University of Idaho
2018-2019 FACULTY SENATE AGENDA
Meeting 12
3:30 p.m. - Tuesday, November 6, 2018
Paul Joyce Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Minutes.
   - Minutes of the 2018-19 Faculty Senate Meeting #11, October 30, 2018 (vote)

III. Consent Agenda.

IV. Chair’s Report.

V. Provost’s Report.

VI. Other Announcements and Communications.
   - Ombuds (Smythe)
   - Improve IT Support (Ewart)

VII. Committee Reports.

   Commencement Committee
   - FS-19-004 - FSH 4930 – Honorary Degrees (Hendrix)

VIII. Special Orders.

   Identity Theft and Access Management (Ewart/Parks)(FYI)
   FS-19-014: APM 30.17 – Identity Theft Protection
   Sexual Harassment Policies - compliance changes (Agidius/Craig)(FYI)
   FS-19-009: FSH 3220 – Sexual Harassment
   FS-19-010: APM 95.15 – Campus Law Enforcement and Crime Reporting
   FS-19-011: APM 95.20 – Education/Prevention and Responding to Sexual Assault
   FS-19-012: APM 95.33 – Reporting Incidents of Violent or Threatening Behavior

IX. Unfinished Business and General Orders.

X. New Business.

XI. Adjournment.

Professor Aaron Johnson, Chair 2018-2019, Faculty Senate

Attachments: Minutes of 2018-2019 FS Meeting #11
   FS-19-004; FS-19-009 through 014
University of Idaho  
Faculty Senate Meeting Minutes  
2018-2019 Meeting #11, Tuesday, October 30, 2018  

Present: Benedum, Brandt (w/o vote), Bridges, Cannon, Caplan, Chopin, DeAngelis, Dezzani, Foster, Grieb, Jeffrey, Johnson, Keim, Kern (Coeur d’Alene), Lee, Lee-Painter, Luckhart, McKellar (Idaho Falls), Morgan, Raja, Schwarzaender, Seamon, Tibbals, Vella, Wieneck w/o vote). Absent: Ellison, Kirchmeier, Laggis, Lambeth, Watson. Guests: 6  

Call to Order and Minutes. The chair called the meeting to order at 3:31 p.m. A motion to approve the minutes (Seamon/Foster) passed unanimously.  

Chair’s Report:  

- The UI College of Engineering Grand Challenge Scholars Program will be featured at the Lunch and Learn program at the Integrated Research and Innovation Center this week. The event will be on Thursday November 1, at 1:00 pm at the IRIC. The Great Challenge Scholars Program is a multi-faceted curricular and extra-curricular program designed to prepare students for 21st Century engineering challenges.  
- Annual benefits open enrollment for 2019 is underway and will run until midnight PST on November 6, 2018.  

A senator noted that a link to the Talking Points (TPs) was published in The Register. He asked whether senators should continue to forward the TPs to their constituents. Secretary Brandt explained the inclusion of the TPs in The Register was part of an effort to make sure that staff at the university, many of whom are not part of a college, are able to read the TPs. She stressed that Senators should continue to distribute them because it is much more likely that faculty will read items forwarded by a colleague than more general communications. Vice Chair Grieb also pointed out that distributing the talking points provides faculty and staff in the colleges a point of contact with senate. Chair Johnson stated that distribution of the TPs by senators facilitates good communication.  

Provost Report: The provost stated that he had come to the meeting from the Cultural Literacy and Diversity Symposium. He also gave kudos to the College of Law for its recent successful Bellwood Lecture with former Secretary of Homeland Security Michael Chertoff. He commented that Chertoff was the most recent in a number of excellent speakers at the university.  

The provost also updated senators on the ongoing work of the Institutional Planning and Effectiveness Committee (IPEC). The committee continues to examine improvements in the process of Program Prioritization (PP). The provost reiterated what he has said several times previously, that PP is a process required by the State Board of Education (SBOE). IPEC is putting together a new framework for PP. A subcommittee, Re-Engaging Another Program Prioritization (REAPP), chaired by Dean Ali Carr-Chellman, was tasked with proposing revisions to the process. REAPP presented its recommendations to IPEC last week. REAPP has recommended a rubric for evaluating programs based on their cascaded strategic plans. These evaluations would be conducted by a small group rather than through broad surveys. Simultaneously, Vice Provost Cher Hendricks has been leading an effort to revise our process of program evaluation – also required by the SBOE. After clarifying the SBOE’s expectations for program evaluation, the UI has determined that review by external visitors is not required and is thus focused on developing an internal program evaluation process. After discussing VP Hendrick’s process and reviewing the recommendations of REAPP, it has become clear that the PP process and the program evaluation process should be coordinated. The discussion of how to accomplish this continues. IPEC is focused on two larger questions – how to collect the data and narrative needed to support the evaluation and, more difficult, how to best evaluate the data.
Provost Wiencek also explained that while the SBOE has mandated PP, it has not required that the process be undertaken every year. Rather, the board expects an annual report of progress. He is comfortable that UI’s work to evaluate our initial effort and to coordinated program evaluation and PP will satisfy the board’s expectations. The SBOE has PP in policy and expect us to do it. They want annual reports about where we are. Wiencek also offered a preview of Vice President Brian Foisy’s upcoming presentation regarding the budget. He stated that it is natural that the process of financial reallocation should look to the results of PP. However, he stressed that reliance on the results of the last process will only be at the vice presidential and college levels. The college deans and the vice presidents will be making the decisions about how to reallocate funds within their areas and colleges.

The provost reported that a consulting firm – Huron Consulting Group – has been retained to examine the opportunities to leverage efficiencies in the operations of the various four-year institutions in Idaho. This group is currently visiting campus. It will be looking at whether processes such as Information Technology, Administrative computing software (Banner) and/or advising and teaching support systems (e.g. VandalStar and BBLearn) can be centralized. The SBOE is engaged in this effort to reduce expenses and reallocate funds to scholarships.

Finally, the provost reported that he will be taking a family vacation to Vietnam in the near future. He added that his wife was born in Vietnam and has never returned since emigrating.

Establishing Institutes and Centers. The chair reminded senators that questions about institutes and centers arose at the retreat. In response, senate leadership invited Associate Vice President Bradley Ritts to discuss this topic with senate. AVPR Ritts is also new to the university and will also give an overview of his role.

Ritts provided basic information about his background. He has worked both in academia and in industry and is a geologist by training. Throughout his career, even in industry, he has been engaged with university research. He hopes to serve as a liaison between the university and the private sector on research issues. Ritts moved to the Palouse from the San Francisco area.

Within the Office of Research and Economic Development (ORED), Ritts has two primary responsibilities. First, he works with faculty and others to increase the scope and impact of research and creative activities at the university. Second, his responsibility is to ensure that his office runs well and is supportive and effective in advancing UI interests. He has taken over responsibility for some of the more “growth-oriented” aspects of ORED’s operations including tech transfer, faculty development, and supporting research entities.

Regarding UI’s research entities, Ritts discussed a new process for approving, supporting and reviewing such entities that was adopted by the Research Council last year. Ritts’ philosophy that such entities are a way of highlighting the strengths of the university. The new process classifies research entities into three different levels. The levels are not a progression but, rather, are based on the different scope and reporting process for entities. Level I entities normally exist within a college. Level II entities involve more than one college. Level II entities normally cross disciplinary lines and draw from multiple units, external agencies and institutions. No matter the level a dean and ORED must approve the creation of the research entity. The guidelines establish a process for approval which Ritts is implementing. The guidelines also call for periodic review of research entities at least every five years. Ritts believes the review process will assist research entities in bringing people together and maintaining focus.

Ritts concluded his presentation by promoting the “Short and Sweet Research Talks” sponsored by ORED. These talks are important to building an interdisciplinary research community.

University Finances. The chair introduced Vice President Brian Foisy. Foisy presented the first part of his talk on university finances at Senate Meeting #10 on October 23, 2018. Foisy reviewed the information he presented previously indicating that the UI has a $2.1 million structural budget shortfall that has resulted from
overly optimistic estimates of enrollment over the past ten years. Last year, rather than further reallocating funds from colleges and administrative units, the shortfall was covered by the provost using one-time funds. While this allowed the university to continue its existing budgeting priorities for the coming year, it did not solve the structural problem. Unless the university adjusts its spending, it will continue to spend one-time funds to cover the structural deficit. Foisy likened the problem to a worker who had a job that paid $60,000, lost the job and found a new job that paid $50,000. If the worker has $10,000 in savings those can be deployed to cover the difference in salary so the worker does not have to change her spending habits immediately. However, once the worker exhausts the savings, the worker will be faced with adjusting spending to respond to the new reality that her income has been reduced. Foisy stressed that the university’s decreased tuition revenue has continued for long enough that we must reallocate base budgets rather than continuing to hope that enrollment will increase.

Foisy presented two groups of recommendations -- one for FY19 and a second for future years beginning in FY20. First, Foisy stated that we could take three approaches to project tuition revenue: 1) the university can assume that our current situation is a “new normal” and project that our revenues will be relatively flat for the coming years; 2) it can assume that the decrease in tuition revenue is a temporary situation; or 3) it can assume that the downward trend in tuition revenue will continue. Until now the assumption has been that the drop in tuition revenue is temporary. However, given the length of time the decrease has persisted, Foisy stated that we should assume that, for budgeting purposes, the decrease is long term and that we are in a period of relatively flat enrollment growth. Based on the assumption of flat enrollment growth, the institution has committed to the development of a new budget model. Foisy created a finance committee to develop a new budget plan. One of the most important conclusions of this group is that budget adjustments should be pushed out to the UI community once and that piecemeal efforts to balance the budget temporarily should be avoided.

It is too late in the process to change the FY2019 approach to budgeting. Thus, the FY19 deficit must be dealt with through one time funds. Changes in base budgeting will be implemented for FY20.

A senator asked why the focus of the budget discussion was exclusively on general education funding. She asked whether other categories of funds such as Facilities and Administration (F&A) recovery from grants could be used to address the shortfall. Foisy responded that he would address this issue further in his presentation. He also explained that college and university accounting involves the management of thousands of individual accounts. Many of these individual accounts have restrictions and dedicated purposes. For this reason, it is difficult to utilize such funds to meet general budgeting priorities. The senator followed up asking whether some of the individual funds might overlap some of the general budget needs and be used, within their purposes, to meet such needs. This might alleviate pressure on the general education budget. Foisy did not believe such overlaps exist. He used several familiar dedicated funds as examples including funds collected from student fees to operate the Student Recreation Center or funds dedicated from central F&A for debt reduction on facilities such as the IRIC.

In addition to the structural tuition revenue deficit, Foisy also indicated that several of the priorities identified by the University Budget and Finance Committee (UBFC) have been identified as urgent. These projects total $2.9 million for FY19. When these urgent priorities are considered, the total budget shortfall for FY19 is $5 million.

A senator asked how the urgent UBFC projects were identified. Foisy reviewed the UBFC process and estimated that there had been 90-100 requests in the cycle. Last year the committee rated the requests as recommended or not recommended. The President’s Cabinet examined the recommended requests and ranked several as urgent. The senator followed up asking whether unit administrators had been involved in identifying the urgent requests. Foisy responded that deans were asked to provide input. Some deans participated, and others did not participate. The senator responded that he would have liked the process of identifying urgent requests to be more transparent and to include more faculty input. Foisy responded giving examples of the urgent requests. The largest request was for $700,000 for marketing and communications. Currently the university
has no marketing budget. We support the staff who create marketing, but do not have a budget for actually placing our marketing. We provide funding to get our marketing out to the public on an annual one-time basis. The judgment was that funding marketing was an urgent priority. Every vice president supported this priority. The faculty secretary reminded senators that since the current UBFC process was created, the university budget process has responded to and been able to fund the highest priorities identified by faculty.

In addition to marketing, other priorities included funding a big request from the Library – 400k to salvage existing library subscriptions.

FY19 budget reductions will be largely based on ability to pay. The committee discussed whether budget reductions should be based on the size of existing base budgets. Foisy did not believe this would be appropriate. Some units have good reasons for not having any carryforward funds to meet a reduction based on base budgets. For example, the College of Law expanded in Boise with no new infusion of funds. The understanding was that this expansion would result in deficits in the Law budget that would be resolved over time. If reductions are based on base budget, Law would not be in a position to manage such reductions. The plan is to look at existing general education carryforward balances as of FY18. There is a strong relationship between carryforward funds and the university budget shortfall. At some level, these funds were made possible by the university’s optimistic tuition projections and the fact that unit budgets were never adjusted when projections were not met. If base budgets had been adjusted five years ago, many of the general education carryforward funds would not exist today. The decisions as to how to specifically meet the reductions will be made at the vice-president level. There will not be a mandated reduction on general education carryforward budgets. Rather, each vice president will have the ability to determine how to allocate reductions. The provost will work with deans to make these determinations within academic affairs. The reductions will be made based on June 30 year end balances.

In FY20, the university will implement base budget reductions. The amount of the base budget reduction is likely to be slightly larger than the FY19 shortfall. This is because the university is expecting to have more tuition waivers as interest from students in other states in the Western Undergraduate Exchange (WUE) continues to grow. Foisy estimates that the FY20 base budget adjustment will be approximately $3 million, plus projects identified by the UBFC. He expects that this will include permanent base funding for marketing. The total will likely be approximately $5 million.

Finally, as part of the base budget adjustments, Foisy proposes that the university create two additional funds. His estimates for the cost of these funds are purely estimates.

1. **Enrollment Contingency Fund.** The university must move away from a budget approach where every dollar is committed. This leads to the situation we are in where any flux in revenue leads to shortfalls and the need to make mid-year reallocations and adjustments. Because tuition revenue is the most unpredictable part of the UI budget, Foisy recommends that the institution create a contingency fund as part of the regular budgeting process that would be available to cover idiosyncratic ups and down in tuition revenues. This would provide a buffer that would help eliminate the need for holdbacks and gain-sharing.

2. **Presidential Initiatives.** Foisy also recommends that the university create a budget to fund presidential initiatives. He believes this is necessary to make our presidency an attractive position. Otherwise, the new president will have no resources to move forward new initiatives. Foisy pointed out that the budget in the President’s area was particularly hard hit by the PP process.

If these two recommendations are added to the budget, Foisy estimates that the total base budget adjustment in FY20 would be $9 million.

Regarding timing, Foisy stated that the plan for implementing base budget reductions must be finalized between now and the end of January 2019. The FY20 budget will be developed during February and March
2019 and will be implemented on July 1, 2019. The plan will likely utilize existing planning processes such as PP as a basis for implementing base reallocations. Foisy indicated that the differences at the college and VP levels between relying on the percentage of base budget versus PP were not significant. He pointed out that the academic affairs area fared well in PP and that finance and administration and the president’s areas fared the worst. Even so, within the overall budget of $180 million the differences in reallocations between the two approaches was most often less than $100,000. He also reiterated that the budget decisions will be made at the level of the vice presidents and not at the unit level.

Foisy also addressed some additional steps he recommends as part of the budget process. He would like to implement a strategic staff hiring plan similar to the faculty plan being implemented by the provost. He also plans to articulate some “guiding principles” regarding the budget process aimed at eliminating holdbacks and gain-sharing.

He is planning university-wide open forums in the coming weeks to provide opportunities for input and information sharing. In answer to a question from a senator, he stated that these would be available via Zoom at all UI locations throughout the state and would be recorded and posted online.

A senator asked for clarification of whether “Y” accounts are general education accounts. Foisy responded that general education accounts are “X” accounts. Y accounts are not general education funds, but rather are dedicated local funds from course and lab fees, F&A and other income generating activities. Theoretically the institution could shuffle the funds from Y accounts to X accounts because Y accounts are not technically restricted. However, Foisy stated that doing so would be a very aggressive approach that could raise serious questions since the monies in Y accounts were collected for particular purposes. For example, students paid lab fees on the belief that these funds would be used to support the lab. Foisy stated that across the university there are $20 million in general education carryforward funds. At this time there is no need to consider other types of funds to meet our budget priorities.

A senator pointed out that some faculty have acquired salary savings to keep their labs operating. He stated that these funds have helped enhance our research efforts. He expressed concern that such funds would be subjected to reallocation. Such an approach would harm our research efforts and breach a contract with faculty who have managed these funds. Foisy responded that considering these types of situations is one of the reasons the reallocation decisions will be made by deans and VPs. These individuals are familiar with the specific situations within their colleges and areas and are in a better position to consult with units and make strategic decisions regarding reductions. He gave an example from his area. UI must replace the trailer used by facilities to transport wood chips to campus for the heating plant. Facilities has been saving money to fund the replacement. Foisy plans to replace that trailer and make reallocations from other portions of his unit.

Provost Wiencek emphasized that while the university will strive to manage and reduce the impact of reallocation, we cannot let the perfect be the enemy of the good. The institution is paying for ten years of not managing this issue. He stressed that increasing enrollment is one way to address the issue. He encourages faculty to work together to implement the new budget plan and support enrollment growth efforts.

**Adjournment.** The time for the meeting having approached, a motion (Keim/Morgan) to adjourn passed unanimously. The meeting was adjourned at 4:59 p.m.

Respectfully Submitted,

Liz Brandt, Faculty Secretary &
Secretary to the Faculty Senate
**CURRENT STATE**

Statewide information technology (IT) support at UI is provided through 140+ hard-working employees both inside and outside Information Technology Services (ITS). Decision making and budgets are decentralized, leading to challenges in coordinating efforts to achieve UI’s priorities in our very complex environment. This situation has evolved over time for a multitude of reasons.

Changing the model for IT support will help UI in many ways.

**IT and ITS**

- Roughly 50-50 split in tech employees between ITS and units/colleges, likely more without tech titles
- “The Cloud” has blurred the lines of tradition ITS support
- ITS has many statewide responsibilities

**Budgets**

- ITS funded for operations, not new projects or infrastructure replacements
- “Rich versus poor” departments create technology gaps
- Many purchases with on-going obligations are made through one-time funds

**Decentralized Decisions**

- Prioritization often done from a unit rather than an institutional perspective
- Often “first in, first out”
- Based on budget available to a unit
- Many duplicative solutions

**Coordination**

- Extremely complex technology, security and compliance environments
- ITS often involved late, slowing down or stopping projects
- Limited communication between unit technology teams
WHY CHANGE IT SUPPORT NOW?

FEEDBACK, TRENDS AND BEST PRACTICES

**Internal**
- Improve level, consistency and speed of support
- Manage growing security and compliance requirements
- Manage high expectations of technology support
- Manage risks & minimize duplication
- Improve institutional prioritization of resources
- Focus resources on strategic value
- Balance maintaining needed systems with implementing new
- Balance current budget situation with institutional needs

**External**
- Continue to address Governor’s 2015 and 2016 executive orders on cybersecurity
- Recognize potential impact of centralized IT for State agencies as of July 2018
- Recognize potential impact of centralized purchasing for many technologies as of August 2018
- Prepare for possible outcomes of SBOE’s focus on “systemness”
# Layers of IT Efforts

## Using Our Resources

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<tr>
<th>Layer</th>
<th>Description</th>
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<tr>
<td>Baseline Activities</td>
<td>“Remain Functional”</td>
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<tr>
<td>Technology Baseline Improvements</td>
<td>“Catch Up”</td>
</tr>
<tr>
<td>Strategic Improvements</td>
<td>“Move Forward”</td>
</tr>
<tr>
<td>Transformational Improvements</td>
<td>“Leap Ahead”</td>
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- We need and want to spend more time here
- We spend the vast majority of our time here

With limited and finite resources, how are we going to move forward?
## Moving Forward

### Implementing “Best Use”

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<th>Operational &amp; Resource Utilization Improvements</th>
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### Best Use

- We need to do **more** than just continuous improvement on ITS processes and procedures.
- “Best use” means optimizing how we use UI’s available financial and personnel resources **without** adding any additional cost or requiring more resources.
- Focusing on “best use” **now** will provide more resources for moving forward and leaping ahead.
COMPONENTS OF “BEST USE”
SIX SEPARATE BUT RELATED EFFORTS APPROVED AND MOVING FORWARD

- **Leap Ahead**
  - IT Governance & Prioritization

- **Move Forward**
  - Annual IT Security Training for All Employees
  - Common Work Management System for IT Employees

- **Catch Up**
  - Central End User Technology Procurement and License Management

- **Remain Functional**
  - Central Device Management
  - IT Personnel and Risk Study
COMPONENTS OF “BEST USE”

IT GOVERNANCE & PRIORITIZATION

Why
- Maximize the chances of project success by aligning all necessary resources for project completion
- Ensure institutional resources are working on the highest priority initiatives and to be transparent on those priorities

Process
- Following a best practice methodology, collect requests and see if existing technology will suffice. If not, prioritize projects from an institutional perspective, align resources and complete projects.

Implementation
- Immediate, continue partnership with Purchasing Services
IT GOVERNANCE & PRIORITIZATION

**Desired Projects**

1. **Project**
   - Basic Analysis: Requirements, Business Value, Data Classification, Resources
   - Need met by existing system?
     - Yes: Implement in existing system as resources are available
     - No: Cabinet Review Process
   - Approved and prioritized?
     - Yes: Approved Project Priority 1
     - No: Project cancelled, submitter notified

2. **Project**
   - Cabinet Review Process
   - Approved and prioritized?
     - Yes: Approved Project Priority 2
     - No: Project cancelled, submitter notified

3. **Project**
   - Cabinet Review Process
   - Approved and prioritized?
     - Yes: Approved Project Priority 3
     - No: Project cancelled, submitter notified

4. **Project**
   - Cabinet Review Process
   - Approved and prioritized?
     - Yes: Approved Project Priority 4
     - No: Project cancelled, submitter notified

**Approved and Priority Ranked Projects**

1. **Approved Project** Priority 1
2. **Approved Project** Priority 2
3. **Approved Project** Priority 3
4. **Approved Project** Priority 4

**NOTE:** The order of priority may change

**Actively Managed Projects**

1. **Active Project**
2. **Active Project**
3. **Active Project**
4. **Next Active Project** (as resources are available)
**COMPONENTS OF “BEST USE”**

**ANNUAL SECURITY TRAINING FOR ALL EMPLOYEES**

**Why**
- Majority of security and compliance issues are due to social engineering and user error
- Rapid pace of change requires regular refreshers

**Process**
- ITS will continue to partner with Employee Development & Learning (EDL) to make training available and report on completion
- Training content is purchased through SANS, an industry leader

**Implementation**
- Immediate – continue current activities
### COMPONENTS OF “BEST USE”

**COMMON WORK MANAGEMENT SYSTEM FOR ALL IT EMPLOYEES**

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### Why

- Connect customers more quickly to those who can fix their issues
- Provide one place for customers to go with technology issues
- Provide one place to track technology projects
- Provide one place to analyze and manage human resource investment for technology support

### Process

- Review business processes, build necessary forms, train technology employees and inform customers

### Implementation

- Complete by March 1, 2019 - finish volunteers, then complete others; software is provided through an ITS budget
COMPONENTS OF “BEST USE”

CENTRAL END USER TECHNOLOGY PROCUREMENT & LICENSE MGMT

**Why**
- Take advantage of economies of scale and reduce duplications
- Standardize technologies for lower costs and higher support quality with less time spent on custom solutions
- Provide end-to-end ordering, inventory tracking, deployment and retirement for reduced steps and paperwork

**Process**
- Process to be developed to include online ordering, common items in stock, choices (Mac vs. Windows) and exceptions
- Budget remains with the unit

**Implementation**
- By August 2019, finish process development and rollout, continue partnership with Purchasing Services

**Leap Ahead**
- IT Governance & Prioritization
- Annual IT Security Training for All Employees
- Common Work Management System for IT Employees

**Move Forward**
- Central End User Technology Procurement and License Management
- Central Device Management
- IT Personnel and Risk Study

**Catch Up**
- Remain Functional
ITS will develop standards for and facilitate purchase of:

- Windows and Mac desktops and laptops, Windows and iOS tablets
- Multi-function devices (copiers) and printers
- Office/conference/mobile phones plus mobile plans and hotspots
- Monitors, televisions, projectors, digital signage and streaming devices (Apple TV, etc.)
- Video conferencing equipment
- Peripherals (scanners, speakers, keyboards, mice, webcams, microphones, storage, Cables, UPS power backups, etc.)
- Approved end user software and apps

ITS will consult and provide recommendations on:

- Computer furniture and monitor arms
- Cases and skins
- Security devices (locks, cables)
- Power strips and cords per fire code
- Facilities cabling
- Non-standard software

The implementation process will consist of:

- Finalizing guidelines, strategies, processes and an exception mechanism through consultation with Purchasing Services FIG, CUIBO and IT personnel
- Developing a portal for standard products
- Developing and implementing a communication plan
- Training UI personnel
COMPONENTS OF “BEST USE”

CENTRAL DEVICE MANAGEMENT

**Why**
- Improved user experience through automated software delivery and patching
- Improved security and reaction to security/compliance issues
- Improved ability to implement time-saving standards
- Allows IT employees to focus on critical initiatives
- Improved planning: replacement cycles, common challenges

**Process**
- For new devices, it will be part of the centralized purchasing
- For existing devices, each device will have software installed to facilitate patching, monitoring and security

**Implementation**
- By August 2019, finish process development and rollout
COMPONENTS OF “BEST USE”

IT PERSONNEL AND RISK STUDY

Why
• Better understanding of employee roles and existing tech
• Better understanding of institutional risks
• Focus employee time on strategic priorities and minimize risks by better coordinating resources

Process
• Document current positions with technology roles and current technology in use at UI
• Analyze data to understand risks and develop recommendations

Implementation
• By August 2019, complete the process and start an institutional discussion of next steps
The University of Idaho is moving forward with the “IT Best Use” initiative with the support of the President and the Cabinet.

Success will come as we work together to make this initiative successful. It will, at times, be difficult but we must stay the course to realize the benefits. We will change and adapt as we learn and learning will come through collaboration and communication.

**KEYS TO SUCCESS**

**Continuous Support**
- Consistent, active support through words and actions
- Do not circumvent the processes – suggest improvements
- Encourage constructive feedback

**Continuous Improvement**
- Solicit and positively accept feedback
- Utilize data and surveys to improve
- Adjust processes as necessary
- Explain why some changes do not happen

**Communication**
- Discuss widely and openly
- Promote the “why”
- Actively solicit feedback on “Best Use” implementation
- Be open with metrics, successes and areas for improvement

Please share and discuss the information in this presentation and refer questions, comments and suggestions to Dan Ewart, VP for IT and CIO.
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Facility/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: FSH, Chapter 4, 4930 Honorary Degrees

Minor Amendment □
Chapter & Title: __________________________________________________________________________

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s):
(Please see FSH 1460 C)

Telephone & Email: 

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel __ Yes __ No Name & Date: 

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

These edits are requested because they clarify the University of Idaho honorary degree criteria.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

N/A

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

N/A

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to:

Policy Coordinator
Appr. & Date: ____________________________
[Office Use Only]

FSH
Appr. ____________________________
FC ____________________________
GFM ____________________________
Pres./Prov. ____________________________
[Office Use Only]

APM
F&A Appr.: ____________________________
[Office Use Only]

Track #: ____________________________
Date Rec.: ____________________________
Posted: t-sheet ____________________________
h/c ____________________________
web ____________________________
Register: ____________________________
(Office Use Only)
HONORARY DEGREES

PREAMBLE: This section outlines UI's policy and procedures with regard to the granting of honorary degrees. Original to the 1979 Handbook, subsection A-1 was revised in February of 1991 for clarification purposes. The procedures were amplified and clarified a bit in a revision of January 1996. A more substantial change was made in 2003. For more information, contact the Faculty Secretary's Office (208-885-6151). [see also 4910 A] [ed. 7-03, 2-10]

HONORARY DEGREES.

A-1. General Criteria. UI awards degrees honoris causa (i.e., for the purpose of honoring) to honor outstanding persons. Honorary degrees may be awarded to a person deserving of honor by virtue of scholarly distinction or noteworthy public service resulting in significant contributions to the University of Idaho, the State of Idaho, the Nation or the world. In the selection of candidates for honorary degrees, although preference may be given to those who are Idaho residents or UI graduates, the University is pleased to honor persons who have made significant contributions to national and international scholarship or public service that advance the principles of academic excellence and public education upon which the University of Idaho was founded. [rev. 7-03]

A-2. Restriction. No person who is employed by UI, is a member of the affiliate or adjunct faculties, is a member of the Board of Regents or of the board's staff, is an incumbent elected governmental official, may be granted an honorary degree until after he or she has ceased to hold that position. [rev. 7-03]


a. All aspects of the nomination process are confidential.

b. Nominations may be submitted by any person or organization. However, each nomination must be endorsed by the Dean of an appropriate college and Chair or Head of an academic department. [rev. 7-03, 1-18]

c. Each nomination must be accompanied by a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored, and supporting documents.

A-4. Schedule.

a. Each year announcements inviting nomination of candidates for honorary degrees are published in the issues of the Idaho Register which are published nearest February 15 and September 15. [rev. 7-03]

b. The deadline for receipt of the nominations by the Commencement Committee [see FSH 1640.26] are April 15 and November 15. [rev. 7-03, ed. 2-10]

c. The Commencement Committee makes its recommendations to the President before May 15 and December 15. [rev. 7-03, ed. 2-10]


a. The Commencement Committee shall return a nomination packet to the nominator, [ed. 2-10]

(1) If the packet is incomplete or
(2) If the nomination is not forwarded to the president.

b. The president shall return nomination packets to the nominator if the person nominated is not chosen to receive an honorary degree.

c. Nomination packets of persons selected to receive honorary degrees become part of the official record of the university to be preserved in the Alumni Office. [rev. 7-03]

A-6. Conferring of Honorary Degrees.

a. Scheduling of conferring of an honorary degree depends on the convenience of the university and of the person being honored. The president has complete discretion in scheduling.

b. Typically, an honorary degree is conferred at the spring or fall commencement in the school year the candidate was nominated or at the spring or fall commencement following that. [rev. 7-03]
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]


Minor Amendment □

Chapter & Title: 30.10 Identity and Access Management Policy

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s):

Mitch Parks 10/8/18
Mary George 10/8/18

Policy Sponsor: (If different than originator.)

Dan Ewart 10/8/18

Telephone & Email:
mitch@uidaho.edu 5-2522; maryg@uidaho.edu 5-5222
dewart@uidaho.edu 5-2271

Reviewed by General Counsel □ Yes □ No Name & Date: Casey Inge – Oct 2018

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Major revision and update of previous “APM 30.10 - Computer User Account Procedures” policy. Describes various accounts, preferred email addresses, and responsibilities of account managers and account holders.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

No fiscal impact anticipated with this policy.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

30.11 – University Data Classification and Standards
30/12 – Acceptable Use of Technology Resources

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to:

Policy Coordinator
Appr. & Date: [Office Use Only]

APM
F&A Appr.: [Office Use Only]

FSH
Appr. FC GFM Pres./Prov. [Office Use Only]

Track #: Date Rec.: Posted: t-sheet h/c web
Register: [Office Use Only]
30.10 – Identity and Access Management Policy
October 5, 2018 (rewrite)

Preamble: This establishes access management policies and standards that allow only authorized individuals to manage and access university data and systems. It also requires use of university accounts for university business.

Contents:
A. Definitions
B. Policy
C. Scope
D. Exceptions
E. Contact Information
F. References

A. Definitions.

A-1. Account: For purposes of this policy, an account is an electronic identifier used by systems and applications to authenticate and authorize users or processes to access university technology resources and to facilitate auditing of activities associated with an individual user.

A-2. Account Types:

a. Individual – Primary account assigned to a single individual for access to technology resources, including interactive logon to computers, email, VPN, Banner, or other U of I resources.

b. Shared – Account used or shared where multiple users know the password or otherwise use the account for interactive logon.

c. Functional – Account used by applications and processes and not interactively by end users.

d. Privileged – Individual account utilized for elevated access to systems or data, which may include authority to make changes to access permissions, roles, security configuration, or non-public data of other users.

e. Resource – Account utilized for tracking or use of a resource (typically for rooms or equipment in Office 365), and not logged on to interactively.

f. Sponsored – Individual account assigned to a single individual where the user does not have a formal affiliation with the University, either as an employee or student.

g. Temp or Emergency – Account utilized for temporary access to a system or resource outside of automated account management. This account type may include generic guest accounts.

h. Third party accounts – Individual or shared accounts created in non-university systems (e.g., Twitter, Instagram, etc.) for performing duties on behalf of the University.

A-3. Authentication: Authentication is the process by which a system or application confirms that a person or device really is who or what it is claiming to be and through which access to the requested resource is authorized. Authentication factors may include something you know (e.g., password), something you have (e.g., hardware token, certificate, or Duo software authenticator), or something you are (usually a biometric, like a fingerprint).

A-4. Authorization: A process by which access to a resource is authorized based upon the authenticated identity or account.

A-5. Federated Identity: An account which can be used across disparate technology systems or organizations, typically through a Single Sign On (SSO) service.
A-6. **Single Sign On**: Use of a single account to access multiple applications or systems.

A-7. **Account manager**: An individual or system that manages accounts, assigns accounts to individuals, and grants privileges to accounts.

**B. Policy.** Access to university systems and data must be provided in a way that such access can be audited and uniquely tied to the persons and their role with the university.

**B-1. Responsibilities of Account Managers:**

a. **Authority**: Managing accounts is the responsibility of Information Technology Services (ITS). All accounts must be managed in accordance with current ITS standards, including requirements for identity vetting, passwords, multifactor authentication, federation, auditing, and lifecycle (creation and termination). ITS may publish standards to supplement and enforce this policy.

b. **Automation**: Automated account management (software and/or scripts) shall be used to ensure accounts are managed as appropriate when each account user's role with the university changes according to official university records in Banner. Use of all accounts shall be monitored by automated tools to detect atypical use and take appropriate action, up to and including disabling of the account.

c. **Access**: Access granted to each account must be reviewed at least annually by appropriate data stewards (see APM 30.11) or account managers to ensure all access is authorized.

d. **Temp Accounts**: Temporary or emergency accounts shall be disabled or removed automatically to prevent misuse. Such accounts shall not be created when another method of providing access to university technology resources reasonably exists.

e. **Shared Accounts**: Shared accounts shall not be created or assigned when an individual account access method is available.

f. **Sponsored Accounts**: All such accounts must be sponsored by a full-time, benefits-eligible university employee and periodically renewed. Only individuals with legitimate and documented work or academic reasons may hold an account. Sponsored accounts shall not be assigned when another method of account assignment is available.

g. **Inactive Accounts**: Built-in or automated systems shall disable any account which has been determined to be inactive. Account inactivity timeframes will be determined according to risk and published as ITS Standards, but in no case should they exceed 180 days. Exceptions can be made for accounts which are not used interactively or where active use is not expected or cannot be accurately determined.

h. **Lifecycle**: All accounts shall be maintained only as long as there is a documented affiliation of the account holder with the university. Accounts shall not be created until there are sufficient records in Banner to uniquely identify the account holder. Changes to university roles of the account holder require review of access granted to their accounts. This includes changing of assigned access, or up to and including account renaming or creation of a new account for the new role.

i. **Auditing**: Information systems used at the UI must audit account creation, modification, enabling, disabling, and removal actions and notify the account managers or security operations team and/or log centrally.

j. **Relationship/Affiliation**: All individual accounts shall be assigned appropriate "eduPersonAffiliation" (see Internet2 eduPerson Object Class schema) according to their relationship(s) with the university.
**k. Federation:** Federated identity services for university accounts shall only be provided by ITS or ITS-approved systems or vendors. Federation shall be used by all university applications and websites, to meet Standards for Data Classifications, or for any service used by a large number of faculty, staff, or students.

**l. Preferred Email:** Accounts and records shall be maintained to enforce use of @uidaho.edu email addresses for communication to employees or other approved individuals conducting university business. This includes publishing in the campus directory. Students, alumni, and retirees should use alternate domains or email addresses for personal or student matters to ensure their records are separate from university business that may be subject to public records request. Active students, enrolled in the current term, must have their preferred email address set to their @vandals.uidaho.edu email address if they are not also a benefits-eligible employee. Individuals with multiple roles should be assigned a preferred email address based upon their primary role. Where possible, use of student and employee addresses for communication should favor role-based official UI addresses, rather than using the preferred address.

**m. Auto-forwarding Email:** University systems shall be configured to prevent automatic forwarding of email directly, or via rule or filter, for accounts created for conduct of university business. Where not possible to prevent this configuration, automation shall be used when possible to correct the automatic forwarding and notify the user of the change. Accounts not directly, or reasonably expected, to be involved in university business, including but not limited to students, alumni, and retirees will be allowed to auto-forward email.

**n. Account Reuse:** Once an individual account has been assigned and used by a person, it shall not be assigned or re-used by any other person. This includes both the specific account, and re-use of the email address at any future date.

**o. Privileged Accounts:** Separate individual accounts shall be created and must be used for any privileged access. Use of privileged accounts shall be logged. Privileged accounts shall not be used for non-privileged functions (email, web-browsing, etc.).

**p. Passwords:** All systems and accounts shall be configured to require or meet current ITS password standards.

**q. Least Privilege:** When provisioning accounts, principles of least privilege shall apply. To the extent possible, accounts should be granted sufficient privileges to perform approved functions and no more.

**B-2. Responsibilities of the Individual:**

**a. Authentication:** All users of accounts must protect any authentication mechanisms, including passwords or other authentication factors (MFA tokens, certificates, internet cookies, etc.) to ensure only appropriate access to university data and resources. Passwords shall not be shared.

**b. Policy:** All users of accounts must follow university policies and standards, including but not limited to, the Acceptable Use of Technology Resources (APM 30.12) and the Standards for Data Classifications.

**c. Privileges:** All accounts shall be used only for the purpose they were authorized.

**d. Misuse:** Any disclosure of an account password or suspected compromise or misuse of accounts or data must be reported immediately to the Information Security Office at security@uidaho.edu.

**e. Accounts:** All university business shall be conducted using an account associated with @uidaho.edu addresses, or approved exceptions. Non-university accounts such as personal Gmail, Yahoo, etc. accounts shall NOT be used for conducting university business. To protect personal information, Student, Alumni, and Retiree accounts shall not be used for conducting university business.
f. Communication: Official university communications may be delivered to preferred or required addresses for those with @uidaho.edu or @vandals.uidaho.edu addresses. Account holders must periodically check these accounts for required communication and, if forwarding is allowed, are responsible for checking the destination address. The university is not responsible for messages forwarded to third party mailboxes. Some university business processes may require receiving messages from valid U of I email addresses, and may not accept messages from third party accounts (Gmail, Yahoo, etc.).

g. Third Party Accounts: Accounts created in non-university systems but used for university business must be handled consistent with the policies for accounts, including association with @uidaho.edu email addresses, and the current standards published by ITS.

B-3. Remediation and Compliance. Noncompliance with this policy shall be considered a violation of Acceptable Use (APM 30.12) and will be addressed and remediated accordingly.

C. Scope. This policy applies to all account holders regardless of affiliation with access to university data or information systems.

D. Exceptions to the Policy. Exceptions to this policy may be submitted in writing to the UI Information Security Officer who will assess the risk and make a recommendation to the U of I Chief Information Officer. Exceptions must be reviewed for reauthorization on no less than an annual basis.

E. Contact Information. The ITS Information Security Office (its-security@uidaho.edu) can assist with questions regarding this policy and related standards.

F. References.

APM 30.12 – Acceptable Use of Technology Resources
APM 30.11 – University Data Classifications and Standards
APM 30.15 – UI Password/Passphrase Policy
NIST SP800-53r4
NIST SP800-171
HIPAA Security Rule 45 CFR 164.312(d)
eduPerson Object Class Specification
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Facility/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □  
Chapter & Title: ____________________________________________

Administrative Procedures Manual [APM] □ X Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □  
Chapter & Title: 30.17 NEW – IDENTITY THEFT PROTECTION POLICY

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s):  
Mitch Parks – mitch@uidaho.edu 5-2522  
Mary George – maryg@uidaho.edu – 5-5222  

(Please see FSH 1460 C)  
Name Date  

Telephone & Email:  
Policy Sponsor: (If different than originator.)  
Dan Ewart – dewart@uidaho.edu 5-2271  
Name Date  

Reviewed by General Counsel □ Yes □ No Name & Date:
Jim Craig reviewed our identity theft plan, but has not reviewed the policy draft.
Also reviewed and approved by Dan Ewart, Brian Foisy, Linda Campos, and Liz Brandt

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Create new identity theft policy for compliance w/ federal regulations.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
No fiscal impact anticipated.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
Not aware of any related policies.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. Policy should be implemented ASAP.

If not a minor amendment forward to:

Policy Coordinator
Appr. & Date: [Office Use Only]

FSH
Appr. ______________
FC ______________
GFM ______________
Pres./Prov. __________
[Office Use Only]

Track #: ______________
Date Rec.: ______________
Posted: t-sheet ________
hs/c ________
web ________
Register: ________
[Office Use Only]
30.17 – Identity Theft Protection Policy
October 2018

Preamble. The U.S. Congress has provided protection for consumers from identity theft by enacting the Fair and Accurate Credit Transactions Act ("FACTA") and the Fair Credit Reporting Act ("FCRA"). FACTA directed the Federal Trade Commission ("FTC") to issue regulations, now generally referred to as the "Red Flags Rule" (the Rule), which require financial institutions and creditors to adopt policies and procedures that protect consumers from identity theft.

Accordingly, UI adopts this policy to identify, prevent and mitigate identity theft in compliance with the Rule; approve and establish an Identity Theft Prevention Program; and appoint a program administrator who has primary responsibility for oversight of the Program.

A. Definitions.

A-1. Creditor: any natural person, corporation or other entity that regularly, and in the ordinary course of business, advances funds to or on behalf of a person, based on an obligation to repay the funds or repayable from specific property pledged by the person.

A-2. Covered Account: an account that the university offers or maintains for individuals that are primarily for personal, family, or household purposes and designed to permit multiple payments or transactions, or is any account that is subject to a reasonably foreseeable risk of identity theft.

A-3. Identifying Information: any name or number that may be used alone or in conjunction with any other information to identify a specific person, including: name, address, telephone number, social security number, date of birth, driver’s license or identification number, alien registration number, passport number, employer or taxpayer identification number.

A-4. Identity Theft: a fraud committed or attempted using the identifying information of another person without authority.

A-5. Red Flag: a pattern, practice or specific activity that indicates the potential for identity theft.

A-6. Red Flag Rule (the Rule): regulations adopted by the FTC requiring creditors to adopt policies and procedures that protect consumers from identity theft.

A-7. Program Administrator: the individual designated to have primary responsibility for oversight of the Program.

B. Policy. It is the policy of UI to comply with the requirements of the Rule. Accordingly, UI has developed a program that is designed to meet the requirements of the Rule to identify, prevent, and mitigate identity theft. The Program contains mechanisms to identify and detect relevant Red Flags; respond appropriately to prevent identity theft and mitigate damages; and ensure that the Program is updated periodically to reflect changes in risks.

B-1. Identification of Red Flags. To identify relevant Red Flags, the UI considers the types of covered accounts that it offers and maintains; the methods it provides to open and access the covered
accounts, including in-person, mail or online methods, and the UI’s previous experience with identity theft. Covered accounts examples include, but are not limited to the following:

1. Accounts managed by the Student Accounts Office
2. Accounts managed by the Student Financial Aid Office related to the administration of emergency short-term loans and disbursement of funds

The UI has identified the following Red Flags which may arise with respect to covered accounts and/or external accounts:

a. **Notifications or Warnings from Consumer/Credit Reporting Agencies:** Alerts, notifications, or other warnings received from consumer reporting agencies or service providers indicating:
   1. A credit freeze
   2. Active duty alert
   3. Address discrepancy in response to a credit report request
   4. Activity that is inconsistent with the usual pattern or activity of the account holder

b. **Suspicious Documents:** Presentation of suspicious documents which appear to be altered, forged or inauthentic, including inconsistent appearance of photographs or physical description on a document with the person presenting it.

c. **Suspicious Personal Identifying Information:** Presentation of inconsistent personal identifying information such as:
   1. An inconsistent birth date
   2. An address that does not match a prior address submitted on an application
   3. A social security number, telephone number or address that is the same as that given by another account holder
   4. Repeated failure to provide identifying information on an application

d. **Suspicious Use or Activity in Covered Account:** Unusual use of or other suspicious activity related to a covered account including, but not limited to:
   1. Requests made from a non-UI issued email account
   2. “Unofficial” forms which are presented with requests for information
   3. Mail returned as undeliverable
   4. Notice of change in payments for an otherwise consistent account

e. **Alerts from Others:** Notice from an account holder, victim of identity theft or law enforcement authorities that the UI has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

**B-2. Detection of Red Flags.** The Program is required to establish procedures for the detection of Red Flags in the designated areas of activity. These procedures are set forth below:

a. **Opening of Covered Accounts:** Identity verification of first-time account holders will be required, including presentation of identifying information such as name, date of birth, academic records or insurance card, and home address, which will be subsequently verified by review of driver’s license, passport or other government-issued photo identification and insurance company information.
b. **Existing Covered Accounts:** Authentication of account holders and monitoring of transactions on the covered account will be required, including:
   - Verification of the identity of account holders if they request information (in person, via telephone, via facsimile, via email)
   - Verification of changes in banking information given for billing or payment purposes
   - Requests for billing address changes for covered accounts must be verified and means provided to account holders for notification of changed or incorrect billing addresses

c. **Consumer/Credit Report Requests:** When a consumer/credit report request results in notice of an address discrepancy from the reporting agency, UI personnel will request written verification from the subject of the report that the address he/she provided is accurate, and once an address is verified, UI personnel will report such address to the reporting agency.

d. **Risk Assessment:** A risk assessment will be conducted annually as well as in the event that actual instances of identity theft occur.

**B-3. Response to Red Flags.** In response to the detection of Red Flags, UI personnel will take the appropriate action to prevent and mitigate identity theft depending upon the degree of risk posed by the Red Flags, including:
   1. Monitoring a covered account for suspicious activity
   2. Denying access to the covered account until information is verified to eliminate Red Flags
   3. Contacting the account holder to verify activity in the covered account
   4. Changing passwords, security codes or other security devices
   5. Closing and reopening the covered account
   6. Refusing to open a new covered account
   7. Notifying law enforcement
   8. Determining that no response is warranted upon reasonable investigation of the particular circumstances

**B-4. Updating the Program.** UI shall update the Program (including the Red Flags determined to be relevant) periodically, to reflect changes in risks to students or others or to the safety and soundness of UI from identity theft, based on factors such as:
   1. The experiences of UI with identity theft
   2. Changes in methods of identity theft
   3. Changes in methods to detect, prevent, and mitigate identity theft
   4. Changes in the types of accounts that UI offers or maintains
   5. Changes in the business arrangements of UI, including mergers, acquisitions, alliances, joint ventures, and service provider arrangements

**B-5. Methods for Administering the Program.**

a. **Oversight of Program:** This Program shall be overseen by the Vice President for Information Technology and the Vice President for Finance and Administration. This oversight shall include:
   1. Implementation of the Program by the Vice President for Information Technology.
   Primary responsibility for oversight of the Program will belong to the Chief Information Security Officer, in the role of the Program Administrator.
2. Review of reports, prepared by staff regarding compliance by UI with the Identity Theft Prevention Policy and Program, by the Program Administrator.
3. Making material changes to the Program as necessary to address changing identity theft risks.

b. Staff Training and Reporting: UI personnel will be trained at least annually by or under the direction of the Program Administrator to effectively implement the Program and detect and respond to Red Flags. UI personnel will notify the Program Administrator of any incident of identity theft or failure to comply with the Program. UI personnel designated by the Program Administrator will report to the Program Administrator at least annually, or as requested. Such reports will include, among other relevant issues:
   1. The effectiveness of the specific policies and procedures for addressing the current risks of identity theft in connection with the covered accounts
   2. Any significant incidents involving identity theft and the response taken
   3. Recommendations for material changes to the Program

c. Oversight of Service Providers: In the event that the UI contracts with an outside service provider to perform any activity in connection with covered accounts, the UI will ensure that:
   1. The service provider’s activities are conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate risk of identity theft
   2. The service provider reviews the Program and reports any Red Flags to the Program Administrator or the designated UI personnel with primary oversight of the service relationship

B-6. Noncompliance. Noncompliance with this policy may result, depending upon the nature of the non-compliance, in the user’s account or access to UI technology resources being temporarily suspended, or disabled, or permanently terminated. In the case of temporary suspension, UI may require implementation of certain remedial measures or satisfaction of certain educational courses prior to reinstatement of the user’s account or access. Additionally, the user may be referred for institutional sanctions to the appropriate UI disciplinary body.

C. Scope. This Policy applies to all UI employees, students, volunteers and agents who are involved in handling information that can be used to identify a specific person in connection with certain accounts of that person maintained by UI.

D. Exceptions. Requests for exceptions in all or part of this policy may be submitted in writing to the Program Administrator who will assess the risk and make a determination. Determinations will be provided back to the requestor in writing. Any exceptions must be reviewed at least annually.

E. Contact Information. The responsible party for this policy is Vice President for Information Technology, its-security@uidaho.edu. The Program Administrator can assist with questions regarding this policy and program.

F. References.
   - Fair and Accurate Credit Transactions Act
   - Fair Credit Reporting Act
University of Idaho

POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/09]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency

Minor Amendment □

Chapter & Title: FSH 3220 Sexual Harassment


Minor Amendment □

Chapter & Title: N/A

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): Erin Agidius, 10/5/18

(Please see FSH 1460 C)

Telephone & Email:

Name

208-885-4285

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel □ Yes □ No Name & Date: Jim Craig, 7/20/18

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The addition is to align policies with State Board/Regents policy.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

N/A at this time.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

N/A at this time.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. ASAP (Jan 1, 2019)

If not a minor amendment forward to: 

Policy Coordinator Appr. & Date:  

[Office Use Only]

FSH

Appr. 

FC 

GFM 

Pres./Prov. 

[Office Use Only]

Track #: 

Date Rec.: 

Posted: t-sheet 

h/c 

web 

Register: 

(Office Use Only)
SEXUAL HARASSMENT

PREAMBLE: This section outlines the university's policy with regard to sexual harassment. It was added to the Handbook in June of 1981 and greatly enlarged in July of 1987. Further information regarding sexual harassment and the federal and state laws lying behind this policy may be obtained from the Human Rights, Access and Inclusion Office (208-885-4283) or Student Advisory Services (208-885-6737). [ed. 7-00, 7-02, 9-06, 6-09]

CONTENTS:

A. Policy
B. Definition
C. Investigation of Complaints
D. Resolution of Complaints

A. POLICY.

A-1. The university must maintain a learning and work environment for students and employees that is fair, humane, and responsible. Sexual discrimination, including sexual harassment, interferes with the educational process and with the productivity of the faculty and staff; thus, it is inimical to the university.

A-2. Like discrimination on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran, sexual harassment violates federal and state laws and the policies of the Board of Regents of the University of Idaho. It is, therefore, the policy of the University of Idaho to condemn sexual harassment.

B. DEFINITION.

B-1. Sexual harassment of a student is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of the student's grade, receipt of a grade, or status as a student; (b) the student's submission to or rejection of such conduct is used as a basis for a decision affecting that student; or (c) such conduct has the purpose or effect of substantially interfering with the student's learning or learning performance, or creating an intimidating, hostile, or offensive learning environment. In addition, it includes behavior that overtly or covertly uses the power inherent in the status of a professor, teacher, or other officer to affect a student's educational experience or career opportunities by intimidating, threatening, or coercing the student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, an opportunity for professional growth, or a job. Moreover, a student is deemed to be a victim of sexual harassment if he or she is denied educational benefit because someone else has received preferential treatment in return for sexual favors.

B-2. Sexual harassment of an employee or applicant for employment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of the person's employment, promotion, or status as an employee; (b) the person's submission to or rejection of such conduct is used as a basis for a decision affecting that person; or (c) such conduct has the purpose or effect of substantially interfering with the person's work or work performance, or creating an intimidating, hostile, or offensive environment. Moreover, an employee or applicant for employment is deemed to be a victim of sexual harassment if he or she is denied employment, promotion, or other employee benefit, for which he or she is fully qualified, because someone else received preferential treatment in return for sexual favors.

B-3. Sexual harassment of a recipient of UI services is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature toward a recipient that prevents or impairs the recipient's full use of university services.
C. INVESTIGATION OF COMPLAINTS.

C-1. Anyone having information about possible violation of this policy is encouraged to bring that information to the attention of UI’s Director of Human Rights, Access and Inclusion. Students may also report such concerns to the dean for student advisory services or to the director of the Women’s Center. Pursuant to Board of Regents Policy 1.17.6, all employees who learn of an allegation of sexual harassment, including sexual violence and gender-based harassment, (and are not required by law to maintain the confidentiality of the disclosure, such as licensed medical professionals or counselors) are required to report the matter to the UI’s Title IX coordinator within 24 hours [ed. 7-02, 9-06, 6-09, rev. 10-18]

C-2. Because damage could result to the career and reputation of any person who is accused of sexual harassment falsely or not in good faith, all investigations of and hearings on such matters will be conducted insofar as possible to protect the privacy of, and minimize suspicion toward, the accused as well as the complainant, until the matter is impartially resolved. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential communications.

D. RESOLUTION OF COMPLAINTS.

D-1. In determining whether the alleged conduct constitutes sexual harassment, the designated investigative authority (initially the Director of Human Rights, Access and Inclusion OfficerTitle IX Coordinator or their designee) will consider the record as a whole and all relevant circumstances. Determination of the legality of a particular action will be made on a case-by-case basis. [ed. 7-02, 9-06, 6-09, 10-18]

D-2. If the investigative authority determines that sexual harassment did occur, UI will take immediate and appropriate corrective measures, including disciplinary action commensurate with the scope and severity of the occurrence. Such disciplinary action may include, but is not limited to, warning, reprimand, demotion, suspension, or dismissal with notation in the personnel file. In addition, UI will make every effort to provide appropriate relief for the victim. A reiteration of the policy against sexual harassment may be an appropriate response in certain situations.

D-3. If there appears to be no foundation for the allegation other than the complaint:

a. No record is made of the allegation in the personnel records either of the accused or of the accuser.

b. Malicious or dishonest allegations may result in disciplinary action against the accuser.
University of Idaho

POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title:

Minor Amendment □
Chapter & Title: 95.15 Campus Law Enforcement and Crime Reporting

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Erin Agidius, 10/5/18
(Please see FSH 1460 C)

Telephone & Email:

Policy Sponsor: (If different than originator.)

Telephone & Email:
Reviewed by General Counsel ☑ Yes □ No Name & Date: Jim Craig, 7/20/18

I. Policy/Procedure Statement: Briefly explain the purpose/raison of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

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II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

N/A at this time.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

N/A at this time.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. ASAP (Jan 1, 2019)

If not a minor amendment forward to:

Policy Coordinator
Appr. & Date:

FSH
Appr. ___________________________
FC __________________________
GFM __________________________
Pres./ Prov. __________________________

APM
F&A Appr.: __________________________

Track # __________________________
Date Rec.: __________________________
Posted: t-sheet __________________________
h/e __________________________
web __________________________
Register: __________________________
(Office Use Only)
95.15 Campus Law Enforcement and Crime Reporting
October 1, 2018

Preamble: This policy was created to comply with the Jeanne Clery Act which requires the university to disclose policies concerning campus law enforcement, crime reporting and reporting role, if any, for pastoral and professional counselors.

A. Policy.

A-1. Campus Law Enforcement: The enforcement authority of security personnel, including their relationship with State and local police agencies and whether those security personnel have the authority to arrest individuals.

A-2. Crime Reporting: Accurate and prompt reporting of all crimes to campus security and the appropriate police agencies is encouraged.

A-3. Role of Pastoral and Professional Counselors: Procedure, if any, that encourages pastoral and professional counselors – if and when they deem appropriate – to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

B. Procedures:

B-1. Campus Law Enforcement Authority (see A-1 above)

a. Police services are provided by Moscow Police Department under a contract between the Regents of the University of Idaho and the City of Moscow. The Moscow Police Department has full police authority to investigate, apprehend and arrest to enforce applicable laws and ordinances on the campus. The Moscow Police have jurisdiction over streets, alleys and other public areas. Fraternities and sororities are located in the City of Moscow and receive police services from the Moscow Police Department. The Moscow Police Department interacts with federal, state and local law enforcement agencies. The contract with the City of Moscow for police services provides for the services of nine (9) FTE officers. When spread over 24-hours a day, 365 days a year this staffing level generally allows one or two officers to be on the campus or in adjacent areas of the city at all times, although variations will occur. There is a Police Sub-Station on the Moscow campus, located in the Idaho Commons at 875 S. Line Street.

b. The University of Idaho Campus Security services are managed through the Department of Public Safety and Security at the University of Idaho. The mission of the University Campus Security is to create a safe, secure campus to provide a safe educational environment through a community approach to security, the promotion of personal safety, and awareness and the deterrence of crime. They strive to preserve this safe and healthy environment through quality training, effective leadership, and collaboration with the Moscow Police Department.

c. To make the University safer, the non-sworn, unarmed Campus Security team’s core duties are:
   i) Performing regular visible patrols of the facilities to watch for potential safety hazards and crimes;
   ii) Checking to ensure buildings are locked and secured;
   iii) Documenting detected problems;
iv) Escalating issues to the University staff that has responsibility for the area/facility or to the Moscow Police Department as directed; and

v) Providing safe walk services by accompanying students, faculty, and/or staff across campus to make sure they can safely traverse the campus without fear of personal harm.

G-2C. Accurate and Prompt Reporting (see A-2 above)[ren. 10-18]

C-1. All students, faculty, staff, and visitors are encouraged to promptly and accurately report criminal incidents, accidents, emergencies and non-emergencies. [ren. 10-18]

C-2. If there is an emergency on campus, call 911. For non-emergencies and other reports, call Campus Security at (208) 885-7054 on the 24/7 line, or the Office of Public Safety and Security (contact information below) during campus business hours. [ren. 10-18]

C-3. Per FSH 3220, if the incident also constitutes a violation of the University’s sexual harassment policies, the incident must be reported to the Title IX Coordinator within 24 hours (unless the UI employee with knowledge of the incident is required by law to maintain the confidentiality of the disclosure, such as licensed medical professionals or counselors). [add. 10-18]

C-34. Pastoral and Professional Counselor Reporting (see A-3 above). The University Counseling and Testing Center provides a supportive and confidential environment for students to explore their concerns and learn new skills to deal more effectively with problems that may be interfering with their personal well-being and academic goals. Crisis appointments are also available during normal operating hours, and for after-hours crisis intervention students may call the CTC at (208) 885-6716. Professional counselors at the University are encouraged, if and when they deem appropriate, to inform those they counsel of the procedures for reporting crimes voluntarily for inclusion in the annual security and fire safety report. [ren. 10-18]

D. Contact Information:

The Office of Public Safety and Security
875 Perimeter Drive, MS 2281
Moscow, ID 83844-2281
208-885-2254
Fax: 208-885-7001
campus-security@uidaho.edu
University of Idaho

POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH]  □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: _____________________________________________

Minor Amendment □

Chapter & Title: 95.20 - Education/Prevention and Responding to Sexual Assault

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

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Originator(s): Erin Agidius, 10/5/18
(Please see FSH 1460 C)

Name
208-885-4285

Date

Policy Sponsor: (If different than originator.)

Telephone & Email: Name

Date

Reviewed by General Counsel  □ Yes □ No Name & Date: Jim Craig, 7/20/18

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APM
F&A Appr.: ____________________________

(Office Use Only)
(Office Use Only)
95.20 – Education/Prevention and Responding to Sexual Assault

Contents:

A. Sexual Assault
B. Educational Programs
C. Procedures If Sexual Assault Occurs to You or Someone You Know
D. Optional Law Enforcement Reporting
E. Services for Victims/Survivors
F. Survivors Academic and Living Arrangements
G. Procedures for Disciplinary Action for Alleged Sexual Assault
H. Possible Sanctions/Disciplinary Actions
I. Registered Sex Offenders

A. Sexual Assault. A reasonable beginning point for understanding sexual assault is for someone to ask themselves if they felt any sense of violation or being disregarded during activities of a sexual nature. A series of behaviors by one person can create a sense of violation through disregarding the other person’s wishes.

Sexual assault is a term often used to describe various types of assaults committed by one person without the consent of the other person. For purposes of this policy, sexual assault is defined as an act of sexual penetration or sexual conduct, or attempted sexual penetration or sexual conduct, that may involve the use of threats, force, violence, or any other form of coercion or intimidation. It is also considered to be sexual assault when a person is unable to give consent due to being under the influence of drugs or alcohol, if a person is asleep, or otherwise impaired. These may differ from state and federal laws. The University strongly encourages anyone who feels they may have been a victim of sexual assault to report to local law enforcement and contact Violence Prevention Program for assistance and support. See section B-5.2.

B. Educational Programs. The University of Idaho (UI) houses its Violence Prevention Program within the Office of the Dean of Students. The Violence Prevention Program employs a full time director and a ½ time resource specialist to oversee sexual assault education and training within the campus community as well as providing advocacy and crisis services to students and employees. To provide a law enforcement perspective, Moscow Police Department (MPD) officers collaborate with some of the educational training.

The majority of the educational training provided by the Violence Prevention Program addresses rape awareness and risk reduction to reduce perpetration and victimization. In addition to the educational training, resources and materials for the reduction of dating violence and stalking are provided. The educational training comprises:

B-1. Sexual Assault and Risk Reduction Awareness Education for New Students
   a. All in-coming new students attending orientation (1 hour) during fall and spring semester;
   b. Orientation leader training (1 hour) during fall semester;

B-2. Sexual Assault and Risk Reduction Awareness Education to Greek Recruitment
   a. Men (2 hours) during fall semester;
   b. Women (2 hours) during fall semester;
B-3. Sexual Assault and Risk Reduction Awareness Education for Parent Orientation during fall semester;

B-4. Sexual Assault and Risk Reduction Awareness Education for UI Counseling and Testing Center Pre-Doctoral Intern Training (1 hour) during fall semester;

B-5. Sexual Assault and Risk Reduction Awareness Education for ASUI Government Training on services and sexual harassment (2 hours) during fall semester and by request;

B-6. Sexual Assault and Risk Reduction Awareness Education for Judicial Officers and Judicial Board Training (1 hour) during fall semester;

B-7. B.E.A.R. (Brotherhood Empowerment Against Rape) Men’s Group
   a. Twice a month educational meetings;
   b. E-mail list;
   c. Facebook presence;
   d. Website;
   e. On-site education and programming concerning risk reduction for Residence Life, Greek Organizations, Classroom, and Community Outreach (Junior High and High School) by request;

B-8. Sexual Assault and Risk Reduction Awareness Education for Residence Life Training for resident directors and resident assistants
   a. Group training during fall semester and by request;
   b. Individual training provided on an on-going basis;

B-9. Sexual Assault and Risk Reduction Awareness Education for Awareness Activities by BEAR members and Violence Prevention Program staff
   a. Awareness Tables in various campus locations are set up throughout the academic year to provided resources, education, and promotion of outreach programs;
   b. Outreach Programs
      i. Take Back the Night occurs in the fall semester;
      ii. Vagina Monologues occurs in the spring semester;
      iii. Clothesline Project occurs in the fall and spring semester;
      iv. White Ribbon Campaign occurs in the spring semester;
      v. You Are Beautiful Campaign is an on-going program;
      vi. Denim Day occurs on April 22;
      vii. Day of Action occurs in the spring semester;
      viii. Safe Spring Break occurs in the spring semester;
      ix. Walk in her Shoes occurs in the fall semester;
      x. Homecoming Parade with Alternatives To Violence of the Palouse occurs in the fall semester;
      xi. BEAR Sponsored Media Promotion at athletic events

C. Procedures If Sexual Assault Occurs to You or Someone You Know.

C-1. Go to a place that is safe,
C-2. It is best that you DO NOT change your clothes, bathe, douche, go to the 
bathroom, drink, eat, or brush your teeth before you go to the hospital or to see a 
doctor. If you have already changed your clothes, place the worn clothing in a paper 
bag to take to the hospital. Also, un-washed sheets, other bed coverings or any items 
where critical DNA or other evidence may be found should be kept and given to the 
police. Evidence preservation is important in later pursuing a criminal case.

C-3. Seek medical treatment at the below locations or the nearest hospital.

Moscow: Gritman Medical Ctr. 
804 S Washington Street 
Moscow, ID 
(208) 883-6476

Boise: St. Alphonsus 
901 North Curtis Road 
Boise, ID 83706-1342 
(208) 367-3221 
or St. Luke’s 
190 E Bannock Street 
Boise, ID 83712 
(208) 381-2611

Coeur d’Alene: Kootenai Medical Ctr. 
2003 Lincoln Way 
Coeur D’Alene, ID 
(208) 666-2000

Idaho Falls: Eastern Idaho Regional Medical Ctr. 
3100 Channing Way 
Idaho Falls, ID 
(208) 529-6111

C-4. Contact a trained assistance provider at:

Moscow: 24 Hotline (208) 883-HELP (4357) 
Alternatives to Violence on the Palouse

Boise: 24 hour Hotline (208) 345-7273 
Women’s and Children’s Alliance

Coeur d’Alene: Rape Crisis Line (208) 661-2522 
Coeur d’Alene Women’s Center

Idaho Falls: Hotline/Crisis (208) 525-1831 
Rape Response & Crime Victim Center

C-5. Reporting a Sexual Assault to Authorities. Reporting a sexual assault may 
help to prevent another assault. Filing a report with a University staff member does 
not obligate the survivor to prosecute the accused party either through the legal 
system or the University student disciplinary process/Judicial Council. Filing a police 
report, however, will provide the opportunity for collection of evidence helpful in 
prosecution, which cannot be obtained later. Per FSH 3220 C-1, all employees who 
learn of an allegation of sexual assault (and are not required by law to maintain the 
confidentiality of the disclosure, such as licensed medical professionals or counselors) 
are required to report the matter to the UI’s Title IX coordinator or the UI’s Office of
Civil Rights and Investigations within 24 hours. Survivors of sexual crimes can receive assistance reporting to university officials or law enforcement agencies. [rev. 10-18]

1. Call 911, or 8-911 if the call is from the Idaho Falls Campus.
2. Reporting Assistance. Contact the Violence Prevention Program Office (208) 885-2956 or:

   Moscow: 24 Hotline (208) 883-HELP (4357)
   Alternatives to Violence on the Palouse

   Boise: 24 hour Hotline (208) 345-7273
   Women’s and Children’s Alliance

   Coeur d’Alene: Rape Crisis Line (208) 661-2522
   Coeur d’Alene Women’s Center

   Idaho Falls: Hotline/Crisis (208) 525-1831
   Rape Response & Crime Victim Center

D. Optional Law Enforcement Reporting. Students have an option to report a sexual assault to the MPD or the Latah County Sheriffs Office, depending on jurisdiction. MPD serves as the UI police response. Students can request support and accompaniment to report a sexual assault to the authorities. A police officer, detective or sheriff will take an initial crime report. If a rape exam is requested, the police may take a statement at the hospital or at a later time. This will be arranged with the survivor. After the initial statement there may be follow-up interviews to gather information for the crime report. Detectives will conduct an investigation, informing the survivor of the progress and any additional information needed. Students may contact the police directly or contact the 24 hour crisis line for Alternatives to Violence of the Palouse and an advocate will assist with making the report to authorities.

E. Services for Survivors.

   E-1. Alternatives to Violence of the Palouse 24 hour/Crisis Response (208) 883-HELP (4357)

   Alternatives to Violence of the Palouse is a community-based crisis agency serving Latah and Whitman counties. Sexual Assault and Domestic Violence survivors may utilize these services, which include: 24 hour staffed crisis line, and accompaniment to hospital, investigative interviews, and court hearings. Alternatives to Violence of the Palouse advocates provide support and resources to students on and off campus.

   E-2. Moscow Police Department (208) 883-7054 / 911

   The people most capable of untangling these complex and complicated scenarios are well-trained detectives assigned to a law enforcement agency. Their background, training, and experience place them in an important social position to gather relevant details, identify and collect potential evidentiary sources, write detailed reports, identify and interview suspects, with the goal of completing a thorough investigation. It is important for the community to hold those who violate its standards accountable, as well as determining if the behaviors rise to the level of a criminal violation or not. These goals can only be reached through
the cooperation of community members bringing suspected wrong behaviors to the attention of those trained to investigate and document them. The MPD has trained detectives who respond to the reports of sexual assault.

**E-3.** Medical treatment provides medical care and forensic exams to survivors of sexual assault. The emergency department has trained doctors and nurses that perform the exams.

**Moscow:**
Gritman Medical Ctr.
804 S Washington Street
Moscow, ID
(208) 882-4511

**Boise:**
Treasure Valley Hospital
8800 Emerald
Boise, ID
(208) 373-5000

**Coeur d’Alene:**
Kootenai Medical Ctr.
2003 Lincoln Way
Coeur D’Alene, ID
(208) 666-2000

**Idaho Falls:**
Eastern Idaho Regional Medical Ctr.
3100 Channing Way
Idaho Falls, ID
(208) 529-6111

**E-4.** University of Idaho Student Health Center, (208) 885 6693.

Provides medical care for students covered under SHIP (student health insurance program).

**E-5.** University of Idaho College of Law Victims’ Rights Clinic (208) 885-6541.

The Victims’ Rights Clinic is staffed by third year law students with limited licenses to practice law issued by the Idaho Supreme Court. The students provide legal services to crime survivors under the direct supervision of an experienced attorney. Some of the services include enforcing your rights as a crime survivor, help with restitution, accompaniment and representation in court proceedings, and referrals to other agencies for services.

**E-6.** University of Idaho Counseling and Testing Center, (208) 885-6716.

Licensed psychologists provide confidential services to students. Crisis appointments are available as well as individual and group counseling. Services are free and confidential. Students can experience a variety of difficulties after an assault and may find it helpful to work with a professional for support and assistance.

**E-7.** University Resources/Violence Prevention Program, (208) 885-2956, Monday-Friday 8:00-5:00 pm.
The Violence Prevention Program is housed in the office of the Dean of Students. Staff provides onsite support and assistance to anyone who reports a sexual assault. Services are also available for friends and family who may also be affected by these violations. Services include; working collaboratively to inform the student of available options, resources and referrals. Staff works closely with university judicial affairs to determine if the report violates the student code of conduct (FSH 2300). Violence Prevention Program staff also provide education and training for the campus and community regarding issues of sexual assault.

**E-8.** Educational Programs/Brotherhood Empowerment Against Rape/BEAR, (208) 885-2095, Monday-Friday 8:00-5:00 pm.

The Violence Prevention Program oversees the BEAR peer education group that provides assistance and educational programming to students about sexual assault and gendered violence.

**E-9.** Women’s and Children’s Alliance, Boise 24 hour Hotline (208) 345-7273.

Since 1980, the Women’s & Children’s Alliance (WCA) has been in the forefront of providing services to women and their children escaping violent circumstances. Since that time, the WCA’s crisis program has evolved into one of the most vital, unduplicated, comprehensive programs in our community and region. The Women’s and Children’s Alliance is proud to be a community leader in providing critically needed services to women and children victimized by domestic and sexual violence and was recently approved as a specialty substance abuse provider for pregnant and parenting women and women with children.

**E-10.** Coeur d’Alene Women’s Center Rape Crisis Line, Coeur d’Alene, (208) 661-2522.

The Women’s Center provides 24-hour crisis intervention to people in need due to domestic or sexual violence. The Women’s Center has been assisting families in crisis as a result of violence since 1977. It is a non-profit agency with services provided free of charge. The Women’s Center is victim advocacy-based and maintains confidentiality for its clients.

**E-11.** Rape Response & Crime Victim Center, Idaho Falls, (208) 525-1831.

The Rape Response & Crime Victim Center has been serving victims since January 1979. The purpose of this program is to aid crime victims by using self-help techniques taught to victims by trained advocates, and making our community a safer place.

**F. Survivor Academic and Living Arrangements.**

**F-1. Academic Changes.** The Violence Prevention Program will assist the survivor of an alleged sexual assault in changing classes if the alleged offender is also in that class. The alleged offender may be moved due to a criminal report or a no contact order being issued through a law enforcement agency or the courts. With the survivor’s permission, the Violence Prevention Program will inform the faculty and instructors of the need for additional assistance or resources.
F-2. Living Changes. The Violence Prevention Program will work with Residence Life or the Greek advisor to accommodate a living change, including requesting refunds or reducing additional fees.

G. Procedures for Disciplinary Action for Alleged Sexual Assault.

G-1. The student judicial system is described in FSH 2400. Disciplinary hearings and procedures are set forth in FSH 2200 Section IV. Both the accused party and the survivor will be allowed to choose one person to accompany them throughout the University Judicial Council process, including the hearing, as a support person. This regulation is in addition to both students’ rights to legal representation in this process.

G-2. Both the survivor and accused party will be informed of the outcome of the hearing. Such disclosure is mandated by 20 U.S.C. 1092(f)(8), and does not violate privacy rules associated with the Family Educational Rights and Privacy Act.

H. Sanctions regarding rape, acquaintance rape or other forcible or non-forcible sex offenses. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for even a first offense.

I. Registered Sex Offenders. In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the University of Idaho, Emergency and Security Department has provided a link to the Idaho State Police website at http://www.isp.idaho.gov/spr_id/ for Registered Sex Offenders through the University’s Security website, http://www.uidaho.edu/security/sexualassault/awareness. The Registered Sex Offender information, and the maintenance of that information, is the responsibility of the Idaho State Police.

The University notifies the campus community annually in the Policies and Information of Interest to Students handbook and Information for Employees Relative to Campus Security and Substance Abuse of the location of the registry.
University of Idaho

POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/9]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion □ Emergency
Minor Amendment □
Chapter & Title: ________________________________

Minor Amendment □
Chapter & Title: 95.33 -- Reporting Incidents of Violent or Threatening Behavior

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Originator(s): Erin Agidius, 10/5/18
(Please see FSH 1460 C)
Name (If different than originator.)
Telephone & Email: 208-885-4285
Date

Policy Sponsor:
Name
Date

Telephone & Email:

Reviewed by General Counsel [ ] Yes [ ] No Name & Date: Jim Craig, 7/20/18

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Policy Coordinator
Appr. & Date: [Office Use Only]

FSH
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[Office Use Only]

Track # ________________
Date Rec.: ________________
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b/c ________________
web ________________
Register: ________________
(Office Use Only)
95.33 -- Reporting Incidents of Violent or Threatening Behavior

October 2018 February 2015

A. General. The University of Idaho is committed to providing a safe working, living and learning environment for its members and visitors. This commitment applies to all facilities and locations, including vehicles and field locations, where University business is conducted or services are provided. Individuals who are found to have engaged in violent or threatening behavior shall be held accountable under University policy, as well as local, state, and federal law. Violators will be referred to the appropriate disciplinary procedure as identified below. Violations of the law may also be referred for criminal or civil prosecution.

A-1. University Employees. Employees who engage in violent or threatening behavior will be subject to disciplinary action as governed by FSH 3910, 3920 or 3930.

A-2. University Students. Students who engage in violent or threatening behavior will be subject to disciplinary action as governed by the applicable article(s) of the Student Code of Conduct (FSH 2300). [ed. 12-10]

A-3. Campus Visitors. Campus visitors who engage in violent or threatening behavior will be removed or barred from University premises and may be subject to arrest and criminal prosecution.

B. Definition. Violent or threatening behavior is behavior that would cause a reasonable person to fear for his or her safety, or the safety of others. [rev. 2-15]

C. Procedures. All members of the University community benefit by helping to maintain a safe working, living, and learning environment. Anyone having information about a possible incident should report the information by contacting Campus Security’s 24/7 number: (208) 885-7054. Or, a report can be submitted using one of the Office of Public Safety and Security’s (OPSS) online forms, available at: http://www.uidaho.edu/public-safety-and-security/emergency-management/behavior. Retaliation against individuals who report incidents of violent or threatening behavior is strictly prohibited. The procedures below should be followed when reporting incidents of violent or threatening behavior at the University. [rev. 2-15]

C-1. Emergency or Life-Threatening Incidents.

i) All individuals at the Moscow or Coeur d’Alene campuses should call 911 at any time during the day or night for immediate assistance. Individuals at the Boise campus should dial 9-911, while individuals at the Idaho Falls campus should dial 8-911 for immediate assistance. [rev. 12-10, 2-15]

ii) After reporting the incident to the police, the incident should be reported to the appropriate University officials as identified in C-2 below.

C-2. All Other Incidents.

i) University Employees. Report the incident to the appropriate University official:
a) Contact your immediate supervisor first; if your supervisor is not available, contact the next level administrator; or

b) For incidents at a University outreach location, contact the center dean or manager; or

c) If none of the above are available, contact the Executive Director of Public Safety and Security, (208) 885-2254; or Campus Security’s 24/7 number: (208) 885-7054. [ed. 4-12, 2-15]

ii) University Students. Report the incident to the Dean of Students, (208) 885-6757.

iii) All Other Individuals. All other individuals should contact the Executive Director of Public Safety and Security, (208) 885-2254; or Campus Security’s 24/7 number: (208) 885-7054. [ed. 4-12, 2-15]

C-3. Reporting Incidents to the Executive Director of Public Safety and Security. Supervisors and the Dean of Students should report all incidents to the Executive Director of Public Safety and Security, (208) 885-2254, within 24 hours or on the first business day after the incident is reported. [ed. 4-12, 2-15]

C-4. Human Resources Contacted. The Executive Director of Public Safety and Security will subsequently contact the Executive Director of Human Resources if the incident involves an employee. [ed. 4-12, 2-15]

C-5. Reporting Sexual Harassment and/or Discrimination. Per FSH 3220, behavior that may constitute a violation of the University’s sexual harassment and/or discrimination policies (Reference FSH 3200, 3210, 3215, and 3220) should be reported immediately within 24 hours to the Office of Human Rights, Access and Inclusion Title IX Coordinator (unless the UI employee with knowledge of the incident is required by law to maintain the confidentiality of the disclosure, such as licensed medical professionals or counselors): (208) 885-4285. [ed. 7-10, 12-10, 4-12, 2-15, rev. 10-18]

D. Contact Information [add. 2-15]

The Office of Public Safety and Security
875 Perimeter Drive, MS 2281
Moscow, ID 83844
(208) 885-2254
Fax: (208) 885-7001