

**University of Idaho
2025 – 2026 Faculty Senate Agenda**

Meeting #06

Tuesday, September 23, 2025, at 3:30 pm
Zoom Only

- I. Call to Order
- II. Approval of Minutes (VOTE)
 - Minutes of the 2025-2026 Faculty Senate Meeting #5 (September 16, 2025)
Attach. #1
- III. Chair's Report
- IV. Provost's Report
- V. Invited Guest Presentations
- VI. Committee Voting Items and Reports
- VII. Other Policy Business
 - Interim approved policies. **Attach. #2**
- VIII. Other Announcements and Communications
- IX. New Concerns or Issues
- X. Adjournment

Attachments

- **Attach. #1** Minutes of the 2025-2026 Faculty Senate Meeting #5 (September 16, 2025)
- **Attach. #2** Interim approved policies

Attach #1**2025 – 2026 Faculty Senate – Pending Approval****Meeting # 5**

Tuesday, September 16, 2025, 3:30 pm – 5:00 pm

Zoom only

Present: Barannyk, Borrelli, Erickson, Hagen, Haltinner (vice chair), Harrison, Hu, Kenyon, Kolios, , Long, Maas, McKenna, Miller, Murphy (chair), Remy, Rinker, Roe, Sammarruca (faculty secretary, w/o vote), Shook, Strickland, Thorne, Tohaneanu, Vella, Victoravich

Absent: Ramirez, Rivera, Lawrence (provost, w/o vote)

Call to Order. Chair Murphy called the meeting to order at 3:30 pm.

Approval of Minutes (vote)

- The minutes of the 2025-2026 Faculty Senate Meeting #4 (September 9, 2025) were approved as distributed.

Chair's Report

- Strategic Plan Investment Grant info sessions are noon to 1 p.m. on Thursday, Sept. 18, [online](#), and 9-10 a.m. on Thursday, Sept. 25, [online](#). All employees with innovative ideas are encouraged to attend. Contact [Michele Bartlett](#) with any questions.

[At this point, the meeting experienced disruptions due to inappropriate language and behavior from unauthorized participants. Mary Stout successfully managed to remove them.]

- Program Health Review. Nominations for working groups are due on September 18.
- There have been significant changes in travel reimbursement policy over the summer. It appears that it was not run through the appropriate procedural change mechanisms. We're working on it. [A senator confirmed that, with the recent changes, the process for obtaining a reimbursement is lengthier and more complicated.] The Senate should have the opportunity to have input in this policy.
- The first UFM of AY 2025-26 is tomorrow at 2:30pm (PDT). Please attend if you can.
- As mentioned last week, there is a designated senate seat on the Benefits Committee. It's important to fill that spot so that the senate can participate in important conversations about health benefits. [Senator Debb Thorne volunteered.]
- The news reported a serious incident in Texas, where a faculty member was teaching a class on a particular topic, and a student stood up and started recording on their phone their interrogation of the professor on whether their lecture was legal. Individuals were fired. These are difficult times for all of us, especially for some of our colleagues who are at risk anytime they go into their classroom. Let's all look out for one another and support our colleagues as much as we can, and especially our junior colleagues.

There were no questions or comments.

Report from the Vice Provost for Faculty

- UFM tomorrow at 2:30 PDT.

- The September Faculty Gathering, hosted by the Provost's Office, will be held on Wednesday, September 17, 2025, from 4:30-6:30 PM, in the IRIC Building Atrium on the Moscow campus. We will celebrate our newly promoted and tenured colleagues.
- People are experiencing problems with the new Inclusive Access textbook vendor. Cami McClure is the person who makes the connections with the third-party vendors. Textbook support/Inclusive Access: <https://vandalstore.com/SiteText?id=96623>. She is having a bi-weekly meeting, starting tomorrow from 10 to 10:30, about textbooks and inclusive access. Vice Provost Kelly-Riley, Tim, and Kristen will get the information, but if anyone would like to participate, they should just email Vice Provost Kelly-Riley. Also, representatives from Vital Source, which is the inclusive access group, will be on the Moscow campus on October 1st and 2nd. Anyone who wishes to meet with them should let the vice provost know.

Discussion

There was a brief discussion on the earlier disruption and how Mary Stout was able to stop it.

Invited Guest Presentations

- Impact of Spread Pay on Summer Grant Funding – Diane Kelly-Riley, Vice Provost for Faculty. Diane Kelly-Riley received many questions from faculty who were concerned that the new system wasn't implemented correctly. She shared slides attached to these notes. The system has been implemented correctly, but it looks different. For an academic year faculty member, the salary agreement for 25-26 shows what and how the faculty member is paid. People were given the option to earn their salary either as standard pay (20 pay periods) or as deferred pay (26 pay periods). The first three slides in the presentation show the difference in payroll schedules from last year to this year. In short, the period of obligation for academic year faculty remains the same (39 weeks or 1560 hours), but the payroll is paid over 20 weeks. The next section addresses summer salary and grant salary rates, and how they are calculated from the institutional base salary using the obligation period. [The presentation slides are included with these minutes.] Additionally, the Deferred Pay website contains information and an FAQ about payroll changes:

<https://vandalsuidaho.sharepoint.com/sites/InsideUI-Vice-Provost-Faculty/SitePages/Deferred-Pay-Implementation.aspx>

Discussion

Some people believe that, if you're on deferred pay, your health benefit contributions are taken out only during the academic year. Is that correct? Also, if one is receiving an administrative stipend or a course buyout, is that also taken out only during the academic year?

The vice provost responded that, for people on deferred pay, benefits contributions are taken out over the 26 pay periods. People who are on standard pay have a higher amount taken out of their paychecks to pay for the benefits over the summer. With regard to administrative stipends, those can only be paid on the standard pay schedule. So someone can receive their base faculty salary as deferred pay, but have their administrative stipend paid to them over the academic year. Faculty who are earning additional compensation for teaching course overloads are just paid as they teach the classes, in addition to their base salary. The summer salary is calculated using the contract, or the obligation hours, which is 1,560 hours, or 39 weeks. The hourly rate for summer salary is derived from the institutional base salary (which includes any academic administrative stipend) divided by 1,560 to give the hourly rate for the summer, as well as the rates used for grant applications. The summer session is generally 13 weeks, but every 7 years we have a 14-week summer. While the obligation period for academic year faculty remains constant at 39 weeks, the payroll schedule pays out for a week longer. There was extensive communication to faculty and information on the web to clarify that those selecting standard

pay work 39 weeks and receive that pay over 40 weeks, and those selecting deferred pay also work 39 weeks, but are paid over 52 weeks.

There was an inquiry about the way benefits appeared on the first paycheck of last summer, which had 14 weeks. The vice provost will look into it.

The discussion moved to the hourly rate which PIs have to include in a proposal budget justification. In the past, there used to be a URL linking to a document that showed the 1,560 hours, but the senator could find only a document that showed 1600 hours. The Department of Energy needs a public-facing URL that shows a PI's hourly rate. The vice provost will communicate with Sarah Martonick about which documents are available.

Committee Voting Items and Reports

- Committee on Committees (vote)
 - Updated Standing Committee Roster – Kristin Haltinner, Chair of the Committee on Committees.
This is a living document, as changes can happen daily. The current roster is attached.
Vote: 18 yes; 2 no. Motion passes.

Other Policy Business

- APM 45.17 Fixed-Price Sponsored Projects – Arch Harner, Assistant VP for Research Administration.
The purpose of this change is to modify the section that restricts the university from having a residual fund balance greater than 10% of the total sponsored project price. By removing this restriction, the university can price fixed-price sponsored projects, when allowed by the sponsor, at a level the sponsor deems valuable. This may result in a residual balance exceeding 10%. If the sponsor is satisfied with the agreed-upon price, the university should be able to receive that amount, even if it leads to a residual balance greater than 10%. The changes to this APM are intended to align with a new approach of value-based pricing that would increase residuals while pricing at a level satisfactory to the sponsor.

Discussion

A senator was curious to hear more about the fixed-price model.

Arch responded with a specific scenario that drove this change. There are student educational activity agreements, where various industry sponsors will sponsor experiential learning opportunities for students. We have been pricing them low due to this policy. On the other hand, industry sponsors see these as great opportunities and are willing to pay more. So, we are changing this policy to remove this restriction. The faculty are expected to put together a budget and coordinate with their sponsor to determine what the sponsor's willing to pay. In response to the senator's follow-up, Arch confirmed that residual funds may also be generated because the faculty member is more efficient and, therefore, there is more money left over. As things are now, efficiency is "rewarded" by requiring additional paperwork from the faculty member to explain why there is money left over. The purpose of this policy should not be to drive inefficiency, but to promote value-based pricing and efficiency.

Other Announcements and Communications

- Committee Charges – Kristin Haltinner, Vice Chair of Faculty Senate.

This is an informational item. Kristin displayed a (not yet final) list of charges assigned to specific committees and went over a few of them.
There were no questions or comments.

New Concerns or Issues

In response to a senator's request to talk about the new website, Tim said that there may be a committee looking at a possible resolution of the website issues, because of the severely negative impact it's having on staff and faculty. We may see further action on that.

Executive Session

- I) Meeting logistics
 - a. Confirmation that only voting senate members and nominating committee members remain
 - b. Confirm meeting is confidential and not recorded
- II) Nominations for Faculty Secretary
 - A. Discussion on process
 - 1. Unfortunate not to receive materials ahead of time
 - 2. Concern about low number of candidates
 - a. Discussion about the fact that FSH does not permit clinical faculty to apply
 - b. Fear that the President will be concerned with few numbers of candidates
 - 3. Perception that there was a change in the position since the opening was posted
 - a. Chair confirmed that the position was not changed
 - 4. Concern was raised about the FSH position placing the buyout floor at 25%. Senators feel that it is not sufficient.
 - B. Discussion on candidate
 - 1. Senators spoke to the strength of the candidate
 - C. Motion to approve candidate: Maas, seconded Long
 - 1. Vote: 20/20 yes, 0/0 opposed

Adjournment

The meeting was adjourned at 4:54pm PDT (5:54 MT).

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate

Continuation of the minutes - presentation from Provost's report

Questions about updated payroll schedule

Diane Kelly-Riley, Vice Provost for Faculty

Faculty Senate

September 16, 2025

Question:

[Employee Dashboard](#) • Pay Stub Information

Pay Date: 09/12/2025	Pay Period: 08/17/2025 to 08/30/2025	Gross: \$5,509.60	Net: \$3,413.39	Fall 25 AY 2025-26
Pay Date: 05/09/2025	Pay Period: 04/13/2025 to 04/26/2025	Gross: \$5,523.20	Net: \$3,478.94	Spring 25 AY 2024-25

A faculty member was on standard pay in AY 25 and continued standard pay in AY 26.

Why is the gross salary less in Fall 2025 (Sept) compared to Spring 2025 (May)?

Answer (assuming a 1.0 FTE position):

- The U of I is on a bi-weekly pay schedule (80 hours per pay period)
- This results in 20 pay periods per AY (1600 hours)
- The AY payroll schedules (deferred & standard) were aligned and encompass 40 weeks (1600 hours)
- Standard pay is now paid in 20 full bi-weekly installments versus 19.5 installments
- Deferred pay is paid in 26 full bi-weekly installments
- The AY faculty obligation (contract period) remains 39 weeks of work (1560 hours)
- Either payroll election fully compensates the salary amount listed on the annual salary agreement and contract which is based on the 39 weeks of work in the AY

Answer (assuming a 1.0 FTE position):

- 39 weeks (1560 hours) is the obligation period and provides the true hourly rate of pay.
- 40 weeks (1600 hours) is the University's schedule for administering bi-weekly pay, so the rate of pay is slightly adjusted for the schedule.

ACADEMIC YEAR STANDARD PAY – GROSS PAYCHECK EXAMPLES

OLD PAYCHECK CALCULATION

$\$89,762.40 / 1560 = \57.54 / hourly pay
 $\$57.54 * 80 = \$4,603.20$ / bi-week pay
 $\$4,603.20 * 19.5 = \$89,762.40$ / annual pay

NEW PAYCHECK CALCULATION

$\$89,762.40 / 1600 = \56.1015 / hourly pay
 $\$56.1015 * 80 = \$4,488.12$ / bi-week pay
 $\$4,488.12 * 20 = \$89,762.40$ / annual pay

ACADEMIC YEAR DEFERRED PAY – GROSS PAYCHECK EXAMPLES

AUGUST to AUGUST

$\$89,762.40 / 20$ pays = $\$4,488.12$ (\$56.1015/hr) / non deferred per pay amount
 $\$89,762.40 / 26$ pays = $\$3,452.40$ / deferred pay – new per pay amount

$\$4,488.12 - \$3,452.40 = \$1,035.72$ amount to be deferred to cover the 6 pays
 $\$1,035.72 * 20$ pays = $\$20,714.40$ / total set aside for 6 pays

$\$20,714.40 / 6$ pays = $\$3,452.40$ deferred amount to be paid over 6 pays

$\$3,452.40 * 26 = \$89,762.40$ / annual pay
 $\$4,488.12 * 20 = \$89,762.40$ / annual pay

About summer salary and grant salary rates

- Summer salary and grant rates are calculated using the obligation (contract) hours
- The **Institutional Base Salary** is divided by 1560 hours

Academic Year GROSS example

$$\text{\$89,762.40} / 1560 = \text{\$57.54} / \text{hr}$$

- The institutional base salary is the annual salary plus any additional stipend that lasts longer than 6 months.
- Summer contract periods remain the same-13 weeks (520 hours) with a 14-week (560) summer every seven years.
- **NOTE:** The AY obligation period is 39 weeks, while the payroll schedule is 40 weeks. There will always be overlap with the payroll schedule but not the obligation periods.

Notice about the change in payroll schedule

- On the 2025-26 salary agreements:

FULLTIME, ACADEMIC YEAR PAYROLL SELECTION (not applicable for less than 1.0 FTE AY appointments or FY appointments).

- Choose one: ☐ I request standard pay ☐ I request deferred pay

[Standard pay]

I hereby request Standard Pay--payment of my salary on regular paydays over the term of my 9-month academic year contract*.

I acknowledge that I have had the opportunity to review the [pay options available to me](#). I hereby agree (1) that the University will disburse my salary to me over the term of my work contract, which is less than 12 months in duration; and (2) that this is an irrevocable election for the upcoming contract period.

*NOTE: the contracted work period is 39 weeks, but standard salary is allocated over a 40-week payroll schedule.

This agreement will apply to my employment contract for the academic year within the fiscal year 2026.

OR

[Deferred pay]

I hereby request Deferred Pay and authorize that my salary applicable to my 9-month (academic year)* appointment be made to me in equal bi-weekly installments over the 12-month period following the start of the 2025-26 academic year. I acknowledge that I have had the opportunity to [review the pay options](#) available to me.

I agree to the following conditions:

1. This election will take effect with the first pay period for Academic Year 2026.
2. I must renew this authorization each year on my annual salary agreement to keep deferred pay as my payroll option.
3. Once I have made this election, the only change allowable is to revert to the standard pay schedule.
4. The basis for my bi-weekly salary payments will be 1/26th of the 9-month contract salary.
5. My payroll deductions will also be processed on the 12-month payroll schedule, spread equally over each of my bi-weekly paychecks.

*NOTE: the contracted work period is 39 weeks, but deferred salary is allocated over a 52-week payroll schedule.

More information?

- Email me at dkr@uidaho.edu
- Visit the Deferred Pay website:
- <https://vandalsuidaho.sharepoint.com/sites/InsideUI-Vice-Provost-Faculty/SitePages/Deferred-Pay-Implementation.aspx>



POLICY COVER SHEET

For instructions on policy creation and change, please see
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All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **APM 40.03 New and Major Renovation Building Policy**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator:

Raymond Pankopf, NCARB

Director, Architectural & Engineering Services

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Edith Pacillo 5/12/25

Comprehensive review? ☒ Yes ☐ No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Language clarified throughout as result of review required per the findings of an audit conducted by SBOE Internal Audit and Advisory Services regarding **University of Idaho Capital Project and Planning**, dated December 2023. Conversion to standard U of I policy template.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?

None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

APM 40.05, 40.06, 40.07, 40.08, 40.10, and 40.12

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

Immediately upon approval.

APM 40.03 – New and Major Renovation Building Policy

Owner:

- **Position:** Senior AVP Finance & Planning, Division of Finance & Administration
- **Email:** vpfinance@uidaho.edu

~~Created January 23, 2008~~

~~Preamble:~~ **Last updated:**

A. Purpose. The responsible use of all forms of energy and the good health of the University of Idaho and local communities are high priorities ~~of to~~ the University of Idaho, which is committed to environmental, economic, and social sustainability. This policy furthers these priorities by developing sustainable building standards for new buildings and major ~~building~~ renovation projects. Sustainable building standards will yield cost savings through reduced operating costs; help to provide a healthy and productive environment for students, faculty, staff, and visitors; and contribute to the University's goals of protecting, conserving, and enhancing the region's and State's environmental resources. ~~-For further information, contact Architectural and Engineering Services at 885-6246.~~

B. Scope. This policy applies to all new buildings **and major renovations** of existing buildings and facilities under the purview of the Regents, University of Idaho. This includes buildings and facilities located on the main campus of the university in Moscow, Idaho, as well as at all centers and locations statewide. This policy applies to all University divisions, departments, offices, and their contractors responsible for financing, planning, designing, developing, constructing, renovating, and managing University-owned facilities and buildings, regardless of location. Where other state agencies (e.g., Division of Public Works or Idaho State Building Authority) have responsibility for delivering the construction or **renovation** project, the

A.—University will strive to work with the agency in developing and delivering a project meeting the standards outlined above.

C. Definitions.

AC-1. LEED:—Leadership in Energy and Environmental Design developed by the U.S. Green Building Council. The LEED Green Building Rating System is the national benchmark for high performance green buildings. Current rating systems and resources can be found at <http://www.leedbuilding.org/>. U.S. Green Building Council.

D. B.—Policy.

BD-1. -General. -It is the policy of the University to finance, plan, design, construct, manage, **renovate**, and maintain its facilities in a sustainable fashion. -While construction of sustainable buildings potentially incurs additional **firstinitial** costs – both in terms of design fees and construction costs, - sustainable buildings have reduced operating costs. The University recognizes that investments in sustainable building usually have short payback periods and yield substantial savings over the life cycle of the completed facility.

BD-2. -Sustainable Building Standard. -Sstandard. All new construction and **major remodelsrenovations** (in excess of 50% of state replacement value) shall be certified as meeting or exceeding a **LEED** Silver ~~LEED~~ rating or equivalent according to the latest edition of the US Green Building Council's LEED rating system and accompanying Reference Guide. -Design and project management teams are encouraged to meet higher LEED rating levels such as Gold or Platinum. -Use of an alternative green building standard is allowed **as long as if** a clear rationale is provided as to why the alternative standard should be considered equivalent or superior to LEED Silver or Gold. ~~Particular emphasis should~~**Emphasis will** be placed on achieving ~~the~~ LEED points related to optimizing energy performance, advanced commissioning, and measurement and verification while advancing the mission of the building, the campus, and the University.

BD-3. Responsibility. ~~This policy applies to all university divisions, departments, offices and their contractors responsible for financing, planning, designing, developing, constructing, renovating and managing University-owned facilities and buildings, regardless of location. Where other state agencies (e.g., Division of Public Works or Idaho State Building Authority) have responsibility for delivering the construction or renovation project, the university will strive to work with the agency in developing and delivering a project meeting the standards outlined above.~~

B-4. Exemptions. -Buildings ~~whose for which the~~ primary use is ~~for~~ agricultural or machinery storage, animal shelters, and similar **functional and pragmatic** uses are exempt from this policy until a LEED rating system is designed suitable to these types of structures.

E. Contact Information

- **Position:** SAVP Finance & Planning, Division of Finance & Administration
- **Email:** vpfinance@uidaho.edu

F. Forms

G. Related Policies

G-1. All new buildings and major renovations of existing buildings and facilities projects shall comply with the requirements of Board of Regents Policy V.K. – Construction Projects.

G-2. University of Idaho policies related to Capital Planning and Design include:

- APM 40.05 Architectural & Engineering Services
- APM 40.06 Privately Funded Capital Projects
- APM 40.07 Facility Maintenance Endowment
- APM 40.08 Donated Services or Materials

Version History



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Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: APM 40.05 Architectural and Engineering Services

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator: Raymond Pankopf, NCARB
Director, Architectural & Engineering Services

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Edith Pacillo, 8/20/25

Comprehensive review? ☒ Yes ☐ No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Language clarified throughout as result of review required per the findings of an audit conducted by SBOE Internal Audit and Advisory Services regarding **University of Idaho Capital Project and Planning**, dated December 2023. Conversion to standard U of I policy template.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?
None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

APM 40.03, 40.05, 40.07, 40.08, 40.10, and 40.12

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
Immediately upon approval.

APM 40.05 - Architectural and Engineering Services

Owner:

- **Position:** Senior AVP Finance & Planning, Division of Finance & Administration
- **Email:** vpfinance@uidaho.edu

Last updated: ~~August 18, 2005~~[edit](#)

A. General. Architectural and Engineering Services (A&E Services) provides ~~to UI~~ the full range of architectural services related to the planning, programming, design, document production, cost estimation, bidding, and construction observation of capital projects, and maintenance, alteration, and repair projects. A&E Services is the department on campus that ~~provides Capital Planning functions,~~ contracts with technical ~~planning, design and engineering~~ consultants, bids, and manages construction contracts, coordinates with the State Division of Public Works for legislative appropriated design and construction efforts, ~~administers the Long-Range Campus Development Plan,~~ ~~provides Space Planning and Space Utilization services,~~ and maintains the historical archive of documents and operations manuals for all campus facilities. A&E Services is composed of the following sections:

~~Capital Planning and Budget~~

~~Campus Planning, including administration of the Long-Range Campus Development Plan (LRCDP)~~

Facility Design

CADD Center

Construction Management

~~Space Utilization and Planning~~

B. Process and Procedures.

~~B-1 Requests for Major Capital Projects. Requests for Capital Projects Annual Cycle.~~

Capital projects are those projects with a scope of approximately \$50,000 or greater. ~~The majority of~~Most of the capital projects underway within the design section are generated through the annual “call for projects” efforts coordinated by ~~hethe Department of~~ Capital Planning and Budget ~~Section of A&E Services~~. The net result of the annual call is a funded, prioritized list of design and construction efforts to be completed. ~~For further information,~~ ~~reference APM 40.03.~~

B-21. Requests for Minor Projects. Departmental requests for minor construction or renovation projects with a scope of approximately \$50,000 or less, should be first directed to Facilities Building Trades Small Works Project Center Manager, at (208)-885-90556246. The Facilities Building Trades Small Works Project Center Manager may determine that they are able to complete the departmental requirements with little or no involvement on the part of A&E Services. If, however, the Project Center Manager determines design and/or engineering expertise is needed, they will forward the request to A&E Services. [ed. 7-12]

B-2. Requests for Carpets and Window Treatment. [See 40.24 (B-7)].

B-33. Requests for Assistance in the Planning and Programming of Desired Projects. A&E Services works closely with those campus departments charged with the responsibility to plan and program new projects. The Capital Planning and Budget Section within A&E Services is the campus unit responsible for working with the SAVP of Budget Finance and Planning for regarding the development of the campus capital strategy and capital development plan. Departments wishing to determine funding strategies, and sources for their desired capital project efforts, should begin by contacting the Capital Planning and Budget Section of A&E Services at (208)-885-70446246.

i) Campus and Facility Planning. Campus and Facility Planning is the campus unit responsible for the planning and programming of capital development projects once a capital strategy is identified and accepted. [See 40.03].

ii) A&E Services Support. A&E Services supports the roles and missions of both Capital Planning & Budget and Campus & Facilities Planning as projects move through the processes associated with funding strategies, Regents approval and predesign phases by providing scope assessment, technical assessment, and cost estimating services.

B-4. Requests for Assistance with Space Planning, Utilization, and Assignment. A&E Services offers University units assistance with space planning, utilization, and assignment. The management, allocation, and assignment of University space resources is governed by the University of Idaho Space policy as defined in APM 40.10 –University Space. Units wishing to explore requests for additional space as a result of changing unit needs should begin by completing and submitting a University Space Request Form, found at <http://www.uidaho.edu/infrastructure/facilities/aes> or by contacting the University Space Planner with A&E Services at (208)-885-6246.

B-5. Requests for Carpets and Window Treatment. A&E Services works in collaboration with UI Facilities Services Building Trades to implement carpet replacement and window treatment installation should when funding be is available.; UI Facilities has limited funding

for carpet maintenance/replacement, but so most requests for new carpet installations and window treatment installations must be funded by the requesting unit. -Carpet requests and window treatment requests can be submitted to either A&E Services or the Facilities Building Trades Small Works Project Manager on a Project Initiation Form.

B-64. Requests for Reproduction of Blueprints, Large Format Photo

Copies Photocopies, Large Format Plots. The [A&E Services](#) CADD Center maintains and operates a blueprint machine, a large format engineering copier, large format document scanner and an ink-jet engineering plotter. Each of these pieces of equipment will handle up to a 30" x 42" [sized](#) original. Departments, faculty, staff, and students may have their documents and work reproduced by contacting the CADD Center [Supervisor Manager](#) at (208-) 885-72506246. There is a nominal fee, based upon the desired size of the product, which is intended to cover costs of paper, ink, toner, and maintenance. [\[See Print Charge List\]](#).

B-75. Requests for Computer Renderings and Models. The [A&E Services](#) CADD Center produces computer generated renderings and photographic models for presentation and marketing purposes of planned and proposed projects. Availability of this service is dependent upon the [work load workload](#) within the CADD Center which varies at any given time. Please contact the CADD Center at (208-) 885-7250 for information.

B-86. Requests for Building Reference Plans. The A&E Services [CADD Center](#) maintains a file of [floor by floor floor-by-floor](#) reference plans for each facility on campus. Please contact the CADD Center [Manager](#) at (208-) 885-72506246; for information.

B-97. Requests for Archive Information. A&E Services [CADD Center](#) maintains an archive vault of record drawing information, specifications, and operations and maintenance manuals for each facility on campus. Please contact the CADD Center [Manager](#) at (208-) 885-72506246 for information.

B-108. Requests for Campus Utility Maps. The [A&E Services](#) CADD Center works in conjunction with the Infrastructure Systems and Plant Engineering Section to maintain an accurate [data based database](#) of the campus roadway and utility infrastructure and systems. Please contact the CADD Center at (208-) 885-7250 for information.

C. [Reporting](#)

C-1. [Reporting of Concerns Regarding Contractor Disturbances, Interference, etc.](#) [A&E Services](#) is responsible for delivering the Capital Design and Construction Portfolio of projects in a manner which best integrates the construction activities into the university environment as seamlessly as possible with minimal impact [to on](#) the university's mission, values, and daily academic activities-. ~~Should If you have there be~~ any issues, questions, or

concerns with the ~~manner in which~~way any construction contractor is conducting operations while on campus, please notify the UI Construction Management Office at ~~(208-)~~885-72506246. A&E Services is especially interested in information regarding potential hazards to life safety, allegations of sexual harassment, and disruption of delivery of academic services.

C-2. Reporting of Changes in Space Use, Assignment, or Allocation. A & E Services is the unit charged with the responsibility to maintain a current, accurate database of all University Space, its functional use, assignment, and allocation. Units ~~which~~that reallocate or reassign space internally within the unit, or ~~which~~that negotiate a swap of space use and assignment with other units, or ~~which~~that are in position to relinquish space previously assigned to the unit, shall report all such changes in space use, assignment or allocation to the University Space Planner at ~~(208-)~~885-6246 for the purpose of maintaining and keeping current the accuracy of the database in accordance with the University of Idaho Space policy as defined in APM 40.10 ~~—University Space.~~

Version History



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: APM 40.10 University Space

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator: Raymond Pankopf, NCARB
Director, Architectural & Engineering Services

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Edith Pacillo, 8/20/25

Comprehensive review? ☒ Yes ☐ No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Language clarified throughout as result of review required per the findings of an audit conducted by SBOE Internal Audit and Advisory Services regarding **University of Idaho Capital Project and Planning**, dated December 2023. Conversion to standard U of I policy template.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?
None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

APM 40.03, 40.05, 40.07, 40.08, 40.10, and 40.12

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
Immediately upon approval.

APM 40.10 – University Space

Owner:

- **Position:** ~~Director, Facilities~~Senior AVP Finance & Planning, Division of Finance & Administration
- **Email:** ~~facilities~~vpfinance@uidaho.edu

Last updated: ~~March 22, 2017~~edit

A. Purpose. This policy governs the allocation of space ~~unit~~Units and subdivisions of the ~~university~~University. This includes how space is allocated in fulfillment of the strategic mission of the ~~university~~University, the process for request for space from the ~~unit~~Units, the process governing consideration of such space requests, the process for strategic reallocation, and the process for final resolution of space and institutional space needs.

B. Scope. This policy applies to all space, facilities and space within facilities under the purview of the Regents, University of Idaho, to include buildings and facilities located on the main campus of the ~~university~~University in Moscow, Idaho, as well as at all centers and locations ~~s~~State-wide. This policy applies to all ~~university~~University ~~unit~~Units seeking to occupy space at such facilities in fulfillment of their role and missions in accordance with the ~~university~~University's overall role, mission, and strategic objectives.

CA. Definitions.

AC-1. Unit: refers to primary management ~~unit~~Units within the ~~University of Idaho~~ (University), including recognized colleges, administrative ~~unit~~Units, and recognized University Centers located remotely from the main Moscow campus. ~~[rev. 3-17]~~

AC-2. President: refers to the President of the University of Idaho, or ~~his/her~~their designee, having final authority over space policies, procedures, and allocations at ~~university~~University sites statewide. ~~[add. 3-17]~~

AC-3. Space Advisory Council (SAC). The SAC is a group established with the goal of providing advisory input regarding the development and implementation of University of Idaho space related policies and processes and to serve as an impartial reviewer for resolution of space issues not resolved through the routine policies and processes. SAC membership will be determined by the President and will normally include representative stakeholders from entities such as Executive leadership, Staff Council, Faculty Senate, ASUI, and Facilities. ~~[add. 3-17]~~

DB. Policy.

DB-1. Policy Statement. All University owned or operated buildings, space, and land, regardless of fund source or location, or use by a particular Unit, are assets of the University as a whole, and are subject to assignment or reassignment to meet the overall needs and best interest of the University. Long-range planning for optimum use of these valuable University assets is a continuing process. Policies and procedures that guide space assignment and reassignment are the responsibility of the President. Unless otherwise specified by the President, space assigned to a Unit may be reassigned by the Unit leader or reallocated within and among internal divisions or departments of the Unit to meet its goals and purposes, consistent with accreditation needs of the University and University space and facilities policies. Any reassignment of space between one Unit and another is subject to prior approval by the President and may necessitate input from the SAC. *[rev. 3-17]*

In the event University controlled space is inadequate or unavailable, University program space needs may be addressed through leasing property not owned or otherwise controlled by the University. All lease agreements must be signed by the Vice President for Infrastructure or designee, and where required, must be authorized by the Board of Regents for the University prior to execution. Prior to submission to the Vice President or Board of Regents, the University Real Estate Officer is assigned responsibility to review, process, and coordinate all University leasing activity and ensure adequacy of leasing terms and compliance with University policies. Proposals for leasing must be consistent with University program priorities and budgetary confirmation of the financially responsible party within the University, and shall be approved by the responsible Unit administrator (e.g. dean, appropriate VP) prior to initiation of lease negotiations by the Real Estate Officer. *[rev. 3-17]*

Assignment of campus space is documented and maintained by the Facilities department. Units are to notify Facilities when changing space allocation and/or room uses within the Unit and complete an annual space audit to confirm space allocation and room usage. *[add. 3-17]*

EC. Procedures.

EC-1. Requestings for Campus Space. Units desiring additional existing University space are to complete and submit a University Space Request Form, found at <http://www.uidaho.edu/infrastructure/facilities/aes>. *[ed. 3-17]* A&E Services offers university unit assistance with space planning, utilization, and assignment. The management, allocation, and assignment of university space resources is governed by the University of Idaho Space Policy as defined herein. Units wishing to explore requests for additional space as a result of changing unit needs should begin

by completing and submitting a University Space Request Form, found at <http://www.uidaho.edu/infrastructure/facilities/aes> or by contacting the University Space Planner within A&E Services at (208-)885-6246.

E-2. Reporting of Changes in Space Use, Assignment, or Allocation. A & E Services maintains a database of all University Space, its functional use, assignment and allocation. Units which reallocate or reassign space internally within the ~~unit~~Unit, or which negotiate a swap of space use and assignment with other ~~unit~~Units, or which are in position to relinquish space previously assigned to the ~~unit~~Unit, shall report all such changes in space use, assignment or allocation to the University Space Planner at (208-)885-6246 for the purpose of maintaining and keeping current the accuracy of the database.

F. Contact Information.

- **Position:** SAVP ~~Budget~~Finance & Planning, Division of Finance & Administration
- **Email:** vpfinance@uidaho.edu

G. Forms.

G-1. Space Request Form

Commented [RP1]: The Space Request Form is currently under revision.

H. Related Policies.

Version History



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Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1640.22 Campus Planning Advisory Committee**

Administrative Procedures Manual (APM)

☐ Addition x Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **APM 40.12 Sustainability Revolving Loan Fund**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Raymond Pankopf, NCARB
Director, Architectural & Engineering Services

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Edith Pacillo, 8/20/25

Comprehensive review? ☒ Yes ☐ No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Language clarified and added throughout as result of review required per the findings of an audit conducted by SBOE Internal Audit and Advisory Services regarding **University of Idaho Capital Project and Planning**, dated December 2023.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?
None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

APM 40.03, 40.05, 40.07, 40.08, 40.10, and 40.12

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
Immediately upon approval.

APM 40.12 – Sustainability Revolving Loan Fund

Owner:

- **Position:** Director, ~~Facilities~~Sustainability
- **Email:** ~~facilities~~uofi-sustainability@uidaho.edu

Last updated: ~~November 01, 2017~~March 31, 2025

A. ~~General Purpose.~~ The University of Idaho Sustainability Revolving Loan Fund (SRLF) funds innovative projects that reduce environmental impacts and provide economic benefits. The SRLF may fund energy conservation, renewable energy, waste and recycling and other sustainability projects that demonstrate sustainable design and that save money. Savings resulting from a SRLF funded project shall be used to repay the loan from the SRLF. The SRLF shall serve as a source of money from which loans may be made for projects; as repayments are made, the money is made available for additional projects.

The SRLF has several goals:

1. To foster sustainable design and environmentally sound technologies and practices at UI-owned facilities.
2. To reduce risk and budget shortfalls associated with rapidly rising energy, waste and other costs.
3. To educate and inspire UI students, staff and faculty about the cost-effectiveness of sustainable practices.
- ~~3-4.~~ To create opportunities to use our campus as a living laboratory for students studying sustainability issues.
- ~~4-5.~~ To serve as a role model to other state and national organizations in environmental and fiscal responsibility.
- ~~5-6.~~ To maintain itself financially into the foreseeable future without compromising—and supporting when possible—student, community and institutional initiatives for a ~~socially and environmentally just and~~ sustainable world.

B. Scope. Any university employee may apply for funding through the SRLF.

C. Definitions. ~~None.~~

DCB. Applicability Policy.

DC-1. Project types. Funded projects can be of any type as long as they advance the effort to increase the sustainability of University of Idaho operations, and are for uses consistent with permissible uses of public funds. ~~Several projects with different payoff periods and rates can be bundled in one proposal. This will enable projects with short-term payoffs to offset projects with long-term payoffs for an average that meets SRLF criteria. Funds can be used on new construction and renovation only to cover the cost difference between a code-compliant option and a high-performance option.~~

DC-2. Project durations. Projects need to be paid off in ~~10-5~~ years or less. ~~Several projects with different payoff periods and rates can be bundled in one proposal. This will enable projects with short-term payoffs to offset projects with long-term payoffs for an average that meets SRLF criteria. Funds can be used on new construction and renovation only to cover the cost difference between a code-compliant option and a high performance option.~~

EDG. Procedures.

EG-D-1. Allocation of savings. After receiving startup funding, the SRLF will be self-sustaining. The intent is to grow the SRLF over time using the cost savings accrued from sustainability projects. Many formulas for allocation of savings and repayment are possible and will be considered. Example formulas include the following:

a. 80% of estimated savings paid to SRLF until 120% of loan is covered, adjusted for inflation, ~~for projects with payback of 2 years or less.~~

b. 50% of estimated savings paid to SRLF until 150% of loan is covered, adjusted for inflation, ~~for projects with payback of >2 to 5 years.~~

To be funded, projects need to explicitly state the repayment formula and the budget(s) from which loan repayment is to be made as well as the mechanism for repayment.

Projects ~~s~~ providing shorter payback periods and higher repayment percentages will be prioritized.

EDG-2. Award decision making process.

a. SRLF project proposals shall be reviewed by the SRLF Board ("Board"), which shall make funding recommendations to the ~~Vice President for Infrastructure~~ University Sustainability Director. Board members ~~, other than ex-officio members,~~ shall be appointed by the ~~Vice President for Infrastructure~~ University Sustainability Director to ~~three year~~ three-year terms. The Board shall consist of the Sustainability Manager, the Associate Vice President for Operations, and one representative from each of the following entities on campus: Architectural and Engineering Services ~~facilities, ASUI, staff affairs,~~ students, and faculty.

~~The UISC Student Programs Coordinator shall be an ex officio board member with full voting privileges. The Sustainability Coordinator and the university Senior Budget Analyst shall be non-voting ex officio members. [rev. 7-16, ed. 11-17]~~

b. Board decisions will be made by majority vote, with a quorum present. Projects may only be funded in response to a request for proposals (RFP) issued by the Board. The Board shall issue an RFP at least once per year. The Board will determine which projects to recommend for funding based on the criteria in this policy and any additional criteria it establishes and includes in the RFP. The Board shall forward its recommendations for project funding to the ~~Vice President for Infrastructure~~University Sustainability Director or designee, who shall have final funding decision-making authority. ~~[ed. 11-17]~~

c. The ~~UI~~ Sustainability ~~Coordinator Manager~~ will be responsible for managing the issuance of the RFP, collecting proposals, staffing the Board, notifying applicants of award decisions, and otherwise providing administrative support to the Board.

EDC-3. Administration of SRLF. The SRLF will be administered by the ~~Assistant Vice President for Facilities Management~~University Sustainability Director, or designee, subject to the University's policies ~~and the general oversight of Vice President for Infrastructure.~~
~~[rev. 7-16]~~

FE. Contact Information. ~~The Office of Sustainability is the primary resource center for the policy and is available to answer specific questions.~~
~~<https://www.uidaho.edu/sustainability>~~

~~G. Forms. None.~~

~~H. Related Policies. None.~~

Version History



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Faculty Staff Handbook (FSH)

☐ Addition x Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1640.22 Campus Planning Advisory Committee**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator: Raymond Pankopf, NCARB
Director, Architectural & Engineering Services

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Edith Pacillo, 8/20/25

Comprehensive review? ☒ Yes ☐ No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

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3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

APM 40.03, 40.05, 40.07, 40.08, 40.10, and 40.12

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
Immediately upon approval.

FSH 1640.22

CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Faculty Senate, Space Advisory Council, and the president concerning campus planning, including such areas as the following:

- a.** To recommend projects that affect the campus environment and to review such projects that originate outside the committee.
- b.** To encourage optimal use of UI's human and physical resources in the planning of campus development.
- c.** To consider employee views concerning interrelationships between academic and support programs, and their environment.
- d.** To be concerned with both short-term and long-term projects and with their immediate and future implications.
- e.** To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

A-2. To present annually to the Faculty Senate and the president a report on the campus plan. Because of the responsibility of the Vice President for Finance and Administration for overseeing facility planning and maintenance [see 1420 B-1], this committee regularly reports to the president through that vice president.

B. STRUCTURE.

B-1. Six faculty members, two of whom are elected by Faculty Senate. The committee's chair will be selected from one of these six. The other members of the committee will include one student elected by ASUI, the DFA Senior Associate Vice President for Finance and Planning, the Associate Vice President for DFA Operations, the Vice President for Information Technology and CIO (or designee), one staff member, the Coordinator for Student Disability Services (or designee), and the Director of Architectural and Engineering Services (or designee) (ex-officio, non-voting).

B-2. University of Idaho Architectural & Engineering Service is the unit within the Office of Budget and Planning responsible for the development and maintenance of the university's Long Range Campus Development Plan (LRCDP), the university's capital strategy including

the university's annual request of the State of Idaho Permanent Building Fund (PBF), and the planning, design, and construction implementation of the university's capital project portfolio. Accordingly, the Director of Architectural and Engineering Services shall serve as an ex-officio advisory, non-voting member of the committee. The Director of Architectural and Engineering Services will regularly brief and advise the committee on current capital planning activities and issues, and work to incorporate input and feedback of the committee in the planning, design, and construction implementation of the university's capital project portfolio.