REVISED
University of Idaho
2012-2013 FACULTY SENATE AGENDA

Meeting #8

3:30 p.m. - Tuesday, October 16, 2012
Brink Hall Faculty Lounge
IWC Room 390 – Boise
213 – Coeur d’Alene
TAB 321B IF4 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2012-13 Faculty Senate Meeting #7, October 9, 2012

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Institute for Bioinformatics and Evolutionary Studies (IBEST) – External Advisory Review (Forney)

VI. Committee Reports.

VII. Special Orders.
   • University Support Services (Anderson/Lawson)
   • Benefits Advisory Group (Walters, May, Jones, Clark, McGuire)
     • FS-13-008: APM 50.16 – Background Checks (Walters)

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Kenton Bird, Chair 2012-2013, Faculty Senate

Attachments: Minutes of 2012-2013 FS Meeting #7
FS-13-008
Present: Aiken, Baillargeon, Baker (w/o vote), Bathurst, Bird (Chair), Cobb, Eckwright (w/o vote), Flores, Frey, Goddard, Hartzell, Hasko, Karsky, Kennelly, Kitchel, Manic (Idaho Falls), Morra, Ostrom, Pendegraft, Qualls, Safaii, Smith, Strawn, Stuntzner (Coeur d’Alene), Teal
Absent: Budwig, Hopper, Miller, Ytreberg
Guests: 5

A quorum being present, Senate Chair Bird called the meeting to order at 3:30PM.

Chair Bird began the meeting by welcoming senators and guests, with a special welcome to the new College of Education Senator Allen Kitchel.

The Chair then spoke briefly about meeting minutes, in general, and the purpose of minutes: to provide a record of actions taken, votes, and a summary of main points raised in discussion. Minutes are not intended to be a verbatim transcript of the meeting. In the event that something is omitted from the minutes that a senator feels should have been included, the senator is encouraged to contact the chair, vice chair or secretary of senate. Chair Bird then distributed proposed amendments to the minutes of meeting #6, based upon the request of a senator.

Minutes: It was moved and seconded (Pendegraft, Karsky) to approve the minutes of meeting #6 from October 2. It was then moved and seconded (Strawn, Morra) to amend the minutes to incorporate the changes in Chair Bird’s handout. A senator spoke briefly about the need for the changes to the minutes, specifically that the original minutes had omitted a question that he felt was important to include. Motion carried to amend the minutes, with 4 abstentions from those not present for the original discussion: Aiken, Frey, Kitchel, Smith. Chair Bird then called for the vote to approve the minutes, as amended. Motion carried, with 4 abstentions from those not present for the original discussion: Aiken, Frey, Kitchel, Smith.

Chair Bird commended Ann Thompson, assistant to the faculty secretary, for writing the minutes to last week’s lengthy meeting, including a valuable description of the budget cycle that will be useful to senators’ constituents in the months ahead.

Chair’s Report. The Chair reported on the following items:
  • Chair Bird gently reminded senators of the importance of adhering to senate guidelines during discussions:
    o Allow all senate members an opportunity to speak before giving any one speaker a second opportunity.
    o Be recognized by the chair before asking a question or directing a comment to a guest.
  • Thank you to those organizers who brought guest speakers to U-Idaho last week (Bellwood lecture and Gloria Steinem talk) and a request to organizers to consult the university calendar to avoid scheduling guest speakers on the same date: http://www.uidaho.edu/en/calendar
  • Mid-semester grades are due Monday, October 15: http://www.uidaho.edu/registrar/calendar
  • Sabbatical leave applications for 2012-2013 are due October 29. Send your application and inquiries to Professor Nancy Sprague (Library), chair of the Sabbatical Leave Evaluation Committee: nsprague@uidaho.edu
• Dean Kurt Pregitzer and the faculty of the College of Natural Resources invite you to attend a Faculty Club gathering on Friday, October 12, from 4-6pm in the Idaho Commons, Clearwater/Whitewater rooms. Hearty hors d’oeuvres and liquid refreshments will be served.
• Selena Grace, the chief academic officer for SBOE, will be speaking at senate next week about Complete College Idaho.
• Benefits Advisory Group (BAG) and Greg Walters, Human Resources director, are also on next week’s senate agenda.
• Check the senate website for information about future meetings and speakers: http://www.webs.uidaho.edu/facultycouncil/future_meetings.htm

Provost’s Report. Provost Baker reported on the following items:
• Kenneth Feinberg was the guest speaker at the College of Law’s Bellwood Memorial Lecture last week.
• Gloria Steinem was here last week to cap our celebration of the 40th anniversary of the Women’s Center. Progress has been made for women in academe but there is more to be done. Provost Baker will be following up with Provost’s Council and others at the university to continue the momentum.
• Kristin Armstrong, 2-time Olympic cycling gold medalist, and Jerry Kramer, former U-Idaho football standout, were in Moscow for the homecoming celebration, with Kramer serving as Grand Marshall of the parade.
• Congratulations to U-Idaho football for scoring its first victory of the season last weekend.
• ASUI Center for Volunteerism and Social Action is sponsoring “Make a Difference Day” on Saturday, October 22, beginning at 8am. For more information: http://www.uidaho.edu/newsevents/item?name=make-a-difference-day---asui-center-for-volunteerism-and-social-action
• Organizacion de Estudiantes Latino Americanos (OELA) is a student organization dedicated to the recruitment and retention of Latino/a students. OELA is sponsoring a 4-day Vandal Challenge Leadership Conference October 25-28, designed to help Latino/a high school students prepare for higher education. This has been a powerful event and OELA efforts have fueled growth at U-Idaho among the Latino/a population at a rate greater than the general student population. For more information: http://www.uidaho.edu/studentaffairs/oma/programs/vandal-challenge

Campus Planning Advisory Committee (CPAC). Senator John Hasko first provided a brief update on this committee’s work with the proposed Brink Lounge remodeling project. The remodeling will provide for casual soft seating on one side of the room and tables for dining or meetings, such as senate, on the other side of the room. Work on the lounge could begin during winter break although there may be incremental changes as funding materializes and there is not a definitive timeline yet. Estimated costs are as follows:
• $80,000 for the entire project
  o $30,000 for the modification, including exterior masonry repairs.
  o $50,000 for furniture, lighting and other items.

Proposed funding sources:
• university administration, $39,000;
• funding from the colleges, $3,800 each for a total of $38,000;
• Facilities Services will provide $7,000.
On another CPAC matter, Hasko reported that U-Idaho has accumulated $200 million in deferred maintenance. Sightlines is a company working with U-Idaho to match income with needs in order to determine how much we should be spending each year for stewardship and reinvestment. Sightlines consultants have visited Moscow a number of times to generate data on facilities and to set benchmarks for maintaining general education buildings and housing. Sightlines uses a 6-year-window of figures to calculate how much money is being invested in maintaining the campus and has shared data with campus executives, JFAC (Joint Finance and Appropriations Committee), PBFAC (Permanent Building Fund Advisory Council) and SBOE (State Board of Education) staff. Sightlines’ updated report containing latest figures may become available in December and will be shared first with Ron Smith, vice president for finance and administration, and the wider executive team.

Professor Chris Williams, chair of CPAC, would like to collect information from faculty and others regarding how best to disseminate information from CPAC. If you have suggestions, please contact him at: chrisw@uidaho.edu

Chair Bird noted that the Brink Lounge advisory committee, chaired by Dean Paul Joyce, will be meeting again soon to review final recommendations. Chair Bird will provide advance notice of the meeting date so that senators who wish to attend and make comments may do so.

A senator suggested that perhaps committees could announce updates to website information via email notifications similar to the General Curriculum Reports.

Chair Bird then introduced Senator and Professor Rodney Frey, director of general education, and Professor Jason Porter, chair of the university committee for general education (UCGE). Frey summarized the written information he had provided for senate and particularly noted that the new general education curriculum is significantly different from the former core and SBOE core. The new curriculum is a vertical, multiyear educational experience building upon each year beginning with ISEM (integrated seminar) the first year, continuing with ISEM 301 (“great issues”) and includes a senior capstone experience – all of which are embedded with the U-Idaho learning outcomes. UCGE meets on Thursdays at 3:30pm and all are invited to attend the meetings. Frey asked that senators or faculty members with questions about general education please contact him at any time: rfrey@uidaho.edu

For updates and more information, see the University of Idaho general education website: http://www.uidaho.edu/class/general-education

Frey and Porter responded to the following comments and questions from senators:

*How do you design assessment for the general education curriculum?* We work with Jeanne Christiansen, vice provost for academic affairs, and Jane Baillargeon, assistant director for institutional research and assessment. Also, this past summer a group of faculty went to Maryland, perhaps the mecca of assessment, to learn more about the value of rubrics. This team plans to develop a mechanism for flexibility in assessment. We do not want assessment to become a burden, so we are asking that you make the call about linking one of the learning activities in ISEM 101, 301 or senior experience with university learning outcomes. We do not want to ask you to do something that will compromise your course.

*There are several places in your handout that state that the great issues seminar is “linked” to campus-wide events. Please note that the University Curriculum Committee (UCC) amended catalog language to state that the interdisciplinary courses “typically” are linked but are not required to be linked to
signature events. Yes, we discovered this overly strict language several weeks ago and the wording has been revised to emphasize that courses “may be” linked to events.

In regard to linking courses to events, how do we get information about those events a year in advance? We hope to put together a list to help assist with that. Also, the registrar’s office has been very flexible in accommodating late requests to link courses to events. For example, a few weeks ago a faculty member in Coeur d’Alene belatedly was able to tie the Gloria Steinem event to an ISEM course.

In the future will events be held at other locations, such as Boise or Coeur d’Alene? Yes, the event can be at other locations. In the case of the Gloria Steinem event, she was not in Coeur d’Alene but we set up a session for Coeur d’Alene students to work with instructors here in Moscow via Skype.

Can we use virtual worlds, such as Second Life, and invite well-known people to be part of the virtual world as a “campus-wide event?” We have changed the wording from “campus-wide” event to “significant” event and as long as the course passes UCGE requirements the format should not make any difference.

Sometime ago a then-senator from Idaho Falls asked about options for students outside of Moscow to take ISEM 101. What steps are being taken to ensure that students beginning their undergraduate education outside of Moscow have access to these courses? I am continuing to work at getting a complete answer to that question. I have visited with the assistant registrar in Twin Falls, for example, and she has assured me that it is basically a 2X2 program there. U-Idaho students at Idaho Falls are not required to take ISEM 101 and the same is true for Coeur d’Alene, i.e., these are 2X2 programs. All of these students get their general education through the local colleges and are not required to take our ISEM. If there is a situation that does arise with a student in the extended area, we will find a way to get that course to that student. We will be flexible enough to meet every student’s needs and not set up barriers.

Chair Bird next introduced Rob Spear, director of athletics. Spear provided handouts and briefly discussed 2007-2011 football attendance figures and University of Idaho conference membership history. Spear noted an error in the conference history handout: women’s sports for 1997-2004 should be “Big West Conference.” Next, Spear referred to the paid attendance handout and pointed out that there were some low numbers, generally for games occurring near Thanksgiving when students are gone. U-Idaho would like to stay away from playing games near Thanksgiving as students constitute a big piece of attendance. Spear then briefly described the University of Idaho’s past and present relationships with the Big Sky Conference. While there may have been some hard feelings when we left the conference, those feelings are in the past and they would now love to have U-Idaho back. We are in negotiations with them for putting our non-football sports back in the Big Sky and we are still continuing to evaluate our status as a potential independent. The reasons for being independent:

- University of Idaho has invested 16 years in being in the top tier;
- U-Idaho is one of 124 institutions in the country playing in the top tier;
- financial incentives for playing at that level will increase as the BCS goes to a 4-team playoff after 2014; revenues will increase from $120 million to $400-500 million.

It is unfortunate that the WAC will not be a football-playing conference in the future because the WAC, Mid-American (MAC), Sun Belt, Mountain West, and Conference USA conferences could see their revenue increase from $2.5 million to $12-15 million. Bowl Championship Series (BCS) will give independent teams $100,000 and we expect that to increase in the future.
Spear responded to senators’ questions and comments as follows:

**What is the difference between the Big West and the Western Athletic Conference?** Other than the teams that make up the conference, there is no difference. The differentiation in conference status is related to football. Football has 2 tiers, the Football Bowl Subdivision (FBS) and the Football Championship Subdivision (FCS). FBS currently has 11 conferences including the Western Athletic Conference (WAC) and FCS has approximately 15 conferences. FCS football teams are allotted 85 scholarships and FBS football teams, such as the Big Sky, are allotted 63 scholarships.

**Attendance at football games has been fairly constant over the years, but why are the figures somewhat higher in 2008?** BSU was on the schedule that year and there was a requirement that if you wanted guaranteed eligibility to buy a ticket for that game, you needed to be a season ticket holder.

**What is the seating capacity at the Kibbie Dome?** It is currently a little under 17,000; before the recent renovations it was around 17,000.

**Is there a rule about minimum numbers or averages for attendance at football games? What happens if we do not meet the attendance requirements?** When we went to Division I football in 1996, the requirement was that we play in a 30,000 seat stadium, thus we played some games at the WSU. Then the rules changed to require 17,000 in actual attendance, then it went to 15,000 actual attendance and now the rule is 15,000 tickets sold, which we must meet every 2 years. This year (2012) we need to meet that requirement. Schools that do not meet attendance requirements are put on probation, but we will meet the requirement this year and we will not be put on probation.

**When our football team went independent in 1960-1963, who were our opponents and is it difficult to get quality opponents when a team is “independent”?** We do have the opportunity to have quality opponents as an independent football team. During 1960-1963 the University of Idaho was playing what became the Pac-8 teams, such as UCLA, Washington, Washington State, Utah, Utah State, so it was a very regional flavor. The teams we played as an independent were very similar to the teams we played in the Pacific Coast Conference.

**Where does the BCS money end up?** About 80% of it goes to the big conferences and the big schools. If U-Idaho gets a bigger share, it still comes back to the conferences and the conference divides it up. If we are independent we do not get that conference revenue-share, so we need to eventually become part of a conference. If we make the decision now to become part of FCS, we forego any opportunity to be part of that conference – which is why we are staying at the table in anticipation of additional conference realignment. This is all due to television and the money teams receive from network broadcasting when they negotiate their contracts.

**In order for us to remain an FBS school how many of our games need to be against FBS and FCS teams?** The criteria is that we must have 5 home games against FBS opponents, one of those 5 can be against an FCS school; 65% of the games must be against FBS schools. Our goal for the 2013 schedule is to have 4 FBS home games and one FCS home game. Also, we could go on the road to play an FCS school. The problem is that for bowl eligibility we have to have 6 wins and only one of those wins can be against an FCS opponent.

**It seems that the athletic director is in the “hot seat” with all of the issues involving potential independent status, and other challenges such as bringing teams to Moscow, playing teams and not**
getting too beat up, keeping the players healthy and happy, and so on. What is the general strategy and philosophy for moving the football program forward? It is a challenge because we need to achieve a balance between the competitive piece and the financial piece. The SBOE caps how much money can be put into athletic programs which is a disadvantage to the athletic department. In my opinion the SBOE should allow each institution to fund the program as it sees fit. Groups like Faculty Senate will ensure an exorbitant amount is not spent on athletics. Also, scheduling is difficult as an independent and if it does not work out for us, then we will have another decision to make.

Are you the guy who has to do the negotiations to figure out who we play? Yes.

Coach Akey should be commended for the quality of students in the football program. It was good to see the players smiling after last weekend’s win. Some of my colleagues would like to see us move football along with all of the other sports to the Big Sky Conference, where we have our natural rivalries with Montana. Do you have a contingency plan along these lines? Absolutely, we are looking at all options and this is one that we are looking at.

How are we working out the configuration of which sports may move to the Big Sky? The number one consideration is the student athlete. Last year we had the 2nd best athletic program in the WAC based upon U-Idaho’s performance in all sports. Our rivals in the WAC are troubling – today Cal-Bakersfield and Utah Valley joined the WAC and the travel requirements for student athletes are tough, especially in sports like basketball with the teams often traveling during the week. On a national level we need to get back to more regional planning: the 5 big conferences should be in a tier by themselves; U-Idaho should be in the 2nd tier; Big Sky is currently in the 3rd tier. University of Idaho needs to be with other flagship schools.

Another challenge with football is head and other injuries. How does U-Idaho handle injuries? If a player’s helmet comes off, he must leave the field and if a concussion is diagnosed, the player is out for a minimum of 5 practices with no contact. Players must pass a post-concussion test before returning to the field.

Does the President’s Athletic Advisory Council (PAAC) have anything to say about conference affiliation? This decision is not within the purview of PAAC, but we will ask council members for their opinions.

When will our conference decisions be made? We hope it will happen over the next 2 years.

Adjournment: It was moved and seconded (Bathurst, Cobb) to adjourn at 4:51PM. Approved unanimously.

Respectfully submitted,

Gail Z. Eckwright
Faculty Secretary and Secretary to Faculty Senate
IBEST ANNUAL MEETING
THURS 18 OCT
EXTERNAL ADVISORY REVIEW

OPEN SESSION 1 - 8:00 AM  TLC 032.
OPEN SESSION 2 - 9:30 AM  TLC 146.
IBEST SEMINAR : DR. TURELLI - 12:30 PM  MCCLURE 209
1ST ANNUAL SCIENCE EXPO - 2:00 PM  COMMONS AURORA.
CONTACT WHITNEY AT WHITNEYS@UIDAHO.EDU FOR MORE INFORMATION.
University of Idaho
Swim Center

Faculty Senate Presentation
October 16, 2012

Rob Anderson - USS Director
Daniel Lawson - USS Aquatics Manager
University Support Services (USS)

• USS is a unit within the Division of Finance and Administration (DFA).

• Comprised of the following:
  – ASUI Kibbie Dome Operations
  – Memorial Gym Operations
  – PEB Operations
  – Swim Center Operations
  – Campus and Athletic Events Management

• We operate economically on a “pass through” basis for our services
USS and the UI Swim Center

We are here today to provide an overview of our operation at the UI Swim Center. Further we seek your support to charge UI Faculty and Staff a fee to use the pool facilities for recreational use commencing January 2013.
UI Swim Center Mission

The Swim Center is a vibrant facility with user groups from the University and surrounding community working together to provide a safe environment for healthy lifestyles through aquatics
The UI Swim Center

- Built in 1970
- 2 - 25yrd pools
- Recent Renovations
- Open seven days a week
- Operational 112+ hours a week
UI Student Use

- 36 hours of Open/Lap
- Movement Science PEB Courses
  - Scuba
  - Deep water Conditioning beginning Swim
- Lifeguard Course
- Water Safety Instructor Course
- Lifeguard Instructor Course
- Vandal Swim and Dive
- Water Polo Club
- IFA Women’s Swim
- Kayaking Class
UI Faculty and Staff Use

- 36 Hours of Open/Lap Swim
- IFA Women's Swim
- Lifeguard Course
- Water Safety Instructor Course
- Lifeguard Instructor Course
- Master Swim team
- Kayaking Class through Outdoor Recreation
Community Use

- 36 Hours of Open/ Lap Swim.
- ARC Swimming Lessons
- High School Swim Club
- Gold Medal Swim Club
- Master Swim Team
- Lifeguard Course
- Water Safety Instructor Course
- Lifeguard Instructor Course
- IFA Women’s Swim
- Kayaking Class
Employment

• Staff
  – 50 UI Student Employee’s
  – Varied Schedule/On Campus Employment
  – 2 UI Student Supervisors
• Bi - Weekly In-services
• Certification Advancement
  – Discounted UISC staff rate for LGI and WSI course.
  – Oxygen Administration Certification
  – ARC Recertification Training
## FY12 Spring Semester Attendance

<table>
<thead>
<tr>
<th>Group</th>
<th>%</th>
<th>Total</th>
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<tbody>
<tr>
<td>Students</td>
<td>38%</td>
<td>7170</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>11%</td>
<td>2160</td>
</tr>
<tr>
<td>Community</td>
<td>50%</td>
<td>9466</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td>18813</td>
</tr>
</tbody>
</table>
User Group Financial Contribution

• Swim Center funding comes from three sources:
  – Student Fees ... currently $5 per semester for full time students
  – Community members purchasing recreational swim passes
  – Community group use fees
## User Group Financial Contribution

<table>
<thead>
<tr>
<th>Group</th>
<th>Contribution</th>
<th>%</th>
<th>Hours Available</th>
<th>% of Total Hours Available for Each Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>$102,806</td>
<td>52</td>
<td>73.5</td>
<td>81</td>
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<tr>
<td>Faculty/Staff</td>
<td>$0</td>
<td>0</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>Community</td>
<td>$96,193</td>
<td>48</td>
<td>54</td>
<td>59</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$198,999</strong></td>
<td><strong>100</strong></td>
<td><strong>91</strong></td>
<td></td>
</tr>
</tbody>
</table>
User Group Financial Contribution

- Students: 50% Attendance, 50% Financial Contribution
- Faculty/Staff: 10% Attendance, 50% Financial Contribution
- Community: 50% Attendance, 50% Financial Contribution

% Total Attendance (Spring 2012)
% Financial Contribution
Staff /Faculty
Swim Pass Proposal
for January 2013

Why are we requesting that UI Staff and Faculty purchase swim passes?

• We need to close a budget gap of $11,000 lost when the “Wellness Dollars” program was curtailed

• The Swim Center receives no subsidy from campus

• All users need to pay their fair share

• Faculty and Staff pay to use the Student Rec Center (SRC)

• Important to us that students believe we are sincere when we state that “everyone is paying their fair share”
### Staff Swim Pass Proposal for January 2013

<table>
<thead>
<tr>
<th>Pass Type</th>
<th>Cost</th>
<th>Per Pay Period</th>
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<tbody>
<tr>
<td>Annual Pass</td>
<td>$150</td>
<td>$5.76</td>
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<tr>
<td>Semester</td>
<td>$85</td>
<td>N/A</td>
</tr>
<tr>
<td>10 Visit Pass</td>
<td>$45</td>
<td>N/A</td>
</tr>
</tbody>
</table>
UI Swim Center

..... a great place to swim!
To: Kenton Bird, Chair, Faculty Senate
From: Greg Walters, Executive Director of HR
Subject: Senate’s October 27, 2009 Resolution to Conduct a Benefits Survey
Date: October 11, 2012
CC: Gail Eckwright, Faculty Secretary

Thank you for meeting with me. I write today to confirm my understanding with respect to conducting the benefits survey.

In 2007 and 2008 the changes to the benefit programs were substantial and certainly cause for attention by the faculty senate. Unfortunately, the benefits survey was never done and now, things have settled down on the benefit program front.

Internal benefit surveys can be managed many different ways. Each carry an expense – most substantially in time and money involved to incorporate the results into planning.

Internal benefit surveys have some value when the University is considering changes to plan design or when planning to develop and implement a comprehensive wellness program. For the near future, neither of those is planned. Conducting a survey like that suggested by Faculty Senate in 2009 would raise expectations for action or positive change. I prefer to not raise expectations without the possibility of meeting some of them in the reasonably near future.

My understanding at this time is that the Benefits Advisory Group and HR will not need to pursue a benefits survey in this academic year.

I want to reiterate that I hope to frequently communicate benefit-related and other information to you and to the Faculty Senate and be accessible for questions or appearances.

Thank you again for meeting with me.
MEDICAL AND Rx PLAN CHANGES

1. Add coverage on both medical plans for the treatment of morbid obesity, including bariatric surgery.
   a. cost to the plan, estimated at $30,000 - $40,000 per year in the short term, in the long term it is estimated to be cost neutral
   b. provide essential work/life benefits for those employees who need this benefit
   c. limitations:
      i. Coverage for surgery will require the member seeking surgery (employee or dependent) to have been covered on the University of Idaho Medical plan for at least two years,
      ii. must use a Blue Cross Center of Excellence, and
      iii. must seek prior authorization through Blue Cross’s medical management program
   a. estimated cost to plan is minimal, approximately $2,500 per year
3. Comply with new federal regulations, expanding coverage for women’s healthcare.
4. Carve out the Prescription Benefit.

RETIREE PLAN CHANGES

1. Mirror medical plan changes to active plan, i.e. coverage for Bariatric Surgery, Allergy Shots, expand coverage for women’s health care, and carve out the Rx plan.
2. Rate increase of 5% across all levels of coverage for retiree plans that currently charge a per month contribution.
3. Institute an Employer Group Waiver Plan (EGWP) for the Medicare eligible retirees enrolled on the retiree plan.

DENTAL PLAN

1. No plan changes.
2. There is a small change to the rates for the Dental Plus plan to ensure that the rates/charges reflect a base with buy-up option.

VISION PLAN

1. No changes to the vision plan at this time.

FLEXIBLE SPENDING ACCOUNT CHANGE

1. To comply with Health Care Reform mandates, change the annual limit on the Health Care Spending Account contributions to $2,500 per person.

2013 Calendar Year, University of Idaho Benefit Plan Changes
DISABILITY PLAN CHANGE

1. An open and competitive request for proposal for the University’s Life and Disability Insurance plans. After reviewing the proposals the committee chose to move the Disability insurance to The Standard Insurance Company. Life insurance was already with The Standard.

RATe CHANGeS

<table>
<thead>
<tr>
<th>EMPLOYEE Bi-Weekly Rates – Standard PPO</th>
<th>2012</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$ 47</td>
<td>$ 50.77</td>
<td>+ $ 3.77</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>$ 99</td>
<td>$ 107.87</td>
<td>+ $ 8.87</td>
</tr>
<tr>
<td>Employee &amp; Child</td>
<td>$ 68</td>
<td>$ 74.01</td>
<td>+ $ 6.01</td>
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<tr>
<td>Employee &amp; Children</td>
<td>$ 110</td>
<td>$ 119.04</td>
<td>+ $ 9.01</td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>$ 152</td>
<td>$ 164.41</td>
<td>+ $ 12.41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE Bi-Weekly Rates – HDHP</th>
<th>2012</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$ 18</td>
<td>$ 22.01</td>
<td>+ $ 4.01</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>$ 39</td>
<td>$ 47.47</td>
<td>+ $ 8.47</td>
</tr>
<tr>
<td>Employee &amp; Child</td>
<td>$ 28</td>
<td>$ 33.75</td>
<td>+ $ 5.75</td>
</tr>
<tr>
<td>Employee &amp; Children</td>
<td>$ 49</td>
<td>$ 58.04</td>
<td>+ $ 9.04</td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>$ 71</td>
<td>$ 83.31</td>
<td>+ $ 12.31</td>
</tr>
</tbody>
</table>

Dental Plan Rate Change

<table>
<thead>
<tr>
<th>EMPLOYEE Bi-Weekly Rates – Dental Plus</th>
<th>2012</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$ 2.93</td>
<td>$ 2.95</td>
<td>+ $ 0.02</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>$ 6.56</td>
<td>$ 6.61</td>
<td>+ $ 0.05</td>
</tr>
<tr>
<td>Employee &amp; Child</td>
<td>$ 5.86</td>
<td>$ 5.90</td>
<td>+ $ 0.04</td>
</tr>
<tr>
<td>Employee &amp; Children</td>
<td>$ 11.14</td>
<td>$ 11.22</td>
<td>+ $ 0.08</td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>$ 11.84</td>
<td>$ 11.91</td>
<td>+ $ 0.07</td>
</tr>
</tbody>
</table>
The Benefits Advisory Group, in coordination with our Benefits consultants, crafted the following definition of Other Eligible Adult:

Other Eligible Adults

- Age 18 or older and mentally competent to consent, and
- Not legally married to anyone, and
- Residing in the employee’s household for the previous six continuous months and
- Financially interdependent with the employee (for example, have joint checking account or joint utility bills,) which can be demonstrated upon request by providing proof of existence of at least two of the following:
  - A joint mortgage or lease or other evidence of common residence such as joint utility bills
  - Durable property or health care power of attorney
  - Joint checking account/credit account
  - Designation of each other as the primary beneficiary in a will, life insurance policy, or retirement plan

The Other Eligible Adult may not be the employee’s or his/her spouse’s:

- Parents
- Parents’ other descendants (sibling, nieces, nephews)
- Grandparents and their descendants (aunts, uncles, cousins)
- Renters, boarders, tenants, employees
- Children or their descendants (grandchildren)

Children of either the employee or Other Eligible Adult may be covered under any benefit programs if they meet the guidelines that have been established by the plan. Benefits eligible employees may elect to cover children up to age 26, if they are:

- Your natural children
- Your stepchildren by a legal marriage
- Your children legally placed for an adoption with the employee and legally adopted children of the employee
- Your children for whom legal guardianship has been awarded
- The children of your Other Eligible Adult who reside with you
50.16 -- Criminal Background Check Procedures for Job Applicants, Employees and Volunteers

Last updated October 5, 2007

A. General. Criminal background checks confirm an individual’s suitability relative to the requirements of their employment or volunteer service at the University of Idaho (UI). The UI requires criminal background checks on the successful candidate(s) for each faculty (including temporary faculty) and staff position recruitment, internal or external. UI also requires criminal background checks for non-student hourly employees (temporaries), student workers, interns and volunteers if their work will involve significant contact with minors and also recommends checks for individuals considered for positions where the hiring authority determines the work to be security-sensitive, or (2) positions that have been deemed security-sensitive by the Assistant Vice President for Human Resources or designee. UI will conduct criminal background checks on current employees as required for reclassifications and promotions, position changes or situations that pose a security risk. The University will use the following procedures with respect to the acquisition and use of criminal background information.

B. Procedures for Criminal Background Checks on Candidates.

Effective immediately, the University will conduct criminal background checks on all successful candidate(s) for each faculty and staff position recruitment, internal and external and every potential new employee or volunteer when their work involves significant contact with minors.

Hiring authorities may and are encouraged to request criminal background checks for non-student hourly employees, student workers, interns, volunteers, reclassifications and promotions that involve an individual potentially hired or moving into a position considered security sensitive.

Security sensitive may include access to restricted facilities, resources, finances, data, confidential information or research as determined by the hiring authority, including volunteers, for positions that are listed as being subject to a criminal background check. The positions listed in Appendix A (Job Titles Subject to Criminal Background Checks) currently are subject to criminal background checks. These positions involve significant contact with minors or have been deemed security-sensitive by the Assistant Vice President for Human Resources or designee. This list is not exhaustive, and the University reserves the right to add or delete positions at any time without prior notice.
B-1. **Required Notification of Criminal Background Checks.** All advertisements, notices, and postings for positions listed as requiring a background check will state: “This position is subject to the successful completion of a criminal background check.” Successful candidates for these positions will be offered the position contingent on a satisfactory criminal background check. No candidate for a position requiring a background check shall commence employment until a satisfactory criminal background check has been received.

For volunteer positions and other positions for which a search was not necessary or waived, for example a change in position description, reclassification, promotion, or exception to search, the hiring authority will notify the individual candidate in writing of the criminal history background check requirement prior to offering the position. The candidate must not begin the new responsibilities until satisfactory results are received by Human Resources. [add. 10-07]

B-2. **Required Authorization for Criminal Background Check.** The hiring authority will contact HR by email at crimcheck@uidaho.edu to request a background check on the final candidate(s) including: candidate(s) name, email address; position title/position number; and job vacancy announcement number. HR will contact the candidate(s) via email to initiate the background check. The candidate submits his or her personal information at a secure website and electronically signs the Disclosure to Consent form. The candidate will receive a summary of rights under the Fair Credit Reporting Act (FCRCA). Once the candidate has submitted his or her personal information and electronically signs the Disclosure and Consent form, the background check will be ordered. The third party consumer reporting agency will provide the background check results to HR. Upon receipt of the information pertaining to the background check, HR determines if the individual meets the criteria for the position and will notify the hiring authority by email. All candidates being considered for positions requiring criminal background checks will be presented with the Disclosure for Criminal History Background Check to read and sign (Disclosure Form). The hiring authority will give the candidate a copy of the signed form and keep the original. In addition, candidates will complete the Authorization for Criminal Background Check (Necessary Forms). Once an offer has been made, the hiring authority will forward this form to the University’s Human Resources (HR). Based on the information provided by the individual, HR will submit the form to a designated consumer reporting agency or appropriate state police office for a criminal background check.
Costs associated with criminal background checks will be charged to the hiring unit.

**B-3. Contingent Offer of Employment.** If circumstances require that a job offer be made quickly to a candidate, prior to the completion of the background investigation, the offer must be in writing and include the following statement: “This offer is contingent upon the completion of a satisfactory criminal background investigation.” Although the offer may be made, the employee may not begin work in any capacity, including attending New Employee Orientation, for the University without a completed satisfactory background investigation.

**B-4. Prior Criminal Background Check Qualifies.** If the candidate has had a criminal background investigation completed by the UI within the last 12-13 months and the results are satisfactory for the position for which s/he is applying, a subsequent investigation may be waived at the discretion of the Executive Director or Assistant Vice President for Human Resources or designee. If the candidate can show satisfactory results of a check completed by another employer within the last 6 months, that covers all the current places of residence, those results may be used at the discretion of the Assistant Vice President for Human Resources or designee. [rev. 10-07]

**B-5. Day Care Centers Must Comply with I.C. § 39-1105.** This policy does not apply to employees or volunteers at day care centers who have direct contact with children. These individuals are subject to the criminal history check procedures set forth in I.C. § 39-1105, which are conducted by the day care centers in conjunction with the appropriate state agencies.

**B-6. UI College of Agriculture and Life Sciences Unique Requirements.** The University’s College of Agriculture and Life Sciences (CALS) has implemented its own criminal background check procedures for volunteers who have significant contact with minors. Students and volunteers of CALS may be subject to additional screening requirements pursuant to that policy. [rev. 10-07]

**C. Procedures for Criminal Background Checks for Security Purposes.** If the Executive Director Assistant Vice President for Human Resources has reasonable grounds to believe that an employee or volunteer may represent an immediate threat to the safety and security of the University community or to the public, s/he or designee may conduct a criminal background check through the Idaho State Police or other appropriate agency. The written authorization of the employee to conduct this check will be obtained in most
cases; however, circumstances may exist in which obtaining a written authorization is not possible or feasible, in which case a limited background check through the Idaho State Police or other appropriate agency may be done. Any information obtained through this process will be used solely for the purpose of maintaining the safety and security of the UI community and will be shared strictly on a “need to know” basis.

D. Results of Criminal Background Checks. If the criminal background check identifies convictions, with the exception of D-1 below, determinations of suitability for employment will be based on factors that include the nature and details of the conviction, the length of time that has passed since the conviction, how the crime relates to the job in question, evidence of rehabilitation and other factors. When current employees with convictions are considered for new positions or potentially reclassified or promoted into a security sensitive position, the Executive Director Assistant Vice President for Human Resources or designee, in consultation with the hiring authority, will determine whether to exclude the candidate and initiate potential personnel action against a current employee. If in these cases, the Executive Director the background check is on a current employee, the Assistant Vice President for Human Resources or designee, in consultation with the Risk Management Officer and Unit Manager, will determine what personnel action if any, should be taken. In making this determination, the following factors should be taken into consideration: the nature and details of the conviction, the length of time that has passed since the offense occurred, how the crime relates to the individual’s job responsibilities, and any evidence of rehabilitation. The Executive Director Assistant Vice President Human Resources may ask for a written explanation of the offense from the employee.

D-1. Disqualifying Employment Convictions. For positions involving significant contact with minors, a record of any of the following convictions will result in automatic exclusion of the candidate or termination of a current employee:

i) Conviction of any crime against a child or vulnerable adult (including but not limited to child abuse, abandonment, neglect, and statutory rape);

ii) Conviction of any crime of violence;

iii) Conviction of any crime of a sexual nature, including but not limited to lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape;
iv) Conviction of any crime involving unlawful use or possession of an unlawful weapon or firearm.

D-2. “Convictions” Defined. For purposes of this policy, the term “conviction” will be interpreted broadly and will include pleas of no contest, deferred adjudications, and similar dispositions. If a criminal history report indicates pending criminal charges that, if a conviction resulted, would result in exclusion from employment, the candidate will be excluded from employment until final disposition of the charges.

E. Communication of Results and Employee Rights

E-1. Consumer Reporting Agency. Procedures when the report has been provided by a consumer reporting agency (e.g., PeopleWise).

i) If a determination has been made that a candidate should be excluded, or that adverse action should be taken against a current employee, based on an unsatisfactory criminal background check, HR shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result, (2) provides the candidate or employee with a copy of the report, and (3) provides the candidate or employee with a written description of his or her rights under the Fair Credit Reporting Act.

ii) After the adverse action has been taken, HR will provide the candidate with an Adverse Action Notice, which includes (1) the name, address, and phone number of the consumer reporting agency that supplied the report; (2) a statement that the consumer reporting agency that supplied the report did not make the decision regarding the adverse action and cannot provide the reasons for the adverse action; and (3) a notice of the individual’s right to dispute the accuracy or completeness of any information the agency has furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.

iii) A candidate or employee who has received an initial unsatisfactory result and who has sought correction of his or her report under the Fair Credit Reporting Act is not eligible for a listed position until the Executive Director Assistant Vice President for Human Resources or designee has confirmed the
correction and determined that the result is satisfactory. The University has no obligation to hold a position open to allow a candidate or employee to correct his or her report.

E-2. **Government Reporting Agency.** Procedures when the report has been provided by a governmental agency (e.g., Idaho State Police) are as follows:

i) If a decision has been made to exclude a candidate, or initiate action against a current employee, based on an unsatisfactory background check, HR shall (1) notify the individual in writing of the unsatisfactory result, and (2) provide the candidate or employee with a copy of the report.

F. **Record Keeping.** Criminal history information collected under this policy shall be kept electronically with the third party vendor in a confidential file within Human Resources. The information will be used solely for the purpose of maintaining the safety and security of the University of Idaho community and will be disclosed only as permitted or required by law. [rev. 10-07]