TAB	DESCRIPTION	ACTION
1	BOARD POLICY V.J. TRAVEL AND MOVING EXPENSES – FIRST READING	Action Item
2	BOARD POLICY V.U. ENTERTAINMENT RELATED EXPENSES – FIRST READING	Action Item
3	BOARD POLICY V.R. ESTABLISHMENT OF FEES – FIRST READING	Action Item
4	BOISE STATE UNIVERSITY – RENEWAL OF RIGGING AND EVENT SERVICES CONTRACT	Action Item
5	BOISE STATE UNIVERSITY – APPROVAL TO DEFICIT SPEND ATHLETICS BUDGET FY 2027	Action Item
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7	LEWIS-CLARK STATE COLLEGE – HARRIS FIELD TURF PROJECT PLANNING AND DESIGN AUTHORIZATION	Action Item
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9	UNIVERSITY OF IDAHO – P3 CAPITAL IMPROVEMENT APPROVAL ASH HANDLING SYSTEM REPLACEMENT	Action Item
10	UNIVERSITY OF IDAHO – P3 CAPITAL IMPROVEMENT APPROVAL ENERGY PLANT 208V MOTOR CONTROL CENTER UPGRADE	Action Item
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12 IDEAL IDAHO EDUCATION SAVINGS PROGRAM ANNUAL UPDATE Information Item

SUBJECT

Board Policy V.J. Travel and Moving Expenses - First Reading

BACKGROUND

Board Policy V.J. has not been substantively amended since its adoption in December 2008. The current policy is brief and covers only general travel limitations, economic travel, certified airline travel, and a short moving expense provision.

The current policy does not address many contemporary issues including documentation standards, conflict of interest, lodging and room-sharing safety, airfare upgrades, per diem flexibility, personal vehicle use, student and athletic travel, travel premiums, volunteer and job candidate travel, combined personal/business travel, spousal and dependent travel, international travel, and moving expense documentation and tax treatment.

Board staff circulated a draft comprehensive revision of Policy V.J. to institutions for review. The attached draft reflects institutional feedback that has been consolidated and resolved and is presented for first reading.

PROPOSAL

The proposed amendment substantially expands and reorganizes Policy V.J. into General (including new Definitions and Reporting subsections), Travel, and Moving Expenses sections. Key changes include:

Definitions: Adds definitions for Appropriated Funds, Local Funds, Official Station, Sponsored Programs Fund, and Traveler, to bring consistent terminology to the policy.

Reporting: Authorizes the BAHR Committee to require regular reports on travel and moving expenses, with content and frequency determined by the Committee. Current policy contains no Board-level reporting provision.

Record retention: Requires travel and moving documentation to be retained per the institution's records retention schedule, but in no case less than five years.

Fund-based rate flexibility: State travel policy limits and rates apply only when appropriated funds are used; institutions may establish different (potentially higher) limits, rates, and per diem when local or sponsored program funds are used, provided they are applied consistently.

Pre-approval and documentation: Requires pre-approval of all aspects of business travel before expenses are incurred, and requires institution-established documentation sufficient to verify business purpose, even where documentation requirements differ from state policy.

Safety over cost: Establishes that cost-effectiveness and efficiency remain the general standard, but safety must be prioritized over cost in travel decisions — stated as a general principle and repeated specifically for student, athletic, and international travel.

Cancellations and personal gain: Requires travelers to return recoverable amounts (e.g., refunded fares, usable credits or vouchers) within 30 days of a cancelled trip, while clarifying that non-refundable costs are not subject to this requirement; also prohibits travel arrangements that result in personal financial gain to the traveler.

Conflict of interest: Requires travelers to disclose any personal financial interest in vendors, destinations, or arrangements, and bars approval of travel by anyone with a personal financial interest in it.

Lodging — room sharing: New safety provision requiring individual rooms for each non-student traveler; bars employees and volunteers from sharing a room with a student (absent a family relationship), allows a limited, pre-approved exception for unusual circumstances, such as a remote location where the only available lodging is a single-room bunkhouse; provides that a student may never be required to share lodging with an employee or volunteer; clarifies that individuals who are both students and employees (e.g., graduate assistants) may room with other students when traveling primarily as students, but not with a student they supervise, instruct, or evaluate; and bars any adult traveler from sharing a room with an unrelated minor under any circumstances.

Airfare: Limits airfare to the lowest available class of passage (e.g., coach), consistent with State Travel Policy Section 3.K; allows premium economy for segments over six hours with advance Vice President/Dean approval (upgrade cost not payable with appropriated or sponsored program funds); limits seat selection fees to local funds and applies state travel policy to airfare paid with appropriated funds; permits upgrades for documented medical accommodation, and permits employees to personally pay for upgrades either by purchasing the entire flight and seeking reimbursement capped at normal fare, or by paying only the upgrade difference when the institution purchases the allowable fare directly.

Per diem: State per diem rates apply when appropriated or sponsored program funds are used; institutions may permit higher per diem rates with local funds, applied consistently institution-wide.

Personal vehicles: Reimbursement is capped at the lesser of rental cost or mileage; travelers generally are not eligible for mileage if an institutional vehicle was available, subject to safety, practicality, or personal-transportation exceptions; reimbursement for personal trailers, ATVs, snowmachines, watercraft, or planes is not permitted.

Ground transportation: Explicitly allows taxis, rideshares, and public transit, subject to state travel limits.

Student and athletic travel: Requires institution-specific policies for both, allowing deviation from state travel policy. Use of State General Funds and Tuition Funds for athletic travel is subject to the athletics spending limits in Board Policy V.X.2, and documentation must capture the names and purpose of any employees, guests, or volunteers participating in athletic travel.

Travel premiums: Frequent flyer miles and hotel points earned on official travel belong to the traveler; travelers may be reimbursed for redeeming personal travel premiums for institutional travel, capped at the comparable cost of a similar itinerary purchased through normal channels.

Volunteers, job candidates, spousal/dependent, and international travel: Adds dedicated provisions — volunteer and non-employee travel is allowable under the same policies as employees; job candidate travel is limited to state policy limits; spousal/dependent travel is not reimbursable absent a documented business purpose and Vice President/Dean approval (except as provided in a Board-approved employment agreement), with spousal/dependent travel for the chief executive officer requiring Executive Director approval; and all international travel requires Chief Executive Officer or designee approval under institution-specific policies.

Combined personal/business travel: Limits reimbursement to the business-related portion, caps reimbursement at the cost of the most economical direct business-only itinerary when combining personal and business travel increases airfare cost, and requires a cost comparison documenting the difference, consistent with State Travel Policy Section 4.B.

Moving expenses: Requires all moving expense arrangements to be documented in a written agreement retained by the institution's human resources department and requires institutions to advise employees of potential federal and state tax reporting obligations and ensure appropriate tax treatment. Approval shifts from specifically the chief executive officer to "institutional procedures" before the move occurs. The existing exception-approval role for the Executive Director and the annual October 1 report to the Division of Financial Management and Legislative Services Office are retained; the exception provision is clarified to refer to the Executive Director of the Board.

IMPACT

This policy update will create alignment between state, Board, and institutional policies that will significantly reduce administrative burden at the institutions. Institutions will need to adopt or substantially expand implementing policies covering the aforementioned matters.

Any reporting required by the BAHR Committee and the five-year minimum record retention standard will create recurring compliance obligations that do not exist under current policy. The lodging and room-sharing provisions add a new safety standard, particularly relevant to travel involving students and minors, that is not addressed in current policy.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

The attached draft reflects institutional feedback that has been consolidated and resolved with Board staff prior to this first reading, consistent with the process used for the concurrent revision of Policy V.U.

The updated policy language has also been aligned with the approved revisions by the Idaho Board of Examiners on July 1, 2026 regarding the State of Idaho Travel Policy.

These updates were reviewed by the BAHR Committee at its September 30, 2026 meeting.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Proposed Policy V.J. – Travel and Moving Expenses – Redline
Attachment 2 – Proposed Policy V.J. – Travel and Moving Expenses – Clean
Attachment 3 – Current Version Policy V.J. – December 2008

BOARD ACTION

I move to approve the first reading of proposed amendments to Board Policy V.J., Travel and Moving Expenses, as presented in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code § 67-5337
Idaho Division of Human Resources rules for reimbursement of moving expenses
Idaho State Board of Examiners Travel and Moving Expense Policies
Board Policy V.J. Travel and Moving Expenses
Board Policy V.X. Intercollegiate Athletics

REFERENCE

October 2008	Board approved first reading of Policy V.J. – Travel and Moving Expenses
December 2008	Board approved second reading of Policy V.J. – Travel and Moving Expenses.

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: J. Travel and Moving Expenses ~~**December 2008**~~ **December 2026**

1. General

Institutions must adhere to state travel and moving policies and procedures unless explicitly allowed to deviate under this policy. This policy provides additional guidance for implementation of those policies and procedures.

Definitions

a. Appropriated Funds — Any funds appropriated by the Idaho Legislature

b. Local Funds — Institutional funds not subject to state appropriation restrictions.

c. Official Station — The work area or office assigned to an employee on any given business day. Travel originating from the official station is reimbursable; commuting costs to and from the official station are not.

d. Sponsored Programs Fund — Funds provided by an external entity to perform specific research related work. This primarily consists of grants but could include contracted research as well. This includes F&A funds and sponsored program revenue.

e. Traveler — An employee, volunteer, student, or guest traveling on behalf of the institution, regardless of whether the individual is employed or compensated by the institution.

Reporting

Institutions may be required to provide regular reports on travel and moving expenses to the BAHR Committee for review. The content and frequency of reports will be determined by the BAHR Committee.

Record Retention — All documentation supporting travel and moving expense reimbursements must be retained in accordance with the institution's records retention schedule, but in no case less than five (5) years from the date of the expenditure.

2. Travel

a. Institutional Policies

Institutions are required to implement policies and procedures related to travel.

b. General Requirements

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~~Reimbursable travel is restricted to institutional and agency business.~~ i. All travel must be related to institutional business.

ii. State travel policy limits and rates will apply, when travel expenses are paid for with appropriated funds. Institutions may establish different limits and rates for travel expenses paid with local or sponsored program funds, as provided elsewhere in this policy.

~~Reimbursable travel, whether in-state or out-of-state, requires prior approval by the chief executive officer or his or her designee of the institution or agency.~~ iii. All travel must be pre-approved before expenses are incurred. Pre-approvals must include all aspects of a trip that are related to university business travel.

~~All travel must be accomplished in the most economic manner overall, taking into account travel time and expense and office or teaching responsibilities.~~ iv. Institutions are expected to adhere to the principles of cost-effectiveness and efficiency. However, safety must be prioritized over cost when making travel decisions.

v. Institutions must establish procedures for documenting travel expenditures. Specific documentation requirements can differ from requirements found in state travel policies and procedures. However, documentation must be sufficient to verify the business purpose and appropriateness of the trip and all associated expenses.

vi. Institutions can establish travel policies and procedures that are more restrictive than allowed by state or board policies. More restrictive policies and procedures must be applied consistently across the institution.

vii. If travel is cancelled, any recoverable amounts owed to the institution will be returned by the traveler within thirty (30) days of cancellation. Recoverable amounts include travel advances and any other institutional funds paid in connection with the trip that are actually refunded, credited, or otherwise recovered by the institution or traveler (e.g., a refunded fare or a usable travel credit or voucher). Non-refundable costs, such as cancellation fees or non-refundable tickets that cannot be recovered, are not recoverable amounts under this provision.

viii. Travel arrangements must not result in personal financial gain for the traveler beyond allowable reimbursement.

ix. Conflict of Interest — Travelers must disclose any personal financial interest in vendors, destinations, or arrangements selected for institutional travel. Travel may not be approved by an individual who has a personal financial interest in the travel arrangements.

c. Additional Travel Guidance

i. Travel Allotments: For cost control, institutions can utilize institutional travel allotments. Allotment limits must be detailed in institutional travel policies and procedures and must be more restrictive than allowed by state or board policy. Employees shall not be required to travel when institutional travel allotments would require them to incur unreimbursed expenses.

ii. Lodging: Room Sharing — Individual rooms will be reserved for each non-student traveler. Employees and volunteers are not permitted to share a single room or bedroom with a student. An exception is allowed for travelers who have a family relationship. A case-by-case exception may also be approved in advance through institutional procedures when unusual circumstances make separate lodging unavailable. A student may never be required to share lodging with an employee or volunteer. An individual who is both a student and an employee (e.g., a graduate assistant) may share a room with other students when traveling primarily in a student capacity, but may not share a room or bedroom with a student whom the individual supervises, instructs, or evaluates. Under no circumstances, including under the exceptions above, may an adult traveler (employee, volunteer or student) share a room or bedroom with a minor child who does not have a legally recognized family relationship to the traveler.

~~Nonscheduled airline travel by students, or by employees of an institution or agency, must be only by aircraft and airline certified by the Federal Aviation Administration.~~ iii. Airfare: Class of Passage and Upgrades — Airfare is limited to the lowest available class of passage, such as coach or economy, and should be purchased at the earliest reasonable opportunity. If that class is not offered for a given flight segment, the lowest class actually available may be purchased and is not considered an upgrade. For flight segments longer than six hours, an upgrade to premium economy may be approved in advance by the Vice President or equivalent, or Dean, with spending authority over the funds being used; appropriated and sponsored program funds may not be used for the cost of the upgrade above the economy fare. Seat selection fees are allowable when paid with local funds. When appropriated funds are used, class of passage, seat selection, and upgrade fees are governed by state travel policy.

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iv. Airfare — Seat Upgrades for Medical: Airfare upgrades are allowed to accommodate a medical condition. Such upgrades must be approved by the institution's designated office (e.g., human resources or disability services, as determined by the institution) and be associated with documented medical accommodation. As with all travel described in this section, this remains subject to the general requirements in subsection (b), including pre-approval and documentation requirements.

v. Airfare — Personally Paid Upgrades: Employees are permitted to upgrade seats using personal funds under either of the following methods: (1) the employee pays for the entire flight using personal funds and seeks reimbursement for the allowable portion, which is limited to normal airfare allowances; or (2) the institution purchases the allowable airfare directly and the employee personally pays only the difference for the upgrade. When the second method is used, institutional procedures must ensure that no institutional funds are used for the upgrade portion and that any upgrade cost advanced by the institution is repaid by the employee before travel.

vi. Per Diem: State per diem rates will apply to travel covered by appropriated or sponsored program funds. Institutions can permit higher per diem rates when local funds are used. Per diem rates must be established in institutional policy and must be consistent across the institution.

vii. Personal Vehicles: Travelers can choose to use a personal vehicle instead of a rental vehicle or institutional vehicle. However, their allowable expense is limited to the lesser of the cost of the rental or mileage reimbursement.

viii. Personal Vehicles: Travelers who use a personal vehicle instead of an available institutional vehicle are not eligible for mileage, except where the traveler uses a personal vehicle for safety reasons, the personal vehicle is more practical to conduct the travel, or the personal vehicle facilitates personal transportation needs when institutional business is not being conducted. Where an exception applies, reimbursement is limited to the lesser of the cost of the rental vehicle or mileage reimbursement, consistent with paragraph vii above.

ix. Personal Vehicles: Reimbursement for use of personal trailers, ATVs, snowmachines, watercraft, planes, or similar equipment is not permitted.

x. Ground Transportation: The use of taxis, rideshares, and public transit are allowable forms of ground transportation. Fares associated with these modes of travel are allowable and shall adhere to state travel limits.

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d. Student Travel

Student travel has unique requirements and considerations. Institutions are required to establish policies and procedures specific to student travel. Those policies and procedures can differ from state travel policy. Student travel should be cost-effective and efficient, but safety is expected to be prioritized over cost.

e. Athletic Travel

Athletic travel has unique requirements and considerations. Institutions are required to establish policies and procedures related to Athletic travel. Athletic travel policies and procedures can differ from state travel policy. Athletic travel should be cost-effective and efficient, but safety is expected to be prioritized over cost.

Documentation for athletic related travel must capture the names of any employees, guests, or volunteers who participate in athletic travel as well as their purpose for participation.

f. Travel Premiums

Travel premiums and benefits earned through official travel such as frequent flyer miles or hotel points, awarded as the result of official State travel are the property of the traveler. Travelers are permitted to be reimbursed for travel premiums when used for institutional travel. When a traveler redeems personal travel premiums to book official travel and seeks reimbursement, the institution must document a comparable cost — the cost of a similar itinerary purchased through normal channels at the time of booking — and limit reimbursement to that comparable cost.

g. Volunteer and Non-Employee Travel

Travel costs for volunteers or non-employees who perform services for or on behalf of an institution are allowable. Volunteers and non-employees will adhere to travel policies and procedures applicable to employees.

h. Job Candidates

Institutions shall establish policies and procedures related to travel for job candidates. Travel expenses for job candidates are restricted to limits in state policy.

i. Combined Personal and Business Travel

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When personal travel is combined with institutional travel, only the business-related portion of expenses is reimbursable. If combining personal and business travel results in higher airfare cost than a direct business-only itinerary, the institution shall only reimburse the cost of the most economical direct business-only route. The traveler is responsible for any additional cost attributable to personal travel. A cost comparison documenting the difference is required.

j. Spousal and Dependent Travel

Expenses for spouses, dependents, or other companions traveling with an institutional traveler are not reimbursable unless the companion's presence serves a legitimate and documented institutional business purpose and is approved by the Vice President or equivalent, or Dean, with spending authority over funds to be utilized for travel. Spousal or dependent travel specifically provided for in an employment agreement approved by the Board is allowable as provided in that agreement. Spousal or dependent travel for the chief executive officer must be approved in advance by the Executive Director of the State Board of Education or designee.

k. International Travel

All international travel must be approved by the Chief Executive Officer or designee. Institutions will establish policies and procedures specific to international travel. International travel has unique safety and compliance considerations, and those shall be prioritized.

3. Moving Expenses

a. Institutional Policies

~~Each institution and agency must establish a policy and procedures on reimbursement for or payment of moving expenses consistent with policies approved by the State Board of Examiners.~~ Each institution and agency must establish policies and procedures for reimbursement or payment of moving expenses. Institutional policies and procedures must be consistent with moving policies approved by the State Board of Examiners.

b. Approval of Expenses

~~Reimbursement for or payment of moving expenses requires approval by the chief executive officer before the move and must be consistent with the policy approved~~

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~~by the Board.~~ Reimbursement for or payment of moving expenses requires approval through institutional procedures before the move occurs.

c. Exceptions

Exceptions to the maximum reimbursement, as specified in Idaho Code 67-5337 and any rules for the reimbursement of moving expenses promulgated by the Idaho Division of Human Resources, must be approved in advance by the Executive Director ~~of the institution~~ of the State Board of Education or designee.

d. Written Agreement

All moving expenses shall be documented in a written agreement between the institution and the employee. Written agreements shall be retained in the institution's human resource department.

e. Tax Reporting

Institutions shall advise employees that moving expense reimbursements may be subject to federal and state income tax reporting requirements. Institutions are responsible for ensuring appropriate tax treatment and reporting of moving expense payments in accordance with state and federal tax law and regulations.

f. Reports

Annual reports of all moving expense reimbursements must be reported on each October 1 to the Division of Financial Management and Legislative Services Office.

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GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: J. Travel and Moving Expenses **December 2026**

1. General

Institutions must adhere to state travel and moving policies and procedures unless explicitly allowed to deviate under this policy. This policy provides additional guidance for implementation of those policies and procedures.

Definitions

a. Appropriated Funds — Any funds appropriated by the Idaho Legislature

b. Local Funds — Institutional funds not subject to state appropriation restrictions.

c. Official Station — The work area or office assigned to an employee on any given business day. Travel originating from the official station is reimbursable; commuting costs to and from the official station are not.

d. Sponsored Programs Fund — Funds provided by an external entity to perform specific research related work. This primarily consists of grants but could include contracted research as well. This includes F&A funds and sponsored program revenue.

e. Traveler — An employee, volunteer, student, or guest traveling on behalf of the institution, regardless of whether the individual is employed or compensated by the institution.

Reporting

Institutions may be required to provide regular reports on travel and moving expenses to the BAHR Committee for review. The content and frequency of reports will be determined by the BAHR Committee.

Record Retention — All documentation supporting travel and moving expense reimbursements must be retained in accordance with the institution's records retention schedule, but in no case less than five (5) years from the date of the expenditure.

2. Travel

a. Institutional Policies

Institutions are required to implement policies and procedures related to travel.

b. General Requirements

i. All travel must be related to institutional business.

ii. State travel policy limits and rates will apply, when travel expenses are paid for with appropriated funds. Institutions may establish different limits and rates for travel expenses paid with local or sponsored program funds, as provided elsewhere in this policy.

iii. All travel must be pre-approved before expenses are incurred. Pre-approvals must include all aspects of a trip that are related to university business travel.

iv. Institutions are expected to adhere to the principles of cost-effectiveness and efficiency. However, safety must be prioritized over cost when making travel decisions.

v. Institutions must establish procedures for documenting travel expenditures. Specific documentation requirements can differ from requirements found in state travel policies and procedures. However, documentation must be sufficient to verify the business purpose and appropriateness of the trip and all associated expenses.

vi. Institutions can establish travel policies and procedures that are more restrictive than allowed by state or board policies. More restrictive policies and procedures must be applied consistently across the institution.

vii. If travel is cancelled, any recoverable amounts owed to the institution will be returned by the traveler within thirty (30) days of cancellation. Recoverable amounts include travel advances and any other institutional funds paid in connection with the trip that are actually refunded, credited, or otherwise recovered by the institution or traveler (e.g., a refunded fare or a usable travel credit or voucher). Non-refundable costs, such as cancellation fees or non-refundable tickets that cannot be recovered, are not recoverable amounts under this provision.

viii. Travel arrangements must not result in personal financial gain for the traveler beyond allowable reimbursement.

ix. Conflict of Interest — Travelers must disclose any personal financial interest in vendors, destinations, or arrangements selected for institutional travel. Travel may not be approved by an individual who has a personal financial interest in the travel arrangements.

c. Additional Travel Guidance

i. Travel Allotments: For cost control, institutions can utilize institutional travel allotments. Allotment limits must be detailed in institutional travel policies and procedures and must be more restrictive than allowed by state or board policy.

Employees shall not be required to travel when institutional travel allotments would require them to incur unreimbursed expenses.

ii. Lodging: Room Sharing — Individual rooms will be reserved for each non-student traveler. Employees and volunteers are not permitted to share a single room or bedroom with a student. An exception is allowed for travelers who have a family relationship. A limited exception may also be approved in advance through institutional procedures when unusual circumstances make separate lodging unavailable, such as when employees accompany students to a remote location where the only available lodging is a single-room bunkhouse or similar shared facility. A student may never be required to share lodging with an employee or volunteer. An individual who is both a student and an employee (e.g., a graduate assistant) may share a room with other students when traveling primarily in a student capacity, but may not share a room or bedroom with a student whom the individual supervises, instructs, or evaluates. Under no circumstances, including under the exceptions above, may an adult traveler (employee, volunteer or student) share a room or bedroom with a minor child who does not have a legally recognized family relationship to the traveler.

iii. Airfare: Class of Passage and Upgrades — Airfare is limited to the lowest available class of passage, such as coach or economy, and should be purchased at the earliest reasonable opportunity. If that class is not offered for a given flight segment, the lowest class actually available may be purchased and is not considered an upgrade. For flight segments longer than six hours, an upgrade to premium economy may be approved in advance by the Vice President or equivalent, or Dean, with spending authority over the funds being used; appropriated and sponsored program funds may not be used for the cost of the upgrade above the economy fare. Seat selection fees are allowable when paid with local funds. When appropriated funds are used, class of passage, seat selection, and upgrade fees are governed by state travel policy.

iv. Airfare — Seat Upgrades for Medical: Airfare upgrades are allowed to accommodate a medical condition. Such upgrades must be approved by the institution's designated office (e.g., human resources or disability services, as determined by the institution) and be associated with documented medical accommodation. As with all travel described in this section, this remains subject to the general requirements in subsection (b), including pre-approval and documentation requirements.

v. Airfare — Personally Paid Upgrades: Employees are permitted to upgrade seats using personal funds under either of the following methods: (1) the employee pays for the entire flight using personal funds and seeks reimbursement for the allowable portion, which is limited to normal airfare allowances; or (2) the institution purchases the allowable airfare directly and the

employee personally pays only the difference for the upgrade. When the second method is used, institutional procedures must ensure that no institutional funds are used for the upgrade portion and that any upgrade cost advanced by the institution is repaid by the employee before travel.

vi. Per Diem: State per diem rates will apply to travel covered by appropriated or sponsored program funds. Institutions can permit higher per diem rates when local funds are used. Per diem rates must be established in institutional policy and must be consistent across the institution.

vii. Personal Vehicles: Travelers can choose to use a personal vehicle instead of a rental vehicle or institutional vehicle. However, their allowable expense is limited to the lesser of the cost of the rental or mileage reimbursement.

viii. Personal Vehicles: Travelers who use a personal vehicle instead of an available institutional vehicle are not eligible for mileage, except where the traveler uses a personal vehicle for safety reasons, the personal vehicle is more practical to conduct the travel, or the personal vehicle facilitates personal transportation needs when institutional business is not being conducted. Where an exception applies, reimbursement is limited to the lesser of the cost of the rental vehicle or mileage reimbursement, consistent with paragraph vii above.

ix. Personal Vehicles: Reimbursement for use of personal trailers, ATVs, snowmachines, watercraft, planes, or similar equipment is not permitted.

x. Ground Transportation: The use of taxis, rideshares, and public transit are allowable forms of ground transportation. Fares associated with these modes of travel are allowable and shall adhere to state travel limits.

d. Student Travel

Student travel has unique requirements and considerations. Institutions are required to establish policies and procedures specific to student travel. Those policies and procedures can differ from state travel policy. Student travel should be cost-effective and efficient, but safety is expected to be prioritized over cost.

e. Athletic Travel

Athletic travel has unique requirements and considerations. Institutions are required to establish policies and procedures related to Athletic travel. Athletic travel policies and procedures can differ from state travel policy. Athletic travel should be cost-effective and efficient, but safety is expected to be prioritized over cost. Use of State General Funds and Tuition Funds, as defined in Board

Policy V.X., for athletic travel is subject to the athletics spending limits in Board Policy V.X.2.

Documentation for athletic related travel must capture the names of any employees, guests, or volunteers who participate in athletic travel as well as their purpose for participation.

f. Travel Premiums

Travel premiums and benefits earned through official travel such as frequent flyer miles or hotel points, awarded as the result of official State travel are the property of the traveler. Travelers are permitted to be reimbursed for travel premiums when used for institutional travel. When a traveler redeems personal travel premiums to book official travel and seeks reimbursement, the institution must document a comparable cost — the cost of a similar itinerary purchased through normal channels at the time of booking — and limit reimbursement to that comparable cost.

g. Volunteer and Non-Employee Travel

Travel costs for volunteers or non-employees who perform services for or on behalf of an institution are allowable. Volunteers and non-employees will adhere to travel policies and procedures applicable to employees.

h. Job Candidates

Institutions shall establish policies and procedures related to travel for job candidates. Travel expenses for job candidates are restricted to limits in state policy.

i. Combined Personal and Business Travel

When personal travel is combined with institutional travel, only the business-related portion of expenses is reimbursable. If combining personal and business travel results in higher airfare cost than a direct business-only itinerary, the institution shall only reimburse the cost of the most economical direct business-only route. The traveler is responsible for any additional cost attributable to personal travel. A cost comparison documenting the difference is required.

j. Spousal and Dependent Travel

Expenses for spouses, dependents, or other companions traveling with an institutional traveler are not reimbursable unless the companion’s presence serves a legitimate and documented institutional business purpose and is

approved by the Vice President or equivalent, or Dean, with spending authority over funds to be utilized for travel. Spousal or dependent travel specifically provided for in an employment agreement approved by the Board is allowable as provided in that agreement. Spousal or dependent travel for the chief executive officer must be approved in advance by the Executive Director or designee.

k. International Travel

All international travel must be approved by the Chief Executive Officer or designee. Institutions will establish policies and procedures specific to international travel. International travel has unique safety and compliance considerations, and those shall be prioritized.

3. Moving Expenses

a. Institutional Policies

Each institution and agency must establish policies and procedures for reimbursement or payment of moving expenses. Institutional policies and procedures must be consistent with moving policies approved by the State Board of Examiners.

b. Approval of Expenses

Reimbursement for or payment of moving expenses requires approval through institutional procedures before the move occurs.

c. Exceptions

Exceptions to the maximum reimbursement, as specified in Idaho Code 67-5337 and any rules for the reimbursement of moving expenses promulgated by the Idaho Division of Human Resources, must be approved in advance by the Executive Director of the Board of Education.

d. Written Agreement

All moving expenses shall be documented in a written agreement between the institution and the employee. Written agreements shall be retained in the institution's human resource department.

e. Tax Reporting

Institutions shall advise employees that moving expense reimbursements may be subject to federal and state income tax reporting requirements. Institutions

are responsible for ensuring appropriate tax treatment and reporting of moving expense payments in accordance with state and federal tax law and regulations.

f. Reports

Annual reports of all moving expense reimbursements must be reported on each October 1 to the Division of Financial Management and Legislative Services Office.

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GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: J. Travel and Moving Expenses **December 2008**

1. Limitations

   Reimbursable travel is restricted to institutional and agency business. Reimbursable travel, whether in-state or out-of-state, requires prior approval by the chief executive officer or his or her designee of the institution or agency.

2. Economic Travel

   All travel must be accomplished in the most economic manner overall, taking into account travel time and expense and office or teaching responsibilities.

3. Certified Airline Travel

   Nonscheduled airline travel by students, or by employees of an institution or agency, must be only by aircraft and airline certified by the Federal Aviation Administration.

4. Policy on Moving Expenses

   a. Institutional or Agency Policies
      Each institution and agency must establish a policy and procedures on reimbursement for or payment of moving expenses consistent with policies approved by the State Board of Examiners.

   b. Approval of Expenses
      Reimbursement for or payment of moving expenses requires approval by the chief executive officer before the move and must be consistent with the policy approved by the Board. Exceptions to the maximum reimbursement, as specified in Idaho Code 67-5337 and any rules for the reimbursement of moving expenses promulgated by the Idaho Division of Human Resources, must be approved in advance by the Executive Director.

   c. Reports
      Annual reports of all moving expense reimbursements must be reported on each October 1 to the Division of Financial Management and Legislative Services Office.

SUBJECT

Board Policy V.U. Entertainment and Related Expenses - First Reading

BACKGROUND

Board Policy V.U. was last substantively amended following a December 2013 first reading, with the current version effective June 2018. The current policy is brief and does not directly address several issues that have arisen in institutional practice, including documentation standards by fund source, certain entertainment expenses, meals for student-athletes or related to employee recruitment, and the distinction between routine and non-routine internal meetings.

Board staff circulated a draft comprehensive revision of Policy V.U. to institutions for review. The updated policy language reflects institutional feedback that has been consolidated and resolved, and is being presented for first reading.

PROPOSAL

The proposed amendment substantially expands and reorganizes Policy V.U. into four (4) sections — Definitions, General, Entertainment and Business Meal Expenses, and Reporting Requirements. Key changes include:

Definitions: Adds a comprehensive definitions section (Alcohol, Appropriated Funds, Donor, Employee, Entertainment, Foundation, Guest, Local Funds, Meal, Official Station, Public Relations Fund, Sponsored Programs Fund, Student, and Volunteer) to bring consistent terminology to the policy.

Fund source for entertainment expenses: Narrows the authorized funding source for entertainment and related expenses from state appropriated, foundation, and local funds under the current policy to local funds and public relations funds only.

Alcohol: Alcohol may not be purchased with appropriated funds. It may be purchased with sponsored program funds only if required by the terms of the award, and may be purchased with public relations funds if reasonable, business-related, and compliant with law, subject to institutional policy.

Documentation: Requires documentation sufficient to support the business purpose of every meal, refreshment, and entertainment expense, with requirements tied to fund source. Appropriated and sponsored program funds must meet state documentation standards, while local and public relations funds allow institution-specific requirements. Electronic receipts, digital confirmations, and screenshots are explicitly recognized as acceptable documentation.

Student-athlete meals: Requires institutions to adopt policies addressing student-athlete meals that are consistent with Board policy related to athletic operations, recognizing evolving NCAA, conference, and federal requirements, and that establish appropriate meal expense limits and minimum documentation requirements.

Employee recruitment meals: Permits use of any fund type for recruitment-related meals, subject to institutional policy, with appropriated funds required to follow state policy.

Employee recognition and celebration events: Permits local funds, but not appropriated or sponsored program funds, to be used for employee recognition or celebration events that do not involve external guests (e.g., retirements, service anniversaries), subject to institutional policies establishing per-person limits and approval requirements.

Routine internal meetings: Prohibits meals and refreshments for routine or regular internal meetings (e.g., standing weekly or monthly staff or committee meetings), while clarifying that retreats, trainings, and planning sessions are not considered routine. Removes the current requirement that business meetings with meals include at least one institution employee and be agenda driven, while retaining the requirement that such meals relate to specific institutional business.

Mixed internal/external entertainment: Clarifies that when institutional employees or students participate in entertainment activities alongside external guests, their associated costs may also be covered as part of the entertainment expense.

Approval controls: Requires institutional policies to establish tiered approval thresholds for entertainment expenditures, pre-approval before the expense is incurred, and a conflict-of-interest restriction — approvers and participants must not have a personal financial interest in the event or expenditure.

Identifying apparel: Permits institutions to purchase institutional clothing or logo items for employees and volunteers at events where they need to be easily identifiable.

Reporting: Replaces the current standard of reporting actual expenses to the Board upon request with authority for the BAHR Committee to require regular reports to the Board and/or the Committee on meal, refreshment, and entertainment expenses, with content and frequency determined by the Committee.

IMPACT

This policy update will create alignment between state, Board, and institutional policies that will significantly reduce administrative burden at the institutions. Institutions will need to adopt or substantially expand implementing policies covering the aforementioned matters. Institutions will need to adopt or update implementing policies addressing documentation standards, alcohol purchases, student-athlete meals, employee recruitment meals, employee recognition events, meal and refreshment limits for local and public relations funds, tiered approval thresholds, and conflict-of-interest screening.

Institutions currently using appropriated funds for entertainment expenses will need to shift those costs to local or public relations funds, as appropriated funds will no longer be an authorized source for entertainment under this section.

The reporting provision allows the BAHR Committee to establish recurring reporting in place of the current ad hoc, upon-request standard. In other respects - alcohol purchased with public relations funds, recruitment meals, mixed internal/external entertainment costs, and identifying apparel - the amendments provide clearer and, in some cases, more flexible authority than current policy.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

The attached draft reflects institutional feedback that has been consolidated and resolved with Board staff prior to this first reading, consistent with the process used for the policy's last substantive revision.

These updates were reviewed by the BAHR Committee at its September 30, 2026 meeting.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Proposed Amendments to Policy V.U. – Redline
Attachment 2 – Proposed Amendments to Policy V.U. – Clean
Attachment 3 – Current Version Policy V.U. – June 2018

BOARD ACTION

I move to approve the first reading of proposed amendments to Board Policy V.U., Entertainment and Related Expenses, as presented in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Idaho Board of Examiners State Travel Policy and Procedures
Title 18, Chapter 13, Idaho Code
Idaho Code § 23-105
Board Policy V.U. Entertainment and Related Expenses
Board Policy V.X. Intercollegiate Athletics

REFERENCE

December 2013	Board approved first reading of proposed amendments to Policy V.U. - Entertainment and Related Expenses.
February 2014	Board approved second reading of proposed amendments to Policy V.U. - Entertainment and Related Expenses
April 2018	Board approved first reading of proposed amendments to Policy V.U. - Entertainment and Related Expenses.

June 2018	Board approved second reading of amendments to Policy V.U. – Entertainment and Related Expenses

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: U. Entertainment and Related Expenses ~~June 2018~~December 2026

1. Definitions

For purposes of this policy, the following definitions shall apply:

a. Alcohol — Any beverage containing alcohol as defined in Idaho Code § 23-105.

b. Appropriated Funds — Any funds appropriated by the Idaho Legislature.

c. Donor — An individual who donates money or property to the institution or to an institutional foundation.

d. Employee — An individual who is employed by the institution.

e. Entertainment — Expenses incurred for activities that involve guests external to the institution and serve an official institutional business purpose, including meals, refreshments, tickets, and related hospitality.

f. Foundation — A nonprofit entity organized to support an institution by receiving and administering private gifts, grants, and donations on behalf of the institution.

g. Guest — An individual who renders a service to the institution or to whom the institution wishes to extend goodwill. Examples of guests include students, parents, visiting speakers, advisory board members, employees of outside agencies, members of the general public, or people who are purchasing goods and services from the institution.

h. Local Funds — Funds generated through fees, sales of services, or investment income. This does not include funds generated from sponsored programs.

i. Meal — A catered or restaurant provided breakfast, lunch or dinner.

j. Official Station — The work area or office assigned to an employee.

k. Public Relations Fund — A specially designated fund used for entertainment related expenses. These funds are transferred from local funds or provided by Foundations. Public Relations Fund is identified separately from Local Funds because it may include Foundation-provided gifts, which can carry restrictions distinct from standard local funds.

l. Sponsored Programs Fund — Primarily consists of grant funds but can include funds provided by an external entity to perform specific research related work. This includes F&A funds and sponsored program income.

m. Student — An individual who is an enrolled student of the institution.

n. Volunteer — An individual who provides services to the institution without compensation. An employee may not be asked or permitted to serve as a volunteer in lieu of compensation for services that fall within the scope of the employee's normal job duties or working hours.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: U. Entertainment and Related Expenses ~~June 2018~~December 2026

2. General

a. The State of Idaho has established policies and procedures related to meals and refreshments. Except as described in this policy, institutions are expected to adhere to these policies and procedures.

b. Institutions are required to establish institutional policies for meals, refreshments and entertainment.

c. Institutions are permitted to establish policies that are more restrictive than allowed by state and board policy.

d. All meal, refreshment and entertainment expenditures must be sufficiently documented to support the business purpose of the expense and to facilitate review of the expense. If appropriated or sponsored program funds are utilized, documentation must meet requirements established by the State of Idaho. If local or public relation funds are used, documentation requirements can differ from requirements found in state policy.

e. Electronic receipts, digital confirmations, screenshots and electronic transaction records are acceptable forms of documentation provided the required transaction information is clearly identifiable and legible.

f. Meals and refreshments purchased with appropriated or sponsored program funds must adhere to meal and refreshment policies and procedures established by the State of Idaho.

g. Alcohol — Alcoholic beverages may not be purchased with appropriated funds. Alcohol may be purchased with sponsored program funds only if the terms of the award require it. Alcohol may be purchased with public relations funds for entertainment purposes, provided that such purchases are reasonable, serve a legitimate institutional business purpose, and comply with applicable state and local laws. Institutional policies must establish guidelines governing the purchase of alcohol with public relations funds.

h. Meal and refreshments purchased with local or public relation funds can differ from state policy requirements. At a minimum, institutional policies must establish meal and refreshment limits and documentation requirements for local and public relation funds.

i. Student Athletes — Meals for student athletes and athletic teams have unique requirements and needs, and are subject to NCAA, conference, and federal requirements. Institutions must establish policies and procedures addressing student athlete meals that are consistent with board policy related to athletic operations. Policies and procedures must establish appropriate limits on meal expenses and set minimum documentation requirements.

j. Employee Recruitment — All fund types can be used for meals and refreshments related to employee recruitment. For these expenses to be allowed, institutions must establish meal and refreshment policies and procedures specific to employee recruitment. If appropriated funds are used, expenditures must adhere to state policy.

k. Employee Recognition and Celebration Events — Local funds may be used for employee recognition or celebration events, such as retirement celebrations or service anniversaries, that do not involve an external guest and therefore do not qualify as Entertainment under this policy. For these expenses to be allowed, institutions must establish policies and procedures specific to employee recognition and celebration events, including reasonable per-person limits and approval requirements. Appropriated and sponsored program funds may not be used for this purpose.

3. Entertainment and Business Meal Expenses

Entertainment expenses are incurred when the institution hosts or participates in official functions involving guests external to the institution. Such expenses must serve a legitimate institutional business purpose, be reasonable and appropriate, and be approved by an authorized institutional official. Entertainment expenses may not be used for personal benefit.

~~1.~~ The chief executive officer and his or her designated employees are authorized to use ~~appropriated, foundation and local~~local funds and public relations funds for entertainment and related expenses for official functions which support the institutional mission and serve a business purpose. This authorization requirement applies to all entertainment and related expenses addressed in this section.

a. Entertainment involves guests external to the institution and is related to one or more of the following purposes:

i. recognition or promotion of academic achievement, scholarship, service to the institution, or athletic achievement

ii. promotion or communication of intellectual ideas and/or exchange of administrative and operational information on the institution's programs or activities

iii. support of institution-sponsored student events and activities

iv. development events ~~(donor~~(e.g., donor receptions, fundraising activities, alumni gatherings, etc.)

v. advocacy events with elected officials and policymakers, subject to the limitations of Title 18, Chapter 13, Idaho Code

vi. assistance to the State Board of Education, accrediting agencies, officials from other institutions, etc.

b. ~~Meals~~Business Meals (Internal): Meals and refreshments may be provided for institution administrative/business meetings if integral to the meeting and the meeting time encompasses a normal meal time. ~~Meetings at which a meal is provided must include at least one institution employee, be agenda driven, and be directly related to specific institution business.~~Such meals must relate to specific institutional business. Meals and refreshments

shall not be provided for routine or regular meetings between institutional employees. Regularly scheduled meetings (e.g., standing weekly or monthly staff or committee meetings) are considered routine or regular for purposes of this provision; periodic events such as retreats, trainings, or planning sessions are not. When institutional employees or students participate in Entertainment activities alongside external guests, their associated costs may also be covered as part of the entertainment expense.

c. Institutional entertainment policies must establish tiered approval thresholds; the specific dollar levels of those tiers are left to institutional discretion and are not specified by the Board. Entertainment expenditures must be approved in advance of the expense being incurred. Approvers and participants must not have a personal financial interest in the event or expenditure.

~~c. Public relations expenses, and business~~d. Business and civic club memberships ~~(e.g.~~(e.g., chamber of commerce or Rotary Club) are allowable if they are reasonable, necessary, and related to the function of the institution. Membership at a country club or dining club shall not be allowed unless specifically provided for in an employment agreement approved by the Board.

e. Some events have need for employees and volunteers to be easily identifiable; institutions are permitted to purchase institutional clothing or logo items for employees and volunteers for this purpose.

~~2. All expenses authorized in this Subsection shall be properly documented to support the business purpose of the expenditure. In addition, actual expenses shall be reported to the Board upon request.~~

4. Reporting Requirements

Institutions may be required to provide regular reports on meal, refreshment and entertainment expenses to the Board and/or BAHR Committee for review. The content and frequency of reports will be determined by the BAHR Committee.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: U. Entertainment and Related Expenses **December 2026**

1. Definitions

For purposes of this policy, the following definitions shall apply:

a. Alcohol — Any beverage containing alcohol as defined in Idaho Code § 23-105.

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g. Guest — An individual who renders a service to the institution or to whom the institution wishes to extend goodwill. Examples of guests include students, parents, visiting speakers, advisory board members, employees of outside agencies, members of the general public, or people who are purchasing goods and services from the institution.

h. Local Funds — Funds generated through fees, sales of services, or investment income. This does not include funds generated from sponsored programs.

i. Meal — A catered or restaurant provided breakfast, lunch or dinner.

j. Official Station — The work area or office assigned to an employee.

k. Public Relations Fund — A specially designated fund used for entertainment related expenses. These funds are transferred from local funds or provided by Foundations. Public Relations Fund is identified separately from Local Funds because it may include Foundation-provided gifts, which can carry restrictions distinct from standard local funds.

l. Sponsored Programs Fund — Primarily consists of grant funds but can include funds provided by an external entity to perform specific research related work. This includes F&A funds and sponsored program income.

m. Student — An individual who is an enrolled student of the institution.

n. Volunteer — An individual who provides services to the institution without compensation. An employee may not be asked or permitted to serve as a volunteer in lieu of compensation for services that fall within the scope of the employee's normal job duties or working hours.

2. General

a. The State of Idaho has established policies and procedures related to meals and refreshments. Except as described in this policy, institutions are expected to adhere to these policies and procedures.

b. Institutions are required to establish institutional policies for meals, refreshments and entertainment.

c. Institutions are permitted to establish policies that are more restrictive than allowed by state and board policy.

d. All meal, refreshment and entertainment expenditures must be sufficiently documented to support the business purpose of the expense and to facilitate review of the expense. If appropriated or sponsored program funds are utilized, documentation must meet requirements established by the State of Idaho. If local or public relation funds are used, documentation requirements can differ from requirements found in state policy.

e. Electronic receipts, digital confirmations, screenshots and electronic transaction records are acceptable forms of documentation provided the required transaction information is clearly identifiable and legible.

f. Meals and refreshments purchased with appropriated or sponsored program funds must adhere to meal and refreshment policies and procedures established by the State of Idaho.

g. Alcohol — Alcoholic beverages may not be purchased with appropriated funds. Alcohol may be purchased with sponsored program funds only if the terms of the award require it. Alcohol may be purchased with public relations funds for entertainment purposes, provided that such purchases are reasonable, serve a legitimate institutional business purpose, and comply with applicable state and local laws. Institutional policies must establish guidelines governing the purchase of alcohol with public relations funds.

h. Meal and refreshments purchased with local or public relation funds can differ from state policy requirements. At a minimum, institutional policies must establish meal and refreshment limits and documentation requirements for local and public relation funds.

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The chief executive officer and his or her designated employees are authorized to use local funds and public relations funds for entertainment and related expenses for official functions which support the institutional mission and serve a business purpose. This authorization requirement applies to all entertainment and related expenses addressed in this section.

a. Entertainment involves guests external to the institution and is related to one or more of the following purposes:

i. recognition or promotion of academic achievement, scholarship, service to the institution, or athletic achievement

ii. promotion or communication of intellectual ideas and/or exchange of administrative and operational information on the institution's programs or activities

iii. support of institution-sponsored student events and activities

iv. development events (e.g., donor receptions, fundraising activities, alumni gatherings, etc.)

v. advocacy events with elected officials and policymakers, subject to the limitations of Title 18, Chapter 13, Idaho Code

vi. assistance to the State Board of Education, accrediting agencies, officials from other institutions, etc.

b. Business Meals (Internal): Meals and refreshments may be provided for institution administrative/business meetings if integral to the meeting and the meeting time encompasses a normal meal time. Such meals must relate to specific institutional business. Meals and refreshments shall not be provided for routine or regular meetings between institutional employees. Regularly scheduled meetings (e.g., standing weekly or monthly staff or committee meetings) are considered routine or regular for purposes of this provision;

periodic events such as retreats, trainings, or planning sessions are not. When institutional employees or students participate in Entertainment activities alongside external guests, their associated costs may also be covered as part of the entertainment expense.

c. Institutional entertainment policies must establish tiered approval thresholds; the specific dollar levels of those tiers are left to institutional discretion and are not specified by the Board. Entertainment expenditures must be approved in advance of the expense being incurred. Approvers and participants must not have a personal financial interest in the event or expenditure.

d. Business and civic club memberships (e.g., chamber of commerce or Rotary Club) are allowable if they are reasonable, necessary, and related to the function of the institution. Membership at a country club or dining club shall not be allowed unless specifically provided for in an employment agreement approved by the Board.

e. Some events have need for employees and volunteers to be easily identifiable; institutions are permitted to purchase institutional clothing or logo items for employees and volunteers for this purpose.

4. Reporting Requirements

Institutions may be required to provide regular reports on meal, refreshment and entertainment expenses to the Board and/or BAHR Committee for review. The content and frequency of reports will be determined by the BAHR Committee.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
Subsection: U. Entertainment Related Expenses **June 2018**

1. The chief executive officer and his or her designated employees are authorized to use appropriated, foundation and local funds for entertainment and related expenses for official functions which support the institutional mission and serve a business purpose.

   a. Entertainment involves guests external to the institution and is related to one or more of the following purposes:
      i. recognition or promotion of academic achievement, scholarship, service to the institution, or athletic achievement
      ii. promotion or communication of intellectual ideas and/or exchange of administrative and operational information on the institution's programs or activities
      iii. support of institution-sponsored student events and activities
      iv. development events (donor receptions, fundraising activities, etc.)
      v. advocacy events with elected officials and policymakers, subject to the limitations of Title 18, Chapter 13, Idaho Code
      vi. assistance to the State Board of Education, accrediting agencies, officials from other institutions, etc.

   b. Meals may be provided for institution administrative/business meetings if integral to the meeting and the meeting time encompasses a normal meal time. Meetings at which a meal is provided must include at least one institution employee, be agenda driven, and be directly related to specific institution business.

   c. Public relations expenses, and business and civic club memberships (e.g. chamber of commerce or Rotary Club) are allowable if they are reasonable, necessary, and related to the function of the institution. Membership at a country club or dining club shall not be allowed unless specifically provided for in an employment agreement approved by the Board.

2. All expenses authorized in this Subsection shall be properly documented to support the business purpose of the expenditure. In addition, actual expenses shall be reported to the Board upon request.

SUBJECT

Board Policy V.R. Establishment of Tuition and Fees – First Reading

BACKGROUND

Board Policy V.R. governs the establishment of tuition and fees at Idaho's four (4) public four-year institutions, including the framework for Institutional Tuition, the Consolidated Mandatory Fee, and associated administrative fees. The current policy already directs institutions to communicate tuition and fees to students in a clear and understandable format prior to enrollment.

Currently, each institution presents its tuition and fee information differently on its public website, with different page titles, different residency and enrollment categories, and inconsistent combinations of per-semester and per-year figures. This variation makes it difficult for prospective students, families, Board members, and staff to compare costs across institutions. In addition, some fees are difficult to find, and their applicability is not always clear.

PROPOSAL

These proposed policy amendments prioritize transparency for students, families, and Board members. First, the Guiding Principles (Sections 2.d and 2.e) and the Fee Approval Framework (Section 5) now provide that tuition and fees be communicated, reported, and displayed according to guidelines and in a format provided by the Executive Director or designee. This gives the Executive Director authority to issue and maintain implementing guidance establishing a common structure for presenting the combined Institutional Tuition and Consolidated Mandatory Fee charge, consistent labeling of residency categories and enrollment bands, and a stable, comparable public presentation across all four institutions. Draft guidance will be included with the second reading materials. The current policy requires institutions to communicate tuition and fees clearly and before enrollment, but it does not prescribe a common format; this reporting standard is new.

Beyond the reporting standard, the amendments introduce a new Fee Approval Framework (Section 5) that organizes all tuition and fees into five tiers by approval authority and timing (Sections 6 through 12), and make the following substantive changes:

New fee category – Differential Fee (Tier 3, Section 10.b): authorizes institutions to charge a fee on upper-division undergraduate (300x/400x) courses and graduate (500x and above) courses within a specific degree program to recover documented, elevated instructional costs. Once a differential fee is established, course fees on the same courses are prohibited, and a differential fee may not be assessed on courses or credit hours already assessed a professional fee. Currently, the policy has no fee for recovering elevated instructional costs in specific upper-division or graduate courses. Institutions may recover higher program costs only through a Professional Fee, which is limited to programs whose

graduates may require credentialing or licensure, or through special course fees, which cover course materials, supplies, and equipment.

New subsection – Additional Institutional Student Fees or Charges (Tier 3, Section 10.e): governs any charge affecting 50% or more of an institution's undergraduate students, requires institutional review of the charge's impact on cost of attendance and the adequacy of student notice, and requires periodic public reporting on revenues, expenditures, and impacts on access. The subsection includes examples of charges it governs, such as advising, library, or course materials fees charged to all or substantially all undergraduate students each term. Currently, broadly assessed fees of this kind are not covered by other fee category reporting.

New fee category – New Student Orientation Fee (Tier 3, Section 10.f): establishes New Student Orientation as its own Board-approved fee category, rather than an example of an institution-approved processing fee. This moves approval authority for orientation fees from the institution to the Board.

New fee category – Program Participation Fee (Tier 3, Section 10.g): establishes a Board-approved fee charged each term to students admitted to a specific academic program, college, or cohort, such as an honors college, to support advising, programming, or enrichment services unique to that program. The fee is limited to the cost of those services, may not duplicate course, differential, or professional fees, must be published before students enroll, and must be separately accounted for, with annual reporting of students assessed, revenue, expenditures, and fund balance. Program participation fees in effect on the effective date must be submitted for Board approval with the institution's next annual tuition and fee proposal. Currently, the policy has no fee category for program-specific services of this kind.

Consolidation of fee types – Comprehensive Program Fee (Tier 2, Section 9): the current policy's separate Institutional Online Program Fee and Self-Support Academic Program Fee are consolidated into a single defined fee type, with Fully Online and Self-Support as its two variants. The fee continues to be approved at the time of program approval, with any subsequent change requiring prior Board approval; the amendments also allow approval by the Board's designee at the time of program approval.

Retained Board approval – Transcription Fee (Tier 3, Section 10.h): remains established annually by the Board, consistent with current policy, and is placed in Tier 3 with the other Board-approved administrative fees. Following input from the State Department of Education, Board approval is retained to preserve a uniform statewide rate for high school students transcripting technical competency credits. The technical competency credit provision is updated to reference credits awarded pursuant to Board Policy III.Y to students who completed a secondary program previously approved for technical competency credits.

Shift in approval authority – Independent Study in Idaho (ISI) Fee (Tier 4, Section 11.vi): currently a Board-established fee; under the proposed amendments, the University of Idaho, as host institution, sets the ISI cost per credit, with annual reporting to the Board. Delegation language for Tier 4 fees changes from "Chief Executive Officers" to "institutional presidents," consistent with terminology used elsewhere in the policy.

New definition – Auxiliary Rate (Section 3.l): distinguishes charges for goods or services provided by a self-supporting auxiliary enterprise, as defined in Board Policy V.B.4.a. (such as housing, parking, dining, or bookstore operations), from a "Fee" as defined in this policy. Auxiliary Rates are not subject to the tuition and fee-setting process or the Fee Approval Framework, and are established by the institution according to institutional policy, with annual reporting to the Board. Housing and parking charges are expressly identified as Auxiliary Rates rather than discretionary fees (Section 12.iii). This responds to institutional audit findings that discretionary fees and auxiliary charges for goods and services were being conflated under the current policy. Currently, the policy does not define auxiliary charges separately from fees.

New and revised definitions – Dual Credit, Fee, and Local Funds (Sections 3.j, 3.n, and 3.o): adds a definition of "Fee," a term used throughout the amended policy, including in the Fee Inventory requirement (Section 2.g) and the Auxiliary Rate definition (Section 3.l), and of "local funds," the term used for fee revenue in Tiers 3 and 5. The Dual Credit definition is revised to conform to Board Policy III.Y so that it includes courses taught at the high school, on the postsecondary campus, or via distance delivery.

New provision – Self-Supporting Non-Degree Education Operations (Sections 3.m and 11.vii): permits an institution to account for non-degree professional, continuing, and outreach instruction, including In-Service Teacher Education and Continuing Education, as a self-supporting auxiliary enterprise separate from general education (appropriated) funds. Conditions include no use of appropriated funds; demonstrated ability to support full direct and indirect costs within three (3) years of start-up; segregated accounting; continued application of all Tier 4 fee requirements, including the In-Service Teacher Education Fee limits for Idaho teachers; academic unit approval of credit-bearing courses; written notice to the Executive Director before fee revenue currently recorded in the general education budget is reclassified, including the estimated revenue affected and any adjustment to the institution's general education budget base; and annual reporting to the Board. Establishment of any new instructional or administrative unit remains subject to Board Policy III.G. Operations already accounted for as auxiliary enterprises on the effective date are deemed to meet the start-up and notice requirements but must meet all other conditions and be included in the next annual Tier 4 report. Credits earned through an Operation may be applied toward a degree only by petition, and Section 11.iii is clarified to allow a limited number of credits

from In-Service Teacher Education courses to be applied toward a degree by petition, consistent with institutional academic policy. Currently, the policy does not address auxiliary accounting treatment for non-degree education.

New reporting requirement – Fee Inventory (Section 2.g): institutions must maintain an inventory of all Fees currently in effect, including documentation of the approval authority and date and each fee's stated purpose, and must report annually the total revenue collected from each fee and any associated surplus balance. Currently, the policy has no requirement to maintain a fee inventory or to report revenue and surplus balances by fee.

New guiding principle – Use of Fees (Section 2.f): all Fees must be used for the purpose for which they are collected. The current policy does not contain an express statement of this requirement.

Revised notice timeline – Initial Notice (Section 4.a): currently, notice of a proposed tuition and fee change must be given at least six (6) weeks before the Board meeting at which a final decision is made. Under the proposed amendments, notice follows a timeline established annually by the Board or Executive Director, but not less than 14 days before the published Board meeting.

Revised oversight – Course Fees (Section 12.i): course fees move from reporting to the Board upon request to annual reporting, and the current requirement to review one-third of special course fees each year over a three-year cycle is replaced with a general requirement that institutions maintain procedures and controls providing reasonable assurance that course fees are properly established and used.

The amendments also make conforming and technical revisions throughout, including replacing "shall" with "must" in most provisions, replacing "chief executive officer" with "institutional president," clarifying that the Dual Credit Fee applies to courses delivered by a postsecondary institution at a high school (Section 8), and removing the current requirement that institutions post the Consolidated Mandatory Fee and each category fee on their websites.

IMPACT

Approval of this first reading will not change any tuition or fee rates. It will change the approval pathway for the Independent Study in Idaho fee (from Board approval to institutional approval, with annual reporting to the Board) and for the New Student Orientation Fee and existing program participation fees (from institutional approval to Board approval). The Transcription Fee remains Board-approved. It will establish three new fee mechanisms, the Differential Fee, the Program Participation Fee, and the Additional Institutional Student Fees or Charges provision, available to institutions going forward and subject to the review and reporting requirements in Policy V.R. It will permit institutions to account for qualifying non-degree education operations as self-supporting auxiliary

enterprises, and it will require each institution to maintain a fee inventory and report annual revenue and surplus balances by fee.

It will also require each institution to present its Institutional Tuition and Consolidated Mandatory Fee information in a consistent format established by the Executive Director, improving transparency and comparability for students, families, Board members, and the Legislature.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

These amendments reorganize Policy V.R.'s fee framework into five approval tiers, introduce new Differential Fee, New Student Orientation Fee, and Program Participation Fee categories, add an Additional Institutional Student Fees or Charges provision, consolidate the Institutional Online Program Fee and Self-Support Academic Program Fee into a single Comprehensive Program Fee, and shift approval authority for the Independent Study in Idaho fee from the Board to the University of Idaho, with annual reporting. They also define Fees, local funds, and Auxiliary Rates, establish conditions under which non-degree education operations may be accounted for as self-supporting auxiliary enterprises, and add a fee inventory and fee-level reporting requirement.

The proposed amendments have benefited from substantial stakeholder engagement. Amendments were shared with the Council on Academic Affairs and Programs (CAAP) on August 27, 2026, with the College and University Finance Officers on September 17, 2026, and with the general counsels at each institution.

The BAHR Committee reviewed these updates at its meeting on September 30, 2026.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Proposed Amendments to Board Policy V.R. – Redline
Attachment 2 – Proposed Amendments to Board Policy V.R. – Clean
Attachment 3 – Current Board Policy V.R. – February 2022

BOARD ACTION

I move to approve the first reading of proposed amendments to Board Policy V.R., Establishment of Tuition and Fees, as submitted in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code § 33-3717A
Idaho Code § 33-3717B
Idaho Code § 33-3717C
H.B. 387 (2021)
Board Policy III.E. Certificates and Degrees
Board Policy III.G. Postsecondary Program Review and Approval
Board Policy III.Y. Advanced Opportunities
Board Policy V.B. Budget Policies
Board Policy V.D. Fiscal Officer, Banking, and Investments
Board Policy V.R. Establishment of Tuition and Fees

REFERENCE

February 2016	Board approved first reading of an amendment to Policy V.R. removing professional licensure as a mandatory criterion for a professional fee.
April 2016	Board approved second reading of the amendment to Policy V.R.
June 2018	Board approved first reading of Policy V.R. establishing a new fee effective for the 2019-2020 academic year.
December 2018	Board returned second reading of Policy V.R. establishing a new fee to BAHR for further review and analysis.
April 2020	Board set 2020-2021 tuition and fees.
June 2020	Board approved a one-year partial waiver requiring student fees to be used only for the purpose for which they were collected.
February 2021	Board approved first reading of amendments to Policy V.R., including creation of the Consolidated Mandatory Fee.
April 2021	Board approved second reading of amendments to Policy V.R., including creation of the Consolidated Mandatory Fee.
October 2021	Board approved establishment of a common nomenclature for student fees for use beginning with April 2022 tuition and fee requests.
December 2021	Board approved first reading of amendments to Policy V.R. to amend the process through which fees are established.
February 2022	Board approved second reading of amendments to Policy V.R. to amend the process through which fees are established.

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~~1. Board Policy on Student Tuition and Fees~~

~~Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens. In setting tuition and fees, nothing in this policy shall preclude review and approval of tuition and fee setting based on market considerations. The Board may consider factors such as how tuition and fees compare to tuition and fees at peer institutions, how percent increases compared to inflationary factors, how tuition and fees are represented as a percent of per capita income and/or household income, and what share students pay of their education costs. Other criteria may be evaluated as is deemed appropriate. An institution cannot request more than a ten percent (10%) increase in the total full-time resident and/or non-resident student tuition and fee rate unless otherwise authorized by the Board. Each institution shall comply with Board policy V.D. in depositing tuition revenues.~~

~~It is the requirement of the Board that institutions communicate all tuition and fees to students in a clear and understandable format prior to their enrollment and that fees be as consolidated and limited as is practicable. Such communication shall include information about tuition and fees, and reference possible student-specific items that cannot be determined until enrollment, such as course fees.~~

~~2. Tuition and Fee Setting Process – Board Approved Tuition and Fees~~

1. Purpose

Consistent with the Statewide Plan for Higher Education in Idaho, the institutions regularly assess and propose annual adjustments to tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens.

2. Guiding Principles

a. In setting tuition and fees, nothing in this policy precludes review and approval of tuition and fee setting based on market considerations.

b. In assessing tuition and fees, the Board will consider a wide range of factors to support informed decision-making. These may include institutional comparisons, regional and market conditions, trends relative to inflation, measures of affordability, and the share of educational costs borne by students. The Board may request that institutions provide additional data, analysis, and justification according to guidelines provided by the Executive Director or designee. Other criteria may be evaluated as is deemed appropriate.

c. An institution cannot request more than a ten percent (10%) increase in the total full-time resident and/or non-resident student tuition and fee rate unless

otherwise authorized by the Board. Each institution must comply with Board policy V.D. in depositing tuition revenues.

d. It is the requirement of the Board that institutions communicate all tuition and fees to students in a clear and understandable format according to guidelines provided by the Executive Director or designee. Tuition and fee information must be available to students prior to their enrollment and fees be as consolidated and limited as is practicable.

e. All tuition and fees must be reported according to guidelines provided by the Executive Director or designee.

f. All Fees (as defined in V.R. 3 and as referenced throughout policy section V.R.) must be used for the purpose for which they are collected.

g. Institutions must maintain an inventory of all Fees (as defined in Section 3) currently in effect, including documentation of the approval authority and date, and the stated purpose for which the fee is collected. Institutions must report annually, according to guidelines provided by the Executive Director or designee, the total revenue collected from each fee and any surplus balance associated with it.

3. Definitions

a. "Tuition and Fees" means Institutional Tuition, Consolidated Mandatory Fee, and Administrative Fees requiring annual Board approval unless exempted below.

b. "Institutional Tuition" is the amount charged for any and all educational services at the University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College. Assessed for, but not limited to: academic services; instruction; construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

c. The "Consolidated Mandatory Fee" is a consolidated student fee that is inclusive of all facilities, activity, and technology fees. The fee comprises four categories: (1) Student Enrollment, Engagement, and Success; (2) Institutional Operations, Services, and Support; (3) Student Health and Wellness; and (4) Student Government. A full-time and part-time rate must be established.

d. A "Comprehensive Program Fee" is a fee charged to students in lieu of the Institutional Tuition and Consolidated Mandatory Fee. Programs in this area are either Self-Support or Fully Online.

e. "Self-Support Program" is an academic program that is distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services, and features as full-time, resident and non-resident tuition-paying students, such as programs designed for working professionals or other special degree-seeking populations.

f. "Fully Online Program" programs feature only asynchronous online courses as defined in Board Policy III.E.

g. "Administrative Fees" include fees assessed for specific programs, courses, or populations.

h. "Academic Program" is a postsecondary educational program offered by an institution of higher education that leads to an academic or professional degree, certificate, or other recognized educational credential as defined in Board Policy Section III.E.

i. "Professional Program" is an academic program for which graduates obtain a specialized higher education certificate or degree that qualifies them to practice a professional service involving expert and specialized knowledge for which credentialing or licensing may be required.

j. "Dual Credit"~~: As defined in Board Policy III.Y, refers to courses for which high school students are enrolled in classes at a postsecondary institution or via distance delivery, earning both high school and college credit.~~ has the meaning given in Board Policy III.Y: courses that allow high school students to simultaneously earn credit toward a high school diploma and a postsecondary degree or certificate, whether taught at the high school, on the postsecondary campus, or via distance delivery.

k. "Workforce Training" is comprised of non-credit courses that are self-supporting; the fees for delivering such courses are retained by the technical colleges.

l. "Auxiliary Rate" means a charge assessed for goods or services provided by a self-supporting auxiliary enterprise of an institution, as defined in Board Policy V.B.4.a., such as housing (room and board), parking, dining, or bookstore operations, priced to recover the cost of providing that good or service. An Auxiliary Rate is not a "Fee" as defined in this policy and is not subject to the tuition and fee-setting process in Section 4 or the Fee Approval Framework in Section 5. Auxiliary Rates are established by the institution according to institutional policy and must be reported to the Board annually. Fees established under Section 11 (Tier 4) remain Fees under this policy, even where the Non-Degree Education Operation that charges them is accounted for as a self-supporting auxiliary enterprise under Section 11.vii.

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m. "Non-Degree Education Operation" or "Operation" means non-degree professional, continuing, or outreach instruction, including In-Service Teacher Education and Continuing Education, that an institution offers through an instructional or administrative unit as defined in Board Policy III.G.1. and accounts for as a self-supporting auxiliary enterprise under Section 11.vii. For purposes of Board Policy V.B.4.a., participants enrolled in an Operation are considered individuals in the institutional community served by the auxiliary enterprise.

n. "Fee" means any charge assessed to students under Sections 7 through 12 of this policy, whether approved by the Board or by the institution. Institutional Tuition and Auxiliary Rates are not Fees.

o. "Local funds" means fee revenue deposited into local institutional accounts or the unrestricted fund. Local funds are not appropriated funds.

4. Tuition and Fee-Setting Process

a. Initial Notice: A proposal to alter any student tuition and fee covered by Subsection V.R.5. must be formalized by initial notice of the institutional president of the institution according to a timeline established annually by the State Board or Executive Director, but not less than 14 days before the published Board meeting at which a final decision is to be made.

~~A proposal to alter any student tuition and fees covered by Subsection V.R.3. shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made.~~

i. Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

ii. The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal.

iii. A record of the public hearing as well as a copy of the initial notice ~~shall~~must be made available to the Board. Public hearings may be held in person or virtually.

~~b. Board Approval~~

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b. Board Approval: Board approval for most tuition and fees, as detailed in the remainder of V.R, will be considered annually unless otherwise specified. This approval will be timed to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

c. Effective Date: Any change in the rate of tuition and fees becomes effective on the date approved by the Board unless otherwise specified.

~~3. Definitions and Types of Tuition and Fees~~

~~The following definitions are applicable to tuition and fees charged to students at all the state colleges and universities under the governance of the Board.~~

~~a. Board Established Tuition~~

~~i. Institution Tuition~~

5. Fee Approval Framework

Tuition and fees vary by approval and by timing. Full descriptions of each Tier follow below this table:

Tier	Tuition or Fee Type	Approved By	Frequency / Timing
1	Institutional Tuition	Board	Annually
1	Consolidated Mandatory Fee	Board	Annually
1	Dual Credit	Board	Annually
2	Comprehensive Program Fee (Fully Online / Self Support)	Board	Initially at time of program approval; annually thereafter
3	Administrative Fees (Professional, Differential, CTE, Summer Bridge, New Student Orientation, Program Participation, Transcription, Other)	Board	Annually or at time of program approval (type-dependent)
4	Special Program Fees in Lieu of Tuition (Employee/Dependent, Senior Citizen, In Service, Contracts/Grants, Continuing Education)	Institution	Reported to Board annually
5	Course and Miscellaneous Administrative Fees (Course Fees, Processing, Discretionary, Fines)	Institution	Reported to Board annually

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All tuition and fees must be displayed in a format in accordance to guidance provided by the Executive Director or designee.

6. Tier 1: Institutional Tuition (Approved Annually by the Board)

~~Tuition is the amount charged for any and all educational services at University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College.~~Institutional Tuition is assessed for, but is not limited to, academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

~~Special Tuition rates may include tuition for such items as specialized short-term courses or programs, summer courses, or other special kinds of courses for the purposes of furthering the educational mission of the institution.~~

~~Part-time Credit Hour tuition is defined as the charge per credit hour charged for educational services for enrolled, part-time students.~~

~~The Course Overload Tuition rate may be charged to full-time students whose credit hour workload is higher than the guidelines for a normal course load.~~

~~a) Tuition – University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College~~

i. Institutional Tuition ~~shall~~must be set as follows and may include both full-time and part-time rates in the following categories:

- Undergraduate Resident Tuition
- Undergraduate Non-resident Tuition
- Graduate Resident Tuition
- Graduate Non-resident Tuition
- Special Resident Tuition
- Special Non-resident Tuition
- Course Overload Tuition

Special Tuition rates may include tuition for such items as specialized short-term courses or programs, summer courses, or other special kinds of courses for the purposes of furthering the educational mission of the institution.

Part-time Credit Hour tuition is defined as the charge per credit hour charged for educational services for enrolled, part-time students.

The Course Overload Tuition rate may be charged to full-time students whose credit hour workload is higher than the guidelines for a normal course load.

ii. Systemwide Tuition

The Board may choose to establish a systemwide tuition rate for programs that span two or more institutions. Revenues from systemwide tuition will be deposited with the state for those institutions required to do so per statute.

iii. Western Undergraduate Exchange (WUE) Tuition

The Western Undergraduate Exchange tuition is established as 150% of the resident tuition rate for full-time students participating in this program. Students in this program ~~shall~~must be subject to the Consolidated Mandatory Fee and all other applicable fees.

~~b. Board Established Course and Program Fees~~

~~For purposes of board established course and program fees, "academic" means a systematic, usually sequential, grouping of courses that provide the student with the knowledge and competencies required for a baccalaureate, master's, specialist or doctoral degree as defined in policy III.E.1.~~

~~i. Career Technical Education Fee~~

~~The Career Technical Education fee is the fee charged for educational costs for students enrolled in Career Technical Education programs~~

7. Tier 1: Consolidated Mandatory Fee (Approved Annually by the Board)

Administrative local fees are student fees that are approved by the State Board of Education and are considered local funds. This fee is inclusive of all facilities, activity and technology fees. The State Board of Education will approve the Consolidated Mandatory Fee which will then be allocated by institutions. A full-time and part-time rate must be established. The Consolidated Mandatory Fee, with an amount for each of the four categories that comprise it, must be submitted to the Board for approval annually with the tuition increase.

The categories are:

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i. Student Enrollment, Engagement, and Success

The student enrollment, engagement and success fees provide funding to support the multitude of activities and services available to students, both on and off campus. Included in these fees are scholarships, student employment opportunities, funding to support student success initiatives, and enrollment (recruitment and retention) activities.

ii. Institutional Operations, Services, and Support

The institutional operations, services, and support fees support the departmental and infrastructure needs of the college and universities, including construction and maintenance of facilities; instructional and computing resources; student involvement services and participation with athletic, arts, and cultural events.

iii. Student Health and Wellness

The student health and wellness fee supports students' physical and mental health and well-being. The student health and wellness fee also allows for access to the health and counseling centers throughout the year as well as access to well-being and fitness programs and facilities for overall improvement of the student experience. This fee also funds facilities, maintenance, and programs available through the recreation and intramural programs.

iv. Student Government

The student government fee funds support for the student government officers elected by students, student government initiatives, and student overall experience. Students are provided the means to engage in discussions, events, and opportunities that interest them, are new to them, and challenge them. A subset of this fee includes funding for student activities, clubs, and organizations; of which students must be allowed to opt-out of payment of this subset of the fee.

8. Tier 1: Dual Credit Fee (Approved Annually by the Board)

High school students who enroll in one or more dual credit courses delivered by a postsecondary institution at a high school (including Idaho Digital Learning Academy), either face-to-face or online, are eligible to pay a reduced cost per credit which is approved at the Board's annual tuition and fee setting meeting. The term "dual credit" as used in this section is defined in Board Policy III.Y, which defines how costs are determined for high school students who are enrolled in classes on campus.

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9. Tier 2: Comprehensive Program Fee (Board-Approved at Time of Program Proposal)

Two fee structures operate as a Comprehensive Program Fee: fully online and self-support programs. Comprehensive Program Fees are approved by the Board or designee when the associated program is approved. Comprehensive Program Fees must be submitted when the program is submitted for review and approval per Board Policy III.G. A Comprehensive Program Fee must be one of the two following options:

~~ii.~~i. Institutional Online Program ~~Fee~~

~~An institutional online program fee may be charged for any fully online undergraduate, graduate, and certificate program. An online program fee shall be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved fees. An online program is one in which all courses are offered and delivered via distance learning modalities (e.g. campus-supported learning management system, videoconferencing, etc.); provided however, that limited on-campus meetings may be allowed if necessary for accreditation purposes or to ensure the program is pedagogically sound.~~

A Comprehensive Program Fee: Fully Online Program is an institutional online program fee that may be charged in lieu of tuition for any fully online undergraduate, graduate, and certificate program (see Board Policy III.E for full definition). A fully online program fee must be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved consolidated and administrative fees.

ii. Comprehensive Program Fee: Self-Support Academic Program

Self-support programs fees are charged in lieu of resident or non-resident tuition for programs that lead to degrees or certificates. A self-support program fee in lieu of tuition must be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved consolidated and administrative fees.

To bring a Comprehensive Program Fee: Self-Support Academic Program to the Board for approval, all of the following criteria must be met:

1) An institution must follow the program approval guidelines set forth in policy III.G.

2) The Self-support program must be an academic program.

3) The Self-support program must be distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services and features as full-time, resident and non-resident tuition paying students, such as programs designed specifically for working professionals, programs offered off-campus, or programs for unique populations.

4) No appropriated funds may be used in support of Self-support programs.

5) Self-support program finances must be segregated, tracked and accounted for separately from all other programs of the institution.

6) If a Comprehensive Program Fee is approved for a new self-support program, an institution may fund program start-up costs through reallocation or use of reserves. However, the program must demonstrate ability to support its costs, both direct and indirect, within a period not to exceed three years from program start-up.

7) Once a Comprehensive Program Fee is initially approved by the Board, any subsequent change in a Comprehensive Program Fee must require prior approval by the Board.

8) Students enrolled in a Comprehensive Fee Program may take courses outside of the program so long as they pay the required tuition and fees for those courses.

10. Tier 3: Administrative Fees (Approved Annually or at Time of Program Proposal)

Administrative fees are student fees that are approved by the State Board of Education and are considered local funds.

~~iii.~~a. Professional Program Fees (Board-Approved at Time of Program Proposal)

~~A profession is an occupation, for which a person has to undergo specialized training or internship for getting a high degree of education and expertise in the concentrated area.~~

A profession is an occupation for which a person has to undergo specialized training or internship for getting a high degree of education and expertise in the concentrated area. Professional program fees must be additional fees above and beyond the normal resident and non-resident tuition rates. Professional Program Fees must be submitted when the program is submitted for review and approval per Board Policy III.G unless otherwise approved for submission by the Executive Director or designee.

~~a) Requirements.~~ To designate a professional fee for a ~~Board approved~~Board-approved professional program, all of the following criteria must be met:

~~1)~~i. Credential or Licensure Requirement:

~~i)~~1) A professional fee may be charged for an academic professional program if graduates of the program obtain a specialized higher education certificate or degree that qualifies them to practice a professional service involving expert and specialized knowledge for which credentialing or licensing ~~may be~~is required.

~~ii)~~2) Any such professional program must provide at least the minimum capabilities required for entry to the practice of a profession.

~~2)~~ii. Accreditation Requirement: The program:

~~i)~~1) is accredited within the institution's ~~regional~~institutional accreditation; or

~~ii)~~2) is actively seeking accreditation if a new program; or

~~iii)~~3) will be actively seeking program accreditation after the first full year of existence if a new program by ~~a regional~~an institutional or specialized accrediting agency.

~~3)~~iii. Demonstration of Program Costs: Institutions may propose professional fees for Board approval based on the costs to deliver the program and other related costs. An institution must provide justification for the pricing of the professional program. ~~Professional program fees must be additional fees above and beyond the normal resident and non-resident tuition rates.~~

~~b) Program Guidelines~~

iv. Program Requirements

1) The program must be consistent with academic offerings of the institution serving a population that accesses the same activities, services, and features as full-time, tuition-paying students.

2) Upon the approval and establishment of a professional fee, course fees associated with the same program ~~shall~~must be prohibited.

3) Once a professional fee is initially approved by the Board, any subsequent change in a professional fee ~~shall~~must require prior approval by the Board at the same meeting institutions submit proposals for tuition and fees.

~~iv. Self-Support Academic Program Fees~~

~~a) Self-support programs fees are charged in lieu of resident or non-resident tuition for programs that lead to degrees or certificates. To bring a Self-support program fee to the Board for approval, all of the following criteria must be met:~~

~~1) An institution shall follow the program approval guidelines set forth in policy III.G.~~

~~2) The Self-support program shall be an academic program.~~

~~3) The Self-support program shall be distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services and features as full-time, resident and non-resident tuition paying students, such as programs designed specifically for working professionals, programs offered off-campus, or programs delivered completely online.~~

~~4) No appropriated funds may be used in support of Self-support programs. The Self-support program fee shall be all-inclusive and no other fees shall be charged in connection with participation in the program.~~

~~5) Self-support program finances shall be segregated, tracked and accounted for separately from all other programs of the institution except as provided for in subsection 3.B.iv.b.~~

~~b) If a Self-support program fee is approved for a new program, an institution may fund program start-up costs through reallocation or use of reserves., the program must demonstrate ability to support its costs, both direct and indirect, within a period not to exceed three years from program start-up.~~

~~c) Once a Self-support program fee is initially approved by the Board, any subsequent change in a Self-support program fee shall require prior approval by the Board.~~

~~d) Students enrolled in self-support programs may take courses outside of the program so long as they pay the required tuition and fees for those courses.~~

b. Differential Fee (Approved Annually by the Board)

A differential fee is a fee assessed within an undergraduate or graduate degree program on a narrowly defined set of major/program courses, or on the student credit hours in those courses, to recover and sustain the demonstrated higher costs of instruction and delivery in certain academic areas. At the undergraduate level, differential fees are limited to upper-division (300x and 400x) courses. At the graduate level, they may be assessed on graduate courses (500x level and above) within the approved program. Differential fees are intended to support direct, identifiable program costs that materially exceed standard instructional costs, such as high faculty costs, specialized laboratories and equipment, accreditation-driven instructional requirements, safety or clinical ratios, and sustained course capacity needs. They are not intended as a general revenue source.

1) Differential fees may be applied only to upper-division undergraduate courses (300x and 400x level) and graduate courses (500x level and above) as expressly approved by the Board.

2) Any differential fee must be justified with documented evidence that the incremental costs are concentrated in the affected upper-division undergraduate or graduate courses. It must be transparent to students (published scope, rate, and duration) and limited to specified uses that directly benefit the students paying the differential.

3) Institutional review must consider the fee's impact on student cost of attendance and the adequacy of student notice. For graduate programs, review must also consider the fee's interaction with assistantship tuition and fee waivers and with external funding or sponsor rates.

4) Once a differential fee is approved and established, course fees associated with the same courses are prohibited. A differential fee may not be assessed in a graduate or professional program that is already assessed a professional fee under this policy for the same courses or credit hours.

5) Requirements

i. The program must be consistent with the institution's academic offerings and serve a population that accesses the same activities, services, and features as full-time, tuition-paying students.

ii. Once the Board initially approves a differential fee, any subsequent change requires prior Board approval at the same meeting at which institutions submit proposals for tuition and fees.

iii. A differential fee proposal must include a plan to prevent duplicative charges with other program, course, or professional fees. It must also provide for stakeholder consultation and require periodic review and public reporting on revenues, expenditures, and impacts on access.

c. Career Technical Education Fee (Approved Annually by the Board)

The Career Technical Education fee is the fee charged for educational costs for students enrolled in Career Technical Education programs.

~~v.~~d. Summer Bridge Program Fee (Approved Annually by the Board)

The Summer Bridge Program Fee ~~fee~~ is charged to students recently graduated from high school, who are admitted into a summer bridge program at an institution the summer immediately following graduation from high school, and who will be enrolling in pre-determined college-level courses at the same institution the fall semester of the same year for the express purpose of acquiring knowledge and skills necessary to be successful in college. ~~The bridge program fee shall be set annually by the Board.~~

~~vi). Independent Study in Idaho~~

~~This fee is charged for courses offered through the Independent Study in Idaho (ISI) cooperative program. Complete degree programs shall not be offered through the ISI. Credits earned upon course completion shall transfer to any Idaho public college or university. The ISI program shall receive no appropriated or institutional funding and shall operate alone on revenue generated through ISI student registration fees.~~

~~c. Institution Established Program Fees~~

e. Additional Institutional Student Fees or Charges (Approved Annually by the Board)

This subsection applies to any charge that impacts 50% or more of the institution's undergraduate students. This includes a charge embedded in course registration or enrollment processes. Such a charge must undergo appropriate institutional review before submission for annual Board approval. This subsection governs notwithstanding any other provision of this policy, including the Institution Approved Course and Miscellaneous Administrative Fees ~~provisions in subsection 11 below~~provisions in Section 12 below. Institutional review must include consideration of the charge's impact on student cost of attendance and the adequacy of student notice. Additional Institutional Student Fees or Charge proposals must include a plan to prevent duplicative charges with other program/course fees, provide for stakeholder

consultation, and require periodic review and public reporting on revenues, expenditures, and impacts on access. Examples of charges governed by this subsection include broadly-assessed institutional fees, such as an advising fee, library fees, or course materials fees, that are charged to all or substantially all undergraduate students each term.

f. New Student Orientation Fee (Approved Annually by the Board)

The New Student Orientation Fee is charged to students newly admitted to an institution to support required orientation programming prior to the start of their first academic term.

g. Program Participation Fee (Approved Annually by the Board)

A program participation fee is a fee charged each term to students admitted to a specific academic program, college, or cohort, such as an honors college, to support advising, programming, or enrichment services unique to that program and not provided to other students. A program participation fee that impacts 50% or more of the institution's undergraduate students is governed by subsection e. above.

1) Program participation fees must be limited to the costs of services unique to the program and may not be used for instruction or other costs the institution ordinarily budgets.

2) A program participation fee may not duplicate course, differential, or professional fees charged to the same students for the same costs.

3) The rate, the services supported, and any waiver or financial assistance provisions must be published before students enroll in the program.

4) Program participation fee revenue must be separately accounted for. Each annual proposal must report the number of students assessed, revenue, expenditures, and fund balance for the prior fiscal year.

5) Once a program participation fee is initially approved by the Board, any subsequent change requires prior Board approval at the same meeting at which institutions submit proposals for tuition and fees.

6) Program participation fees in effect on the effective date of this subsection must be submitted for Board approval with the institution's next annual tuition and fee proposal.

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h. Transcription Fee (Approved Annually by the Board)

A fee may be charged for processing and transcripting credits. The fee shall be established annually by the Board.

1) This fee may be charged to students enrolled in a qualified Workforce Training course where the student elects to receive credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges.

2) This fee may also be charged for transcripting technical competency credits awarded pursuant to Board Policy III.Y to students who completed a secondary program previously approved for technical competency credits.

11. Tier 4: Special Program Fees in Lieu of Tuition (Institutional Approval and Annual Board Reporting)

~~Institution Established Program Fees~~Institution-established program fees are charged in lieu of tuition. The Board delegates establishment of the following fees to the ~~Chief Executive Officers~~institutional presidents. An annual report listing these fees ~~shall~~must be provided to the Board annually at the time of establishment of Board-established tuition and fees.

~~i. Employee/Spouse/Dependent Fee~~

i. Employee/Spouse/Dependent Fee: The fee for eligible participants ~~shall~~must be set by each institution. Eligibility ~~shall be~~is determined by each institution. Employees, spouses and dependents at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Employees of the Office of the State Board of Education and the Division of Career Technical Education ~~shall~~must be treated as institution employees for purposes of eligibility. Special course fees may also be charged.

~~ii. Senior Citizen Fee~~

ii. Senior Citizen Fee: The fee for eligible participants ~~shall~~must be set by each institution. Eligibility ~~shall be~~is determined by each institution.

~~iii. In-Service Teacher Education Fee~~

iii. In-Service Teacher Education Fee: This fee ~~shall~~must be applicable only to teacher education courses offered as teacher professional development. This fee is not intended for courses ~~which count toward~~that are required

components of an ~~institution's~~institution's degree programs; however, a limited number of credits earned through such courses may be applied toward a degree by petition, consistent with institutional academic policy. Courses must be approved by the appropriate academic unit(s) at the institution. For purposes of this special fee only, "teacher" means any certificated staff (i.e. pupil services, instructional and administrative).

a) The fee ~~shall~~must not exceed one-third of the part-time undergraduate credit hour fee or one-third of the graduate credit hour fee for Idaho teachers employed at an Idaho elementary or secondary school; and

b) The credit-granting institution may set a course fee up to the regular undergraduate or graduate credit hour fee for non-Idaho teachers, for teachers who are not employed at an Idaho elementary or secondary school, or in cases where the credit-granting institution bears all or part of the costs of delivering the course.

~~iv. Contracts and Grants~~

iv. Contracts and Grants: Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

~~v. Continuing Education Fees~~

v. Continuing Education Fees: Continuing education fees may be charged to continuing education students on a course-by-course basis.

~~d. Board Approved Administrative Fees~~

~~Administrative local fees are student fees that are approved by the State Board of Education and deposited into local institutional accounts.~~

~~These shall be approved by the Board at its annual meeting for setting tuition and fees and will be clearly communicated to students prior to their enrollment.~~

~~i. Consolidated Mandatory Fee~~

~~This fee is inclusive of all facilities, activity and technology fees. The State Board of Education will approve the Consolidated Mandatory Fee which will then be allocated by institutions. A full-time and part-time rate shall be established. The Consolidated Mandatory Fee, with an amount for each of the four categories that comprise it, shall be submitted to the Board for approval annually with the tuition increase. The categories are:~~

~~Student Enrollment, Engagement, and Success~~

~~The student enrollment, engagement and success fees provide funding to support the multitude of activities and services available to students, both on and off campus. Included in these fees are scholarships, student employment opportunities, funding to support student success initiatives, and enrollment (recruitment and retention) activities.~~

~~Institutional Operations, Services, and Support~~

~~The institutional operations, services, and support fees support the departmental and infrastructure needs of the college and universities, including construction and maintenance of facilities; instructional and computing resources; student involvement services and participation with athletic, arts, and cultural events.~~

~~Student Health and Wellness~~

~~The student health and wellness fee supports students' physical and mental health and well-being. The student health and wellness fee also allows for access to the health and counseling centers throughout the year as well as access to well-being and fitness programs and facilities for overall improvement of the student experience. This fee also funds facilities, maintenance, and programs available through the recreation and intramural programs.~~

~~Student Government~~

~~The student government fee funds support for the student government officers elected by students, student government initiatives, and student overall experience. Students are provided the means to engage in discussions, events, and opportunities that interest them, are new to them, and challenge them. A subset of this fee includes funding for student activities, clubs, and organizations; of which students shall be allowed to opt-out of payment of this subset of the fee.~~

~~Upon approval by the Board, each institution shall ensure that the Consolidated Mandatory Fee and each of the category fees shall be posted on an easily accessible location on its website.~~

vi. Independent Study in Idaho: Independent Study in Idaho started as a Board initiative and is now hosted and led by the University of Idaho as a cooperative course-sharing venture with Idaho's public postsecondary institutions. University of Idaho must set a cost per credit for all in-state public postsecondary students and may establish higher rates for other student

populations. Complete degree programs must not be offered through the ISI. Credits earned upon course completion must transfer to any Idaho public college or university. The ISI program must receive no appropriated or institutional funding and must operate alone on revenue generated through ISI student registration fees.

vii. Self-Supporting Non-Degree Education Operations: An institution may account for a Non-Degree Education Operation, as defined in Section 3, as a self-supporting auxiliary enterprise, separate from the institution's general education (appropriated) funds, if all of the following conditions are met:

a) The Operation offers non-degree coursework, credit, or credentials to participants who are not required to be admitted to the institution. Credits earned through the Operation may be applied toward a degree only by petition, consistent with institutional academic policy;

b) No appropriated funds are used in support of the Operation, consistent with Board Policy V.B.4.a. Start-up costs may be funded through institutional reallocation or reserves. The Operation as a whole must demonstrate that it can support its full costs, both direct and indirect, within a period not to exceed three (3) years from start-up;

c) The Operation's revenues and expenses are segregated, tracked, and accounted for separately from all other programs of the institution;

d) All fees charged by the Operation remain subject to this Section 11;

e) Any course awarding institutional academic credit is approved by the appropriate academic unit(s). The institution may maintain a separate record of credentials for the Operation, provided that institutional academic credit can be verified and transcripted consistent with institutional academic policy and applicable accreditation standards; and

f) The institution notifies the Executive Director in writing before reclassifying fee revenue currently recorded in the institution's general education (appropriated) budget to an Operation. The notice must include the estimated revenue affected and any adjustment to the institution's general education budget base, including any change in spending authority subject to approval under Board Policy V.B.2.b. Each Operation's revenues, expenses, and fund balance must be reported to the Board annually with the institution's Tier 4 fee report. Establishment of any new instructional or administrative unit to administer an Operation is subject to approval under Board Policy III.G.3.a.ii.

Operations accounted for as auxiliary enterprises as of the effective date of this subsection are deemed to meet the start-up requirements of subsection (b) and the notice requirement of subsection (f). They must be included in the institution's next annual Tier 4 report and must meet all other conditions of this subsection.

12. Tier 5: Course and Miscellaneous Administrative Fees (Institutional Approval and Annual Board Reporting)

A charge that meets the threshold described in the Additional Institutional Student Fees or Charges section of this policy is governed by that section and does not qualify as a special course fee for purposes of this section, regardless of whether it is assessed on a per course basis. A program participation fee, as described in Section 10.g, is likewise governed by that subsection and not by this section. The following fees and charges are charged to support specific courses, activities or administrative costs and are only charged to students that engage in those specific courses or activities. Revenue earned from these fees is considered to be local funds. All fees or changes to fees under this section become effective in the amount and at the time specified by the institution. Institutions are required to establish appropriate internal controls that provide reasonable assurance that fees are necessary and meet the requirements of this policy. Except where specified otherwise, these fees must be approved by the institutional president or designee. A report listing these fees must be provided to the Board annually at the time of establishment of Board-established tuition and fees.

~~ii. Transcription Fee~~

~~A fee may be charged for processing and transcripting credits. The fee shall be established annually by the Board.~~

~~a) This fee may be charged to students enrolled in a qualified Workforce Training course where the student elects to receive credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges~~

~~b) This fee may also be charged for transcripting demonstrable technical competency credits as defined in Board policy III.Y.~~

~~iii. Dual Credit Fee~~

~~High school students who enroll in one or more dual credit courses delivered by high schools (including Idaho Digital Learning Academy), either face-to-face or online, are eligible to pay a reduced cost per credit which is approved at the Board's annual tuition and fee setting meeting.~~

~~The term "dual credit" as used in this section is defined in Board Policy III.Y, which defines how costs are determined for high school students who are enrolled in classes on campus.~~

~~e. Institution Approved Special Course and Administrative Fees~~

~~The following local fees and charges are charged to support specific courses or activities and are only charged to students that engage in those specific courses or activities. Local fees and charges are deposited into local institutional accounts or the unrestricted fund. All local fees or changes to such local fees are established and become effective in the amount and at the time specified by the institution. The institution is responsible for reporting these local fees to the Board upon request.~~

~~i.~~ii.~~i.~~ ~~Special~~ Course Fees

A ~~special~~ course fee is an additive fee on top of the standard per credit hour fee which may be charged to students enrolled in a specific course for materials and/or activities required for that course. ~~Special course~~Course fees, or changes to such fees, are established and become effective in the amount and at the time specified by the ~~chief executive officer~~president or provost, and must be prominently posted so as to be readily accessible and transparent to students, along with other required course cost information. ~~Such~~A report listing these fees ~~shall~~must be ~~reported~~provided to the Board ~~upon request~~annually at the time of establishment of Board-established tuition and fees.

a) ~~Special course~~Course fees ~~shall~~must be directly related to academic programming. Likewise, special course fees for career technical courses ~~shall~~must be directly related to the skill or trade being taught.

b) ~~Special course~~Course fees may only be charged to cover the direct costs of the additional and necessary expenses that are unique to the course. This includes the costs for lab materials and supplies, specialized software, cost for distance and/or online delivery, and personnel costs for a lab manager. A ~~special~~ course fee ~~shall~~must not subsidize other courses, programs or institution operations.

c) A ~~special~~ course fee ~~shall~~must not be used to pay a cost for which the institution would ordinarily budget including faculty, administrative support and supplies.

d) ~~Special course~~Course fees ~~shall~~must be separately accounted for and ~~shall~~must not be commingled with other funds; provided however, multiple course fees supporting a common special cost (e.g. language lab, science lab equipment, computer equipment/software, etc.) may be combined.

The institution is responsible for managing these fees to ensure appropriate use (i.e. directly attributable to the associated courses) and that reserve balances are justified to ensure that fees charged are not excessive.

e) The institution ~~shall~~must maintain a system of procedures and controls providing reasonable assurance that ~~special~~ course fees are properly established and used in accordance with this policy~~, providing an annual review of one-third of the fees each year over a 3-year cycle~~.

~~iii.~~ ~~iii.~~ ii. Additional Mandatory Fees

a) Processing fees may be charged for the provision of academic products or services to students (e.g. undergraduate application fee, graduate application fee, program application fee, graduation/diploma fee, ~~new student orientation fees~~ and transcripts). ~~Fees for permits (e.g. parking permit) may also be charged. Each fee may be included in the Consolidated Mandatory fee or established as a separate fee.~~

b) All processing fees are established and become effective in the amount and at the time specified by the institution.

~~iv.~~ iii. Discretionary Fees, Fines, and Infractions

~~Fees for permits, student health insurance premiums, room and board rates, or fines shall be established by the institution. Each fee may be included in the Consolidated Mandatory fee or established as a separate fee.~~

~~v. Fines and Infractions~~

~~Fines may be charged for the infraction of an institution policy (e.g., late fee, late drop, library fine, parking fine, lost card, returned check, or stop payment).~~

Fees for permits, student health insurance premiums, or fines. Fines may be charged for the infraction of an institution policy or procedures established by operating units. Examples include, but are not limited to, e.g., late fee, late drop, library fine, parking fine, lost identification cards, returned check, or stop payment. Charges for housing (room and board) and parking are Auxiliary Rates, as defined in Section 3, and are governed by that definition rather than this subsection.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
SUBSECTION: R. Establishment of Tuition and Fees **December 2026**

1. Purpose

   Consistent with the Statewide Plan for Higher Education in Idaho, the institutions regularly assess and propose annual adjustments to tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens.

2. Guiding Principles

   a. In setting tuition and fees, nothing in this policy precludes review and approval of tuition and fee setting based on market considerations.

   b. In assessing tuition and fees, the Board will consider a wide range of factors to support informed decision-making. These may include institutional comparisons, regional and market conditions, trends relative to inflation, measures of affordability, and the share of educational costs borne by students. The Board may request that institutions provide additional data, analysis, and justification according to guidelines provided by the Executive Director or designee. Other criteria may be evaluated as is deemed appropriate.

   c. An institution cannot request more than a ten percent (10%) increase in the total full-time resident and/or non-resident student tuition and fee rate unless otherwise authorized by the Board. Each institution must comply with Board policy V.D. in depositing tuition revenues.

   d. It is the requirement of the Board that institutions communicate all tuition and fees to students in a clear and understandable format according to guidelines provided by the Executive Director or designee. Tuition and fee information must be available to students prior to their enrollment and fees be as consolidated and limited as is practicable.

   e. All tuition and fees must be reported according to guidelines provided by the Executive Director or designee.

   f. All Fees (as defined in V.R. 3 and as referenced throughout policy section V.R.) must be used for the purpose for which they are collected.

   g. Institutions must maintain an inventory of all Fees (as defined in Section 3) currently in effect, including documentation of the approval authority and date, and the stated purpose for which the fee is collected. Institutions must report annually, according to guidelines provided by the Executive Director or designee, the total revenue collected from each fee and any surplus balance associated with it.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
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SUBSECTION: R. Establishment of Tuition and Fees **December 2026**

3. Definitions

   a. "Tuition and Fees" means Institutional Tuition, Consolidated Mandatory Fee, and Administrative Fees requiring annual Board approval unless exempted below.

   b. "Institutional Tuition" is the amount charged for any and all educational services at the University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College. Assessed for, but not limited to: academic services; instruction; construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

   c. The "Consolidated Mandatory Fee" is a consolidated student fee that is inclusive of all facilities, activity, and technology fees. The fee comprises four categories: (1) Student Enrollment, Engagement, and Success; (2) Institutional Operations, Services, and Support; (3) Student Health and Wellness; and (4) Student Government. A full-time and part-time rate must be established.

   d. A "Comprehensive Program Fee" is a fee charged to students in lieu of the Institutional Tuition and Consolidated Mandatory Fee. Programs in this area are either Self-Support or Fully Online.

   e. "Self-Support Program" is an academic program that is distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services, and features as full-time, resident and non-resident tuition-paying students, such as programs designed for working professionals or other special degree-seeking populations.

   f. "Fully Online Program" programs feature only asynchronous online courses as defined in Board Policy III.E.

   g. "Administrative Fees" include fees assessed for specific programs, courses, or populations.

   h. "Academic Program" is a postsecondary educational program offered by an institution of higher education that leads to an academic or professional degree, certificate, or other recognized educational credential as defined in Board Policy Section III.E.

   i. "Professional Program" is an academic program for which graduates obtain a specialized higher education certificate or degree that qualifies them to practice a professional service involving expert and specialized knowledge for which credentialing or licensing may be required.

j. "Dual Credit" has the meaning given in Board Policy III.Y: courses that allow high school students to simultaneously earn credit toward a high school diploma and a postsecondary degree or certificate, whether taught at the high school, on the postsecondary campus, or via distance delivery.

k. "Workforce Training" is comprised of non-credit courses that are self-supporting; the fees for delivering such courses are retained by the technical colleges.

l. "Auxiliary Rate" means a charge assessed for goods or services provided by a self-supporting auxiliary enterprise of an institution, as defined in Board Policy V.B.4.a., such as housing (room and board), parking, dining, or bookstore operations, priced to recover the cost of providing that good or service. An Auxiliary Rate is not a "Fee" as defined in this policy and is not subject to the tuition and fee-setting process in Section 4 or the Fee Approval Framework in Section 5. Auxiliary Rates are established by the institution according to institutional policy and must be reported to the Board annually. Fees established under Section 11 (Tier 4) remain Fees under this policy, even where the Non-Degree Education Operation that charges them is accounted for as a self-supporting auxiliary enterprise under Section 11.vii.

m. "Non-Degree Education Operation" or "Operation" means non-degree professional, continuing, or outreach instruction, including In-Service Teacher Education and Continuing Education, that an institution offers through an instructional or administrative unit as defined in Board Policy III.G.1. and accounts for as a self-supporting auxiliary enterprise under Section 11.vii. For purposes of Board Policy V.B.4.a., participants enrolled in an Operation are considered individuals in the institutional community served by the auxiliary enterprise.

n. "Fee" means any charge assessed to students under Sections 7 through 12 of this policy, whether approved by the Board or by the institution. Institutional Tuition and Auxiliary Rates are not Fees.

o. "Local funds" means fee revenue deposited into local institutional accounts or the unrestricted fund. Local funds are not appropriated funds.

4. Tuition and Fee-Setting Process

a. Initial Notice: A proposal to alter any student tuition and fee covered by Subsection V.R.5. must be formalized by initial notice of the institutional president of the institution according to a timeline established annually by the State Board or Executive Director, but not less than 14 days before the published Board meeting at which a final decision is to be made.

i. Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

ii. The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal.

iii. A record of the public hearing as well as a copy of the initial notice must be made available to the Board. Public hearings may be held in person or virtually.

b. Board Approval: Board approval for most tuition and fees, as detailed in the remainder of V.R, will be considered annually unless otherwise specified. This approval will be timed to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

c. Effective Date: Any change in the rate of tuition and fees becomes effective on the date approved by the Board unless otherwise specified.

5. Fee Approval Framework

Tuition and fees vary by approval and by timing. Full descriptions of each Tier follow below this table:

Tier	Tuition or Fee Type	Approved By	Frequency / Timing
1	Institutional Tuition	Board	Annually
1	Consolidated Mandatory Fee	Board	Annually
1	Dual Credit	Board	Annually
2	Comprehensive Program Fee (Fully Online / Self Support)	Board	Initially at time of program approval; annually thereafter
3	Administrative Fees (Professional, Differential, CTE, Summer Bridge, New Student Orientation, Program Participation, Transcription, Other)	Board	Annually or at time of program approval (type-dependent)
4	Special Program Fees in Lieu of Tuition (Employee/Dependent, Senior Citizen, In Service, Contracts/Grants, Continuing Education)	Institution	Reported to Board annually
5	Course and Miscellaneous Administrative Fees (Course Fees, Processing, Discretionary, Fines)	Institution	Reported to Board annually

All tuition and fees must be displayed in a format in accordance to guidance provided by the Executive Director or designee.

6. Tier 1: Institutional Tuition (Approved Annually by the Board)

Institutional Tuition is assessed for, but is not limited to, academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

i. Institutional Tuition must be set as follows and may include both full-time and part-time rates in the following categories:

- Undergraduate Resident Tuition
- Undergraduate Non-resident Tuition
- Graduate Resident Tuition
- Graduate Non-resident Tuition
- Special Resident Tuition
- Special Non-resident Tuition
- Course Overload Tuition

Special Tuition rates may include tuition for such items as specialized short-term courses or programs, summer courses, or other special kinds of courses for the purposes of furthering the educational mission of the institution.

Part-time Credit Hour tuition is defined as the charge per credit hour charged for educational services for enrolled, part-time students.

The Course Overload Tuition rate may be charged to full-time students whose credit hour workload is higher than the guidelines for a normal course load.

ii. Systemwide Tuition

The Board may choose to establish a systemwide tuition rate for programs that span two or more institutions. Revenues from systemwide tuition will be deposited with the state for those institutions required to do so per statute.

iii. Western Undergraduate Exchange (WUE) Tuition

The Western Undergraduate Exchange tuition is established as 150% of the resident tuition rate for full-time students participating in this program. Students

in this program must be subject to the Consolidated Mandatory Fee and all other applicable fees.

7. Tier 1: Consolidated Mandatory Fee (Approved Annually by the Board)

Administrative local fees are student fees that are approved by the State Board of Education and are considered local funds. This fee is inclusive of all facilities, activity and technology fees. The State Board of Education will approve the Consolidated Mandatory Fee which will then be allocated by institutions. A full-time and part-time rate must be established. The Consolidated Mandatory Fee, with an amount for each of the four categories that comprise it, must be submitted to the Board for approval annually with the tuition increase.

The categories are:

i. Student Enrollment, Engagement, and Success

The student enrollment, engagement and success fees provide funding to support the multitude of activities and services available to students, both on and off campus. Included in these fees are scholarships, student employment opportunities, funding to support student success initiatives, and enrollment (recruitment and retention) activities.

ii. Institutional Operations, Services, and Support

The institutional operations, services, and support fees support the departmental and infrastructure needs of the college and universities, including construction and maintenance of facilities; instructional and computing resources; student involvement services and participation with athletic, arts, and cultural events.

iii. Student Health and Wellness

The student health and wellness fee supports students' physical and mental health and well-being. The student health and wellness fee also allows for access to the health and counseling centers throughout the year as well as access to well-being and fitness programs and facilities for overall improvement of the student experience. This fee also funds facilities, maintenance, and programs available through the recreation and intramural programs.

iv. Student Government

The student government fee funds support for the student government officers elected by students, student government initiatives, and student overall experience. Students are provided the means to engage in discussions, events,

and opportunities that interest them, are new to them, and challenge them. A subset of this fee includes funding for student activities, clubs, and organizations; of which students must be allowed to opt-out of payment of this subset of the fee.

8. Tier 1: Dual Credit Fee (Approved Annually by the Board)

   High school students who enroll in one or more dual credit courses delivered by a postsecondary institution at a high school (including Idaho Digital Learning Academy), either face-to-face or online, are eligible to pay a reduced cost per credit which is approved at the Board's annual tuition and fee setting meeting. The term "dual credit" as used in this section is defined in Board Policy III.Y, which defines how costs are determined for high school students who are enrolled in classes on campus.

9. Tier 2: Comprehensive Program Fee (Board-Approved at Time of Program Proposal)

   Two fee structures operate as a Comprehensive Program Fee: fully online and self-support programs. Comprehensive Program Fees are approved by the Board or designee when the associated program is approved. Comprehensive Program Fees must be submitted when the program is submitted for review and approval per Board Policy III.G. A Comprehensive Program Fee must be one of the two following options:

   i. Institutional Online Program

      A Comprehensive Program Fee: Fully Online Program is an institutional online program fee that may be charged in lieu of tuition for any fully online undergraduate, graduate, and certificate program (see Board Policy III.E for full definition). A fully online program fee must be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved consolidated and administrative fees.

   ii. Comprehensive Program Fee: Self-Support Academic Program

      Self-support programs fees are charged in lieu of resident or non-resident tuition for programs that lead to degrees or certificates. A self-support program fee in lieu of tuition must be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved consolidated and administrative fees.

      To bring a Comprehensive Program Fee: Self-Support Academic Program to the Board for approval, all of the following criteria must be met:

1) An institution must follow the program approval guidelines set forth in policy III.G.

2) The Self-support program must be an academic program.

3) The Self-support program must be distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services and features as full-time, resident and non-resident tuition paying students, such as programs designed specifically for working professionals, programs offered off-campus, or programs for unique populations.

4) No appropriated funds may be used in support of Self-support programs.

5) Self-support program finances must be segregated, tracked and accounted for separately from all other programs of the institution.

6) If a Comprehensive Program Fee is approved for a new self-support program, an institution may fund program start-up costs through reallocation or use of reserves. However, the program must demonstrate ability to support its costs, both direct and indirect, within a period not to exceed three years from program start-up.

7) Once a Comprehensive Program Fee is initially approved by the Board, any subsequent change in a Comprehensive Program Fee must require prior approval by the Board.

8) Students enrolled in a Comprehensive Fee Program may take courses outside of the program so long as they pay the required tuition and fees for those courses.

10. Tier 3: Administrative Fees (Approved Annually or at Time of Program Proposal)

Administrative fees are student fees that are approved by the State Board of Education and are considered local funds.

a. Professional Program Fees (Board-Approved at Time of Program Proposal)

A profession is an occupation for which a person has to undergo specialized training or internship for getting a high degree of education and expertise in the concentrated area. Professional program fees must be additional fees above and beyond the normal resident and non-resident tuition rates. Professional Program Fees must be submitted when the program is submitted for review and approval per Board Policy III.G unless otherwise approved for submission by the Executive Director or designee.

To designate a professional fee for a Board-approved professional program, all of the following criteria must be met:

i. Credential or Licensure Requirement:

1) A professional fee may be charged for an academic professional program if graduates of the program obtain a specialized higher education certificate or degree that qualifies them to practice a professional service involving expert and specialized knowledge for which credentialing or licensing is required.

2) Any such professional program must provide at least the minimum capabilities required for entry to the practice of a profession.

ii. Accreditation Requirement: The program:

1) is accredited within the institution's institutional accreditation; or

2) is actively seeking accreditation if a new program; or

3) will be actively seeking program accreditation after the first full year of existence if a new program by an institutional or specialized accrediting agency.

iii. Demonstration of Program Costs: Institutions may propose professional fees for Board approval based on the costs to deliver the program and other related costs. An institution must provide justification for the pricing of the professional program.

iv. Program Requirements

1) The program must be consistent with academic offerings of the institution serving a population that accesses the same activities, services, and features as full-time, tuition-paying students.

2) Upon the approval and establishment of a professional fee, course fees associated with the same program must be prohibited.

3) Once a professional fee is initially approved by the Board, any subsequent change in a professional fee must require prior approval by the Board at the same meeting institutions submit proposals for tuition and fees.

b. Differential Fee (Approved Annually by the Board)

A differential fee is a fee assessed within an undergraduate or graduate degree program on a narrowly defined set of major/program courses, or on the student credit hours in those courses, to recover and sustain the demonstrated higher costs of instruction and delivery in certain academic areas. At the undergraduate level, differential fees are limited to upper-division (300x and 400x) courses. At the graduate level, they may be assessed on graduate courses (500x level and above) within the approved program. Differential fees are intended to support direct, identifiable program costs that materially exceed standard instructional costs, such as high faculty costs, specialized laboratories and equipment, accreditation-driven instructional requirements, safety or clinical ratios, and sustained course capacity needs. They are not intended as a general revenue source.

1) Differential fees may be applied only to upper-division undergraduate courses (300x and 400x level) and graduate courses (500x level and above) as expressly approved by the Board.

2) Any differential fee must be justified with documented evidence that the incremental costs are concentrated in the affected upper-division undergraduate or graduate courses. It must be transparent to students (published scope, rate, and duration) and limited to specified uses that directly benefit the students paying the differential.

3) Institutional review must consider the fee's impact on student cost of attendance and the adequacy of student notice. For graduate programs, review must also consider the fee's interaction with assistantship tuition and fee waivers and with external funding or sponsor rates.

4) Once a differential fee is approved and established, course fees associated with the same courses are prohibited. A differential fee may not be assessed in a graduate or professional program that is already assessed a professional fee under this policy for the same courses or credit hours.

5) Requirements

i. The program must be consistent with the institution's academic offerings and serve a population that accesses the same activities, services, and features as full-time, tuition-paying students.

ii. Once the Board initially approves a differential fee, any subsequent change requires prior Board approval at the same meeting at which institutions submit proposals for tuition and fees.

iii. A differential fee proposal must include a plan to prevent duplicative charges with other program, course, or professional fees. It must also provide for stakeholder consultation and require periodic review and public reporting on revenues, expenditures, and impacts on access.

c. Career Technical Education Fee (Approved Annually by the Board)

The Career Technical Education fee is the fee charged for educational costs for students enrolled in Career Technical Education programs.

d. Summer Bridge Program Fee (Approved Annually by the Board)

The Summer Bridge Program Fee is charged to students recently graduated from high school, who are admitted into a summer bridge program at an institution the summer immediately following graduation from high school, and who will be enrolling in pre-determined college-level courses at the same institution the fall semester of the same year for the express purpose of acquiring knowledge and skills necessary to be successful in college.

e. Additional Institutional Student Fees or Charges (Approved Annually by the Board)

This subsection applies to any charge that impacts 50% or more of the institution's undergraduate students. This includes a charge embedded in course registration or enrollment processes. Such a charge must undergo appropriate institutional review before submission for annual Board approval. This subsection governs notwithstanding any other provision of this policy, including the Institution Approved Course and Miscellaneous Administrative Fees provisions in Section 12 below. Institutional review must include consideration of the charge's impact on student cost of attendance and the adequacy of student notice. Additional Institutional Student Fees or Charge proposals must include a plan to prevent duplicative charges with other program/course fees, provide for stakeholder consultation, and require periodic review and public reporting on revenues, expenditures, and impacts on access. Examples of charges governed by this subsection include broadly-assessed institutional fees, such as an advising fee, library fees, or course materials fees, that are charged to all or substantially all undergraduate students each term.

f. New Student Orientation Fee (Approved Annually by the Board)

The New Student Orientation Fee is charged to students newly admitted to an institution to support required orientation programming prior to the start of their first academic term.

g. Program Participation Fee (Approved Annually by the Board)

A program participation fee is a fee charged each term to students admitted to a specific academic program, college, or cohort, such as an honors college, to support advising, programming, or enrichment services unique to that program and not provided to other students. A program participation fee that impacts 50% or more of the institution's undergraduate students is governed by subsection e. above.

1) Program participation fees must be limited to the costs of services unique to the program and may not be used for instruction or other costs the institution ordinarily budgets.

2) A program participation fee may not duplicate course, differential, or professional fees charged to the same students for the same costs.

3) The rate, the services supported, and any waiver or financial assistance provisions must be published before students enroll in the program.

4) Program participation fee revenue must be separately accounted for. Each annual proposal must report the number of students assessed, revenue, expenditures, and fund balance for the prior fiscal year.

5) Once a program participation fee is initially approved by the Board, any subsequent change requires prior Board approval at the same meeting at which institutions submit proposals for tuition and fees.

6) Program participation fees in effect on the effective date of this subsection must be submitted for Board approval with the institution's next annual tuition and fee proposal.

h. Transcription Fee (Approved Annually by the Board)

A fee may be charged for processing and transcripting credits. The fee shall be established annually by the Board.

1) This fee may be charged to students enrolled in a qualified Workforce Training course where the student elects to receive credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges.

2) This fee may also be charged for transcripting technical competency credits awarded pursuant to Board Policy III.Y to students who completed

a secondary program previously approved for technical competency credits.

11. Tier 4: Special Program Fees in Lieu of Tuition (Institutional Approval and Annual Board Reporting)

Institution-established program fees are charged in lieu of tuition. The Board delegates establishment of the following fees to the institutional presidents. An annual report listing these fees must be provided to the Board annually at the time of establishment of Board-established tuition and fees.

i. Employee/Spouse/Dependent Fee: The fee for eligible participants must be set by each institution. Eligibility is determined by each institution. Employees, spouses and dependents at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Employees of the Office of the State Board of Education and the Division of Career Technical Education must be treated as institution employees for purposes of eligibility. Special course fees may also be charged.

ii. Senior Citizen Fee: The fee for eligible participants must be set by each institution. Eligibility is determined by each institution.

iii. In-Service Teacher Education Fee: This fee must be applicable only to teacher education courses offered as teacher professional development. This fee is not intended for courses that are required components of an institution's degree programs; however, a limited number of credits earned through such courses may be applied toward a degree by petition, consistent with institutional academic policy. Courses must be approved by the appropriate academic unit(s) at the institution. For purposes of this special fee only, “teacher” means any certificated staff (i.e. pupil services, instructional and administrative).

a) The fee must not exceed one-third of the part-time undergraduate credit hour fee or one-third of the graduate credit hour fee for Idaho teachers employed at an Idaho elementary or secondary school; and

b) The credit-granting institution may set a course fee up to the regular undergraduate or graduate credit hour fee for non-Idaho teachers, for teachers who are not employed at an Idaho elementary or secondary school, or in cases where the credit-granting institution bears all or part of the costs of delivering the course.

iv. Contracts and Grants: Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

v. Continuing Education Fees: Continuing education fees may be charged to continuing education students on a course-by-course basis.

vi. Independent Study in Idaho: Independent Study in Idaho started as a Board initiative and is now hosted and led by the University of Idaho as a cooperative course-sharing venture with Idaho's public postsecondary institutions. University of Idaho must set a cost per credit for all in-state public postsecondary students and may establish higher rates for other student populations. Complete degree programs must not be offered through the ISI. Credits earned upon course completion must transfer to any Idaho public college or university. The ISI program must receive no appropriated or institutional funding and must operate alone on revenue generated through ISI student registration fees.

vii. Self-Supporting Non-Degree Education Operations: An institution may account for a Non-Degree Education Operation, as defined in Section 3, as a self-supporting auxiliary enterprise, separate from the institution's general education (appropriated) funds, if all of the following conditions are met:

a) The Operation offers non-degree coursework, credit, or credentials to participants who are not required to be admitted to the institution. Credits earned through the Operation may be applied toward a degree only by petition, consistent with institutional academic policy;

b) No appropriated funds are used in support of the Operation, consistent with Board Policy V.B.4.a. Start-up costs may be funded through institutional reallocation or reserves. The Operation as a whole must demonstrate that it can support its full costs, both direct and indirect, within a period not to exceed three (3) years from start-up;

c) The Operation's revenues and expenses are segregated, tracked, and accounted for separately from all other programs of the institution;

d) All fees charged by the Operation remain subject to this Section 11;

e) Any course awarding institutional academic credit is approved by the appropriate academic unit(s). The institution may maintain a separate record of credentials for the Operation, provided that institutional academic credit can be verified and transcripted consistent with institutional academic policy and applicable accreditation standards; and

f) The institution notifies the Executive Director in writing before reclassifying fee revenue currently recorded in the institution's general education (appropriated) budget to an Operation. The notice must include the estimated revenue affected and any adjustment to the institution's general

education budget base, including any change in spending authority subject to approval under Board Policy V.B.2.b. Each Operation's revenues, expenses, and fund balance must be reported to the Board annually with the institution's Tier 4 fee report. Establishment of any new instructional or administrative unit to administer an Operation is subject to approval under Board Policy III.G.3.a.ii.

Operations accounted for as auxiliary enterprises as of the effective date of this subsection are deemed to meet the start-up requirements of subsection (b) and the notice requirement of subsection (f). They must be included in the institution's next annual Tier 4 report and must meet all other conditions of this subsection.

12. Tier 5: Course and Miscellaneous Administrative Fees (Institutional Approval and Annual Board Reporting)

A charge that meets the threshold described in the Additional Institutional Student Fees or Charges section of this policy is governed by that section and does not qualify as a special course fee for purposes of this section, regardless of whether it is assessed on a per course basis. A program participation fee, as described in Section 10.g, is likewise governed by that subsection and not by this section. The following fees and charges are charged to support specific courses, activities or administrative costs and are only charged to students that engage in those specific courses or activities. Revenue earned from these fees is considered to be local funds. All fees or changes to fees under this section become effective in the amount and at the time specified by the institution. Institutions are required to establish appropriate internal controls that provide reasonable assurance that fees are necessary and meet the requirements of this policy. Except where specified otherwise, these fees must be approved by the institutional president or designee. A report listing these fees must be provided to the Board annually at the time of establishment of Board-established tuition and fees.

i. Course Fees

A course fee is an additive fee on top of the standard per credit hour fee which may be charged to students enrolled in a specific course for materials and/or activities required for that course. Course fees, or changes to such fees, are established and become effective in the amount and at the time specified by the president or provost, and must be prominently posted so as to be readily accessible and transparent to students, along with other required course cost information. A report listing these fees must be provided to the Board annually at the time of establishment of Board-established tuition and fees.

a) Course fees must be directly related to academic programming. Likewise, special course fees for career technical courses must be directly related to the skill or trade being taught.

b) Course fees may only be charged to cover the direct costs of the additional and necessary expenses that are unique to the course. This includes the costs for lab materials and supplies, specialized software, cost for distance and/or online delivery, and personnel costs for a lab manager. A course fee must not subsidize other courses, programs or institution operations.

c) A course fee must not be used to pay a cost for which the institution would ordinarily budget including faculty, administrative support and supplies.

d) Course fees must be separately accounted for and must not be commingled with other funds; provided however, multiple course fees supporting a common special cost (e.g. language lab, science lab equipment, computer equipment/software, etc.) may be combined. The institution is responsible for managing these fees to ensure appropriate use (i.e. directly attributable to the associated courses) and that reserve balances are justified to ensure that fees charged are not excessive.

e) The institution must maintain a system of procedures and controls providing reasonable assurance that course fees are properly established and used in accordance with this policy.

ii. Additional Mandatory Fees

a) Processing fees may be charged for the provision of academic products or services to students (e.g. undergraduate application fee, graduate application fee, program application fee, graduation/diploma fee, and transcripts).

b) All processing fees are established and become effective in the amount and at the time specified by the institution.

iii. Discretionary Fees, Fines, and Infractions

Fees for permits, student health insurance premiums, or fines. Fines may be charged for the infraction of an institution policy or procedures established by operating units. Examples include, but are not limited to, e.g., late fee, late drop, library fine, parking fine, lost identification cards, returned check, or stop payment. Charges for housing (room and board) and parking are Auxiliary Rates, as defined in Section 3, and are governed by that definition rather than this subsection.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
SUBSECTION: R. Establishment of Tuition and Fees **February 2022**

1. Board Policy on Student Tuition and Fees

   Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens. In setting tuition and fees, nothing in this policy shall preclude review and approval of tuition and fee setting based on market considerations. The Board may consider factors such as how tuition and fees compare to tuition and fees at peer institutions, how percent increases compared to inflationary factors, how tuition and fees are represented as a percent of per capita income and/or household income, and what share students pay of their education costs. Other criteria may be evaluated as is deemed appropriate. An institution cannot request more than a ten percent (10%) increase in the total full-time resident and/or non-resident student tuition and fee rate unless otherwise authorized by the Board. Each institution shall comply with Board policy V.D. in depositing tuition revenues.

   It is the requirement of the Board that institutions communicate all tuition and fees to students in a clear and understandable format prior to their enrollment and that fees be as consolidated and limited as is practicable. Such communication shall include information about tuition and fees, and reference possible student-specific items that cannot be determined until enrollment, such as course fees.

2. Tuition and Fee Setting Process – Board Approved Tuition and Fees

   a. Initial Notice

      A proposal to alter any student tuition and fees covered by Subsection V.R.3. shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made.

      Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

      The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board. Public hearings may be held in person or virtually.

   b. Board Approval

      Board approval for tuition and fees will be considered annually. This approval will be timed to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

c. Effective Date

Any change in the rate of tuition and fees becomes effective on the date approved by the Board unless otherwise specified.

3. Definitions and Types of Tuition and Fees

The following definitions are applicable to tuition and fees charged to students at all the state colleges and universities under the governance of the Board.

a. Board Established Tuition

i. Institution Tuition

Tuition is the amount charged for any and all educational services at University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College. Tuition is assessed for, but is not limited to, academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

Special Tuition rates may include tuition for such items as specialized short-term courses or programs, summer courses, or other special kinds of courses for the purposes of furthering the educational mission of the institution.

Part-time Credit Hour tuition is defined as the charge per credit hour charged for educational services for enrolled, part-time students.

The Course Overload Tuition rate may be charged to full-time students whose credit hour workload is higher than the guidelines for a normal course load.

a) Tuition – University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College

Tuition shall be set as follows and may include both full-time and part-time rates:

- Undergraduate Resident Tuition
- Undergraduate Non-resident Tuition
- Graduate Resident Tuition
- Graduate Non-resident Tuition
- Special Resident Tuition
- Special Non-resident Tuition
- Course Overload Tuition

ii. Systemwide Tuition

The Board may choose to establish a systemwide tuition rate for programs that span two or more institutions. Revenues from systemwide tuition will be deposited with the state for those institutions required to do so per statute.

iii. Western Undergraduate Exchange (WUE) Tuition

The Western Undergraduate Exchange tuition is established as 150% of the resident tuition rate for full-time students participating in this program. Students in this program shall be subject to the Consolidated Mandatory Fee and all other applicable fees.

b. Board Established Course and Program Fees

For purposes of board established course and program fees, "academic" means a systematic, usually sequential, grouping of courses that provide the student with the knowledge and competencies required for a baccalaureate, master's, specialist or doctoral degree as defined in policy III.E.1.

i. Career Technical Education Fee

The Career Technical Education fee is the fee charged for educational costs for students enrolled in Career Technical Education programs

ii. Institutional Online Program Fee

An institutional online program fee may be charged for any fully online undergraduate, graduate, and certificate program. An online program fee shall be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved fees. An online program is one in which all courses are offered and delivered via distance learning modalities (e.g. campus-supported learning management system, videoconferencing, etc.); provided however, that limited on-campus meetings may be allowed if necessary for accreditation purposes or to ensure the program is pedagogically sound.

iii. Professional Program Fees

A profession is an occupation, for which a person has to undergo specialized training or internship for getting a high degree of education and expertise in the concentrated area.

a) Requirements. To designate a professional fee for a Board approved professional program, all of the following criteria must be met:

1) Credential or Licensure Requirement:

   i) A professional fee may be charged for an academic professional program if graduates of the program obtain a specialized higher education certificate or degree that qualifies them to practice a professional service involving expert and specialized knowledge for which credentialing or licensing may be required.

   ii) Any such professional program must provide at least the minimum capabilities required for entry to the practice of a profession.

2) Accreditation Requirement: The program:

   i) is accredited within the institution's regional accreditation; or

   ii) is actively seeking accreditation if a new program; or

   iii) will be actively seeking program accreditation after the first full year of existence if a new program by a regional or specialized accrediting agency.

3) Demonstration of Program Costs: Institutions may propose professional fees for Board approval based on the costs to deliver the program and other related costs. An institution must provide justification for the pricing of the professional program. Professional program fees must be additional fees above and beyond the normal resident and non-resident tuition rates.

b) Program Guidelines

   1) The program must be consistent with academic offerings of the institution serving a population that accesses the same activities, services, and features as full-time, tuition-paying students.

   2) Upon the approval and establishment of a professional fee, course fees associated with the same program shall be prohibited.

   3) Once a professional fee is initially approved by the Board, any subsequent change in a professional fee shall require prior approval by the Board at the same meeting institutions submit proposals for tuition and fees.

iv. Self-Support Academic Program Fees

a) Self-support programs fees are charged in lieu of resident or non-resident tuition for programs that lead to degrees or certificates. To bring a Self-

support program fee to the Board for approval, all of the following criteria must be met:

1) An institution shall follow the program approval guidelines set forth in policy III.G.

2) The Self-support program shall be an academic program.

3) The Self-support program shall be distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services and features as full-time, resident and non-resident tuition paying students, such as programs designed specifically for working professionals, programs offered off-campus, or programs delivered completely online.

4) No appropriated funds may be used in support of Self-support programs. The Self-support program fee shall be all-inclusive and no other fees shall be charged in connection with participation in the program.

5) Self-support program finances shall be segregated, tracked and accounted for separately from all other programs of the institution except as provided for in subsection 3.B.iv.b.

b) If a Self-support program fee is approved for a new program, an institution may fund program start-up costs through reallocation or use of reserves., the program must demonstrate ability to support its costs, both direct and indirect, within a period not to exceed three years from program start-up.

c) Once a Self-support program fee is initially approved by the Board, any subsequent change in a Self-support program fee shall require prior approval by the Board.

d) Students enrolled in self-support programs may take courses outside of the program so long as they pay the required tuition and fees for those courses.

v. Summer Bridge Program Fee

The Summer Bridge Program Fee fee is charged to students recently graduated from high school, who are admitted into a summer bridge program at an institution the summer immediately following graduation from high school, and who will be enrolling in pre-determined college-level courses at the same institution the fall semester of the same year for the express purpose of acquiring knowledge and skills necessary to be successful in college. The bridge program fee shall be set annually by the Board.

vi). Independent Study in Idaho

This fee is charged for courses offered through the Independent Study in Idaho (ISI) cooperative program. Complete degree programs shall not be offered through the ISI. Credits earned upon course completion shall transfer to any Idaho public college or university. The ISI program shall receive no appropriated or institutional funding and shall operate alone on revenue generated through ISI student registration fees.

c. Institution Established Program Fees
Institution Established Program Fees are charged in lieu of tuition. The Board delegates establishment of the following fees to the Chief Executive Officers. An annual report listing these fees shall be provided to the Board annually at the time of establishment of Board-established tuition and fees.

i. Employee/Spouse/Dependent Fee

The fee for eligible participants shall be set by each institution. Eligibility shall be determined by each institution. Employees, spouses and dependents at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Employees of the Office of the State Board of Education and the Division of Career Technical Education shall be treated as institution employees for purposes of eligibility. Special course fees may also be charged.

ii. Senior Citizen Fee

The fee for eligible participants shall be set by each institution. Eligibility shall be determined by each institution.

iii. In-Service Teacher Education Fee

This fee shall be applicable only to teacher education courses offered as teacher professional development. This fee is not intended for courses which count toward an institution's degree programs. Courses must be approved by the appropriate academic unit(s) at the institution. For purposes of this special fee only, "teacher" means any certificated staff (i.e. pupil services, instructional and administrative).

a) The fee shall not exceed one-third of the part-time undergraduate credit hour fee or one-third of the graduate credit hour fee for Idaho teachers employed at an Idaho elementary or secondary school; and

b) The credit-granting institution may set a course fee up to the regular undergraduate or graduate credit hour fee for non-Idaho teachers, for teachers who are not employed at an Idaho elementary or secondary

school, or in cases where the credit-granting institution bears all or part of the costs of delivering the course.

iv. Contracts and Grants

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

v. Continuing Education Fees

Continuing education fees may be charged to continuing education students on a course-by-course basis.

d. Board Approved Administrative Fees

Administrative local fees are student fees that are approved by the State Board of Education and deposited into local institutional accounts.

These shall be approved by the Board at its annual meeting for setting tuition and fees and will be clearly communicated to students prior to their enrollment.

i. Consolidated Mandatory Fee
This fee is inclusive of all facilities, activity and technology fees. The State Board of Education will approve the Consolidated Mandatory Fee which will then be allocated by institutions. A full-time and part-time rate shall be established. The Consolidated Mandatory Fee, with an amount for each of the four categories that comprise it, shall be submitted to the Board for approval annually with the tuition increase. The categories are:

Student Enrollment, Engagement, and Success
The student enrollment, engagement and success fees provide funding to support the multitude of activities and services available to students, both on and off campus. Included in these fees are scholarships, student employment opportunities, funding to support student success initiatives, and enrollment (recruitment and retention) activities.

Institutional Operations, Services, and Support
The institutional operations, services, and support fees support the departmental and infrastructure needs of the college and universities, including construction and maintenance of facilities; instructional and computing resources; student involvement services and participation with athletic, arts, and cultural events.

Student Health and Wellness
The student health and wellness fee supports students' physical and mental health and well-being. The student health and wellness fee also allows for access to the health and counseling centers throughout the year as well as access to well-being and fitness programs and facilities for overall improvement of the student experience. This fee also funds facilities, maintenance, and programs available through the recreation and intramural programs.

Student Government
The student government fee funds support for the student government officers elected by students, student government initiatives, and student overall experience. Students are provided the means to engage in discussions, events, and opportunities that interest them, are new to them, and challenge them. A subset of this fee includes funding for student activities, clubs, and organizations; of which students shall be allowed to opt-out of payment of this subset of the fee.

Upon approval by the Board, each institution shall ensure that the Consolidated Mandatory Fee and each of the category fees shall be posted on an easily accessible location on its website.

ii. Transcription Fee

A fee may be charged for processing and transcripting credits. The fee shall be established annually by the Board.

a) This fee may be charged to students enrolled in a qualified Workforce Training course where the student elects to receive credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges

b) This fee may also be charged for transcripting demonstrable technical competency credits as defined in Board policy III.Y.

iii. Dual Credit Fee

High school students who enroll in one or more dual credit courses delivered by high schools (including Idaho Digital Learning Academy), either face-to-face or online, are eligible to pay a reduced cost per credit which is approved at the Board's annual tuition and fee setting meeting. The term "dual credit" as used in this section is defined in Board Policy III.Y, which defines how costs are determined for high school students who are enrolled in classes on campus.

e. Institution Approved Special Course and Administrative Fees

The following local fees and charges are charged to support specific courses or activities and are only charged to students that engage in those specific courses or activities. Local fees and charges are deposited into local institutional accounts or the unrestricted fund. All local fees or changes to such local fees are established and become effective in the amount and at the time specified by the institution. The institution is responsible for reporting these local fees to the Board upon request.

i. Special Course Fees

A special course fee is an additive fee on top of the standard per credit hour fee which may be charged to students enrolled in a specific course for materials and/or activities required for that course. Special course fees, or changes to such fees, are established and become effective in the amount and at the time specified by the chief executive officer or provost, and must be prominently posted so as to be readily accessible and transparent to students, along with other required course cost information. Such fees shall be reported to the Board upon request.

a) Special course fees shall be directly related to academic programming. Likewise, special course fees for career technical courses shall be directly related to the skill or trade being taught.

b) Special course fees may only be charged to cover the direct costs of the additional and necessary expenses that are unique to the course. This includes the costs for lab materials and supplies, specialized software, cost for distance and/or online delivery, and personnel costs for a lab manager. A special course fee shall not subsidize other courses, programs or institution operations.

c) A special course fee shall not be used to pay a cost for which the institution would ordinarily budget including faculty, administrative support and supplies.

d) Special course fees shall be separately accounted for and shall not be commingled with other funds; provided however, multiple course fees supporting a common special cost (e.g. language lab, science lab equipment, computer equipment/software, etc.) may be combined. The institution is responsible for managing these fees to ensure appropriate use (i.e. directly attributable to the associated courses) and that reserve balances are justified to ensure that fees charged are not excessive.

e) The institution shall maintain a system of procedures and controls providing reasonable assurance that special course fees are properly established and used in accordance with this policy, providing an annual review of one-third of the fees each year over a 3-year cycle.

iii.. Additional Mandatory Fees

a) Processing fees may be charged for the provision of academic products or services to students (e.g. undergraduate application fee, graduate application fee, program application fee, graduation/diploma fee, new student orientation fees and transcripts). Fees for permits (e.g. parking permit) may also be charged. Each fee may be included in the Consolidated Mandatory fee or established as a separate fee.

b) All processing fees are established and become effective in the amount and at the time specified by the institution.

iv. Discretionary Fees

Fees for permits, student health insurance premiums, room and board rates, or fines shall be established by the institution. Each fee may be included in the Consolidated Mandatory fee or established as a separate fee.

v. Fines and Infractions

Fines may be charged for the infraction of an institution policy (e.g., late fee, late drop, library fine, parking fine, lost card, returned check, or stop payment).

SUBJECT

Boise State University - Contract for Rigging and Event Services between Boise State University and Valley Entertainment d/b/a EKO Crewing

BACKGROUND

In 2022, Boise State University (BSU) issued a Request for Proposals (RFP) to solicit proposals from contractors desiring to provide stagehand and rigging services at BSU. Valley Entertainment d/b/a EKO Crewing was the only qualified respondent and was awarded the contract. The contract for rigging and event services was awarded as a one (1) year contract, with up to four (4) optional annual renewals. It was used to provide services for events on an as-needed basis. That is, the costs were not fixed but rather were associated with the costs associated with each event's staffing requirements. These services were primarily utilized by Extra Mile Arena, the Morrison Center and Albertson's Stadium.

Since 2022, as BSU has offered more entertainment events at all three (3) venues, total spending with the vendor has grown to $4.2 million. The underlying contract lapsed on June 30, 2026. To bridge the gap between the contract's lapse and Board consideration of a new contract, BSU executed a short-term agreement directly with Valley Entertainment, at an estimated cost of approximately $67,000, covering services through October 15, 2026 - the date of the Board meeting at which this item is being considered. This short-term agreement was signed directly by BSU under its own delegated authority, as its value falls well under the $1 million threshold established in Board Policy V.I.2.a.

BSU now requests Board approval of a new contract with Valley Entertainment for the period October 16, 2026 through June 30, 2027. BSU anticipates that the cost for rigging services during this period will likely fall somewhere between $1.5 million and $2.1 million, bringing the total cumulative cost under RFP KK22-162 to approximately $6.3 million.

PROPOSAL

BSU requests that the Board approve a new contract with Valley Entertainment d/b/a EKO Crewing for event rigging and labor services for the period October 16, 2026 through June 30, 2027. This contract represents the exercise of the final optional renewal year available under RFP KK22-162.

IMPACT

BSU is satisfied with the level of service from the current vendor and wishes to ensure continuing success in the partnership for the final optional year, prior to formally soliciting bids in 2027.

ATTACHMENTS

Attachment 1 – Event Rigging and Labor Services RFP KK22-162-028
Attachment 2 – Valley Entertainment’s Responsive Proposal – Business and Scope of Work Proposal
Attachment 3 – Valley Entertainment’s Responsive Proposal - Cost Proposal

Attachment 4 – RFP KK22-162, Amendments 1-2
Attachment 5 – Proposed RFP KK22-162, Amendment 3

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Board Policy V.I. was substantively revised in August 2023 to apply its prior-approval thresholds regardless of whether a contract is categorized as a professional service. Under the current policy, the cumulative value of this contract, approximately $6.3 million over its full term, places it above the Board-approval threshold. This was not the case when the contract was originally awarded in 2022.

BSU's contract with Valley Entertainment d/b/a EKO Crewing lapsed on June 30, 2026. BSU executed a short-term bridge agreement directly with the vendor, valued at approximately $67,000, to cover services through October 15, 2026. The bridge agreement's value falls well under the $1 million threshold for institutional CEO-delegated authority under Policy V.I.2.a.

The contract before the Board today, covering October 16, 2026 through June 30, 2027, is the properly forward-dated approval item for the remainder of the renewal period. BSU has reported satisfactory vendor performance, and rather than seeking any further extension, BSU has committed to issuing a new, competitive RFP for this scope of work, targeting a new contract start date of July 1, 2027.

Board staff has asked BSU to review its internal contract-renewal tracking to ensure that contracts approaching Policy V.I. approval thresholds are brought to the Board before the underlying agreement lapses, so as to avoid operating without an approved contract in place, as has occurred here.

Board staff recommends approval.

BOARD ACTION

I move to approve the request by Boise State University to enter into a new contract with Valley Entertainment for event rigging and labor services for the period October 16, 2026 through June 30, 2027, representing the final optional renewal year under RFP KK22-162.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE, OR POLICY

Board Policy V.I. Real and Personal Property and Services

REFERENCE

N/A

REQUEST FOR PROPOSAL

RFP RFP KK22-162

Event Rigging and Labor Services

for

Boise State University

Issue Date: 02/01/2022

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Separate Attachments

Attachment 1 – Scope of Work
Attachment 2 – Offeror Questions
Attachment 3 – Cost Proposal
Attachment 4 – Signature Page
Attachment 5 - Stagehand Manual and Fall Protection Plan

1. Administrative & Background Information

1.1 RFP Administrative Information

RFP Title:	RFP KK22-162, Event Rigging and Labor Services
RFP Lead/Address to deliver response:	Kristen King, Buyer 1910 University Dr, MS-1210 Boise, ID 83725-1210 kristenking@boisestate.edu Phone: (208) 426-1802
Submit Proposal via electronic submission to the email address specified. Attachment 3 - Cost Proposal must be a separate attachment.	Submit proposals to: **solicitation@boisestate.edu** Note: If you need to send multiple emails due to size of attachments, please include numbering in the subject. i.e., 1 of 5, while also numbering each attachment.
University Procurement & Vendor Services Dept. website (all RFP information and updates will be posted here):	**https://vpfa.boisestate.edu/process/review/purchasing_Proposalopportunities.php**
Optional Pre-Proposal Walkthrough:	02/08/22, 1pm Mountain Time (Details will be provided upon RSVP)
Location:	Walkthrough (Details will be provided upon RSVP)
Deadline to Receive Questions:	02/10/22, 5pm Mountain Time
Anticipated Release of Answers to Questions:	On or about 02/11/22 **https://vpfa.boisestate.edu/process/review/purchasing_Proposalopportunities.php**
RFP Closing Date:	02/14/22, 5pm Mountain Time - Late responses will not be accepted.
RFP Opening Date:	10:30 a.m. Mountain Time on the first business day following the Closing Date, via Zoom. Offerors must email the RFP lead for Zoom meeting details by 11:59pm the day before RFP Opening Date.

Validity of Proposal:	Proposals are to remain valid for ninety (90) calendar days after the scheduled RFP Closing Date. Proposals submitted with a validity period of less than this will be found non-responsive and will not be considered.
Initial Term of Contract and Renewals:	**Term**: The initial term of this Contract will be for one (1) year with four (4) optional one (1) year renewals. The parties may extend the Contract under the same terms and conditions, on an annual basis, upon mutual written consent. Renewal requires that Contractor's pricing remain unchanged for each renewal period. Price increases, if any, will be considered at the Contract renewal date. For a price increase to be considered, the Contractor must provide written justification for the increase ninety (90) days prior to contract renewal date. Only costs that are not within the control of the Contractor will be considered, such as, but not limited to: raw materials, labor costs, unusual transportation costs, etc. Contractor must document these cost increases to the satisfaction of Boise State University. The University reserves the right to verify all claims regarding increased costs. Price decreases must be passed to the State immediately as they are available to the contractor. Increases must be limited to a three percent (3%) increase annually, if accepted.

1.2 Boise State University Overview

Boise State University ("University"), a public, higher-educational institution, is the largest university in Idaho with more than 28,000 students. The University, designated as a doctoral research institution by the Carnegie Classification of Institutions of Higher Education, offers studies in nearly 200 fields of interest including twelve (12) doctoral fields. Undergraduate, graduate, doctoral and technical programs are available in eight colleges: Arts and Sciences, Business and Economics, Education, Engineering, Graduate Studies, Health Sciences, Innovation and Design, and School of Public Service. More information is available at the Boise State News link found in Helpful Links Tab of Attachment 1 Offeror Information.

1.3 Scope of Purchase and Current Environment

Boise State University ("University" or "Boise State") is soliciting competitive Proposal for event and labor services to ensure optimal performance of the University's scheduled events, including
1) Providing Rigging Services.
2) Labor detail for equipment as contingent upon the event.
Rigging services shall be defined as rigging hardware and equipment that is installed/removed by a rigging contractor as part of a production's residency at the Center. All hardware and equipment shall be load rated, used for its intended purpose and installed to current industry standards. The contractor

must supply at least one ETCP certified rigger (theatrical) and at least one Arena Certified (Arena) for each rigging service. The contractor will also provide all necessary tools (including Personal Protection safety equipment), rigging ropes, supplies, personnel, and transportation required for Rigging Services. The contractor will provide an hourly rate that is all-inclusive of labor, equipment, insurance, administrative and payroll fees. One hourly rate for all Rigging Services. No daily rates will be offered.

In the event a Contractor submits a proposal and is in process of obtaining ETCP. They will need to be certified within six (6) months of the official award date.

Labor detail is contingent upon the event request and may require loading, unloading, and moving equipment. Both indoors and outdoors.

If subcontracted, The Contractor is responsible for the actions and conduct of all employees regardless of whether they are payroll or contracted employees. The use of non-payroll cash-labor employees is prohibited. The Contractor is responsible for knowing the skills and abilities of all employees assigned to any task it upholds for the University. The University must approve all subcontractors prior to the subcontractors performing any work related to this Request for Proposals and subsequent contract.

1.4 Timeline

Contingent upon receipt of all insurance documents and any other documentation required in this solicitation, this Contract is anticipated to commence on the first of the month following contract award, or other as mutually agreed between University and Contractor.

1.5 Boise State University's Primary Event Locations

Velma V. Morrison Center for Performing Arts
2201 West Cesar Chavez Lane
Boise, ID. 83725

EXTRAMILE Arena
1401 Bronco Lane
Boise, ID. 83706

1.6 Additional Event Locations

Additional Event Locations may be added to the Contract through written and signed mutual agreement at the same pricing that is Proposal in this solicitation. Unless there is a scheduling conflict that arises due to the Primary Event Locations.

1.7 Scheduling, Supervision of Work, Staff Names and Contractor Parking

Schedule: Contractor must be on-site for their monthly visits on the first Wednesday of the month unless otherwise arranged with the University. Contractor must email the University Production

Management Personnel a reminder a week prior to their visit. The Contractor will work standard business hours (Monday through Friday, 7:00 AM to 5:00 PM) unless otherwise mutually agreed upon. The University will not be responsible for any additional costs, beyond the cost included in the Contract, associated with weekend or after-hours by the Contractor.

The Contractor will be contacted by University Production Management Personnel to schedule Event Rigging and Labor Services for events.

The University will guarantee a 4-hour minimum call whenever the Contractor's services are required. This 4-hour call may include "Chalk and Walk" with production personnel and removal or reinstallation of house equipment. Any hours worked beyond the 4-hour minimum will be paid per hour of work.

The workweek commences on Sunday and concludes on Saturday, overtime will be paid after 40-hours in a workweek.

Contractor employee Supervision: The Contractor or appointed lead worker will provide adequate supervision at all times while any testing and inspections are in progress. The Contractor/lead worker will supervise all on-site staff for security purposes and to assure that all service is performed appropriately.

Staff Names: Upon award, the Contractor must submit names of personnel that will be working on University systems. Contractor personnel will be required to get a University ID card and appropriate clearance.

While performing service and located on any University property, Contractor and all of its personnel must comply with all applicable University policies, available at https://policy.boisestate.edu/, and any policies that may be posted at any University facility or venue where Contractor may be present. All personnel assigned to University must have completed a satisfactory background check in accordance with University Policy #7005 "Background Investigations" regarding criminal background checks of contractors and volunteers providing service to the University. Registered sex offenders may not be assigned to the University.

Parking Permits: The awarded Contractor will be provided a pass or code from the University Production Management Personnel for employees on site (at Boise State University's expense) to be used during the event.

1.8 Optional Services

When billing is submitted for optional services, the Contractor must provide the itemized material and/or labor with contract material markups included on the invoice. Labor rates for all services must be as stated on the Cost Proposal of Attachment 3 Cost Proposal.

1.9 Cancellation of event

Thirty (30) days prior to the event, although earlier notification will be provided when possible. If the event is canceled within less than thirty days from the event day, the Contractor will be notified within twenty-four (24) hours from the time the venue receives confirmation of the cancellation.

1.10 Regulations

The Contractor agrees to abide by all OSHA rules and regulations, and all other existing Federal, State, Local and University laws, codes, rules, statutes and regulations set forth by all appropriate governmental authorities having jurisdiction in the location where the work is to be performed.

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

1.11 Qualifications:

In order to be considered for the award, you must certify that you are a company primarily engaged in the services outlined in this RFP.

1.12 Invoicing Requirements and Payment Terms

Invoices must be provided on a per-event or per job basis. Invoices must be complete and submitted no later than the time the doors open to the public for the event on the event day. Multiple event day runs require invoices to be provided on a daily basis with the final due on the last performance day, no later than the time doors open to the public.

Invoices are to be submitted to: The University Event Production Personnel listed on each Event Request.

Payment terms are Net 30.

2. Process Requirements

2.1 A non-mandatory pre-Proposal walk-thru will be held at the location and time as indicated in Section 1.1 of this RFP. This will be Vendor's opportunity to ask questions of the University staff. All interested parties are invited to participate. This walk-thru will be used to explain, clarify, or identify areas of concern in the RFP. Any oral answers given by the University during the pre-Proposal walk-thru are unofficial, and will not be binding on the University. **Those choosing to participate must pre-register via email by 11:59 pm the night before to the RFP Lead, with the name and contact information of all participants.**

2.2 Vendors asking questions during the pre-Proposal walkthrough will be asked to submit those questions to the University in writing by the designated "Deadline to Receive Questions" period as indicated in Section 1.1 of this RFP. For simplicity's sake, Offerors are strongly encouraged to submit just one, final set of questions, after the pre-Proposal conference but prior to the question deadline, rather

than multiple sets of questions. Any oral answers given by the University during the pre-Proposal conference are to be considered unofficial.

2.3 All questions must be submitted to the RFP Lead by the date and time noted in Section 1.1. Questions must be submitted using Attachment 2 Offeror Questions, via email, to the RFP Lead at the email address listed in Section 1.1 for the RFP Lead. Official answers to all questions will be posted on the University's Procurement and Vendor Services website (link found on Helpful Links Tab of Attachment 1 Offeror Information) as an amendment as indicated in Section 1.1 of this RFP.

2.4 Questions regarding Boise State University Standard Contract Terms and Conditions and Boise State University "Solicitation Instructions to Vendors" (links found on Helpful Links Tab of Attachment 1 Offeror Information) as may be amended from time to time, and incorporated in this RFP by reference (collectively, the Terms and Conditions") must be submitted by the deadline to receive questions from the Offeror as stated in Section 1.1. The University will not negotiate these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following

2.4.1 The term or condition in question;

2.4.2 The rationale for the specific requirement being unacceptable to the Offeror (define the deficiency);

2.4.3 Recommended verbiage for the University's consideration that is consistent in content, context, and form with the University's requirement that is being questioned; and

2.4.4 Explanation of how the University's acceptance of the recommended verbiage is fair and equitable to both the University and the Offeror.

2.5 All terms should be reviewed carefully by each prospective Offeror as the successful Offeror is expected to comply with those terms and conditions, as may be amended in accordance with Sections 2.4 hereof.

2.6 The apparent successful Offeror may be asked to engage in discussions to finalize the agreement. Such discussions will include any proposed modifications to the Terms and Conditions submitted in accordance with Section 2.4 during the question and answer period. Should the apparent successful Offeror and the University fail to reach an agreement within a reasonable timeframe, the University may elect to end the discussion with the top scoring Offeror and begin a discussion with the Offeror whose response ranked second. Upon successful completion of the discussions, the winning Offeror will be required to execute a Contract with the University, and immediately begin preparations to undertake its requirements.

2.7 In response to questions regarding the Terms and Conditions, the University will, in its sole discretion (i) accept the proposed modification or a proposed alternative as an amendment to the RFP, or (ii) reserve the question to be negotiated at contract award.

2.8 Proposals received that qualify the Proposal based upon the University accepting other terms and conditions not found in the RFP or which take exception to the University's terms and conditions will be found non-responsive, and no further consideration of the Proposal will be given.

2.9 Any Offeror-proposed modifications will be incorporated into the Contract only if specifically accepted by University in an amendment to the RFP or otherwise as expressly accepted in writing by the University.

2.10 From the date of release of this RFP until the Intent to Award Letter is issued, all contact and requests for information shall be directed to the RFP Lead only. Regarding this RFP, all contact with other personnel employed by or under contract with the University is restricted. During the same period, no prospective Offeror shall approach personnel employed by, or under Contract to the University, on any other related matters. An exception to this restriction will be made for Offerors who, in the normal course of work under a current and valid contract with the University, may need to discuss legitimate business matters concerning their work with the University. Violation of these conditions may be considered sufficient cause by the University to reject an Offeror's Proposal, irrespective of any other consideration.

2.11 Proposal should be submitted on the most favorable terms an Offeror can propose, from both a price and technical standpoint as well as with regard to legal terms and conditions. The University reserves the right to accept any part of a Proposal, or reject all or any part of any Proposal received, without financial obligation, if the University determines it to be in the best interest of the University to do so.

2.12 Discussions with individual Offerors (including the utilization of one or more rounds of Best and Final Offers (BAFO) and/or Negotiations) may be conducted as determined by the University to be in its best interest. Offerors should submit their best and most competitive Cost Proposal initially as there is no guarantee that the University will conduct any discussions.

2.13 No verbal Proposal or verbal modifications will be considered. An Offeror may modify its Proposal in writing prior to the RFP closing time. A written modification must include the date and hand-written signature of the Offeror or its authorized representative.

2.14 All data provided by the University in relation to this RFP represents the best and most accurate information available at the time of RFP preparation. Should any data later be discovered to be inaccurate, such inaccuracy will not constitute a basis for Contract rejection or Contract amendment by an Offeror.

2.15 All Proposal concepts and material submitted becomes the property of the University and will not be returned to Offeror unless the Solicitation is canceled by the University (State Code § 67-9215). Award or rejection of a Proposal does not affect this right. Proposal and supporting documentation may be available for public inspection upon written request following the announcement of a contract award, except for information specifically labeled on each separate "exempt" page as a "Trade Secret" under the Idaho Public Records Act, Section Title 74, Chapter 1, Idaho Code ("the Act"). Alternatively, information may be specifically labeled "exempt" from public records under another exemption found in the Act. Information specifically labeled as Trade Secret or otherwise exempt may be protected from disclosure,

but only to the extent consistent with the Act or otherwise applicable federal or state law or regulation. Accordingly, the University cannot guarantee its confidentiality.

2.16 An appeal by an Offeror of an RFP specification, a non-responsiveness determination, or the award is governed by the Boise State University Procurement Appeals Process, and must be filed in accordance with that process, which link can be found on the Helpful Links Tab of Attachment 1 Offeror Information.

2.17 Proposal opening will be held at the location and time as indicated in Section 1.1 of this RFP. All Offerors, authorized representatives and the general public are invited, at their own expense, to be present at the opening of the Proposal. During the Proposal opening only the names of the Offerors will be provided.

2.18 Any qualified Offeror may submit a Proposal. All Offerors are qualified unless disqualified. Those Offerors presently on the General service Administration's (GSA) "list of parties excluded from federal procurement and non-procurement programs" may be disqualified. Information is available in the Helpful Links Tab of Attachment 1 Offeror Information.

2.19 All costs incurred in the preparation and submission of a Proposal in response to this RFP, including, but not limited to, Offeror's travel expenses to attend the pre-Proposal walkthrough, Proposal opening, and any presentation or negotiation sessions, shall be the sole responsibility of Offerors and will not be reimbursed by the University.

3. Submission Requirements

3.1 In order to be considered for award, the sealed Proposal must be delivered to the location and attention of the RFP Lead specified in Section 1.1 of the RFP, no later than the date and time specified in Section 1.1. No late Proposal will be accepted. A Proposal received at the office designated in this RFP after the RFP closing date and time will not be accepted.

3.2 The Proposal must be addressed to the RFP Lead and clearly marked "Proposal - RFP KK22-162 Event Rigging and Labor Services for Boise State University."

3.3 Signature Page - Proposal must be submitted with the University–supplied signature page on the form provided, without modification. **Attachment 3- Signature Page must contain an original, handwritten signature** and be returned with the relevant RFP documents. **PHOTOCOPIED SIGNATURES, FACSIMILE SIGNATURES, ELECTRONIC SIGNATURES OR DIGITAL SIGNATURES** are **NOT ACCEPTABLE.** Failure to include a signed, complete, unmodified, original University Signature Page shall result in a finding that the Proposal is non-responsive, and no further consideration will be given to the Proposal.

3.4 Proposals must be submitted electronically. Word or Excel format is required. The only exception to this format requirement will be for financials or brochures. The USB device format and

content must be the same as the manually-submitted Proposal, including the Cost Proposal (indicated as "Cost Proposal" and saved as a separate file).

3.6 The Proposal must be separated into two (2) distinct sections: 1) Business and Scope of Work Proposal and 2) Cost Sheet.

3.6.1 The Business and Scope of Work Proposal must be sealed, identified "Business and Scope of Work Proposal – "RFP KK22-162 Event Rigging and Labor Services for Boise State University" and include all documentation related to this response, except the Cost Proposal.

3.6.2 The Cost Proposal must be sealed and identified "Cost Proposal – RFP KK22-162 Event Rigging and Labor Services for Boise State University." The only document that should be included with this section is the Cost Proposal of Attachment 3 Offeror Response.

3.7 Submission Documents & Agreements

3.7.1 Offeror must submit with its response all documents and/or agreements that the Offeror proposes to have incorporated into any resulting Contract. If Offeror expressly conditions its Proposal upon the University's acceptance of any additional documents and/or proposed agreements or modifications to the Terms and Conditions, its Proposal may be deemed non-responsive. No additional or modified terms shall be binding on the University until expressly accepted in writing by the University.

The University will not accept any documents and/or proposed agreements submitted after the Solicitation Closing Date. The University will not accept any additional proposed modifications to the Terms and Conditions or terms that conflict with the Terms and Conditions other than questions submitted in accordance with Sections 2.3 and 2.4. If Offeror attempts to submit additional documents and/or proposed agreements after the Solicitation Closing Date, and conditions its Proposal upon the University's acceptance of those additional documents and/or proposed agreements, its Proposal may be deemed non-responsive and given no further consideration.

3.7.2 The University will not accept terms that allow Offeror to make unilateral amendments to any resulting Contract or terms that require the University to indemnify another party.

3.8 RFP Amendment - If the RFP is amended, including through the question-and-answer process, the Offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the Proposal may result in the Proposal being found non-responsive. See the Boise State University Procurement and Vendor Services ``Current Solicitations and Sole Source Postings" link found

on the Helpful Links Tab of Attachment 1 Offeror Information for any amendments and the required amendment confirmation document.

3.9 Public Records - The Idaho Public Records Law, Idaho Code Sections 74-101 through 74-126, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a State Agency or a local agency (political subdivision of the state of Idaho) regardless of the physical form or character. All, or most, of the information contained in your Proposal will be a public record subject to disclosure under the Public Records Law. The Public Records Law contains certain exemptions from disclosure. One exemption potentially applicable to part of your Proposal is for trade secrets. Prices that you provide in your Proposal are not typically a trade secret. Any questions regarding the applicability of the Public Records Law should be addressed to your own legal counsel PRIOR TO SUBMISSION of your Proposal.

3.10 Redacted Information - If your Proposal contains information that you consider to be exempt from public disclosure, you must also submit an electronic redacted copy of the Proposal with such information redacted (blacked out). Submitting Offerors must also:

3.10.1 Identify with particularity the precise text, illustration, or other information contained within each page marked "exempt" (it is not sufficient to simply mark the entire page). The specific information you deem "exempt" within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise be clearly distinguished from other text or other information and be specifically identified as "exempt."

3.10.2 List of Redacted Exempt Information - Provide a separate document with your Proposal entitled "List of Redacted Exempt Information," which provides a succinct list of all exempt material noted in your Proposal. The list must be in the order in which the material appears in your Proposal, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text or other information; or in a manner otherwise sufficient to allow the University to determine the precise material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure.

3.10.3 The University will provide this redacted Proposal to requestors under the Public Records Law, if requested.

3.10.4 Offeror shall indemnify and defend the University against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring a designation of exempt or for the Offeror's failure to designate information as exempt. The Offeror's failure to designate as exempt any document or portion of a document that is released by the University shall constitute a complete waiver of any and all claims for damages caused by any such release. If the University receives a request for materials claimed exempt by the Offeror, the Offeror shall provide the legal defense for such claim.

3.11 No Redacted Information - Alternately, if there is no redacted information in the Proposal, please note that with the Proposal.

3.12 Insurance - Contractor is required to provide the University with a Certificate of Insurance prior to Contract signing. A current Certificate of Insurance meeting the University's requirements must be on file prior to Contractor arriving on campus. See the Helpful Links Tab of Attachment 1 Offeror Information for links and sample certificate of insurance. Additionally, these coverages will be required:

- $1 million Commercial General Liability
- $1 million Workers Compensation and Employers Liability

Failure to maintain the required insurance may result in termination of this contract at the Certificate Holder's option.

4. Proposal Format

4.1 These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposal. There is no intent to limit the content of Proposal.

4.2 Offerors must adhere to all requirements of this RFP to be considered responsive. The determination of whether a Proposal is responsive is a determination made solely by the University. The University reserves the right to waive any non-material variation that does not violate the overall purpose of the RFP, frustrate the competitive solicitation process, or afford any Offeror an advantage not otherwise available to all Offerors.

4.3 Offerors must complete the Attachment 3 Offeror Response, unaltered and in its existing form and format and submit it as their Proposal response.

5. Contract

5.1 The RFP, all attachments, appendices, and amendments, the successful Offeror's response to the RFP and any negotiated changes to the same together comprise the Contract (hereinafter referred to as the "Contract") and will be formalized by the creation of a Purchase Order (PO) that ties these documents together.

5.2 Boise State University "Standard Contract Terms and Conditions" and Boise State University "Solicitation Instructions to Vendors" (links found in Helpful Links Tab of Attachment 1 Offeror Information) *are incorporated by reference into and shall apply to this Solicitation and any* Contract resulting from this Solicitation.

5.3 The Contract, in its incorporated composite form, represents the entire agreement between the Contractor and University and supersedes all prior negotiations, representations, understandings, or agreements, either written or oral. All terms should be reviewed carefully by each prospective Offeror as the successful Offeror is expected to comply with those terms and conditions.

5.4 To the extent the terms of any Proposal responses or supplemental terms or agreements accepted by the University conflict with Boise State University Standard Terms and Conditions or other terms and conditions of this RFP, any conflict or inconsistency shall be resolved in accordance with Clause 38 of Boise State University Standard Terms and Conditions.

5.5 Finalization of the Contract documents may require additional time for review from the Morrison Center and Extra Mile Arena, Office of General Counsel and/or State Board of Education.

5.6 The Contract is not effective until Procurement has issued a Purchase Order specifying a commencement date (the "Effective Date"), and that date has arrived or passed. The Contractor will not provide or render services to the University under this Contract until the Effective Date. The University may determine, in its sole discretion, not to reimburse the Contractor for products provided or services rendered prior to the Effective Date.

5.7 Termination will be in accordance with Boise State University Standard Contract Terms and Conditions, linked in the Helpful Links Tab of Attachment 1 Offeror Information. Upon expiration or termination of the Contract, the obligations of the parties to each other shall come to an end, except those provisions which are intended to survive and continue, which shall include, but shall not be limited to, provisions relating to confidentiality, indemnification, and insurance requirements contained in the Contract.

5.8 Upon any termination of the Contract, Contractor shall return to the University all copies of the confidential information or other materials incorporating confidential information in the possession of Contractor or its employees. Contractor agrees to:

5.8.1 Return all property in any form belonging to the University.

5.8.2 Return all confidential information that may have been received from the University. Provide the ability for University to electronically retrieve data and documents from Contractor's service, as this data is owned by University.

5.8.3 Return all data that is the property of the University in a reasonable format specified by the University. Deliver to Boise State, within 6 weeks, all data and documents from Contractor's service that pertain to Boise State. This data must be delivered in an electronic format. Return of all data shall be provided by the Contractor at no additional cost to the University.

5.8.4 The University will verify receipt of that data.

5.9 Notwithstanding termination, the restrictions on disclosure and use of confidential information arising under the Contract shall continue to be effective after the date of termination.

6. Requirements & Qualifications

6.1 Qualifications - Offeror must meet all qualification requirements and certify to such, as listed on the Technical Requirements & Qualifications of Attachment 3 Offeror Response. Offeror must complete and return this attachment as their Proposal response.

6.2 References - On the attached Technical Requirements & Qualifications of Attachment 3 Offeror Response, which must be returned as the Proposal response, Offeror must provide company name, contact name, phone number and email for three (3) professional references from similarly sized institutions, companies or industries who are using or have similarly used the Service.

6.3 Responsibility - At the sole discretion of the University, the RFP Lead may conduct a review to determine if the apparent high point Offeror is responsible. As part of the responsibility review, the RFP Lead may require the apparent high point Offeror to provide financial reports to the satisfaction of the University, and may also seek references to the satisfaction of the University. Nothing herein shall prevent the University from using other means to determine Offeror's responsibility.

7. Scope of Work Response

7.1 Offerors must certify that they can meet all technical requirements as stated in Attachment 1 of this solicitation with their Proposal.

8. Cost Proposal

8.1 Use the format established in the attached Cost Proposal of **Attachment 3 Offeror Response** to respond to the Cost portion of this RFP. No other Vendor supplied-pricing shall be evaluated for award. Altering the Cost Proposal of Attachment 3 Offeror Response format may result in a finding that your Proposal is non-responsive.

9. Proposal Review and Award

9.1 The objective of the University in soliciting and evaluating Proposals is to ensure the selection of a Contractor who will produce the best possible results for the funds expended.

9.2 Proposal must demonstrate that Offerors have the ability to complete the described functions of this RFP.

9.3 Upon opening the responses, the Boise State University Procurement and Vendor Services Department will inspect the Proposal for responsiveness based on technical requirements and qualifications. Proposals not meeting the requirements may be found non-responsive.

9.4 The University may consult with subject matter experts to review and advise on any portion of the responses. Prior to award, the apparent successful Offeror's response may be forwarded to a representative(s) of the Office of Information Technology, the Office of General Counsel or other relevant campus unit(s) and/or other approving bodies to confirm that the product or service will work within the University's infrastructure, environment and policies.

9.5 The criteria described in the Proposal Review and Award section of the RFP will be used to score the Proposal for the purpose of ranking them in relative position.

9.6 The Cost evaluation will be based on the "Total Cost" and normalized to the lowest cost including Rigging and Labor Services as detailed in the Cost Proposal, Attachment 3 Offeror Response.

The Cost scores will be normalized as follows: The Proposal with the lowest overall total cost proposed will receive all the cost points. Other Proposal will be assigned a portion of the maximum score using the formula:

Lowest Cost Proposal / Other Proposal cost x total possible cost points.

9.7 Award will be made to the responsive, responsible Offeror whose Proposal receives the highest number of points.

9.8 Offerors will be notified of the result of the solicitation process in writing. Written notification will be sent to the authorized signer designated on the Signature Page of Attachment 3 Offeror Response.

9.9 Award Criteria

Evaluation Code - The codes and their meanings are as follows:

(M) Mandatory Specification or Requirement - failure to comply with any mandatory specification or requirement may at the sole discretion of the University render Offeror's Proposal non-responsive and no further evaluation will occur. Offeror is **required** to respond to each mandatory specification.

(ME) Mandatory and Evaluated Specification - failure to comply/respond may render Offeror's Proposal non-responsive and no further evaluation will occur. Offeror is required to respond to this specification with a statement outlining its understanding and how it will comply. Points will be awarded based on predetermined criteria.

(E) Evaluated Specification - a response is desired and will be evaluated and scored. If not available, respond with "Not Available" or other response that identifies Offeror's ability or inability to supply the item or service. Failure to respond will result in zero (no) points awarded for this item.

Proposal Evaluation Criteria

All proposals must contain the sections of the Proposal Evaluation Criteria in order to be found responsive. Total possible points for the proposal is 1000 points.

1 (M) Scope of Work Response
Offeror must certify they meet or exceed all areas of **Attachment 1 – Scope of Work**.

2 (E) Additional Experience (Attachment 1, Section 2.1.1 – 2.1.10)
For every year over five years, additional points will be awarded for experience in large, multipurpose events with stagehand and rigging experience with concerts, athletic games and campus/community events.

2 (ME) Employee Training Program 300 points
Onboarding Training Program – explain and show the fundamentals of stagecraft. Elements of Safety. Use of PPE

How well the supplier scores and evaluates employee training – Proof of employee's that have been trained and what was trained.

Renewal/ re occurring training - Evidence of employee's that have been trained, types of training, frequency (annual/Bi annual)

OSHA 10 certification training - 25% of the crews have?

3 (ME) Supplier Code of Conduct 300 points

Explain your Company Code of Conduct. How will you adhere and comply to Boise State University's Standards of Conduct that can be found at https://www.boisestate.edu/president/values/standards-of-conduct/

Do you have a dress code and please explain this?

Will you adhere to Boise State University's Smoking Policy?

4 (ME) Company Structure 300 points

Describe your company's Structure.

Provide your Company Flowchart or Organizational chart including the number of Full-Time and Part-time employees per required position listed within the RFP. Please include the number of days you allow to find and onboard the position.

How many years of experience have you provided Rigging service for events similar in size to Extra Mile and Morrison Center?

Please list any additional experience and describe other events and how you manage multiple

priorities?

5	**(ME) Cost (<u>submitted separately from proposal)</u>** See **Attachment 3 - Cost Proposal**	**100 points**
6	**(M) Attachment 4 - Signature Page**	

ATTACHMENT 1

SCOPE OF WORK

1. **Required Positions (M) -** Offerors must have the number of personnel available for the defined roles identified in the Cost Quote Attachment 2. Failure to comply with this mandatory requirement may at the sole discretion of the University render Offeror's quote non-responsive and no further evaluation will occur. **Offerors shall confirm positions in Proposal.**

1.1. **Steward / Crew Chief** – Responsible for the on-site direction and coordination of all Local Crew. Serves as main contact for the Production Management Personnel as well as the event's Tour Manager. Often the person responsible for scheduling, staffing, checking-in/out employees for the event, and invoicing.

1.2. **Riggers** – Handles event rigging and typically employs chain hoists, truss systems and point spotting to temporarily suspend objects from overhead.

1.2.1. **Head Rigger** – Calculates structural stress and rigging points in conjunction with the event and oversees the work and safety of the other Local Crew riggers.

1.2.2. **Up Rigger** – Works in the locations grid to install and remove all rigging points.

1.2.3. **Down Rigger** – Works on the floor, assembling chains and cables and then sending it up to the up riggers on ropes.

1.3. **Follow Spot Operator** – Runs spotlights

1.4. **Fork Lift Operator** – Operates the forklift, as required by the Production Manager or Event

1.5. **Stagehand** – Provides manual labor for the set-up and tear-down of an event, and other duties assigned by the steward or stage manager

1.6. **Deckhand** – Provides manual labor and support as a stagehand during the event itself

1.7. **Loader** – Loads / unloads trucks

1.8. **Wardrobe personnel** – Deals with all aspects of costumes and clothing

1.9. **Cable Grip / Camera Op** – Provides cabling and camera support

1.10. **Production Runner** – Assists the event with transportation and delivery of staff, artists, food and any other items the event may need.

1.11. **Audio Technician** – Provides support setting up and/or operating audio and mixing board equipment

1.12 **Lighting Technician** - Provides support setting up and/or operating lighting systems

1.13 **Video Broadcast Crew** – Responsible for a variety of audio and video production positions, including but not limited to: A1, A2, V1, V2, Technical Director and Jib Operator

1.14 **Carpenter** – Responsible for the construction and fabrication of scenery and props

1.15 **Conversion Crews-** The following "Conversion Crews" are needed in and out of events. Typically, the staffing call for one of the conversions consists of a crew chief, stagehand and a forklift operator. The following "crews" will be not be evaluated as a "crew conversion" but rather evaluated as individual positions listed above and listed in Attachment 4, Cost Proposal.

1.15.1 **General Conversion Crew** –Responsible for the set-up and break-down of in-house production elements, including but not limited to: stage, pipe and drape, house masking, cable runs, parking compound, tables, temporary seating and floor chairs.

1.15.2 **Basketball Court Conversion Crew** – Responsible for the set-up and break-down of the basketball court and full game set-up, including but not limited to: basketball hoops, ad tables, cable runs, courtside seats, temporary seating and band platforms.

1.15.3 **Gymnastics Equipment Conversion Crew** – Responsible for the set-up and break down of the gymnastics equipment and full meet set-up, including but not limited to: floor tarp, spring floor, uneven bars, beam, vault, mats, tables, chairs, drape, cable runs, temporary seating and band platforms.

All stagehand labor can convert into other positions, with the exception of riggers, at the discretion of the Production Manager or mutually agreed upon with the Contractor. (For example, a stagehand can become a fork lift operator or vice versa depending on the need of the specific event).

1.16 **Account Manager –** Response must identify an experienced Account Manager that will be assigned for the duration of the resulting contract. Include information detailing the qualification and experience of the proposed account manager. Should a new Account Manager be assigned, their qualifications and experience must be submitted to the Production Manager prior to starting work.

The Production Management Personnel requires the ability to reach the Account Manager or designated representative 24 hours a day in the event of an

emergency or contract employee issue.

2 Experience (M) Failure to comply with the following mandatory requirements may at the sole discretion of the University render Vendor's quote non-responsive and no further evaluation will occur.

2.1 Minimum of five (5) years of experience in large, multipurpose centers with specific experience with concerts, athletic games and campus/community events.

2.1.1 **Additional Experience (E)-** For every year over five years, additional points will be awarded for experience in large, multipurpose events with stagehand and rigging experience with concerts, athletic games and campus/community events.

2.1.2 Two (2) certified Entertainment Technician Certification Program (ETCP) riggers available to be scheduled to work and one (1) required to be on each call.

2.1.3 The awarded Contractor will be given six (6) months, from the time of award, to have two (2) riggers performing under this contract to be ETCP certified. If the awarded Contractor does not fulfill this requirement within this six (6) months, the contract will be awarded to the 2nd placed Offeror on this RFP.

2.1.4 All forklift drivers must have an OSHA approved forklift certification on or before 90 days after award.

2.1.5 When back-to-back shifts are scheduled (i.e. Show loads-out at 2am and conversion crew is scheduled from 2am-6am), the Contractor must provide a fresh crew for the second shift.

2.1.6 The Production Management Personnel reserves the right to have the crew perform 'house work' in fulfillment of the four-hour minimum. House work includes but is not limited to: setting up/tearing down tables and chairs, hanging/moving drape, moving bike racks, and other set-up and break-down of in-house production elements.

2.1.7 For Production specific 'house work,' a Steward is not required unless the call is over eight people. If a Steward is required, it should be included as a 'working supervisor.'

2.1.8 The Contractor will be responsible for the replacement or reimbursement of any in-house equipment that are damaged by their employees.

2.1.9 The Steward must be available to attend meetings and briefings, as requested by the Production Management Personnel.

2.1.10 Consistent with Boise State University policy for vendors and staff, Contractor personnel are subject to metal detector screening and bag checks prior to events.

3 Stagehand Manual and Fall Protection Plan are provided as a reference in how each location for events operates. The successful vendor and their employees and subcontractors must agree to adhere to all safety and procedural requirements listed in the Stagehand Manual and Fall Protection Plan.

4 Smoking Policy (M)- All Boise State University buildings, facilities, and properties are designated as non-smoking.

On event days when a no re-admittance policy is in effect, the Production Management Personnel may provide one designated smoking area for show/tour personnel. The designated smoking area will be located outside the location in a designated area. If access to the designated location is restricted, an alternate area may be identified.

At all times, smoking is strictly prohibited inside each location. At no time will smoking be allowed on University property outside the scope of the event day exemption guidelines. The University reserves the right to deny entry or exclude individuals that violate Boise State University smoke free campus policy or fail to adhere to event day designated smoking area rules and regulations. Directional signage will be posted on the day of the event to direct show/tour staff to the designated smoking area.

5 Contractor to Comply with Laws (M)

In the performance of the contract, the Contractor agrees that all work shall be done in accordance with all government rules and regulations. The Contractor agrees to abide by all OSHA rules and regulations, and all other existing laws, codes, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed.

6 Service and Personnel Requirements (M)

The Contractor shall adequately and properly train all employees in all aspects of the work specified to be performed under this Contract. Any persons employed by the Contractor in support of the requirements of this Contract, shall be the sole responsibility of the Contractor; no additional compensation will be paid for any other than the recipient of the award. Contractor employees and subcontractors shall maintain a courteous and respectful attitude toward the public, their fellow workers and supervisors at all times. At no time shall there be any soliciting or requesting gratuities of any type.

Contractor Employees will not use or be under the influence of, will not have in their possession, and will not bring alcohol or any illegal substance onto a BSU job site while providing services under this Contract. In the event a Contractor employee engages in or demonstrates actions of the use of alcohol or illegal substances while

providing service under this Contract, that will be just cause for immediate termination of this Contract. Criminal charges may be filed.

When performing under this Contract, Contractor employees will:

- Wear official company-logo uniforms
- Wear event credential/pass, if given one by the Production Management Personnel

7 **Background Check (M)-** The Contractor assumes responsibility to ensure all employees/personnel are authorized to work in the United States.

Prior to performing services hereunder, the Contractor shall use an independent third-party vendor to perform criminal background checks for the past seven years on all employees/personnel who will be working pursuant to the Contractor's agreement with the University, as well as for any and all back-up employees/personnel requiring regular and full access to the site. The cost of the required criminal background checks shall be the responsibility of the Contractor and verification that all required criminal background checks have been completed shall be provided to (Primary Contact), NAME@boisestate.edu before the Contractor performs any work on University premises or at a University-sponsored event.

The criminal background checks shall check for:

- Outstanding warrants, both local and national
- Sex offender registration

The Contractor may not allow employee/personnel with the following background history to perform any service on University premises or at a University-sponsored event:

- A criminal conviction, guilty plea or no contest plea to any crime against or involving a minor or vulnerable adult. These include, but are not limited to: convictions for child or vulnerable adult abuse, exploitation abandonment, or sexual crimes of any nature
- A criminal conviction, guilty plea or no contest plea to any crime the Contractor reasonably believes could endanger a vulnerable person or minor. Such convictions include, but are not limited to: human trafficking, kidnapping, mayhem, manslaughter or murder in any degree, assault, felony domestic violence, robbery, or video voyeurism.
- Being listed on a child-abuse registry or in a state or federal sex-offender registry.
- A criminal conviction, guilty plea or no contest plea to any felony involving theft, drugs (possession, distribution, paraphernalia, etc.), burglary, pornography, physical assault, indecent exposure.

All personnel assigned to the event shall meet the minimum qualifications and responsibilities as outlined in the Stagehand Manual, Attachment A, and are required to be Eighteen (18) years or older. All contractor employees must have effective verbal communication skills and be capable of following directions.

8 Responsibility

At the sole discretion of the University, the University may conduct a review to determine if the apparent winning Offeror is responsible. As part of the responsibility review, the University may require the apparent winning Offeror to provide financial reports to the satisfaction of the University, and may also seek references to the satisfaction of the University. Nothing herein shall prevent the University from using other means to determine Offeror's responsibility.

9 General Duties and Responsibilities of the Contractor to the University

The contractor shall provide each personnel assigned to the University with a proper uniform (company t-shirt, polo, hoodies, hats, etc.) and any tools or safety equipment (crescent wrenches, utility knife, hard hats, rigging-specific equipment, etc.) the University deems necessary or appropriate as requested by the University, in order to accomplish the tasks associated with their assigned job positions. The University will provide any tools specific to the equipment or required set-up. Boise State University shall have the right to approve such uniforms and equipment prior to each event. In the event the University does not approve of uniforms or equipment, the Contractor shall provide replacements that are satisfactory to the University with due diligence. In general, uniforms shall conform to the following specifications:

- Uniforms will not contain any Boise State University, Morrison Center, or Extra Mile logos, insignias, or other University branded markings.
- All uniforms are to be kept clean and presentable at all times
- Uniforms shall be such that they will not confuse University staff and concert touring personnel with that of their own staff.

9.1 Contractor agrees that the services furnished under this agreement shall be in conformity with best practices and procedures that are generally current in live entertainment industry.

9.2 Contractor agrees that all personnel utilized under this agreement shall be trained at no additional cost to the University. Contractor is required to maintain detailed documentation of employee training including names, dates, classes, duration, topics, and training materials. Contractor is required to keep these records through employee termination or contract. The University can request these records at any time during the contract term.

9.3 Stewards, Crew Chiefs and Supervisory roles must be CPR, AED & First Aid trained and certified on or before 90 days after award.

9.4 The contractor is solely responsible for obtaining and maintaining any licenses, certifications and permits which may be required by any governmental authority for the performance of the contracted services for the duration of this agreement.

9.5 Contractor will maintain a local office or local manager throughout the duration of the contract.

9.6 From time to time certain events require personnel to sign confidentiality agreements.

9.7 Contractor and its employees agree to abide by policies established by Boise State University or at the direction of the Production Management Personnel related to mobile phone usage while on duty, including SMS messages and camera usage.

9.8 Contractor and its employees agree to abide by policies established by Boise State University or at the direction of the Production Management Personnel related to the use of digital content obtained while on duty, for any and all personal social media purposes.

10 Performance Standards/Staffing Approval

All personnel assigned to the University are a reflection of not only their company, but also, the Boise State University brand. Therefore, the contractor agrees that the services provided under the resulting contract shall be of the highest professional standards. Contractor agrees that the University has the final right of refusal on personnel that are assigned. Additionally, upon request from the University, the contractor shall remove from service any personnel provided by the contractor who, in the sole opinion of University are not satisfactorily performing their duties or have demonstrated on-the-job behavior determined to be inappropriate, unprofessional or otherwise deemed unacceptable in terms of personal conduct. The contractor shall immediately provide an adequate and competent replacement at no additional cost to the University. The University shall have the right to recommend qualified employees to the vendor to be considered for employment under this contract.

11 Adequate Staffing

In the course of the resulting contract if the contractor is unable to provide requested staffing the Morrison Center reserves the right to hire staff to fulfill any needs either internally or from other contractors

12 Records and Audit Rights

Upon request the contractor shall furnish the Morrison Center with copies of all timesheets, and other records that form the basis of billing for services under this agreement. The records should contain detail sufficient to indicate the event, the services that were provided and the times during which services were performed by the contractor.

The contractor agrees that the Morrison Center shall have rights to audit or obtain copies of the contractor's records pertaining to performance of services at the Morrison Center. Records should include but are not limited to:

- Documents or reports created during the performance of services at Boise State University (incident/accident reports, etc.).
- Training records of personnel assigned to Boise State University

13 Ownership of Reports and Documents

The contractor agrees that any reports, records, logs or other documents produced by the contractor for the Morrison Center pursuant to the performance of its service under the agreement is the exclusive property of Boise State University and should not be used for any purposes, other than those required by law without the express permission of Boise State University. Boise State University has the exclusive right to copy and reproduce any documents in connection with the further planning or operations of Boise State University and the various university venues.

14 Contractor's Employees

All personnel provided by the contractor shall be the employees of the contractor and shall not under any circumstances be deemed to be employees of Boise State University. The contractor shall pay all wages, all applicable taxes and shall comply with all other legal obligations as the employer of the personnel provided to Boise State University.

15 Subcontractors

The contractor shall indicate if they have a plan to utilize a subcontractor to provide any services as a result of the final contract. If such a plan is in place, the contractor shall provide the Morrison Center with the following information related to the subcontracting company prior to use of subcontractor:

- Company name
- Company profile
- Contact information
- Circumstances in which the subcontractor would be used

The Morrison Center must be informed with sufficient time to review and approve any use of sub-contractors. Approval must be given in writing by the Morrison Center.

Outsourced positions are allowed; however, outsourced positions are governed by same qualifications and rates quoted in this RFQ, including but not limited to the ETCP certification for Riggers.

16 Reporting Structure

Event staffing needs will be communicated to the contractor by the Director of Client Services for the Morrison Center. Information such as date, reporting time, quantity of

staff/staff positions, will be provided to the contractor. The Steward/Crew Chief will report to the Director of Client Services while working at the Morrison Center. Any contractual issues (performance, interpretation, etc.) will be resolved by the Director of the Morrison Center and/or the Procurement and Vendor Services department for Boise State University.

VALLEY ENTERTAINMENT

646 Aberdeen Dr.
Nampa, ID 84686
(208) 206-5585
valleyentertainmentoffice@gmail.com

ATTACHMENT 1: Business and Scope of Work Proposal – "RFP KK22-162 Event Rigging and Labor Services for Boise State University"

Valley Entertainment employs a crew of more than 200 people. We confirm that we meet and exceed the roles listed in **Attachment 1 – Scope of Work**

Valley Entertainment Experience & Additional Experience

0004281393

STATE OF IDAHO
Office of the secretary of state, Lawerence Denney
AMEND MAILING ADDRESS FOR CERTIFICATE OF ASSUMED BUSINESS NAME
Idaho Secretary of State
PO Box 83720
Boise, ID 83720-0080
(208) 334-2301
Filing Fee: $0.00

For Office Use Only
-FILED-
File #: 0004281393
Date Filed: 5/12/2021 2:33:03 PM

The assumed business name currently on record is:
VALLEY ENTERTAINMENT
Date Filed: 05/13/2002
The file number of this assumed business name on the records of the Idaho Secretary of State is: 0000176112

The mailing address for future correspondence is amended to:
Assumed Business Name
Mailing Address: VALLEY ENTERTAINMENT
646 ABERDEEN DR
NAMPA, ID 83686-2940

Signature:
Kimberly Horn
Sign Here
05/12/2021
Date
Job Title: Owner

B0608-6083 05/12/2021 2:33 PM Received by ID Secretary of Stat

2. – 2.1.1. Valley Entertainment began producing and crewing concerts in 2002. Throughout our 20+ years of experience we have produced and crewed Concerts, Festivals and Fairs around the country. Crewing has been a vital role in the success of Valley Entertainment; our first big concert was Tim McGraw in Billings MT a month following our legal inception. From our first concert in 2002, to present day, we use up riggers, down riggers, truck loaders, pushers, spot ops, and every role outlined in attachment 1 – scope of work. We have even exceeded the roles to include, but are not limited to; on-site labor coordinators, EMT, COVID Compliance officers and Tour Directors. In the last few months alone Valley Entertainment has provided Riggers, crew chief, stagehands, and all necessary crew, for clients needing similar call sizes, and scope of the Extra Mile Arena, and the Morrison Center. Most recently, Valley Entertainment provided 108 stagehand shifts, 5 fork ops, and 18 riggers for Dierks Bentley at the Ford Idaho Amphitheater. Valley Entertainment loves to engage in our local community. We have been producing Boise Pridefest since 2014 and crewing multiple events at Expo Idaho and Western Idaho Fair. Our employees have worked many venues such as ExtraMile Arena, Idaho Center, Key Arena, Vivint Arena, Rice Eccles Stadium, Maverick Center and many more. At Valley Entertainment, we pride ourselves on being diverse in nature while being able to crew numerous events simultaneously.

2.1.2. Currently, Valley Entertainment is the only company in the State of Idaho who employs an ETCP certified Head Rigger. Bryce Allen is ETCP certified in Theatrical Rigging. The following is Bryce Allen's contact info if needed for verification. Cell Phone (435) 760-1136. Email brycedaleallen@gmail.com. He can also be looked up on the ETCP website to verify his certification.

2.1.3. Valley Entertainment is currently in the process of assisting in the ETCP certification process with three Valley Entertainment Riggers.

2.1.4. All Valley Entertainment Forklift operators are currently OSHA approved. Any new Forklift drivers will be required to obtain one before operating a Forklift certification through www.forkliftacademy.com

2.1.5 to 2.1.10. Valley Entertainment agrees to the terms listed in each of these sections.

3. Valley Entertainment agrees to the Stagehand Manual and Fall Protection Plan and the requirements listed therein.

4. Valley Entertainment understands and agrees to keep all employees in accordance with the Smoking Policy.

5. Valley Entertainment will comply with all the OSHA rules and regulations, and all other existing laws, codes, rules, and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed.

6. Valley Entertainment agrees to follow the Service and Personnel Requirements.

7. Valley Entertainment will insure all employees have an appropriate background check provided to the University.

8. to 9.2 Valley Entertainment agrees to adhere to these University standards and policies.

9.3 Valley Entertainment agrees to have all Stewards, Crew Chiefs and Supervisory roles be CPR, AED & First Aid trained and certified within 90 days of contract.

9.4 to 15 Valley Entertainment agrees to all policies and procedures in these areas.

2 (ME) Employee Training Program

Onboarding Training Program – Valley Entertainment puts each new hire through a "New Hire Orientation Training" before they are allowed on a jobsite. Part of this training would include, but is not limited to: over under cabling, cable orientation, stage directions, role identification, stage terminology, and safety. Based on their initial evaluation each new employee is categorized in one of three categories (new, intermediate, advanced) based on experience, knowledge, and performance during training. We require each employee to test their knowledge of fundamental stagecraft throughout training. A crewmember cannot be released on a jobsite without graduating to intermediate during their training period. Training includes Elements of Safety; PROPER Use of PPE, lifting techniques, rigging and heavy machinery awareness, and Personal Safety Accountability. Once safety is retained and all new orientation training is completed, the new hires will be able to start training in specific aspects of stagecraft. They will be able to then assert themselves into other more in-depth training; Audio, Lighting, Video, Carp, Prop, and the list goes on.

Trainings occur bi-weekly unless interrupted by large scale events. All audio technical was led by Cedric Booker until recently; audio training is led by Shad Horn, video training by Kayleen Kuhn, lighting by Torey Rasmussen, rigging training is led by our head rigger Bryce Allen. (Our most recent training Sept 16th was led by Rodney Miller and hosted by ExtraMile Arena). The Morrison Center also hosted an advanced ETCP Cert rigging training lead by Bryce Allen a few months ago and we look forward to the next one.

Training is paramount to the safety of our staff, our clients, and the public that enjoy the shows we help build. To create a safe environment in industrial workspaces, training must always be a priority. Valley Entertainment is, and always will, make training a top priority. We have teamed up with PSI, Valiant, the Idaho Center, the Morrison Center, and most recently the ExtraMile arena to complete trainings in all avenues. Most trainings take place at the PSI shop, or the Valiant Shop.

At Valley Entertainment every employee has proof of onboard training. All employees are clocked in and out for their trainings. Proof of time and dates of any training can be requested at any time. The following is an actual training time sheet. Bi-weekly trainings have followed that date since.

EKO

EKO Crewing

New Hire Training

Thursday, August 12
12:00 PM - 2:00 PM

Venue: PSI Shop
5100 N Sawyer Ave, Garden City, ID, 83714
Client: Valley Entertainment
Contact:
Phone:
Email:

Worker Instructions:
Please wear proper PPE, your Black shirt and make sure to have your C-Wrench and multi tool.

Employee	Start	End	In	Out	Break	Hours	Initial
Training (unpaid)							
Casey Borders	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Adam Burkhardt	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Zachary Burton	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Sarah Cook	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Matthew Douglas	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Kelsey Graybill	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Landon Graybill	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Zach Jacobs	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Trystan Jahn	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Payton Jerome	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Ana Lanaghan	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Jacob McAbee	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Shandee Miller	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Nicole Owen	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Trae Seeberg	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Alisha Surbaugh	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	
Harlan Taylor	12:00 PM	-2:00 PM	1:00 PM	5:00 PM		4.0	

Most of Valley Entertainments 200+ Employees have training above and beyond the onboard training. For example, all Forklift Drivers must carry a Forklift Certification to drive for Valley Entertainment.

Valley Entertainment is working towards OSHA 10 certification training at least 25% of our crew.

3 (ME) Supplier Code of Conduct

The Company Code of Conduct through Valley Entertainment stresses 3 main components. Honesty, Integrity and Reliability. The Code of Conduct also explains how we are to treat our fellow colleagues along with our clients and guests. We always expect safety first and respect for the venues we work with and their employees in every instance. From following the smoking rules to encouraging a positive work environment, Valley Entertainment encourages each of our employees to bring out the best in those around us while complying to our clients' standards of conduct at the same time.

VALLEY ENTERTAINMENT DRESS CODE

All Valley Entertainment employees are required to wear Dark Jeans, Closed toe shoes, Company Shirt, and a mask, at all times.



Valley Entertainment will adhere to Boise State University's Smoking Policy at all times.

4 (ME) Valley Entertainment Company Structure and Organizational Chart

Owner/CEO: Kim Horn

- 7+ Years' experience in the live entertainment industry.

General Manager: Shad Horn

- 20+ Years' experience in the live entertainment industry.
- Certifications: PEC Homeland, OSHA 10, forklift, heavy machinery, SL320, SL250/260, SL100, SL75, Class A CDL, CCNA.
- Audio Engineer (A1).
- Managed more than 400 events this year.

Chief Labor Coordinator: Rusty McMillin

- 5+ Years' experience in live entertainment industry.
- Forklift certified

Labor Coordinator: Victorita Raaen

- 27+ Years' experience in the live entertainment industry.

Labor Coordinator/Recruiter: Rodney Busbee

- 20+ Years' experience in the live entertainment industry.

Recruiter: Troy Monk

- 5+ Years' experience in the live entertainment industry.

Controller: Jennie Allen

- 5+ Years' experience accounting in the live entertainment industry.

Head Rigger: Bryce Allen (ETCP Certified)

- 20+ Years' experience in technical theater industry.
- ETCP Certified
- MFA in technical theater
- BFA in technical theater stage management
- AS Degree in Physics

Head Rigger: Zach Jacobs (Currently becoming ETCP Certified)

- 20+ Years' rigging experience

Head Rigger: Clint Sperl (Currently becoming ETCP Certified)

- 20+ Years' rigging experience

Head Rigger: Gabe Nichols (Currently becoming ETCP Certified)

- 20+ Years' rigging experience

Valley Entertainment Breakdown of Employee Positions
(list consists of part and full time employees)

Seward/Crew Chief – 6
Head Rigger – 4
Up Rigger – 24
Down Rigger – 31
Follow Spot Operator – 39
Forklift Operators – 26
Stagehand – 179
Deckhand – 113
Loader – 113
Wardrobe personnel – 24
Cable Grip/Camera Op – 12
Production Runner – 19
Audio Technician – 19
Lighting Technician – 19
Video Broadcast Crew – 12
Carpenter – 113
General Conversion Crew – 113
Basketball Court Conversion Crew – 113
Gymnastics Conversion Crew – 113
General Labor - 179

Valley Entertainment has provided Rigging services for events similar in size to ExtraMile and the Morrison Center for over 19 years.

Valley Entertainment employees have managed multiple priorities on many previous occasions. One example is the way Shad Horn handled working the Garth Brooks Concert. While working this event (through Upstage Crew Services) Shad was able to crew the entire show while crewing 7 others smaller events in the same timeframe. Now that Shad works for Valley Entertainment, he has brought the same drive a skill set with him. Recently, on Sept 16th, 2021, Shad Managed 8 events and a rigging refresher training at the Extra MileArena. In the month of August alone Shad and his core crew managed 135 events. We are excited to showcase our ability to manage multiple events and priorities while providing exceptional customer service simultaneously.

ATTACHMENT 4 - Signature Page

THIS PAGE MUST BE FILLED OUT, SIGNED AND RETURNED WITH BID. THIS SIGNATURE PAGE MAY NOT BE MODIFIED AND MUST BE SIGNED BY HAND. MODIFICATIONS TO THIS PAGE MAY DEEM THE ENTIRE BID NON-RESPONSIVE AND NO FURTHER CONSIDERATION WILL BE GIVEN.

BY SUBMISSION OF THIS BID TO BOISE STATE UNIVERSITY, THE UNDERSIGNED HEREBY OFFERS TO SELL TO BOISE STATE UNIVERSITY THE SPECIFIED PROPERTY AND/OR SERVICES, IF THIS BID IS ACCEPTED WITHIN A REASONABLE TIME FROM DATE OF CLOSING, AT THE PRICE SHOWN IN OUR BID AND UNDER ALL THE SPECIFICATIONS, TERMS AND CONDITIONS CONTAINED IN, OR INCORPORATED BY REFERENCE, INTO THE BOISE STATE UNIVERSITY'S ITB, AS MAY BE AMENDED PRIOR TO THE DATE HEREOF IN ACCORDANCE WITH THE TERMS OF THE SOLICITATION.

AS THE UNDERSIGNED, I ALSO CERTIFY I AM AUTHORIZED TO SIGN THIS BID FOR THE Bidder AND THE BID IS MADE WITHOUT CONNECTION TO ANY PERSON, FIRM, OR CORPORATION MAKING A BID FOR THE SAME GOODS AND/OR SERVICES AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

NO LIABILITY WILL BE ASSUMED BY BOISE STATE UNIVERSITY FOR AN OFFEROR'S FAILURE TO OBTAIN THE TERMS AND CONDITIONS IN A TIMELY MANNER FOR USE IN THE RESPONSE TO THIS ITB OR ANY OTHER FAILURE BY THE Bidder TO CONSIDER THE TERMS AND CONDITIONS IN THE RESPONSE TO THE ITB.

ADDITIONAL OR SUPPLEMENTAL TERMS AND CONDITIONS MAY BE CONSIDERED FOLLOWING THE DATE HEREOF ONLY IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOLICITATION.

Failure to comply with these requirements may result in disqualification and your entire response being deemed non-responsive.

Please complete the following information:

Bidder (Company Name) Valley Entertainment

ADDRESS 646 Aberdeen Dr.

CITY Nampa STATE Idaho ZIP CODE 83686

TOLL-FREE # _____ PHONE # 208-206-5585

FAX # _____ EMAIL Valleyentertainmenttoffice@Gmail.Com

FEDERAL TAX ID / SSN # 87-2518721 / 519-45-6425

The University has approved Docusign, AdobeSign and SignNow. Any other requested electronic signature service/method must be approved by the University.

Kimberly Horn
Signature

2/7/2022
Date

Kimberly Horn
Please type or print name

Owner
Title

ATTACHMENT 3
COST PROPOSAL for RFP
KK22-162 Event Rigging and Labor Services

Vendor's quote for each position must include all costs associated with providing stagehand and rigging services listed in this Invitation to Bid including but not limited to administrative fee, coordination, equipment, tools, supplies, insurance and transportation. The following Cost Proposal is intended to list out the hourly rate for each required position and express this into a four (4) hour minimum period for a Total Cost.

Line #	Position	Hourly Rate
1	Steward/ Crew Chief	$35.00
2	Head Rigger	$75.00
3	Up Rigger	$70.00
4	Down Rigger	$60.00
5	Follow Spot Operator	$28.00
6	ForkLift Operator	$30.00
7	Stagehand	$25.00
8	Deckhand	$25.00
9	Loader	$25.00
10	Wardrobe personnel	$25.00
11	Cable Grip/ Camera Op	$36.00
12	Production Runner	$35.00
13	Audio Technician	$35.00
14	Lighting Technician	$35.00
15	Video Broadcast Crew	$45.00
16	Carpenter	$25.00
17	General Conversion Crew	$25.00
18	Basketball Court Conversion Crew	$25.00
19	Gymnastics Equipment Conversion Crew	$25.00
20	General Laborer	$25.00

Total Rate (all positions at 4 hours minimum) $ 783.00

Is your administrative fee included in the above listed hourly rates: YES NO (circle one)

If no, list your administrative fee as a percentage to the total bill for the event: 10 %

Note: overtime pay and holiday pay are not commonly necessary and will be negotiated with the successful vendor if required for the event.

BOISE STATE UNIVERSITY
CONTRACT AMENDMENT
Contract No. RFP KK22-162
Event Rigging and Labor Services

The Contract for Services between Boise State University ("BSU") and Valley Entertainment ("Contractor"), dated 11/05/2020 is hereby amended.

Section 1.6) Additional Event Locations

- Albertsons Stadium

Attachment 3: Cost Proposal for RFP KK22-162
Hourly rates apply

All other terms and conditions of the contract not amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment hereto, as of the last date written below:

BOISE STATE UNIVERSITY

By: Jo Ellen DiNucci
Jo Ellen DiNucci (May 2, 2023 09:53 MDT)
Authorized Department Signature

By: _____
Contractor Signature

Date: 05/02/2023

Date: 4/28/2023

BOISE STATE UNIVERSITY
CONTRACT AMENDMENT
Contract No. RFP KK22-162
Rigging Services
08/07/2023

The Contract for Services between Boise State University ("BSU") and Valley Entertainment/DBA EKO Crewing ("Contractor"), dated 02/23/2022 is hereby amended as follows:

Cost Transparency and staffing- Event Rigging and Labor Services:

- Valley Entertainment commits to locking in the current rates for two years. 07/01/23-06/30/25.
- Valley Entertainment will share pay scale reports to ensure crews are seeing the increases directly and will do everything they can to have events fully staffed.

All other terms and conditions of the contract not amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment hereto, as of the last date written below:

By: Shad Horn (Aug 8, 2023 17:14 CDT)
Contractor Signature

Date: 08/08/2023

BOISE STATE UNIVERSITY
CONTRACT AMENDMENT
Contract No. RFP KK22-162
Rigging Services

This Amendment to the original Agreement dated **02/03/2022** is made effective as of 10**/16/2026**, by and between **Valley Entertainment/DBA EKO Crewing** ("Contractor") and **BOISE STATE UNIVERSITY** ("University" or "Boise State").

The parties agree to renew RFP KK22-162 for a term from October 16, 2026 to June 31, 2027 and amend the Agreement as follows:

1. General & Scope of Work

A. Core Framework: This Amendment updates working terms, standard operating parameters, and staffing obligations related to Event Rigging and Labor Services provided across University properties, including the Velma V. Morrison Center for Performing Arts and ExtraMile Arena.

B. Governing Specifications: All services rendered under this agreement continue to be governed by the baseline qualifications outlined in RFP KK22-162, including the explicit requirement that all Supervisory rigging personnel maintain up-to-date Entertainment Technician Certification Program (ETCP) credentials.

2. Labor Allocations and Crew Supervisor Requirements

A. Steward / Crew Chief Mandate & **Required Thresholds:** A dedicated, non-working Crew Chief/Supervisor is explicitly required on-site under any of the following parameters to ensure strict compliance with quality and venue metrics:

1. Anytime the overall Local Crew size assigned to a single call or shift reaches **12** or more personnel.
2. When distinct, simultaneously running production disciplines (e.g., simultaneous loading, high-steel rigging, and stage assembly) are being performed.
3. At the direct request of the University Production Management Personnel based on production complexity.

B. Reporting Structure: The on-site Supervisor or Crew Chief shall report directly to the University Production Management Personnel while working at the facility.

3. Compensation, Billing Structures, and Day Rates

A. Hourly Rate Uniformity: In strict accordance with Section 1.3 of the baseline RFP, the Contractor shall provide a singular hourly rate that is fully inclusive of all on-site labor, equipment, insurance and payroll markers.

B. Day Rates Restriction: No flat daily rates or day-rate structures will be offered or recognized for standard event calls. All billing must calculate exact hours worked beyond minimum guarantees.

C. Minimum Call Guarantee: The University guarantees a minimum payment of four (4) hours per call, applied independently on a show-by-show basis. Minimum call hours from separate shows or events cannot be combined or overlapped, even if scheduled on the same calendar day. These four-hour minimums cover chalk-and-walk checks with production personnel,

alongside standard equipment adjustments for each specified show. Any active service extending past the initial four hours for that show shall be paid strictly at the fractional, prorated hourly contract rate.

1. **Separate-Day Pre-Rig Calls:** If a rigger is required to perform a pre-rig on a separate calendar day or under a distinct call prior to show day, that separate pre-rig call shall carry a **four (4) hour minimum guarantee** (subject to the same prior scope agreement requirement). Pre-rigging performed on the same calendar day as the show remains subject to standard four-hour call rules and shall not be split or stacked to trigger a separate minimum.

4. Meal Breaks and Shift Compliance

A. Meal Break Scheduling: To maintain strict operational safety standards, all crew members shall be provided an uninterrupted meal break between the fifth and sixth consecutive hours of work.

B. Paid vs. Unpaid Parameters:

1. **Unpaid Break:** If a complete operational window allows for a one (1) hour walk-away break where crew members can leave the venue site, the break is unpaid and the continuous work-hour clock pauses.
2. **Paid Break (Catered/On-Site):** If the production schedule dictates a shortened thirty (30) minute break where crew members must remain on-site, the Contractor must coordinate with University Production Management to ensure food is provided ("catered match"). This thirty-minute operational break shall be fully paid and count toward hours worked.

C. Meal Penalty Clause: If a crew member is forced to work past the five (5) consecutive hour mark without a scheduled break window before the sixth (6) hour, a meal penalty rate equivalent to 1.5x the standard hourly contract rate shall apply to all subsequent time worked until a valid break is provided.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date and year first above written.

Boise State University:	**Valley Entertainment/DBA EKO Crewing**
Signed By: _____	Signed By: _____
Name: _____	Name: _____
Date: _____	Date: _____

SUBJECT

Boise State University – FY 2027 Athletics Deficit Budget Approval

BACKGROUND

As presented to the Board at the August 2026 meeting, Boise State University (BSU) athletics department ended FY2026 with an estimated $1.9M deficit and anticipates a larger budget deficit in FY2027. The FY2027 deficit is primarily due to the cost of revenue share distributions expected to be awarded and paid to student-athletes during the fiscal year.

Pursuant to the House vs. NCAA settlement in June of 2025, the maximum allowable revenue share payments for student-athletes increased to $21.58 million per institution in the second year of the implementation of the settlement.

Per Board Policy V.X., the deficit projection has been shared with the Board's Executive Director and discussed with the BAHR committee. While Policy V.X. does require a plan for eliminating the deficit, this plan will need to incorporate future decisions at the national, state and conference level.

PROPOSAL

BSU is requesting the Board approve the athletics department maintaining an accumulated deficit balance not to exceed $18 million through FY2027, with the deficit secured by unobligated University reserves until a balanced athletics budget can be achieved.

IMPACT

Two significant events impact the FY2027 BSU athletics budget; the first year of participation in the newly formed Pac-12 Conference and the second year of U.S. House settlement related revenue sharing. BSU plans to offset increased expenses with new Pac-12 Conference revenues, special event revenues and continued support from donors and the University.

The full FY2027 estimated athletics budget, as submitted by BSU, is detailed below:

FY2027 Estimated Revenue	Amount
Program and Conference Revenues	$29,988,926
Private Gifts	$21,000,000
Appropriations	$9,645,400
Student Fees	$5,300,000
University Support (debt service)[1]	$3,000,000
Special Event Revenues[2]	$2,000,000
Total Revenue	**$70,934,326**

FY2027 Estimated Expenses	Amount
Other Operating Expenses[3]	$31,126,823
Personnel	$30,718,656
Revenue Share[4]	$14,079,071
Scholarships	$8,683,293
Capital Outlay	$1,375,000
Total Expenses	**$85,982,843**

Summary	Amount
FY2027 Surplus/(Deficit)	($15,048,517)
Prior Years Surplus/(Deficit)	($1,880,151)
Estimated Cumulative Net Surplus/(Deficit)	**($16,928,668)**

[1] The University will provide debt service support in FY2027.

[2] Includes net revenue for stadium concerts and events.

[3] Includes services, supplies, insurance, utilities, rent, and miscellaneous expenses.

[4] Represents BSU's budgeted revenue share payments; the maximum allowable under the House settlement for FY2027 is $21.6 million.

Private Gifts ($21.0 million, the second-largest revenue source after program and conference revenue) and appropriations ($9.6 million) together make up more than 43% of the athletics department's total budgeted revenue for FY2027, underscoring how dependent the department's ability to manage this deficit is on continued donor support alongside its state appropriation.

The Pac-12 Conference has not yet finalized their FY2027 budget, but expects to do so in the next few weeks. Once this budget is finalized, each member institution will know their distribution of conference revenues and expenses to include in their budgets. In addition, the athletics department will need to finalize the revenue share budget in early November for the remainder of the year so that individual athlete agreements can be negotiated and finalized. BSU initially estimates that they will need to award approximately $14.1 million in FY2027, an increase of $4.1 million over the first year of revenue share awards for student athletes.

While these amounts are not yet confirmed, it is estimated that expenses will exceed projected revenues for the fiscal year, resulting in a year end deficit of approximately $15 million. Combined with the FY2026 deficit of $1.9 million, the cumulative deficit is estimated to be $16.9 million by fiscal year end.

This deficit will reside in the athletics budget and will not cause the University to be in a financial deficit, due to offsetting positive balances and reserves sufficient

to carry this level of deficit for the coming fiscal year. The athletics budget is updated and reviewed monthly with the BSU CFO's office to ensure that expenditures are closely monitored. In addition, BSU and athletics department leadership meet bimonthly with the OSBE Executive Director and CFO to review the budget progress.

Planned measures to improve the athletics budget will include consideration of additional state and local support for both operating and capital investment, continued focus on concerts and special events, a potential east campus expansion to support revenue generating activities, and federal intervention to establish a framework and clear rules related to college athletics and revenue share. In addition, the athletics department is managing the operating and capital outlay expenses to keep increases as minimal as possible in an inflationary environment.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Boise State University (BSU) has continued to keep the OSBE Executive Director and CFO updated on BSU's athletics budget's progress, consistent with Board expectations for heightened oversight of a deficit of this size.

Board staff notes that the $16.9 million cumulative deficit estimate depends on two (2) inputs that are not yet final, the Pac-12 Conference's FY2027 budget and BSU's finalized revenue-share commitments expected in early November 2026, and should be treated as subject to change until both are confirmed.

Board Policy V.X.4.a. requires a plan for eliminating an athletics deficit. As described above, a complete elimination plan is not yet possible, since it depends on conference-level and national revenue-share decisions outside the BSU's control. Board staff supports approval of the requested $18 million ceiling as an interim measure as it provides a reasonable cushion of approximately $1.1 million above the current estimate without granting open-ended authority, and the deficit will be secured by unobligated University reserves rather than creating an institution-wide shortfall.

BSU will continue its existing monthly status update with OSBE Executive Director and CFO in the interim.

Board staff further notes that approval of this deficit ceiling carries a clear expectation that BSU understands ongoing reporting to the Board is a continued need, not a one-time condition of this approval. This reporting will be required to ensure the deficit does not grow beyond the approved ceiling and to demonstrate measurable efforts and progress being made toward reducing the deficit as quickly as possible.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – BSU Athletics Budget Projection FY2027

BOARD ACTION

I move to approve the request by Boise State University (BSU) to allow the athletics department to maintain an accumulated deficit balance not to exceed $18 million through FY2027. This deficit balance will be secured by unobligated University reserves until a balanced budget can be achieved. This approval is conditioned on BSU's continued regular reporting to the Board, demonstrating that the deficit does not grow beyond this ceiling and that measurable efforts and progress are being made to reduce the deficit as quickly as possible.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Board Policy V.X. Intercollegiate Athletics

REFERENCE

August 2026	BSU provided FY2027 athletics department budget status update to the Board as an information item.

Athletics Budget Projection FY2027

	FY2027 Estimated Budget	
Revenue		
Program and Conference Revenues	$29,988,926	
Special Event Revenues	$2,000,000	1
Private Gifts	$21,000,000	
Appropriations	$9,645,400	
Student Fees	$5,300,000	
University Support	$3,000,000	2
	$70,934,326	
Expenses		
Personnel	$30,718,656	
Other Operating Expenses	$31,126,823	3
Capital Outlay	$1,375,000	
Revenue Share	$14,079,071	4
Scholarships	$8,683,293	
	$85,982,843	
FY27 Surplus/(Deficit)	($15,048,517)	
Prior Years Surplus/(Deficit)	($1,880,151)	
Estimated Cumulative Net Surplus/Deficit	(16,928,668)	

1 Special Event Revenues to include net revenue for stadium concerts and events.

2 The university will provide debt service support in FY2027.

3 Other operating expense category includes services, supplies, insurance, utilities, rent, miscellaneous expenses.

4 The Boise State budget for revenue share payments is approx. $14.1M. The maximum allowable for FY27 is $21.6M.

SUBJECT

Chief Executive Officers Contract Terms

BACKGROUND

Contracts for the presidents of Boise State University, Idaho State University, Lewis-Clark State College, and the University of Idaho are established by the State Board of Education pursuant to Board Policy I.E.2.e.i, which provides that "Each chief executive officer's annual compensation shall be set and approved by the Board."

The Board conducted annual performance appraisals of the Presidents of Idaho State University, the University of Idaho, and Lewis-Clark State College on June 16, 2026.

PROPOSAL

Amendments to extend Employment Agreements of Dr. Robert Wagner, President of Idaho State University and Dr. Cynthia Lee A. Pemberton, President of Lewis-Clark State College.

IMPACT

Board action allows staff to finalize and, where applicable, execute any contract term amendments or extensions for the Presidents of Idaho State University and Lewis-Clark State College, consistent with the reviews the Board conducted on June 16, 2026.

Specifically, this item finalizes a Second Amendment extending Dr. Robert Wagner's contract as President of Idaho State University by one (1) year to June 30, 2028, and a Fifth Amendment extending Dr. Cynthia Lee A. Pemberton's contract as President of Lewis-Clark State College by one (1) year to June 30, 2028.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Institution Presidential annual personnel reviews were conducted on June 16, 2026, by the Board.

Updated contract terms have been finalized for Dr. Robert Wagner, President Idaho State University and Dr. Cynthia Lee A. Pemberton, President Lewis-Clark State College, for presentation at the October 14-15, 2026, Board meeting:

Dr. Robert Wagner - Idaho State University: Dr. Wagner's Employment Agreement (effective December 21, 2023) set an initial term ending June 30, 2026, with an annual salary of $420,000. The First Amendment extended the end date by one (1) year, to June 25, 2027, and the Second Amendment will extend the end date by one (1) year to June 30, 2028. All other terms of the Employment Agreement remain unchanged.

Dr. Cynthia Lee A. Pemberton - Lewis-Clark State College: Dr. Pemberton's Employment Agreement (effective June 10, 2020) set an initial term ending June 10, 2023, with an annual salary of $240,000. The First Amendment (effective June 15, 2022) extended the end date to June 10, 2024, and increased the annual salary to $275,000. The Second Amendment (effective June 14, 2023) extended the end date to June 10, 2025, and increased the annual salary to $288,750, effective June 11, 2023. The Third Amendment (effective June 13, 2024) extended the end date to June 13, 2026, and increased the annual salary to $297,412.50, retroactive to June 9, 2024. The Fourth Amendment (effective June 25, 2025) extended the end date to June 25, 2027, with no change to salary. The Fifth Amendment will extend the end date by one (1) year to June 30, 2028. Dr. Pemberton's current annual salary is $297,412.50. All other terms of the Employment Agreement as amended remain unchanged.

ATTACHMENTS

Attachment 1 – Second Amendment to the Employment Agreement, President of Idaho State University - Dr. Robert Wagner
Attachment 2 – Fifth Amendment to the Employment Agreement, President of Lewis-Clark State College - Dr. Cynthia Lee A. Pemberton

BOARD ACTION

I move to approve an amendment to extend **Dr. Robert Wagner's** contract as **President of Idaho State University** for **one (1) year, from the current termination date of June 25, 2027 to a new termination date of June 30, 2028**, and for the parties to execute the Second Amendment to their contract.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to approve an amendment to extend **Dr. Cynthia Lee A. Pemberton's** contract as **President of Lewis-Clark State College** for **one (1) year, from the current termination date of June 25, 2027 to a new termination date of June 30, 2028,** and for the parties to execute the Fifth Amendment to their contract.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code §§ 33-102A, 33-2205, 33-2303, 33-2806, 33-3006, 33-3106, 33-4005
Board Policy I.E. Executive Officers

REFERENCE

June 2023	Board approved salary adjustments agency heads and contract amendments for Presidents of Boise State University, University of Idaho, and Lewis-Clark State College.
December 2023	Board approved salary and three (3) year contract for new ISU President, Dr. Robert Wagner.

June 2024	Board approved salary adjustments for agency heads and contract amendments for Presidents of Boise State University, University of Idaho, and Lewis-Clark State College.
June 2025	Board approved salary adjustments for IPTV Director and contract amendments for Presidents of Boise State University, University of Idaho, and Lewis-Clark State College.
July 2026	Board approved contract for new President of Boise State University, Dr. David Hahn

Second Amendment to the Employment Agreement
For
President of Idaho State University

This Second Amendment to the Employment Agreement for President of Idaho State University ("Second Amendment") is made between the Idaho State Board of Education, as the Board of Trustees of Idaho State University, and Dr. Robert Wagner ("President"). The effective date of the Agreement is October 15, 2026.

1. The Employment Agreement has an effective date of December 21, 2023.

2. The Employment Agreement for President of Idaho State University ("Employment Agreement") was amended by the First Amendment to the Employment Agreement, with the effective date of June 25, 2025.

3. The Employment Agreement as amended by the First Amendment is collectively referred to as the "Employment Agreement."

4. All terms of the Employment Agreement remain unchanged, with the exception of the following:

    a. Term of Appointment: Evaluation, Renewal
        i. Paragraph 3.a of the initial Employment Agreement had a termination date of June 30, 2026. The First Amendment extended the termination date to June 25, 2027. The termination date is extended by this Second Amendment to June 30, 2028.

IN WITNESS WHEREOF, Kurt Liebich, President of the Board, and Dr. Robert Wagner, President of the Idaho State University, have executed this Second Amendment.

Kurt Liebich, President Idaho State Board of Education	Dr. Robert Wagner, President Idaho State University
Date	Date

Fifth Amendment to the Employment Agreement
For
President of Lewis-Clark State College

This Fifth Amendment to the Employment Agreement for President of Lewis-Clark State College ("Fifth Amendment") is made between the Idaho State Board of Education, as the Board of Trustees of Lewis-Clark State College ("Board") and Dr. Cynthia Lee A. Pemberton ("President"). The effective date of the Agreement is October 15, 2026.

1. The Employment Agreement has an effective date of June 10, 2020.
2. The Employment Agreement was amended by a First Amendment to Employment Agreement, effective June 15, 2022 ("First Amendment"). The Employment Agreement was amended by a Second Amendment, effective June 14, 2023 ("Second Amendment"). The Employment Agreement was amended by a Third Amendment, effective June 13, 2024 ("Third Amendment"). The Employment Agreement was again amended by a Fourth Amendment, effective June 25, 2025 ("Fourth Amendment").
3. The Employment Agreement as amended by the First, Second, Third, and Fourth Amendments is collectively referred to as the "Employment Agreement."
4. All terms of the Employment Agreement as amended remain unchanged, with the exception of the following:
    a. <u>Term of Appointment: Evaluation, Renewal</u>
        i. Paragraph 3.a of the initial Employment Agreement had a termination date of June 10, 2023. The First Amendment extended the termination date to June 10, 2024. The Second Amendment extended the termination date to June 10, 2025. The Third Amendment extended the termination date to June 13, 2026. By this Fourth Amendment, the termination date is extended to June 25, 2027. By this Fifth Amendment, the termination date is extended to June 30, 2028.

IN WITNESS WHEREOF, Kurt Liebich, President of the Board, and Dr. Cynthia Lee A. Pemberton, President of the Lewis-Clark State College, have executed this Fourth Amendment.

Kurt Liebich, President Idaho State Board of Education	Dr. Cynthia Lee A. Pemberton, President Lewis-Clark State College
Date	Date

SUBJECT

Lewis-Clark State College – Harris Field Turf Project Planning and Design Authorization

BACKGROUND

Harris Field at Lewis-Clark State College (LC State) is a competition-sized field used by the baseball team to host intercollegiate games, including those for the National Association of Intercollegiate Athletics (NAIA) annual World Series baseball tournament. The venue seats 5,000 attendees and is located on the corner of 6th Street and 11th Avenue in Lewiston, Idaho.

Harris Field has a natural grass baseball field. LC State conducted preliminary research on the feasibility of installing an artificial turf system at Harris Field and is submitting this item to request authorization to proceed into the planning and design phase.

PROPOSAL

LC State is requesting approval from the Idaho State Board of Education (Board) to proceed into the planning and design phase of the Harris Field Artificial Turf Project by engaging an engineering firm to conduct a geotechnical study of the Harris Field grounds. This study will identify the needed subgrade work that is required before installing an artificial turf system.

Once the subgrade work is investigated and the budget finalized, LC State may come back to the SBOE with a request to contract for the subgrade work and artificial turfgrass system. Proceeding to the construction phase would be contingent upon the following:

1. The consideration of feedback received from a survey of NAIA partners, coaches, student-athletes, frequent spectators, and field maintenance staff regarding the desirability of an artificial turf field.
2. Securing donor funding to pay for project costs.
3. Approval by the Board.

IMPACT

The preliminary budget for installing an artificial turf system at Harris Field is estimated at $2,610,000. This budget estimation is based on similar work at other higher education institutions in the region; however, it's important to note that the results of a geotechnical study of the Harris Field grounds could significantly alter the subgrade work costs, currently estimated at $1,250,000 of the overall $2,610,000 cost.

The costs of the geotechnical study would be covered by LC State local funds and, if the project reaches the construction phase, those costs would be funded by donated funds. Appropriated state funds will not be used for the turf project.

Preliminary Budget: Harris Field Turf Project	
Geo-technical Investigation	$35,000
Civil engineer design	$125,000
Subgrade Work	$1,250,000
Turf System (Product and Installation)	$1,105,000
Contingency (7.5% of Subgrade Work)	$95,000
Total project budget	**$2,610,000**

Attachment 1 "Modernizing Harris Field with Artificial Turf" describes the potential benefits that LC State has identified would result from installing artificial turf.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

LC State's request is only asking for the planning and design phase of the Harris Field Artificial Turf Project — the geotechnical investigation and civil engineer design, totaling $160,000 — and does not authorize construction. This phase is funded entirely by LC State local funds; no state appropriated funds are requested at this or any future phase of the project.

Board staff note that the subgrade work estimate ($1,250,000) represents nearly half of the total $2,610,000 preliminary project budget and is explicitly identified by LC State as the line item most likely to change based on the results of the geotechnical study now being authorized. Board staff recommend that LC State return to the Board with an updated total project budget once the geotechnical results are known, rather than relying on the current preliminary estimate for donor solicitation or subsequent Board consideration.

Should the project proceed to construction, that phase would be entirely donor-funded and would require a separate Board approval, contingent on the results of LC State's planned stakeholder survey and secured donor commitments. Authorizing the planning and design phase now does not commit the Board or LC State to the construction phase.

This request is consistent with Board Policy V.K., sections 1 and 3.a.,which allow institutions to seek authorization for the planning and design phase of a capital project separately from construction authorization. Given that this phase is locally funded and does not commit the institution to construction, Board staff consider this a reasonable, low-risk first step.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Modernizing Harris Field with Artificial Turf
Attachment 2 – Harris Field Site Location Map

BOARD ACTION

I move to approve the request by Lewis-Clark State College to proceed with the planning and design phase of the Harris Field Artificial Turf Project, including a geotechnical investigation and civil engineer design, at a cost not to exceed $160,000, funded by LC State local funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Board Policy V.K. Construction Projects

REFERENCE

August 2026	Idaho State Board of Education (Board) approved FY2028 Six-Year Capital Plan for Lewis-Clark State College

Modernizing Harris Field with Artificial Turf

Investing in the Future of LC State Baseball

Executive Summary

Proponents of artificial turf advocate that modernizing Harris Field with the installation of artificial turf would provide Lewis-Clark State College (LC State) with a facility that enhances player development, improves game-day operations, strengthens the college's ability to host premier events, and potentially creates long-term cost savings. As one of the nation's most recognized National Association of Intercollegiate Athletics (NAIA) baseball programs and the home of the Avista NAIA World Series, continuing to evolve Harris Field to support championship-level competition and the ongoing development of student-athletes is a priority.

The transition to artificial turf would significantly increase field availability, reduce weather-related disruptions, decrease maintenance demands, and improve scheduling flexibility for both LC State baseball and the NAIA World Series. The result would be a facility better equipped to serve student-athletes, coaches, fans, and the broader community.



Aerial view of Harris Field and the LC State campus, Lewiston, Idaho

Increased Access for Player Development

One of the most significant benefits of artificial turf is the dramatic increase in field availability throughout the year. Natural grass surfaces require recovery time following rain, snow, heavy use, and maintenance activities. As a result, practices, workouts, scrimmages, and skill-development sessions are often limited or moved to alternate locations.

An artificial turf surface can withstand substantially more usage while maintaining consistent playability. This would allow the LC State baseball team to:

- Conduct more practices on the primary competition field.
- Increase skill-development opportunities for players.
- Utilize the facility more consistently during the preseason and throughout the spring.
- Accommodate additional camps, clinics, and community events.

Greater access to the field directly translates into more opportunities for player growth and development while maximizing the value of one of LC State's most important athletic assets.

Reduced Weather-Related Delays and Cancellations

Weather remains one of the greatest challenges for outdoor baseball facilities. While lightning delays would still be necessary for safety reasons, artificial turf dramatically reduces disruptions caused by rain and wet field conditions.

Currently, rainfall can create unsafe playing conditions, require extensive field preparation, delay first pitch, or force cancellations altogether. Turf systems feature advanced drainage capabilities that allow water to move through the playing surface quickly, often making the field playable shortly after precipitation ends.

Benefits include:

- Fewer rain-related game delays.
- Reduced risk of postponed or canceled contests.
- Improved scheduling reliability for teams and fans.
- Greater confidence in hosting tournaments and special events.

The ability to play through a wider range of weather conditions creates a more dependable environment for competition and helps preserve the integrity of athletic schedules.



Evening game action at Harris Field

Operational Efficiency and Reduced Maintenance Demands

Maintaining a high-quality natural grass baseball field requires substantial labor, equipment, and ongoing resources. Dragging the infield, repairing worn areas, managing moisture levels, mowing, fertilizing, and preparing the field before and after events consumes considerable time and operational budgets.

A turf field significantly reduces these maintenance demands by:

- Eliminating routine mowing and irrigation requirements.
- Reducing labor associated with daily field preparation.
- Minimizing repairs caused by weather and heavy use.

These efficiencies create long-term operational savings while ensuring a consistently professional playing surface throughout the season. They would also free up coaching staff time to focus on student-athlete development.

Earlier Home Games and Reduced Travel Expenses

Artificial turf would also allow LC State to host games earlier in the baseball season. Early spring weather in the Pacific Northwest often creates field conditions that are difficult for natural grass surfaces to withstand.

As a result, teams frequently schedule travel to warmer climates or other venues simply to secure playable fields. With turf installed, Harris Field would be available more consistently in February and March, allowing LC State to host additional early-season contests.

This provides multiple advantages:

- Reduced travel and lodging expenses.
- More opportunities for home competition.
- Increased revenue from ticket sales and concessions.
- Improved student-athlete experience through reduced time away from campus and class.

Keeping games in Lewiston whenever possible benefits student-athletes and creates both financial and competitive benefits for the institution.

Enhancing the NAIA World Series Experience

As the home of the Avista NAIA World Series, Harris Field plays a vital role in one of the NAIA's premier championship events. Artificial turf has the potential to significantly improve tournament operations and enhance the experience for participating teams and spectators.

Tournament benefits include:

- Faster turnaround between games.
- Reduced field preparation time during the event.

- Greater ability to remain on schedule following rainfall.
- Fewer weather-related disruptions.
- Enhanced operational efficiency for staff and volunteers.

Perhaps most importantly, turf would provide a consistent playing surface from the first game of the tournament through the national championship game. Unlike natural grass, which can deteriorate after multiple consecutive days of competition, artificial turf maintains uniform field conditions throughout the event. This creates a fair and predictable playing environment for every team competing for a national title.



Harris Field during the Avista NAIA World Series

Conclusion

The modernization of Harris Field through the installation of artificial turf represents a strategic investment in LC State's athletic future. Increased field availability, reduced weather-related disruptions, lower maintenance requirements, earlier home-game opportunities, and improved NAIA World Series operations would deliver meaningful benefits for student-athletes, coaches, staff, and the institution as a whole.

As LC State continues its tradition of baseball excellence, artificial turf would help ensure that Harris Field remains one of the premier collegiate baseball venues in the country while supporting the college's commitment to competitive success, operational efficiency, and championship-level experiences.


6th Street
11th Avenue

SUBJECT

University of Idaho – Request for Planning and Design Authorization; proposed Teaching & Learning Center, University of Idaho McCall Field Campus, McCall, Idaho

BACKGROUND

This is a request to authorize planning and design of a proposed new 5,200 square foot Teaching and Learning Center at the McCall Field Campus in McCall, Idaho. This new facility will functionally replace the existing outdated and non-traditional teaching spaces, some of which predate the acquisition of the McCall Field Campus by the University of Idaho (UI). A 2023 Planning & Pre-Design Program determined that campus faculty, staff, and student office and teaching spaces would be better served by consolidation into a single building that brings together camp visitors with teaching faculty and graduate students.

The vision is for a new 5,200 square foot Teaching and Learning Center to provide modern teaching spaces and faculty/staff offices within one building. Current teaching and office space is scattered among various outdated and non-traditional structures on the field campus, ranging from a 1960s-era one-room classroom building, yurts, tents, and former cabins. Inside and outside areas of the academic building reflect the theme of nature-based learning and recognize the importance of place in education and experience. Further, the proposed new facility is envisioned to reflect the natural surroundings of the McCall Field Campus and make use of Idaho forest products, including the possible use of mass timber structural elements, in alignment and adjacent to the new dining and kitchen facility currently under construction.

The project is consistent with the strategic goals and objectives of UI and is consistent with UI's strategic plan, specifically:

- UI, via the College of Natural Resources (CNR), provides a variety of unique and innovative academic programming and research initiatives at the McCall Field Campus. This proposed facility will support these activities and programs.

- One of the main outreach offerings programmed at the McCall Field Campus is the McCall Outdoor Science School (MOSS), a unique and highly popular one-week residential curriculum offered to 6th grade elementary school children from across Idaho. MOSS is aimed at providing an engaging introduction to STEM education and experiences. This proposed project will create a new facility and environment designed specifically to support MOSS participants, as well as participants in other engaging educational programs aimed at promoting further interest in STEM education and academic careers.

In addition, the project is fully consistent with the principles, goals, and objectives of UI's Long Range Campus Development Plan (LRCDP).

PROPOSAL

This request is for authorization to plan and design the proposed Teaching and Learning Center. UI seeks authority to spend $580,000, based upon estimated costs for A/E fees, other planning necessities such as site survey and geotechnical investigation, and design phase contingency allowances.

IMPACT

The current full project cost is established at $5M, to be funded entirely through gifts made to the College of Natural Resources (CNR) for the purpose of supporting this project and the continued development of the McCall Field Campus vision from the 2023 Planning & Pre-Design Program effort.

It is UI's desire to continue to work with the current A/E design team for the new Dining & Kitchen Facility, led by Perkins + Will Architecture. The intent of the new Teaching and Learning Center is to reflect a similar design aesthetic and building systems, providing a cohesive new campus area. The design team provided programming and concept drawings for the academic building as part of the 2023 Planning & Pre-Design Program.

The request aligns with Idaho Code Section 67-2320, paragraph 4: when a public agency or political subdivision of the state has previously awarded a professional services contract to a person or firm for an associated or phased project, the public agency or political subdivision may, at its discretion and in accordance with all provisions of Section 59-1026, Idaho Code, negotiate an extended or new professional services contract with that person or firm.

The immediate fiscal impact of this effort is to fund planning and design costs of approximately $580,000.

Overall Project

Funding	Amount
State	$0
Federal (Grant)	$0
Other (UI)	$0
Gifted Funds (CNR)	$5,000,000
Total	**$5,000,000**

Estimated Budget	Amount
A/E & Consultant Fees	$580,000
Construction	$3,380,000
Construction Contingency	$268,000
Owner Cost & FFE	$462,000
Project Contingency	$310,000
Total	**$5,000,000**

BOARD STAFF COMMENTS AND RECOMMENDATIONS

University of Idaho (UI) is requesting the planning and design phase of the proposed Teaching and Learning Center, at a cost not to exceed $580,000. No construction authorization is being requested at this time, and no state appropriated funds are requested at any phase of the project. The full $5M project

cost is proposed to be funded entirely through gifts made to the College of Natural Resources (CNR).

UI has clarified (via CNR, September 16, 2026) that the $5M is not yet fully secured. Approximately $3.5M has been raised to date, which is more enough to cover the requested $580,000 design phase, with fundraising for the remaining balance ongoing. UI does not intend to seek bidding or construction authorization until the full $5M has been secured.

UI's request to continue working with its current A/E design team (Perkins + Will Architecture), which previously provided programming and concept drawings for this facility under the 2023 Planning & Pre-Design Program, is consistent with Idaho Code Section 67-2320(4), which permits an institution to negotiate an extended or new professional services contract with a firm previously awarded a contract for an associated or phased project.

The proposed facility is consistent with UI's strategic plan, the 2023 Planning & Pre-Design Program, and UI's Long Range Campus Development Plan, and supports academic programming through the College of Natural Resources, including the McCall Outdoor Science School.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Capital Project Tracking Sheet
Attachment 2 – Conceptual Renderings of Project

BOARD ACTION

I move to approve the request by the University of Idaho to proceed with the planning and design phase of the proposed Teaching and Learning Center at the McCall Field Campus, at a cost not to exceed $580,000, funded by gifts made to the College of Natural Resources.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code Section 67-2320, paragraph 4
Board Policy V.K Construction Projects

REFERENCE

August 2026	Board approved University of Idaho's Six-Year Capital Improvement Plan

Office of the Idaho State Board of Education
Capital Project Tracking Sheet
As of Sept, 2026

History Narrative

1 **Institution/Agency:** University of Idaho **Project:** Capital Project Authorization Request, Design Phases, Proposed Teaching & Learning Center, McCall Field Campus, McCall, Idaho.

2 **Project Description:** This is a request to authorize Planning and Design of a proposed new 5,200 square foot Teaching & Learning Center at the McCall Field Campus in McCall Idaho.

3 **Project Use:** The vision is for a new 5,200 square foot Teaching & Learning Center to provide modern teaching spaces and faculty / staff offices within one building. Current teaching and office space is scattered among various outdated and non-traditional structures on the field campus, ranging from a 1960's era one room classroom building, yurts, tents, and former cabins. Inside and outside areas of the academic building reflect the theme of nature-based learning and recognize the importance of place in education and experience. Further, the proposed new facility is envisioned to reflect the natural surroundings of the McCall Field Campus and make use of Idaho Forest products, to include the possible use of mass timber structural elements, in alignment and adjacent to the dining & kitchen facility currently under construction.

4 **Project Size:** Approx. 5,200 gsf

5

6		Sources of Funds				Use of Funds*			
7	**Project Cost History:**				Total		Use of Funds		Total
8		**PBF**	**ISBA**	**Other**	**Sources**	**Planning**	**Const**	**Other****	**Uses**
9	Initial Cost of Planning & Design Phase Authorization Request. September 2026	$ -	$ -	$ 5,000,000	$ 5,000,000	$ 580,000	$ 3,380,000	$ 1,040,000	$ 5,000,000
10									
11	**History of Revisions:**								
12									
13									
14	**Total Project Costs**	$ -	$ -	$ 5,000,000	$ 5,000,000	$ 580,000	$ 3,380,000	$ 1,040,000	$ 5,000,000

15 * Figures quoted are for the Total Project Cost. The University intent is that any unused funding is carried forward to a future construction phase at the time such future construction phase may be approved by the Board of Regents.

16 ** Owner's Costs, FFE, & Project Contingency, Any carry forward amounts are to be used in future phases which may be approved by the Board of Regents.

17

18				Other Sources of Funds				
19	**History of Funding:**	**PBF*** **	**ISBA**	**Institutional Funds (Gifts/Grants)**	**Student Revenue**	**Other**	**Total Other**	**Total Funding**
20	Initial Cost of Planning & Design Phase Authorization Request. September 2026	$ -	$ -	$ 5,000,000	$ -	$ -	$ 5,000,000	$ 5,000,000
21								
22								
23							-	-
24	Total	$ -	$ -	$ 5,000,000	$ -	$ -	$ 5,000,000	$ 5,000,000

25







SUBJECT

University of Idaho – Public Private Partnership (P3) Capital Improvement Approval Ash Handling System Replacement

BACKGROUND

With the approval of the Board, University of Idaho (UI) has executed a Long-Term Lease and P3 Concession Agreement under which UI received an up-front payment in the amount of $225,000,000 in exchange for UI leasing its Utility System assets and operation to Sacyr Plenary Utility Partners Idaho LLC (SPUPI), the Concessionaire. As discussed with the Board at the time the P3 Concession Agreement was under consideration for approval, the Concessionaire will develop and propose a rolling annual Five-Year Plan for UI review and approval. Among other things, the Five-Year Plan must include proposed Capital Improvements for UI's Utility System. Proposed Capital Improvements must address the ongoing needs of the system for major repairs and system upgrades and possible expansions for the fifty-year term of the P3 Concession Agreement.

PROPOSAL

UI seeks approval for the proposed removal and replacement of the existing worn-out ash handling system for the wood waste solid fuel boiler at a cost of $2,929,190. The wood waste solid fuel boiler supports more than 80% of the campus steam load. This work includes replacement of the existing twelve screw conveyors, a drag chain conveyor, and dust collector hopper plus structural frame and additional ash handling and ash dust control components that were installed with original boiler installation in 1986 to transport ash from the boiler to outside the energy plant.

After 40 years of heavy use the conveying system is worn and patched in many places. The system suffers frequent breakdowns, and the missing and damaged conveyor shrouds allow the highly abrasive ash to escape, causing wear and tear throughout the energy plant, reducing expected service life, and risking health and safety hazards from rotating parts, flying debris, sparks, fire, and respirable particulate matter.

IMPACT

Each year the wood waste solid fuel boiler saves UI approximately $1 million to $1.7 million in fuel compared to the cost of natural gas. When the ash handling system breaks down the solid fuel boiler cannot operate, which can cost the UI up to $100,000 per week if it occurs during times of low temperatures and high natural gas prices, typically mid-winter. The fugitive ash spillage and dust from the current equipment also causes premature failure to other energy plant equipment and hazards to employees. The proposed new ash handling equipment will be fully enclosed and will limit the amount of ash and dust to escape.

SPUPI will provide the up-front funding to execute the project, with UI repaying the up-front cost over time according to the formula contained in the P3 Concession Agreement. Further, if approved by the Board, SPUPI would be responsible for all

aspects of the project, including planning and construction. The cost of this Capital Improvement will amortize over a 20-year period. Funds to repay the cost of the Capital Improvement come from operating funds previously used to operate and improve the utility system.

Annual operational & maintenance costs will increase by approximately $9,100 due to the addition of consumable trough liners installed to protect the structure from abrasion with an anticipated replacement cycle of three years and the new double flap airlock valve, which requires periodic rebuilding.

Replacing the damaged ash handling system of the wood boiler is expected to save UI approximately $8,000 annually in supply costs due to improved reliability and increased uptime.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

This request from University of Idaho (UI) is presented under the Board-approved Public-Private Partnership (P3) Concession Agreement for UI's Utility System (approved November 2020), through which Sacyr Plenary Utility Partners Idaho LLC (SPUPI) develops and finances an annual rolling Five-Year Capital Improvement Plan. As with other Capital Improvements under this structure, SPUPI will fund and construct the project, with UI repaying the cost over a 20-year amortization period from existing utility operating funds. No new state appropriation or additional UI debt is required.

The safety and reliability case for this replacement is well-supported by UI. As detailed above, the 40-year-old ash handling system's structural frame is described as tilting, twisting, and at risk of collapse, and its failure would take the wood waste boiler offline entirely. Given that the boiler saves UI approximately $1 million to $1.7 million annually in fuel costs, and that an outage during peak winter pricing could cost up to $100,000 per week, the $2,929,190 replacement cost is modest relative to both the safety risk and the financial exposure of continued operation without it.

This request is one (1) of three (3) UI utility Capital Improvements being brought forward under the P3 Concession Agreement this Board cycle, all following the same SPUPI-financed, 20-year UI-repayment structure.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Ash Handling System Replacement
Attachment 2 – Executive Summary of P3 Concession Agreement

BOARD ACTION

I move to approve the University of Idaho's proposed Capital Improvement under the Utility System P3 Concession Agreement for the removal and replacement of

the Ash Handling System at the Energy Plant, at a total cost of $2,929,190, to be financed and constructed by SPUPI under the P3 Concession Agreement and repaid by the University over a 20-year amortization period.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Board Policy V.K. Construction Projects

REFERENCE

November 2020	Public-Private Partnership Transaction for Utility Systems & Infrastructure

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-002

PROJECT CODE: 27/1-002

PROJECT NAME: Ash Handling System Replacement

UTILITY SYSTEM: Steam and Condensate

TOTAL COST: $2,929,190.00

CATEGORIES ADDRESSED

☒ Safety ☒ Resiliency
☐ Major Maintenance/Renewal ☐ O&M Cost Reduction
☐ Performance ☐ Supply Cost Reduction

SUMMARY DESCRIPTION

Due to equipment age and wear, the ash handling system for the biomass (wood-fueled) boiler at the District Energy Plant needs replacement. The proposed project includes the removal of the existing ash handling system and full replacement with modern components.

(A) Total Cost: $2,929,190.00

(B) Forecasted annual operations and maintenance costs: +$9,100. The new ash handling conveyors will have consumable trough liners installed to protect the structure from abrasion with an anticipated replacement cycle of three years. The new double flap airlock valve will require periodic rebuilding.

(C) Proposed modification to the Recovery Period: N/A.

(D) Explanation of all relevant assumptions, variables, and data sources: See Appendix I.

(E) Proposed schedule: Dates may vary.

	10/26	11/26	12/26	1/27	2/27	3/37	4/27	5/27	6/27	7/27	8/27	9/27	10/27	11/27	12/27	1/28	2/28	3/28	4/28	5/28	6/28	7/28	8/28
EPC (Dev.)																							
EPC (Const.)																							
EPC (Cx.)																							

(F) Impact on Sustainability: The local air quality around the District Energy Plant and Parking Lot 14 will be improved by reducing the quantity of particulate matter being released. A reduction in overall carbon emissions for the University is anticipated from the increased uptime of the wood boiler and corresponding reduction in natural gas combustion.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-002

(G) Anticipated tax credits or other benefits: No tax credits or other benefits have been identified.

(H) Fee or charge payable to the Operator: $2,929,190.00

(I) Proposed changes to the limits on the professional liability insurance coverage: All engineering and consulting firms engaged for Capital Improvements proposed for Approval will have a limit of $1,000,000, or greater on the professional liability insurance coverage. The premium associated to such policy is usually prorated by the firm over their annual contracts.

(J) Potential change in Supply Costs or consumption of Supplies: Replacing the damaged ash handling system of the wood boiler is expected to save the University approximately $8,000 annually in Supply Costs by improving wood boiler uptime.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-002

APPENDIX I – PROJECT DETAILS

PROBLEM STATEMENT

Background

The District Energy Plant on the University Moscow, Idaho campus operates one wood fueled boiler (Boiler A) and three natural gas boilers (Boilers B, C, and D) to produce steam for campus heating and process loads. Supporting more than 80% of the campus steam load as of FY25, the wood boiler provides significant economic and environmental benefits to the University with annual savings of around 1 to 1.7 million dollars. The wood boiler, including major subsystems such as the fuel handling system, ash handling system, fans, and firebox was installed in 1986. The wood boiler and associated mechanical subsystems have an expected service life of 20 years.

The ash handling conveyance system consists of a series of ash hoppers, screw conveyors, and troughs to move ash from the wood boiler to a truck outside the plant for disposal. Mechanical components of the ash handling system are exposed to thermal stresses, fatigue, corrosion, and excessive dust during operation. Screw conveyors are particularly susceptible to damage, as flights wear down rapidly from abrasion during operation, reducing the system's ability to move ash. As damage accumulates, components eventually fail. Components require cleaning, lubricating, rebuilding, repairs, and replacement to ensure reliable, efficient operation. Planned shutdowns for major maintenance and repairs to the wood boiler are scheduled twice a year, once in the spring and once in the fall.

Despite regular maintenance, the ash handling system is heavily damaged from years of operation, requiring frequent wood boiler shutdowns to make repairs. Sections have worn through completely, releasing particulate matter into the building environment. The airborne particulate has been found in mechanical and electrical systems throughout the Plant such as motors, bearings, motor control centers, variable frequency drives (VFDs), computers, and turbine generators. Particulate reduces the expected service life of these systems by accelerating wear between moving parts, reducing heat transfer effectiveness, fouling lubricating/insulating fluids, creating electrical shorts, etc. Further, the degraded condition of the ash handling system exposes workers to health and safety hazards from rotating parts, flying debris, sparks, fire, and respirable particulate matter.

Given the age, damaged condition, and presence of known health and safety issues associated with the ash handling system, immediate replacement is required.

Impact Assessment

The impact associated with safety is high. The degraded condition of the ash handling system poses crushing hazards from rotating equipment, flying debris, sparks, and fire hazards. Exposure to respirable particulates poses an acute and long-term health hazard to workers and the public.

The impact associated with resiliency is high. The degraded condition of the ash handling system poses severe resiliency risks to wood boiler operation. Loss of the wood boiler reduces N+1 capability and the District Energy Plant's ability to meet the steam load of campus. The release of airborne particulates into the building environment reduces operational performance of mechanical and electrical systems throughout the Plant.

The likelihood of these events is high. The ash handling system is operating in a degraded condition and 18 years beyond expected service life. Emergency shutdowns of the wood boiler to make repairs are frequent.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-002

Approval of this Capital Improvement is necessary to mitigate a variety of risks, claims, and damages (including those associated with life safety, property damage, system downtime, system resilience, operation interruption), as well as compliance with Performance Standards and Key Performance Indicators

Goals and Objectives

The goals and objectives for this Capital Improvement are:

- Replace and upgrade the ash handling system for the biomass boiler to increase operational uptime.
- Upgrade the serviceability and ease-of-maintenance of critical components of the ash handling system.
- Mitigate resiliency issues associated with systems 18 years beyond their service life.
- Mitigate resiliency and performance risks to mechanical and electrical systems across the Plant from exposure to airborne particulates.
- Mitigate safety issues associated with degraded and unsafe rotating equipment (per 29 CFR OSHA 1910.212).
- Address long term health and safety concerns from respirable particulate matter produced by the biomass boiler requiring engineering controls rather than administrative procedures (per 29 CFR OSHA 1910 Section 5(a)(1)/ 1910.134).

PROPOSED PROJECT

Scope of work

The scope of work of this Capital Improvement is:

- Demolition:
  - Demolish and dispose of the existing ash handling system screw conveyors, drives, drag chains, and associated subassemblies.
  - Demolish and dispose of all discharge chutes.
  - Demolish and dispose of boiler side ash chutes.
  - Demolish and dispose of all rotary airlock valves.
- Boiler Ash Conveyors:
  - Replace 6-inch boiler side ash screw conveyors #1 and #2 (approx. 35 l.f.).
  - Replace 6-inch burner ash screw conveyors #1, #2, #3, and #4 (approx. 11 l.f.).
  - Replace 9-inch dust collector screw conveyor (approx. 13 l.f.).
  - Replace 9-inch boiler ash screw conveyor (approx. 13 l.f.).
  - Replace 9-inch boiler ash collection screw conveyor (approx. 11 l.f.).
  - Replace 12-inch ash collection screw conveyor (approx. 33 l.f.).
  - Replace 14-inch ash alignment screw conveyor (approx. 16 l.f.).
  - Replace 14-inch ash elevation screw conveyor (approx. 50 l.f.).
    - Upgrade from a drag chain driven conveyor to a tail end driven screw conveyor.
  - Replace all motors and gearboxes associated with conveyors.
  - All new conveyors shall have abrasion resistant (AR) 1/4-inch x 48-inch long sections of replaceable trough liners.
  - All new augers shall have 70% flighting hard surfaces, diamond pattern, and hardened coupling shafts.
  - Dust Collector Hopper:
  - Reconfigure and redesign to create a larger discharge opening and inlet chute.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-002

- Boiler Side Ash System:
  - Install new inspection hoppers above the new slide gate airlock valves.
  - Install new side ash inlet chutes.
- Airlock Devices:
  - Install one (1) new 12-inch pneumatic Plattco double flap airlock PCV series valve for the dust collector hopper outlet.
  - Install one (1) new 12-inch pneumatic Plattco slide gate KT series valve for the boiler ash hopper #1 outlet.
  - Install one (1) new 12-inch pneumatic Plattco slide gate KT series valve for the boiler ash hopper #2 outlet.
  - Install one (1) new 8-inch pneumatic Plattco slide gate KT series valve for the boiler side ash conveyor #1 outlet.
  - Install one (1) new 8-inch pneumatic Plattco slide gate KT series valve for the boiler side ash conveyor #2 outlet.
- Procure and store on site spare parts:
  - One (1) new 6-inch screw conveyor (approx. 35 l.f.).
  - One (1) new 6-inch screw conveyor (approx. 11 l.f.).
  - One (1) new 9-inch screw conveyor (approx. 11 l.f.).
  - One (1) new 9-inch screw conveyor (approx. 13 l.f.).
  - One (1) new 12-inch screw conveyor (approx. 33 l.f.).
  - One (1) new 14-inch screw conveyor (approx. 16 l.f.).
  - One (1) new 14-inch screw conveyor (approx. 50 l.f.).
  - One (1) new 12-inch pneumatic Plattco double flap airlock PCV series valve.
  - One (1) new 12-inch pneumatic Plattco slide gate KT series valve.
  - One (1) new 8-inch pneumatic Plattco slide gate KT series valve.
  - Five (5) abrasion resistant (AR) 1/4-inch x 48-inch long sections of replaceable trough liners for each size conveyor.

Clarifications and exclusions

- Pricing expires November 5th, 2026.
- Pricing is an indicative budget.
- Pricing accounts for current market conditions and known tariffs in place at the time of this submission. The Concessionaire reserves the right to adjust the price for tariff impacts or changing market conditions if this Capital Improvement is not Approved for Execution by the price expiration date listed above.
- Work to be performed during normal business hours (Mon-Fri, 7am-5pm).
- Work will not be performed during snow, ice, or otherwise unsafe conditions.
- Work will not be performed on energized equipment. Equipment will be de-energized and placed out of service prior to work and coordination for shutdowns with the University and the District Energy Plant will be necessary and completed without delaying the project schedule.
- The wood fired boiler and wood fuel conveyance system will be shut down during construction.
- Project assumes the District Energy Plant will be in operation during construction.
- Project assumes that the natural gas boilers are in good working condition and have sufficient capacity to support the campus steam load during wood boiler shutdowns, that all existing components that will be connected to are in good working condition, and that the existing control logic, control wiring, and power supply components are in good working condition and will be re-used.
- Parking Lot 14 will be used for material laydown and equipment staging.
- Project assumes that there is sufficient space within the Plant to house the new conveyance system and that no structural or architectural modifications are required.
- Exclusions:

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-002

- No testing or abatement of hazardous materials is included.
- No design or installation of a fire suppression system for the ash handling system or storage areas is included.
- No work to repair, modify, or replace the ash truck is included.
- Access improvements, such as catwalks, working platforms, ladders, or stairs, are not included.
- No work to verify compliance with the State of Idaho Air Quality Tier 1 Operating Permit for the University has been conducted or is included.
- Project does not include any additional fuel costs associated with natural gas use.
- Project does not include any work to pre-purchase natural gas fuel.
- Project does not include any commissioning services.
- Temporary boilers to support campus steam loads are not included.
- This project does not include repair, replacement, or modification to other equipment or infrastructure not specifically outlined in the project scope of work including but not limited to the building envelop, wood boiler firebox, ash hoppers, dust collector, wood fuel handling system, or other systems within the District Energy Plant.

SAFETY AND LOGISTICS

To the extent required by applicable law, the University will provide (i) an asbestos survey covering any area to be disturbed by demolition or renovation work; or (ii) proof that the original work was completed using asbestos-free materials. In accordance with the Concession Agreement, the University will be responsible for abatement of any Hazardous Substances, including asbestos and lead-based paint, which originated prior to Closing.

The project site safety plan will be coordinated and communicated with stakeholders prior to project execution, and will include lock out, tag out, fall protection and hazards, PPE, and on-site safety management.

Executive Summary of P3 Agreement

(Background for New Board Members)

In November 2020, the Board approved a public-private partnership (P3) with the University of Idaho (UI), structured as a 50-year Lease and Concession Agreement covering UI's Utility System. Under the agreement, UI leased the system to a Concessionaire and committed to using the Concessionaire for its utility needs throughout the term. The Concessionaire is responsible for conducting and financing all repairs, maintenance, and construction upgrades to the system.

In exchange for the lease and concession rights, the Concessionaire made UI a single upfront payment. In return, UI pays the Concessionaire an annual Utility Fee composed of three (3) components: 1) a fixed amount set at the outset, 2) an operating cost component initially based on UI's historic costs to operate the system (capped at no more than a 2% annual increase), and 3) an amount to repay the Concessionaire for capital expenditures on repairs, maintenance, and upgrades.

The Winning Proposal

The Board selected the winning bid from Sacyr/Plenary, which included an initial payment of $225,000,000 to UI. After covering transaction costs and defeasing UI's outstanding bonds (as required by law), a balance of $188,350,000 was deposited into a strategic investment fund.

UI draws approximately $6 million per year from the fund to support three (3) priorities:

1. **Student success** — scholarships and distance learning
2. **Research success** — graduate student scholarships and stipends
3. **Recruitment success** — improved marketing and communications

The fund also holds a reserve, which began at $34,400,000, used initially to help offset UI's Utility Fee payments in the partnership's early years and thereafter retained for future capital repairs, maintenance, and system upgrades.

Fund Structure

For tax and accounting purposes, the investment fund is held by a 501(c)(3) public charity created for this purpose – University of Idaho Strategic Initiatives Fund, Inc (UISIF). The UISIF is governed by a three-person board appointed by UI and contracts with the University of Idaho Foundation to invest the fund's principal — a structure similar to the one used for the $10 million payment UI received from Idaho Central Credit Union for the ICCU Arena. This model keeps the concession proceeds on UI's financial statements while giving UI favorable tax treatment on the fund's investment earnings.

The Sacyr/Plenary Team

The winning team was composed of Plenary Americas USA Ltd. (“Plenary”), Sacyr Infrastructure USA LLC (“Sacyr”), and McKinstry Essention, LLC (“McKinstry”):

- **Plenary** brought a portfolio of 52 major P3 projects worldwide, valued at more than $14 billion.
- **Sacyr** brought a track record of 70 completed projects, a current inventory of 45 active projects, and $14 billion in total investment.
- **McKinstry**, a U.S.-based firm with a 60-year history serving higher education institutions — including a $40 million energy savings (ESCO) project completed for UI from 2008 to 2011 — operates UI's Utility System through a dedicated operating entity established solely for that purpose.

This partnership was modeled after similar P3 arrangements previously completed at The Ohio State University and Iowa State University.

SUBJECT

University of Idaho – Public-Private Partnership (P3) Capital Improvement Approval Energy Plant 208V Motor Control Center Upgrade

BACKGROUND

With the approval of the Board, University of Idaho (UI) has executed a Long Term Lease and P3 Concession Agreement under which UI received an up-front payment in the amount of $225,000,000 in exchange for UI leasing its Utility System assets and operation to Sacyr Plenary Utility Partners Idaho LLC (SPUPI), the Concessionaire. As discussed with the Board at the time the P3 Concession Agreement was under consideration for approval, the Concessionaire will develop and propose a rolling annual Five-Year Plan for UI review and approval. Among other things, the Five-Year Plan must include proposed Capital Improvements for the UI's Utility System. Proposed Capital Improvements must address the ongoing needs of the system for major repairs and system upgrades and possible expansions, for the fifty-year term of the P3 Concession Agreement.

PROPOSAL

UI seeks approval for the proposed replacement of the Energy Plant 208 Volt Motor Control Center (MCC 1) and the associated 208-volt emergency backup generator at a cost of $2,754,892. The MCC 1 and generator serve the three natural gas boilers and associated equipment at the campus energy plant and represent a single point of failure for these boilers.

The central steam system heats the majority of campus and also powers electricity-generating turbines and campus absorption chillers for campus central chilled water. The MCC 1 was installed in 1975 is in poor condition. The backup diesel generator was installed in 1997 and is beyond its useful life of 20 years. Breakers fail to operate and the panel ground fault indicator will not reset.

IMPACT

These issues present a significant threat to energy plant continued operations. Replacement of the MCC 1 and generator will bolster reliability and will improve the ability of the energy plant to restart in the event of a power outage.

SPUPI will provide the up-front funding to execute the project, with UI repaying the up-front cost over time according to the formula contained in the P3 Concession Agreement. Further, if approved by the Board, SPUPI would be responsible for all aspects of the project, including planning and construction. The cost of this Capital Improvement will amortize over a 20-year period. Funds to repay the cost of the Capital Improvement come from operating funds previously used to operate and improve the utility system.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

This request by University of Idaho (UI) follows the capital improvement review and approval process established under the P3 Concession Agreement approved by the Board in November 2020.

As detailed above by UI, the Energy Plant 208V Motor Control Center (MCC 1) and its associated backup generator are past the end of their useful life. Both are considered a single point of failure for the natural gas boilers that heat the majority of campus and power the campus's electricity-generating turbines and central chilled water system.

Consistent with the P3 Concession Agreement, SPUPI will fund and manage the project, including planning and construction, with UI repaying the up-front cost over a 20-year amortization period. Repayment will come from operating funds already dedicated to utility system operations and improvements. No new state appropriate funds are being requested.

This request is the second of the three (3) UI utility Capital Improvements being brought forward under the P3 Concession Agreement this Board cycle, following the same SPUPI-financed, 20-year UI-repayment structure and consistent with Board Policy V.K.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Energy Plant 208V Motor Control Center Upgrade

BOARD ACTION

I move to approve the University of Idaho's proposed Capital Improvement to replace the Energy Plant 208V Motor Control Center (MCC 1) and its associated emergency backup generator, at a cost not to exceed $2,754,892, to be funded by SPUPI under the P3 Concession Agreement and repaid by the University over a 20-year amortization period.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Board Policy V.K. Construction Projects

REFERENCE

November 2020	Public-Private Partnership Transaction for Utility Systems & Infrastructure

CAPITAL IMPROVEMENT PROJECT SHEET – 26/3-090

PROJECT CODE: 26/3-090

PROJECT NAME: Energy Plant 208V Motor Control Center Upgrade

UTILITY SYSTEM: Steam and Condensate, Chilled Water, Electric, Compressed Air

TOTAL COST: $2,754,891.78

CATEGORIES ADDRESSED

☒ Safety ☒ Resiliency
☐ Major Maintenance/Renewal ☐ O&M Cost Reduction
☐ Performance ☐ Supply Cost Reduction

SUMMARY DESCRIPTION

The purpose of this project is to replace and relocate the 208V motor control center at the Energy Plant.

(A) Total Cost: $2,754,891.78.

(B) Forecasted annual operations and maintenance costs: +$0.

(C) Proposed modification to the Recovery Period: N/A.

(D) Explanation of all relevant assumptions, variables, and data sources: See Appendix I.

(E) Proposed schedule: Dates may vary. EPC (Const.) extends through August 2028. EPC (Cx.) occurs in December 2028.

	10/26	11/26	12/26	1/27	2/27	3/37	4/27	5/27	6/27	7/27	8/27	9/27	10/27	11/27	12/27	1/28	2/28	3/28	4/28	5/28	6/28	7/28
Additional Work																						
EPC (Dev.)																						
EPC (Const.)																						
EPC (Cx.)																						

(F) Impact on Sustainability: None.

(G) Anticipated tax credits or other benefits: No tax credits or other benefits have been identified.

(H) Fee or charge payable to the Operator: $2,754,891.78.

(I) Proposed changes to the limits on the professional liability insurance coverage: All engineering and consulting firms engaged for Capital Improvements proposed for Approval will have a limit of $1,000,000, or greater on the professional liability insurance coverage. The premium associated to such policy is usually prorated by the firm over their annual contracts.

CAPITAL IMPROVEMENT PROJECT SHEET – 26/3-090

(J) Potential change in Supply Costs or consumption of Supplies: None.

CAPITAL IMPROVEMENT PROJECT SHEET – 26/3-090

APPENDIX I – PROJECT DETAILS

PROBLEM STATEMENT

Background

The Energy Plant was constructed in 1926 and provides steam, chilled water, and compressed air to the core of the University campus. The building was expanded in 1963, 1975, and again in 1986 as new boilers were installed. The Plant has three electrical services: one 208V motor control center (MCC1) installed in 1975 serving the gas boilers, one 480V MCC (MCC2) installed in 1986 serving the wood boiler, and one 480V MCC (MCC3) installed in 1995 serving the North Campus Chiller Plant. MCC2 was replaced in 2009. Equipment critical to the operation of the Energy Plant is fed from each service to provide redundancy and resiliency to electrical disruptions. The expected service life of MCCs are 20 years.

Electrical equipment degrades with age, and exposure to temperature extremes, overloading, vibration, moisture, and other stresses slowly breaks down the internal components and insulation. Equipment at the Energy Plant is also exposed to wood dust and ash that can reduce heat transfer from cooling surfaces and create electrical shorts. Eventually these stresses cause damage and failure of the equipment. The predictability of failure significantly increases as equipment reaches end of service life. Cleaning and inspection of electrical connections for temperature differences are industry standard for determining equipment reliability and performance. As part of the preventative maintenance program established by the Concessionaire for the electrical distribution on campus, thermographic inspections are conducted each year to determine suitability of continued operation of equipment. The MCCs at the Energy Plant had thermographic inspections performed in 2022 and showed minor defects that were corrected. The 2024 inspections showed no defects. During inspections and cleaning, it was noted that the MCCs become coated with wood dust and ash from wood boiler operations, posing a severe fire and electrocution hazard. Further, the MCCs do not have proper arc flash labeling as required by NFPA 70E.

Energy Plant workers having identified multiple issues regarding MCC1has multiple breakers that do not operate, has an indicator light associated with the ground fault sensing system that does not reset using OEM reset procedures, and experiences interruptions and failures of control circuits. In 2024, the Concessionaire had a line conditioner installed ahead of power distribution panel, Panel X, which supplies power to MCC1. The Line conditioner resolved the interruptions and failures associated with connected circuits; however, the line conditioner did not resolve issues with excessive noise or Harmonic Distortion. In 2024, the Concessionaire engaged H2E, an electrical engineering firm specializing in power distribution, SCADA, and power plant management, to establish the root cause(s) of the illumination of the ground fault indicator light and harmonic distortion. They determined that the indicator light is defective and of a discontinued design. The Current Total Harmonic Distortion (I_{TDH}) increased significantly when variable frequency drives (VFDs) where put into operation, notably from Air Compressor #1, Feedwater Pump #1, and Feedwater Pump #2. H2E recommends that line-reactors or active Harmonic filters be installed as an interim solution to protect MCC1 from Harmonic Distortion and all connected VFDs be replaced. Replacing VFDs is not included within the scope of work of this project. See Appendix II below for the H2E Diagnostics Report.

Three steam turbines and a diesel generator, combined with a building level microgrid, allow for the Plant to operate in the event of campus power outages. Microgrids are groups of loads and distributed energy resources which can act independently of the utility grid. When power from the grid goes down, the microgrid is capable of immediately islanding itself to continue operations using on-site electricity generation. Once power is restored, the microgrid

CAPITAL IMPROVEMENT PROJECT SHEET – 26/3-090

then reconnects to the grid. This improves reliability and resilience of the connected loads, with power outages often going unnoticed. The Energy Plant is currently the only building on campus with this ability.

Though the turbines and microgrid are designed to support the plant during outages, the microgrid system does not have "black start" capability. Black start is the ability of a generation facility to restart parts of the system to recover from a complete blackout. If an outage occurs when there is insufficient steam pressure to operate a turbine, the system will be incapable of running. To mitigate this risk, electrical generators are commonly used to provide power for the plant until steam pressure rises, and a turbine can be brought online. The backup diesel generator at the Energy Plant was installed in 1997 and has a life expectancy of 20 years. The existing generator is too small to support the full electrical load of the building, including the wood fueled boiler. Steam Plant operators bring equipment online one-by-one in a specific order during outages to ensure the generator doesn't trip, significantly increasing the recovery time. Further, the generator is located in the basement of the Energy Plant, and the fuel tank is located in close proximity to the building transformers and building egress path. The University's insurance company has recommended the generator and fuel tank be relocated to an alternative location.

Given the age, condition, identified issues at the 208V MCC at the Energy Plant, and age and location of the backup generator, failure is likely, and replacements are recommended.

Impact Assessment

The impact associated with safety is high. The age and condition of these assets pose severe arc flash and electrocution hazards to personnel.

The impact associated with resiliency is high. The age and condition of these assets pose a severe resiliency risk that can lead to immediate, extended steam, chilled water, and compressed air outages to the University campus. Failure of the 208V MCC will result in a complete loss of the three natural gas boilers and loss of N+1 redundancy to feedwater pumps, condensate pumps, and air compressors.

The likelihood of these events is medium. Electrical equipment is operating beyond end of life. The 208V MCC has known faults and has a high level of Harmonic Distortion.

Approval of this Capital Improvement is necessary to mitigate a variety of risks, claims, and damages (including those associated with life safety, property damage, system downtime, system resilience, operation interruption), as well as compliance with Performance Standards and Key Performance Indicators.

Goals and Objectives

The goals and objectives for this Capital Improvement are:

- Replace the 208V motor control center serving the Energy Plant.
- Mitigate severe resiliency issues associated with aged electrical systems operating 29 years beyond expected service life.
- Mitigate worker safety concerns associated with the location and physical condition of current assets.

CAPITAL IMPROVEMENT PROJECT SHEET – 26/3-090

PROPOSED PROJECT

Scope of Work

The scope of work of this Capital Improvement is:

- Demolition:
  - Remove and dispose of one 2000A 208Y/120V, 3PH, 4W MCC in the ground floor machine shop of the Energy Plant (MCC1).
  - Remove and dispose of one existing ITS 1,200A disconnect switch feeding the existing 208V MCC1.
  - Remove and dispose of one 208V 225 kVA (180 kW) backup generator.
  - Remove and dispose of one diesel fuel for the existing backup generator.
  - Disconnect existing wiring, conduits, and grounded as needed. Reuse existing pathways and conduits as possible.
  - New ATS shall be stand-alone from MCC1.
- Motor Control Center:
  - Install one (1) new 2000A 208Y/120V, 3PH, 4W MCC (MCC1).
  - Install and connect wiring, conduits, and grounding as determined. Reuse existing incoming and outgoing feeders for MCC1 where feasible.
  - Install electrical gutter under new equipment for feeder pathing.
  - Install new active harmonic filters for air compressor #1, feedwater pump #1, and feedwater pump #2.
  - Install one (1) new SEL-735 electrical meter.
  - Provide programming to connect the new SEL-735 meter to the existing utility network.
- Backup Generator:
  - Install one (1)) new 208V 350 kVA (275 kW) diesel fueled backup generator with 24-hour belly tank on the exterior of the Energy Plant, in Parking Lot 14.
  - Install one (1) new 800A automatic transfer switch (ATS) to serve the new backup generator.
    - New ATS shall be stand-alone from MCC1.
  - Install and connect wiring, conduits, and grounding as determined.

Clarifications and exclusions

- Pricing expires November 5th, 2026.
- Pricing accounts for current market conditions and known tariffs in place at the time of this submission. The Concessionaire reserves the right to adjust the price for tariff impacts or changing market conditions if this Capital Improvement is not Approved for Execution by the price expiration date listed above.
- Work to be performed during normal business hours (Mon-Fri, 7am-5pm).
- Work will not be performed during snow, ice, or otherwise unsafe conditions.
- Project may require reconfiguration of vehicle access and parking stalls in Parking Lot 14. Project assumes sufficient space will be provided for the new equipment and full coordination with University Parking and Transportation Services (PTS) will be completed without impacting scope or delaying project schedule.
- Underground conditions will be reasonably free of obstruction, conflict, and hazardous materials that could impede construction.
- Installation of active harmonic filters for air compressor #1, feedwater pump #1, and feedwater pump #2 is not anticipated to eliminate Harmonic Distortion completely. Harmonic filters included in the scope of work only address the highest sources of Harmonic Distortion.
- Work will not be performed on energized equipment. Equipment will be de-energized prior to work and coordination for shutdowns with the University will be necessary and completed without delaying the schedule.
- Exclusions:

CAPITAL IMPROVEMENT PROJECT SHEET – 26/3-090

- No testing or abatement of hazardous materials is included.
- No remediation of contaminated soil around the existing diesel fuel storage tank is included.
- No work to mitigate, contain, or otherwise address particulates such as wood dust or ash entering electrical equipment is included.
- Project does not include relocating MCC1 or the ATS.
- Project does not include replacement of VFDs. Replacement to be included in future Capital Improvements.
- Temporary electric generators to support the Energy Plant during shutdowns are not included.
- This project does not include repair, replacement, or modification to other equipment or infrastructure not specifically outlined within the project scope of work including other MCCs, transformers, 13.2 kV primary electric switches, backup generator, or downstream building electrical systems.

SAFETY AND LOGISTICS

To the extent required by applicable law, the University will provide (i) an asbestos survey covering any area to be disturbed by demolition or renovation work; or (ii) proof that the original work was completed using asbestos-free materials. In accordance with the Concession Agreement, the University will be responsible for abatement of any Hazardous Substances, including asbestos and lead-based paint, which originated prior to Closing.

A site-specific safety plan is required and will include lockout-tagout and safe de-energization of equipment.

CAPITAL IMPROVEMENT PROJECT SHEET – 26/3-090

APPENDIX II – ADDITIONAL INFORMATION

- See below for the Diagnostics Report from H2E.



Figure 1. 208V motor control center in the Energy Plant to be replaced.



Figure 2. Replace existing backup generator and relocate outside.

CAPITAL IMPROVEMENT PROJECT SHEET – 26/3-090



Figure 3. Remove and dispose of existing diesel fuel tank for the backup generator.

SUBJECT

University of Idaho – Public-Private Partnership (P3) Capital Improvement Approval Wood Boiler Capital Renewal Phase I

BACKGROUND

With the approval of the Board, the University of Idaho (UI) has executed a Long-Term Lease and P3 Concession Agreement under which UI received an up-front payment in the amount of $225,000,000 in exchange for UI leasing its Utility System assets and operation to Sacyr Plenary Utility Partners Idaho LLC (SPUPI), the Concessionaire. As discussed with the Board at the time the P3 Concession Agreement was under consideration for approval, the Concessionaire will develop and propose a rolling annual Five-Year Plan for UI review and approval. Among other things, the Five-Year Plan must include proposed Capital Improvements for UI's Utility System. Proposed Capital Improvements must address the ongoing needs of the system for major repairs and system upgrades and possible expansions, for the fifty-year term of the P3 Concession Agreement.

PROPOSAL

UI seeks approval for the proposed replacement of aged major mechanical systems of Boiler A, the biofuel boiler at the energy plant at a cost of $3,510,038. This is the first of multiple projects necessary to rebuild and renew the forty-year-old wood fired boiler which currently carries approximately 80% of campus steam loads.

The work includes removal and replacement of walking floor solid fuel supply grates on the boiler floor, replacement of the fuel hopper, replacement of combustion air supply fans, rework of the boiler steam and mud drums, and retubing the boiler as necessary. The main firebox was rebricked in 2025, however additional spray-on refractory will be applied to the firebox and ash hopper.

IMPACT

Each year the wood waste solid fuel boiler saves UI $1 million to $1.7 million in fuel cost compared to that of natural gas. When the boiler breaks down the cost to UI increases up to $100,000 per week if it occurs during times of high natural gas prices, typically mid-winter. The boiler operational shutdowns more than doubled year-over-year from 30 days in FY23 to 70 days in FY24. When the wood fuel boiler is down, the University also loses boiler redundancy, increasing the risk of steam supply failure to campus.

SPUPI will provide the up-front funding to execute the project, with the UI repaying the up-front cost over time according to the formula contained in the P3 Concession Agreement. Further, if approved by the Board, SPUPI would be responsible for all aspects of the project, including planning, and construction. The cost of this Capital Improvement will amortize over a 20-year period. Funds to repay the cost of the Capital Improvement come from operating funds previously used to operate and improve the utility system.

Annual operations and maintenance costs will increase by approximately $39,250 due to the additional creation of a preventative maintenance step grate replacement program. The program will include replacing two rows of the most heavily damaged step grates during the annual wood boiler maintenance shutdown with new step grates once every two years. Grates will be rotated in a "first in, first out" manner to reduce the frequency of unplanned equipment failures associated with falling step grates.

This capital improvement is expected to save UI approximately $33,400 annually in supply costs due to improved reliability and increased uptime.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

This request from University of Idaho (UI) follows the capital improvement review and approval process established under the P3 Concession Agreement approved by the Board in November 2020. Boiler A is a forty-year-old wood-fired boiler that carries approximately 80% of campus steam loads and saves UI an estimated $1 million to $1.7 million annually in fuel costs compared to natural gas.

As detailed above, UI has experienced unplanned shutdowns of Boiler A which have more than doubled year-over-year, from 30 days in FY23 to 70 days in FY24 and increases the risk of steam supply failure to UI's campus. This request is the first of multiple planned phases to rebuild and renew the boiler.

Consistent with the P3 Concession Agreement, SPUPI will fund and manage the project, including planning and construction, with UI repaying the up-front cost over a 20-year amortization period. Repayment will come from operating funds already dedicated to utility system operations and improvements. No new state appropriate funds are being requested.

This request is the third of the three (3) UI utility Capital Improvements being brought forward under the P3 Concession Agreement this Board cycle, following the same SPUPI-financed, 20-year UI-repayment structure and consistent with Board Policy V.K.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Wood Boiler Capital Renewal Phase 1

BOARD ACTION

I move to approve the University of Idaho's proposed Capital Improvement to replace the aged major mechanical systems of Boiler at the energy plant, as Phase I of a multi-phase renewal, at a cost not to exceed $3,510,038, to be funded by SPUPI under the P3 Concession Agreement and repaid by the University over a 20-year amortization period.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Board Policy V.K. Construction Projects

REFERENCE

November 2020	Public-Private Partnership Transaction for Utility Systems & Infrastructure

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

PROJECT CODE: 27/1-010

PROJECT NAME: Wood Boiler Capital Renewal, Phase I

UTILITY SYSTEM: Steam and Condensate

TOTAL COST: $3,510,037.50

CATEGORIES ADDRESSED

☒ Safety ☒ Resiliency
☐ Major Maintenance/Renewal ☐ O&M Cost Reduction
☒ Performance ☒ Supply Cost Reduction

SUMMARY DESCRIPTION

The purpose of this project is to replace major mechanical systems of the wood boiler at the Energy Plant to reduce the frequency of unplanned outages.

(A) Total Cost: $3,510,037.50

(B) Forecasted annual operations and maintenance costs: +$39,250. This project includes the creation of a preventative maintenance step grate replacement program. The program will include replacing two rows of the most heavily damaged step grates during the annual wood boiler maintenance shutdown with new step grates once every two years. Grates will be rotated in a "first in, first out" manner to reduce the frequency of unplanned equipment failures associated with falling step grates.

(C) Proposed modification to the Recovery Period: N/A.

(D) Explanation of all relevant assumptions, variables, and data sources: See Appendix I.7

(E) Proposed schedule: Dates may vary. EPC (Const.) extends through March 2028. EPC (Cx.) occurs in April 2028.

	10/26	11/26	12/26	1/27	2/27	3/37	4/27	5/27	6/27	7/27	8/27	9/27	10/27	11/27	12/27	1/28	2/28	3/28	4/28	5/28	6/28	7/28
Additional Work																						
EPC (Dev.)																						
EPC (Const.)																						
EPC (Cx.)																						

(F) Impact on Sustainability: Completion of this project increases the uptime and efficiency of the wood boiler. Increased wood boiler uptime offsets the amount of greenhouse gas emissions that would result from natural gas boiler operation.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

(G) Anticipated tax credits or other benefits: No tax credits or other benefits have been identified.

(H) Fee or charge payable to the Operator: $3,510,037.50

(I) Proposed changes to the limits on the professional liability insurance coverage: All engineering and consulting firms engaged for Capital Improvements proposed for Approval will have a limit of $1,000,000, or greater on the professional liability insurance coverage. The premium associated to such policy is usually prorated by the firm over their annual contracts.

(J) Potential change in Supply Costs or consumption of Supplies: -$33,400. Supply savings estimate assumes a 2% reduction in wood boiler downtime based on FY23 data.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

APPENDIX I – PROJECT DETAILS

PROBLEM STATEMENT

Background

The Energy Plant on the University campus operates one wood fueled boiler and three natural gas boilers to generate steam for campus heating and process loads. The wood boiler provides significant economic and environmental benefits to the University with annual savings ranging from $1-1.7 million. The wood boiler, including major subsystems such as the fuel handling system, ash handling system, fans, and firebox, was installed in 1986, with an expected service life of 20 years.

Mechanical systems for the wood boiler are exposed to thermal stresses, fatigue, corrosion, and excessive dust during operation. As damage accumulates, components eventually fail. Components require cleaning, lubricating, rebuilding, repairs, and replacement to ensure reliable, efficient operation. Planned shutdowns for major maintenance and repairs to the wood boiler are scheduled twice a year, once in the spring and once in the fall. Despite regular maintenance, the mechanical systems are worn and damaged from years of operation, requiring frequent wood boiler shutdowns to make repairs. The frequency and duration of mechanical system failures for the wood boiler have been rapidly accelerating in recent years, and failures are becoming increasingly difficult to recover from (see Figure 1 below). The Concessionaire has tracked the duration of each failure and estimated the associated Supply Costs to the University by having to switch to natural gas fuel when the wood boiler fails. It is estimated that the University has paid an additional $453,000 in the previous three years due to equipment failures (see Figure 2 below). 39% of the failures were due to failures within the firebox of the wood boiler.

The firebox of the wood boiler is of a walking floor design, consisting of a system of step grates to push wood fuel away from the fuel hopper as it burns before eventually entering the ash handling system. The step grates are unique to the University's wood boiler, with ownership of the pattern held by the University. Over the course of multiple decades of operations, the design, dimensions, and metallurgical properties of the grates have been refined to improve performance and longevity. Today, the grates consist of a custom high temperature, wear resistant, stainless steel alloy with a significantly longer life expectancy than the original design (5+ years vs 2 years). Step grates and the associated mechanical linkages wear down over time, and when components within the firebox fail, they either fall into the ash handling system and jam the conveyance process or fail in place and bind up the fuel handling system. Such failures require emergency shutdowns of the boiler to make repairs before additional damage occurs.

In 2023, Evergreen Engineering identified the wood fuel hopper, commonly referred to as the "throat", as structurally unsound and damaged. Emergency repairs were made to patch areas where metal was excessively thin and complete replacement is needed (see Figure 9 below). Failure of the throat would release burning wood fuel into the Energy Plant, creating an extreme fire hazard. An upgrade to chromoly steel is recommended to improve resistance to wear, erosion, and temperature fluctuations.

The age, condition, frequency of failures, increasing frequency of failures, and structurally damaged throat of the wood boiler indicate that additional failures are imminent and immediate replacement of components is highly recommended.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

Impact Assessment

The impact associated with safety is high. The degraded condition of assets poses severe fire and crushing hazards to workers.

The impact associated with resiliency is high. The degraded condition of assets poses severe resiliency risks that can shut down the wood boiler. Failure reduces the Energy Plant's ability to meet the steam loads of campus.

The likelihood of these events is high. Emergency shutdowns of the wood boiler are frequent.

Approval of this Capital Improvement is necessary to mitigate a variety of risks, claims, and damages (including those associated with life safety, property damage, system downtime, system resilience, operation interruption), as well as compliance with Performance Standards and Key Performance Indicators.

Goals and Objectives

The goals and objectives for this Capital Improvement are:

- Replace major internal and supporting components of the wood boiler system with new, upgraded systems to extend the wood boiler's service life and serviceability.
- Mitigate severe resiliency issues associated with depreciated systems operating 18 years beyond expected service life.
- Mitigate worker safety concerns associated with the degraded condition of current assets.

PROPOSED PROJECT

Scope of Work

The scope of work of this Capital Improvement is:

- Demolition:
  - Demolish mild steel wood fuel hopper.
  - Remove and dispose of 1,892 walking floor step grates.
    - The Concessionaire shall have the right to retain step grates at their sole discretion.
  - Demolish walking floor supports, linkages, cross bars, shoes and pads, hydraulic rams, and other associated mechanical sub-systems.
  - Remove and dispose of four (4) temperature probes.
  - Demolish all fire bricks and spray on refractory within the wood boiler firebox and ash hoppers.
  - Remove and dispose of one (1) 30 HP forced draft fan (FD-1).
  - Remove and dispose of one (1) 5 HP under fire fan (UF-1).
  - Remove and dispose of one (1) 150 HP rotor serving the induced draft fan (ID-1).
  - Remove and dispose of eight (8) soot blower lances and associated gear trains and valves.
  - Remove and dispose of the wood boiler steam drum diverter, mud drum diffusers, and water column.
- Wood Boiler Fuel Hopper:
  - Install a new chromoly steel wood fuel hopper.
  - Redesign as determined to improve fuel flow rate.
- Firebox and Walking Floor:
  - Install 1,892 walking floor step grates.
  - Install new grate supports, linkages, cross bars, shoes and pads, hydraulic rams, and other mechanical sub-systems of the walking floor.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

  - Install new spray on refractory within firebox and ash hoppers.
  - Install four (4) new K-type thermocouple temperature probe with Inconel tips.
- Boiler Tube Bank:
  - Non-destructive testing of boiler tubes and re-tube as determined.
  - Install one (1) new steam drum diverter, mud drum diffusers, and water column.
  - Install eight (8) new soot blower lances and associated gear trains and valves.
- Install one (1) new 30 HP forced draft fan (FD-1).
- Install one (1) new 5 HP under fire fan (UF-1).
- Install one (1) new 150 HP rotor serving induced draft fan (ID-1).

Clarifications and exclusions

- Pricing expires November 5th, 2026.
- Pricing accounts for current market conditions and known tariffs in place at the time of this submission. The Concessionaire reserves the right to adjust the price for tariff impacts or changing market conditions if this Capital Improvement is not Approved for Execution by the price expiration date listed above.
- Project does not include the purchase of a critical spare inventory of walking floor step grates. Existing grates with sufficient remaining useful life will be retained and stored on-site to serve as spares at the Concessionaires discretion.
- Work to be performed during normal business hours (Mon-Fri, 7am-5pm).
- Pricing is based on a like-for-like walking floor and step grate design.
- Pricing assumes 20% of the wood boiler tubes need to be replaced.
- Energy Plant will be in operation during construction.
- Wood boiler will be de-energized and locked out during construction.
- Parking lot 14 will be used for staging.
- Exclusions:
  - No testing or abatement of hazardous materials is included.
  - Project does not include the purchase of spare step grates.
  - Design and implementation of new technologies and methods of operation are not included.
  - This project does not include repair, replacement, relocation, or reconfiguration of other equipment or infrastructure not specifically outlined in the project scope of work including the wood fuel handling system, ash handling system, economizer, air preheater, control systems, or electrical systems.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

SAFETY AND LOGISTICS

To the extent required by applicable law, the University will provide (i) an asbestos survey covering any area to be disturbed by demolition or renovation work; or (ii) proof that the original work was completed using asbestos-free materials. In accordance with the Concession Agreement, the University will be responsible for abatement of any Hazardous Substances, including asbestos and lead-based paint, which originated prior to Closing.

A site-specific safety plan is required including confined space entry.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

APPENDIX II – ADDITIONAL INFORMATION

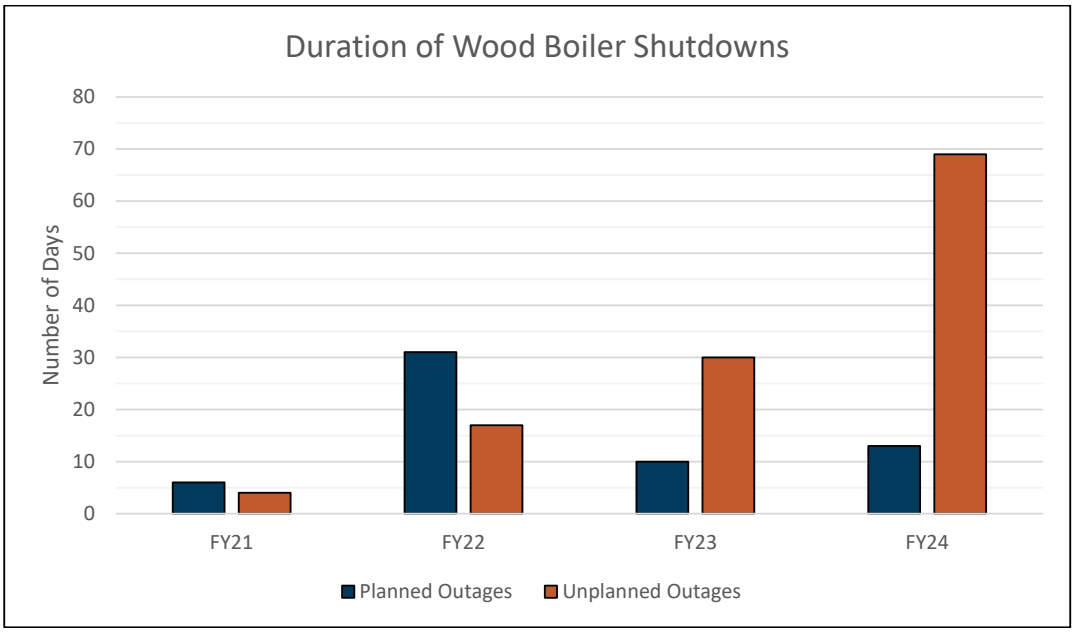


Figure 1. Number of days the wood boiler was down in previous fiscal years.

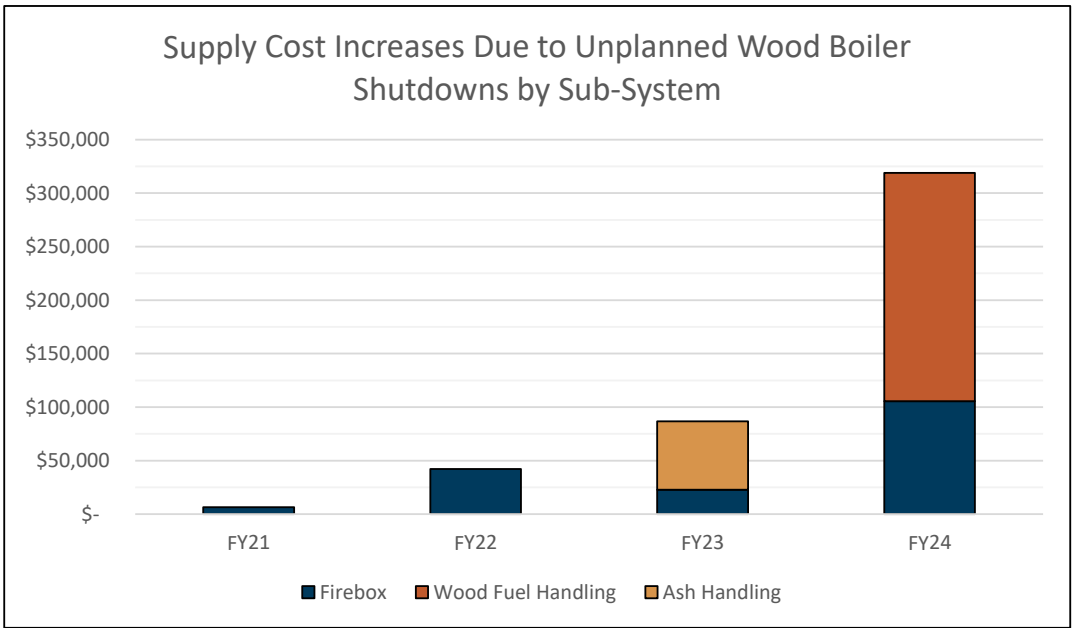


Figure 2. Estimated additional costs incurred by the University due to unscheduled wood boiler shutdowns.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010



Figure 3. Photos of step grates within the wood boiler firebox for reference.



Figure 4. Step grates warp over time, allowing foreign objects and burning fuel to fall through.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010



Figure 5. New step grates only allow ash to fall through.

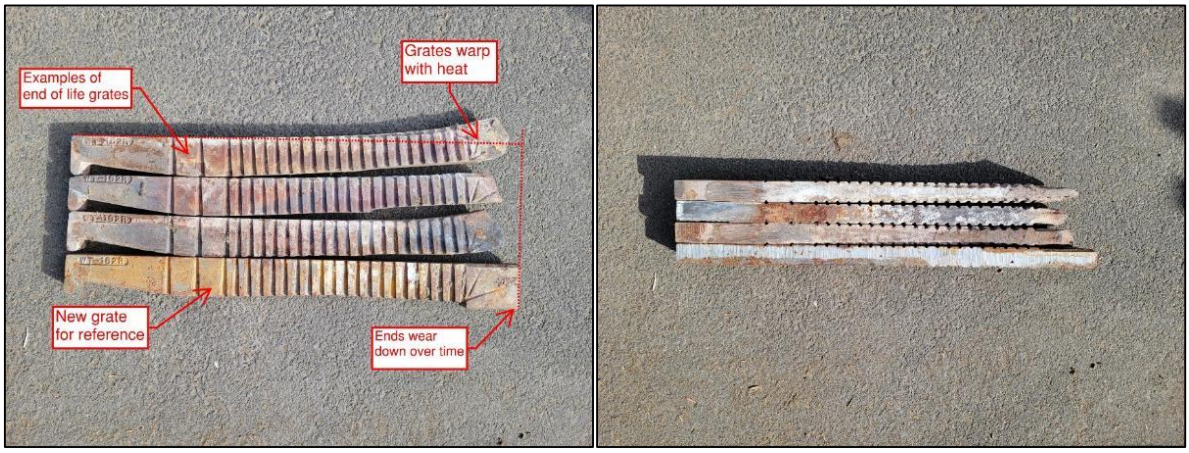


Figure 6. Step grates become shorter and warp with use.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

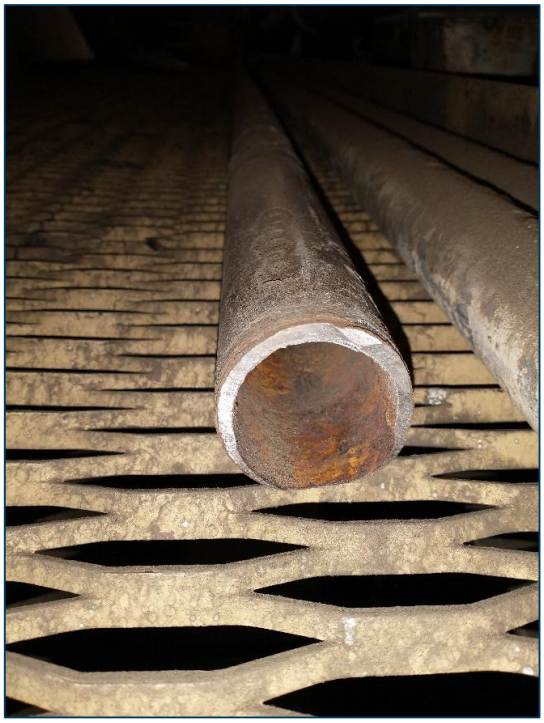


Figure 7. Bottom of the soot blower lances have worn through.



CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010

Figure 8. Temperature probes fail from exposure to high temperatures (new temperature probe on the left, damaged probe on the right).



Figure 9. Damaged sections of the wood fuel hopper being cut out and patched.

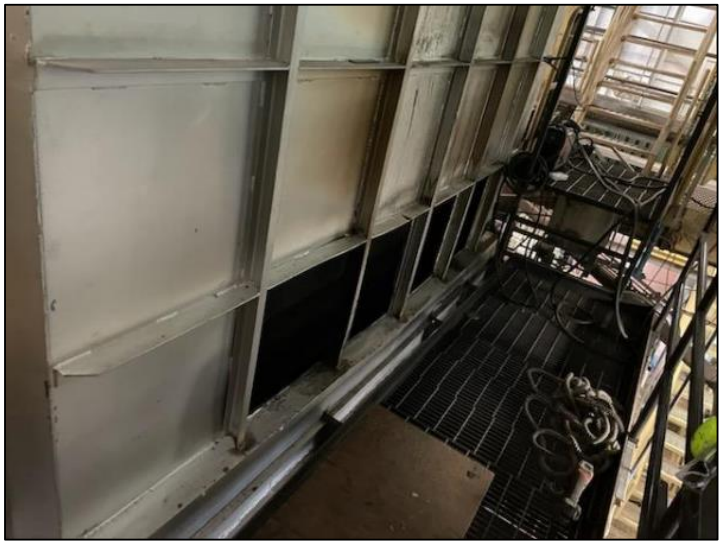


Figure 10. Damaged sections of the wood fuel hopper being cut out and patched.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010



Figure 11. Photo of walking floor linkage system underneath step grates for reference.



Figure 12. Refractory needs to be replaced to protect the exterior walls of the boiler.

CAPITAL IMPROVEMENT PROJECT SHEET – 27/1-010



Figure 13. Damaged sections of refractory need to be replaced.

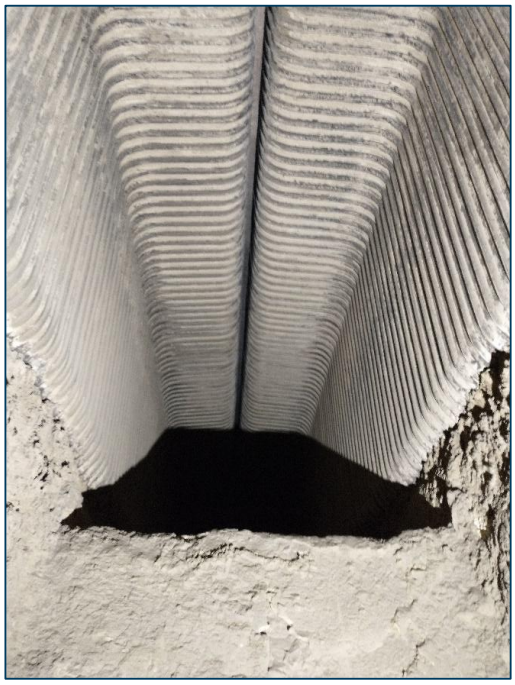


Figure 14. Retube wood boiler water tubes as determined.

SUBJECT

IDeal – Idaho Education Savings Program Annual Update

BACKGROUND

Idaho Education Savings Program (IDeal) is Idaho's Section 529 education savings program. IDeal helps Idaho individuals and families save for education in a tax-advantaged way. The program is governed by the State College Savings Program Board, established under Section 33-5402, Idaho Code. That board is chaired by the State Treasurer and also includes the Governor, State Controller, Attorney General, Superintendent of Public Instruction, and Secretary of State, or their designees. IDeal's office is located within the State Treasurer's Office, and Ascensus Broker Dealer Services, LLC serves as Program Manager. The program is self-sustaining and receives no General Fund appropriation. Its administrative revenue is deposited in the College Savings Fund, which is continuously appropriated to the State College Savings Program Board under Section 33-5409, Idaho Code.

2026 marks IDeal's 25th anniversary. The program is celebrating with a new name, logo, and website www.idsaves.org and is promoting its expanded qualified uses. In addition to traditional higher education expenses, qualified uses now include K-12 tuition, federally registered apprenticeship programs, qualifying credentials and certifications, student loan repayment (up to a $10,000 lifetime limit per beneficiary), and Roth IRA rollovers, subject to conditions. Idaho taxpayers may deduct contributions of up to $6,000 annually ($12,000 married filing jointly). Employers may claim a 20% tax credit, capped at $500 per employee annually, for direct contributions to employees' accounts.

As of December 31, 2025, compared with December 31, 2024:

- Total program assets were $1.02 billion, up 16%
- Funded beneficiary accounts totaled 55,703, up 6%
- New accounts opened totaled 5,955, up 11%
- The average funded account balance was $18,361, up 9%
- Total withdrawals were $102.9 million, up 15%, including $86.9 million for higher education expenses
- Gift contributions totaled $7.7 million, up 13%

Boise State University (BSU), the College of Western Idaho (CWI), the University of Idaho (UI), Idaho State University (ISU), and Lewis-Clark State College (LC State) each ranked among the top 21 schools receiving IDeal distributions in calendar year 2025. CWI and the College of Southern Idaho (CSI) now offer matching scholarships for students who use IDeal savings to pay tuition: up to $500 per semester at CWI ("CWIDeal Boost") and up to $250 per semester at CSI.

PROPOSAL

IDeal Executive Director Dawn Hall will present the program's annual update. The purpose of the presentation is to inform the Board and increase institutional awareness of IDeal. The update positions IDeal alongside Advanced Opportunities, Idaho Launch, and the Idaho Opportunity Scholarship as a way for families to plan for education costs. It also highlights ways institutions can partner with the program, including campus and community outreach, institutional matching scholarships, and offering payroll direct deposit to employees.

IMPACT

This item is for informational purposes only.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

IDeal supports postsecondary affordability and complements the Board's college and career access efforts. The matching scholarship models at CWI and CSI may be of interest to other institutions seeking to encourage family savings and reduce student reliance on loans.

ATTACHMENTS

Attachment 1 – IDeal CY2025 State Board of Education Update
Attachment 2 – IDeal Presentation, Helping Families Save for Education

BOARD ACTION

This item is for informational purposes only. No Board action is required.

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code Title 33, Chapter 54, College Savings Program
IDAPA 54.02.01, Rules Governing the College Savings Program

IDeal - Idaho Education Savings Program
State Board of Education Update - Calendar Year 2025-26

2026 is IDeal's 25th Anniversary! We are celebrating with a new name, logo, website, and expanded uses for the program!

IDeal – Idaho's 529 Education Savings program supports educational opportunities for Idahoans by helping individuals and families save in a tax-advantaged way.



IDeal savers -- Max, Anderson, Ben, and Andrea

- **Get started with $25:** $25 minimum initial and subsequent investments ($15 for payroll deduction).
- **Tax incentives:**
  - Individual Idaho taxpayers can receive a state tax deduction of up to $6,000 per year ($12,000 married filing jointly) for contributions to any IDeal account.
  - Employers can receive a 20% tax credit for direct contributions to their employees' IDeal accounts. Credit is capped at $500 per employee annually.
- **Tax deferred:** Assets grow tax-deferred, and withdrawals for qualified educational expenses are tax-free.
  - **Uses:** Qualified withdrawals can be used nationwide for including tuition and fees, room and board (on or off campus), computers, Internet and required supplies nationwide for the following:
  - K-12 withdrawals up to $20,000 annually per beneficiary at public, private and religious schools
  - 2- and 4-year schools and graduate programs
  - Federally registered apprenticeship programs
  - Certifications listed in either the Workforce Innovation and Opportunity Act (WIOA) directory or the Web Enabled Approval Management System (WEAMS) maintained by the U.S. Department of Veterans Affairs.
  - Trade schools/career training programs
  - Qualified student loan repayment up to a lifetime total of $10,000 per beneficiary
  - Rollover to Roth IRA (subject to qualifying conditions)

Program Performance

More Idahoans are saving, with new accounts up 11% for 2025. Contributions were also up. NOTE: The program has seen record breaking growth in enrollments, contributions and gifting every month since July 2025.

Comparing cumulative totals for each year.	**Dec. 31, 2025**	Dec. 31, 2024	**# or $ Change**	**% Change**
Assets	**$1,022,762,809**	$880,846,341	$141,916,467	+16%
Funded accounts	**55,703**	52,356	3,347	+6%
New accounts opened	**5,955**	5,384	571	+11%
Average funded account size	**$18,361**	$16,824	$1,537	+9%
Annual family contributions	**$120,417,348**	$114,104,883	$6,312,465	+6%
Total withdrawals	**$102,943,339**	$89,885,305	$13,058,034	+15%
Gift contributions	**$7,746,064**	$6,863,557	$882,507	+13%

Regional Snapshot

Regions	Accounts per Capita*	Number of Active Accounts	Account Growth Year Over Year	Account Withdrawals: Paying for Education
North	2.13%	7,748	+14%	$10.0 million
East	1.46%	6,167	+8%	$6.8 million
Central	1.78%	3,724	+16%	$5.7 million
Southwest	4.07%	34,425	+9%	$63.0 million

*This compares total active accounts to total population according to 2020 census data.

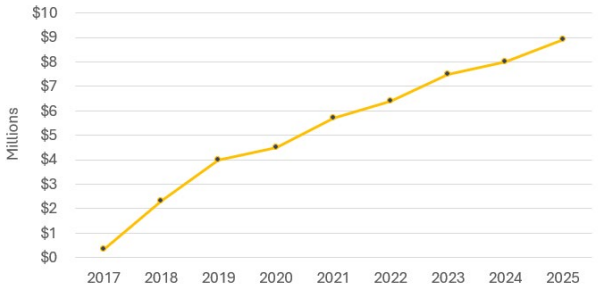
Percentage of Idaho kids with accounts

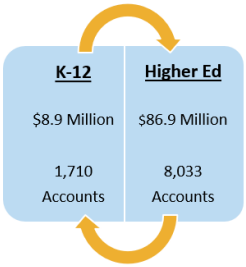
Based on 2020 Census data, 12.10% of Idaho students under 18 have a loved one saving for them. On average an account owner is saving for **2** beneficiaries and children between the ages of 6-10 make up most beneficiaries.

County	Percent of In-State Accounts	County	Percent of In-State Accounts
Ada	54.51%	Gem	0.58
Adams	0.16%	Gooding	0.25%
Bannock	2.63%	Idaho	0.38%
Bear Lake	0.06%	Jefferson	0.57%
Benewah	0.16%	Jerome	0.49%
Bingham	1.02%	Kootenai	7.97%
Blaine	2.31%	Latah	2.51%
Boise	0.24%	Lemhi	0.22%
Bonner	1.62%	Lewis	0.12%
Bonneville	4.92%	Lincoln	0.15%
Boundary	0.24%	Madison	0.75%
Butte	0.04%	Minidoka	0.41%
Camas	0.02%	Nez Perce	1.49%
Canyon	8.10%	Oneida	0.04%
Caribou	0.21%	Owyhee	0.20%
Cassia	0.58%	Payette	0.75%
Clark	0.00%	Power	0.08%
Clearwater	0.21%	Shoshone	0.18%
Custer	0.12%	Teton	0.71%
Elmore	0.36%	Twin Falls	2.96%
Franklin	0.31%	Valley	1.02%
Fremont	0.16%	Washington	0.21%



Withdrawals for K-12 2017-2025





Top 21 Schools for Distributions

IDeal CY 2025 Distributions to School - Top 21	
School Name	**Rank**
Boise State University	1
University of Utah	2
College Of Western Idaho	3
University Of Idaho	4
Logos School	5
Western Washington University	6
Idaho State University	7
Northwest Nazarene University	8
Oregon State University	9
Montana State University - Bozeman	10
University of Oregon	11
University of Montana	12
Brigham Young University-Idaho	13
University of Arizona	14
Arizona State University - Tempe	15
Lewis-Clark State College	16
Washington State University	17
Northern Arizona University	18
Cole Valley Christian Schools	19
Lighthouse Christian School	20
Willamette University	21

Over $86.9 million, 90% of total withdrawals, were used for expenses related to higher education costs in 2025 compared to 2024 withdrawals totaling just over $75.3 million. Withdrawals for beneficiaries under the age of (16) sixteen were $8.9 million this year. While this total dollar amount is small, we have seen this value increase every year since 2017, this past year increasing by 12.5%.

Employer Program



In 2020, the **IDeal Employer Program** was launched to provide Idaho's businesses with benefits that can help attract and retain top talent for their organizations while helping employees invest in themselves and their loved ones. Employers can provide information, offer direct deposit for employees, and can take a 20% tax credit for direct contributions to their employees' accounts. IDeal can also be used for traditional or matching scholarships.



Education stakeholders, Idaho legislators, community members and employers, can help us communicate the ways the program can be used to support education options and to help families prepare their loved ones to pursue their educational goals.

State College Savings Program Board
IDeal's office is located within the State Treasurer's office. IDeal is administered by the State College Savings Program Board. Ascensus Broker Dealer Services, LLC serves as Program Manager. The State College Savings Board consists of the following members:

- State Treasurer Julie Ellsworth, Board Chair
- Governor Brad Little (McKenzie Johnson, designee)
- Secretary of State Phil McGrane (Cameron Arial, designee)
- Superintendent of Public Instruction Debbie Critchfield (Julie Oberle, designee)
- State Controller Brandon Woolf (Patrick Hodges, designee)
- Attorney General Raul Labrador (Tim Davis, designee)

For more information about the Idaho College Savings Program ("IDeal"), call 866-433-2533 or visit www.idsaves.org to obtain a Disclosure Statement. The Disclosure Statement discusses investment objectives, risks, charges, expenses, and other important information. Because investing in IDeal is an important decision for you and your family, you should read and consider the Disclosure Statement carefully before investing. Ascensus Broker Dealer Services, LLC ("ABD") is Distributor of IDeal.

Before you invest, consider whether you or the beneficiary's home state offers any state tax or other state benefits such as financial aid, scholarship funds and protection from creditors that are only available for investments in that state's qualified tuition program.

IDeal is administered by the State College Savings Program Board ("Board"). ABD, the program manager, and its affiliates, have overall responsibility for the day-to-day operations, including investment advisory, recordkeeping and administrative services, and marketing. The Vanguard Group, Inc. ("Vanguard") serves as Investment Manager for IDeal. Sallie Mae Bank serves as the Savings Portfolio Manager for IDeal. IDeal's Portfolios invest in either: (i) mutual funds and a separate account offered or managed by Vanguard; or (ii) an FDIC-insured omnibus savings account held in trust by the Board at Sallie Mae Bank. Except for the Savings Portfolio, investments in IDeal are not insured by the FDIC. Units of the Portfolios are municipal securities, and the value of units will vary with market conditions.

Investment returns will vary depending upon the performance of the Portfolios you choose. Except to the extent of FDIC insurance available for the Savings Portfolio, you could lose all or a portion of your money by investing in IDeal, depending on market conditions. Account Owners assume all investment risks as well as responsibility for any federal and state tax consequences.

Not FDIC-Insured (except for the Savings Portfolio). No Bank, State or Federal Guarantee. May Lose Value.



ideal
IDAHO EDUCATION
SAVINGS PROGRAM

HELPING FAMILIES SAVE FOR EDUCATION

STATE BOARD OF EDUCATION

UPDATE

WWW.IDSAVES.ORG

Dawn Hall: Executive Director

Oct. 15, 2026

MISSION

- To help Idaho families pursue education through tax-advantaged savings.

VISION

- To help ensure Idaho's citizens have the financial resources to attain their education and career goals.



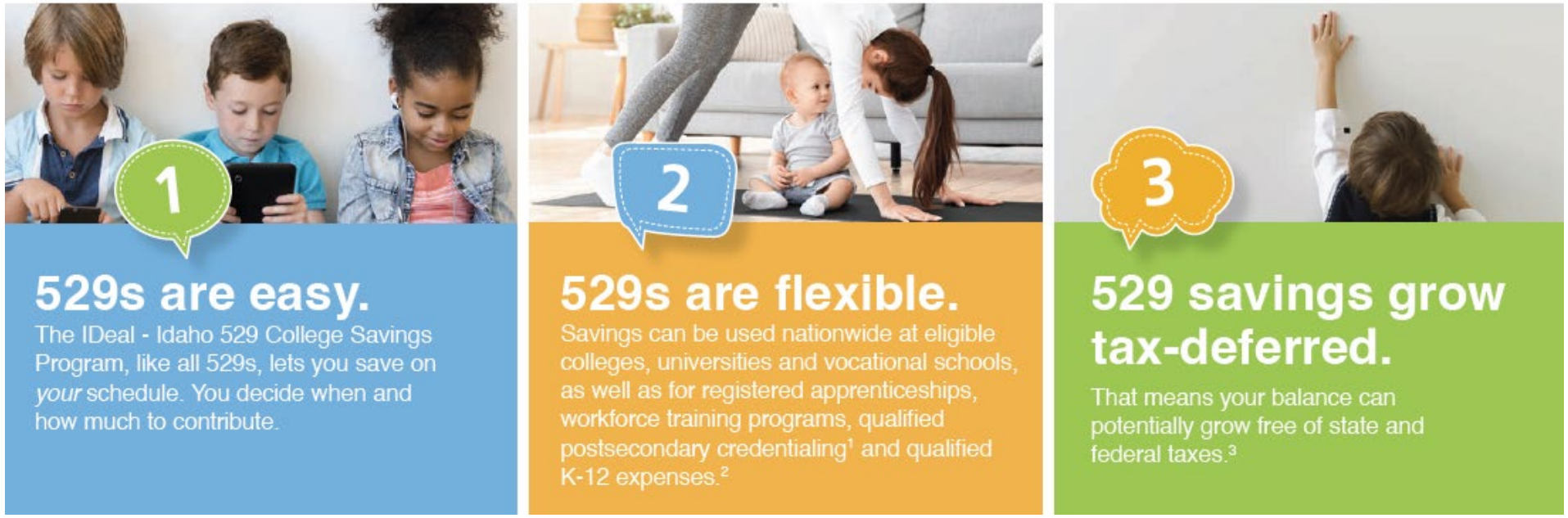
IDeal savers – Steve, Goldie and Elleyna

Program Administration

- Self-sustaining, receives **no general fund** monies
- 2.5 state staff and one Field Representative who is an employee of Ascensus
- Governed by the State College Savings Program Board
  - Board comprised of six of Idaho's constitutional officers or their designees
    - State Treasurer Julie Ellsworth, Board Chair
    - Governor Brad Little (McKenzie Johnson, designee)
    - Secretary of State Phil McGrane (Cameron Arial, designee)
    - Superintendent of Public Instruction Debbie Critchfield (Julie Oberle, designee)
    - State Controller Brandon Woolf (Patrick Hodges, designee)
    - Attorney General Raul Labrador (Tim Davis, designee)


ideal
IDAHO EDUCATION SAVINGS PROGRAM
IDeal, Idaho's 529
ideal
25
CELEBRATING 25 YEARS
New Name,
New Website,
www.idsaves.org
New Uses For Whatever Path You Choose.

Benefits of IDeal



- Individual Idaho taxpayers qualify for a state tax deduction of up to $6,000 (or $12,000 if married, filing jointly) for contributions to an IDeal account.

What Can IDeal Be Used For?



529s are good for more than tuition.

In addition to tuition, you can use 529 funds to pay for qualified expenses like room and board, books, computers and required supplies.

- Tuition, fees, room and board, books, required supplies, computers, software, and internet access at:
  - Public & private colleges / universities nationwide and some foreign institutions
  - Apprenticeships, trade schools and career and technical education programs
  - Federally registered apprenticeship programs
  - K-12 public, private, and religious school
  - Certifications
- Student loan repayment – limited withdrawals up to a lifetime total of $10,000 per beneficiary
- Rollover to Roth IRA for account beneficiary (subject to conditions)



IDeal 529s can be used to repay student loans.

Up to $10,000 lifetime student loan repayments can be made.[3]

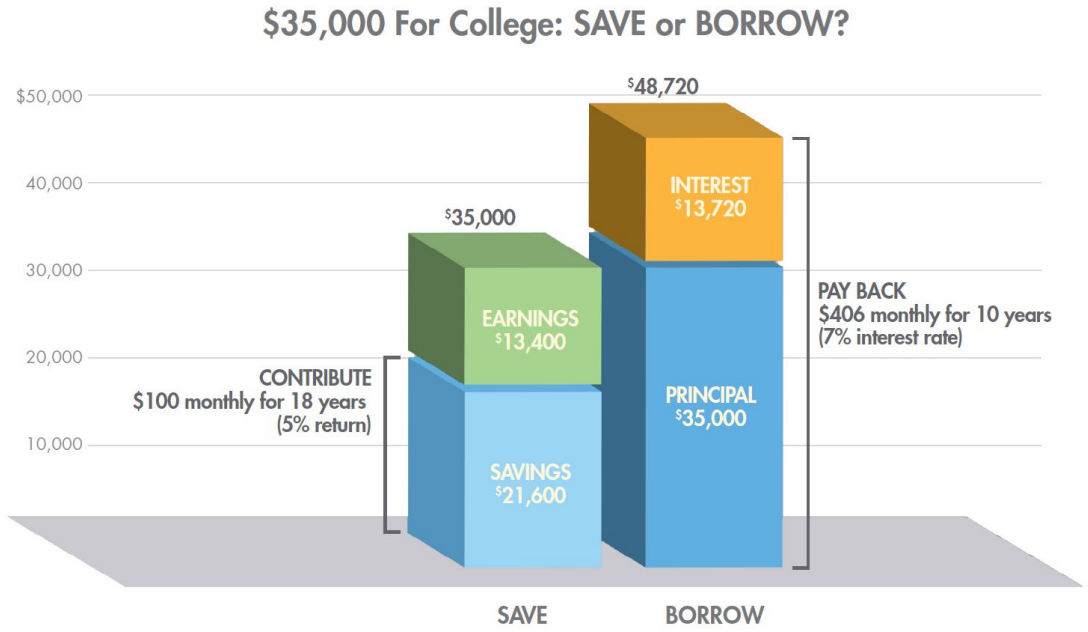
Where Does the Money Go?

IDeal CY 2025 Distributions to School - Top 21	
School Name	**Rank**
Boise State University	1
University of Utah	2
College Of Western Idaho	3
University Of Idaho	4
Logos School	5
Western Washington University	6
Idaho State University	7
Northwest Nazarene University	8
Oregon State University	9
Montana State University - Bozeman	10
University of Oregon	11
University of Montana	12
Brigham Young University-Idaho	13
University of Arizona	14
Arizona State University - Tempe	15
Lewis-Clark State College	16
Washington State University	17
Northern Arizona University	18
Cole Valley Christian Schools	19
Lighthouse Christian School	20
Willamette University	21

IDeal CY 2024 Distributions to School Top 21		
School Name	Total $ of withdrawals to school	Total # of withdrawals to school
Boise State University	($3,098,588.65)	958
University of Idaho	($740,207.98)	189
Logos School	($70,256.13)	130
University of Utah	($1,084,521.72)	128
Brigham Young University	($181,947.71)	112
Northwest Nazarene University	($587,190.34)	101
College of Western Idaho	($116,501.84)	90
Western Washington University	($485,641.87)	85
Montana State University	($476,111.85)	64
University of California	($551,245.46)	64
Idaho State University	($245,441.99)	63
University of Montana	($271,459.96)	51
Cole Valley Christian School	($86,342.20)	49
Oregon State University	($287,502.49)	48
Lewis-Clark State College	($151,922.81)	44
University Of Washington	($322,262.88)	43
Northern Arizona University	($191,471.44)	42
Arizona State University	($304,480.13)	40
California Polytechnic State University	($257,290.08)	36
College Of Idaho	($226,483.71)	31
University of Oregon	($223,036.41)	31

Saving Versus Borrowing





This hypothetical example is for illustrative purposes only and assumes no withdrawals made during the period shown. It does not represent an actual investment in any particular 529 plan and does not reflect the effect of fees and expenses or any taxes payable upon withdrawal. Your actual investment return may be higher or lower than that shown. The loan repayment terms are also hypothetical and may be higher or lower than that shown. A plan of regular investment cannot assure a profit or protect against a loss in a declining market.

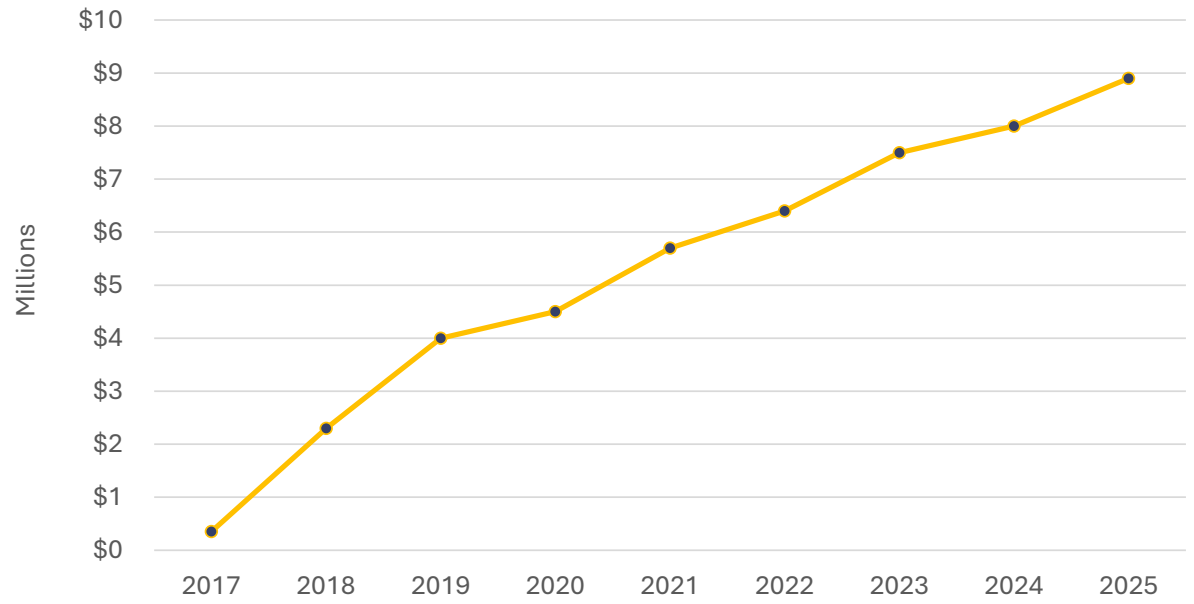
Account Statistics by Idaho County

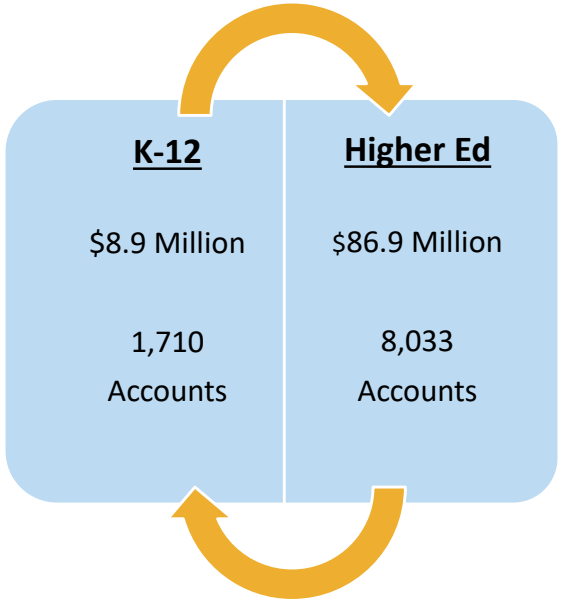


County	Percent of In-State Accounts	County	Percent of In-State Accounts	County	Percent of In-State Accounts	County	Percent of In-State Accounts
Ada	54.51%	Butte	0.04%	Gem	0.58%	Minidoka	0.41%
Adams	0.16%	Camas	0.02%	Gooding	0.25%	Nez Perce	1.49%
Bannock	2.63%	Canyon	8.10%	Idaho	0.38%	Oneida	0.04%
Bear Lake	0.06%	Caribou	0.21%	Jefferson	0.57%	Owyhee	0.20%
Benewah	0.16%	Cassia	0.58%	Jerome	0.49%	Payette	0.75%
Bingham	1.02%	Clark	0.00%	Kootenai	7.97%	Power	0.08%
Blaine	2.31%	Clearwater	0.21%	Latah	2.51%	Shoshone	0.18%
Boise	0.24%	Custer	0.12%	Lemhi	0.22%	Teton	0.71%
Bonner	1.62%	Elmore	0.36%	Lewis	0.12%	Twin Falls	2.96%
Bonneville	4.92%	Franklin	0.31%	Lincoln	0.15%	Valley	1.02%
Boundary	0.24%	Fremont	0.16%	Madison	0.75%	Washington	0.21%

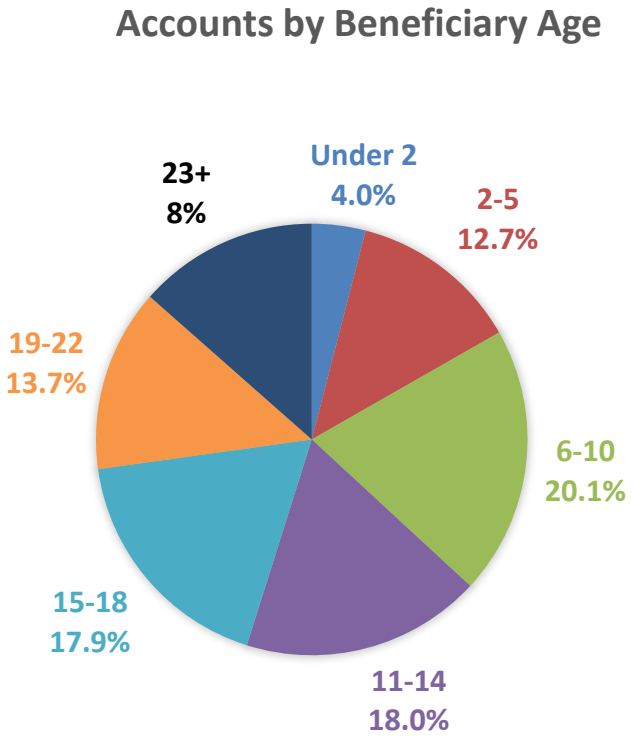
Withdrawals

What Are They Saving For?





Who Are They Saving For?



Age	Beneficiaries
Under 2	2,240
2-5	7,086
6-10	11,211
11-14	10,024
15-18	9,989
19-22	7,637
23+	7,516
TOTAL	**55,703**



Why IDeal participation matters

The IDeal - Idaho 529 Education Savings Program is a proactive savings alternative to student loans that can be used when scholarships and grants don't cover all the costs of post-secondary education.

It can potentially help close the gap between Idahoans' dreams and their financial reality.

12

Affordable Education for Idaho Students

- Maximizing the benefits
  - Advanced Opportunities
  - Idaho Launch
  - Opportunity Scholarship (Idaho) and Other Scholarships
  - IDeal – Idaho's 529 Education Program

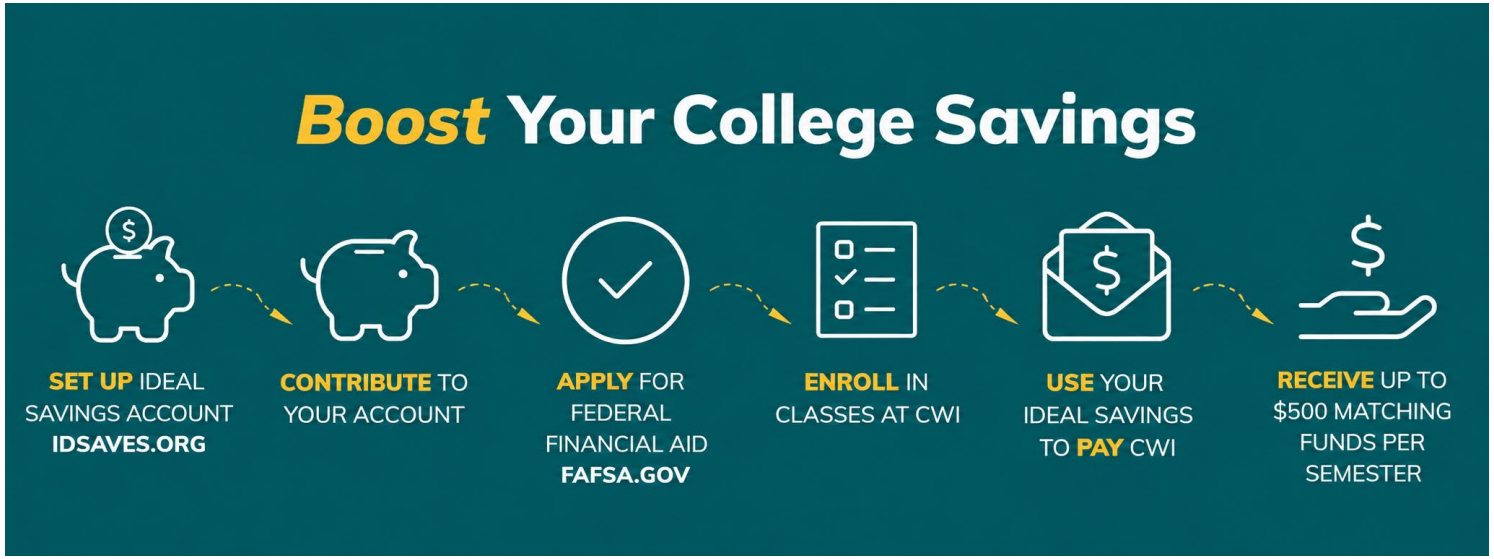
CWIDeal BOOST

A matching scholarship program for your IDeal 529 college savings!



ideal IDAHO EDUCATION SAVINGS PROGRAM

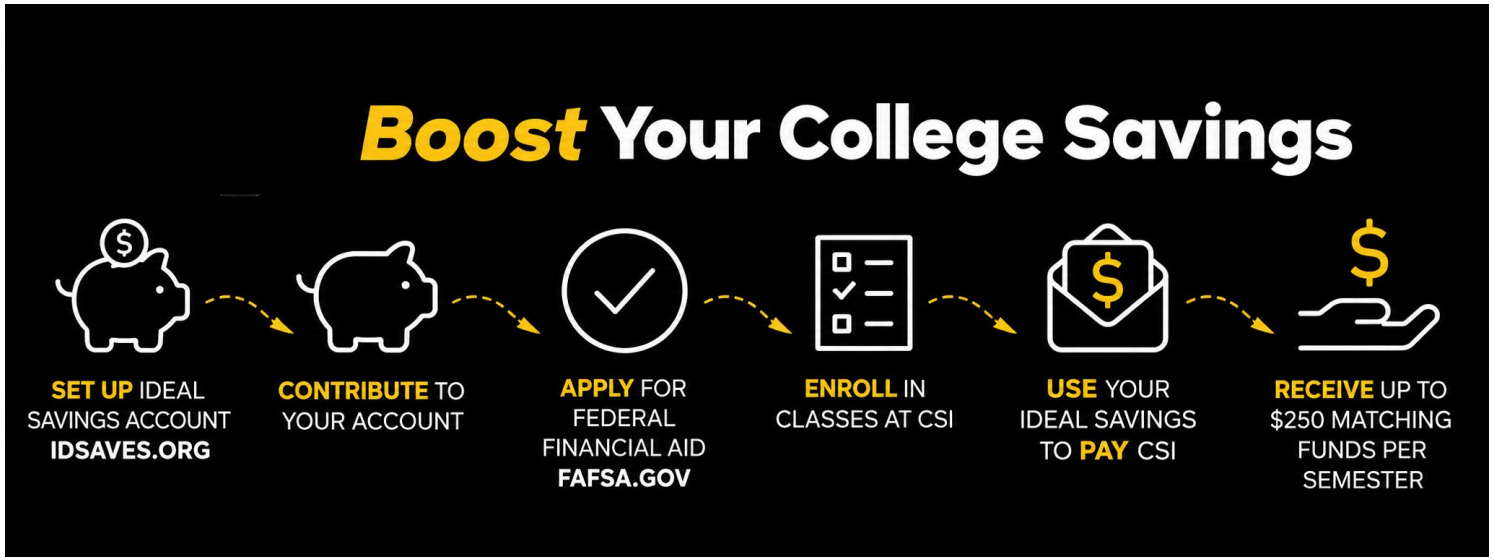
College of Western Idaho Match



cwi.edu/ideal

College of Southern Idaho Match





https://wwwdev.csi.edu/financial-aid/scholarships/csideal.aspx



IDeal's Employer Program

IDeal's Employer Program is simple to set up and provides a range of incentives to employers and their workers.

Payroll Direct Deposit is a no-cost feature that enables employees to save automatically after taxes – with a $15 per paycheck minimum. Studies show employees save 75 percent more if they have a direct deposit option.

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What Can You Do to Help?

- **Partner**
  - Include IDeal in state education discussions
  - Invite IDeal to your campus/school or community event.
- **Lead by Example**
  - Open an account for or contribute to a loved one's account.
  - Offer payroll direct deposit for employees.
- **Educate Families**
  - Share IDeal information with your students and families.
- **Follow**
  - Connect with IDeal on social media.



IDeal Savers – Nick, Heather, Finley, and Tenley

Creating a Bright Future, One Saver at a Time!

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www.idsaves.org
ReadySave529 app





Program Highlights

Summary from Calendar Year 2025 (YOY increases):

- **5,955** new accounts opened **up 11%**
- **$1,022 billion** in total program assets **up 16%**
- **55,703** funded beneficiary accounts, **up 6%**
- **Over $18,361** average balance per account **up 9%**
- **$7.74 million** in gifts from loved ones **up 13%**