within the Interdisciplinary major. Interdisciplinary degrees have been revitalized in an effort to provide "go on" opportunities for community college AA/AS grads. Strength will come from hiring a permanent faculty member who is able to work across disciplines (e.g., Communication and Humanities areas), as the purpose of the interdisciplinary degree is to combine interest areas and gain from the synergy of more than one discipline.

Fortifying Advising and Career Counseling: Idaho Business for Education, Idaho Department of Labor, legislators, and the State Board of Education have all challenged higher education to produce students who are "career ready." To address this growing demand, the College seeks to establish an independent Career Center staffed in part through the reprioritization of current resources. By increasing career counseling and program advising staff, the College can expand opportunities for students to explore career options, evaluate their choice of academic majors (which also reduces length of time to degree), and broker more opportunities for students to pursue internships and other work experiences. Furthermore, expansion of career-oriented programming will enable the College to partner with regional school districts

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as they develop and improve their career guidance and college planning programs, per recent funding from the legislature

2. What resources are necessary to implement this request? **See positions listed, below, in priority order.**

| Title | Salary | FT or PT | Benefit Elig | Date of Hire | Term Service |
|---------------------|---------------|-----------------|---------------------|---------------------|---------------------|
| Faculty (SW) | 51,500 | 1.0 FTE | Yes | July 1, 2018 | 9-month |
| Faculty (SW) | 51,500 | 1.0 FTE | Yes | July 1, 2018 | 9-month |
| Career Counselor | 42,300 | 1.0 FTE | Yes | July 1, 2018 | 12-month |
| Career Counselor | 42,300 | 1.0 FTE | Yes | July 1, 2018 | 12-month |
| Faculty (Hum) | 53,000 | 1.0 FTE | Yes | July 1, 2018 | 10-month |
| Faculty (Interdisc) | 50,000 | 1.0 FTE | Yes | July 1, 2018 | 9-month |
| Program Advisor | 25,000 | 0.5 FTE | Yes | July 1, 2018 | 12-month |
| Program Advisor | 25,000 | 0.5 FTE | Yes | July 1, 2018 | 12-month |

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

The funds requested are for expansion or reorganization of existing programs. Existing operations will be positively impacted through program expansion, reduced advising loads and improved faculty-to-student ratios.

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

A nominal amount of operating expense support is requested for each position, as is one-time capital outlay, to purchase and equip each with a computer workstation/office setup.

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.

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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?

In-demand programs will be expanded by the addition of four (4) faculty positions, which will sustain the upward trajectory in program enrollment and meet the demand for flexible (hybrid) programming. The Career Center and program advisor services will be available to all fee-paying students at Lewis-Clark State College. Should the faculty lines not be funded, we will seek qualified adjuncts for the general education coursework, and defer expansion of the Social Work and Interdisciplinary degree programs. Without funding of for the career counselors, the college will continue to provide limited career counseling as time and demands permit.

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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AGENCY: College and Universities
FUNCTION: Lewis-Clark State College
ACTIVITY:

Agency No.: 511
Function: No.
Activity No.:

FY19 Line Item Request
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Original Submission

| A: Decision Unit No: 12.02 | | Title: Retention and Compliance | | | Priority Ranking 2 of 2 |
|--|-------------------|--|---------|-------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 3.00 | | | | 3.00 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$ 188,300 | | | | \$ 188,300 |
| 2. Benefits | 78,400 | | | | 78,400 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | 266,700 | | | | 266,700 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Operating Expense | 14,300 | | | | 14,300 |
| TOTAL OPERATING EXPENDITURES: | 14,300 | | | | 14,300 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC/workstations (three) | 9,000 | | | | 9,000 |
| TOTAL CAPITAL OUTLAY: | 9,000 | | | | 9,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$ 290,000 | | | | \$ 290,000 |

Supports institution/agency and Board strategic plans: This request supports SBOE Goal 1, Objective C (Higher Level of Educational Attainment) and the superordinate goal to provide a safe and secure environment for learning. The request further supports compliance with the standards set forth by the Governor’s Task Force on Cybersecurity, as well as LCSC Goal 1 (Sustain and enhance excellence in teaching and learning), Objective 1F (Provide a safe, healthy and positive environment for teaching and learning); LCSC Goal 4 (Leverage resources to maximize institutional strength and efficiency), objectives 4C (Continuously improve campus buildings, grounds, and infrastructure) and 4D, (Create a timetable for acquisition/replacement of technology).

Performance Measures: Objective C: Percent of new full-time degree-seeking students who return for second year—benchmark: 85%.

Description: This line item supports institutional compliance with mandates that impact both student retention and the retention of employees who are responsible for ensuring

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institutional compliance. The ability of the College to provide access for students, as well as a safe and secure environment that allows students to thrive, depends in part on our ability to comply with a number state and federal mandates, including:

- The Higher Education Act of 2008, which requires colleges and universities receiving federal funds to post all articulation or similar transfer agreements prominently on their web pages, and to ensure that all such agreements are up-to-date and otherwise compliant with institutional and state policy;
 - Continued and expanded compliance with the Americans with Disabilities Act, which creates greater access for both current and potential students;
 - Adoption of the twenty “Critical Security Controls for Effective Cyber Defense” delineated by the Governor’s Task Force on Cybersecurity;
 - The Environmental Protection Agency’s Hazardous Waste Generator Improvements Rule of November 2016.

Questions:

1. What is being requested and why?

A 1.0 FTE Transfer/Articulation Coordinator is requested, which will enable the College to increase the number of formal transfer and articulations agreements it can support. In turn, this will allow the College to increase access for students who transfer from community colleges. This position will also help the College remain in compliance with the Higher Education Opportunity Act, by ensuring that all agreements are appropriately published and publicized.

Funding is also requested to provide salary competitiveness for existing counseling staff. Consistent with national trends, the demand for mental health counseling services at the College continues to grow each year. The number of students seeking counseling services has increased over 20% since FY16, and more students entering college expect counseling services, as a result of their educational experiences up through college entry. Currently, the College’s counseling staff salaries lag behind the local market for counselors (including high school guidance counselors), by a margin of \$10,000--\$15,000.

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 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.

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2. What resources are necessary to implement this request? **See table, below.**

| Title | Salary | FT/PT | Benefit Elig | Date of Hire | Term |
|----------------------------------|---------------|--------------|---------------------|---------------------|-------------|
| Transfer/Artic. Coordinator | 42,300 | 1.0 FTE | Yes | July 1, 2018 | 12-month |
| Salary Comp.-Counselors | 30,000 | N/A | N/A | N/A | N/A |
| Cybersecurity Analyst | 57,000 | 1.0 FTE | Yes | July 1, 2018 | 12-month |
| Environmental Hlth/Safety Spclst | 59,000 | 1.0 FTE | Yes | July 1, 2018 | 12-month |

a. 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.

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

Operating funds totaling \$14,300 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 the requested positions, totaling \$9,000.

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, as well as College personnel who currently engage in compliance-related activities.

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If the Transfer/Articulator position is not funded, the College will be limited in the number of agreements it can support and the enrollment process (specifically, the credit evaluation process) will be delayed for those who register for classes.

If counseling staff salaries are not kept competitive, the College runs the risk of losing counseling services for students, and our ability to comply with American with Disabilities Act.

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
JUNE 15, 2017**

AGENCY: Division of Career Technical Ed
FUNCTION: State Leadership
ACTIVITY:

Agency No.: 503
 Function No.: 01
 Activity No.:

FY 2019 Request
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 Original Submission X or
 Revision No. ___

| CTE Middle School Quality | | | | | |
|--|----------------|-----------------------|----------------|--------------------------|--------------|
| A: Decision Unit No: 12.01 | | Title: Program | | Priority Ranking 1 of 10 | |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 2.0 | | | | 2.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$90,500 | | | | \$90,500 |
| 2. Benefits | 46,800 | | | | 46,800 |
| TOTAL PERSONNEL COSTS: | \$137,300 | | | | \$137,300 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | 10,000 | | | | \$10,000 |
| TOTAL OPERATING EXPENDITURES: | \$10,000 | | | | \$10,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | \$60,000 | | | | 60,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | 0 | | | | 0 |
| GRAND TOTAL | \$207,300 | | | | \$207,300 |

How connected to institution/agency and Board strategic plans:

Goal 3: Effective and Efficient Educational System-

Objective C: Alignment and Coordination-:

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

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 a great need in Idaho for students and their families to have greater exposure to career opportunities. Increasing student career exploration opportunities in middle school would provide for more informed student choices on whether to participate in

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

secondary CTE programs and increase student readiness and effective planning for college and career.

Currently, CTE programs in Idaho start in 9th grade and help prepare students for high-skill, in demand careers. Idaho Career Technical Education is proposing legislation that would allow CTE programs to begin in 7th grade to expand opportunities for students to have greater career exploration and start CTE programs of study earlier to allow for greater skill development and career preparation for postsecondary credits, industry certifications, and apprenticeship programs.

Idaho Career Technical Education is requesting two positions that would help launch a newly developed CTE supported Middle School Career Exploration series of courses and activities that will help students begin their journey to a career earlier and more effectively.

The new Program Quality Manager position will be responsible for the delivery and management of the newly developed middle school CTE program and would work with career counselors in the middle and high schools and with our existing Directors of Secondary and Postsecondary education in the development of CTE pathways from grades 7-14.

The AA1 position will be in direct support of this new PQM position, providing administrative support as required.

2. What resources are necessary to implement this request?

- a. **List by position.** The Division is Requesting one Program Quality Manager (Paygrade O) and one Administrative Assistant 1 (Paygrade H)
- 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.**

We are requesting \$10,000 in ongoing operating expenses to cover the extensive travel required of our program quality managers as well as office related expenses. We are also requesting \$60,000 in one-time funding to repurpose existing space at ICTE including the building of new offices.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests)

The amounts for PC and OE are ongoing. The capital outlay 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?

Middle School and secondary students will benefit from this new program as they will have greater career exposure for improved high school and college planning.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Businesses will have access to greater skilled workforce as students entering CTE programs increase.

5. **If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first. There are many requests, and this request will replace some of those requested in previous years.**

This is a new program request.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Division of Career Technical Ed

Agency No.: 503

FY 2019 Request

FUNCTION: Dedicated Programs

Function No.: 04

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ___

| | | | | | |
|--|----------------|---|----------------|--------------|--------------------------|
| A: Decision Unit No: 12.02 | | Title: CTE Secondary Incentive Funding | | | Priority Ranking 2 of 10 |
| 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. Program administration - Ongoing | | | | | |
| 2. Performance data system- One-Time | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | \$700,000 | | | | \$700,000 |
| LUMP SUM: | 0 | | | | 0 |
| GRAND TOTAL | \$700,000 | | | | \$700,000 |

Supports institution/agency and Board strategic plans:

Goal 1, Objective D: Quality Education-

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

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 to expand incentive-based funding for CTE secondary programs.

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2. What resources are necessary to implement this request?
 - a. List by position. N/A
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted. N/A
 - c. List any additional operating funds and capital items needed. N/A

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests).

This request is on-going.

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 would expand the incentive-based funding for both high performing secondary CTE programs and those programs in need of additional support and technical assistance. This performance-based approach more clearly demonstrates the return on investment provided by career technical education and holds CTE programs more accountable for producing quality results based on established performance metrics.

5. If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first. There are many requests, and this request will replace some of those requested in previous years.

Last year the legislature appropriated \$300,000 for this program. This request expands on that appropriation.

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.

Idaho Career & Technical Education is proposing new legislation that would codify this incentive-based performance program as one of its major initiatives to improve secondary CTE education across the state. Under the proposed legislation, the Division would provide incentive-based funding to both high performing programs and those programs in need of additional support and technical assistance. This performance-based approach would more clearly demonstrate the return on investment provided by career technical education and hold CTE programs more accountable for producing results.

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AGENCY: Division of Career Technical Ed
FUNCTION: Postsecondary Programs
ACTIVITY:

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

FY 2019 Request
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 Revision No. ___

| A: Decision Unit No: 12.03 | | Title: Postsecondary capacity expansion | | | Priority Ranking 3 of 10 |
|---|--------------------|--|----------------|--------------|--------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 18.3 | | | | 18.3 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$1,170,300 | | | | \$1,170,300 |
| 2. Benefits | | | | | |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$1,170,300 | | | | \$1,170,300 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | \$199,800 | | | | \$199,800 |
| TOTAL OPERATING EXPENDITURES: | \$199,800 | | | | \$199,800 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | \$730,800 | | | | \$730,800 |
| T/B PAYMENTS: | 0 | | | | 0 |
| LUMP SUM: | 0 | | | | 0 |
| GRAND TOTAL | \$2,100,900 | | | | \$2,100,900 |

Supports institution/agency and Board strategic plans:

Goal 2: Innovation and Economic Development.

Objective A: Workforce Readiness:

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

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?

18.3 FTE and \$2,100,900 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?

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- a. **List by position.** – 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. **Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests)**

This request is for on-going general funds for PC and OE. The CO request is one-time general 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?**

These positions help Idaho students and Idaho employers by providing programs to fill high wage in demand jobs in Idaho.

- 5. **If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first. There are many requests, and this request will replace some of those requested in previous years.**

Similar line items were approved in the FY 2017 & 2018 budgets. This line item will continue the initiation of new programs or expansion of existing programs.

Overview:

The Division of Career Technical Education funds programs at the 6 Postsecondary institutions throughout the state. Years of flat funding and increased demands on Idaho students to achieve postsecondary education have resulted in long waiting lists for programs across the State and have limited Idaho employers in being able to hire qualified employees. If Idaho cannot accommodate these increased educational demands, it forces students to seek education out of State and can force employers to look out of state to hire the qualified employees. These jobs are often high wage and high demand, which benefit not only the students seeking the education but help to stimulate the economy by providing higher paying jobs and a better educated workforce.

There was \$3.8 million appropriated for this purpose in the FY 2017 appropriation, which is being used to expand program capacity at the technical colleges statewide. As a result, it is estimated that 410 Idaho additional students will be placed in specific programs to help meet workforce demands. In FY 2018 an additional \$1.8 million was appropriated to expand educational opportunities to an additional 147 students. With this line item, CTE builds on that effort and expects to help an additional 245 Idaho students prepare

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for currently unfilled job openings for lack of skilled workers. This line items requests ongoing personnel and operating expenses as well as one-time capital outlay to initiate or expand 16 postsecondary CTE programs across the state. Detailed information including programs, waiting lists, career demand and amounts requested by program is attached.

Post-Secondary Program Capacity Expansion Requests
Requested Amounts- FY 2019

| Institution | Priority | Description | FTP | PC(\$) | OE (\$) | CO (\$) | Total Amount | Average wait list | Program graduates | Annual Capacity Expansion | Median Hourly Wage |
|-------------|----------|--------------------------------|-----|------------|-----------|---------|--------------|-------------------|-----------------------|---------------------------|--------------------|
| CSI | 1 | Apprenticeship | 1 | 83,000 | 15,000 | 110,000 | 208,000 | New program | 0 | 16 | \$22.21-\$23.24 |
| CSI | 2 | Paramedic | 2 | 83,000 | 10,000 | 144,000 | 237,000 | WL not used | 15 | 16 | 16.01 |
| CWI | 1 | Occupational Therapy Assistant | 2 | 193,180.00 | 27,000 | 0 | 220,180 | New program | 0 | 21 | 26.85 |
| CWI | 2 | Unmanned aerial systems | 3 | 100,830 | 12,500 | 12,000 | 125,330 | New program | 0 | 21 | |
| CWI | 3 | Paralegal | 4 | 189,550 | 9,900 | 0 | 199,450 | New program | 0 | 23 | 19.84 |
| EITC | 1 | RN Nursing | 1 | 79,829 | 33,284 | 0 | 113,113 | 150 | 40 | 20 | 29.31 |
| EITC | 2 | Web Development Technology | 1 | 85,895 | 35,204 | 41,788 | 162,887 | 10 | 20 | 20 | 18.34 |
| ISU | 1 | Energy Electrical Engineering | 1 | 85,421 | 10,000 | 60,800 | 156,221 | 9 | 12 | 16 | 26.77 |
| ISU | 2 | Unmanned aerial systems | 0 | 0 | 9,000 | 69,000 | 78,000 | 5 | New program. None yet | 16 | 26.77 |
| ISU | 3 | Information Technology Systems | 0 | 0 | 5,000 | 32,200 | 37,200 | 4 | 12 | 8 | 19.14 |
| ISU | 4 | Computerized Machining Tech | 0 | 0 | 0 | 40,000 | 40,000 | 0 | 6 | 4 | 19.94 |
| ISU | 5 | Diesel Technology | 0 | 0 | 5,000 | 157,000 | 162,000 | 10 | 9 | 5 | \$18.89-\$19.25 |
| LCSC | 1 | Graphic Communications | 1 | 64,200 | 9,000 | 11,500 | 84,700 | 6 | 45 | 11 | 16.95 |
| LCSC | 2 | Diesel Tech/Collision Repair | 0 | 0 | 0 | 52,500 | 52,500 | 8 | 39 | 13 | \$18.89-\$19.25 |
| NIC | 1 | Dental Hygiene | 1.3 | 128,438 | 7,380 | 0 | 135,818 | 80 | 10 | 10 | 35.22 |
| NIC | 2 | CITE: Cybersecurity | 1 | 76,976 | 11,500 | 0 | 88,476 | 0 | 25 | 25 | 40.31 |
| | | | | 18.3 | 1,170,319 | 199,768 | 730,788 | | | | |
| | | | | | | | \$ 2,100,875 | | | 245 | |

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Post-Secondary Program Capacity Expansion Requests

Summarized by Priority

| Cost of programs by priority | | | | | | | |
|-------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------------|
| Prior ity | CSI | CWI | EITC | ISU | LCSC | NIC | Total |
| 1 | 208,000 | 220,180 | 113,113 | 156,221 | 84,700 | 135,818 | \$ 918,032 |
| 2 | 237,000 | 125,330 | 162,887 | 78,000 | 52,500 | 88,476 | \$ 744,193 |
| 3 | - | 199,450 | - | 37,200 | - | - | \$ 236,650 |
| 4 | - | - | - | 40,000 | - | - | \$ 40,000 |
| 5 | - | - | - | 162,000 | - | - | \$ 162,000 |
| | \$ 445,000 | \$ 544,960 | \$ 276,000 | \$ 473,421 | \$ 137,200 | \$ 224,294 | \$ 2,100,875 |

| Program Expansion by priority (# Students) | | | | | | | |
|---|------------|------------|-------------|------------|-------------|------------|--------------|
| Prior ity | CSI | CWI | EITC | ISU | LCSC | NIC | Total |
| 1 | 16 | 21 | 20 | 16 | 11 | 10 | 94 |
| 2 | 16 | 21 | 20 | 16 | 13 | 25 | 111 |
| 3 | - | 23 | - | 8 | - | - | 31 |
| 4 | - | - | - | 4 | - | - | 4 |
| 5 | - | - | - | 5 | - | - | 5 |
| | 32 | 65 | 40 | 49 | 24 | 35 | 245 |

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

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

FY 2019 Request
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 Revision No. ___

| A: Decision Unit No: 12.04 | | Title: EITC Financial Officer Position | | | Priority Ranking 4 of 10 |
|--|-----------|---|---------|-------|--------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 1.0 | | | | 1.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$80,700 | | | | \$80,700 |
| 2. Benefits | 30,800 | | | | 30,800 |
| TOTAL PERSONNEL COSTS: | \$111,500 | | | | \$111,500 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | \$16,700 | | | | \$16,700 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | 0 | | | | 0 |
| GRAND TOTAL | \$128,200 | | | | \$128,200 |

How connected to institution/agency and Board strategic plans:

GOAL 2: Innovation and Economic Development

Objective A: Workforce Readiness – Prepare students to efficiently and effectively enter and succeed in the workforce.

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 1 FTE for a Finance Officer who will oversee the CTE budgeting and the expansion of grants as we seek ways to fund growth at EITC beyond State funding. This new position would also allow us to be more in-line with other similar campuses in Idaho. It is important that we provide adequate

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financial services to maintain critical control over all funds that pass through Eastern Idaho Technical College

What is the agency staffing level for this activity and how much funding by source is in the base?

The agency staffing level for the EITC financial office is 5. 1 - Controller, 1 Assistant Controller, 1 Financial Technician, 2 Financial Specialists.

2. What resources are necessary to implement this request?

We need Authorization and funding to hire 1 FTE Finance Officer, Some capital outlays to provide an adequate work area.

a. List by position.

Non-classified Finance Officer

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

This would be a new position for EITC and help balance and coordinate the workload in the finance office. Increasing complexity of federal financial aid and grant reporting regulations have left the current senior level staff extended beyond their capacity. Most of our finance staff are consistently working beyond a 40 hours per week and are at max accrual of vacation because it has been extremely difficult to maintain critical control and meet required deadlines.

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

No new operating funds are needed, however addition capital funds are being requested to create an adequate working space for this new 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.

The FTE is an on-going request for funding and the 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?

The biggest impact is on full and part time students seeking to upgrade their technical skills for employment throughout Region 6. This office also serves a diverse group of people throughout Lemhi, Butte, Clark, Fremont, Jefferson, Madison, Teton, and Bonneville Counties by managing the finances of other education programs including; Community Education, Workforce Training, critical rural health care training, and contracted skill upgrade programs with the Idaho National Lab as well as other federal and state grant recipients.

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

This is the second year for this item.

Additional notes:

Senior level finance personnel (Salaried) are all working approximately 10 hours of unpaid overtime each week and are at or near max accrual of vacation. Because of EITC's unique situation as the only standalone Technical College in the state and the fact that EITC is responsible for many of the same reporting requirements and activities that are being done by much larger numbers of staff at universities in addition to the primary responsibility to manage the finances for all CTE educational programs and personnel.

The business office has a total staff of 5 people, dramatically less than other colleges and universities. With this small of a staff, it is very difficult to maintain the required clear separation of responsibilities, manage turnover and training. Attending meetings, outside training and employee development is nearly impossible.

Examples of EITC Business Office responsibilities:

- Consolidated Financial Statements
- Point of Sale activity for the college
- Accounting Software maintenance.
- Reconciling multiple bank accounts and the account with the State's Treasury
- Billing of approximately 30 Federal, State and local grants
- AP, AR, and Purchasing management
- STARS work and processing
- Time and Effort Reporting for Grants
- Interagency Billings
- Sales Tax Reporting
- CTE Budget preparation
- Detail Budget Preparation
- Payroll processing to the General Ledger
- PCARD administration
- Position Request approval, and IPOPS approval
- INL and Radiation Safety grant billings
- Full General Ledger maintained by fund.
- Two external audits by Moss-Adams
- Comprehensive Internal reporting for staff and faculty
- 1098 and 1099 tax reporting
- Managing data integrity between accounting and Student management software
- Financial Aid processing and payments for College

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AGENCY: Division of Career Technical Ed
FUNCTION: Dedicated Programs
ACTIVITY:

Agency No.: 503
 Function No.: 04
 Activity No.:

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| A: Decision Unit No: 12.05 | | Title: Centers for New Direction (CND) | | | Priority Ranking 5 of 10 |
|--|------------------|---|----------------|--------------|--------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | | | | | |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | \$200,000 | | | | \$200,000 |
| TOTAL OPERATING EXPENDITURES: | \$200,000 | | | | \$200,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | 0 | | | | 0 |
| GRAND TOTAL | \$200,000 | | | | \$200,000 |

How connected to institution/agency and Board strategic plans:

GOAL 2: Innovation and Economic Development

Objective A: Workforce Readiness – Prepare students to efficiently and effectively enter and succeed in the workforce.

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 1982, the divorce filing fee which funds the Centers for New Directions (CNDs) has remained at \$20. These dedicated funds that support the CNDs have remained at this level for 34 years but with the reduction in divorce filings, the amount of funding for CND has steadily decreased over time. This funding decrease will result in cuts to the Centers in FY 2019.

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CNDs experienced a \$200,000 decrease in 2012 when general funds that were previously appropriated for this purpose were eliminated.

The request is for an ongoing funding increase in the amount of \$200,000 for Centers for New Directions. Idaho's CND program is carried out in six regions through our technical colleges. This request represents a realistic, but meaningful budget increase that would allow all six regions to improve and sustain their program offerings.

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.**

The Postsecondary Director will continue to collectively work with technical college Deans on developing regional program expansion of the CNDs.

- 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 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?

The Centers are a specific CTE objective to help meet the Board's goal on Innovation and Economic Development. They are a vital, yet underfunded program that can support the ICTE's mission & strategic initiatives in a variety of ways:

- With various reauthorizations of federal Perkins funds, the specific set-asides for single parents and displaced homemakers were eliminated and broadened to include special populations. CNDs expanded their focus to help prepare special populations for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency as required by Perkins, but with reduced funding.
- For the past three years, Idaho has not met its non-traditional student Perkins postsecondary performance measures and has been on a statewide improvement plan. Expansion of CNDs would support federal accountability measures.
- Support a high-demand, high-wage educational pipeline through recruitment and awareness of nontraditional occupations in Idaho that can lead to increased participation and completion of CTE programs.
- Address student retention and completion with secondary and postsecondary regional trainings along with ongoing web professional

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development, like micro-messaging and counselor training that supports the reimage and value of CTE.

- Support the Governor's focus on STEM initiatives, by collaborating with the Idaho STEM Action Center and industry partners like INL on CTE STEM / nontraditional occupational activities.

Current funding levels are insufficient to effectively support and expand activities and partnerships required at the local level to help with outreach and training. The proposed funding increase will be awarded across six regions, and therefore must be substantial enough to represent a meaningful increase for each region.

Centers for New Directions (CND) is an integral component of Idaho's technical college system, authorized by state law, and supported by federal law. Each center provides assessments, personal and career counseling, goal-setting, and pre-employment services to students they serve. CNDs work with individuals to help with overcoming barriers they face while working toward their goals. Centers connect students to campus, state, and community resources, such as the Department of Labor, Career Information Systems (CIS), and Vocational Rehabilitation.

Under the original Perkins Vocational Education Act of 1984, the CND program was strengthened with Perkins funds and specific set asides for single parents and displaced homemakers. However, in the latter years of Perkins reauthorizations, the specific set-asides for single parents and displaced homemakers were eliminated and the definition broadened to include special populations:

- Individuals with disabilities;
- Individuals from economically disadvantaged families, including foster children;
- Individuals preparing for nontraditional training and employment;
- Single parents, including single pregnant women;
- Displaced homemakers; and
- Individuals with other barriers to educational achievement, including individuals with limited English proficiency.

CNDs expanded their focus to help prepare special populations for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency as required by Perkins, but with reduced funding in FY11. Pipeline initiatives, like *CWI's STEM out into CTE!* and LCSC's *IMAGINE* are working to educate young women by allowing them to explore and experience CTE nontraditional careers. ISU's CND has begun outreach into rural school districts on Micro-messages and providing CTE STEM/NT outreach to interested HS students.

For historical perspective, Idaho's investment in CND dropped by 46% (from \$1,212,850 to \$654,051) over the course of the recession and funding has remained relatively flat at this reduced level since FY11 (FY12 \$751,497; FY13 \$651,500; FY14 \$641,108; FY15 \$654,051).

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AGENCY: Division of Career Technical Ed

Agency No.: 503

FY 2019 Request

FUNCTION: Dedicated Programs

Function No.: 04

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ACTIVITY:

Activity No.:

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| | | | | | |
|---|---|------------------|----------------|--------------------------|-----------------|
| A: Decision Unit No: 12.06 | Title: Agriculture Start- up grant | | | Priority Ranking 6 of 10 | |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | | | | | |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | \$25,000 | | | | \$25,000 |
| LUMP SUM: | 0 | | | | 0 |
| GRAND TOTAL | \$25,000 | | | | \$25,000 |

How connected to institution/agency and Board strategic plans:

GOAL 2: Innovation and Economic Development

Objective D: Education to Workforce Alignment – Deliver relevant education that meets the needs of Idaho and the region.

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?

As the success of the current Idaho Quality Program Standards (IQPS) program increases, we are requesting ongoing funding for an additional \$25,000 to be passed through to Agriculture programs in the form of an additional start-up grant. For FY 2018, 6 new programs were approved, but ICTE will only be able to fund one of them. This additional funding would enable ICTE to fund an additional agriculture start-up program each year.

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2. What resources are necessary to implement this request?
 - a. List by position. N/A
 - 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. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests)

The request is for ongoing funding. As ICTE continues to support the introduction and expansion of high-quality CTE programs, ICTE anticipates that Ag programs will continue to grow statewide.

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?

CTE students in districts without an existing Agriculture & Natural Resources will benefit from this funding, as it would allow the district to invest additional resources to cover program start-up costs. If the request is not funded, it may limit the ability of some districts to fully invest in the infrastructure for a robust and well-equipped 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. There are many requests, and this request will replace some of those requested in previous years.

This was not requested in prior years.

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AGENCY: Division of Career Technical Ed
FUNCTION: State Leadership
ACTIVITY:

Agency No.: 503
 Function No.: 01
 Activity No.:

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| A: Decision Unit No: 12.07 | | Title: Horizontal Alignment | | | Priority Ranking 7 of 10 |
|--|------------------|------------------------------------|----------------|--------------|--------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | | | | | |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | \$178,000 | | | | \$178,000 |
| TOTAL OPERATING EXPENDITURES: | \$178,000 | | | | \$178,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | 0 | | | | 0 |
| GRAND TOTAL | \$178,000 | | | | \$178,000 |

How connected to institution/agency and Board strategic plans:

Goal 3: Effective and Efficient Educational System-

Objective C: Alignment and Coordination-:

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

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 \$178,000 to align 15 programs from Secondary to Postsecondary.

2. What resources are necessary to implement this request?

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- a. List by position. N/A
 - 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. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests)
- This 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 CTE to continue efforts to align secondary and post-secondary CTE programs allowing Idaho students to transition directly from secondary to postsecondary programs. Not funding these efforts will hinder the progress to align the programs.
5. If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first. There are many requests, and this request will replace some of those requested in previous years.
- This process is started in 2015 and received one-time funding to continue into FY 2018. We are requesting one-time funding to continue this process as indicated below.

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 incentivize Idaho public colleges and universities offering career & technical programs to align their foundational courses to achieve uniformity and transferability.

These initiatives were started in Fiscal Year 2015 using Division funds available for this purpose. The continuation of this project into FY 2019 will require one-time funds of \$178,000 to align 15 programs from Secondary to Postsecondary.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Division of Career Technical Ed
FUNCTION: State Leadership
ACTIVITY:

Agency No.: 503
 Function No.: 01
 Activity No.:

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| A: Decision Unit No: 12.08 | | Title: Online Courses | | | Priority Ranking 8 of 10 |
|--|-----------------|------------------------------|----------------|--------------|--------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | | | | | |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | \$70,000 | | | | \$70,000 |
| TOTAL OPERATING EXPENDITURES: | \$70,000 | | | | \$70,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | 0 | | | | 0 |
| GRAND TOTAL | \$70,000 | | | | \$70,000 |

How connected to institution/agency and Board strategic plans:

Goal 3: Effective and Efficient Educational System-

Objective C: Alignment and Coordination-:

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

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.

2. What resources are necessary to implement this request?

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

- 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 ICTE to continue efforts to help develop on-line CTE classes. Over 1,000 students and 101 school districts have been served by CTE Digital. Not funding these efforts will hinder the progress to develop on-line classes.

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. The continuation of this project into FY 2019 will require one-time funds of \$70,000 for CTE Digital to create 4 additional online courses through the Idaho Digital Learning.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Division of Career Technical Ed
FUNCTION: Related Services
ACTIVITY:

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

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| Spending Authority for standards alignments (HVAC & Plumbing) | | | | | |
|--|----------------|--|----------------|--------------------------|-----------------|
| A: Decision Unit No: 12.09 | | Title: alignments (HVAC & Plumbing) | | Priority Ranking 9 of 10 | |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | | | | | |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | | | | \$82,000 | \$82,000 |
| TOTAL OPERATING EXPENDITURES: | | | | \$82,000 | \$82,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | 0 |
| GRAND TOTAL | | | | \$82,000 | \$82,000 |

How connected to institution/agency and Board strategic plans:

GOAL 2: Innovation and Economic Development

The educational system will provide an environment that facilitates the creation of practical and theoretical knowledge leading to new ideas.

Objective A: Workforce Readiness – Prepare students to efficiently and effectively enter and succeed in the workforce.

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 spending authority to accept a transfer of \$82,000 from the HVAC and Plumbing Boards, through the Division of Building Safety. The HVAC and Plumbing programs need to update industry standards and develop end of course

BUSINESS AFFAIRS AND HUMAN RESOURCES
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assessments for the respective apprenticeship programs. There is no funding in ICTE's base for these activities.

- 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.** The Business Outreach Director and the Postsecondary Director will collectively dedicate approximately .10 FTE during FY19 or this project.
 - 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 spending authority during FY19. There is a small possibility that it could extend into FY20, based on availability of industry and faculty, but the plan is to complete the project in FY19.

- 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 update industry standards and create end of course assessments for the HVAC and Plumbing apprenticeship programs. Development of the assessments will further allow expansion of the programs into secondary schools, providing an opportunity for Idaho students to complete the first year of their apprenticeship program prior to graduating from high school. Not funding these efforts will hinder the progress to expand advanced opportunities to Idaho's high school students.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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AGENCY: Division of Career Technical Ed
FUNCTION: State Leadership/General Programs

Agency No.: 503
 Function No.: 01/02

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ACTIVITY:

Activity No.:

| A: Decision Unit No: 12.10 | | Title: Reorganization Error Correction | | | Priority Ranking 10 of 10 |
|--|------------------|---|----------------|--------------|---------------------------|
| | EDEA-0001 | EDEB- 0001 | | | |
| DESCRIPTION | General | General | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 0 | 0 | | | 0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$47,700 | | | | \$47,700 |
| 2. Benefits | 13,000 | | | | 13,000 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$60,700 | | | | \$60,700 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Various | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | 0 | (\$60,700) | | | (\$60,700) |
| LUMP SUM: | 0 | 0 | | | 0 |
| GRAND TOTAL | \$60,700 | (\$60,700) | | | \$0 |

Supports institution/agency and Board strategic plans:

Goal 2: Innovation and Economic Development.

Objective A: Workforce Readiness:

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

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?

Due to an error in the FY 2018 budget the Division is requesting a net zero transfer from General fund TB to General fund PC to fund positions that are already in place since July 2016

BUSINESS AFFAIRS AND HUMAN RESOURCES
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2. What resources are necessary to implement this request?

- a. **List by position.** N/A- the positions are in place.
- b. **Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.**

The Division was able to use salary savings in federal funding sources to make up the difference in FY 2018.

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

N/A

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests)

This request is on-going.

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 position helps Idaho students and Idaho employers by providing programs to fill high wage in demand jobs in Idaho.

5. If this is a high priority item, list reason why unapproved Line Items from the prior year budget request are not prioritized first. There are many requests, and this request will replace some of those requested in previous years.

A similar line items was approved in the FY 2017 budget. This line item will further new and expand programs.

Overview:

In FY 2017 ICTE did an office reorganization which transferred 6 positions to the division that were formerly paid through university contracts. The cost to move the positions was \$600,000. The reorganization was and continues to be a net zero to the State. Due to a number of complexities in adjusting PC costs for the FY 2018 budget, only \$539,300 of the \$600,000 was moved creating a funding deficit in general fund PC. ICTE was able to use salary savings in federal funds to get through FY 2018 but is requesting the transfer of the remaining 60,700 to fund the PC expenses due to the reorganization.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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AGENCY: College of Southern Idaho
 FUNCTION: Community College
 ACTIVITY: IT Personnel and
 Software Platforms

Agency No.: 501
 Function No.: 02
 Activity No.:

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| | | | | | |
|--|--|------------------|----------------|--------------|------------------|
| A: Decision Unit No: 12.01 | Title: IT Personnel and Software Platforms | Priority Ranking | 1 | | |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 5.0 | | | | 5.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$294,000 | | | | \$294,000 |
| 2. Benefits | 128,700 | | | | 128,700 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$422,700 | | | | \$422,700 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Assessment and analytics platform | \$130,000 | | | | \$130,000 |
| 2. PCI-compliant technology | 100,000 | | | | 100,000 |
| 3. On-line training platform | 42,000 | | | | 42,000 |
| 3. On-line tutoring service | 30,000 | | | | 30,000 |
| 4. Security maintenance mandate | 60,000 | | | | 60,000 |
| TOTAL OPERATING EXPENDITURES: | \$362,000 | | | | \$362,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$784,700 | | | | \$784,700 |

Supports institution/agency and Board strategic plans:

Idaho State Board of Education Strategic Plan

Goal 1; Objective A: Access – Set policy and advocate for increasing access to Idaho’s educational system for all Idahoans, regardless of socioeconomic status, age, or geographic location.

Goal 1; Objective D: Quality Education – Deliver quality programs that foster the development of individuals who are entrepreneurial, broadminded, critical thinkers, and creative.

GOAL 3: Effective and Efficient Educational System – Ensure educational resources are coordinated throughout the state and used effectively.

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Objective A: Data-informed Decision Making - Increase the quality, thoroughness, security of data and accessibility of aggregate data for informed decision-making and continuous improvement of Idaho's educational system.

College of Southern Idaho Strategic Plan

Core Theme 1: Community Success

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

- Objective #1: Strengthen the social fabric in the communities we serve
- Objective #2: Cultivate economic partnerships across the communities we serve
- Objective #3: Meet the workforce needs of the communities we serve

CSI Core Theme 2: Student Success

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

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

Core Theme 3: Institutional Stability

Sustainable community and student success can only come from a solid institutional foundation. The stability of our institution is dependent upon ensuring that we have adequate capacity and resources to ensure the effectiveness of our operations.

- Objective #1: Provide employees with a work environment that values employee success and satisfaction
- Objective #2: Ensure that the college maintains the financial resources necessary to meet its mission
- Objective #4: Enhance infrastructure resources to ensure the college is safe, sustainable, and inviting to all of the members of our communities
- Objective #5: Engage in ongoing, purposeful, systematic, integrated, and comprehensive planning and assessment
- Objective #6: Improve institutional effectiveness by focusing on both internal and external communication strategies and processes

Performance Measures:

1. Increase student fall to fall retention, graduation rates, and transfer rates by identifying which students are at risk, creating comprehensive student profiles

BUSINESS AFFAIRS AND HUMAN RESOURCES
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- using aggregated data points based on activities both within and outside the classroom, connect students to their support teams electronically, promote engagement activities and track student involvement on an ongoing basis. Create a baseline and measure the impact of programs, services and interactions with students.
2. Establish a baseline and decrease student payment wait times and complaints. Increase student payment options. Ensure PCI (Payment Card Industry) compliance, the data security standard.
 3. Increase employee training compliance. Decrease student conduct resulting from risk-taking behavior (such as drug and alcohol use, mental wellbeing, sexual health and consent, and academic integrity).
 4. Increase on-line tutoring options and participation. Decrease student cost for on-line tutoring.

Description:

CSI seeks to develop a sophisticated data architecture platform and an optimized data lifecycle that enables faster insights into the value and relevance of educational and operational initiatives. This architecture will provide the means to connect disparate software systems and data types into a secure data warehouse and allow data consumption through service-oriented analytics, dashboards, and reports. In this way, CSI will be equipped to make more informed decisions that are data-driven, less reactive, and better-aligned to supporting key strategies such as student success, student engagement, and operational maturity. CSI is asking for financial support to increase their current staffing structure by four (4) full time IT professionals in the roles of data architect, business analyst, report writer, and application support analyst.

CSI would like to purchase and implement an enterprise platform which would provide analytics and insight to cultivate campus intelligence and allow for informed decision making. We would use this platform to develop deeper understandings of the student educational experience while guiding students' pathways to success. Additionally, an enterprise platform would allow the opportunity to track and document the student co-curricular experience.

CSI would also like to acquire a PCI-compliant technology allowing students flexible payment plans, multiple payment options, and easy access to their account balances. This technology would integrate into our current student management system and ultimately would assist the college by reducing administrative and personnel costs. Such a platform would also allow for campus and community receipting, billing and e-markets.

To ensure appropriate ongoing training which complies with institutional policy, and state and federal requirements, CSI would like to obtain a digital training platform for both students and employees. A training platform would allow for simplified tracking of completion and ensure up-to-date legislative compliance. For students, a training platform could provide education resulting in risk-reduction behaviors.

As Dual Credit and on-line instruction increases, so does the need for on-line tutoring access. CSI would like to subscribe to an on-line tutoring service which would

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allow students 24-hour access to tutoring. Students currently have to cover the cost of on-line tutoring on their own.

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 hire four additional staff to design and develop the systems and services necessary for improving student engagement, enhancing the student experience, streamlining financial processes, and increasing academic support across the institution.

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, 2018, 12-month contract.

1. Data Architect-\$89,000

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.

2. 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.

3. Report Writer-\$46,000

Summary: Collect, analyze, and prepare data for business consumption through reports and dashboards. Involved in application testing, statistical analysis, and providing end-user training on report writing software tools.

4. Application Support Analyst-\$43,000

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

5. Securities Specialist - \$65,000

Per the governor's mandate, CSI would need to add an IT security specialist to the IT team.

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

New IT support staff will report to the Chief Technology Officer on the main CSI campus in Twin Falls.

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

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

- Assessment and analytics platform \$130,000 annually
- PCI compliant technology \$100,000 annually
- On-line training platform for students and employees \$42,000 annually
- On-line tutoring service \$30,000 annually
- Security maintenance mandate \$60,000 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 the ongoing annual subscription and maintenance for IT platforms. CSI will cover the cost for one-time implementation and maintenance of these software platforms.

This is also an ongoing request for salary and benefits.

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. Students are expected to gain additional flexibility in payment options and see a decrease in current payment wait times. Student risk-taking behaviors would be decreased through prevention education. Additionally, employees and the community would benefit from improved business processes and access to data insights. The institution as a whole would see a decrease in risk based on an increase in employee education and assurance of compliance with college policy and legislative requirements.

Without funding, CSI will continue to struggle with a reactive approach to decision-making. Efforts to find, collect, and present strategic data insights will remain unnecessarily burdensome, requiring extensive manual labor, and raise questions about data integrity and accuracy of information. Additionally, CSI will be hindered in its ability to meet regulatory requirements for compliance training and risk management programs and services that are necessary to provide a safe learning environment for students and employees. Also, without adequate tools and support for the growing demand for Dual Credit, online instruction, and student tutoring,

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the integrity of these programs will suffer and will become far less valuable to students.

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

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AGENCY: College of Southern Idaho
 FUNCTION: Community College
 ACTIVITY: Weekend College

Agency No.: 501
 Function No.: 02
 Activity No.:

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| A: Decision Unit No: 12.02 | | Title: Weekend College | | | Priority Ranking 2 of 3 |
|--|------------------|-------------------------------|---------|-------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 2.0 | | | | 2.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$71,000 | | | | \$71,000 |
| 2. Benefits | 41,600 | | | | 41,600 |
| 3. Group Position Funding | 63,000 | | | | 63,000 |
| TOTAL PERSONNEL COSTS: | \$175,600 | | | | \$175,600 |
| 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 | \$199,600 | | | | \$199,600 |

Supports institution/agency and Board strategic plans:

Idaho State Board of Education Strategic Plan

Goal 1; Objective A: Access – Set policy and advocate for increasing access to Idaho’s educational system for all Idahoans, regardless of socioeconomic status, age, or geographic location.

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

Goal 1; Objective C: Higher Level of Educational Attainment – Increase successful progression through Idaho’s educational system.

Goal 1; Objective D: Quality Education – Deliver quality programs that foster the development of individuals who are entrepreneurial, broadminded, critical thinkers, and creative.

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

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Goal 3; Objective B: Quality Teaching Workforce – Develop, recruit, and retain a diverse and highly qualified workforce of teachers, faculty, and staff.

College of Southern Idaho Strategic Plan

Core Theme 1: Community Success

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

- Objective #1: Strengthen the social fabric in the communities we serve
- Objective #2: Cultivate economic partnerships across the communities we serve
- Objective #3: Meet the workforce needs of the communities we serve

CSI Core Theme 2: Student Success

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

- Objective #1: Foster participation in post-secondary education
- Objective #3: Support student process toward achievement of educational goals

Performance Measures:

1. Increase the annual unduplicated enrollment headcount for Weekend College participants by 10% each year over the next five years (Source: Internal CSI metric)
2. Increase fall-to-fall retention rates for Weekend College participants by 10% over the next five years as compared to fall 2017 benchmark retention rates for the general college population (Source: Internal CSI metric)
3. Increase graduation rates for Weekend College participants by 10% over the next five years as compared to fall 2017 benchmark graduation rates for the general college population. (Source: VFA Degree Seeking Students)

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 program enables students to complete a transfer degree or certificate within two years; enables students to complete pre-program requirements for Health Sciences and Human Services (HSHS) programs; or enables 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

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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, adjunct faculty to teach weekend courses, tutors to provide instructional 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) adjunct instructors and 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: \$175,600**

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: \$112,600**

b) In order to maintain ongoing excellence in teaching protocol and support services, CSI requests funding to hire qualified part-time instructors (\$25,000) and qualified tutors (\$8,500). **Group Funding: \$33,500**

c) In order to provide services during extended weekend hours, CSI requests funding for a part-time office specialist (\$8,500), a part-time Information Technology Service Technician (\$10,500), and part-time maintenance personnel (\$10,000). **Group Funding: \$29,500**

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) Weekend College Staff, Full Time, Full Benefits, Hire Date of July 1, 2018, 12-month contract.

6. Program Director: \$37,000

Summary: Designs, creates, deploys, and manages all operations and personnel for the Weekend College program. Works with internal and external

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organizations to develop articulation agreements and transfer processes. Collects, reports, and presents outcomes data to internal and external constituents.

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

Summary: Advises students through credential completion and assists students with transition/transfer to a HSHS 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 Associate Dean of Student Success (in place).
- Part-time instructors will be trained by the college's instructional designer (in place) and will report to their respective Department Chair on the main campus.
- 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 Associate 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)

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3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.
 - CSI requests on-going funds to support full-time personnel (salary and benefits), group position funding (adjunct instructors, 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 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. 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, 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 Health Sciences and Human Services and Trades and Industry.

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.

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

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

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

Agency No.: 501
 Function No.: 02
 Activity No.:

FY 2019 Request
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| A: Decision Unit No: 12.03 | | Title: CEI Initiative | | | Priority Ranking 3 |
|--|-----------------|------------------------------|---------|-------|---------------------------|
| 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. Contract services (project manager) | 60,000 | | | | 60,000 |
| 3. Computer and office supplies | 2,500 | | | | 2,500 |
| TOTAL OPERATING EXPENDITURES: | \$67,500 | | | | \$67,500 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$67,500 | | | | \$67,500 |

Supports institution/agency and Board strategic plans:

CSI Core Theme 1: Community Success

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

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

Core Theme 2: Student Success

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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

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

Performance Measure:

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

Description:

This request is a follow-up request unfunded from FY2018 intended to support the program planning, infrastructure, staffing, and facility design for the proposed Center for Education Innovation, in cooperation with Idaho State University

Questions:

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

Planning and project management to support the ongoing coordination of the Center for Education Innovation Initiative funded in part for FY2018 (ISU). No ongoing staff is included in the CSI request.

2. What resources are necessary to implement this request?

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

No personnel in this request.

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

Certainly many CSI staff will be somewhat impacted by participation in the design and planning work, but not to a significant degree. The requested funds include a project manager by contract for FY2018-2019.

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

No additional operating funds required for this planning phase.

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 one-time, one-year request for planning and design coordination (was not funded in FY2018). This is a joint project with ISU for an activity on the CSI campus. See the attached whitepaper for more information.

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

All residents of Idaho would be served by the intent of the Center for Education Innovation. The expectation will be significant improvement in the preparation of Idaho teachers. For more specific information see the attached whitepaper.

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

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Office of the State Board of Education
 FUNCTION: North Idaho College
 ACTIVITY: Board approved category

Agency No.: 501
 Function No.: 02
 Activity No.:

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| A: Decision Unit No: 12.01 | | Title: Pathfinders Program | | | Priority Ranking 1 of 4 |
|---|------------------|-----------------------------------|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 4.00 | | | | 4.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$200,000 | | | | \$200,000 |
| 2. Benefits | 90,600 | | | | 90,600 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$290,600 | | | | \$290,600 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | \$40,000 | | | | \$40,000 |
| 2. Operating | 15,000 | | | | 15,000 |
| TOTAL OPERATING EXPENDITURES: | \$55,000 | | | | \$55,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation | \$22,000 | | | | \$22,000 |
| TOTAL CAPITAL OUTLAY: | \$22,000 | | | | \$22,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$367,600 | | | | \$367,600 |

Supports institution/agency and Board strategic plans:

Goal 1, Objective 2:

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

Goal 1, Objective 3:

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

Goal 3, Objective 3:

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Performance Measures:

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

Description:

Pathfinders will be located within Region 1 high schools in Benewah, Bonner, Boundary and Shoshone counties to support school's efforts to encourage students to go-on and assist students through matriculation into college and their chosen course of study. Pathfinders will place an emphasis on assisting students in developing an understanding of their skills and interests so that they can identify and pursue the correct pathway for their career goal.

Pathfinders will work with and support resources provided to students through their local high school and provided additional support to engage students in dual credit and encourage high school completion. This program is intended to provide intrusive advising within the high schools, guiding students into dual credit students and assisting with the transition into college through day-to-day engagement and relationship development with high school staff, students and their families.

Key outcomes for this program will be increased go-on rates from these counties and early identification of career choices and strengths to develop an educational plan for students that leverages dual credit and early learning opportunities to transfer into their chosen institution of higher education in the most efficient manner possible.

One of the consistent concerns of many stakeholders is that as a state we are not effectively reaching students, especially in the more remote and rural areas of the state. The academic coaches are intended to be people from the community who can credibly relay the value of higher education with their community. The other key focus of the academic coaches will be strengthening the dual credit programs in each county and assisting students and families with advising and support of degree completion.

Questions:

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

1. This request is for four FTEs to serve as Pathfinders in Region 1. One navigator would focus on each of the following counties: Benewah, Bonner, Boundary and Shoshone. Pathfinders would work directly in and with local high. Working closely with students in the high schools, the Pathfinders would promote and strengthen the dual credit offerings as well as help students see how what they are doing in High School connects to their goals and college. This is requested as general fund (base) support.

2. What resources are necessary to implement this request?
 - a. Pathfinders: 4 FTE Benefited. Anticipated hire date: July 1, 2018.
 - 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 \$55,000.

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

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

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Office of the State Board of Education
 FUNCTION: North Idaho College
 ACTIVITY: Board approved category

Agency No.: 501
 Function No.: 02
 Activity No.:

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| A: Decision Unit No: 12.01 | | Title: NIC/UI Computer Science Program | | | Priority Ranking 2 of 4 |
|---|------------------|---|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 1.00 | | | | 1.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$60,000 | | | | \$60,000 |
| 2. Benefits | 24,700 | | | | 24,700 |
| TOTAL PERSONNEL COSTS: | \$84,700 | | | | \$84,700 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | \$5,000 | | | | \$5,000 |
| 2. Supplies | 8,000 | | | | 8,000 |
| TOTAL OPERATING EXPENDITURES: | \$13,000 | | | | \$13,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation | \$4,000 | | | | \$4,000 |
| 2. C.S. Lab and Server (20 Stations) | 212,000 | | | | 212,000 |
| TOTAL CAPITAL OUTLAY: | \$216,000 | | | | \$216,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$313,700 | | | | \$313,700 |

Supports institution/agency and Board strategic plans:

Goal 2, Objective 1:

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

Goal 2, Objective 2:

Educational Excellence: Engage students in critical and creative thinking through disciplinary and interdisciplinary teaching and learning.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Goal 2, Objective 3:

Educational Excellence: Strengthen institutional effectiveness, teaching excellence and student learning through challenging and relevant course content, and continuous assessment and improvement.

Goal 1, Objective 3:

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

Performance Measures:

- Student learning outcomes assessments goals are met annually.
- Full-time to Part-time faculty ratio.
- Dual Credit students who enroll at NIC as degree-seeking postsecondary students as a percentage of total headcount.
- Percentage of full-time, first time and new transfer-in students who a) were awarded a degree or certificate, b) transferred without an award to a 2- or 4-year institution, c) are still enrolled, and d) left the institution within six years.
- Fall to Spring Persistence Rate, credit students.
- First-time, full-time, student retention rates.
- First-time, part-time, student retention rates.

Description:

Expansion of the Computer Science program at North Idaho College will build upon the initial investment made by the college to support the NIC/UI Computer Science Program in Coeur d'Alene, increasing capacity and strengthening the first two-years of the program.

The purpose of this initiative is to expand the capacity and better support the University of Idaho Computer Science program in Coeur d'Alene. This is a unique partnership program with North Idaho College providing the first two years and the University of Idaho providing the second two years, all in Coeur d'Alene.

With the program launched and underway, this request is to expand capacity and build a pipeline for the UI portion of the program as well as for local industry.

Questions:

1. This request is for 1 FTE instructor in Computer Science to support the NIC/University of Idaho Computer Science program in Coeur d'Alene. This is requested as general fund (base) support.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

2. What resources are necessary to implement this request?
 - a. Computer Science Instructors: 1 FTE Benefited. Anticipated hire date: July 1, 2018
 - b. There will be no existing human resources that will be redirected to this new effort. North Idaho College employs one instructor currently to support this program.
 - c. Capital requests include initial IT needs for the instructor and establishing a Computer Science Lab as well as operating expenses of \$13,000 include operational support and travel.

3. This request is for on-going funding of the Instructor position and operating expense. One-time capital expenses are for initial IT needs and office set-up.

This request would serve first and second year computer science majors in the joint NIC/UI program. The long-term return on this funding will be enhanced capacity of the Computer Science program in Coeur d'Alene and support of industry needs related to computer science in North Idaho.

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

AGENCY: Office of the State Board of Education
FUNCTION: North Idaho College
ACTIVITY: Board approved category

Agency No.: 501
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| Idaho Summer Completion Initiative | | | | | |
|---|------------------|--------------------------|---------|-------------------------|------------------|
| A: Decision Unit No: 12.01 | | Title: Initiative | | Priority Ranking 3 of 4 | |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 0.00 | | | | 1.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | | | | | |
| 2. Benefits | \$52,000 | | | | \$52,000 |
| 3. Group Position Funding | 250,000 | | | | 250,000 |
| TOTAL PERSONNEL COSTS: | \$302,000 | | | | \$302,000 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | 0 | | | | 0 |
| TOTAL OPERATING EXPENDITURES: | 0 | | | | 0 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation | 0 | | | | 0 |
| TOTAL CAPITAL OUTLAY: | 0 | | | | 0 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$302,000 | | | | \$302,000 |

Supports institution/agency and Board strategic plans:

Goal 1, Objective 3:

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

Goal 2, Objective 1:

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

Performance Measures:

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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

Description:

The Idaho Summer Completion Initiative enables Idaho residents with existing credits and no degree to attend North Idaho College tuition free for the summer 2018 term for up to 6 credit hours.

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

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

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

Questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base? This request is for one-time general funding. This is being requested to pilot a completion initiative focused on reaching students with some college credit, but no degree or certification. The staffing level for this request is all adjunct funding.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

2. What resources are necessary to implement this request?
 - a. All courses will be taught by current North Idaho College accepting summer assignments on a per credit basis or by adjunct faculty accepting summer assignments on a per credit basis.
 - b. There will be no existing human resources that will be redirected to this new effort. Existing operations will be impacted to enroll and register students but can be accommodated using existing staff and systems.
 - c. There are no additional operating funds and capital items needed.

3. This request is a one-time funding request. This request is based on offering 100 three credit instructional sections in summer 2018 tuition free to any Idaho resident. This will serve an estimated 2,000 Idaho students (duplicated head-count). Courses offered tuition free would be delivered as face to face, via IVC, or in a hybrid modality. Courses offered completely on-line would be ineligible for this program. Students would be responsible for any lab fee/course fee and any required textbook. This would be the only out of pocket expenses to students.

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

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

AGENCY: Office of the State Board of Education
FUNCTION: North Idaho College
ACTIVITY: Board approved category

Agency No.: 501
 Function No.: 02
 Activity No.:

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| A: Decision Unit No: 12.01 | | Title: First Year Experience | | | Priority Ranking 4 of 4 |
|--|------------------|-------------------------------------|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 2.00 | | | | 2.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$100,000 | | | | \$100,000 |
| 2. Benefits | 45,300 | | | | 45,300 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$145,300 | | | | \$145,300 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 3. Program Funds | \$20,000 | | | | \$20,000 |
| TOTAL OPERATING EXPENDITURES: | \$20,000 | | | | \$20,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation | \$11,000 | | | | \$11,000 |
| TOTAL CAPITAL OUTLAY: | \$11,000 | | | | \$11,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$176,300 | | | | \$176,300 |

Supports institution/agency and Board strategic plans:

Goal 1, Objective 2:

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

Goal 1, Objective 3:

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

Goal 3, Objective 3:

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Performance Measures:

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

Description:

The First Year Experience will be a comprehensive and yearlong program that intentionally addresses the barriers and reasons that students drop out during their first year of studies. Based on local and national research, remedies that have proven to be effective will be applied to all first year students but will be particularly targeted at those most at risk. Those practices include an array of intentional and mandatory sequenced orientations, focused career and related program of study activities, proactive and intrusive advising, targeted cohort events, and academic and social early alert strategies and interventions. The First Year Experience Coordinators will provide supplemental educational experiences and coordinate existing college resources that will help students learn to navigate college processes, develop effective study skills, and successfully engage the college and community in ways that will support their timely completion of a degree or certificate.

Key outcomes for this program will be increased rates of progression, retention, student engagement, and completion.

Questions:

1. This request is for two FTEs to serve as First Year Experience Coordinators. This is requested as general fund (base) support.
2. What resources are necessary to implement this request?
 - a. FYE Coordinators: 2 FTE Benefited. Anticipated hire date: July 1, 2018.
 - 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 \$20,000.
3. This request is for on-going funding of two Coordinator positions and associated operating expenses. One time capital expenses are for initial IT needs.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

1. This request would serve over 1,500 entering freshman students annually.

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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

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

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| A: Decision Unit No: 12.01 | | Title: Balance Funding | | | 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 Expense funding for College Operations | \$2,000,000 | | | | \$2,000,000 |
| 2. Travel | | | | | |
| TOTAL OPERATING EXPENDITURES: | \$2,000,000 | | | | \$2,000,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$2,000,000 | | | | \$2,000,000 |

Supports institution/agency and Board strategic plans:

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

Institutional Priority 1: Student Success;

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

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

Institutional Priority 2: Employee Success;

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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Objective 2: CWI will provide employees with professional development, training and learning opportunities.

Institutional Priority 3: Fiscal Stability;

Objective 3: CWI will work to maintain and enhance its facilities and technology and actively plan for future space and technology needs.

Institutional Priority 4: Community Connections;

Objective 2: CWI engages in educational, cultural and organizational activities that enrich our community.

Objective 3: Expand CWI's community connections within its service area.

Having sufficient funding per weighted credit hour will allow CWI to achieve these objectives.

Performance Measure:

The College of Western Idaho will have the following outcomes to showcase the performance of each priority/goal with sufficient funding per Academic Credit Hour:

Student Success: Increased completion and retention rates will result if CWI develops those services that will allow students to meet their full potential while also providing pathways to move further in their education and career goals. CWI will be better able to bridge the gap to make transitioning to 4 year institutions more seamless for the students.

Employee Success: Having additional funding and training will help CWI employees be more successful in their roles and to facilitate easier access to resources for all employees, much as CWI has done for the student population.

Fiscal Stability: CWI will be better able to upgrade its facilities and technology in a proactive manner to meet the ever changing needs within the marketplace for higher skills, which in turn, makes CWI the institution that stands out from the crowd and is better equipped to handle the needs of our community. By maintaining and improving the infrastructure, CWI will be prepared for any future growth and needs of the region.

Community Connections: CWI will have the ability (staff and infrastructure) to better engage the community and participate in activities that showcase the value of an education at CWI, which reinforces the need and support for the College with our community partners, both current and potential.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Description:

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 North Idaho College (NIC) and College of Southern Idaho (CSI). 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 NICI is \$78.39 per Credit. CWI's Average Credit Hour Value is \$44.68 which is \$33.71 per Credit Hour below the other two Community Colleges. The CWI Balance Funding Need is calculated as follows:

CWI 3 Year Average Weighted Credits 177,983 X \$33.71 = \$5,999,700.

This calculation process, shows that CWI is underfunded approximately \$6 million compared to CSI and NIC. Please refer to the attached supplemental spreadsheet for details.

CWI has determined to request \$2 million for fiscal year 2019. In FY18 CWI requested \$2.9 million and received \$350,000, with the ultimate intent of requesting the unfunded amount within the next two years.

Questions:

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

\$ 2 million on-going funding with an ultimate goal of receiving \$6 million in total for this decision unit. CWI is requesting this funding as identified in the above description.

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.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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The funds from this request would be used for Operating Expenses at the college, primarily infrastructure (facilities, utilities, and information technology) as determined by enrollment circumstances.

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.

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 have anchor full time faculty in all programs offered by the College.

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

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

FY 2019 Request
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| A: Decision Unit No: 12.02 | | Title: Accreditation Requirements | | | Priority Ranking of 2 of 2 |
|---|------------------|--|----------------|--------------|----------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 7.00 | | | | 7.00 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$373,000 | | | | \$373,000 |
| 2. Benefits | 170,000 | | | | 170,000 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$543,000 | | | | \$543,000 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Operating Expense funding for College Operations | \$24,500 | | | | \$24,500 |
| 2. Travel | 5,600 | | | | 5,600 |
| TOTAL OPERATING EXPENDITURES: | \$30,100 | | | | \$30,100 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. Computers and Office Equipment | \$14,000 | | | | \$14,000 |
| TOTAL CAPITAL OUTLAY: | \$14,000 | | | | \$14,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$587,100 | | | | \$587,100 |

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 (4) full time positions are being requested.

- a. Two (2) Counselors to expand the support for individual, group, and crisis intervention to students experiencing social, emotional, and vocational difficulties.
- b. One (1) Coordinator, Veterans Services to monitor the enrollment and retention of veterans, coordinate with outreach and recruitment activities, develop and maintain veteran services programming in collaboration with

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

peers, and serve as a liaison to various offices across campus and with external and community partners.

- c. One (1) Student Success Advisor, English Language Learners to monitor the enrollment and retention of students for whom English is their second language, coordinate with Academic Affairs and Student Affairs regarding support and programming, and addresses these students' need for inclusive advising that supports the college's efforts related to the completion agenda.
- d. Three (3) Full-time Faculty: Based on economic data consulted in the College's preparation of its long-term strategic plan, STEM fields emerged as high priority. Curricular development in three areas are needed for transfer to four-year degree programs and to address industry need: Computer Science, Information Technology, and Engineering. CWI does not currently have full-time faculty in these transfer program areas; we are requesting three full-time faculty, which are required to anchor these programs. No current base funding.

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.

2.0 FTE, Counselors; \$44,400; FT; Benefits \$22,400; July 1, 2018; 12 month permanent position. Total for two positions: \$133,600. To support these positions we are requesting Operating Expense Funding of \$7,000 and Travel Expense Funding of \$2,800.

1.0 FTE, Coordinator, Veterans Services; \$40,100; FT; Benefits \$21,500; July 1, 2018; 12 month permanent position. Total \$61,600. To support this position we are requesting Operating Expense Funding of \$3,500 and Travel Expense Funding of \$1,400.

1.0 FTE, Student Success Advisor, English Language Learners; \$40,100; FT; Benefits \$21,500; July 1, 2018; 12 month permanent position. Total \$61,600. To support this position we are requesting Operating Expense Funding of \$3,500 and Travel Expense Funding of \$1,400.

1.0 FTE, Computer Science Faculty: \$68,000; FT Benefits \$27,400; August 1, 2018; 9 month permanent position. Total \$95,400

1.0 FTE, Information Technology Faculty: \$68,000; FT Benefits \$27,400; August 1, 2018; 9 month permanent position. Total \$95,400

1.0 FTE, Engineering Faculty: \$68,000; FT Benefits \$27,400; August 1, 2018; 9 month permanent position. Total \$95,400

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

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Counselor: There is currently one Counselor to serve our entire student population. This individual cannot meet the student demands on that person's time, so we are looking to increase our staffing in this area. No resources will be redirected.

Coordinator, Veterans Services: There is currently one such Coordinator, but the institution cannot successfully serve the needs of our more than 700 veteran students with one FTE. No resources will be redirected.

Student Success Advisor, English Language Learners: There is currently no such person employed who provides advising to this significant and growing population of students. No resources will be redirected.

New transfer degree programs (Faculty): Current faculty in GEM areas will provide instruction for general education requirements not listed in this request.

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

Counselor (2): \$3,500 ea. in ongoing operating expense is requested to fund professional development. Due to CWI's distributed campus model and outreach efforts, \$1,400 ea. is requested to cover ongoing mileage costs. Computer and Office Equipment \$2,000 ea. Total for two positions: \$13,800.

Coordinator, Veterans Services (1): \$3,500 in ongoing operating expense is requested to fund professional development. Due to CWI's distributed campus model and outreach efforts, \$1,400 is requested to cover ongoing mileage costs. Computer and Office Equipment \$2,000. Total: \$6,900.

Student Success Advisor, English Language Learners (1): \$3,500 in ongoing operating expense is requested to fund professional development. Due to CWI's distributed campus model and outreach efforts, \$1,400 is requested to cover ongoing mileage costs. Computer and Office Equipment \$2,000. Total: \$6,900.

Computer Science Faculty: \$3,500 in ongoing operating expense is requested fund professional development. New position set-up for computer and operating expense, \$2,000. Total: \$5,500

Information Technology Faculty: \$3,500 in ongoing operating expense is requested fund professional development. New position set-up for computer and operating expense, \$2,000. Total: \$5,500

Engineering Faculty: \$3,500 in ongoing operating expense is requested fund professional development. New position set-up for computer and operating expense, \$2,000. Total: \$5,500

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

These positions will serve current and future CWI students. 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.

New transfer degree programs will have a direct impact on revenue generation through new student tuition.

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?

Counselor: These positions will serve current and future CWI students. Further, they will address the college's efforts related to retention and completion. If this request is not funded, CWI will continue to struggle with extremely long wait lists, and most students in need will not be seen by a counselor. We feel our current staffing model does not allow us to make a significant positive impact on student support beyond seeing a small portion of those in need, and even then, just referring them to community resources that are costly and not as focused.

Coordinator, Veterans Services: This position will serve current and future CWI students. Further, they will address the college's efforts related to retention and completion. If this request is not funded, we will only fall further behind if we do not provide additional support for these students. This is especially salient due to the fact that we are increasing our recruitment of veteran students and applying for Military-Friendly status.

Student Success Advisor, English Language Learners: This position will serve current and future CWI students. Further, they will address the college's efforts related to retention and completion. If this request is not funded, we will leave this group of students without the advocacy and support that they need to complete their work at the institution.

Faculty positions will serve new students who are seeking transfer degrees or job placement in computer science, information technology, and engineering. This is a population of students we are not currently serving and will positively impact efforts towards the state's 60% goal. Without funding, CWI will hold off on implementation of new programs.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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If these requests are not funded, we may be under increased scrutiny relative to our accreditation status. The initial accreditation letter that was received earlier this year instructed CWI to increase access to academic advising, increase student retention and completion rates, and integrate our approach to student support services. Each of these requests aim to directly and positively impact these specific recommendations.

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Agricultural Research & Ext
FUNCTION:
ACTIVITY:

Agency No.: 514
 Function No.: 02
 Activity No.:

FY 2019 Request
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 Original Submission X or
 Revision No.

| | | | | | |
|--|--------------------|---|----------------|--------------|-------------------------|
| A: Decision Unit No: 12.01 | | Title: ARES Nuclear Seed Potato Facility | | | 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: | | | | | |
| 1. Travel | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| Nuclear Seed Potato Facility | \$3,000,000 | | | | \$3,000,000 |
| TOTAL CAPITAL OUTLAY: | \$3,000,000 | | | | \$3,000,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$3,000,000 | | | | \$3,000,000 |

Supports institution/agency and Board strategic plans:

State Board of Education GOAL 2: Objective B: Innovation and Creativity

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

University of Idaho Goal 2: Objective B: Develop community, regional, national and/or international collaborations which promote innovation and use University of Idaho research and creative expertise to address emerging issues.

Performance Measure: Number of active responses/programs in progress that seek to address the societal issues or collaborate with communities on research as elected by the percentage of faculty collaboration with communities as well as total economic impact assessment.

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This Nuclear Seed Potato Facility will specifically allow the University of Idaho to develop community, regional, national and/or international collaborations which promote innovation and use University of Idaho research and creative expertise to address emerging issues in Idaho agricultural education and research.

Description:

This proposal enables the University of Idaho's College of Agricultural and Life Sciences to provide a facility that that will address the issues of limited space, pest and pathogen containment and provides increased undergraduate employment prospects and educational opportunities for student to practice bench to greenhouse work that will meet the essential educational and research needs of students and researchers in the life cycle of crop production.

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 support for the building of a Nuclear Seed Potato Facility that will allow the University of Idaho to continue its innovative research and education in the fields of potatoes, garlic, mint, hops and other crops that are vital to the production of the world food supplies. The current facility that houses the Nuclear Seed Potato Facility is limited currently to potatoes but with the increased square footage of educational and research space it would allow for the growth of this program into include other crops. The Nuclear Seed Potato Facility is also in a multi-use academic/research building that poses several challenges for the growth of the program as well as the containment of its disease free germplasm and mini-tubers for domestic and international researchers.

The staffing levels for the Nuclear Seed Potato Facility will be a re-distribution of current personnel appropriations and is not included in this request.

2. What resources are necessary to implement this request?

Attached are the detailed expenses for the construction of the Nuclear Seed Potato Facility

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 estimated project cost for this facility is \$5.6M but through joining with industry partners in fundraising \$2.6M this request to the State Board of Education is the remaining one-time request of \$3M in Capital Outlay that will support the educational and research mission of the University of Idaho.

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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 students who will be afforded more educational and scientific employment opportunities in the cropping industries, the University of Idaho crop researchers who bring improvements and innovations to the farms and tables and ultimately the citizenry of Idaho who benefit from the economic impact of the potato and other crop industries in Idaho.

If unfunded the Nuclear Seed Potato program will remain confined to its location in a multi-use building with no room for growth in teaching or research and ultimately will be unable to keep up with the demands of emerging issues in disease free crop production.

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

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Health Education

Agency No.: 515

FY 2019 Request

FUNCTION: WWAMI

Function No.: 02

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ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

| A: Decision Unit No: 12.01 | | Title: 18 Month Curriculum | | | Priority Ranking 1 of 1 |
|---|----------------|-----------------------------------|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 4.35 | | | | 4.35 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$317,000 | | | | \$317,000 |
| 2. Benefits | 124,000 | | | | 124,000 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$441,000 | | | | \$441,000 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Anatomy Laboratory Facility | \$250,000 | | | | \$250,000 |
| 2. Travel | 10,000 | | | | 10,000 |
| TOTAL OPERATING EXPENDITURES: | \$260,000 | | | | \$260,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. 4 Ten-Passenger Vehicles | \$159,600 | | | | \$159,600 |
| TOTAL CAPITAL OUTLAY: | \$159,600 | | | | \$159,600 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$860,600 | | | | \$860,600 |

Supports institution/agency and Board strategic plans:

State Board of Education Goal 2: Objective B

***Innovation and Creativity** – Educate medical students who will contribute creative and innovative ideas to enhance health and society.*

State Board of Education Goal 2: Objective C

***Quality Instruction** – Provide excellent medical education in biomedical sciences and clinical skills.*

State Board of Education Goal 3: Objective C

Support and maintain interest in primary care and identified physician workforce specialty needs for medical career choices among Idaho WWAMI students.

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State Board of Education Goal 3: Objective E:

Efficiently deliver medical education under the WWAMI contract, making use of Idaho academic and training resources.

Performance Measures:

Metrics to Measure Success:

- Percentage of Idaho WWAMI medical students participating in medical research (laboratory and/or community health)
- Pass rate on the U.S. Medical Licensing Examination (USMLE), Steps 1 & 2, taken during medical training.
- Support and maintain interest in primary care and identified physician workforce specialty needs for medical career choices among Idaho WWAMI students.
- Percent of Idaho WWAMI medical education contract dollars spent in Idaho each year.

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, operating expenses (travel and anatomy facility) and capital outlay. Funds will be utilized to provide faculty and staff salary and benefits, as well as cover yearly operating expenses for the anatomy laboratory, and capital funds to cover the cost of 4 ten-passenger vehicles needed to transport students to regional clinics throughout the county and state.

The expansion of the WWAMI Medical Education program at the University of Idaho and its new 18 month curriculum has created the need for additional support personnel to effectively deliver the program in Fall 2018. The number of students has quadrupled as a result of class expansion and second year overlap in the Foundation Phase at the University of Idaho campus.

Anatomy is the foundation for which our medical students learn the language of medicine, and is the cornerstone of medical education. The Idaho WWAMI Medical Education Program is currently using the anatomy lab facility that is located at Washington State University (WSU) where an interagency agreement between the University of Idaho (UI) and WSU to use this facility is nearing an end. Therefore, it is very necessary to build a new anatomy lab at the UI that will serve as the teaching center for gross anatomy in the Idaho WWAMI program. The Idaho WWAMI Medical Education Program is joining a partnership with the Gritman Medical Center to build a state of the art anatomy lab in Moscow, Idaho. The anatomy lab will be located on the third floor of a new medical building constructed by Gritman Medical Center, and will house interactive classrooms, anatomy laboratory and office space. The UI has agreed to a lease option for this 8800 square foot space. When the anatomy facility moves to Idaho WSU will no longer be supporting the financial operations of the anatomy laboratory and the University of Idaho WWAMI Medical Education program

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will be expected to cover these costs (approximately \$250,000 per year). The anatomy lab is planned to be completed and occupied by January 2018.

In addition, this innovative curriculum has a clinical component that requires students to obtain onsite training in clinics and hospitals throughout the Idaho Panhandle. Program vehicles are necessary to facilitate these educational experiences at medical facilities.

Ongoing educational support needs of the Idaho WWAMI program can be met by adding:

Base Funding:

- \$441,000 to currently budgeted base funds which will allow the WWAMI Program to fill current gaps in personnel and meet the needs of the program.
- \$250,000 per year for operating expenses for the Idaho Anatomy Laboratory at Gritman Medical Center is highly necessary in order to deliver the required anatomy courses for the medical degree.
- Travel funds to cover new associate directors and manager travel in the 5 WWAMI state region.

One-Time Funding:

- The requested \$159,600 for 4 ten-passenger vehicles is a one-time request that will fill the infrastructural requirements to deliver this curriculum.

Hiring needs of the new 18-month curriculum will be met by hiring:

- a. Anatomy Lab Manager: Supervises the technical and administrative activities associated with the preparation and disposal of cadavers; maintains departmental necropsy or gross anatomy laboratory, and maintains departmental equipment associated with the gross anatomy laboratory.
- b. Pharmacologist with expertise in pharmacology: Necessary to teach the clinical and biological aspects of pharmaceuticals and contraindications, correlating it with the basic science that is integrated throughout the medical courses.
- c. Associate Director of Curriculum: Necessary to assist in coordinating the academic aspects of the medical curriculum including quality improvements, annual assessment and accreditation. The Associate Director will facilitate evaluations and faculty development, and will provide support to faculty teaching in the new curriculum which has doubled since 2015.

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- d. Associate Director of Medical research: Necessary to provide operational expertise and support for Medical Research initiatives to ensure quality of work and appropriate compliance. In addition, optimizing Medical Research team effectiveness and decision making, facilitate team building and communication. Establishes and maintains professional relationships with key investigators, researchers and academic institutions within the state related to medical research.

- e. Administrative Assistant: Necessary to assist in the additional workload duties generated by the new anatomy lab, and will accommodate the increase in medical student and faculty needs.

- f. IT technical support officer: Monitor and maintain the WWAMI computer systems, and coordinate the distant learning opportunities through the UW School of Medicine. Technician will diagnose hardware and software faults and solve technical and applications problems working with UI ITS Onsite personnel. In addition, they will be responsible in working with the UW School of Medicine Technology Center in scheduling video conferences between all 5 WWAMI states.

- g. Director of Anatomy in Medical Education: Vital to the WWAMI Medical Education Program in organizing and coordinating the new anatomy curriculum and managing all functions of the anatomy facility.

2. What resources are necessary to implement this request?

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

We are requesting 7 new permanent positions to appropriately staff and implement the new UW School of Medicine curriculum.

- 1. Position: Anatomy Lab Manager, \$60,000, 1 FT/FY, BE, date of hire: start FY18
- 2. Position: Assoc. Dir. of Curriculum., \$55,000, .50 PT/AY, BE, date of hire FY18
- 3. Position: Assoc. Dir. of Research, \$55,000, .50 PT/AY, BE, date of hire FY18
- 4. Position: Director of Anatomy, \$72,000, 1 FT/FY, BE, date of hire FY19
- 5. Position: Pharmacologist, \$15,000, .10 PT/FY, date of hire FY18
- 6. Position: IT Support Staff, \$15,000, .25 PT/FY, date of hire FY19
- 7. Position: Administrative Assistant, \$45,000, FT/FY, BE, date of hire FY19

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

Existing human resources will continue to operate in their current capacities, but will be relieved of the additional duties not part of their original job descriptions that

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are currently burdensome. New human resources will be utilized directly for instruction in the new curriculum or for development and maintenance of the program.

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

- Operating funds to support the Anatomy facility. Anatomy Laboratory and Classroom space is being constructed at Gritman Medical Center's new medical building. These operating funds will allow us to teach anatomy to both first and second year students in a state of the art 8800 square foot facility which is approved by the Idaho State Board of Education.

- Travel funds are requested to cover the additional costs of travel to meetings in Boise, Seattle and other WWAMI state events that our new associate directors and managers are required to attend.

- Vehicles are being requested to position the UI WWAMI Medical Education Program to meet the needs of the new 18 month curriculum. In addition to personnel costs, we are asking for 4 ten-passenger vehicles. Program vehicles are necessary to facilitate a safe and educational experience. This innovative curriculum has a clinical component that requires students to obtain onsite training in clinics and hospitals throughout the Idaho Panhandle.

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 \$441,000 personnel funds, \$250,000 operating expenses for anatomy and \$10,000 travel for a total of 701,000 in base funding, plus \$159,600 in one-time funding from state general funds.

Operating funds:

- Personnel: \$441,000
- Faculty travel: \$10,000
- Lease for Anatomy Facility: \$250,000

Capital Outlay:

- Four 10-passenger vans, \$39,900 each or \$159,600 total

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

The primary beneficiaries if this request is granted are the medical students and their future patients, which basically encompasses all of Idaho. The WWAMI

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medical education program is Idaho's state-supported medical school with the mission to train physicians to meet Idaho's healthcare needs. The Idaho WWAMI program has partnerships with hospitals and clinics throughout the state and sends WWAMI students to many rural communities with the goal of increasing interest in rural medicine and primary care. If this request is not funded, Idaho's ability to train highly competent future physicians will be limited. Without this additional line item and one-time capital outlay, the Idaho WWAMI program will likely see attrition of our highly sought-after faculty and staff and we will be limited in our ability to deliver medical anatomy.

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
JUNE 15, 2017**

AGENCY: Health Education Programs

Agency No.: 515

FY 2019 Request

FUNCTION: University of Utah

Function No.:

Page 1_ of 3 Pages

Medical Education Program

Original Submission X or

ACTIVITY: Strategic Initiative

Activity No.:

Revision No. ____

| A: Decision Unit No: 12.01 | | Title: Year 3 Two Additional Seats | | | 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: | | | | | |
| 1. Operating Expenses | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | \$87,600 | | | | \$87,600 |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$87,600 | | | | \$87,600 |

Supports institution/agency and Board strategic plans:

Goal I: A WELL EDUCATED CITIZENRY – Continuously improve access to medical education for individuals of all backgrounds, ages, abilities and economic means.

Objective D: Transition – Improve the ability of the educational system to meet educational needs and allow students to efficiently and effectively transition into the workforce.

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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 third 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 \$87,600 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 third year classes of FY19 and 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.

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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

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

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Health Education Programs

Agency No.: 515

FY 2019 Request

FUNCTION: Graduate Medical
Education

Function No.:

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Original Submission X or
Revision No. ____

ACTIVITY:

Activity 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) | | | | | |
| 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: | \$5,239,000 | | | | \$5,239,000 |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$5,239,000 | | | | \$5,239,000 |

**Idaho State Board of Education
FY 2019 Graduate Medical Education (GME) Program Requests**

Purpose

The purpose of this document is to request support from the Idaho SBOE for continued expansion of GME programs for the state of Idaho. By the introduction of this request early in the SBOE Planning and Budgeting process we hope to help operationalize the SBOE's endorsed Governors Healthcare Workforce Plan that was presented to Governor Otter on December 12, 2016. The number one recommendation in that report was to grow and expand GME programs in Idaho. This plan will be a part of a ten year strategic plan that will be delivered to the SBOE in June of 2018. This particular part of the plan will focus only on the FY 2019 budget request from all currently existing GME Programs in the State of Idaho as well as all new GME programs that are anticipating starting in the FY 2019 time frame.

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Background

Graduate Medical Education is extremely important to the physician workforce in Idaho. Physicians who do residency training in Idaho have a high likelihood of staying to practice in Idaho after residency training. Studies have shown that anywhere from 50%-75% of residents that train in a location will stay within 100 miles of that location compared to 41% retention rates for medical students who remain in the same state where they have attended medical school. Hence, it is important to have multiple residency programs in the state of Idaho to help train the future workforce and to retain physicians in the state. Idaho currently ranks 48th in the United States for the number of residents physicians per capita with only 6.4 resident physicians per 100,000 people. This low ratio of resident physicians to state population places Idaho at 426% below the national median of 27.3 resident physicians per 100,000. This means that Idaho does not have enough training positions within the state necessary to generate the workforce for a rapidly growing state. Additionally, 25% of Idaho physicians are over age 60 and will be retiring in the next decade. Coupled with the fact that Idaho has an increased number of medical school graduates (the State legislature has recently increased the number of Idaho medical students to 40/year in the Idaho WWAMI program and 10/year at the University of Utah, and Idaho College of Osteopathic Medicine is now in the pre-accreditation phase and will graduate 150 medical students per year starting in 2022, creates a situation in which Idaho will lose medical students trained in Idaho after graduation to residency training programs outside of Idaho unless Idaho builds the infrastructure for more GME programs now. It is thus imperative that Idaho must start to build an expansion of the GME infrastructure NOW to provide enough training opportunities to not only retain many of these students in state but to attract other top notched medical school graduates into Idaho to train and retain for Idaho's citizens future healthcare workforce needs.

FY 2019 GME Budget Request

This GME Budget request for FY 2019 will be broken down into three sections. Section one will focus on expansion that will occur in FY 2019. Section two will focus on Maintenance of Current Operations (MCO) that are vital to the sustainability of these GME programs since none of these programs have received MCO funding from the SBOE. Section three will deal with proposed capital expansion requests from the SBOE.

Section One

FY 2019 GME Expansion Requests

The following requests will be listed alphabetically by their sponsoring institution or program name.

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A. Eastern Idaho Regional Medical Center (EIRMC)

The EIRMC plans to start two new residency programs in the state of Idaho in FY 2019. Both programs will be housed in Idaho Falls at the EIRMC.

1. Internal Medicine

EIRMC received Institutional Accreditation from the ACGME in May 2017 to begin sponsoring GME Programs. The first of two programs to be stood up during FY 2019 will be an internal medicine residency program with 10 residents per class. This program will also need support for an internal medicine program director and an internal medicine residency coordinator. Therefore the FY19 request will be for:

| | |
|--|---------------|
| IM Program Director | \$80K |
| IM Residency Coordinator | \$25K |
| Ten IM Residents (\$60K/Resident/Year) | \$600K |
| Total FY 19 Requests | \$705K |

2. Family Medicine

The EIRMC also plans to start a brand new Family Medicine Residency Program with 6 residents per class in FY 2019. This program will also need support for a Program Director and Residency Coordinator. Therefore the FY19 request will be for:

| | |
|--|---------------|
| FM Program Director | \$80K |
| FM Residency Coordinator | \$25K |
| Six FM Residents (\$60K/Resident/Year) | \$360K |
| Total FY 19 Requests | \$465K |

3. Emergency Medicine

The EIRMC also plans to start a brand new Emergency Medicine Residency Program with 8 residents per class for FY 2020. This program will also need Support for a Program Director and Residency Coordinator. Therefore the FY19 request will be for:

| | |
|-----------------------------|---------------|
| EM Program Director | \$80K |
| EM Residency Coordinator | \$25K |
| Total FY 19 Requests | \$105K |

4. General Surgery

The EIRMC also plans to start a brand new General Surgery Residency Program with 3 residents per class for FY 2020. This program will also need

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JUNE 15, 2017

Support for a Program Director and Residency Coordinator. Therefore the FY19 request will be for:

| | |
|-----------------------------|---------------|
| GS Program Director | \$80K |
| GS Residency Coordinator | \$25K |
| Total FY 19 Requests | \$105K |

B. Family Medicine Residency of Idaho (FMRI)

The FMRI has been in continuous operation for 42 years. The FMRI will plan to begin two new programs in the FY 2019 time frame.

1. Magic Valley Family Medicine Residency Rural Training Track

The plan in FY 2019 is to transform this two resident/year Rural Training Track with its first year in Boise and its latter two years in Twin Falls/Jerome Communities into a totally free standing program in the Magic Valley with four residents per class. This will effectively double the size of the program from its existing 6 residents (2-2-2) to 12 residents (4-4-4). Therefore the FY 2019 request will be for:

| | |
|---|---------------|
| FM Program Director | \$80K |
| FM Residency Coordinator | \$25K |
| Four FM Residents (\$60K/Resident/Year) | \$240K |
| Total FY 2019 Request | \$345K |

2. FMRI Pharmacy Residency

The FMRI will be starting up a Pharmacy Residency Program to help create more Residency Trained Pharmacists. Therefore the FY 2019 request will be for:

| | |
|--|--------------|
| Pharmacy Program Director | \$30K |
| Pharmacy Admin Coordinator | \$10K |
| One Pharmacy Resident | \$30K |
| Total FY 2019 FMRI Pharmacy Request | \$70K |

C. Idaho State University (ISU) Family Medicine Residency

The ISU FM Residency Program will have no new FY 2019 requests. They will have future funding requests for expansion but not until FY 2020 and beyond.

D. Kootenai Clinic Family Medicine Residency Program

This six family medicine resident per class is the newest FM residency in Idaho to date. It is now in its third year of operation. The Kootenai Clinic FM Residency Program will have no new FY 2019 requests. They will have future funding requests for expansion but not until FY 2020 and beyond.

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E. University of Utah / ISU Psychiatry Program

The University of Utah in conjunction with ISU is in the process of developing a Psychiatry Program for Eastern Idaho. This would have the first year in Salt Lake City with some rotation time in Pocatello in the first year. All three of the subsequent years will be in Idaho. The Program Director funding has already been funded by the Idaho Legislature. There needs to be an additional Psychologist added in FY 2019 in preparation of the resident's arrival at \$30K. Additionally one full time Psychiatry Residency Coordinator will need to be hired in FY 2019 at our one third funding formula amount of \$25K. The first class of three per class will be recruited starting in FY 2019 with the first class in FY 2020. The newly developing program wants to rotate U of U Psychiatry residents to this site in FY 2019 to help get the rotations worked out. \$25K will help pay for this to occur and set the program up to succeed. Therefore, the University of Utah / ISU Psychiatry Program FY 2019 requests will be for:

| | |
|--|--------------|
| One Psychologist Assistant Professor | \$30K |
| Psychiatry Residency Coordinator | \$25K |
| <u>U of U/ISU Psychiatry Rotations</u> | <u>\$25K</u> |
| Total FY 19 Requests | \$80K |

F. University of Washington Boise Internal Medicine Residency Program

This IM program housed at the Boise VA is the second oldest GME Program in the state with a second year track here in Boise as part of the UW IM Residency since 1977. The program became its own free standing 3-year program in 2014 with all 3 years in Boise. The sponsoring Institution for this program is the UW School of Medicine in Seattle, WA. The UW Program has 4 preliminary year interns and is in the midst of an expansion from 9 categorical residents per class (9-9-9) to 12 categorical residents per class (12-12-12). In FY19, the UW Program will have 4 preliminary interns, 12 categorical interns, and 9 categorical residents in each of the second and third year classes (16-9-9). The FY 18 SBOE funding increase of \$300K will help with this build out. Therefore the University of Washington Boise Internal Medicine Residency Program will have no new FY 2019 expansion requests. There will be additional request in the FY 2020 and FY 2021 to complete the 16-12-12 increase.

G. University of Washington Psychiatry Program

The UW-Psychiatry Program is another partnership program with the UW as the Sponsoring Institution. The first two years are spent in Seattle with the latter two years spent in Boise. This program is supported in part by the UW, Saint Alphonsus, St. Luke's and the Boise VA. The program will start a transition to have all 4 years here in Boise with 4 residents per class (4-4-4). The timeline for this will be for FY 2021. Ultimately the program will build to a 6/6/6/6 program in the future. The program for FY 2019 needs to add a Psychotherapy Director for ACGME Accreditation reasons. Therefore the FY 2019 request will be:

| | |
|-----------------------------------|--------------|
| One Psychotherapy Director | \$25K |
|-----------------------------------|--------------|

H. WICHE Mental Health Program Psychology Internships

Every one of Idaho's 44 counties is considered a Mental Health Professions Shortage Area (HPSA). The Western Interstate Commission for Higher Education (WICHE) has

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

helped other western states build American Psychological Association (APA) accredited psychology internship programs. The funding of \$125K will help establish this accreditation to multiple institutions to distribute across Idaho to help develop these programs.

WICHE Mental Health Program Psychology Internships \$125K

Section Two

FY 2019 Maintenance of Current Operations (MCO) Funding

All of the existing programs are in financial difficulties with the sustainability of their programs as they balance the educational mission they have in training the future workforce and the operational side of their mission in seeing enough patients to help keep their programs doors open.

Data on the cost of training residents shows the cost per resident per year to be \$194,000 at the FMRI. These costs have increased substantially since the SBOE set the state matching amount at \$30K/resident years ago. Costs and expenses have sky rocketed around faculty salaries and benefits, liability insurance, accreditation fees, staff expenses, facilities, EMR's, resident salaries and benefits, to name just a few. Therefore the Idaho Medical Association (IMA) GME Subcommittee believes that \$60K/resident is a more accurate and sustainable payment per resident as an ongoing maintenance of current operations to ensure that our programs don't close or reduce class size at a time of need. That amount would represent approximately 30% of the cost of training a resident in the State of Idaho. The remaining 70% will be picked up by the programs, their sponsoring institutions and the hospitals. Using this methodology for FY 2019 all existing programs in place at this time will need an ongoing re-leveling to help maintain program sustainability and viability. Therefore the requested increase from approximately \$30K to \$60K/resident represents a \$30K increase in base funding per resident. These MCO Funds would be distributed as follows.

- A. **EIRMC**
None. This \$60K/resident is being built into their base funding request.

- B. **FMRI**
With 48 current FM Residents in training @ \$30K/resident enhancement to \$60K/resident this represents \$1,444,000. All new program expansion amounts will contain the \$60K amount so no adjustments will be needed after this. All four recently funded fellowship positions were funded at the \$60K level.

- C. **ISU FM Residency**
ISU FM per resident amount (PRA) has been historically funded at a slightly higher amount (\$35K) than the other GME programs in the state. Therefore a PRA increase of \$25K will help place all GME programs on consistent funding. At 21 residents in training (7/7/7) this would represent a \$525K increase

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- D. Kootenai Clinic FM Residency Program**
With 18 residents in training this would represent a \$540K increase in funding.
- E. UU/ISU Psychiatry Training Program**
No Residents in training. This per resident amount (PRA) will be built into the future funding.
- F. UW Boise IM Program**
This program which is currently on its way from 31 residents to 40 residents is requesting only half of the \$60K PRA amount since half of its program is funded by the VA. Therefore its funding increase needs to be 31 residents x \$15K = \$465,000. The growth from 31 to 40 residents will be accounted for in expansion funds including the initial expansion from 9 to 12 categorical residents in the intern class that was covered with \$300K funding in FY 2018.
- G. UW – Psychiatry Program**
With 8 residents in Boise for years three (four residents) and four (four residents) of their psychiatry training their MOC enhancement should be 8 residents x \$30K or \$240K. Future build outs of the program will be priced at \$60K per resident as the per resident amount (PRA).

Section Three

Capital Requests

The route for presenting capital projects is not through the “line item” request process we have been discussing, but the request process which is coordinated through the Division of Public Works (DPW) and the Governor-appointed Permanent Building Fund Advisory Council (PBFAC). Therefore, there will be no line item Capital requests at this time.

FY19 Budget Request - Summary

- 1. Expansion of GME**
- A. EIRMC
 - 1. Internal Medicine \$705,000
 - 2. Family Medicine \$465,000
 - 3. Emergency Medicine \$105,000
 - 4. General Surgery \$105,000
 - B. FMRI
 - 1. Magic Valley Family Medicine \$345,000
 - 2. Family Medicine Pharmacy Residency \$70,000

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| | | |
|--------------|---------------------------------|--------------------|
| C. | ISU Family Medicine | \$0 |
| D. | Kootenai Clinic Family Medicine | \$0 |
| E. | UU/ISU Psychiatry Program | \$80,000 |
| F. | UW Boise Internal Medicine | \$0 |
| G. | UW Psychiatry Program | \$25,000 |
| H. | WICHE Mental Health Program | \$125,000 |
| Total | | \$2,025,000 |

2. Maintenance of Current Operations (MCO) Funding

| | | |
|--------------|-----------------------|--------------------|
| A. | EIRMC | \$0 |
| B. | FMRI | \$1,444,000 |
| C. | ISU FM Residency | \$525,000 |
| D. | Kootenai Clinic FM | \$540,000 |
| E. | UU/ISU Psychiatry | \$0 |
| F. | UW Boise IM Program | \$465,000 |
| G. | UW Psychiatry Program | \$240,000 |
| Total | | \$3,214,000 |

Grand Total FY 2019 GME Requests

| | |
|-----------------------------------|--------------------|
| Expansion of GME | \$2,025,000 |
| Maintenance of Current Operations | \$3,214,000 |
| Total | \$5,239,000 |

Impact

This comprehensive plan to expand and develop GME in Idaho will create a strategic blueprint in which to develop, grow, and sustain the physician workforce needed to meet the needs of Idaho's citizens for decades to come. The **FY 2019 budget request** to the Idaho State Board of Education for the development of this plan will be **approximately \$5,239,000 over the next year** to get new programs started, existing programs expanded and all current programs sustained. This plan will be followed by a fully developed 10 year strategic plan which will build out new and expanded GME Programs.

The development of this GME vision and infrastructure creation must start today. Idaho must invest NOW to ensure we together build the workforce that Idaho citizens need and deserve for generations to come.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

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

Agency No.: 516

FY 2019 Request

Function No.: 01

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

ACTIVITY: Strategic Initiatives

Activity No.:

| FUR- Wood Utilization in | | | | | |
|---|---|-----------|---------|-------------------------|------------------|
| A: Decision Unit No: 12.01 | Title: Commercial Building Faculty | | | 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 | 31,800 | | | | 31,800 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$120,300 | | | | \$120,300 |
| 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 | \$140,300 | | | | \$140,300 |

Supports institution/agency and Board strategic plans:

Goal 1, Objective A. One objective of FUR, specifically outlined in Idaho Code Title 38 *Forestry, Forest Products and Stumpage Districts*, Chapter 7, 38-707. *Timber Products – Marketing Problems – Investigation and Research* – is ‘investigation of and research into the problems connected with the conversion of wood material into marketable products and the utilization of wood material to the highest economic advantage...’. The Idaho State Board of Education (SBOE) & Higher Education Research Council (HERC) 2016-2020 Strategic Research Plan for Idaho Higher Education comprised 5 strategic elements, of which 3 specific and relatable include: economic development in energy efficiency; natural resource utilization and conservation; and novel materials. A faculty

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hire to address both Idaho State Code and the SBOE Strategic planning to focus on wood materials science, structural engineering and/or architecture through the use of wood products in commercial buildings is proposed to support both institutional and SBOE plans.

Performance Measure: This will be measurable over time as more current and relevant data collection and analysis allows to determine the impact of a faculty hire. Measurable(s) will include, but not limited to, an increase in competitive grants for research in applicable areas, increased enrollment at the undergraduate and graduate levels in relevant degrees including degree production, and total extension and outreach activities by faculty hire.

Goal 1, Objective B: As a land-grant university, our mission includes providing relevant scholarly activity to citizens and industry of the state. In the College, that scholarly activity includes direct impacts to the forest and forest products industries of the state. The U.S. Bureau of Labor Statistics is projecting considerable growth in forest management and products, architectural design, structural engineering, construction and certification, and manufacturing; Idaho must be prepared to meet these demands and achieve a sustainable and energy efficient state-wide business community. Wood building materials such as Cross-Laminated Timber (CLT), Nail-Laminated Timber (NLT), and others are widely used in Europe and Canada; importantly these products, designs, and construction techniques are beginning to be applied the U.S. In the Western U.S. and Canada, efforts are well underway in code, design, and technology to expand the application to mid-size and taller commercial buildings. Idaho is well positioned to experience significant statewide economic growth in this emerging U.S. market: Idaho has a strong wood products industry and has a demonstrated ability to sustainably harvest timber. The College does not currently have a faculty position dedicated to this industry sector/area for growth. A targeted hire to support efforts to increase market share through scholarly activity and outreach and engagement will support economic growth across these sectors.

Performance Measure: This is measurable by market share of wood products in commercial buildings, commercial building permits statewide above 2 stories with wood products as the primarily building material, increases in productivity in existing forest products industry and emerging markets in commercial building products within the state.

Goal 2, Objective A: Through a targeted faculty hire, the College proposes to directly impact economic development in relevant sectors through scholarly activity and information transfer. In 2015, Idaho's forest products industries comprised \$6.0 billion of Idaho's economy representing over 10% of Idaho's total GDP. The U.S Bureau of Labor Statistics (BLS) indicates that Idaho's Architecture and Engineering industry comprise a workforce of 11,800 with a mean wage of \$77,310, and Construction and Extraction Occupations include a state-wide workforce of 30,220. The BLS predicts that the construction industry will be one of the top 15 occupations for economic/job growth between 2014 and 2024 with expected employment growth at 12.7% and a current median income of \$31,090. Architecture and Engineering employment is expected to

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grow by 2.7% in the same time period with a median income of \$75,780. The American Institute of Architects released their semi-annual Consensus Construction Forecast projecting an 8.2% increase in construction spending in 2016. The APA–Engineered Wood Association is forecasting the demand for North American engineered wood products, specifically structural panels, to grow at 31%; all other engineered wood products demand will grow 40-45% over a time period from 2014 to 2018. If Idaho positions itself well in engineered wood products there will be substantial growth across related industries through increased regional, national and global demand for Idaho products and expertise. Moreover, through cooperation with industry, government, and higher education, Idaho can be a leader in energy-efficient commercial building.

Performance Measure: Employment growth in relevant sectors, growth in contribution to Idaho GDP from forest and forest products industries.

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 \$140,300 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.

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JUNE 15, 2017

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.

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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AGENCY: Forest Utilization Research

Agency No.: 516

FY 2019 Request

FUNCTION:

Function No.: 01

Page 1 of 3 Pages

ACTIVITY:

Activity No.:

Original Submission X or

Revision No. ____

| FUR/Rangeland Center – Livestock/Grazing impacts on Idaho Rangelands | | | | | |
|---|--------------------------------|------------------|----------------|-------------------------|------------------|
| A: Decision Unit No: 12.02 | Title: Idaho Rangelands | | | 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 | \$97,900 | | | | \$97,900 |
| TOTAL PERSONNEL COSTS: | \$97,900 | | | | \$97,900 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | \$10,200 | | | | \$10,200 |
| 2. Operating | 35,700 | | | | 35,700 |
| TOTAL OPERATING EXPENDITURES: | \$45,900 | | | | \$45,900 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. VHF transmitters (225@\$165/ea) | \$37,200 | | | | \$37,200 |
| 2. Field Computers and software | 4,000 | | | | 4,000 |
| TOTAL CAPITAL OUTLAY: | \$41,200 | | | | \$41,200 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$185,000 | | | | \$185,000 |

Supports institution/agency and Board strategic plans:

Goal 1, Objective A. Rigorous research is needed to help the state manage the impacts of livestock and grazing on Idaho’s rangelands, including current issues related sage-grouse, and to ensure that land uses are compatible with species such as grouse. This funding would provide funds for field research to examine cattle grazing impacts on species such as sage-grouse and to engage with stakeholders and ranchers throughout Idaho to help ensure that sage-grouse management plans on grazing lands in Idaho are based on good science generated from field studies here in Idaho. Involving stakeholders in research implementation along with identifying management implications and opportunities will increase leveraging of resources, increase support for planning and improve research relevancy. We will conduct the highest quality research and increase relevancy and defensibility of results.

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Performance Measure: This is measurable by an increase in non-FUR dollars acquired through leveraging FUR dollars. This is also measureable by number of partners engaged with and directly impacted by this project.

Goal 2, Objective A: Engaging communities and statewide stakeholders in range and grazing issues is already an educational component of the Rangeland Center, funded by FUR. This further extension of that effort would engage students and young professionals in addressing stakeholder needs, giving real-world experience to our academic programming. Ensuring interaction between young professionals with ranchers and land managers will be essential to this goal.

Performance Measure: This is measureable by the number of students engaged specifically in sage-grouse research and outreach efforts and the number of ranchers and grazing boards engaged in this statewide research effort.

Goal 2, Objective B: Engagement with state agencies including the Office of Species Conservation, Idaho Fish and Game, Idaho Rangeland Resources Commissions, and ranchers is imperative to ensure that research results are relevant to Idaho issues and are trusted by stakeholders that are affected by the results. Partnerships have already been established through the Rangeland Center, but enhancement of these, outreach to new stakeholders and partnerships that specifically tackle a contentious rangeland topic in Idaho will help ensure that Idaho rangeland policies are based on research here in Idaho.

Performance Measure: Stakeholder engagement, number of workshops and number of external partners participating in the project will be the measure.

Description:

Advancing rangeland resource management at the University of Idaho by investing in long-term grazing effects research on sage grouse.

Sage-grouse could be the biggest influencer of rangeland and grazing management in the next decade. Understanding the relationships between grazing and sage-grouse habitat is vital as management decisions are made. A better understanding of this relationship can lead to applicable science across a broad array of impacts of grazing and rangeland management. This funding would provide dollars for research, outreach and education that will be leveraged to acquire non-FUR research dollars to study important economic and land use issues. Funding will provide support for an intensive stakeholder based research projects that includes many Idaho partners and addresses the key policy and management questions related to grazing, sage grouse, and future land use conflicts. The research project involves engagement in two-way communication with ranchers, state and federal land managers along with future ranchers, land management

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professionals, and policy makers while advancing the science as it directly relates to grazing and sage-grouse.

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 \$185,000 to provide salary and fringe funding for two masters and/or Phd level graduate students to serve as primary field researchers, plus travel, operations and capital equipment to support field research to benefit Idaho's rangelands and agricultural communities. The Rangeland Center, as part of FUR, will serve as the primary lead for this activity. The research and subsequent hires of graduate students as field researchers will be led by the Director of the Rangeland Center, with a 30% appointment funded at \$27,022 from base FUR funds annually. The College of Natural Resources provides the remaining salary of the Director of the Rangeland Center through general education appropriations at \$64,269.

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 salary and benefits, including tuition support, for two graduate level students to serve as field researchers. Hiring will begin upon notification of available funding and would be expected to be executed with the beginning of the academic year in which funding is provided.

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 one-time funding of \$41,200 capital outlay for transmitters, field computers and software licensing requirements, and base funding of \$10,200 for travel and \$35,700 for operating.

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 funding will be leveraged for additional funding with established stakeholders as well as for competitive grant awards. We make no assumptions for additional 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?

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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 management decisions. If not funded, the College of Natural Resources will not have the capacity to engage stakeholders and conduct research at the level necessary to properly mitigate community and landowner concern and decision making with relevant research. And if not funded, policy decisions and results of litigation related to grazing management in Idaho may be determined by research conducted outside of Idaho or, worse, by expert opinion from those outside Idaho.

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

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AGENCY: Special Programs
FUNCTION: Idaho Geological Survey
ACTIVITY:

Agency No.: 516
 Function No.: 02
 Activity No.:

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 Original Submission X
 or Revision No.

| A: Decision Unit No: 12.01 | | Title: Geological Publication Editor and Support Staff | | | Priority Ranking 1 of 1 |
|---|----------|---|---------|-------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 1.48 | | | | 18 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$64,300 | | | | \$64,300 |
| 2. Benefits | 33,100 | | | | 33,100 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$97,400 | | | | \$97,400 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. OE Operations | \$2,000 | | | | \$2,000 |
| TOTAL OPERATING EXPENDITURES: | \$2,000 | | | | \$2,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$99,400 | | | | \$99,400 |

Supports institution/agency and Board strategic plans:

Goal 1. Service and Outreach:

Objective 1: Performance Measure: Number of Published Reports on Geology/Hydrology/Geohazards/Mineral & Energy Resources (985 Publications, Maps and Reports cumulative; 15 maps published during 2015).

Benchmark: The number and scope of published reports will be equal to or greater than the number of publications from the preceding year.

Objective 2: Performance Measure: Number of website products used or downloaded. Benchmark: The number of website products used or downloaded will be equal to or greater than the preceding year.

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Goal 3: Education:

Objective 1: Performance Measure: Educational programs for public audiences.
Benchmark: The number of educational presentations will be equal to or greater than the previous year.

Request for .88 FTE Administrative Assistant in Boise office of the Idaho Geological Survey will be in service to both Objectives 1 and 2 in Goal 1 as well as Objective 1 in Goal 3 (listed above).

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 2016 the IGS website had 398,400 visitors and users downloaded 185,635 digital products. The IGS publishes geologic research annually in the form of maps, technical reports, databases and information pertaining to mineral and energy assets in the state that are uploaded as digital products to the agency website for public dissemination. IGS has historically had a technical editor position on staff to assist with this publication effort and interfaces closely with IGS geoscientists to compile, edit and upload agency publications and relevant geologic and geospatial data to the agency website. The editor position at IGS ensures that timely and relevant geologic products, services and information are available to policy makers, the Idaho legislature, heads of state and federal agencies, industry representatives and the public at large on a continual and ongoing basis.

The Idaho Geological Survey will have three specialty geologists including an Economic Geologist, a Geohazards Geologist and a Hydrogeologist operating from our Boise office within the Idaho Water Center by the end of the first quarter of FY 2018. This office suite also has office accommodations for University of Idaho (U of I) Legal Counsel, Casey Inge and has shared office space used by University of Idaho, Vice President (VP) Janet Nelson, Office of Research and Economic Development and IGS Director, Michael Ed Ratchford. A minimum of four IGS and U of I professionals are working full-time from this suite and VP Janet Nelson and Director Michael E. Ratchford use their shared office space to conduct business in Boise on a regular basis. The need for an Administrative Assistant, at a minimum of 6 hours a day, is essential for the efficient operation of a state agency and university personnel that are working from this location.

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. Geological Publication Editor, Moscow Office, University of Idaho
 - i. To improve quality and quantity of IGS publications for public dissemination.

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- ii. Oversees the compilation of all geologic publications and technical reports for public distribution through the agency website.
 - iii. This position is currently allocated at a 0.28 FTE @ \$9,480.00 annually. Current funding is being used to hire temporary, part-time staff for the editing and publishing duties for the IGS but is financially insufficient to address the amount of work flow generated from this agency.
- b. Administrative Assistant, Boise Office, Idaho Water Center, University of Idaho.**
- i. Assist with administrative tasks for IGS and U of I personnel working from this office location. Currently, there is no administrative support to assist these employees on the mission of these units.
- c. Operations Funding: Boise Office**
- i. Funding request for office supplies at the IGS Boise office. Major expenditures will be paper and print heads for large format map plotter for publications and research efforts.

2. What resources are necessary to implement this request?

- a. Utilization of existing 0.28 FTE funded position (PCN 4757) for the Geologic Editor position of IGS. Total existing funding to be utilized is \$9,480.00 for salary and \$5,727.00 for benefits.
- a. Space and furniture is already in place for the Geologic Editor at the IGS office in Moscow, Morrill Hall, University of Idaho.
- b. Space and furniture is already in place for the Administrative Assistant at the IGS office in Boise, Suite 201, Idaho Water Center.
- c. Computers for the Administrative Assistant and Geologic Editor have already been acquired from existing financial resources.

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

- a. Geologic Editor:
\$31,338 for a 0.60 FTE funding to be combined with our existing 0.28 FTE funding of \$9,480 line to create a 0.88 FTE position funded at \$22.30/hr. The \$22.30 per hour wage is a rounded average of the national hourly mean wage and the hourly mean wage for Colleges, Universities and Professional Schools for this position (Bureau of Labor Statics: 19-4099 Life, Physical, and Social Science Technicians, All Other). The addition of a Geologic Editor for the IGS will improve public service by

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enhancing the quality, quantity and availability of IGS publications and make these products and information readily available for download from the agency website. Total request for the Geologic Editor position is a \$31,338 for salary and \$14,548.00 for benefits . Requested Position Total is \$45,886.00. Anticipated hire date is estimated at July 29, 2018.

b. Administrative Assistant:

0.88 FTE for the Administrative Assistant at the Idaho Geological Survey/University of Idaho Boise Office in support of 3 geologists, U of I Legal Counsel, IGS Director and U of I VP Office of Research and Economic Development. The recommended wage for the Administrative Assistant position is \$18.00 per hour (Bureau of Labor Statics: 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive). The \$18.00 per hour wage is a rounded average of the national hourly mean wage and the hourly mean wage for Colleges, Universities and Professional Schools. Position serves as administrative support for IGS and U of I personnel as well as point of contact for public inquiries and sale of agency maps, publications and technical reports. Total request for the Administrative Assistant position is \$32,947.00 for salary and \$18,581.00 for benefits. Requested Position Total is \$51,528.00. Anticipated hire date is estimated at July 29, 2018.

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. IGS is covering all costs that would be considered one-time funding. The personnel funding request will be used for salary and benefits only.
- b. Operations funding request is for Boise office supplies associated with the research and operation of that office.
- c. IGS already houses an Economic Geologist (Dr. Virginia Gillerman) in the Boise Office and the new Geohazards Geologist (Dr. Zach Lifton) will be stationed at this office location beginning June 12, 2017. A job search is currently underway for a vacant Hydrogeologist position for the Boise office of IGS that will focus on groundwater and geothermal energy resources within the state. U of I Legal Counsel, Casey Inge, is also working from the IGS office suite in Boise bringing the total to four full-time employees that a new Administrative Assistant would directly support. The Administrative Assistant will also support Janet Nelson, U of I VP - Office of Research and

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Economic Development, and Michael E. Ratchford, IGS Director, when they are conducting business from that office location.

- d. Currently, IGS research geologists write, edit and review each other's manuscripts, maps and technical reports and are responsible for uploading and publishing the final products to the agency website. A professional Geologic Editor will make it possible to get these publication tasks completed more efficiently and the products made available to the public in a timely manner. By having a Geologic Editor on staff this will permit the research geologists to allocate more time toward geological research, mineral and energy resource identification, geologic hazard identification which pose a threat to human life and infrastructure, and public outreach opportunities.

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. Geologic Editor position request will be of great benefit to the citizens of Idaho by compiling, editing and publishing geologic research projects in a timely manner and in coordination with the geoscientists on staff at the IGS. The vast majority of geologic maps, technical reports and publications will be edited, compiled and uploaded by the Geologic Editor to the IGS website and are available for free download by the public. Currently there are approximately 995 digital products on the agency website for free download.
- b. Administrative Assistant request will benefit the citizens of Idaho by ensuring that services are adequately provided to the employees of the IGS and the U of I and will also provide a common point of communication and dissemination of information between employees and the general public. The Administrative Assistant will also be versed in point-of-sales tasks associated with public inquiries for hard copy geologic maps, technical reports and agency publications.
- c. If these funding requests are not granted then (1) publications and pertinent information for the agency website may not be available in a timely manner without a Geologic Editor and there could be delay in the dissemination of important geologic information that is used by the legislature and state government for policy decisions (2) there is no existing administrative support for the Boise office of the IGS and U of I professional personnel; the lack of funding for an Administrative Assistant for this location will result in poor public services and degraded communication between the legislature and the administration of other state agencies.

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

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
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AGENCY: Special Programs
 FUNCTION: Museum of Natural
 History
 ACTIVITY: Digital Outreach Manager

Agency No.: 513
 Function No.: 3000
 Activity No.:

FY 2019 Request
 Page 1 of 5 Pages
 Original Submission X or
 Revision No. ____

| A: Decision Unit No: 12.01 | | Title: Digital Outreach for IMNH | | | Priority Ranking 1 of 1 |
|--|----------------|---|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 1.00 | | | | 1.00 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$68,000 | | | | \$68,000 |
| 2. Benefits | 27,100 | | | | 27,100 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$95,100 | | | | \$95,100 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | 0 | | | | 0 |
| TOTAL OPERATING EXPENDITURES: | 0 | | | | 0 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation | 0 | | | | 0 |
| TOTAL CAPITAL OUTLAY: | 0 | | | | 0 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$95,100 | | | | \$95,100 |

Supports institution/agency and Board strategic plans:

The Idaho Museum of Natural History was created by State Statute 33-3012. STATE MUSEUM OF NATURAL HISTORY. This statute stated that “there is hereby created and established at Idaho State University a state museum of natural history to be known as the Idaho museum of natural history, where tangible objects and documents reflecting our natural heritage may be collected, preserved, studied, interpreted, and displayed for educational and cultural purposes.”

ISU Goal 1: LEARNING AND DISCOVERY

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Objective 1.1: ISU fosters student learning through teaching, research, and creative activity. Students learn through opportunities that develop their careers, and engage in research and scholarly activities. Faculty are actively engaged in research and creative activities.

The Museum is an institution of both formal and informal education for the State of Idaho.

Objective 1.2: ISU provides high-quality programs at all levels; demonstrates academic excellence at all program levels; technical certificates, undergraduate, graduate, and professional degrees; and postgraduate professional training. Academic programs prepare students for employment or postgraduate study.

Performance Measure 1.2.2: Number of students participating in Career Path Internships

The Museum is a research institution that provides employment for dozens of Career Path Interns each year to engage in novel research and build skills for future careers.

ISU Goal 2: ACCESS AND OPPORTUNITY

Objective 2.3: ISU provides opportunities for students to effectively transition to college, participate in co-curricular programs, and prepare for career success in an increasingly diverse society.

Performance Measure 2.3.1: Number of programs that serve diverse populations

The Museum engages ISU student participation in events and our exhibits attract class visits.

Performance Measure 2.3.6: Number of career path-related opportunities

The Museum is a research institution that provides career path-related employment for dozens of students each year to engage in novel research and build skills for future careers.

ISU Goal 3: LEADERSHIP IN THE HEALTH SCIENCES

Objective 3.3: ISU emphasizes expanded interprofessional experiences through teaching, research, and community partnerships.

The Museum's Idaho Virtualization Lab is working with the Division of Health Sciences in Meridian to develop digital applications for medical training.

ISU Goal 4: COMMUNITY ENGAGEMENT AND IMPACT

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Objective 4.1: Number of community activities and events that meet university and community needs (e.g., CommUniversity, Donor Visits, Continuing Ed, Workforce Training, Health Fairs, Clinics, Community Health Screenings, etc.).

The Museum offers at least 3 monthly educational activities and events open to ISU students, faculty, staff, and the general community.

Performance Measure 4.1.1: Total economic impact of the University

In addition to the 10,000 people and K-12 students who visit the museum each year, our virtual museum and social media presence reaches 180,000 citizens. The Museum adds to the regional economy by attracting out-of-state visitors travelling the I-15 corridor. The regional economic impact of the Museum is significant and has capacity for growth. More than 1.2 million people drive past Pocatello enroute to Yellowstone each year, and the city is well situated to be a waypoint destination for travelers.

Performance Measure 4.1.2: Number of community events held at ISU which involve the community, (e.g., high school and university athletics, cultural events, symposia)

The Museum offers its Discovery Room for community events such as lectures and presentations.

Objective 4.2: ISU collaborate with its local, regional/state, national, and global communities for the mutually beneficial exchange of knowledge and resources to address issues of public concern.

Performance Measure 4.2.1: Number of faculty who volunteer or serve community organizations

Two faculty curators and the Museum Director serve on Chamber, regional tourism and local community boards in Pocatello.

Performance Measure 4.2.2: Number of affiliation agreements, contracts, MOUs, etc. w/ community partners

The Museum contributes substantially to partnerships, including Federal, State and Municipal agencies.

SBOE Goal 1: A WELL EDUCATED CITIZENRY

Objective A: Access – Set policy and advocate for increasing access to Idaho's educational system for all Idahoans, regardless of socioeconomic status, age, or geographic location.

The Museum is an institution of both formal and informal education for the State of Idaho.

SBOE Goal 2: INNOVATION AND ECONOMIC DEVELOPMENT

Objective A: Workforce Readiness – Prepare students to efficiently and effectively enter and succeed in the workforce.

The Museum is a research institution that provides career path-related employment for dozens of students each year to engage in novel research and build skills for future careers.

Questions:

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

We request a Digital Outreach Manager position (1.0 FTE) to realize our goal to reach every student in Idaho with online educational programming and support core curriculum standards from K-12. This will increase the Museum's appropriated salary from 8.2 to 9.2 FTE.

Building on our digital lab's skill to create virtual collections of our fossils and artifacts, the Museum is eager to apply these resources to support the educational needs of the State and expand the Museum's impact beyond our brick-and-mortar facility. Online exhibits and interactive computer graphics (including augmented and virtual reality) provide new tools to engage, teach and inspire youth and the adult public. Investment in this position will increase research potential for external funding through collaboration with ISU faculty as part of Broader Impact requirements for federal grants, and for education research.

This position will leverage existing strengths and computer facilities at the Museum. Currently, only one position in the digital lab is hard-funded for the purpose of managing IT, hardware and software for our collections database. Externally funded projects currently support 3 digital scanning technicians.

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.

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Digital Outreach Manager, 1.0 FTE, full-time, salary \$68,016 + \$27,067 benefits. Date of permanent hire: July 2018.

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

Creation of the Digital Outreach Manager position is part of a restructuring of the digital lab to prioritize the outreach and education mission of the Museum and facilitate research at ISU.

- 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 new Digital Outreach Manager position is an ongoing request. This position will work with Museum staff and ISU faculty and students to create digital content, online resources, interactive exhibits, and digital classroom tools to bring natural history to Idaho audiences. This position will increase the capacity of the Museum and ISU to generate external funding in two ways. First, most Federal grants (NSF, NIH) require investigators to provide “Broader Impact” outreach as part of the deliverables in addition to the research objectives. Through this new position, the Museum will facilitate this outreach deliverable for ISU faculty and make their proposal efforts more competitive. Second, this position provides a new mode for our Museum-led research and development grants in the application of digital media for education.

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

The Idaho Museum of Natural History serves the people of Idaho and visitors traveling the I-15 corridor through Pocatello. In addition to the 10,000 people and K-12 students who visit exhibits each year, our virtual museum and social media presence reaches 180,000 citizens. Not only do we want to increase these numbers, but through digital media we want to increase the engagement and opportunity to learn through Idaho’s natural heritage.

Digital Outreach is the most cost-efficient way to reach a broad audience of students and adults across the State, build a sense of pride in our collective heritage, and to encourage visitation to IMNH and other cultural institutions in Idaho. IMNH is poised to lead this effort and requires dedicated funding to elevate the impact of the Museum in the lives of Idahoans from all parts of the state.

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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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AGENCY: Special Programs Agency No.: 516 FY 2019 Request
 FUNCTION: Idaho Small Business Development Center Function 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) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$44,500 | | \$28,500 | | \$73,000 |
| 2. Benefits | \$4,000 | | \$4,100 | | \$8,100 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$48,500 | | \$32,600 | | \$81,100 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| Travel | \$0 | | \$11,100 | | \$11,100 |
| TOTAL OPERATING EXPENDITURES: | \$0 | | \$11,100 | | \$11,100 |
| CAPITAL OUTLAY by summary object: | | | | | |
| Computers (one-time) | \$3,700 | | \$0 | | \$3,700 |
| TOTAL CAPITAL OUTLAY: | \$3,700 | | \$0 | | \$3,700 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$52,200 | | \$43,700 | | \$95,900 |

Supports institution/agency and Board strategic plans:

Support for the SBOE Strategic Plan FY2017-2021:

This proposal supports Goal 2 of the SBOE Strategic Plan for Innovation and Economic Development. Helping small businesses throughout the state have better access and success with government contracts contributes to economic development and creates continued learning with business owners. It also supports creation and development of new ideas for products and services to create a strong and vibrant business environment for Idaho's graduates to secure employment in Idaho.

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

This proposal supports Goal 4 of Boise State's strategic plan to align with community needs and create mutually beneficial partnerships. Assisting businesses with government contracting brings additional revenue into Idaho and responds to community needs.

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 6 offices hosted by Idaho's colleges and universities. The Procurement Technical Assistance Center (PTAC) has also been providing assistance to businesses on government procurement since 1986. In 2015, the PTAC transitioned from the Idaho Department of Commerce to the Idaho SBDC to complement the services being provided to small businesses.

This request enhances the Idaho SBDC's resources to help small businesses gain access to federal, state and local government contracts through the Idaho (PTAC) program. State funding will support a half-time position located in and covering north and north central Idaho and a half-time position located in and covering eastern and southeastern Idaho. The increased state funds will be used to obtain an increase in federal funds from the Defense Logistics agency. This additional federal funding will support a half-time administrative assistant and a small amount of Regional Directors' salary for supervisory support.

Questions:

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

Currently, statewide PTAC services are delivered from the main Idaho SBDC office at Boise State University with 2 full-time staff and a portion of an administrative person. We are requesting funding to add a half-time PTAC Consultant in northern Idaho and one in eastern Idaho to bring services closer to the businesses in those areas for a total personnel cost of \$49,538. The state funding will allow the Idaho SBDC/PTAC to apply for increased funding from the Defense Logistics Agency (DLA) to provide a minor amount of support for the Regional Directors in the new locations for their supervisory roles, a half-time administrative assistant located in the Boise office to support the PTAC program, and travel for the new PTAC Consultants and Administrative Assistant for a total of \$42,690.

One-time funding from the State is also being requested to provide computer/office setup for the new positions for \$3,600. Office space and supplies will be provided by the Idaho SBDC.

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Greater access to PTAC services will help businesses increase their success in obtaining government contracts and bring additional economic impact to Idaho. The Idaho SBDC and PTAC have proven records of delivering services with an average return on investment of 4:1 for the SBDC and a much higher return on government contracts. In 2016, PTAC clients accessed over \$127 million in prime contracts and sub contracts.

2. What resources are necessary to implement this request?

- 3 new positions
 - PTAC Consultant for north/north central Idaho
 - PTAC Consultant for east/southeast Idaho
 - Administrative assistant located in Boise
- new computers/screens for each new position
- 3 new office spaces
 - 1 provided by the SBDC hosting the north/north central Idaho position
 - 1 provided by the SBDC hosting the eastern Idaho position
 - 1 provided by the Idaho SBDC at Boise State University
- Supervisory/leadership for the 2 new positions located in regional offices outside the Boise area provided by incumbent regional directors

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 2 new half-time positions for a total of \$48,448.

One-time funding is being requested for computers/office setup for three positions – two from additional state funds and one for additional federal funds.

Travel requirements are ongoing and will be funded with the additional federal 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?

Businesses in the North and North Central regions covering 10 counties and businesses in East and Southeast regions covering 16 eastern counties would have services closer to their location. Businesses in those counties would have greater access to a local PTAC consultant who can assist them with state and federal contracting services at no cost to the business.

Currently there are 197 active clients in North and North Central Idaho and 165 in East and Southeast Idaho. We expect this number to increase by 10% the first year. It will also decrease unproductive travel time for the PTAC Manager and

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Consultant in Boise allowing for increased services in Southwest and South Central areas.

If this request is not funded, the businesses in northern and eastern Idaho will still receive PTAC services, however there will be no local dedicated PTAC consultant in the region so support will have to come from the Boise office. This requires additional travel time, results in less face-to-face, and makes it more difficult to stay connected with key partners and referral sources.

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

Attachments:

- Spreadsheet with budget details
- Idaho SBDC economic impact results for 2016

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Special Programs

Agency No.: 516

FY 2019 Request

FUNCTION: Tech Help

Function No.: 08

Page 1 of 3 Pages

ACTIVITY:

Activity No.:

Original Submission X 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) | 2.5 | | | | 2.5 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$209,300 | | | | \$209,300 |
| 2. Benefits | 76,700 | | | | 76,700 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$286,000 | | | | \$286,000 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | \$22,200 | | | | \$22,200 |
| TOTAL OPERATING EXPENDITURES: | \$22,200 | | | | \$22,000 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$308,200 | | | | \$308,200 |

Supports institution/agency and Board strategic plans:

This line item request to add additional manufacturing specialist consultants at TechHelp is in support of:

- Boise State University's College of Business and Economics goal to support economic development through collaboration with public and private organizations.
- Idaho State Board of Education's support of Idaho universities' plans to implement key aspects of [their Core Themes through community outreach activities](#).
- Idaho State BOE objective to prepare students for entering the workforce by providing experiential learning through class projects and internships with businesses.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

- Governor Otter’s “Accelerate Idaho” initiative by empowering business creation, expansion, and innovation through high-quality manufacturing business consulting to advance individuals, elevate industries and strengthen manufacturing communities.
- Idaho Department of Labor’s strategies to help companies train and retain skilled workers by developing registered apprenticeship programs.

Description:

TechHelp has been providing in-plant consulting, training and technical assistance to Idaho’s small and medium sized manufacturers since 1996 from a network of five (5) offices hosted by Idaho’s three state universities. This line item request enhances TechHelp’s resource team to help Idaho businesses grow and prosper by adding two and one half (2.5) FTEs to serve Idaho manufacturers and manufacturing communities. Funding will be distributed between each of the three (3) universities to increase capacity statewide including in rural areas.

As an affiliate of the National Manufacturing Extension Partnership, TechHelp delivers national best practices and best practitioners to Idaho companies. Additional state funding will give TechHelp more capacity and resources to create more value for Idaho manufacturers, processors, and inventors/entrepreneurs, as well as students, universities and state agencies in the following ways:

- Additional staff would give TechHelp the resources to provide more services to underserved areas in North, South, North Central and Eastern Idaho.
- As a partnership of Idaho’s three state universities, TechHelp is a vital bridge between academia and the private sector. Additional funding will allow us to enhance the flow of information, students, professors, resources, business opportunities and more to manufacturers.
- TechHelp will connect more students and companies on real world projects that give students vital work experience and give companies access to critical help. TechHelp student employees and interns have leveraged their work experience to land positions with some of Idaho’s top organizations including Rekluse, Scentsy, House of Design, SGW DesignWorks, as well as Idaho Departments of Commerce, Agriculture, Environmental Quality and Labor.
- As an “extension” of Idaho’s Universities, TechHelp Specialists will increase their availability to any manufacturer anywhere in Idaho. Idaho companies gain access to tools, techniques and expertise not normally available in rural Idaho.
- Additional funding will give TechHelp greater flexibility and capacity to participate with partners like Idaho Departments of Labor, Ag and Commerce as well as universities, community colleges on efforts in support of manufacturing initiatives like the UI Center for Agriculture Food and Environment (CAFÉ), workforce development, and industry associations and alliances.

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?

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

\$308,187 is being requested to add 2.5 FTEs (3.0 FTEs with UI additional contribution – Attachment 2) to the TechHelp Center network. \$285,987 is for salary and fringe and \$22,200 is for travel so that personnel can travel statewide to rural areas and also travel to local and national conferences.

The request is for ongoing funding that would be added to TechHelp base Special Programs 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.

Positions titles are Manufacturing Specialists for three (3) locations, each having statewide responsibilities. All three positions are new benefit-eligible hires. The Boise State University position will be located in Boise; the Idaho State University position will be at an ISU facility in S. Idaho. The UI position, housed at a UI facility, will leverage UI/Ag Extension funding to hire a new full-time position focused on food and dairy processors statewide. All three positions pay grade and terms of service are defined by each university. Anticipated hire dates are August 1, 2018.

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

Existing TechHelp management and administrative resources will support these three new positions with their responsibilities.

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

The request includes \$22,200 in funds (\$7,400 per position) to travel to manufacturing operations, partner meetings, and conferences.

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.).

The UI position, housed at a UI facility, will leverage UI/Ag Extension existing funding to fund half of a new full-time position focused on food and dairy processors statewide.

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 initiative will accelerate expansion of existing manufacturing businesses in Idaho. Small and medium-sized manufacturers are the engine of Idaho's economy, and our focus is on innovative and entrepreneurial companies that want to become globally competitive.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

This increased funding request serves:

- Idaho Manufacturers – The TechHelp team will serve more (i.e., 12 per year) manufacturers across Idaho with one-on-one consulting and technical assistance and more manufacturers (i.e., 25 per year) with manufacturing best practices training, e.g., food safety, lean six sigma greenbelt.
- Manufacturing “Communities” – In partnership with state economic development partners we will serve existing and new regional and statewide industry manufacturing associations and clusters to nurture environments of knowledge sharing, innovation and sustainable growth for manufacturing.

Expected Impacts - The goal of this funding request for TechHelp is to grow Idaho’s economy. Expected annual impacts from this funding increase after the first year of development are:

- 60 jobs created
- \$2.0 million increase in new sales
- \$3.8 million increase in retained sales
- \$1.7 million new investment in manufacturing operations
- \$1.0 million in cost savings
- 12 Manufacturing companies served

If this request is not funded, the increased growth for Idaho’s manufacturers will not be realized.

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

No prior year request.

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

Attachments:

1. Additional Information - TechHelp
2. TechHelp Impact Report, 2016.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

Attachment 1, Additional Information – TechHelp

Scope of the TechHelp Program in Idaho

| Source | Contribution to program | % of total amount | Amount with line item request | % of total amount |
|---|--------------------------------|--------------------------|--------------------------------------|--------------------------|
| NIST Manufacturing Extension Partnership (MEP) | \$640,236 | 37% | 640,236 | 30% |
| Economic Development Administration (EDA) University Center | \$125,000 | 7% | \$125,000 | 5% |
| U.S. Department of Agriculture Rural Business Development Grant | \$20,000 | 1% | \$20,000 | 1% |
| TechHelp Program Income - Company Investment | \$624,500 | 36% | \$664,500 | 31% |
| Idaho Department of Labor - ApprenticeshipIdaho | \$100,000 | 6% | \$100,000 | 5% |
| UI Contributions, TechHelp Food & Dairy Position(s) | \$75,100 | 4% | \$135,850 | 6% |
| State of Idaho | \$166,400 | 9% | \$474,587 | 22% |
| Total | \$1,751,236 | 100% | \$2,160,173 | 100% |

- The line item increase in State of Idaho funding brings the direct State share of the program from 9% of total funding to 22% of total funding.
- 93% of the requested increase (\$308,187) goes to personnel to add capacity for manufacturing business consulting, technical assistance and training available to help businesses start, grow, add jobs, grow sales, and grow the economy.
- 86% of the total program funding is for personnel.
- TechHelp Program Income (\$624,500) and a portion of Host University Contribution (\$15,736) will be used as match to NIST MEP \$640,236 federal grant
- A portion of both State of Idaho (\$65,636) and Host University Contributions (\$59,364) will be used as match on the \$125,000 EDA University Center federal grant.
- The effort spent on administration of the program does not increase: before the line item administration is 13% of total funding for university administration and 15% for TechHelp administration. After the line item increase it is 10% university and 12% TechHelp of total funding.
- The funding would increase TechHelp Full-time Equivalent (FTE) positions from 14 to 17.

Strategic Approach for New State Investment

- **Capacity & Statewide Coverage** - Increase funding enough to add three full-time experienced manufacturing specialists to grow existing manufacturing businesses by providing better one-on-one manufacturer consulting coverage across Idaho. Distribute new state investment in TechHelp to BSU, ISU and UI, i.e., to all areas of the state, to significantly increase consulting capacity.
- **Mfg Impact** - With over 20 years of experience we know that by working directly inside manufacturing businesses that we are able to provide the greatest return. The economic improvements achieved by clients through this type of consulting engagement continues for many years afterwards.
- **Mfg Assoc. & Workforce** - Support existing manufacturing associations and help initiate new associations in regions where none exist. Leverage associations to increase cluster support (e.g., dairy processing, aerospace), to improve talent pipelines by aligning workforce needs of manufacturers with education and training providers' capabilities.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

- **UI Food & Dairy** - Leverage increased state investment in partnership with the UI Ag Extension program to serve more food and dairy processors.
- **University Assets & Students** - The investment is leveraged through Idaho's three state universities to provide manufacturing businesses access to university assets as well as experiential learning for students by working on projects with businesses.

Attachment 2, Impact Report, 2016

Annual Impact to Idaho of the TechHelp Program

| Impact | Amount |
|--------------------------------|----------------|
| Jobs Created and Retained | 342 |
| New Sales | \$96.2 million |
| Retained Sales | \$22.7 million |
| New Investment | \$9.3 million |
| Cost Savings | \$11.8 million |
| Manufacturing Companies Served | 81 |

- The TechHelp Idaho center has a consistent return on investment of over 9:1. For every \$1 invested in the program, client performance returns \$9 to the economy (statistics from NIST Manufacturing Extension Partnership independent survey results conducted annually). Multipliers are not used; only direct reported impact from TechHelp clients reporting on independent surveys.
- After participating in consulting, technical assistance and/or training TechHelp clients are asked to take an independent survey of the economic impact of the work as well as their satisfaction with TechHelp. Each client's information is kept strictly confidential, although a subset of all client's surveyed agree to release part of their results for publication of success stories.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Idaho Public Television
FUNCTION: Idaho Public Television
ACTIVITY: N/A

Agency No.: 520
 Function No.: 01
 Activity No.: N/A

FY 2019 Request
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 Original Submission X or
 Revision No. _____

| A: Decision Unit No: 12.01 | | Title: Personnel Sustainability | | | Priority Ranking 1 of 3 |
|--|----------------|--|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 6.0 | (6.0) | | | 0 |
| PERSONNEL COSTS | | | | | |
| 1. Salaries | \$227,200 | (\$227,200) | | | 0 |
| 2. Benefits | 130,000 | (130,000) | | | 0 |
| TOTAL PERSONNEL COSTS | \$357,200 | (\$357,200) | | | 0 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| TOTAL OPERATING EXPENDITURES | 0 | 0 | | | 0 |
| CAPITAL OUTLAY by summary object: | | | | | |
| TOTAL CAPITAL OUTLAY | 0 | 0 | | | 0 |
| T/B PAYMENTS | | | | | |
| LUMP SUM | | | | | |
| GRAND TOTAL | \$357,200 | (\$357,200) | | | 0 |

Supports institution/agency and Board strategic plans:

Description:

All existing labor is required to fulfill IdahoPTV's mission and performance measures under the State Board of Education.

Fund Shift

This fund shift works to ensure the sustainability of the statewide delivery system that provides a broadcast signal to nearly all regions of the entire state through highly effective funding of administrative and maintenance labor. This request shifts funding and FTPs of existing labor from dedicated funds to the general fund.

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?

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Restructure existing personnel costs. Includes a fund shift of existing FTPs. All funds are currently included in the base in total.

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.

See attached schedule (DFM Template) for details by fund.

This request impacts personnel costs only. No operating or capital expenditures exist with this line item 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.

These personnel costs 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 maintains existing operations and level of service to residents of Idaho. As personnel costs have continued to increase (PERSI, health premiums and CEC), there is a direct impact to operational funding in the absence of new sources of revenue. At the same time, operational expenses continue to increase. These trends continue to widen the gap from a sustainable level of operations.

Fund Shift

This helps ensure the sustainability of the administration and maintenance of the statewide delivery service that provides educational content to nearly every household in Idaho. Idaho Public Television already significantly outperforms its peers in the amount and percentage on non-state funding raised. In addition, funding from the Corporation for Public Broadcasting has been flat or shrinking and is threatened with elimination. Dedicated funds are less predictable, are not increasing, and cannot sufficiently provide for ongoing personnel cost increases.

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
JUNE 15, 2017**

AGENCY: Idaho Public Television
FUNCTION: Idaho Public Television
ACTIVITY: N/A

Agency No.: 520
 Function No.: 01
 Activity No.: N/A

FY 2019 Request
 Page 1 of 4
 Original Submission: X
 Revision No. _____

| A: Decision Unit No: 12.02 | | Title: FCC Engineering Requirements | | | Priority Ranking 2 of 3 |
|---|----------------|--|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 1.00 | | | | 1.00 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$59,600 | | | | \$59,600 |
| 2. Benefits | 26,400 | | | | 26,400 |
| 3. Group Positions | | | | | |
| TOTAL PERSONNEL COSTS: | \$86,000 | | | | \$86,000 |
| 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 | \$91,000 | | | | \$91,000 |

Supports institution/agency and Board strategic plans:

Goal 1 A WELL-EDUCATED CITIZENRY,

Objective 1 Maintain a digital statewide infrastructure in cooperation with public and private entities.

Performance Measure: Number of DTV translators.

- o Benchmark: FY18 – 47
- o Benchmark: FY22 – 47

Objective 3 Operate an efficient statewide delivery/distribution system.

Performance Measure: Total FTE in content delivery and distribution.

- o Benchmark: FY18 – less than 25
- o Benchmark: FY22 – less than 24

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

(established by industry standard)

Description:

Idaho Public Television seeks funding for a new Engineering position to help with the increased workload brought on by the FCC's Spectrum Auction and Repacking process. Over the next several years, Idaho Public Television is being mandated by the FCC to move its KCDT transmitter and 14 or more of its translators to new channels. This required the acquisition and installation of new equipment, as well as all the related engineering and frequency interference studies, permitting, coordination with other site users, etc. This is a massive new undertaking that is above and beyond the capacity of our existing staff. While the cost of the equipment for the KCDT channel change is being covered by the FCC Auction proceeds, the station staffing costs to undertake this is not being covered. Nor are ANY of the costs of changing channels for the translators. This is a new multi-year project.

In addition, the FCC has recently adopted a new television standard ATSC 3.0 that will require updating of nearly all of our broadcast equipment over the next decade or more. This new position will be needed to address these updated standards and the workload involved.

Finally, we anticipate that a number of Idaho Public Television's extremely experienced broadcast engineers will be retiring in the next couple of years, reducing the output and efficiency of the department. We have been able to handle our very robust existing workload because of the staffs many years of experience.

Questions:

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

2. What resources are necessary to implement this request?
 - 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.
Our Director of Technology and Field Engineering technicians will also be working on this project, but the scale of this project is beyond what existing staff can reasonably accomplish.
 - c. List any additional operating funds and capital items needed.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Any capital equipment will be part of our replacement capital budget.

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 position will address the broadcast technology needs of viewers in communities throughout Idaho. The first priority will be to address the area served by KCDT/Coeur d'Alene. The other 14 translators serve small communities including Bonners Ferry, Cottonwood, Julietta, Kellogg, Priest Lake, Salmon, Rexburg, Soda Springs, Garden Valley, Crouch, Hagerman, Valley County and Julietta.

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

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Idaho Public Television
FUNCTION: Idaho Public Television
ACTIVITY: N/A

Agency No.: 520
 Function No.: 01
 Activity No.: N/A

FY 2019 Request
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 Original Submission: X
 Revision No. _____

| A: Decision Unit No: 12.03 | | Title: Educational Outreach | | | Priority Ranking 3 of 3 |
|---|-----------------|------------------------------------|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 1.00 | | | | 1.00 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$59,600 | | | | \$59,600 |
| 2. Benefits | 26,400 | | | | 26,400 |
| 3. Group Positions | | | | | |
| TOTAL PERSONNEL COSTS: | \$86,000 | | | | \$86,000 |
| 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 | \$91,000 | | | | \$91,000 |

Supports institution/agency and Board strategic plans:

SBoE Goal 1, Objective A

Idaho Public Television reaches more than 97% of Idaho households with quality educational content that has a demonstrated impact on educational success in school. In addition, we reach a high percentage of low income and ESL learners through our broadcast and online resources. This new initiative will connect more teachers and learners with local and national content that has a proven track record of improving educational outcomes for preschool and elementary students.

Performance Measure:

Number and location of students and educators served through presentations and workshops, number of educators signing up for Scout/PBS Learning Media resources

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Idaho Public Television Goal 1

A WELL-EDUCATED CITIZENRY - Idaho's P-20 educational system will provide opportunities for individual advancement across Idaho's diverse population.

Objective 2: Nurture and foster collaborative partnerships with other Idaho state entities and educational institutions to provide services to the citizens of Idaho.

Performance Measure:

Number of presentations to schools and other educational institutions and entities

Objective 5: Provide access to IdahoPTV new media content to citizens anywhere in the state, which supports citizen participation and education.

Performance Measure:

Number of students and educators served through presentations and workshops, number of educators signing up for Scout/PBS Learning Media resources, number of visitors to our educational websites.

Objective 6: Broadcast educational programs and provide related resources that serve the needs of Idahoans, which include children, ethnic minorities, learners, and teachers.

Performance Measure:

Number of students and educators served through presentations and workshops, number of educators signing up for Scout/PBS Learning Media resources, number of minorities and low income students served through presentations and workshops.

Description:

Idaho Public Television proposes enhancing our educational outreach efforts with the addition of 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

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

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.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017**

AGENCY: Office of the State Board of Education
 FUNCTION: Vocational Rehabilitation
 ACTIVITY: Basic Grant

Agency No.: 523
 Function No.: 02
 Activity No.: 02

FY 2019 -Request
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 Original Submission X or
 Revision No. ____

| A: Decision Unit No: 12.01 | | Title: Additional Grant and Match Funds | | | Priority Ranking of 1 of 3 |
|--|----------------|--|----------------|--------------|----------------------------|
| 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: | \$250,000 | | \$924,000 | | \$1,174,000 |
| LUMP SUM: | | | | | |
| GRAND TOTAL | | | | | |

Supports institution/agency and Board strategic plans:

Goal 1 Objective 1

Objective: To provide customers with effective job supports including adequate job training to increase employment stability and retention.

Performance Measure: To enhance the level of job preparedness services to all customers.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Description:

Vocational Rehabilitation (VR) is requesting an additional \$250,000 in State funds and \$924,000 in Federal funds to have a sufficient amount of funds available to pay for assessment, training, tools, education, transportation, and other items to assist youth and students with disabilities as well as nonstudents and adults with disabilities prepare for and/or secure employment. The Vocational Rehabilitation program has had significant changes since July 22, 2014 when the Rehabilitation Act of 1973 and its' amendments were reauthorized by the Workforce Innovation and Opportunity Act (WIOA).

WIOA aims:

To increase access to and opportunities for employment, education, training, and support services, particularly for individuals with the greatest barriers to employment, to include individuals with disabilities, to ensure that they can succeed in the labor market.

It places a focus on Pre-Employment Transition Services (Pre-ETS) for students with disabilities, competitive integrated employment for individuals with the most significant disabilities, greater emphasis on business engagement, and enhanced collaboration with core partners to include programs under the Department of Labor (Adult; Dislocated Workers, Youth and Wagner-Peyser) and Career Technical Education (Adult Education and Literacy). This collaboration includes common performance reporting for all of the six core programs.

WIOA has brought great opportunities, but there are challenges. Our challenges are both programmatic as well as fiscal. The Division must develop and implement programs differently than we have historically been required with no additional funds. One significant focus is Pre-Employment Transition Services to students with disabilities. The definition of a student with a disability has three components: An age requirement; education program attendance; and disability. VR is required to shift 15% of its' Title I VR federal fund to the provision of these services to students with disabilities. That equates to approximately \$2.3 million of VR's total allocation. As a result, it will place a limitation on funds available to support services for the non-student and adult population.

Additional fiscal and programmatic changes that impact the VR program include: the implementation of customized employment; supported employment and youth extended services, the cost associated with the infrastructure of the American Job Centers, and increased data requirements and sharing. The impacts will have both a service delivery and personnel resource cost associated.

Furthermore, VR is experiencing approximately a 7% increase in service expenditures annually. The additional funds will be used to meet all the programmatic requirements of WIOA, consequently meeting the student transition requirement as well as the nonstudent and adult population being served in Idaho.

Vocational Rehabilitation is not a welfare program, but a program that provides services to eligible Idahoans with disabilities to assist them in transitioning from unemployment to competitive integrated employment or to maintain employment, dependence to independence. The Vocational Rehabilitation program is a way to self-sufficiency. For

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Federal fiscal year 2016, 84% of VR customers who achieved or maintained employment reported their wages as their primary means of support instead of depending on public support and family support. There was a 506% increase in those customers' wages after receiving IDVR services, demonstrating a positive economic impact on those we serve as well as to the state. Not only does an investment in VR reduce the amount of public support required, it also returns funds to the State of Idaho. Based on Federal Fiscal Year 2016 data it is estimated that a State investment of \$250,000 will return over \$2.3 million in direct sales tax and income tax to the State. That is a return on investment of over \$9 to \$1. Furthermore, it will increase Idaho's other taxes, such as property and gas tax, and reduce the amount of public assistance to those individuals served. This is a good investment for Idaho and unlike many other government programs; it returns more dollars than are invested by the State.

The addition of \$1,174,000 in appropriations will allow Idaho to capture all of the funds allotted to it by the Federal Government. Without the State General Fund match of \$250,000, Idaho will lose \$924,000 in Federal funds set aside for Idaho. As a result of Federal funds being returned by other states that cannot meet their match, Idaho has the opportunity to capture even more Federal funds to assure adequate service delivery to all eligible Idahoans and assist them in moving into the workforce. WIOA's emphasis on helping students with disabilities transition into the workforce will provide a great benefit to Idaho. Currently the average age of a VR customer is 39. Involving those with disabilities at a younger age means that independence for those with disabilities will start earlier and reduce the amount of public assistance needed by them. Transitioning students to the workforce should have an even bigger return on investment to the State of Idaho than mentioned above. The additional funds will not only assist those in need, but will also provide a great return on investment for Idaho.

Questions:

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

IDVR is requesting additional State and Federal funds to be able to meet the program requirements of the Federal Workforce Innovation and Opportunity Act (WIOA). The request is for VR to strategically plan for the increase of service costs as well as the shift in program emphasis as required by Pre-Employment Transition Services and other requirements under WIOA. Without this increase the Division may not be able to meet the requirements of WIOA and the needs of the Vocational Rehabilitation program. If that becomes the case, IDVR will need to adjust how the program operates in Idaho and may not be able to serve all eligible individuals with disabilities who need services. The VR program would need to consider the implementation of an Order of Selection (OOS).

\$250,000 in General Fund and \$924,000 in Federal Fund requests are in the base.

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

None
 - b. Note any existing human resources that will be redirected to this new effort and how existing operations will be impacted.

None
 - c. List any additional operating funds and capital items needed.

None

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

This will allow VR to access all of the Federal funds allocated to the State. Annually, the Federal grant award increases by 1-3%. The \$250,000 in General Fund appropriations will allow Idaho to capture an additional \$924,000 of Federal Funds which will meet the requirements of WIOA and also allow the Division to continue to serve all eligible individuals, without having to implement an Order of Selection. Idaho does not want to remit any portion of its allotment to other states as it did in SY 2018. Furthermore, this will allow VR to capture funds remitted by other states. This will allow Idaho to invest its full Federal allotment of over \$17 million in Idaho; where Idaho will receive a return on the investment. The grant funds are ongoing in subsequent years.

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

This request will allow VR to continue to serve all of our customers without limiting available services. It will allow Idaho to invest its share of this Federal grant in Idaho, where it has been returning in excess of \$9 in sales and State income tax for every \$1 invested by the State. If this request is not funded then IDVR would need to adjust how the program operates in Idaho and may not be able to serve all eligible individuals with disabilities who need services. The VR program would need to consider the implementation of an Order of Selection (OOS).

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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AGENCY: Division of Vocational Rehabilitation

Agency No.: 523

FY 2019 Request

FUNCTION: Vocational Rehabilitation

Function No.: 02

Page ___ of ___ Pages

ACTIVITY: Board approved category

Activity No.:

Original Submission X or

Revision No. ___

| Cost Reimbursement and Ticket to Work Program | | | | | |
|--|----------------|----------------------------|----------------|-------------------------|--------------|
| A: Decision Unit No: 12.02 | | Title: Work Program | | Priority Ranking 2 of 3 | |
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | 1.0 | | | 1.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | | \$38,000 | | | \$38,000 |
| 2. Benefits | | \$21,000 | | | \$21,000 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | | \$59,000 | | | \$59,000 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. | | | | | |
| TOTAL OPERATING EXPENDITURES: | | | | | |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation | | \$2,700 | | | \$2,700 |
| TOTAL CAPITAL OUTLAY: | | \$2,700 | | | \$2,700 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | | \$61,700 | | | \$61,700 |

Supports institution/agency and Board strategic plans:

Goal 1, Objective 2

Objective: The Vocational Rehabilitation program is requesting one (1) Full Time Employee (FTE) to manage a Cost Reimbursement and Ticket to Work program. The (FTE) is identified as a Social Security Reimbursement Coordinator. The personnel costs associated with this position will be funded 100% by Dedicated funds received from the Social Security Administration.

Performance Measure:

The Social Security Reimbursement Coordinator will increase social security reimbursement funds through the ticket to work program. Reimbursed funds will be an additional resource to pay for assessment, training, tools, education, transportation, and other items to assist youth and students with disabilities as well as nonstudents and

BUSINESS AFFAIRS AND HUMAN RESOURCES
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adults with disabilities prepare for and/or secure employment.

Description:

The Vocational Rehabilitation (VR) program is requesting one (1) Full Time Employee (FTE) to manage a Cost Reimbursement and Ticket to Work program and the authority to spend Social Security Administration appropriations in Dedicated Fund 0288 to support the position. The personnel costs associated with this position will be 100% Dedicated funds. Without this self-supporting position, VR will not be able to recoup the full amount of Social Security reimbursements available, and will not be able to pursue to the degree possible the Ticket to Work Program as a potential revenue stream.

Currently the VR program is unable to capture all of the possible Social Security reimbursement funds available from its customers who receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits and who become employed as a result of VR services. Reimbursement funds have varied over the past few years. Proposed changes in the Ticket to Work program would increase the revenue stream available to fund ongoing supports for individuals with the most severe disabilities

The Social Security Administration's Ticket to Work program is a free and voluntary program available to individuals ages 18 through 64 that have a disability and who receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits. The goal of the program is to:

- Offer beneficiaries with disabilities expanded choices when seeking service and supports to enter, re-enter, and/or maintain employment;
- Increase the financial independence and self-sufficiency of beneficiaries with disabilities; and
- Reduce and, whenever possible, eliminate reliance on disability benefits.

Social Security pays State Vocational Rehabilitation (VR) agencies through the VR Cost Reimbursement program for the cost of the service they provide to people receiving (SSDI) and or (SSI) payments based on disability or blindness if certain conditions are met. The services provided by a State VR agency are identified in the Rehabilitation Act of 1973, as amended, and are spelled out in an agreement between the individual with a disability and the VR counselor in an individualized plan for employment.

Currently the VR program is utilizing an Administrative Assistant II to manage the Cost Reimbursement for the Agency. The Cost Reimbursement is only a portion of their required job duties and they are unable to dedicate all of their time to pursue available funds. VR's current strategy is failing to capture all the available reimbursements. In FFY 2016 the current FTE re-worked 57 claims that had originally been denied. As a result of these efforts, an additional \$196,000.00 in revenue was captured, bringing the FFY 2016 Cost Reimbursement total to approximately \$850,000.00.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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Questions:

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

IDVR is requesting one position dedicated to provide planning, coordination, oversight; training and technical assistance needed by IDVR and allied state and local agencies to fully and appropriately implement SSA's Ticket to Work program in Idaho. This position will also monitor and track the Cost Reimbursement program operations in a timely fashion which generates an additional revenue stream for IDVR that is used to assist eligible Idahoans with disabilities to secure, maintain and advance in employment.

\$59,000 in on-going costs as well as \$2,700 in one-time costs are in the base and are funded by a Dedicated fund (0288).

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: Program Specialist Technician

Pay Grade: J

Full-Time

Benefit Eligible

Date of Hire: July 1, 2018

Terms of Service: On-Going Permanent

- 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 and will not affect existing operations.

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

A new desk, chair, PC, and 2 monitors would be needed totaling \$2,700.

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 position would be full time and on-going. It will be funded 100% by SSA cost reimbursement funds.

Over the past four years IDVR has received approximately \$2,689,766.00 of revenue from the Cost Reimbursement program. Currently the existing FTE is failing to capture all of the available reimbursements due to other work assignments. A FTE dedicated to the Cost Reimbursement and Ticket to Work program would enhance the funding

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stream and VR's financial ability to assist eligible Idahoans with disabilities to secure, maintain and advance in employment.

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 funding stream allows the VR program to financially assist eligible Idahoans with disabilities to secure, maintain and advance in employment. If the request is not funded, VR will not recoup the full amount of Social Security reimbursements available.

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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AGENCY: Idaho State Council for the Deaf and Hard of Hearing

FUNCTION: CDHH Administration

ACTIVITY: CDHH

Agency No.: 523

Function No.: 06

Activity No.:

FY 2019 Request

Page 1 of 5 Pages
Original Submission X or

Revision No. ____

| A: Decision Unit No: 12.03 | | Title: Community Outreach | | | Priority Ranking 3 of 3 |
|---|------------------|----------------------------------|----------------|--------------|-------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | 1.00 | | | | 1.0 |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | \$62,200 | | | | \$62,200 |
| 2. Benefits | 26,000 | | | | 26,000 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | \$88,200 | | | | \$88,200 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Travel | \$2,300 | | | | |
| 2. Communication Accommodations | 10,000 1,200 | | | | \$2,300 10,000 |
| 3. Cell Phone | 2,400 | | | | 1,200 |
| 4. Office Lease | | | | | 2,400 |
| TOTAL OPERATING EXPENDITURES: | \$15,900 | | | | \$15,900 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. PC and workstation | \$3,400 | | | | \$3,400 |
| TOTAL CAPITAL OUTLAY: | \$ 3,400 | | | | \$ 3,400 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | \$107,500 | | | | \$107,500 |

Supports institution/agency and Board strategic plans:

Goal 1 Objective 1

To increase the Idaho Council for the Deaf and Hard of Hearing (CDHH) by one (1) additional Full Time Employee (FTE) identified as Communication and Outreach Coordinator in order to increase outreach and education.

Performance Measure:

To increase access and education to all Idahoans to include those who are deaf and hard of hearing.

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Description:

The Idaho Council for the Deaf and Hard of Hearing is requesting an additional one (1) Full Time Employee (FTE) identified as Communication and Outreach Coordinator to assist in meeting their mission

Questions:

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

The Council for the Deaf and Hard of Hearing is requesting one (1) additional Full Time Employee (FTE) identified as Communication and Outreach Coordinator. The Council for the Deaf and Hard of Hearing is a unique state agency following its mission of being "Dedicated to making Idaho a place where persons, of all ages, who are deaf or hard of hearing have an equal opportunity to participate fully as active, productive and independent citizens." Using the formula of 13% provided by the Gallaudet Research Institute, an estimated 203,785 people in Idaho have hearing loss:

| | |
|------------------------------|---------------|
| Total Idaho Population | 1,567,582 |
| Total Hearing Loss | 203,785 (13%) |
| Severe Hearing Loss | 34,486 (2.2%) |
| Profound Hearing Loss (deaf) | 3,448 (.22%) |

Currently, there are only 2 FTE's working for the Council, the Executive Director and an Administrative Assistant. With the establishment of Idaho Sound Beginnings (newborn hearing screening) children who have hearing loss are being identified earlier, baby-boomers are increasing and veterans are returning to civilian life. The aforementioned causes the need for an additional staff member to provide specific functions for the Council. The role of the Communication and Outreach Coordinator would be to increase awareness of the Council's role, services and programs throughout the state of Idaho. Strategies may include developing collaborations with community organizations, staffing exhibit tables at expos, providing training sessions, educating on legal obligations to comply federal and state laws related accessibility and accommodations, developing and disseminating information and resources, and managing external and internal communications.

One-time funds for initial office set up as desk, chair, desktop/laptop computers, monitors, warranties, and docking station is also being requested.

Currently there is no agency staffing for this position and no funding by source is in the base.

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2. What resources are necessary to implement this request?

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

The title of this position is: Communications and Outreach Coordinator

Pay Grade: K

Full Time Status

Full Benefits

Anticipated Date of Hire: July 1, 2018

Terms of Service: NA

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

Existing Human Resources would be redirected to hire candidate. If this position were approved and funded, it would allow the two current staff members to spend 100% of their time on their assigned duties.

Currently the Executive Director and Administrative Assistant are the only staff involved in providing information, workshops, presentations, and everyday operations of the Council. This position would relieve some of the burdens of the current staff to provide the necessary services dictated by Idaho Code Chapter 13, Title 33

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

Additional operating funds:

| | |
|----------------------------------|----------------------|
| Office lease \$200/mo | \$2,400.00 annually |
| Cell Phone | \$1,200.00 annually |
| Overnight travel ~ 10 x ~ 80 | \$ 800.00 annually |
| Per Diem ~ 20 x 33.00 | \$ 660.00 annually |
| Flights ~ 2 @ \$400 | \$ 800.00 annually |
| Communication/accommodation svcs | \$10,000.00 annually |

TOTAL Additional Operating Funds \$15,860.00

Capital Items

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| | |
|---------------------|---------------|
| Desk | \$740.00 |
| Chair | \$570.00 |
| Desktop | \$650.00 |
| Desktop Warranty | \$ 60.00 |
| Laptop | \$970.00 |
| Laptop Warranty | \$100.00 |
| Docking Station | \$160.00 |
| Monitors | \$160.00 Each |
| | |
| Total Capital Funds | \$3,410.00 |

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

| | |
|-----------------|-----------|
| Ongoing request | \$103,655 |
|-----------------|-----------|

| | |
|------------------|-------------|
| One Time request | \$ 3,410.00 |
|------------------|-------------|

All funds will be from General Funds. There are no expectations of additional grant monies or federal monies. There are no external funding available that is in line with the objectives, mission and responsibilities/duties of the Council.

If the request is not funded, CDHH will be unable to fully utilize the collaborative relationship with community organizations, local and state governmental entities, and proactively develop a presence for our Council and the programs and services provided.

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

Idaho policymakers, the legislators, local, state agencies, businesses, and the 203,785 deaf and hard of hearing citizens will be served by this request. We anticipate the population to grow. This request allows for areas that are not currently served by the limited staff of CDHH to be included in the mission of the Council.

It has been over 24 years, since the inception of the Council, without any significant increase in FTE that serves the constituents and/or stakeholders directly. For the past

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two decade the deaf and hard of hearing population grew and assimilated much more deeply into the society more than ever before which demands more information and resources. The current staff finds it very difficult meeting the growing demands.

If this request is not funded, Idaho's deaf and hard of hearing population will continue to be underserved.

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

Request for FTE was presented on our line item last year which was not recommended by the Governor.

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

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BUSINESS AFFAIRS AND HUMAN RESOURCES
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IDAHO STATE UNIVERSITY

SUBJECT

First Amendment to the Joint Operations and Maintenance Agreement between Idaho State University (ISU) and the Joint School District No. 2 (also known as the "West Ada School District").

REFERENCE

| | |
|---------------|--|
| April 2007 | State Board of Education (Board) approved the purchase by ISU of approximately one-third of a building owned by Joint School District No. 2 for \$5,200,000. |
| December 2007 | Joint School District No. 2 and ISU entered into a Master Declaration Agreement to put restrictions on the parties' respective parcels and to include reciprocal easements in favor of each other over the common areas. |
| December 2007 | Joint School District No. 2 and ISU entered into a Joint Operations and Maintenance Agreement for the joint use and maintenance of the property, and the common operation, cleaning, maintenance, repair, replacement, and insurance coverage for the common area. |
| August 2016 | Board approved execution of Ground Lease for ICOM to build its medical education building on the ISU-Meridian campus. |

APPLICABLE STATUTES, RULE OR POLICY

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

BACKGROUND / DISCUSSION

In 2007, ISU purchased part of a building owned by the Joint School District No. 2, (West Ada School District). The parties entered into a Master Declaration Agreement and a Joint Operations Agreement on December 4, 2007. The Joint Operations Agreement governs the maintenance and operation of the common areas of the property.

On September 15, 2016, ISU entered into a Ground Lease with the Idaho College of Osteopathic Medicine (ICOM) for the creation of a college of osteopathic medicine on the ISU-Meridian campus. Under the terms of the Ground Lease, ISU leased 2.8 acres, owned by ISU, for ICOM to build its school and related improvements. The Ground Lease obligates ICOM to abide by both the Master Declaration Agreement and the Joint Operations Agreement.

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ISU and the West Ada School District would like to amend the Joint Operations and Maintenance Agreement to clarify two things:

1. That references in the Joint Operations and Maintenance Agreement to “Building” are to the “shared building jointly occupied by ISU and the West Ada School District; and
2. To provide that ISU will pay the West Ada School District \$5,334 per month to compensate the West Ada School District for the 2.75 acres of common area included in the ICOM Ground Lease within the definition of “Effective Land Area.” Rent under the ICOM Ground Lease is calculated based on the rate of \$0.79 per square foot multiplied by the Effective Land Area. The payment from ISU to the West Ada School District allows the West Ada School District to receive compensation for its share of ICOM’s rent payment attributable to the common area.

IMPACT

ISU will pay a portion of the lease monies received from ICOM to West Ada School District monthly. This payment will increase by 2% each year, which mirrors the annual increase rent ISU will receive from ICOM under the Ground Lease.

ATTACHMENTS

Attachment 1 – First Amendment to the Joint Operations and Maintenance Agreement Page 3

STAFF COMMENTS AND RECOMMENDATIONS

The proposed amendments clarify that references in the Joint Operations and Maintenance Agreement to “Building” are to the building jointly occupied by ISU and the West Ada School District. The proposed amendments also provide for compensation to the West Ada School District for its proportionate share of rent attributable to the inclusion in the ICOM Ground Lease of common area within the area for which ISU receives rent payments from ICOM.

Staff recommends approval.

BOARD ACTION

I move to authorize Idaho State University to enter into the First Amendment to the Joint Operations and Maintenance Agreement as presented in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**FIRST AMENDMENT TO
JOINT OPERATIONS AND MAINTENANCE AGREEMENT**

This First Amendment to Joint Operations and Maintenance Agreement (“Amendment”) is made effective this ____ day of _____, 2017, by and between the Joint School District No. 2, doing business as West Ada School District, an Idaho school district and body politic and corporate of the State of Idaho (“School District”), and Board of Trustees and State Board of Education of Idaho State University (“ISU”). School District and ISU may be collectively referred to as the parties.

RECITALS:

- A. The School District is the owner of certain real property located in the City of Meridian, Ada County, Idaho described in Exhibit “A” attached hereto and incorporated by this reference (the “School District Property”). ISU is the owner of certain real property located in the City of Meridian, Ada County, Idaho described in Exhibit “B” attached hereto and incorporated by this reference (the “ISU Property”). The ISU Property and School District Property are herein collectively referred to as the “Property”.
- B. On December 4, 2007, the School District and ISU entered into a Master Declaration Agreement (the “Declaration”), which encumbers the Property and imposes certain restrictions on the parties’ respective parcels and includes reciprocal easements each in favor of the other covering the Common Area (as defined in the Agreement).
- C. Also on December 4, 2007, the School District and ISU entered into Joint Operations and Maintenance Agreement dated December 4, 2007 (the “Agreement”), which governs the joint use and maintenance of the Property and provides for the common operation, cleaning, maintenance, repair, replacement and insurance of the Common Area.
- D. On September 15, 2016, ISU and the Idaho College of Osteopathic Medicine, LLC, an Idaho limited liability company (“ICOM”) entered into a certain Ground Lease dated September 15, 2016 (the “Lease”), whereby ISU leased a portion of the ISU Property to ICOM as the future location of ICOM’s college of osteopathic medicine building.
- E. In addition to the 2.8 acre portion of the ISU Property leased to ICOM by ISU for the location of a new building, the rent to be paid by ICOM to ISU pursuant to the Lease includes rent for an additional 2.75 acres of the Common Area to account for the proportional inclusion of the Common Area in accordance with the Declaration.
- F. Since the majority of the Common Area is located on the School District Property, the parties desire to amend the Agreement to equitably share the rent revenue received by ISU from ICOM for Common Area usage.

- G. The Declaration also allocates Common Area costs and expenses between the parties based upon the square footage of the common building which is located upon both the ISU Property and School District Property “unless otherwise agreed to in the Joint Operations and Maintenance Agreement.” (Section 2.4 (b) of the Declaration).
- H. Since the Lease allows ICOM to construct a new building on the ISU Property, an amendment to the Agreement is necessary to expand the definition of “Building” in the Agreement to include the ICOM building to enable the parties to appropriately allocate Common Area costs and expenses.

AGREEMENT:

NOW, THEREFORE, for good and valuable consideration, including the above recitals, the receipt and sufficiency of which are hereby acknowledged, the parties hereby amend the Agreement as follows:

- 1. Section 1.2 of Article 1 of the Agreement is deleted in its entirety, and the following Section 1.2 is inserted therefor:

Section 1.2. “Building” means the Shared Building (defined below) and all other buildings at any time hereafter located on the Property, including any additions thereof.

- (a) “Shared Building” means the building located on the Property which is shared by ISU and School District.

- 2. Section 1.4 of Article 1 of the Agreement is deleted in its entirety, and the following Section 1.4 is inserted therefor:

Section 1.4. “Common Areas” shall mean any portion of the Property, including the Improvements thereon, which are used in common by the Owners or maintained in common by the Owners, including but not limited to (a) all roadways within the Property, (b) any landscaping located within the Property, (c) all parking areas within the Property, (d) outside and parking lot lighting and signage within the Property, (e) sidewalks within the Property, (f) the exterior of the Shared Building and the roof, and (g) any Improvements which are restricted to a use or uses beneficial to the Owners in common by reason of requirements imposed upon the Property by governmental entities, including but not limited to the electrical room and the storage room, as depicted on Exhibit “C” attached hereto, regardless of whether such Improvement are located within the Shared Building.

- 3. Section 2.3 of Article 2 of the Agreement is deleted in its entirety, and the following Section 2.3 is inserted therefor:

Section 2.3. Fire Equipment. The School District shall be responsible for insuring that the necessary equipment is accessible for the Meridian Fire Department for the entire Shared Building. ISU shall reimburse the School District, as part of the

Common Assessment, for any and all costs associated therewith, including but not limited to any costs incurred as a result of the School District's inability to properly access the Shared Building in order to maintain the necessary fire equipment. ISU hereby agrees to insure that the fire equipment is in no way obstructed or that the School District's ability to maintain the fire equipment for the Meridian Fire Department is not impaired in any way.

4. Paragraph (d) of Section 4.1 of Article 4 of the Agreement is deleted in its entirety, and the following Paragraph (d) is inserted therefor:

(d) Easement for Parking. ISU and the School District hereby grant and convey to the other a perpetual, non-exclusive easement to use all parking areas presently existing or which may exist in the future on the Property. No Owner may reduce the number of parking stalls on its Parcel if such reduction would impair or affect the use of the other Parcel. Any parking immediately adjacent to an Owner's primary entrance into the Shared Building on that Owner's Parcel shall be primarily for the use of that Owner. The Owners Committee will review parking needs of the Owners, and will agree upon parking rules, as necessary, including but not limited to, reserved and/or priority parking for the respective Owners during specified hours and use of the parking lot during special events.

5. Section 4.3 of Article 4 of the Agreement is deleted in its entirety, and the following Section 4.3 is inserted therefor:

Section 4.3. Rights of Entry. Each Owner shall have a limited right of entry in and upon the exterior of all Improvements located on any Parcel for the purpose of inspecting the same and taking whatever corrective action may be deemed necessary or proper, as may be authorized by the provisions of this Agreement. However, nothing herein shall be construed to impose any obligation upon an Owner to maintain or repair any portion of a Parcel or any Improvement thereon which is to be maintained or repaired by the other Owner. Nothing in this Article shall in any manner limit the right of any Owner to the occupancy and control over the interior of the portion of the Shared Building located upon its Parcel. However, each Owner shall permit access to such Owner's Parcel or Improvements thereon by the other Owner as reasonably necessary, such as in case of any emergency originating on or threatening such Parcel or Improvements, whether or not such Owner is present.

6. Section 4.5 of Article 4 of the Agreement is deleted in its entirety, and the following Section 4.5 is inserted therefor:

Section 4.5. Individual Maintenance Obligations. Each Owner is responsible for all Service Facilities on its Parcel and shall insure that all outdoor refuse collection areas shall be visually screened so not to be Visible from the Street

and no refuse collection areas shall be permitted between a street and the front of each Owner's portion of the Shared Building.

7. Article 5 of the Agreement is deleted in its entirety, and the following Article 5 is inserted therefor:

**ARTICLE 5
SHARED USE OF THE FACILITIES**

The parties hereby agree that the Owners have an interest in sharing the use of the Shared Building. Except as specifically set forth herein or in the Master Declaration Agreement recorded against the Property, an Owner shall be allowed to use the other Owner's portion of the Shared Building by obtaining written approval of the other Owner as to the dates and times of the use and the type of use. The Owner using the other Owner's portion of the Shared Building shall pay to such other Owner the amounts as agreed to in writing by the Owners.

8. Section 7.1 of Article 7 of the Agreement is deleted in its entirety, and the following Section 7.1 is inserted therefor:

Section 7.1. Future Additions to Building. In the event an Owner desires to increase the square footage of any Building located upon the Property, it must provide written notice to the other Owner of such addition thirty (30) days prior to the commencement of such construction. In the event such additions are likely to materially affect, reduce, or impede the use of the Common Areas, the Owner proposing to construct the additional square footage will first obtain the review and approval of the Owners Committee, and such approval will not be unreasonably withheld. All construction must be completed as quickly as possible and must comply with all applicable local, state and federal regulations, rules and ordinances and laws, including but not limited to parking requirements. All staging must be on the Owner's own Parcel and must not inhibit access to the Property and must not unreasonably interfere with the other Owner's use of the Common Area. Any improvements or remodeling to the Shared Building which requires additions, changes or improvements to the Common Area of the Fire Safety System shall be the sole responsibility and cost of the Owner making such additions or improvements. Any and all remodeling, additions or changes made to the Building by an Owner shall comply with all applicable laws, rules and regulations.

9. Paragraph (a) Section 7.3 of Article 7 of the Agreement is deleted in its entirety, and the following Paragraph (a) is inserted therefor:

(a) All work performed in the construction, maintenance, repair, replacement, alteration or expansion of the Building or Common Area improvements located on the Property shall be effected as expeditiously as possible and in such a manner as not to unreasonably interfere, obstruct or delay (i) access to or from the Building, or any part thereof, to or from any public right-of-way, (ii) vehicular parking in that portion of the improved

Common Area located in front of the Shared Building, or (iii) the busing route or delivery of receiving of merchandise by any business on the Property including, without limitation, access to Building. All staging for the construction, maintenance, repair, replacement, alteration or expansion of the Building or Common Area improvements located on the Property including, without limitation, the location of any temporary buildings or construction sheds, the storage of building materials, and the parking of construction vehicles and equipment shall be limited to that portion of the Property approved in writing by the Owners. Unless otherwise specifically stated herein, the person contracting for the performance of such work ("Contracting Party") shall, at its sole cost and expense, promptly repair and restore or cause to be promptly repaired or restored to its prior condition all buildings, improvements, signs, utility lines and Common Area damaged or destroyed in the performance of such work. Any improvements or remodeling to the Shared Building which requires additions, changes or improvements to the Common Area of the Fire Safety System shall be the sole responsibility and cost of the Owner making such additions or improvements.

10. Section 9.7 of Article 9 of the Agreement is deleted in its entirety, and the following Section 9.7 is inserted therefor:

Section 9.7. Limitation on Liability and Remedies. The School District and ISU, as a material part of the consideration to each other and in recognition of the cooperative relationship of the parties and their desire to provide for continued public use and enjoyment of the Property, do hereby agree to the following limitations on each other's liability arising from and as well as the use of the Shared Building and the Property. To the fullest extent permitted by law, both the School District and ISU, on each other's behalf and on behalf of all persons or entities claiming by and through either, agree to limit the liability of the School District and ISU for any claims, losses, costs, damages of any nature whatsoever or claims or expenses from any cause or causes, so that the total aggregate liability of a claim against either the School District or ISU shall not exceed the amount of collectable liability insurance that the School District and ISU are separately required to maintain hereunder be liable to the other Owner for any injury to any person or damage to the Common Areas or any equipment thereon which may be sustained by reason of the negligence of said Owner or of his guests, employees, invitees or tenants, to the extent that any such damage shall not be covered by insurance. The costs incurred by the other Owner as a result of such damage shall be deemed a Special Assessment of such Owner and its Parcel, and shall be subject to levy, enforcement and collection by the other Owner in accordance with the assessment lien procedure provided in this Agreement.

11. The following new Article 10 is added to the Agreement:

ARTICLE 10

SHARING OF REVENUE RECEIVED FOR USE OF COMMON AREA

During the term of ISU's Ground Lease with the Idaho College of Osteopathic Medicine, LLC ("ICOM") dated September 15, 2016 ("Lease"), and any extension thereof, in consideration for revenue received by ISU from ICOM for ICOM's use of Common Area located on School District Property, commencing March 1, 2017 and continuing on the 1st day of each month thereafter, ISU shall pay to School District the sum of \$5,334.00 per month ("Common Area Payment"). This monthly amount was arrived at as follows:

- The portion of the rent payable by ICOM to ISU applicable to the use of the Common Area is \$94,144.00 (2.75 acre Common Area / 5.55 acre Effective Land Area in Lease x \$190,000.00 total annual rent).
- 68% of Property is owned by School District (33.33 total acreage of Property / 22.726 acreage of School District Property)
- $\$94,144 \times .68 = \$64,017.92 / 12 = \$5,334.83$, rounded to \$5,334.00/month.

During the term of the Lease and any extension thereof, the Common Area Payment shall be increased on March 1st of each year by two percent (2%) of the Common Area Payment for the immediately preceding Lease year.

12. **Authority of the Parties.** Each party to this Amendment represents and warrants that the execution, delivery, and performance of this Amendment has been duly authorized by all necessary action of such party and is a valid and binding obligation upon the persons or entity signing this Amendment.

13. **Representation.** This Amendment was initially drafted by the attorney for School District as a matter of convenience only and shall not be construed for or against any party on that account. All parties acknowledge that they have been represented by separate legal counsel.

14. **Agreement to Control.** Except for the changes expressly set forth herein, all terms of the Agreement shall remain in full force and effect. If there is any conflict between the terms of this Amendment and the Agreement, this Amendment shall control.

15. **Counterparts.** This Amendment may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute the same instrument.

[End of text; signature pages follow.]

EXHIBIT "A"

SCHOOL DISTRICT PROPERTY

Lot 1 in Block 1 of Joint No. 2 Subdivision Phase 1, according to the official plat thereof, filed in Book 99 of Plats at Page(s) 12828, records of Ada County, Idaho.

EXHIBIT "B"

ISU PROPERTU

Lot 2 in Block 1 of Joint No. 2 Subdivision Phase 1, according to the official plat thereof, filed in Book 99 of Plats at Page(s) 12828, records of Ada County, Idaho.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

IDAHO STATE UNIVERSITY

SUBJECT

Approval of the Temporary Parking Memorandum of Agreement between West Ada School District (District) and Idaho State University (ISU).

REFERENCE

February 2016

Idaho State Board of Education (Board) approved a Collaborative Affiliation Agreement between ISU and the Idaho College of Osteopathic Medicine (ICOM).

August 2016

Board approved execution of a Ground Lease between ISU and ICOM for ICOM to build its medical education building on the ISU Meridian campus.

APPLICABLE STATUTES, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.I. 2.e.

BACKGROUND / DISCUSSION

On February 25, 2016, in a special meeting of the Board, ISU was authorized to execute the Collaborative Affiliation Agreement between ISU and ICOM for the creation of a college of osteopathic medicine on the ISU-Meridian campus. The Collaborative Affiliation Agreement provides for the execution of a lease between the parties for an initial period of forty (40) years, with the opportunity to extend the lease for two (2) additional (10) year periods. Under the terms of the Ground Lease Agreement between ISU and ICOM, ISU will lease 2.8 acres, owned by ISU, for ICOM to build its school and related improvements.

The construction of the ICOM building necessitates a need for additional ISU parking for faculty, staff, and students. ISU and the District have agreed to a short-term agreement, which allows ISU to park in certain areas of the District staff parking lot as well as in the Jabil Fields parking lot. ISU will maintain these areas, ensure permits are purchased, and issue citations to violators.

ISU will work with the District and ICOM on a long-term resolution that will be presented for approval at a future Board meeting.

IMPACT

This agreement will ensure that both the District faculty, staff, and students and ISU faculty, staff, and students have enough parking spaces during the construction of the ICOM building.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

ATTACHMENTS

Attachment 1 – Temporary Parking MOA

Page 3

Attachment 2 -- Map

Page 5

STAFF COMMENTS AND RECOMMENDATIONS

The proposed Memorandum of Agreement (MOA) - which would provide 110+ additional parking spaces for use by ISU personnel/students during the construction of the ICOM facility—includes a provision that the MOA will be reviewed and modified (if needed) on an annual basis—and that the agreement can be canceled or modified with 60-days' notice. There is not a termination date contained within the MOA.

Staff recommends approval.

BOARD ACTION

I move to authorize Idaho State University to enter into a short-term agreement with West Ada School District as presented in Attachment 1, and to authorize the university to proceed with negotiations on a long-term agreement.

Moved by _____ Seconded by _____ Carried Yes ___ No ___

Memorandum of Agreement

**West Ada School District
and
Idaho State University**

This Memorandum of Agreement (MOA) is made this ____ day of _____, 2017, by and between West Ada School District (WASD) and Idaho State University (ISU). The purpose of the MOA is to present a cooperative agreement for use of parking spaces for ISU faculty, staff and students.

It is understood that this agreement represents a special request initiated by ISU for use of approximately 100 parking spaces in the west portion of the northwest WASD staff parking lot during the construction of the Idaho College of Osteopathic Medicine (ICOM) building. In addition, ISU would utilize all parking spaces in the Jabil Fields parking lot. ISU agrees to provide signage, striping, temporary lighting and maintenance as needed to these designated areas. ISU parking permits will be required and ISU Public Safety will monitor to ensure safety and will issue citations for any violations.

The two parties will annually review and consider modifications to this agreement. This agreement can be canceled or changed by either party with a 60-day notice.

West Ada School District

Idaho State University

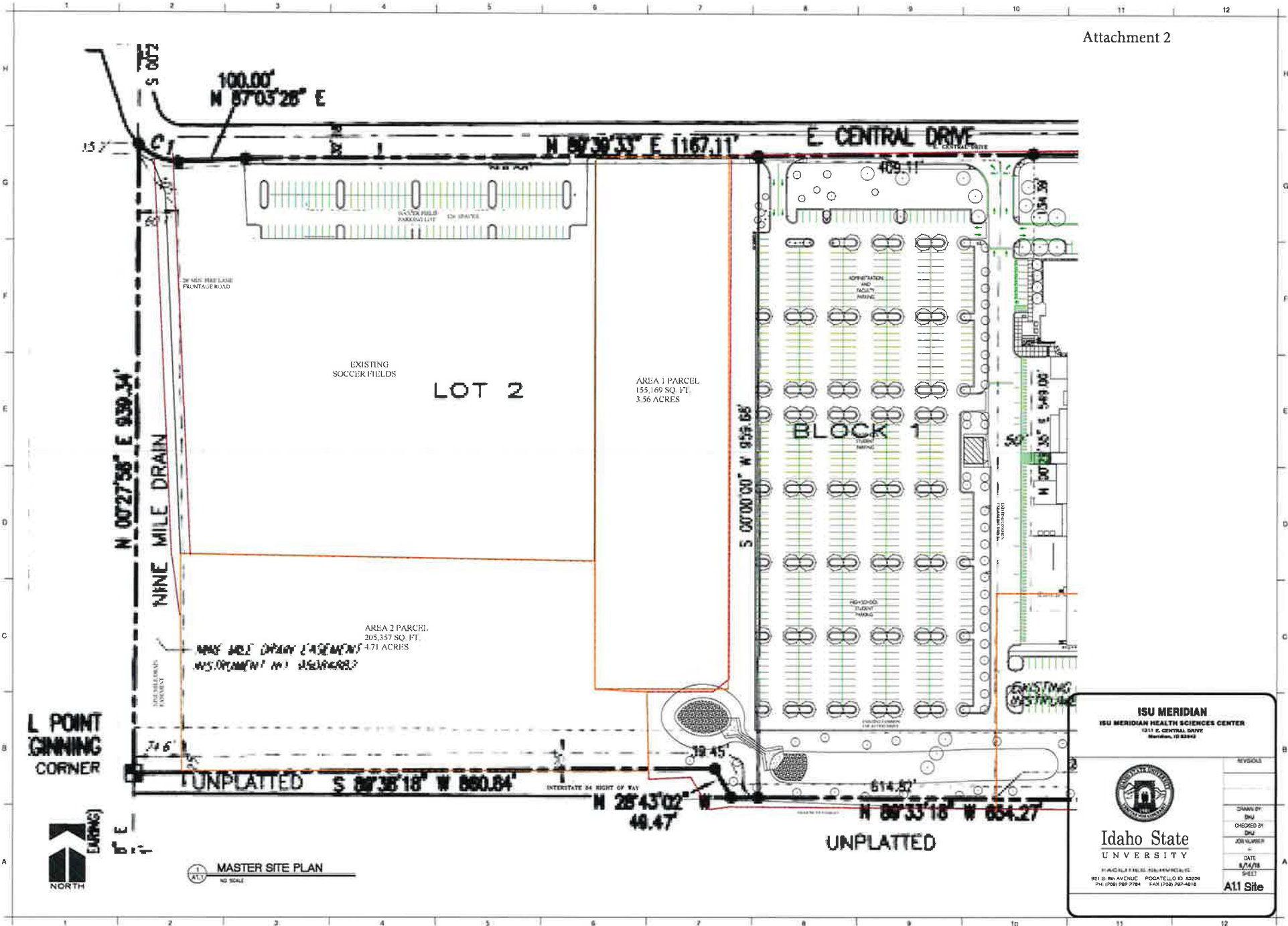
By: _____
Superintendent

By: _____
Vice President for Health Sciences

Date: _____

Date: _____

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

UNIVERSITY OF IDAHO

SUBJECT

Disposal of Regents real property in Latah County, Idaho (Twin Larch).

REFERENCE

April, 2007

Idaho State Board of Education (Board) approved transfer of Twin Larch property from UI Foundation to the University of Idaho.

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND/DISCUSSION

The Twin Larch Property (42 acres of rural property located on the side of Moscow Mountain in Latah County) was originally granted to the University of Idaho Foundation (UI Foundation) in 1996 for the purpose providing the University of Idaho (UI) with a preserve and retreat center. In 2007 the Regents approved transfer of the property from the UI Foundation to the University. This was in conjunction with an agreement between the donor and the UI to have UI invest funds to modify the residence so that it would be more suitable for its proposed use as a retreat center. UI administration proposed taking ownership from the UI Foundation prior to making any capital improvements, and since Regents' approval of the transfer, UI has owned and managed the property as a retreat center in accordance with the donor's specific gift conditions. After making modest improvements to the property and maintaining the relatively remote facility, UI has since concluded the property is not suitable for the donor's intended use.

Upon this determination and in accordance with the donor's specific conditions for disposal, UI administration is proposing to convey the property to another nonprofit entity that is willing to meet the donor's conditions for use, or if no such entity agrees to take the property under those terms, UI will market the property and accept a reasonable offer that will recover UI's modest capital investment in the property and, in accordance with the donor's specific conditions for disposal, UI will then direct the remaining proceeds to another charitable organization that has been specifically identified by the donor.

IMPACT

Twin Larch no longer serves any programmatic purpose for the UI. Its disposal will eliminate caretaking costs and UI anticipates no need to seek alternative facilities to accomplish the specific uses for which it originally accepted the gift.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

ATTACHMENTS

Attachment 1 – Area Photographs

Page 3

STAFF COMMENTS AND RECOMMENDATIONS

The proposed disposal of the (no longer needed) property described herein requires prior Board approval, as required by Board Policy V.I.5.b.iii. on the transfer of any interest in real property under the control of an institution.

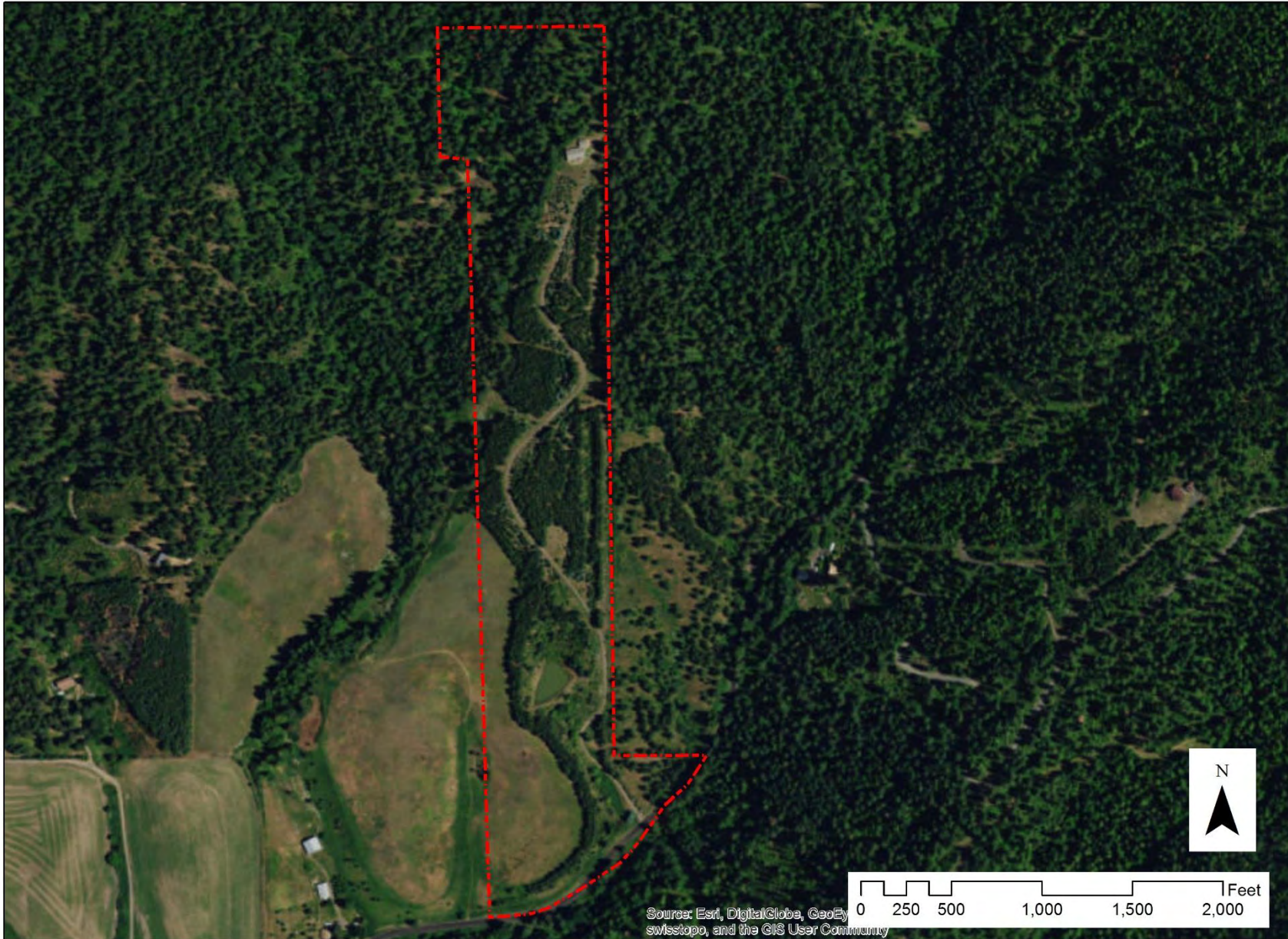
Staff recommends approval.

BOARD ACTION

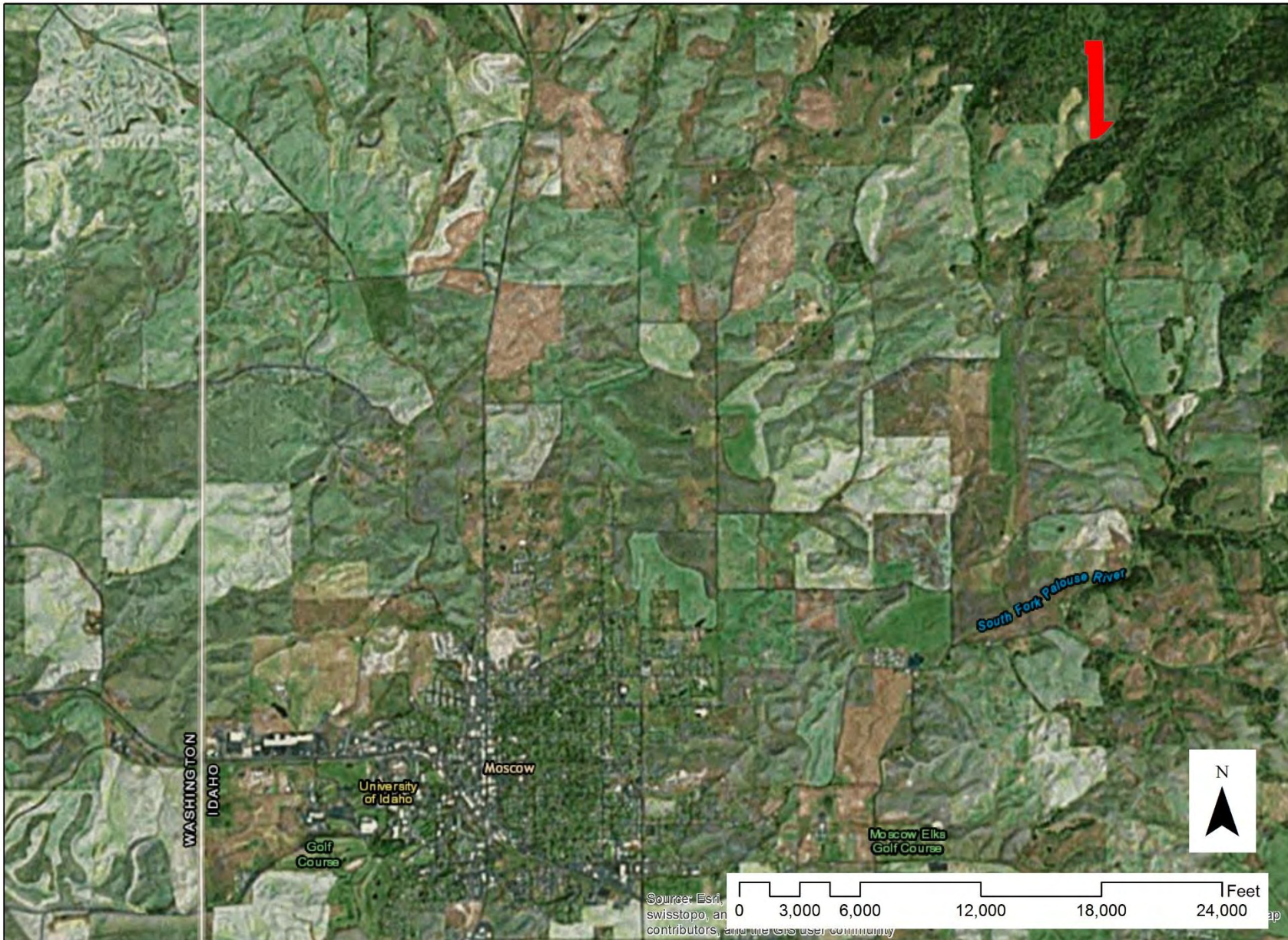
I move to approve the request by the University of Idaho to dispose of the Twin Larch property in accordance with the conditions of the donor, in the manner described in the materials presented to the Board; and further to authorize the Vice President for Infrastructure for the University of Idaho to execute all necessary transaction documents for the conveyance.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

TWIN LARCH PROPERTY



TWIN LARCH PROPERTY



BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

UNIVERSITY OF IDAHO

SUBJECT

Approval of a new Greek Life Program Fee effective fall, 2017

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.R.3.

BACKGROUND/DISCUSSION

The University of Idaho (UI) wishes to establish a Greek Program Fee which will be charged only to students participating in the Fraternity and Sorority Life system. The fee will be charged on a per semester basis in the amount of fifty dollars (\$50) starting fall, 2017. The UI estimates annual revenue from this fee of \$160,000 which will be used specifically for additional staffing and programming within the Greek system. In addition to adding an additional staff person to be a direct support to our students, planned additional programming includes education on hazing, drugs, alcohol, student leadership development, mental wellness, sexual harassment and misconduct, and by-stander intervention.

IMPACT

This new fee will allow for increased student retention, student success, and student access to support at the UI.

STAFF COMMENTS AND RECOMMENDATIONS

Staff confirmed with UI administrators that the proposed fee would apply to all sorority and fraternity members actively participating in the Greek system, including those not living in a fraternity or sorority house during the semester. Administration also confirmed that the proposed fee had been discussed with members of the University's Greek system.

This proposal differs in some respects from the student activity fee proposals normally reviewed and approved by the Board each year in April, and from the "institutional local fees and charges approved by Chief Executive Officer" listed in State Board of Education (Board) Policy V.R.3.c. The proposed fee does not apply to all students (which would place it in the category of student fees approved by the Board in accordance with V.R.3.b.); nor is it one of the categories of fees specifically listed in V.R.3.c (i.e. continuing education fee, course overload fee, special course fees, or processing fees/permits/fines). The Board may wish to consider whether Policy V.R.3.c. should be amended in the future to include president/provost approval authority for other non-course related activities limited to specific users and activities—closing an apparent gap in the wording of the current policy.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

While the proposed Greek activity fee applies only to one segment of the UI student population, the topics listed above for training/education/advising (e.g., drug and alcohol abuse, mental wellness, sexual harassment) are relevant to all members of the university community.

Staff recommends approval.

BOARD ACTION

I move to approve the request by the University of Idaho to establish a Greek Life Fee in the amount of fifty dollars (\$50) per semester, effective fall 2017.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

LEWIS-CLARK STATE COLLEGE

SUBJECT

Planning and Design Approval for the Lewis-Clark State College Career Technical Education Center

REFERENCE

December 26, 2016 The Idaho State Board of Education (Board) approved the revised six-year Capital Budget Request plan for Lewis-Clark State College (LCSC), which included the proposed Career Technical Education Center.

APPLICABLE STATUTE, RULE, OR POLICY

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

BACKGROUND/DISCUSSION

Lewis-Clark State College (LCSC) is requesting Board approval to proceed with planning and design for the Career Technical Education Center project.

LCSC wishes to expand its Career Technical Education (CTE) programs in response to regional industry demands to provide a trained labor force. This opportunity is being presented as a joint effort with the Lewiston School District as they initiate construction of a new high school and Career Technical Education Center that will be adjacent to property owned by LCSC and the City of Lewiston on Warner Avenue in the Lewiston Orchards. The project will be owned and operated separately from the high school but will collaborate with the high school in providing technical education for high school students, as well as the post-secondary population within the region. LCSC wishes to provide a modern building that will house all of its Technical & Industrial (T&I) CTE programs with room for expansion and the flexibility to adjust training programs directed at the regional employers' needs.

Many of the programs have waiting lists and all of the programs are in demand from local industrial companies. Current T&I buildings on the Normal Hill campus cannot accommodate these increases. The proposed new building will provide the needed lab, classroom and office space required to meet anticipated demand. In addition, the building configuration will provide room for expansion and growth as a Career Technical Education Center.

IMPACT

The total project cost is currently estimated to be \$20 million, including design and construction costs, contingency allowances, and fixtures, furniture and equipment (FF&E) estimates. The immediate fiscal impact is the cost of the planning and design phase of the overall project (\$1,550,000).

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

Funding for this project is to be provided through funds appropriated by the Legislature through the Permanent Building Fund and institutional reserves. While LCSC's plan is to supplement those reserves with grants and donations, it is anticipated that LCSC will have capacity to meet the required match to the Permanent Building Fund allocation with institutional reserves.

Overall Project

| ESTIMATED BUDGET: | | FUNDING: | |
|--------------------------------------|----------------------|------------------|----------------------|
| Land | \$ 0 | PBF | \$ 10,000,000 |
| A/E Design Fees | 1,550,000 | Grants/Donations | 2,000,000 |
| Construction | 14,000,000 | Agency Funds | <u>8,000,000</u> |
| 5% Contingency | 700,000 | | |
| Equipment/FF&E | 3,000,000 | | |
| Inflation, Moving Expense & Other | <u>750,000</u> | | |
| Miscellaneous | | | |
| Total | \$ <u>20,000,000</u> | | \$ <u>20,000,000</u> |

ATTACHMENTS

Attachment 1 – Revised Six Year Capital Plan

Page 5

Attachment 2 – DPW Project Budget

Page 7

STAFF COMMENTS AND RECOMMENDATIONS

Institutional funds will be used to cover the estimated \$1.55M design costs for the project. The Permanent Building Fund (PBF) appropriation for FY2018 (S1194) stipulates that the PBF monies appropriated for this project can be expended only after the president of LCSC confirms through an attestation letter to the Division of Public Works that the pledged matching funds for the appropriated \$10M have been confirmed.

Upon successful completion of the planning and design phase, LCSC will be required to return to the Board for approval of the financial plan for the project and for approval to proceed with construction.

Staff recommends approval.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JUNE 15, 2017

BOARD ACTION

I move to approve the request by Lewis-Clark State College to proceed with planning and design for the proposed Career Technical Education Center project at a cost not to exceed \$1,550,000.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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**CAPITAL BUDGET REQUEST
SIX-YEAR PLAN FY 2017 THROUGH FY 2022
CAPITAL IMPROVEMENTS**

AGENCY: **Lewis-Clark State College** [Revised list reflecting addition of New CTE Building]

| PROJECT DESCRIPTION/LOCATION | FY 2017 \$ | FY 2018 \$ | FY 2019 \$ | FY 2020 \$ | FY 2021 \$ | FY 2022 \$ |
|---|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|
| North Idaho Collaborative Building | \$1,000,000 | | | | | |
| Spaulding Hall Renovation | \$4,000,000 | | | | | |
| Living and Learning Complex | | \$17,000,000 | | | | |
| CTE Building | | | \$20,000,000 | | | |
| Administrative Building upgrade | | | | \$3,500,000 | | |
| Workforce Training (WFT) facility replacement | | | | | \$2,500,000 | |
| Physical Plant Workshops/Offices upgrades | | | | | | \$2,000,000 |
| TOTAL | \$5,000,000 | \$17,000,000 | \$20,000,000 | \$3,500,000 | \$2,500,000 | \$2,000,000 |

Agency Head Signature: _____

Date: _____

Revised Six-year Plan Approved December 16, 2016

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| DPW PROJECT BUDGET | | |
|--------------------------------------|--|----------------------|
| PROJECT NUMBER: | 17154 | |
| PROJECT TITLE: | Career Technical Education Center | |
| Construction est. rounded to: | 1000 | trial>> |
| CATEGORY | BUDGET | 20,000,000 |
| 10% A/E Fees 9.50% | | 1,330,000 |
| 5% A/E Reimbursable | | 66,500 |
| Construction Manager | | |
| CM Reimbursable | | |
| Consultant | | 100,000 |
| Consultant Reimbursable | | |
| Testing during const | | 50,000 |
| 70% (CC) Construction Estimate | | 14,000,000 |
| 5% (CO)Contingency & C.O. | | 700,000 |
| Subtotal CC+CO | | 14,700,000 |
| Equipment | | 3,000,000 |
| Miscellaneous 1 Inflation 2% | | 300,000 |
| Miscellaneous 2 Moving | | 50,000 |
| Miscellaneous 3 Utility Connection | | 20,000 |
| Project Contingency | | 336,616 |
| Plan Check | | 16,784 |
| Advertising | | 100 |
| Site Survey | | 15,000 |
| Soil Investigation | | 15,000 |
| TOTAL Budget | | 20,000,000 |

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