

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
APRIL 22 – 23, 2004**

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**SUBJECT**

Final decision on the Angel Ramos Appeal.

**APPLICABLE STATUTE, RULE, OR POLICY**

**33-3405. General powers of board.** The board of trustees of the Idaho School for the Deaf and the Blind shall have the following powers:

...

2. To employ a superintendent of the school, ... and to remove the superintendent or any other employee *for cause*. Idaho Code §33-3405(2) (emphasis added).

**BACKGROUND**

Gary Stivers, the Board's executive director, placed Dr. Ramos on administrative leave and initiated disciplinary action to terminate Dr. Ramos. Dr. Ramos contested this action and a contested case under the Idaho Administrative Procedures Act commenced. Charles F. McDevitt was appointed as a hearing officer to preside over the contested case trial. He has issued his recommendation.

**DISCUSSION**

The issue is now ready for the State Board of Education review and action.

**IMPACT**

N/A

**STAFF COMMENTS AND RECOMMENDATIONS**

Counsel for Dr. Ramos and counsel for the Executive Director will present oral argument to the Board outlining their respective positions with respect to this matter.

**BOARD ACTION**

A motion commensurate with the Board's determination, after considering the record and argument by counsel for Dr. Ramos and for the Executive Director, will be prepared by Administrative Counsel at the direction of the Board.

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TITLE 33  
EDUCATION  
CHAPTER 34  
IDAHO SCHOOL FOR THE DEAF AND THE BLIND

33-3405. GENERAL POWERS OF BOARD. The board of trustees of the Idaho School for the Deaf and the Blind shall have the following powers:

1. To adopt rules and regulations for its own government and that of the school;
2. To employ a superintendent of the school, and, with his advice, to appoint such assistants, instructors, specialists and other employees as are required for the operation of the school; to fix salaries and prescribe duties; and to remove the superintendent or any other employee for cause;
3. With the advice of the superintendent, to prescribe the course of study, the textbooks to be used, and for those pupils who complete the requirements for grade twelve (12), the time and standard of graduation;
4. To have at all times, general supervision and control of all property, real and personal, appertaining to the school, and to insure the same;
5. To employ architects or engineers in planning the construction, remodeling or repair of any building and, whenever no other agency is designated so to do, to let contracts for such construction, remodeling or repair and to supervise the work thereof;
6. To expend moneys appropriated, or otherwise placed to the credit of the school for the maintenance and operation thereof, and to account for the same as prescribed by law;
7. To provide for the conveyance of pupils to and from the school, the expense of such conveyance being a lawful use of the moneys available to the board of trustees.

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**SUBJECT**

President's Council Report.

**APPLICABLE STATUTE, RULE, OR POLICY**

N/A

**BACKGROUND**

Monthly report given by the President of the President's Council.

**DISCUSSION**

N/A

**IMPACT**

N/A

**STAFF COMMENTS AND RECOMMENDATIONS**

N/A

**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

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**SUBJECT**

North Idaho College Progress Report

**APPLICABLE STATUTE, RULE OR POLICY**

N/A

**BACKGROUND**

Periodically, the institutions of higher education in the State of Idaho are requested to provide a progress report to the members of the State Board of Education. It has been approximately two years since North Idaho College has supplied an overview of its status and accomplishments.

**DISCUSSION**

Dr. Michael Burke, Ph.D., President of North Idaho College, will be in attendance at the meeting and present a summary of the accomplishments and future goals of the college.

**IMPACT**

President Burke's presentation will provide the State Board members and others with current status information about North Idaho College.

**STAFF COMMENTS AND RECOMMENDATIONS**

No staff comments or recommendations are needed at this time.

**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

**NORTH IDAHO COLLEGE  
STRATEGIC PLAN AND PROGRESS REPORT  
To  
THE STATE BOARD OF EDUCATION**

PRESENTED BY  
MICHAEL BURKE, PH. D.  
President

April 22, 2004



## Background

North Idaho College is Idaho's oldest public community college, having been founded in 1933 as Coeur d'Alene Junior College. It began with a faculty of nine, held its classes on the third floor of the City Hall, and was financed entirely from public contributions. In July, 1939 the North Idaho Junior College District was formed encompassing most of Kootenai County. In 1960, the district incorporated the remaining areas of Kootenai County, bringing the district to its present size. Currently, the college has as its service area the five northern counties of Idaho<sup>1</sup>. The name of the college was changed to North Idaho College in 1971 in accordance with a law passed by the 41<sup>st</sup> Idaho Legislature.

Since 1950, North Idaho College has received unrestricted accreditation from the Northwest Association of Schools and Colleges. Additional approval and accreditation for specific programs have been granted by the following agencies: The National League of Nursing, the Idaho State Board of Nursing, and the Idaho State Department of Vocational Education.

Revenue for North Idaho College is derived primarily from annual legislative appropriations, property taxes from the local district, and student tuition and fees. The college also receives gifts, grants, and endowments for scholarships and development from many sources, both public and private, primarily through the North Idaho College Foundation.

## I. MISSION AND VISION

In 1998, the North Idaho College Strategic Planning Committee was charged to revisit the existing college plan and revise or reaffirm the college's mission and goals. Working with a planning consultant, the 22-member committee revised the college mission, wrote a college vision statement, and created a new set of value statements. In addition, the committee drafted a set of "key initiatives" for 1999-2003. These documents were subsequently reviewed by the campus at large and adopted by the North Idaho College Board of Trustees in 1999. The college's Vision Statement, as revised in 1999 and reaffirmed in 2004, reads:

*North Idaho College will be:*

- ◆ *A comprehensive community college, a regional leader in an integrated education system, and a catalyst for positive change.*
- ◆ *A student centered institution that embraces innovation and flexibility in response to community needs.*
- ◆ *The first choice of students seeking an accessible and affordable quality education.*
- ◆ *A caring, supportive learning community where the principles of equality are modeled and promoted*
- ◆ *An institution dedicated to scholarship, personal growth, and lifelong learning.*

Key to this Vision Statement is the acknowledgement of the college's role as a comprehensive community college, its regional service area of the five northern counties of Idaho, and its intent to remain a student-centered institution.

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<sup>1</sup> Boundary, Bonner, Kootenai, Shoshone, and Benewah Counties

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The college's recently re-affirmed Mission Statement reads:

*North Idaho College is committed to student success, teaching excellence, and lifelong learning. As a comprehensive community college, North Idaho College provides quality educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.*

While the emphasis upon student success, teaching excellence, and lifelong learning has not changed, the college community affirmed the institution's overall mission to improve the quality of life for its communities.

## **II. KEY INITIATIVES**

During the Strategic Planning process, the committee focused not on the universe of potential planning initiatives but upon the "critical few" initiatives that, when accomplished, would significantly change the college in a positive way. As the college now begins a new strategic plan cycle, the **six key initiatives** are shown below with the outcomes achieved under the 1999-2003 Strategic Plan:

### **1. INITIATIVE 1: PLANNING AND ASSESSMENT**

**Goal: Develop a systematic planning and assessment process to assure the accountability and on-going improvement of the college and its programs.**

#### **Accomplishments & Outcomes:**

- **Implement a departmental planning and assessment process that is integrated with Strategic Planning and Outcomes Assessment efforts and is annually evaluated.**

An annual department planning and assessment process was established in 1999. Ninety-nine percent of NIC's 80 departments completed departmental plans prior to budget building for the last three years. Ninety-nine percent of NIC's 80 departments assessed goals by completing the "Closing the Loop" report for the last two years.

- **Establish an institutional research capability that supports planning and evaluation activities.**

NIC's first Institutional Research Specialist was hired in 2000. A full array of routine and special reporting has been established by the Department of Planning, Assessment and Research in the last three years. Included are items such as the national IPEDS and state PSR reports, retention tracking, an economic impact study, student opinion surveys, alumni surveys, the PACE survey (personal assessment of college environment), and the 2003 Accreditation Self-Study Report

- **Tie together the planning and budget process.**

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The process of integrating NIC's planning and budgeting was established in 2000. Through the use of this process, 99% of NIC departments completed planning prior to budget building for the last three years.

- **Create a climate of planning that is respected throughout the college, that is well utilized, and that drives the college's decision-making and budget process.**

The department planning, assessment and budgeting processes are utilized through the college. Department plans, budget requests, and "Closing the Loop" reports are submitted on time, and verbal feedback from department heads indicates employee buy-in to the new processes.

**2. INITIATIVE 2: EDUCATIONAL PROGRAMS**

**Goal: Provide high-quality educational programs in response to a wide range of student and community needs.**

**Accomplishments & Outcomes:**

- **Develop and refine the college's core curriculum, expressed in terms of learning outcomes and integrate the identified general education abilities throughout the curriculum.**

Learning outcomes have been developed on the course, program, and degree level since 2001. General education abilities and course and program outcomes appear in 99% of course syllabi. General education abilities and all degree outcomes are published in the NIC catalog.

- **Expand the college' portfolio of applied technology programs to address current and emerging workforce needs.**

With the exception of a new A.A.S. Degree in Carpentry, the overall portfolio of applied technical programs has not significantly increased. The capacity of each program has been increased, and most programs have been enrolling students at their total capacity level or higher.

- **Enhance basic skill offerings and services to better prepare students to benefit from further higher education experiences.**

The adoption of the College Transition class in 2000 and the reintroduction of the College Reading class have enhanced basic skill offerings; the Peer Tutoring Program has continued to grow and now offers grants-in-aid for student tutors; alternative class times have been developed to reach more students.

- **Increase access to training opportunities and services for the incumbent workforce.**

The number of classes offered by NIC's Workforce Training program has increased over 20% and the client base of companies serviced by NIC Customized Training by 50%.

- **Expand Community Education programming in response to local community needs.**

Enrollments for 2001-2002 (fall, winter/spring, summer) increased with a total of 2,407 students enrolled in community education classes and 165 hostellers enrolled in Elderhostel programs. The "Finally Home" program graduated 38 students in the fourth quarter of 2002. NIC became a regional training partner

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with the Idaho Partners for Home Buyer Education, Inc. in the fall of 2002 and offers "Finally Home" classes at no fee for low-income families.

- **Enhance external learning opportunities and services that enrich our students, our employees, and our community.**

External learning opportunities have been provided to NIC students through internet courses, expanded night school offerings, the service learning program, the Popcorn Forums and diversity events; expanded learning opportunities have been provided to NIC staff members through tuition waivers, the Staff Personal Improvement Policy (PIP) Fund established in July 2001 and continued technology training.

- **Strengthen the college's academic transfer curricula to ensure that students are successful upon transfer to baccalaureate degree-granting colleges and universities.**

Degree requirements continue to be coordinated with sister institutions in Idaho and eastern Washington. Transfer statistics from the National Student Clearinghouse show that NIC students transferred to over 600 institutions annually.

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**3. INITIATIVE 3: TECHNOLOGY**

**Goal: Ensure effective educational and institutional information systems exist to support students and staff throughout the college service areas.**

**Accomplishments & Outcomes:**

- **Strengthen resources needed to provide computing and communications infrastructures that support the use of information technology.**

The college has invested more than \$430,000 to improve and extend the college's network to 100 mbps any-node-to-any-node service capable of handling high-speed data, voice, and video. NIC has added web-based admissions, registration, and payment processes. Distance Education delivers the entire A.S. and A.A. degree requirements online via internet courses. The campus website has grown with internet/intranet pages exceeding 7500. The website is accessed by more than 22,000 users per month, an increase of more than 57% from two years ago.

- **Optimize current resources including computer systems, system and application software, and telecommunications networks.**

Software is largely site-licensed and standards exist for both hardware and software. These are enforced via purchasing assistance and systems builds via the NIC Help Desk. Technical training is supplied monthly via hands-on trainings and documents available from the campus website. President's Cabinet is supplied with a major IT project list during the budget creation process. Approved projects are funded via the college's plant fund.

- **Establish plans, procedures, and schedules, complete with time-lines and budgets, to develop and maintain information systems.**

Management Team and Instructional Council have received project management presentations and materials outlining systematic approaches to technology application. A plan for creation of data warehousing abilities has been created and the Planning, Assessment and Research Office has created a website with NIC data conforming to the Common Data Set initiative. A technology planning process was conducted by an outside facilitator compiling the recommendations of two dozen faculty, staff, and administrators. The plan was accepted by President's Cabinet in 2002 and is currently being implemented. One of the major projects for the 2003-2004 year is the implementation of the new college-wide Datatel software system at a cost of over \$300,000.

- **Use information technology to enhance teaching and learning in order to improve the College's productivity, efficiency, and effectiveness.**

An Educational Technology Roundtable was formed in 2002 and is delivering a collaborative course for faculty. The Employee Training Facility moved into a remodeled space in Winton Hall. An Innovation Server for faculty was purchased in 2001 and some pilot video streaming projects were finished. A second video-streaming server was acquired in Spring 2003 and services and faculty access and services are now available. All student PCs are web-enabled including drop-in stations in the Student Union. The Residence Hall received access to the college network in 2002. The NIC Help Desk is available until 8 PM each night and on Saturday to support both onsite and online students. In addition, technology now enables NIC faculty to submit grades online and allows students to complete course evaluations online.

**4. INITIATIVE 4: EDUCATIONAL ACCESS**

**Goal: Use flexible delivery systems to provide students throughout the college service area with broad access to educational opportunities.**

**Accomplishments & Outcomes:**

- **Ensure that flexible programs and services exist to meet the College's educational goals.**

Since 1999 the College has worked diligently to streamline processes and to ensure flexibility in our program and course offerings. This flexibility is demonstrated by increased number of late start classes, increased classes after four o'clock in the afternoon, and a detailed analysis of class sizes which has led to increased capacities in many courses. The service aspect of the College has been enhanced through process modifications in advising, testing, and registration. The decentralization of the registration process has provided many students' easier access and better services.

- **Ensure that the needs of students and other constituents drive the adoption of distance education delivery systems.**

The greatest demands the College has experienced in the last few years in relationship to distance education has been in our internet delivery of classes. Within the last year North Idaho College has been successful in offering courses online that are needed to complete the distribution requirements for an Associate of Arts or an Associate of Science degree. Enrollment increases in Internet courses have shown a growth of over 30 percent on an annual basis since 2000. Past trends have indicated when Internet courses are offered they are some of the first classes to fill.

- **Ensure that adequate funding and support exist to maintain and upgrade distance education delivery systems.**

North Idaho College has been successful in providing teacher in-service and adequate equipment to expand our distance education delivery capabilities using the Internet. During the last two lean budget years, we have still been able to expand and provide distance education opportunities for students.

**5. INITIATIVE 5: INSTITUTIONAL GROWTH**

**Goal: Ensure that college programs and facilities meet the educational and training needs of a growing regional population and that this population is aware of the programs and services offered by the college.**

**Accomplishments & Outcomes:**

**Identify the educational and training needs of the College service area and develop informational and promotional campaigns to ensure that area residents are aware of the programs and services available through the College.**

In response to this goal, North Idaho College:

- Sent a survey to 280 businesses with 20 employees or more in the five northern counties asking what their educational and training needs are and for contact info. Response was received from approximately 40.
- Initiated the North Idaho College Workforce Education and Economic Development Advisory Group. Comprised of area business leaders and

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members of the campus community, the group meets regularly to review issues of common concern relative to workforce training.

- Conducted two surveys in Bonner County: a Sandpoint Center user satisfaction and educational needs survey, and a general community survey in late August 2003 at the Bonner County Fair. Survey results are being tabulated.
- Conducted focus groups in January 2003 with various student groups to gather information on how they made their college choice decision, what they liked about their NIC experience, what was the single most negative thing about NIC, who influenced them to make their decisions, etc.
- Developed new recruitment brochures for all 26 Professional/Technical programs.
- Started a Professional/Technical marketing committee.
- Started a general college marketing committee.
- Developed ongoing advertising campaigns to promote registration windows.
- Produced three TV commercial campaigns in the last 18 months that have aired on local stations.
- Consistently added new content to college website and promoted the web address.
- Increased participation in community events: NIC booth at Chamber Business After Hours Fair, Art on the Green, Bonner County Fair, Kellogg Days, etc.
- Conducted advertising campaign to promote new online HVACR program
- Developed and mailed an Annual Report to all households in Kootenai County (over 50,000 homes) along with an annual report from the NIC Foundation.

**Ensure that admissions, advising, and registration processes are user-friendly and accessible to all students, faculty and staff.**

Online registration was established in 2001 through NICOnline and the advising appointment process has been revamped: a new advisor position was added and more faculty have been utilized for summer advising. All full-time advisors are now assigned to each collegiate athletics team and assigned to all instructional departments and HS counselors. Additional staff has been added in Financial Aid to accommodate growth, and the Financial Aid processes have been streamlined. Security has been improved by remodeling the Financial Aid Office and the Registrar's Office. The first NIC Testing Center was opened in fall 2003 to accommodate Compass testing and special testing for students with disabilities.

**Maximize the development of the main Coeur d'Alene campus to take full advantage of the investment already made at this unique and beautiful location.**

In response to this goal, NIC has:

- Completed a 202-bed residence hall in 2001.
- Acquired University of Idaho property (formerly the University Academic Center) in 2002 for use as part-time faculty offices.
- Acquired LCSC building in 2003. This is the site of new Testing Center which opened Fall 2003.
- Acquired Robin Hood campground property for future college growth.
- Secured \$11.9 million funding for the Health and Sciences Building, 2003. Completion date for this 57,000 square foot building is Fall 2005.
- Acquired State Department of Lands property and offices for use by the Physical Plant.

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- Acquired property at the Workforce Training Center for program expansion and built a new wing onto the Workforce Training Center.
- Designed longhouse learning center.
- Remodeled offices and classrooms as necessary and maintained the Physical Plant for program operations and efficiency.
- Began a parking shuttle in collaboration with the City of Coeur d'Alene to relieve the parking problem on and near campus.
- Removed a baseball field so that an Allied Health Building could be located on the site.
- Finished a complete remodel and expansion of the Edminster Student Union Building.

**Secure additional campus sites in collaboration with educational and community partners, to ensure that College facilities meet the needs of a growing regional population and enhance the teaching and learning process.**

In response to this goal, NIC has:

- Coordinated efforts with the City of Coeur d'Alene and the University of Idaho to ensure that the Higher Education Corridor becomes a reality.
- Continued negotiations for the 11-acre mill site adjacent to college.
- Relocated ABE/GED to a larger downtown location to free up campus facilities and parking.
- Developed a Sandpoint Educational Center for students in the Sandpoint area.
- Began work with Shoshone county business leaders. An Educational Center in Shoshone County is presently under consideration.
- Worked with the City of Coeur d'Alene regarding use of their parking lots by NIC students using the parking shuttle.

**6. INITIATIVE 6: COLLABORATION/COMMUNITY**

**Goal: Form appropriate partnerships to meet the educational and training needs of the college service area.**

**Accomplishments & Outcomes:**

- Enlist the support of appropriate partners to complete the NICHE agreement. The North Idaho Consortium for Higher Education (NICHE) has evolved to its current physical location in the University of Idaho Harbor Center providing a broad array of counseling and testing services by two full-time advisors. NICHE has recently completed a major project resolving a long-standing goal of eliminating the financial penalty for enrolling in multiple post-secondary institutions operating in the Coeur d'Alene.

- **Collaborate with participating area school districts to ensure students transition effectively between secondary schools and higher education.**

Representatives of North Idaho College continue to meet regularly with the area high school counselors, principals, athletic directors, and superintendents to ensure we remain aware of difficulties students have in making the transition from high school to the community college. With our streamlined processes for testing, admissions, advising, and online registration, it appears that most barriers have been eliminated. Our participation in tech prep and dual enrollment has allowed students to make the transition to higher education while still enrolled in their high school.



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- **Ensure cooperative relationships exist between the College, local businesses, other educational entities, and community organizations throughout the service area.**

NIC President, Dr. Michael Burke, serves on the Holy Family Catholic School Board, the Task Force for Human Rights and the United Way Board; Vice President for Instruction, Dr. Jerry Gee, serves on the board for the Human Rights Education Institute; Vice President for Administration, Rolly Jurgens, serves on the Hospice board; Assistant Vice President for Planning, Assessment and Research, Kathy Christie, coordinates with fifty non-profit, community agencies who participate in NIC's Service Learning Program; and NIC Assistant Vice President for Instruction, Dr. Robert Ketchum, is on the board of the Inland Northwest Training and Education Center (INTEC) in Spokane, the board of Jobs Plus in Kootenai County, and the North Idaho Workforce Investment Board. NIC is also a partner in the regional One Stop with Idaho Job Service. These roles, combined with our active training programs for regional businesses assist in the building of cooperative relationships.

The expansion and marketing of NICHE has enabled North Idaho College to better serve students in this region through our relationship with Lewis Clark State College, the University of Idaho, and Idaho State University. The recent decision to prorate fees for students enrolled in more than one institution is a perfect example of this collaborative endeavor. The use of shared physical resources between the various institutions, including library resources and services, insures a sound utilization of facilities and provides students flexible alternatives for their educational experience.

In the spring of 2000, the NIC Sandpoint Center was launched based on a partnership agreement with the City of Sandpoint and Bonner County. From spring 2000 to spring 2003, there have been 119 courses offered in Sandpoint resulting in 1,564 enrollments.

NIC and all ten school districts are continuing the North Idaho Information Network (NIIN) agreement that has been in place for the last five years. Since there is a cost to the participating school districts, the continuance of the agreement during lean budget times shows that the NIIN Consortium is of benefit.

The Professional Technical Academy at Riverbend is an effective collaborative endeavor between the three school districts and North Idaho College to provide Professional Technical education on the secondary level

- **Strengthen the relationship between North Idaho College, the Coeur d'Alene Tribe, and other culturally diverse groups in the region.**

North Idaho College has successfully offered and expanded educational offerings located on the reservation of the Coeur d'Alene Tribe. Discussions continue on how North Idaho College can assist in meeting the educational needs of the tribal members. The College has been very successful the last few years in increasing the number of students from the tribe who attend classes on the campus. The Native American studies program has seen a growth since its conception. The Coeur d'Alene Tribe participated in the design of the long house learning center.

In addition, tuition waivers are now being offered to the Plateau Region (western Montana, southern Alberta and British Columbia, and eastern Washington) tribes. Other

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cultural diversity activities include the establishment of the Hispanic Council, and the hosting of the Pow Wow and the Cinco de Mayo celebration.

Presently, we are developing the **2004-2007 Strategic Plan**. We have also completed and published a Comprehensive Technology Plan for the college. The intent of both the comprehensive planning process and the assessment process is to provide a framework by which the college can grow and expand its offerings while maintaining excellence in its programs and services to students.

### **III. INSTRUCTIONAL ISSUES**

#### **1. Accreditation**

As part of our on-going accreditation process, North Idaho College completed its institutional self-study and formal re-accreditation process in April 2003. The Assistant Vice President for Planning and Assessment, Kathleen Christie, and faculty member, Marilyn Wudarcki, co-chaired the accreditation self-study process. This two-year project included extensive work on the part of an eight-member Executive Team, a 35-member Accreditation Steering Committee, and nine college teams made up of over 150 college employees.

At our exit interview, the Northwest Association of Colleges and Universities awarded NIC **six commendations**. These commendations were for:

##### **Community Involvement**

North Idaho College is commended for its commitment to, and success in, developing mutually beneficial partnerships to meet the education, cultural, and economic development needs of its service area. The institutional culture fosters an environment that supports and encourages involvement in the life of the community.

##### **Fundraising and Development**

The college is commended for a Foundation that provides innovative and considerable support in the areas of land acquisition, facilities, and equipment. This support allows the college to successfully meet its mission and goals, and prepare to meet future demands.

##### **Campus Climate**

The college is commended for fostering a campus culture that values and encourages a spirit of collaboration in providing programs, services, and sharing of resources to meet the college mission and goals.

##### **Learning Resources**

The college is commended for the high quality and effectiveness of the services, resources, planning, and innovative management structure of its Learning Resources Department in meeting institutional and educational program missions and goals.

##### **Student Success**

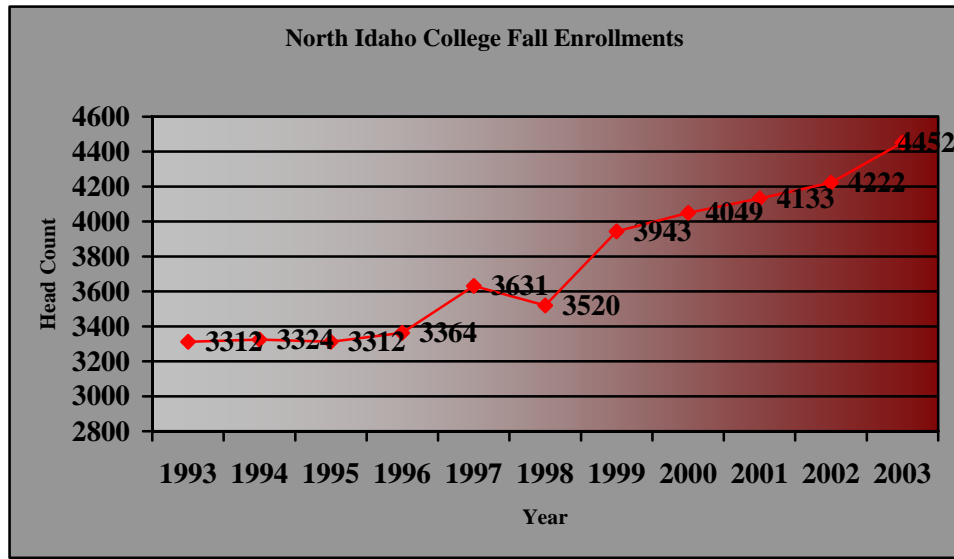
The college is commended for its faculty and staff commitment to, and support of, student advising, enrichment, and goal attainment.

##### **Leadership**

The college is commended for leadership in implementing a governance system that actively involves faculty, staff, and students in the decision-making processes.

## 2. Enrollment

North Idaho College has experienced significant enrollment growth in every facet of its endeavors in recent years. Growth in credit enrollment is illustrated in the chart below.



In addition to general credit enrollment, the following highlights detail the recent growth experienced by numerous programs at North Idaho College:

- From Fall 1998 to Fall 2003, total enrollment has increased from 3,520 students to 4,452 students, representing a 26% increase.
- For the same time period Professional-Technical FTE has increased 33% and Distance Education enrollments have increased 590%.
- During the 2002-2003 year, the Workforce Training Center in Post Falls produced 8,122 enrollments.
- The ABE/GED program served 1,202 students in 2003, with 532 GED degrees awarded.

Finally, it is anticipated North Idaho College will have a 3-5% overall increase in credit enrollments in Fall 2004.

## 3. Curriculum

The credit curriculum at North Idaho College is limited to the freshman and sophomore level courses that fully transfer to colleges and universities in the region. Additionally, the college offers pre-college level courses in reading, writing, and mathematics for students who need refresher work in basic skills before attempting college-level coursework.

The college curriculum has been expanded to provide students with options that reflect the changing fields of study. Several changes made by North Idaho College via its Curriculum Council are highlighted below:

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- a. In process are proposals for an Outdoor Recreation Vehicle repair program and Landscape Technology. Both programs are approved by our Curriculum Council and will be one-year professional technical programs.
  
- b. A two-day-a-week class schedule is under development at the Workforce Training Center where students can complete A.A. or A.S. degrees in that location while attending school two days a week.
  
- c. Internet enrollment has continued to grow. We currently are offering 95 sections of internet classes per semester.
  
- d. The ongoing program review process for all of our educational programs continues to assist us in identifying and developing new courses.
  
- e. We are collaborating with the other members of NICHE to use comprehensive needs assessment to identify educational programs necessary to meet the economic development needs of the region. The assessment will be completed in late summer of 2004.
  
- f. The college completed a comprehensive evaluation of course offerings compared to other community colleges to ensure we are providing the proper courses in various disciplines. The program review process continues to be a tool for curricular revisions across the disciplines.

As this list indicates, North Idaho College enrollment growth has driven significant changes to the college's curriculum as the college strives to provide relevant educational and job-specific training programs for its students.

**3. Research**

Not applicable.

## **IV. INFRASTRUCTURE ISSUES**

### **1. Personnel**

#### **a. Staffing**

First and foremost, North Idaho College prides itself on its student-centered approach, and that approach is predicated on a cadre of caring, talented faculty, staff, administrators, and board members. As of Fall, 2003, the college staff comprised:

- i. 144 full-time faculty
- ii. 136 adjunct/part-time faculty
- iii. 517 full and part-time classified staff
- iv. 119 full and part-time professional staff
- v. 5 vice presidents and assistant vice presidents

#### **b. Major Projects**

The college recently contracted with Public Sectors Personnel Consultants to perform a comprehensive review of our compensation system. The consultants reviewed and benchmarked all positions at North Idaho College as part of the study. In addition, all job descriptions were reviewed and updated.

The Human Resources Department began several new training initiatives in 2003-2004. First, a new Sexual Harassment Awareness and Prevention Training series was delivered to 750+ employees via departmental workshops. Secondly, a New Manager's series was developed and delivered to 30 new managers and supervisors on campus. Thirdly, the New Employee Orientation series was reformatted and now includes computer services training.

Finally, a comprehensive audit of I-9 compliance has resulted in 100% compliance to federal requirements.

### **2. Finance**

#### **a. Revenue**

At present the college receives funding from three primary sources:

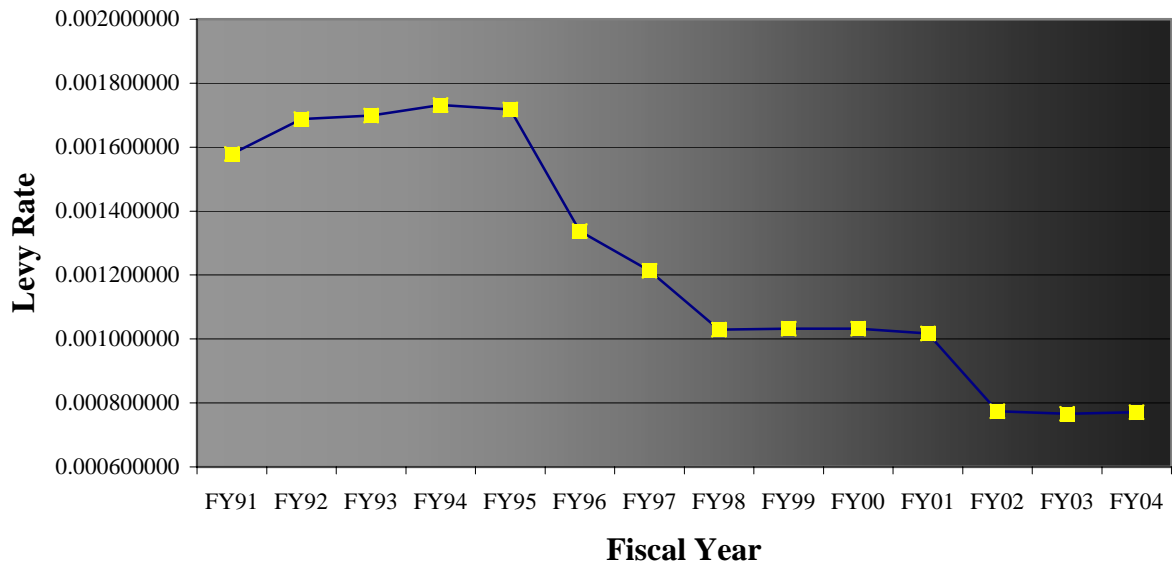
- The state, via an allocation from the legislature to community colleges that is split evenly between the College of Southern Idaho and North Idaho College. For FY04, this figure was \$13,366,111 or 48.7%.
- The students, via tuition and fees. For FY04, this figure was \$7,199,249 or 26.2%.
- County taxes and payments from local property tax and payments from other counties for students attending North Idaho College. In FY04, this figure was \$6,299,179 or 22.9%.

Of particular interest to local residents is the property tax levied by the college. As the chart below indicates, the college has consistently lowered its local levy rate since 1994. This has been made possible by the increased state allocation that has allowed NIC to replace local tax dollars with state funds.

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**North Idaho College Property Tax Levy Rate**



**b. Expenditures**

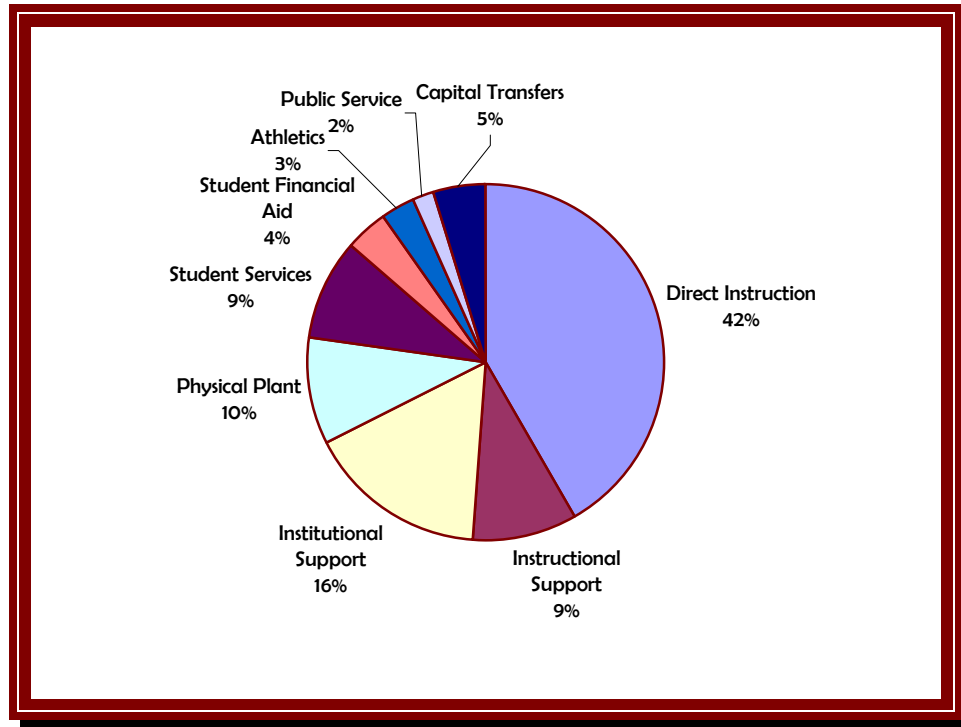
The college budget for FY03 was allocated in the following categories:

**NIC Expenditures for FY04**

Direct Instruction	\$11,474,276
Instructional Support	\$2,538,040
Institutional Support	\$4,486,132
Physical Plant	\$2,697,976
Student Services	\$2,539,987
Student Financial Aid	\$1,038,169
Athletics	\$826,265
Public Service	\$534,824
Capital Transfers	\$1,318,610
<b>Total</b>	<b>\$27,454,279</b>

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As should be expected, the bulk of funding is allocated to direct instruction and instructional support, as defined by NACUBO standards. It should be noted that the Board of Trustees reviews the expenditure trends to monitor how the total budget is allocated to best support student success and the college mission.

### 3. Grants and Contracts

The Office of Grant Coordination has been incorporated into the Office of Development under the leadership of the Director of Development and Executive Director of the Foundation, Rayelle Anderson. The intent is to more fully integrate the grant writing and grant development process into the larger fund development strategies of the college.

Presently, the college has an array of grants that support activities and services on campus, which, in all likelihood, would not be available otherwise. These grants include:

U.S. Department of Education

To support the Student Support Services/TRIO program for academic support services for low-income and “first generation” college students.

**\$677,575 awarded**

U.S. Department of Education

To support the Educational Opportunity Center/TRIO program, to assist low-income and “first generation” potential college students with information about entering college.

**\$404,000 awarded**

U.S. Department of Commerce – Economic Development Administration

To create and support interactive video conferencing at local public school sites.

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**\$990,000 awarded**

U.S. Department of Commerce – Rural Utility Service

To develop a distance education consortium between NIC and five regional hospitals for health care instruction.

**\$499,000 awarded**

Idaho Department of Health and Welfare

To establish a Foster Care certificate program (with Eastern Washington University).

**\$54,058 awarded**

National Science Foundation BRIN/INBRE program

To establish internships, scholarships, and faculty development programs for science students and instructors in support of biomedical research (with University of Idaho).

**\$30,000 awarded**

Verizon Foundation

To develop and deliver a multimedia presentation to inform potential students of professional-technical education opportunities at North Idaho College.

**\$7,500 awarded**

J.A. & Katheryn Albertson Foundation

For a Blended Early Childhood Education Teacher Certificate program.

**\$2,494 awarded**

#### 4. Facilities

With funding from the Department of Public Works, the campus completed a comprehensive Facilities Master Plan in 1999 that outlined the challenges facing the college, given its beautiful yet confined location on Lake Coeur d'Alene. Additionally, the plan addressed growth at the Workforce Training Center in Post Falls that is home to all of the college's non-credit training courses and the Professional-Technical Academy operated by a consortium of the three local school districts.

From this extensive Facilities Master Planning effort came the top priorities for North Idaho College for the immediate future:

a. Residence Hall

The construction of the \$5 million residence hall was completed in December, 2001 on the site of the old dormitory, razed in 1998. The 200-bed facility is fully funded by rental charges to the students. The hall begins its first full-year of operation Fall, 2002.

b. Health & Sciences Building

This \$11.9 million, 57,000 square foot facility is designed to house the college's exceptional Nursing program, our Health programs, and our burgeoning Life Sciences programs. It was approved last legislative session via the recent bonding program. The official groundbreaking is scheduled for March 31, 2004, and the building will be ready for classes in Fall 2005.



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c. Longhouse Learning Center

This facility, intended to honor the rich cultural history of the college site and to provide classroom and student space for our Native American Studies program, was designed by Johnpaul Jones of Seattle. His work in this field includes the Longhouse at Evergreen College, in Washington, and the Museum of the American Indian for the Smithsonian Museum, in Washington, D.C.

Related to the projected facilities planned on the campus are several issues that surfaced during and after the 1999 Facilities Master Planning process:

a. Parking

The lack of parking has been an historical problem for North Idaho College, now exacerbated by the recent student growth here in Coeur d'Alene. The City was routinely impacted by students forced to park in adjacent neighborhoods. To help resolve the parking issue, the City Council recently passed an ordinance that restricts parking in the neighborhoods adjacent to the college to residents only. To address this loss of parking for students, the college developed a collaborative "park and ride" shuttle service, using nearby parking lots loaned to NIC by the City of Coeur d'Alene.

b. Sandpoint Center and Shoshone Outreach Center

Given the need to find alternative sites for instruction, the college, the City of Sandpoint, and the Bonner County Commissioners entered into an agreement in 1999-2000 to create the Sandpoint Center of North Idaho College. This site currently houses college credit courses as well as the ABE/GED efforts in Bonner County. A 2002 community impact report on the Sandpoint Center showed that 1,251 students have enrolled in courses or programs. In Shoshone County, the college has moved its ABE/GED program into a newer and larger facility in Kellogg in order to accommodate student enrollment growth in the Silver Valley. In addition, the Vice President for Instruction, Dr. Jerry Gee, has had discussions with the Shoshone County officials regarding a facility for credit programs being established in that county.

c. NICHE

The Northern Idaho Center for Higher Education (NICHE) opened in Fall 2000 and presently allows potential students access to advisors for North Idaho College, the University of Idaho, Lewis-Clark State College, and Idaho State University. NICHE is located with the University of Idaho and Lewis-Clark State College at Harbor Center, to enhance collaborative efforts.

d. ABE/GED Program Moves Off Campus

To better serve students and to help address the lack of classroom and parking space on campus, the ABE/GED program moved its operation to downtown Coeur d'Alene to a 4,200 square foot facility in Summer 2002. Services will be more accessible and available to a greater number of potential ABE/GED students. An additional ABE/GED Center recently opened in Post Falls at the NIC Workforce Training Center.

e. Further Expansion

The recent occupation of the Harbor Center by the University of Idaho and Lewis-Clark State College has provided needed space for North Idaho College offices and programs. The Vice President for Instruction and the Distance Education Department moved to the former University of Idaho office spaces in the Molstead Library, and Disability Support

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Services and the TRIO grant staff moved to the former Lewis-Clark State College building in 2003.

Parenthetically, it should be noted that the FY02 and FY03 college budget included substantial funds for new technology to support the growth of the main campus. As part of our on-going Technology Plan, we have upgraded our capacity to serve off-site students (e.g. Sandpoint) and distance learners (e.g. Internet students).

**V.    ADVANCEMENT**

The North Idaho College Foundation, founded in 1977, is a separate 501(c)(3) non-profit organization governed by a volunteer Board of Directors comprised of civic-minded community leaders. The Foundation solicits, accepts, and manages gifts to benefit the academic mission of North Idaho College.

The mission of the Foundation is to encourage private support for the academic mission of North Idaho College. To this end, the foundation will:

- Create public awareness of and promote community pride in the college's educational programs and services;
- Provide scholarships to deserving students;
- Build an endowment to support both student and college needs in perpetuity;
- Partner with the college to develop the physical plant of the campus to meet the changing needs of students;
- Manage the assets of the Foundation prudently for the ultimate benefit of the college.

AS OF JUNE 30, 2000, THE ASSETS OF THE FOUNDATION WERE:

SCHOLARSHIP ENDOWMENT	\$4,443,621
GENERAL SCHOLARSHIP AND DESIGNATED FUNDS	\$289,663
UNRESTRICTED FUNDS	\$756,907
LAND, BUILDINGS, AND OTHER ASSETS	<u>\$2,114,937</u>
TOTAL	\$7,605,128

THE EFFORTS OF THE FOUNDATION TO SUPPORT NORTH IDAHO COLLEGE FALL INTO THREE MAIN CATEGORIES: SCHOLARSHIPS, FACILITIES, AND EMPLOYEE RECOGNITION AND SUPPORT. THE RECENT ACCOMPLISHMENTS IN THESE THREE AREAS ARE HIGHLIGHTED BELOW:

1. SCHOLARSHIPS FOR STUDENTS
  - A. SINCE THE INCORPORATION OF THE NORTH IDAHO COLLEGE FOUNDATION IN 1977, AN ESTIMATED \$2 MILLION HAS BEEN DISTRIBUTED THROUGH SCHOLARSHIPS. NEARLY \$1.5 MILLION OF THE \$2 MILLION TOTAL HAS BEEN GIVEN AWAY IN JUST THE PAST SIX YEARS.
  - B. OUT OF THE TOTAL NET ASSETS OF THE FOUNDATION, OVER 80% IS DESIGNATED AND MANAGED FOR SCHOLARSHIPS.

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- C. THROUGH THE FOUNDATION, \$340,622 IN SCHOLARSHIPS WAS AWARDED IN FY03 TO OVER 312 STUDENTS.
- 2. FACILITY NEEDS
  - A. THE MOLSTEAD LIBRARY/COMPUTER CENTER WAS CONSTRUCTED IN 1991, AND \$600,000 WAS PROVIDED BY THE NORTH IDAHO COLLEGE FOUNDATION.
  - B. IN 1992, THE FOUNDATION RAISED OVER \$15,000 TO HELP FURNISH AND REMODEL THE HISTORIC FT. SHERMAN OFFICERS' QUARTERS.
  - C. THE WORKFORCE TRAINING AND COMMUNITY EDUCATION CENTER WAS BUILT BY THE FOUNDATION IN 1994 AND RECENTLY EXPANDED TO PROVIDE THE COLLEGE WITH A FACILITY IT COULD LEASE AND UTILIZE TO FOSTER THE GROWTH OF THE VERY SUCCESSFUL COURSE OFFERINGS. WHEN THE DEBT ON THE BUILDING IS MET, THE FOUNDATION WILL OFFER THE FACILITY TO THE COLLEGE FOR \$1. THIS ASSET IS CURRENTLY VALUED AT OVER \$2 MILLION.
  - D. THE NORTH IDAHO COLLEGE CHILDREN'S CENTER WAS REMODELED AND EXPANDED IN 1998 TO BETTER MEET THE NEEDS OF NORTH IDAHO COLLEGE STUDENTS AND PROGRAMS WITH OVER \$430,000 IN FINANCIAL SUPPORT PROVIDED BY GIFTS RAISED BY THE FOUNDATION.
- 3. INVESTING IN EMPLOYEES
  - A. THROUGH THE NORTH IDAHO COLLEGE GRANTS PROGRAM, WHICH WAS ESTABLISHED IN 1994 TO ENCOURAGE OUTSTANDING INSTRUCTION AND SUPPORT SERVICES, 102 GRANTS HAVE BEEN FUNDED TOTALING \$517,698.
  - B. SINCE THE MID-1980'S, THE NORTH IDAHO COLLEGE FOUNDATION HAS FUNDED NEARLY \$70,000 IN EMPLOYEE SERVICE AWARDS.

## **VI. CONCLUDING REMARKS**

NORTH IDAHO COLLEGE HAS A LONG TRADITION OF ACADEMIC EXCELLENCE IN SUPPORT OF STUDENT SUCCESS. AT PRESENT, THE MOST SIGNIFICANT CHALLENGES TO THE INSTITUTION COME FROM THE GROWTH IT IS EXPERIENCING AS A CONSEQUENCE OF THAT EXCELLENCE, AND THE FINANCIAL CHALLENGES IT IS NOW FACING DUE TO THE STATEWIDE ECONOMIC RECESSION. THROUGH COMPREHENSIVE AND PERVASIVE PLANNING PROCESSES, THE COLLEGE HAS BEEN ABLE TO EXPAND ITS CAPACITY TO SERVE A GROWING STUDENT POPULATION.

IN ADDITION, IT HAS CHOSEN TO FIND NEW AVENUES, PRIMARILY THROUGH TECHNOLOGY, TO ENFRANCHISE STUDENTS WHO HAVE SIGNIFICANT BARRIERS TO ATTENDING COLLEGE. AS ECONOMIC CONDITIONS CONTINUE TO UNFOLD, NORTH IDAHO COLLEGE IS DETERMINED TO FIND WAYS TO MEET THE EDUCATIONAL NEEDS OF NORTH IDAHO WITHOUT COMPROMISING THE QUALITY OF OUR PROGRAMS AND SERVICES FOR A NEW GENERATION OF STUDENTS.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
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**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
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**SUBJECT**

Appointment of Mr. Larry Weeks to the Idaho State Library Board.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, Section IV.H.1.b.(1), and Idaho Code §33-2502.

**BACKGROUND**

Mr. Weeks is an incumbent member of the Idaho State Library Board.

**DISCUSSION**

Mr. Weeks is seeking reappointment to a second five-year term. The term would begin on July 1, 2004 and run through June 30, 2009. The State Library Board endorsed the reappointment of Larry Weeks as a member of the State Library Board at their meeting held on February 6, 2004.

**IMPACT**

Approval by the State Board of Education will allow Mr. Weeks to continue in his capacity as a State Library Board member.

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends reappointment of Mr. Weeks to the State Library Board.

**BOARD ACTION**

A motion to reappoint Mr. Larry Weeks to the Idaho State Library Board for a term beginning July 1, 2004 and ending June 30, 2009:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
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**Idaho State Board of Education**

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: IV. ORGANIZATION SPECIFIC POLICIES AND PROCEDURES**

Subsection: H. Idaho State Library

April 2002

**H. Idaho State Library**

The Idaho State Library provides, promotes, and delivers library services to people in Idaho.

1. State Library Board.

a. The State Library Board consists of the state superintendent of public instruction (or his or her designee), as an ex-officio member, and five (5) members appointed by the State Board of Education, each to a term of five (5) years.

b. Board Appointment Procedures:

(1) Incumbent Reappointment

In the event that the incumbent candidate is interested in reappointment, the State Library Board shall forward a recommendation to the Board, along with a letter of interest and statement of qualifications for the incumbent. The State Board of Education may choose to reappoint the incumbent without soliciting other candidates, thus completing the appointment procedures. If there is no incumbent seeking reappointment, or if the Board chooses not to reappoint an incumbent, the procedures are as outlined in item (2).

(2) Open Appointment

(a) The State Library Board, on behalf of the State Board of Education, will advertise the vacancy in appropriate state, regional or local publications. Such advertisements will solicit interested persons to apply for the vacant position on the Idaho State Library Board.

(b) Each applicant must provide a written statement expressing his or her interest in becoming a member of the State Library Board. Each applicant must also provide evidence of his or her qualifications, and must identify his or her primary residence.

(c) The State Library Board will review all applications for the vacant position and conduct interviews as deemed necessary. The purpose of this review is to eliminate from further consideration all but the most qualified applicants.

(d) The State Library Board will forward only the most highly qualified applicants, in order of preference, to the State Board of Education for consideration. The Board may provide for interviews of the applicants, or may make the appointment based on the recommendation of the State Library Board.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
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(3) The State Library Board, in making their recommendation, and the State Board of Education, in making the final appointment, shall consider geographical representation, interest, knowledge, experience, and willingness to advocate for the development and delivery of library and information services in Idaho.

2. Policies and Procedures.

The State Library Board elects its own officers and makes all necessary rules and regulations for the conduct of the public business entrusted to its care.

3. Budgetary and Other Matters.

The State Library Board, through its chief executive officer, submits an annual budget request to the State Board of Education on a schedule established by the executive director or his or her designee. Other matters that might involve the Idaho State Library are referred to in these Governing Policies and Procedures of the State Board of Education.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
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**BOARD DOCUMENT 04-23**

**B. MINUTES (EDITED) OF THE**

**C. IDAHO STATE LIBRARY BOARD MEETING  
February 6, 2004**

The Idaho State Library (ISL) Board meeting held in Boise was called to order at 9:05 a.m. on Friday, February 6, 2004. Participating were Larry Weeks, Chair; Pete Black, Vice Chair; Sara Staub, Secretary; Bruce Noble; Carolyn Mauer for State Superintendent of Public Instruction Marilyn Howard; and State Librarian Charles Bolles. Also attending were: Ann Joslin, Associate State Librarian; Rich Wilson, Associate State Librarian; Sue Walker, Public Services Supervisor; Cathy Poppino, Chair of the Library Services and Technology Act (LSTA) Advisory Council; and Stephanie Bailey-White, Public Information Officer, serving as recorder.

**I. Call to Order, Revisions to Agenda, Announcements**

Introductions were made. There was a revision to the agenda to add consideration of reappointing Larry Weeks to the Board under New Business.

**II. Approval of the Minutes**

**MSC Rognas/Staub** that the minutes of the October 10, 2003, State Library Board Meeting (Board Document 04-14) be approved correcting the typos noted by Staub.

**MSC Noble/Rognas** that the minutes of the November 14, 2003, State Library Board Meeting (Board Document 04-18) be approved as distributed.

**VIII. New Business.**

The Board discussed reappointing Larry Weeks to the Board.

**MSC Noble/Black** that the State Library Board endorse the reappointment of Larry Weeks as a member of the State Library Board for the term beginning July 1, 2004 and ending June 30, 2009.

**IX. Adjournment.**

The meeting adjourned at 12:30 p.m. The next Board meeting will be held via conference call on April 9. The Board will meet June 11 in Boise.



PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
APRIL 22-23, 2004

LARRY F. WEEKS  
Attorney at Law

2308 North Cole Road, Suite C  
Boise, Idaho 83704-7361

(208) 377-2721  
FAX (208) 323-6742

February 11, 2004

Dr. Charles A. Bolles  
State Librarian  
Idaho State Library  
325 W. State St.  
Boise, Idaho 83702

Dear Dr. Bolles:

As we discussed at our recent Library Board meeting, I would be pleased to serve another five year term as a Board member beginning July 1, 2004, if appointed by the Idaho Board of Education. As a Board member, I would like to continue to be involved in the improvements being implemented in the Talking Book Library as well as other activities with the Library.

Sincerely,



Larry F. Weeks

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
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Larry F. Weeks  
418 W. Elwood Drive  
Boise, ID 83706  
(208) 377-2721

RESUME

EDUCATION

J.D. University of Idaho College of Law. Member of Phi Alpha Delta Law Fraternity.  
B.A. University of Idaho. English major, History minor. Graduated Cum Laude. Member of Phi Beta Kappa.  
Numerous State Bar approved continuing legal education courses and seminars including: Mediator training; hearing officer training at National Judicial College in Reno, Nevada.

EXPERIENCE

Current:

Board member Idaho State Library Board.  
Board member Comprehensive Advocacy, Inc. (Co-Ad).  
Private attorney in general practice with emphasis on family law and estate planning.  
Contract hearing officer for Idaho Department of Health and Welfare assigned issues of Medicaid overpayments, rulemaking hearings and Division of Environmental Quality permit issues. Conducted approximately fifty contested case and rule promulgation hearings in the last ten years.  
Volunteer attorney for District IV Family Advocate Program representing Guardians Ad Litem in child protection cases.  
Volunteer narrator and reviewer for the Idaho Talking Books Program at the Idaho State Library.  
Attorney for the Lakewood No. 9 Homeowners Association, Inc.

Previous:

Board member Comprehensive Advocacy, Inc. (Co-Ad).  
Officer and board member of Lakewood No. 9 Homeowners Association, Inc.  
Deputy attorney general assigned to the Idaho Department of Employment. Primary legal responsibility for promulgation of statewide regulations implementing the Job Training Partnerships Act, represented the State in approximately one hundred Administrative Appeals before the Idaho Industrial Commission, briefed and argued approximately twenty Appeals before the Idaho Supreme Court.

Staff counsel to Idaho Public Employees Association. Represented Members in various grievance procedure matters. Drafted proposed legislation, appeared before legislative committees, advised corporate board of directors.  
Member Boise City Board of Adjustment. Reviewed requests for variances from city ordinances relating to land use.  
Member Board of Directors of the Idaho Public Employees Credit Union. Assisted in determining corporate policy for financial matters related to the credit union.  
Social worker with Idaho Department of Health and Welfare.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
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**INSTITUTION AGENDA  
EASTERN IDAHO TECHNICAL COLLEGE**

**SUBJECT**

Eastern Idaho Technical College (EITC) Advisory Council  
Appointment of New Members

**APPLICABLE STATUTE, RULE, OR POLICY**

Governing Policies and Procedures Section IV.I.1.c.(1) and Idaho Code §33-2212.

**BACKGROUND**

Consistent with Idaho Code 33-2212, the State Board for Professional-Technical Education may appoint an Eastern Idaho Technical College (EITC) Advisory Council consisting of not less than twelve (12) nor more than fifteen (15) persons. State Board of Education policy states that the EITC Advisory Council consists of the State Division of Professional-Technical Education Administrator and the EITC President as ex-officio members, and other members appointed by the State Board for Professional-Technical Education, each to a term of three years. A council member is eligible for reappointment to consecutive terms.

**DISCUSSION**

A slate of five (5) persons is presented by the current EITC Advisory Council to the State Board of Education in order to fill vacancies created January 1, 2004, by term completion of five (5) Advisory Council members. The EITC Advisory Council requests the State Board of Education reappoint the five (5) recommended persons, bringing the EITC Advisory Council membership to 15. The list of nominees is:

M. Reed Hansen	Reappointment
Franklin Just	Reappointment
Joseph Groberg	Reappointment
Dr. Fred Gunnerson	Reappointment
Russell Spain	Reappointment

Their terms will begin immediately upon State Board of Education ratification and continue through December 31, 2006.

**IMPACT**

Approval by the State Board of Education will allow M. Reed Hansen, Franklin Just, Joseph Groberg, Dr. Fred Gunnerson, and Russell Spain to continue in their capacity as a EITC Council members.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
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**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends approval of M. Reed Hansen, Franklin Just, Joseph Groberg, Dr. Fred Gunnerson, and Russell Spain to the Eastern Idaho Technical College Council.

**BOARD ACTION**

A motion to approve the reappointments of M. Reed Hansen, Franklin Just, Joseph Groberg, Dr. Fred Gunnerson, and Russell Spain to the EITC Advisory Council through December 31, 2006.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**  
**SECTION: IV. Organization Specific Polices and Procedures**  
**Subsection: I. Eastern Idaho Technical College October 2003**

**I. Eastern Idaho Technical College**

EITC is responsible for fostering and promoting Professional-Technical Education services in Region VI in Idaho under Idaho Code.

1. EITC Advisory Council

a. The EITC Advisory Council shall be appointed by the Board as provided for in Idaho Code §33-2212.

b. The EITC Advisory Council consists of the State Division of Professional-Technical Education Administrator and the EITC president as ex-officio members, and other members appointed by the Board, each to a term of three (3) years. An appointment to the EITC Advisory Council cannot be made until the nomination process has concluded.

c. Advisory Council Procedures:

(1) Incumbent Reappointment.

In the event that the incumbent candidate is interested in reappointment, the Advisory Council shall forward a recommendation to the Board, along with a letter of interest and statement of qualifications for the incumbent. The Board may choose to reappoint the incumbent without soliciting other candidates, thus completing the appointment procedures. If there is no incumbent seeking reappointment, or if the Board chooses not to reappoint an incumbent, the procedures are as outlined in item (2).

2. Open Appointment

a. The EITC Advisory Council, on behalf of the Board, will advertise the vacancy in regional newspapers. Such advertisement will solicit interested persons to apply for the vacant position on the EITC Advisory Council.

b. Each applicant must provide a written statement expressing his or her interest in becoming a member of the EITC Advisory Council. Each applicant must also provide evidence of his or her qualifications for the position and each applicant must identify his or her primary residence.

c. The EITC Advisory Council will review all applications for the vacant position and conduct interviews as deemed necessary. The purpose of the review of applications is to eliminate from further consideration all but the most qualified applicants.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
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TITLE 33  
EDUCATION  
CHAPTER 22

VOCATIONAL EDUCATION -- FEDERAL AID

33-2212. CREATION OF ADVISORY COUNCIL -- MEMBERS -- COMPENSATION. The state board for professional-technical education may appoint an advisory council consisting of not less than twelve (12) nor more than fifteen (15) persons to offer counsel and advice in the organization, establishment and conduct of the Eastern Idaho Technical College. Members of the council will serve without salary but shall be compensated as provided by section 59-509(b), Idaho Code. Members of said council shall be appointed from as nearly as is practicable the vocational area to be served by the Eastern Idaho Technical College as determined by the state board for professional-technical education.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
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**MEMORANDUM**

12 April 2004

**TO:** Frank Just  
Chair  
EITC Advisory Council

**FROM:** Fred S. Gunnerson, Ph.D.  
Director, Energy Efficiency & Technology  
INEEL

**SUBJECT: EITC ADVISORY COUNCIL**

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The purpose of this memo is to reconfirm my interest in serving another term on the EITC Advisory Council. I was pleased with the vote of confidence from the Council for my nomination.

Since 1995 I have worked closely with EITC senior administration and Council members in the planning and development of academic opportunities in Idaho Falls. As a member of the community with children of college age, I have vested interest in local education and a desire to see positive growth & development.

I am a Professor of Engineering with the University of Idaho, seconded since 1999 to the INEEL. I have approximately 24 years experience in university education and feel qualified to assist EITC in meeting its goals in support of the SBOE.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
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April 13, 2004

Bill Robertson  
Interim President  
Eastern Idaho Technical College  
1600 S. 25<sup>th</sup> E.  
Idaho Falls, ID 83404-5788

Dear President Robertson,

Per your request I am sending this letter to state that I am interested in, and willing to serve if reappointed to, the Eastern Idaho Technical College Advisory Council on which I have served for one term.

I am on the Idaho Falls city council and have been a representative to the Advisory Council from that city. I have served as an advisor to EITC's legal assistant program and am also on the Eastern Idaho Technical College Foundation board. I am a lawyer in Idaho Falls with degrees from BYU (BA-Economics); University of Chicago (JD-Law); and Dartmouth College (MALS-emphasis on post high school education).

Yours,

Joseph H. Groberg



**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
APRIL 22-23, 2004**

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April 13, 2004

Bill Robertson  
Interim President  
Eastern Idaho Technical College  
1600 S. 25<sup>th</sup> E.  
Idaho Falls, ID 83404-5788

Dear President Robertson,

I Respectfully request reappointment to the advisory committee of the EITC College. It has been one of the most rewarding positions that I have ever had.

I have served many years in public service positions. For ten years I served on the County Planning and Zoning Board being Chairman for two of those years. Then I served on the Idaho State Water Board for ten years again serving as Chairman for two. During my sixteen years as Representative in the Idaho Legislature I served on the Revenue Projections Interim Committee.

For years I taught a one day class in Idaho Government to fourth graders in local schools. What a delightful experience that was.

It would please me to serve another term on the EITC Committee.

Sincerely,

Reed Hansen

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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April 12, 2004

Bill Robertson  
Interim President  
Eastern Idaho Technical College  
1600 S. 25<sup>th</sup> E.  
Idaho Falls, ID 83404-5788

Dear President Robertson,

Please consider this a Letter of Interest for reappointment to the Eastern Idaho Technical College Advisory Council. Please forward this to the State Board of Education.

As you know, I have served on the EITC Advisory Council for the past 3 years. I believe that during that time the Advisory Council has accomplished a great deal on behalf of the college. There are some areas that still need to be completed and I would like to serve through those events. Most notable is the ground breaking and ribbon cutting for the new Health Education Building on the EITC campus. I look forward to seeing that project to completion. Continuing the partnership with the other institutions of higher learning in Idaho, whether full academic or professional-technical, is a crucial piece of the entire education structure in Idaho. I stand ready to support EITC in whatever role it may play in that ongoing partnership.

I stand ready to work with you and the rest of the Advisory Council members as we look toward the bright future of Eastern Idaho Technical College.

Sincerely,

Russell K. Spain, Director  
Area VI Agency on Aging

**STATEMENT OF QUALIFICATIONS**

**Russell K. Spain  
2792 Barnes Way  
Idaho Falls, ID 83401**

I have served on the Eastern Idaho Technical College Advisory Council for the past three years. I have a BS degree in Drama from Idaho State University, and have completed courses toward a Masters of Public Administration at the University of Idaho. I worked for 23 years in various capacities for Idaho Public Television, ending that career in 1997 as Community Services Director and Station Manager for KUID in Moscow. While in Moscow I was on the Advisory Council for the technical programs offered by Moscow High School. For the past seven years I have been the Director of the Area VI agency on Aging in Idaho Falls. The Area Agency is part of Eastern Idaho Special Services Agency, a Community Action Agency serving the nine counties of eastern Idaho. I am the only EITC Advisory Council member that represents area social service agencies who provide services to low income residents. My input as a representative of low income clients to the Advisory Council and the administration of EITC is very valuable to the mission of Eastern Idaho Technical College. I believe I am well qualified to continue as a member of the EITC Advisory Council.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
APRIL 22-23, 2004**

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April 13, 2004

Mr. William Robertson  
Interim President  
Eastern Idaho Technical College  
1600 S. 25th E.  
Idaho Falls, Idaho 83404-5788

Subject: Request for Reappointment to Eastern Idaho Technical College Advisory Council.

Dear Mr. Robertson:

My interest in continuing on the Advisory Council is to:

- Continue with and expand the cooperation between the University of Idaho, Idaho State University and Eastern Idaho Technical College in the sharing of buildings and staff while fulfilling the mission of EITC.
- Give consideration to where Eastern Idaho Technical College can help to meet the recommendations of the Governor's Blue Ribbon Committee's suggests.
- Encourage the continuation and expansion of outreach programs, such as the Practical Nursing Programs in Driggs, Salmon, and Arco. The expansion would be for implementation of not only this program but also other programs in other locations within EITC's nine county instruction area.

My Qualifications are the following:

- Have instructed courses for both the University of Idaho (Idaho Falls Campus) and the Idaho State University (Pocatello Campus).
- Attended two years of Engineering at Idaho State University and two years at the University of Idaho. I hold a masters degree from the University of Idaho, which was earned from class work taken at the Idaho Falls campus.
- Have served on the Eastern Idaho Technical Council since the origination of EITC, having served as chair a number of times.

I respectfully request reappointment to the Eastern Idaho Technical College Advisory Council. It is my honor and pleasure to serve the Idaho State Board of Education.

Sincerely,

Franklin Just

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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**INSTITUTION / AGENCY AGENDA**  
**BOISE STATE UNIVERSITY**

**REFERENCE**

On November 4, 2003 the State Board of Education approved the *Findings of Facts and Conclusions in the Matter of the Humanitarian Bowl Request for Alcohol Exception to the Board's Alcoholic Beverages Rule* which allowed the sale and consumption of alcoholic beverages in the corporate "tent city" located immediately north of Bronco Stadium during the 2004 Humanitarian Bowl football game.

**SUBJECT**

Boise State University requests Board approval to establish a secure area north of Bronco Stadium for the purpose of allowing local corporations the opportunity to entertain clients and guests for fall 2004 home football games.

**APPLICABLE STATUTE, RULE OR POLICY**

IDAPA 08, TITLE 01, CHAPTER 08 Miscellaneous Rules of the State Board of Education. Section 100. Possession, Consumption, and Sale of Alcoholic Beverages at Public Higher Education Institutions.

Consumption of alcohol is prohibited in general-use areas as defined in IDAPA 08.01.08.100.01.

**BACKGROUND**

In prior situations, the Board has granted exemptions to the rules under limited circumstances.

**DISCUSSION**

Boise State University seeks permission to set up a secure area north of Bronco Stadium for the purpose of allowing local corporations the opportunity to entertain clients and guests. Boise State Athletics is planning to construct a corporate tent village, which would allow groups to provide food and beverage (non alcoholic and alcoholic) to their guests during each Bronco home football game beginning with the 2004 season. Boise State University will provide the following control measures:

1. A secured area surrounded by a fence to control access to and from the area.
2. A color-coded wrist band or pass admission system that would identify attendees and invited guests.
3. Companies involved in the tent village would be sent a letter outlining the tent village/State of Idaho alcohol policy. The letter will state the minimum drinking age in Idaho is 21 and that at no time should they allow any underage drinking and/or the serving of alcohol to visibly intoxicated patrons.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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4. Two entry points manned by security personnel.
5. Security personnel located throughout the controlled area will be monitoring the alcohol wristband policy and patron behavior.
6. Security personnel will not allow patrons to exit the area with alcoholic beverages.
7. Corporations will be required to insure and indemnify the State of Idaho, the State Board of Education and Boise State University for a minimum of \$1,000,000 and to make sure that the proper permits and licenses are obtained.

**IMPACT**

The University earns commission revenues from the sale of food and beverages provided by Aramark, the University's food service provider. In addition, the University will earn lease revenues from the rental of corporate tents.

**STAFF COMMENTS AND RECOMMENDATIONS**

To be determined by the Board.

**BOARD ACTION**

A motion to approve the request by Boise State University to grant permission to establish a secure area north of Bronco Stadium for the purpose of allowing local corporations the opportunity to entertain clients and guests, including the sale and serving of alcoholic beverages at the fall 2004 home football games.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

AND

A motion to approve the Findings of Fact and Conclusions of Law to allow Boise State University to secure an area north of Bronco Stadium for the purpose of allowing local corporations the opportunity to entertain clients and guests, including the sale and serving of alcoholic beverages at the fall 2004 home football games.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
APRIL 22-23, 2004**

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**IDAPA 08  
TITLE 01  
CHAPTER 08**

**08.01.08 - MISCELLANEOUS RULES OF THE STATE BOARD OF EDUCATION**

**000. -- 099. (RESERVED).**

**100. POSSESSION, CONSUMPTION, AND SALE OF ALCOHOLIC BEVERAGES AT PUBLIC HIGHER EDUCATION INSTITUTIONS.**

Illegal possession or consumption of alcoholic beverages is prohibited in college or university-owned, leased, or operated facilities and on campus grounds. (7-1-93)

**01. General Use Areas.** Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas of college or university-owned buildings or grounds. (7-1-93)

**02. Sale.** Sale of alcoholic beverages is prohibited in college or university-owned, leased, or operated facilities and on campus grounds. (7-1-93)

**03. Sanctions.** Students who violate this policy will be subject to sanctions established by institutional administration. (7-1-93)

**04. Guests And Visitors.** Guests or visitors must observe these regulations while on campus or other college or university property. Non-compliance may subject a person to sanctions imposed by the college or university, as well as to the provisions of local and state law. (7-1-93)

**101. -- 999. (RESERVED).**

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA  
APRIL 22-23, 2004**

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BEFORE THE IDAHO STATE BOARD OF EDUCATION

In the Matter of Boise State University's )	
Request for Exception to Board's )	FINDINGS OF FACT
Alcoholic Beverages Rule )	AND CONCLUSIONS
_____ )	

WHEREAS, on the \_\_\_ day of April, 2004, the above referenced matter came before the Idaho State Board of Education, (hereafter "the Board"); and

WHEREAS, Boise State University has presented a proposal to allow the consumption and/or sale of alcoholic beverages in the grass field located north of Bronco Stadium on the Boise State University ("the University") campus during the 2004 Boise State University Football games, scheduled for the fall of 2004 (hereafter referred to as "proposal"); and

WHEREAS, a waiver of or exception to the Board's existing general rule (IDAPA 08.01.08.100) prohibiting the distribution of alcohol on University owned, leased or operated facilities is necessary for the Boise State University's proposal to be implemented; and

WHEREAS, the proposal and related documents are made a part of the record herein.



**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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NOW THEREFORE, after considering the proposal, including the testimony and written documents presented therewith, the Board adopts the following Findings of Fact and Conclusions:

**FINDINGS OF FACT**

1. Boise State University has conducted college football games at Bronco stadium on the University campus for a number of years.
2. Boise State University home football games provide a major economic benefit to the Boise community and Southern Idaho.
3. The proposal includes adequate safety and control measures including that the sponsors, not University personnel, will be responsible for distributing alcoholic beverages and for checking identification and ensuring underage drinking does not occur; for placing limitations on the access to the corporate tent area; Boise State University will see that the sponsors/providers will obtain required state and/or local permits; strict enforcement of alcohol-related laws; and the provision of adequate additional security to maintain crowd control.
4. The University supports the proposal, as it constitutes an economic benefit to the University and the community.
5. The agreements entered into between the University and the corporate sponsors will require the sponsors to purchase and provide proof of liability and property damage insurance in an amount to be negotiated, but in no case less than \$1,000,000.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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6. The agreements entered into between the University and the corporate sponsors will require the sponsors to indemnify and hold harmless the State of Idaho, the State Board of Education, the University, and their respective officers, agents, and employees from all demands, claims, suits, actions, or liabilities resulting from injuries or death of any persons or loss to any property, regardless of cause of such injury, death or loss, caused by or occurring as a result of corporate sponsor's use of the facility during the period the agreement is in force.
7. The University will negotiate and require such other contractual, safety, and control measures, as its President may deem advisable.

**CONCLUSIONS**

Having found as stated above, the Board concludes that a waiver and/or exception to its general rule (IDAPA 08.01.08.100) is appropriate, and hereby approves, on the conditions hereinabove stated, the proposal to permit the consumption and/or sale of alcohol at the Boise State University home football games only in the gated off, access restricted grass field located north of Bronco Stadium during the fall 2004.

APPROVED by the Board on the \_\_\_ day of April 2004.

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Blake Hall, President  
Idaho State Board of Education

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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**REFERENCE**

October 2, 2003      First Reading – Section I. J. Use of Institutional Facilities and Services

At the October 2003 Board meeting, the policy was tabled pending a review by the University Attorneys group. Following that input, the draft policy was referred to a committee of the Board for final revisions.

**SUBJECT**

Proposed amendment to the Governing Policies and Procedures – new Section I.J. – Use of Institutional Facilities and Services

**APPLICABLE STATUTE, RULE, OR POLICY**

IDAPA 08.01.08 – Miscellaneous Rules of the State Board of Education

**BACKGROUND**

Currently, the Board has in place an IDAPA rule that provides requirements relative to alcohol at public higher education institutions. Previous Boards have provided exceptions to the alcohol rules on a case-by-case basis for certain venues. The Board has approved a proposed change to the IDAPA rule that would allow waivers to the alcohol prohibition on campus grounds “as provided in the Board’s Governing Policies and Procedures.” This rule change is now on hold pending the Board’s decision on the policy language.

A working group of representatives from the universities and Board staff developed proposed changes to the Board’s Governing Policies and Procedures to provide the guidelines for such waivers.

The following principles have guided the development of this policy:

The use of alcohol in appropriate social settings is part of the culture in which we live. Allowing the institutions to manage the use of alcohol in appropriate social settings provides an opportunity to set an example of responsible use.

The best environment for the responsible service of alcoholic beverages is one in which the alcohol is offered in appropriately defined situations, in clearly identified and clearly marked areas, and where age identification is required. This management method provides for the best oversight and management and provides an opportunity for teaching socially responsible use of alcohol.

This policy focuses on requiring that the institutions develop a consistent set of guidelines for permitting alcohol use. This allows the institution the necessary flexibility when facilities are used to meet the needs of the local community, alumni, and visitors.

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
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**DISCUSSION**

After the October 2003 meeting, representatives of the Board, Board staff and the institutions discussed amending the proposed additional Section I. J. of the Idaho State Board of Education Governing Polices and Procedures relating to the alcohol policy at institutions of higher education.

**STAFF COMMENTS & RECOMMENDATIONS**

N/A

**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

**Idaho State Board of Education**

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES**

**SUBSECTION: J. Use of Institutional Facilities and Services**

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**J. Use of Institutional Facilities and Services**

**1. Use of Institutional Facilities and Services**

- a. Consistent with education's primary responsibilities of teaching, research, and public service, the institutions, under the governance of the State Board of Education and Board of Regents of the University of Idaho, have and will continue to provide facilities and services for educational purposes. Such services and facilities, when provided, should be related to the mission of the institution and not directly compete with services and facilities reasonably available from the private sector. The institutions' provision of services and facilities should be educationally related. In addition, the Board recognizes that the institutions have a role in assisting community and economic development in a manner that supports the activities of the private sector. To this end, cooperation with local, state, and federal agencies is encouraged.
- b. Priority and guidelines for use of institutional services and facilities is as follows:
  - (1) Institutionally sponsored programs and projects.
  - (2) Community programs or projects of an educational nature where the services or facilities provided by the institutions are directly related to the teaching, research, or service mission of the institution.
  - (3) Local, state, or federally sponsored programs and projects.
  - (4) The institutions will maintain a list of special events, services and facilities provided in those special events, the sponsor's name, the date of the use, and the approximate number of persons attending. This list will be available for public inspection. Individual institutional policies should be adopted in accordance with this general philosophy and policy statement of the Board. To this end, a coordinated effort between the public and private sector is encouraged.

**2. Possession, Consumption, and Sale of Alcohol Beverages at Institutional Facilities**

- a. Board Administrative Rules IDAPA 08.01.08 provides requirements relative to alcoholic beverages on campus grounds. Said rules generally prohibit the possession or consumption of alcoholic beverages in areas open to and most commonly used by the general public on campus

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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grounds. The rules authorize the Board to waive the prohibition pursuant to Board policies and procedures **[THE CURRENT RULE DOES NOT INCLUDE THIS PROVISION. THERE IS A PENDING RULE THAT WILL GO INTO EFFECT AT THE END OF THE 2005 LEGISLATIVE SESSION THAT INCLUDES THIS LANGUAGE]**. The chief executive officer of each institution, or his or her designee, may waive the prohibition against possession or consumption of alcoholic beverages only as permitted by and in compliance with this policy. The grant of any such waiver shall be determined by the chief executive officer (“CEO”) or designee only in compliance with this Policy and in accordance with the provision set forth herein, and not as a matter of right to any other person or party. In doing so, the CEO must ensure that the decisions to allow possession and consumption of alcoholic beverages are consistent with the proper image and the mission of the institution.

- b. Each institution shall maintain a policy providing for an institutional Alcohol Beverage Permit process. For purposes of this policy, the term “alcoholic beverage” shall include any beverage containing alcoholic liquor as defined in Idaho Code Section 23-105. Waiver of the prohibition against possession or consumption of alcoholic beverages shall be evidenced by issuance of an Alcohol Beverage Permit by the CEO of the institution. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting. An Alcohol Beverage Permit may only be issued to allow the sale or consumption of alcoholic beverages on public use areas of the campus grounds provided that all of the following minimum conditions shall be met. An institution may develop and apply additional, more restrictive, requirements for the issuance of an Alcohol Beverage Permit.
  - (1) An Alcohol Beverage Permit may be granted only for an Event. Each event shall be defined by the activity planned, the area or location in which the activity will take place and the period of time during which the activity will take place. The activity planned for the event must be consistent with the proper image and mission of the institution. The area or location in which the activity will take place must be defined with particularity, and must identify a restricted space or area suitable for properly controlling the possession and consumption of alcoholic beverages. The time period for the activity must be a single contiguous time period for a separate defined occurrence (such as a dinner, a conference, a reception, a concert, a sporting competition and the like). An extended series of events or a continuous activity with no pre-determined conclusion shall not be a permitted event.

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
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- (2) The serving of alcoholic beverages must be part of a planned food and beverage program for the permitted event, rather than a program serving alcoholic beverages only. Food must be available at the permitted event. Consumption of alcoholic beverages and food cannot be the sole purpose of a permitted event.
- (3) Non-alcoholic beverages must be as readily available as alcoholic beverages at the permitted event.
- (4) A permitted event must be one requiring paid admission through purchase of a ticket or through payment of a registration fee, or one where admission is by written, personal invitation. Events generally open to participation by the public without admission charges or without written personal invitation shall not be eligible for an Alcohol Beverage Permit. Only persons who have purchased a ticket or paid a registration fee for attendance at a permitted event or persons who have received a written invitation to a permitted event will be authorized to possess and consume alcoholic beverages at the permitted event.
- (5) Permitted events which are generally open to the public through purchase of a ticket (such as sporting events, concerts or other entertainment events) must set out a confined and defined area where alcoholic beverages may be possessed and consumed. For such events, the defined area where alcoholic beverages may be possessed and consumed shall be clearly marked as such, and shall be separated in a fashion that entry into the area and exit from the area can be controlled to ensure that only those authorized to enter the area do so and that no alcoholic beverages leave the area. Only those individuals lawfully attending the permitted event who are of lawful age to consume alcoholic beverages may be allowed into the defined area. For such events there shall be sufficient space outside of the area where alcoholic beverages may be possessed and consumed to accommodate the participating public who do not wish to be present where alcoholic beverages are being consumed.
- (6) NCAA or NAIA student athletic events occurring in college or university owned, leased or operated facilities, or anywhere on campus grounds, shall not be permitted events, nor shall a permitted event be allowed.
- (7) An Alcohol Beverage Permit for a permitted event to which attendance is limited to individuals who have received personal written invitation, or to those who have registered to participate in a particular conference (for example, a reception, a dinner, an

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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exclusive conference) may allow alcoholic beverages to be possessed and consumed by persons of lawful age throughout the area of the event, provided that the area of the event is fully enclosed, and provided further that the area of the event must be such that entry into the area and exit from the area can be controlled to ensure that only those authorized to enter the area do so and that no alcoholic beverages leave the area. Additionally, the area of the permitted event must not be open to access by the general public, or to access by persons other than those properly participating in the permitted event.

- (8) Application for an Alcohol Beverage Permit must be made by the organizers of the event. Such organizers must comply with all applicable laws of the State of Idaho and the local jurisdiction with respect to all aspects of the event, including the possession, sale and consumption of alcoholic beverages.
- (9) The Alcohol Beverage Permit, any required local catering permit, and applicable state or local alcoholic beverages permits shall be posted in a conspicuous place at the defined area where alcoholic beverages are authorized to be possessed and consumed.
- (10) The sale, service and consumption of alcoholic beverages at a permitted event shall be confined to the specific event, area or activity identified on the Alcohol Beverage Permit application. Any alcoholic beverages allowed at a permitted event shall be supplied through authorized contractors of the organizers (such as caterers hired by the organizers). In no event shall the institution supply or sell alcoholic beverages directly. In no event shall the general public, or any participants in a permitted event be allowed to bring alcoholic beverages into a permitted event, or leave the defined area where possession and consumption is allowed while in possession of an alcoholic beverage.
- (11) The person/group issued the Alcohol Beverage Permit and the contractors supplying the alcoholic beverages shall assume full responsibility to ensure that no one under the legal drinking age is supplied with any alcoholic beverage or allowed to consume any alcoholic beverage at the permitted event. Further, the person/group must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs of the institution, but in no case less than \$500,000 minimum coverage per occurrence. Such insurance must list the permitted person/group, the contractor, the institution, the State Board of Education and the State of Idaho as additional insureds, and the proof of insurance



**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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must be in the form a formal endorsement to the policy evidencing the coverage and the required additional insureds.

- (12) The Alcohol Beverage Permit shall set forth the time at which sale, service, possession and consumption of alcoholic beverages will be permitted, which times shall be strictly enforced. Service and sale of alcoholic beverages shall stop at a time in advance of the time of closure of the event sufficient to allow an orderly and temperate consumption of the balance of the alcoholic beverages then in possession of the participants of the event prior to closure of the event.
- (13) These guidelines shall apply to both institutional and non-institutional groups using institutional facilities.
- (c) For residential facilities, the CEO may allow the possession or consumption of alcoholic beverages by persons of legal drinking age within the living quarters of persons of legal drinking age. Possession and consumption of alcohol shall not be permitted in the general use areas of such residence facilities.

Need better definition of "living quarters" – not yet done
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**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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**INSTITUTION / AGENCY AGENDA**  
**BOISE STATE UNIVERSITY**

**SUBJECT**

Boise State University requests Board approval for the Allen Noble Hall of Fame to be designated as a venue appropriate for the service of alcohol.

**APPLICABLE STATUTE, RULE OR POLICY**

IDAPA 08, TITLE 01, CHAPTER 08 Miscellaneous Rules of the State Board of Education. Section 100. Possession, Consumption, and Sale of Alcoholic Beverages at Public Higher Education Institutions.

Consumption of alcohol is prohibited in general-use areas as defined in IDAPA 08.01.08.100.01.

**BACKGROUND**

In prior situations, the Board has granted exemptions to the rules under limited circumstances.

**DISCUSSION**

Boise State University seeks permission to utilize the Allen Noble Hall of Fame gallery area as a venue for private functions where alcohol may be served.

The gallery is located at the southwest corner of Bronco Stadium. It provides a quality socializing area intermixed with the display space for Boise State academic and athletic related memorabilia. Showcased within the gallery are the plaques of the Boise State Athletic Hall of Fame members, photos of Bronco Associates Endowment Donors, championship trophies and banners and other memorabilia that portray Bronco athletics throughout the years. This museum like atmosphere provides guests with a glimpse of the history of Boise State University. The Hall contains a catering kitchen for the social event aspects of the gallery along with outside decking overlooking Bronco Stadium and the Boise mountains. Square footage for the gallery is 13,400 with the display portion consisting of over 9,000 square feet.

The University wishes to use this area for non-student ticketed and invitation only events during which the University can host and entertain donors, visitors and other guests of the University. This area will only be available for the University and its departments and affiliated entities. The Hall with alcohol service will not be available for rented use to private entities.

The University will manage these functions in the same manner as hosted function in other approved areas. As such, the following guidelines will be met for all such functions:

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
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- a. The Hall will be secured to control access to and from the Hall.
- b. An identification method will be utilized to ensure that only the appropriate attendees and invited guests are served alcohol.
- c. At no time will there be any underage drinking or the serving of alcohol to visibly intoxicated persons.
- d. Entry points will be manned by security personnel.
- e. Security personnel will not allow patrons to exit the area with alcoholic beverages.
- f. The University will secure appropriate insurance to cover the University from liability from the service of alcohol.

**IMPACT**

The University, and specifically the President, hosts many functions and receptions for donors and special guests of the University. Having a venue on campus where alcohol can be served at such events be a benefit to the University

The University will ensure that all the requirements of the Board's current draft policies are met.

**STAFF COMMENTS AND RECOMMENDATIONS**

To be determined by the Board.

**BOARD ACTION**

A motion to approve the request by Boise State University to grant permission to designate the Allen Noble Hall of Fame as a venue where alcohol can be served for ticketed and invitation only functions approved by the University President.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

AND

A motion to approve the Findings of Fact and Conclusions of Law to allow Boise State University to secure an area north of Bronco Stadium for the purpose of allowing local corporations the opportunity to entertain clients and guests, including the sale and serving of alcoholic beverages at the fall 2004 home football games.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA**  
**APRIL 22-23, 2004**

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BEFORE THE IDAHO STATE BOARD OF EDUCATION

In the Matter of Boise State University's )	
Request for Exception to Board's )	FINDINGS OF FACT
Alcoholic Beverages Rule )	AND CONCLUSIONS
_____ )	

WHEREAS, on the \_\_\_ day of April, 2004, the above referenced matter came before the Idaho State Board of Education, (hereafter "the Board"); and

WHEREAS, Boise State University has presented a proposal to allow the consumption and/or sale of alcoholic beverages in the Allen Noble Hall of fame at certain University hosted functions (hereafter referred to as "proposal"); and

WHEREAS, a waiver of or exception to the Board's existing general rule (IDAPA 08.01.08.100) prohibiting the distribution of alcohol on University owned, leased or operated facilities is necessary for the Boise State University's proposal to be implemented; and

WHEREAS, the proposal and related documents are made a part of the record herein.

NOW THEREFORE, after considering the proposal, including the testimony and written documents presented therewith, the Board adopts the following Findings of Fact and Conclusions:

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS AGENDA  
APRIL 22-23, 2004**

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**I. FINDINGS OF FACT**

1. The proposal includes adequate safety and control measures, including the strict enforcement of alcohol-related laws and the provision of adequate additional security.
  
2. The University supports the proposal, as it constitutes a benefit to the University's operations and relations with donors, visitors and special guests of the University.
  
3. The University will secure the appropriate liability and property damage insurance to cover the University for the service of alcohol.

**II. CONCLUSIONS**

Having found as stated above, the Board concludes that a waiver and/or exception to its general rule (IDAPA 08.01.100) is appropriate, and hereby approves, on the conditions hereinabove stated, the proposal to permit the consumption and/or sale of alcohol at the Allen Noble Hall of Fame at Boise State University.

APPROVED by the Board on the \_\_\_ day of April 2004.

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Blake Hall, President  
Idaho State Board of Education