Dear Trustees,

September has been a busy and productive month as the NIC community became fully engaged in Fall classes, programs, services, and activities. Below are several college news items which will give you an idea of what’s happening.

NIC News and Events

Enrollment up 4.4 percent for Fall Semester 2008
The enrollment news is definitely positive. NIC posted a 4.4 percent increase in enrollment for Fall Semester 2008 with an increase of 206 students from last year’s enrollment of 4,650, bringing the total headcount this year to a record 4,856. Full-time equivalency (FTE) was up in all areas this Fall, showing that students are taking heavier class loads. Emulating the increase in total headcount, NIC’s total FTE figure was up 4.5 percent from 3,257 in the Fall of 2007 to 3,405 this year. NIC transfer programs were up 3.6 percent from 2,628 FTE last Fall to 2,723 FTE this year. Although the total headcount in professional-technical programs was down slightly, by five students, FTE in professional technical programs increased 3.9 percent from 436 to 453 this Fall. If we look at a 10 year trend our FTE enrollment is up significantly by 21.58% in FTE while headcount is up 45.06%. Enrollment growth is most likely a combination of new marketing strategies, increased efforts in recruiting and retention, and the downturn in the economy. The largest segment of growth was in the WINGS dual credit program. The total number of dual credit students was up 18.4 percent from 450 last Fall to 533 this year. NIC increased Internet offerings to meet demand and saw a 12 percent increase in registrations in Internet classes from 2,040 in the Fall of 2007 to 2,280 this Fall. Additional scholarships are another factor leading to a larger freshman class and better retention at NIC. A total of $470,000 was awarded through 116 scholarships, a record number of awards. Eric Murray will give a more detailed enrollment report to the NIC Board of Trustees at its next meeting, scheduled for 6 p.m. Wednesday, Sept. 24 in the Driftwood Bay Room of the SUB.

Master Plan
Jay, Rolly J., Judy, Bob Murray and I have started the process to update the facilities master plan that was completed in 1999. We consulted with the architectural and planning firm CTA to submit a proposal for updating the old plan that they had prepared. The architectural firm of KADD was recommended by CTA as a partner for the instructional planning process. We will review current and future program enrollments and plans and adjust the 1999 plan to describe facilities that are needed in the future based upon our instructional student services and administrative needs. The outreach centers, the Workforce Training Center, and our proposed addition of the mill site and prairie property will be considered in our planning process. I will contract with KADD and CTA for these services soon, and we are looking at early Spring as a completion date for the Facilities Master Plan.
Athletics
The NIC Athletics Department continues to experience academic success for all of their inter-
collegiate athletic programs, earning an overall cumulative GPA of 2.81, which exceeds the 2.66
average cumulative GPA of all NIC full-time students. This marks the fourth consecutive year
that the athletic programs have accomplished this feat. In addition, three programs earned
NJCAA Academic All-American status by achieving a team GPA of 3.0 or higher. Men's Golf,
Volleyball and Women's Basketball earned the honor this year, and this marks the fourth
consecutive honor for the Women's Basketball program. Individually, men's golfer Matt
Kilbourne earned Academic All-American status with a GPA of 3.71. Congratulations to the NIC
Athletic Programs!

Permanent Building Fund Advisory Council Presentation
I will present our FY 2010 Capital Budget Requests to the Permanent Building Fund Advisory
Council (PBFAC) at their October 7th meeting in Boise. Copies of our requests were submitted
to them this Summer. Additionally, several members of the council along with staff from the
Department of Public Works visited us in early September, allowing us to show them our critical
needs in person. Our total request is for $21,762,350. Our first priority remains the remodel
and renovation of Seiter Hall. This cost of this project is $4,345,000. Second on the priority list
is the new Professional Technical Building with a price tag of $15,431,350. The remaining
$1,986,000 is for a long list of alteration and repair projects.

Legislative Activities for FY2010
Work on our legislative agenda for FY2010 has begun. Our Legislative Committee is chaired by
John Martin, VP for Community Relations, and includes representatives from the faculty, staff
and students. The committee will begin meetings later this month using last year’s legislative
priorities and current decision packages as a starting point. The committee will present their
proposed agenda to the Board in October and, then in November, the final agenda will come
before you for approval. We will present our agenda to our north Idaho legislators at a reception
on December 8th. As a reminder, in the decision package funding request submitted last Spring,
we proposed the following projects:

1) Upgrading all classroom technology to minimum standards ($334,500 for the first year of
a two year project)
2) IVC connections and equipment to expand dual enrollment in outlying areas ($320,00)
3) Start up funding for a Dental Hygiene and Dental Assisting program ($605,700)
4) Improvements in eLearning staff, training, and software ($261,500)

To augment our legislative efforts and to expand our presence in Boise, I have signed a six-
month contract with CENTRA Consulting, Inc. for government affairs and consulting services.
Our primary consultant will be Teresa Molitor. Teresa, formerly with the Idaho Association of
Commerce & Industry (IACI), is very knowledgeable of north Idaho and education issues.
Further, she is highly regarded by many of our local legislators. I might add that we are the last
of the Idaho colleges and universities to hire a legislative consultant. In addition to her work
with legislators, she will also explore funding opportunities within the executive branch and state
agencies.
State Board of Education
In October, representatives from NIC will be attending a State Board of Education meeting. At that meeting there will be a Strategic Planning and Performance Measure Highlight presentation which will provide information about our institution including an overview, performance highlights, and key goals. The meeting will be part of the State Board’s preparation for their own strategic planning.

The following three goals were chosen to be included in the presentation. The data supporting each of these goals already shows a positive trend. These goals were selected from the NIC 2008-2013 Strategic Plan, Theme I: Programs.

- The first goal is to improve and expand educational opportunities, programs, and courses for the student population and community. The performance measure was the number of actual course sections enrolled in by students for credit as of the 10th day Fall count. For 2007 there were 853 transfer students, and for 2008 there were 892 transfer students. There were 208 Professional Technical students for Fall 2007 and 219 for Fall 2008. There were 28 customized training contracts for Fall 2007 and 31 for Fall 2008. The number of actual classes were the same for both years (46) but the student count grew from 425 in Fall 2007 to 471 for Fall 2008.

- The second goal is to expand and improve alternative delivery of education. We also show some success in meeting this goal. There were 120 credit course offerings at the NIC Outreach Centers for Fall 2007 and 122 for Fall 2008.

- The third goal is to develop and expand opportunities for high school students enrolled through NIC, emphasizing professional technical and dual credit/enrollment programs. Clearly we have made progress in this area. The headcount for the dual credit students for Fall 2007 was 450 and for Fall 2008 was 533. The FTE count for Fall 2007 was 193 and for Fall 2008 was 229.

The October State Board of Education meeting will also include additional discussion that will further aid the State Board in their strategic planning process.

Outreach Centers
This Fall students in Ponderay began using three new classrooms constructed and equipped over the summer. A 24-seat presentation classroom with full technology, a 10-seat Nursing Lab/classroom simulating a hospital environment and an Activity Classroom used for yoga or general purpose seating of 15 students were leased in close proximity to the existing office support. A total of ten rooms now exist to support increasing enrollments in the Sandpoint area. The President’s Cabinet viewed these improvements in early September when we attended the Center’s open house. This event was also well attended by community members and students, all of whom are pleased with the improvements.

This month President’s Cabinet also visited the Bonner’s Ferry Center, where new facilities and technology enabled us to expand curriculum and enrollment this Fall. At the Kellogg Center, in addition to touring the facility, several of us met with community leaders to listen to their ideas on expansion of programming there.

3 of 5
Meetings
The following will give you an overview of “non-routine” meetings and events I attended throughout the month as well as those scheduled for the last week of September.

Chamber Legislative Summit on Aug. 28 at the Best Western Inn.

Chris Meyer and Helo Hancock (Legislative Director for CDA Tribe) came to meet with me on Aug. 29.

The visits to Bonners Ferry, Ponderay and Kellog centers on September 1 and September 10.

The Permanent Building Fund Advisory Committee toured our facilities and had lunch on September 3.

All American Chamber Block Party Annual Membership Appreciation Day with the Coeur d’Alene Chamber was on September 4.

Rolly J., Judy, and Bob Murray met with me for a strategy meeting for the Master Plan on September 4.

Coffee with PB – ten folks joined me for informal conversation and coffee on September 8.

The Student Services Cabinet meeting was on September 11 with Eric. Also on the 11th was the Foundation Executive Committee meeting.

The Trustee Election Forum on September 12 featured the candidates for the two open trustee positions. They presented their platforms and answered questions.

There were two more legislative lunches: District 5 on September 17 with Mic and Ron, and District 3 on September 11 with Christie and Mic.

President’s Cabinet met for a retreat on September 19

Attended the Division Chair meeting with Jay Lee on September 17.

Conversations continued and will continue with individual Foundation board members.

Education Corridor meetings were on September 3 and 16

Jack Dawson’s retirement celebration was September 16.

Les and Janet Atchley hosted me for a tour of the Kroc Center on September 17.

The Diamond Jubilee Celebration picnic was September 18.
Upcoming meetings include:
Education Corridor Forums at Midtown Center (5th and Linden) from noon to 2 PM on September 23, and in the Lake Coeur d’Alene room of the Student Union Building from 7 AM to 9 AM on September 25.

Foundation Executive Committee meeting on September 25.

Post Falls Rotary and Title III Stakeholders on September 24.

Meeting with direct reports to Vice President Jay Lee on September 25.

Coeur d’Alene Rotary on September 26

Meeting with Work Force Training Center Staff on September 29.
Mission Statement: North Idaho College is committed to student success, teaching excellence, and lifelong learning. As a comprehensive community college, North Idaho College provides educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.

4:00 p.m.  
CALL TO ORDER  
Verification of Quorum  
Rolly Williams

EXECUTIVE SESSION  
Idaho Code Sections 67-2345 (A) (C)

6:00 p.m.  
RECONVENE IN DRIFTWOOD BAY ROOM  
Verification of Quorum/Introduction of Guests  
Rolly Williams  
Minutes Review/Approval  
Rolly Williams  
Public Comment  
Rhena Cooper

OLD BUSINESS  
None

NEW BUSINESS  
Tab 3 KCPTEC – Memorandum of Understanding  
Priscilla Bell

INFORMATION ITEMS  
Recap of 75th Anniversary Celebration  
Christie Wood  
Tab 4 Master Facilities Planning  
Priscilla Bell  
Ponderay Center Upgrades  
Priscilla Bell  
Permanent Building Fund Advisory Council Presentation  
Priscilla Bell  
Performance Measures Report  
Priscilla Bell  
Legislative Committee and plans for 2009 Session  
Priscilla Bell  
Overview of President’s Cabinet Retreat  
Priscilla Bell  
Status of President’s Executive Assistant Position  
Priscilla Bell  
Management Training  
Priscilla Bell  
Anticipated General Fund Holdback  
Priscilla Bell

REPORTS  
Tab 5 Enrollment Report  
Eric Murray  
College President  
Priscilla Bell  
Senate  
Nancy Edwards  
Faculty Assembly  
Ann Johnston  
Staff Assembly  
Gary Coffman  
ASNIC  
Austin Folnagy  
Board Chair  
Rolly Williams
Remarks for the Good of the Order

ADJOURN

* Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President’s Office and at each board meeting.

** Executive sessions may be called for the purposes of considering hiring a candidate for public employment; considering the evaluation, dismissal, or disciplining of a public employee; conducting deliberations concerning labor negotiations or to acquire an interest in real property not owned by a public agency; advising its legal representatives in pending or probable litigation or considering preliminary negotiations in matters of competitive trade or commerce with governing bodies in other states or nations.

Next Board Meeting
October 22, 2008
SUBJECT
Executive Session

BACKGROUND
From time to time the Board will find it necessary to adjourn to executive session.

DISCUSSION
When an executive session is required, a number of specific steps must be taken. These steps are:
2. Cite one or more specific subsections in the code section.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

COMMITTEE ACTION
Roll call vote of the members of the Board of Trustees with a two-thirds majority is necessary to adjourn to executive session.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
A motion under Idaho Code Section 67-2345 subsection:
   _____ (a) To consider hiring a public officer, employee, staff member or individual agent;
   _____ (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent;
   _____ (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;
   _____ (d) To consider records that are exempt from disclosure as provided in Chapter 3, Title 9, Idaho Code
   _____ (e) To consider preliminary negotiations involving matters trade or commerce in which the governing body is in competition with governing bodies in other states or nations
   _____ (f) To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation;

Moved by ________ Seconded by ________ Carried: Yes _______ No ______

Roll call:  ________ Armon
           ________ Meyer
           ________ Vieselmeyer
           ________ Williams
           ________ Wood
CALL TO ORDER AND VERIFICATION OF QUORUM
The meeting was called to order at 4:00 pm by Board Chair Rolly Williams. Trustees Armon, Meyer and Williams constituted a quorum. Those in attendance were: Mic Armon, Judy Meyer, Ron Vieselmeyer, Rolly Williams, Christie Wood, Rolly Jurgens, Marc Lyons, and President Priscilla Bell.

EXECUTIVE SESSION
MOTION: 08-27-08: 26 Motion was made by Trustee Armon and seconded by Trustee Meyer to adjourn to executive session under Idaho Code Sections 67-2345 (a)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent; and (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
Roll call vote was as follows:
Armon yes
Judy Meyer yes
Ron Vieselmeyer yes arrived at 5:10
Rolly Williams yes
Christie Wood yes arrived at 5:10

RECALL TO ORDER AND VERIFICATION OF QUORUM
Board Chair Williams recalled the meeting to order at 6:05 pm and verified that a quorum of the Board was present.

ATTENDANCE
Trustees:
Mic Armon
Judy Meyer
Ron Vieselmeyer
Rolly Williams
Christie Wood
Also present:

Priscilla Bell, President
Jay Lee, Interim Vice President for Instruction
Rolly Jurgens, Vice President for Administrative Services
Eric Murray, Vice President for Student Services
John Martin, Vice President for Community Relations
Marc Lyons, Attorney for North Idaho College
Nancy Edwards, Senate Chair
Gary Coffman, Staff Assembly Chair
Ann Johnston, Faculty Assembly Chair
Austin Folnagy, ASNIC President

APPROVAL OF MINUTES

Motion was made by Trustee Meyer and seconded by Trustee Wood to approve the minutes of the meeting of June 30, 2008, as presented. The motion was unanimously approved.

PUBLIC COMMENT

Kent Propst: Kent reflected on the college's accomplishments during his tenure at the NIC, and commented on the positive nature of the future developments. Kent gave thanks and farewell remarks to the college personnel, including administration and trustees.

CELEBRATING SUCCESS

Al Williams shared the goal for the Athletic Department was to raise the bar academically for athletes. He says athletes met that level. The Athletic Department had three Academic All American teams for 07-08, and the GPAs for the teams were 3.0 or higher. The teams included men’s golf, volleyball and women’s basketball. Two more teams came close with GPAs of 2.9. The athletic cumulative GPA for NIC is 2.81. The goal was to at least match the NIC cumulative GPA at 2.66. Congratulations to NIC athletes.

Al says the Athletic Department has a plan to have a multiple tier academic advising program this Fall with the help of admissions, advising staff and coaches to help all students academically to graduate. Al shared he would like to have all athletes that have been here four years or more to leave NIC with an Associate Degree. Trustee Armon commented that he is amazed to watch the transformation of the Athletic Department. Thanks to Al for bringing the Athletic department where it is today.

OPERATING BUDGET REPORT

Rolly Jurgens presented the budget and compared departments from one year to the next. Rolly asked the Board to review the budget and, if there are any questions, to call him and he will answer questions. The departments have been told they need to live within their expenditure levels. There are funds in the plant fund for a down payment on the education corridor of $15 million. Rolly has submitted a tax form to the county for the first payment of property taxes. Rolly handed out graphs showing change in county growth and amount of forgone taxes. He also handed out pie charts on budget information and a chart dating back to 1965 which depicts the financial growth from then till 2008.
INSTRUCTIONAL OVERVIEW

Jay Lee said he felt very welcomed to the community and shared some successes of Kathy Christie. He shared several successes including the enrollment numbers that President Bell shared earlier. Several programs have added seats for students and the Certified Nursing Assistant program has added several sections. Sections have been added at the Outreach Centers and both our Welding and Diesel Technology programs have done a great job in finding ways to add additional students. These programs have used flip scheduling which involves the ability to double our enrollment by having students flip and utilize the lab and classroom at the same time. Flex Lab, computer applications and office technology allow students to come in and out on their schedules. The five-year accreditation review applauded NIC for community involvement, learning resources, governing structure and student success. The team did ask us to work on the education assessment component and that will be a significant priority this year.

Dual credit enrollment has grown, we anticipate over 500 students this year. Effort is put into expanding PTE enrollment. Two new programs have been approved by the State and will be starting January 2009 – Medical Assistant and Emergency Medical Technician.

Several classes have been brought up to standard in classroom technology. Jay found additional funds for technology and will be upgrading more classrooms.

NIC’s ABE-GED continues to excel. Our Center had the highest student completion rate in the State. Our ABE compass assessment exam showed students ready for college in English and Writing.

Our new radiography program received a three-year accreditation from its accreditation agency. Typically this program only gets one year, NIC’s received three years which is welcome confirmation of the quality of our program and faculty.

Institutional Research is now Institutional Effectiveness. Ann Lewis, our newly appointed Director, is expanding reporting and data management capabilities.

Instructional computing has been very busy initiating our student email, updated Datatel hardware, and moving to a new web portal.

In addition to the action steps in the plan on the Strategic Plan, the Office of Instruction will be working on alternate scheduling – looking at ways to reduce student travel, improving utilization of college facilities and building better alliances with Lewis & Clark State College, University of Idaho and Spokane Community College. A new policy to reward credit for prior learning or work experience will be related to a customized AAS degree with the Coeur d’Alene Tribe.

NIC will be working with the Law Enforcement program to establish a post academy at NIC. Instruction will be working on criteria to help us determine when it is appropriate to give a faculty member a release assignment for other responsibilities.
DIAMOND JUBILEE
Trustee Wood thanked Erna for doing a fantastic job on the committee and shared that most of those on the committee were from NIC. The Upbeat Breakfast presentation was great. The kickoff event is a BBQ on September 18 at Fort Sherman Park; staff, faculty, students and the community are invited. The committee invited Frank Henderson to speak and he accepted. Frank also spoke at the 50th Anniversary. Senator Goedde was invited but cannot attend.

The Foundation is working with the committee on donating ‘gifts in kind’ for the day. Trustee Wood asked those attending to bring blankets and chairs. There will be classic cars and NIC past yearbooks on display. Trike race, pie and goldfish eating contests, badminton and croquet are a few of the activities taking place. President’s Cabinet will be serving the dessert.

PRESIDENT’S REPORT
President Bell reported that preliminary overall enrollment is up 9% from fiscal year 07-08, and full-time equivalent (FTE) up 9.67%. These figures are prior to the drop date for no payment. It is expected that final enrollment will be 5-7% higher than 2007. Final numbers will be available at the September Board meeting. Recruitment Retention efforts have been paying off. Trustee Wood commented on Eric Murray’s team doing a fantastic job and asked if International Baccalaureate is offered here and is concerned high school counselors are steering kids away from NIC. Eric responded he did not know and will research it. Trustee Wood said we could talk to the high school counselors. Eric Murray said we are getting 50% of the high school kids from Coeur d’Alene to NIC.

President Bell has been working with Rayelle Anderson and Kimber Gates on requests for special projects for the annual campaign for next year. Two legislative requests that went to the State Board (which will probably not get funded due to the economy and lack of general funds) are possibilities for a Foundation focus. Upgrading campus technology is the highest priority and the request to the Legislature was for $335,000 for one year. It is a two-year project. We will be talking to the Foundation to see if this project appeals to them.

Title III is moving forward and NIC has hired a consultant. The four focus areas of Title III are:

Delivery of eLearning Technology
NIC is in the process of updating technology to meet the growing needs of distance learning in NIC’s service area. Title III funds will help with the technology challenges of this transition.

Faculty Development – Training for Alternative Delivery
Faculty will need extensive training on new alternative delivery instruction systems (i.e. Blackboard). Title III can help with the logistics and financing for faculty development in this area.
Rural Nature of NIC’s Delivery Area and Students
The profile of NIC’s rural students includes low-income, underprepared, and geographically-challenged students. Title III can assist in the integration of these students into NIC’s population.

Outreach Centers
Outreach centers are experiencing growing pains as a result of increased need for these services in outlying areas. Title III can help by enhancing services provided at existing centers and developing new capacity as needed.

Title III grants are for $400,000 a year for five years. This is a lot of work, but clearly the rewards are worth the effort. We also hope to partner with the Coeur d’Alene Tribe.

The Permanent Building Fund Advisory Council (PBFAC) will be at NIC on September 3rd. They will tour Seiter Hall, Facilities Maintenance Shop, Campus Beach, River Building and Gymnasium. They will arrive on campus at 10:30 a.m. and depart at 1:30 p.m. after having lunch at NIC.

The Kootenai County Rural Health Consortium established a fund to provide nursing instructors a stipend in exchange for 40 hours of professional service. This will help retain nursing faculty since nursing faculty salaries are lower than that of nurses working at a hospital.

Service projects include simulation experiences, and best practice policies in several areas including medical administration. These are worthwhile projects that the hospitals need and the consortium has decided it will continue with stipends for nursing faculty for the fiscal 2008-2009 year. President Bell thanked Lita Burns for her efforts and also thanked the nursing faculty, staff and students.

Congratulations to several North Idaho College science students for winning first place in the faculty choice division of the 7th Annual Idaho Idea Network of Biomedical Research Excellence (INBRE) research conference in Boise on Aug. 4-6. The winners were Sarah Broden, Hannah Edwards, Caitlyn Free, Bryne Rush, and Ashley Zabka.

The INBRE Fellows program is funded by the National Institutes of Health and gives students $5,000 for a 10-week research experience at a research intensive university. Priscilla thanked the staff and faculty for motivating the students and moving them forward.

NIC’s annual departmental reports are now available on the NIC’s website. These give an overview of accomplishments of the last year. NIC has done some fabulous things and we continue to build on the success of previous years.

The Strategic Plan is also available on the NIC’s website. We are getting information on the action plans and will do progress reports at the end of the semester and another at the end of the year.
The search for Vice President for Community Relations is underway and a committee is in place. Eric Murray will chair the committee. The position will be advertised in October and November. Interviews should occur in January.

NIC has received the appraisal for the mill site and the appraisal was $13,250,000. This is for the property after it is cleared, cleaned and certified at EPA level 2.

NIC is moving forward with creating the 'Visual Identity Guide' for the college. We are establishing a consistent look and feel for college materials. There will be consistency in style, color, font for both internal and external publications. Anything that is to be published should be taken from the template for material. President Bell said NIC will work hard at making that happen.

North Idaho College has taken measures to improve campus safety by implementing the new NICAlerts system, a mass notification system for sending emergency notifications via text messaging and email alerts. The NICAlerts system will be used only in the most urgent situations such as emergency campus closures or evacuations due to eminent danger from an attack, threat, or inclement weather. Routine campus announcements will not be sent via the alert system. So far, 684 people have signed up.

The election is in November and there are a number of important issues on the ballot. President Bell encourages everyone to vote.

**SENATE**
Nancy Edwards, the Senate Chair, reported the Senate is having their first meeting on Thursday, August 28th and Eric Murray will present a list of Student Service Policies.

**FACULTY ASSEMBLY**
Ann Johnston, the Faculty Assembly Chair reported they had their first meeting on August 21st and that there was no new business and they will meet again next Monday. The faculty welcomes all new students.

**STAFF ASSEMBLY**
Gary Coffman, the Staff Assembly Chair, reported that Staff Assembly met throughout the summer and that they identified some issues to explore. Staff Assembly looks forward to supporting the teaching staff this year.

**ASNIC**
Austin Folnagy shared that election packets are now available for the four ASNIC senate positions. Austin made it his goal to help educate students so that they will vote during the elections and wants to promote voting through absentee ballots. He shared the idea of looking into having a shuttle take students to polling stations to vote. Austin said that he would like to maintain the ‘Go Green’ program that is currently in the Student Union Building and Residence Hall. ASNIC hopes to start a recycling program on campus.
BOARD CHAIR
Chair Williams shared a letter he received from the Idaho Business Coalition for Education Excellence (IBCEE).

Dear Chairman Williams and Members of the Board,

The Idaho Coalition for Education Excellence (IBCEE), at its Board Meeting of August 19, expresses its support of the development of the proposed Education Corridor in Coeur d'Alene to include the necessary land purchase.

The IBCEE is a coalition of 70 of Idaho's CEO's and business leaders having the mission of broadening educational opportunity and creating educational excellence at every level. We see the creation of the education corridor as a unique opportunity to do both for higher education. With LCSC, U of I, BSU, ISU working cooperatively, and together with NIC, a wide variety of programs can be delivered most cost-effectively. This is particularly true since facilities will be shared including utilizing NIC facilities (student union building, library, etc). For this reason it is imperative that the “corridor” be located adjacent to the existing NIC campus, as is proposed.

The potential to acquire this property adjacent to the NIC campus represents a unique opportunity that must be capitalized upon.

Knowing that this acquisition is not without its detractors, we urge you to focus on the big picture and take the long view. Future generations will thank you. Tubbs Hill had its detractors as well.

The letter was signed by Skip Oppenheimer, CEO of Oppenheimer Companies - Chairman IBCEE, Dean Haagenson, President of Contractors Northwest, Inc - Co-Chairman, IBCEE Higher Ed Committee, and Gary Michael, Retired Chairman, Albertson's, Former Interim President U of I - Co Chairman IBCEE Higher Ed.

REMARKS FOR THE GOOD OF THE ORDER
Rolly Jurgens commented on the emergency preparedness manual and material that each person received at the meeting.

ADJOURNMENT

Motion to adjourn was made by Trustee Armon, seconded by Trustee Wood, and unanimously approved at 7:30 p.m.
Call to Order

Board Chair Rolly Williams called the meeting to order at 4:35 p.m.

Verification of Quorum

Board Chair Williams verified that a quorum of the Board was present at the meeting.

Attendance

Trustees:  
- Rolly Williams
- Judy Meyer
- Mic Armon
- Ron Vieselmeyer
- Christie Wood (arrived at 4:50 p.m.)

Also present:  
- Priscilla Bell, President
- Rolly Jurgens, Vice President of Administration
- Marc Lyons, Attorney for North Idaho College
- Danielle Quade, Bond Counsel

Executive Session

Following call the meeting to order, motion was made by Trustee Vieselmeyer, seconded by Trustee Armon to go into executive session under Idaho Code § 67-2345(c), for the purpose of discussing issues related to acquisition of an interest in real property not owned by a public agency. Role call vote was taken as follows:

- Mic Armon: yes
- Judy Meyer: yes
- Ron Vieselmeyer: yes
- Rolly Williams: yes
Trustee Wood arrived after the executive session convened. The executive session consisted of discussions related to acquiring an interest in real property not owned by a public agency. The executive session ended at 5:55 p.m. and the Trustees reconvened in open session at 6:05 p.m.

**Public Comment**

Roberta Larson commented to express support for the education corridor. Dick Phenneger commented and expressed opposition to the education corridor property acquisition.

**Old Business**

  Authorization to enter into Memorandum of Understanding.

  College Attorney Marc Lyons discussed the purposes of a memorandum of understanding between those parties involved in the potential acquisition of the Mill Site property. Mr. Lyons reported that Marshall Chesrown has expressed agreement and acknowledged willingness to sign a memorandum of understanding expressing his intention to sell the Mill Site property for $10,000,000, so that it can be used to further the College’s educational mission. Mr. Lyons also indicated that the initial purchaser would likely be the North Idaho College Foundation and that the property would ultimately be transferred to the College. The Board was requested to authorize the Board Chair and the President to execute on behalf of the College memorandums of understanding with Marshall Chesrown and the North Idaho College Foundation.

  **Motion 09-09-08:** Motion was made by Trustee Wood and seconded by Trustee Vieselmeyer to authorize the Board Chair and the President to enter into memorandums of understanding with Marshall Chesrown and the North Idaho College Foundation to document the intent of the parties regarding the acquisition of property for the education corridor. The motion was unanimously approved.

  Retention of Bond Counsel.

  College Attorney Marc Lyons discussed the need to retain bond counsel to assist in the issuing of tax anticipation notes and to meet the legal requirements to make funds available for the potential acquisition of the Mill Site Property. Mr. Lyons recommended Danielle Quade of the law firm Hawley Troxell Ennis & Hawley. Mr. Lyons estimated that the cost for bond counsel would be in the range of $5,000 to $10,000 and reported that this cost would be part of the financing and would not impact the operating budget. The Board was requested to authorize the retention of Ms. Quade as bond counsel and authorized the Board Chair to enter into a bond counsel service contract.
Motion 09-09-08: Motion was made by Trustee Vieselmeyer and seconded by Trustee Armon to authorize the Board Chair to execute a bond counsel service contract with Ms. Quade’s law firm. The motion was unanimously approved.

New Business

None.

Information Items

Attorney Marc Lyons discussed the appraisal that was conducted of the Mill Site property as part of the information gathered to assist the Board in evaluating the education corridor project. Mr. Lyons discussed the qualifications of the appraiser, Ed Morse. Mr. Lyons reiterated that it was his decision to hire Mr. Morse and that the hiring of this appraiser did not present a conflict of interest involving any Board member. The appraisal was completed on August 26, 2008 and using the assumptions that the clouds on title would be removed and that the property would be acceptable from an environmental standpoint, the market value was determined to be $13,250,000. Board action was not requested.

Remarks for the Good of the Order

Trustee Wood updated the Board regarding the Diamond Jubilee Anniversary Celebration events. Trustee Armon announced that there will be upcoming public forums related to the education corridor project.

Adjournment

Motion to adjourn was made by Trustee Armon, seconded by Trustee Wood and unanimously approved at 6:30 p.m.
SUBJECT
ACTION: Authorization to enter into a memorandum of understanding regarding the Prairie property.

BACKGROUND
North Idaho College has been in discussions with Kootenai County Professional Technical Education consortium which include 3 school districts, City of Rathdrum and the manufacturing consortium for the potential purchase of 100 acres of the Prairie property.

DISCUSSION
Information is still being gathered regarding the acquisition of the Prairie site property and the details regarding any purchase agreements are being developed. To provide a summary of the parties’ intentions regarding this transaction, a memorandum of understanding will be entered into in advance of a purchase and sale agreement.

COMMITTEE ACTION
No committees have been involved in this project.

FINANCIAL IMPACT
Although the potential acquisition of the Prairie site property has a financial impact that has been discussed previously, there is no direct financial impact associated with development of a memorandum of understanding.

REQUESTED BOARD ACTION
It is recommended that the Board authorize the Board Chair and the President to enter into a memorandum of understanding with the Kootenai County Professional Technical Education consortium to document the intent of the parties regarding the acquisition of property for the expansion of the professional technical facilities.

Prepared by:
Priscilla J. Bell, Ph.D.
President
MEMORANDUM OF UNDERSTANDING

WHEREAS, the parties participating in this “Memorandum of Understanding” agree in principle to the importance of providing a coordinated and seamless educational program of vocational and professional/technical pursuits that satisfy the needs of business and industry and offer exemplary world class educational opportunities to students within Kootenai County;

WHEREAS, North Idaho College has a long range need for a new site for the development of vocational programs in order to relieve crowding on the existing NIC campus and to provide the significant space needed for an array of vocation programs;

WHEREAS, the Lakeland, Post Falls, and Coeur d’Alene School Districts are seeking a long term solution to meeting the professional/technical education needs of area students, to broadening educational offerings and to finding a way forward to meet the manpower training needs for regional business and industry interests;

WHEREAS, a consortium of the three local school districts including Lakeland Joint School District No. 272, Post Falls School District No.273, and Coeur d’Alene School District No. 271 have a pressing need to relocate the Riverbend Academy programs to a new site in order to expand professional/technical programs that transition students to North Idaho College vocational programs and/or to the workforce in meeting regional business and industry employment needs;

WHEREAS, it is a part of the long range strategic plan of the Lakeland School District to acquire a future site for a high school designed as a “magnet school” open to any student within Kootenai County where programs are closely coordinated with the Professional/Technical Academy and North Idaho College;

WHEREAS, leaders in business and industry through the North Idaho Manufacturing Consortium have expressed strong desire to support with direct involvement a coordinated vocational/professional/technical program by assisting with site acquisition, the acquisition of specialized equipment for training and by offering worksite opportunities and internships for students in such programs;

WHEREAS, the City of Rathdrum desires to support a proposed vocational/professional/technical education center as essential to the long term economic, cultural and
educational development of the community and to encourage educational programs that will benefit secondary and higher education students throughout Kootenai County;

WHEREAS, the Meyer brothers strongly desire to promote the development of a coordinated vocational/professional/technical education center, they wish to cooperate with all the parties by offering a single site on the Rathdrum prairie adjacent to the Rathdrum City limits that will allow for the cooperative development of the broad based educational opportunities envisioned here.

NOW THEREFORE, the parties pledge to participation in the following plan of action:

1. The Meyer brothers will offer for sale 100 acres of land near the intersection of Lancaster and Meyer Roads on the Rathdrum prairie just south of Rathdrum.

2. North Idaho College will purchase 40 acres within the parcel for the purpose of creating a new vocational campus. The purchase price shall be $27,500 per acre for a total of $1,100,000. $200,000 in option payments already made shall be applied to the total purchase price.

3. Lakeland School District will purchase 40 acres within the parcel for the purpose of a future high school site. The purchase price shall be $27,500 per acre for a total of $1,100,000, a new appraisal justifying the price must be completed.

4. The remaining 20 acres shall be acquired for the purpose of a secondary Professional/Technical Academy campus to be owned and operated by a Tri-District Consortium. Of the total 20 acres, approximately 10 acres of the site shall be donated by the Meyer brothers. The remaining 10 acres shall be purchased with funding by contributions from business and industry (through the North Idaho Manufacturing Consortium) on behalf of the Tri-District Consortium of Lakeland School District, Post Falls School District, and Coeur d’Alene School District or from other sources as the districts may deem appropriate. The purchase price for the 10 acres shall be $27,500 per acre for a total of $275,000.

5. The City of Rathdrum agrees not to charge impact fees to any public-owned uses for all tax-supported municipal functions, exclusive of present or future impact fees that may be established for municipal activities that are funded primarily by user charges (e.g., water, wastewater). City agrees to reduce building inspection fees by 10% to 25% from the standard fee, dependent upon the square footage of the public construction undertaken. Further, City will use its best efforts to acquire a grant from an outside funding source to help pay all or part of the costs for the construction of a new lift station so that the up-front financing costs for all that would use the lift station may be reduced. City also
agrees that it will expeditiously consider annexation of the site and all permitting that might be required in order to allow construction and site development.

The parties agree to do all things reasonable and necessary to facilitate and expedite the plan outlined herein on behalf of the individual entities represented and the group as a whole. It is anticipated that all the land acquisition will be completed within one year of the date of the final signing of this agreement.

NORTH IDAHO COLLEGE
_______________________, President       Date_________________
_______________________, Board Chair    Date ____________________

LAKELAND Jt. SCHOOL DISTRICT No. 272
_______________________, Superintendent  Date_________________
_______________________, Board Chair    Date_________________

POST FALLS SCHOOL DISTRICT No. 273
_______________________, Superintendent  Date_________________
_______________________, Board Chair    Date_________________

COEUR D’ALENE SCHOOL DISTRICT No. 271
_______________________, Superintendent  Date_________________
_______________________, Board Chair    Date_________________

SELLERS
_______________________   __________________    Date_________________
_______________________   __________________    Date_________________

CITY OF RATHDRUM
_______________________, City Administrator  Date_________________
_______________________, Mayor         Date_________________

NORTH IDAHO MANUFACTURING CONSORTIUM
_______________________, President        Date_________________

KOOTENAI COUNTY PROFESSIONAL TECHNICAL CENTER COMMITTEE
_______________________, Chair            Date_________________
SUBJECT
Report: Facilities Master Plan

BACKGROUND
In 1999, NIC completed its most recent Facilities Master Plan. Due to the development opportunities both on the prairie and the Educational Corridor it would be wise to update that plan for current and projected educational programs.

DISCUSSION
Vice Presidents Lee and Jurgens, Deans Hodge and Murray and I have begun the process to update the facilities master plan that was completed in 1999. In order to do that, we asked the architectural and planning firm CTA to submit a proposal for updating the old plan that they had prepared. CTA has recommended that we utilize the firm of Kadd for the instructional planning. The update will be completed by reviewing current and future educational enrollments and plans and adjusting the 1999 plan to describe facilities needs based upon instructional needs. Assuming that we proceed along these lines, the Facilities Master Plan could be completed by early Spring.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
Based upon an initial proposal received, the cost will approximate $70,000 with the possibility of additional cost for some additional work as necessary.

REQUESTED BOARD ACTION
No action is recommended.

Prepared by
Dr. Priscilla Bell, President
September 24, 2008
September 9, 2008

Mr. Rolly Jurgens  
Vice President for Administrative Services  
Northern Idaho College  
Lee-Kildow Hall 111B  
1000 West Garden Avenue  
Coeur d’Alene, ID 83814

Reference: Proposal for campus academic space needs analysis

Dear Mr. Jurgens:

Thank you for inviting Knapp Architecture Design Development (KADD) and CTA to assist the College with the academic master plan for Northern Idaho College (NIC). A fresh look at the data generated from credit hour production can set the planning changes of the campuses you desire into motion. We are cross referencing the other deliverables with CTA at the end of this proposal.

Your needs for this plan are divided into a total of nine areas of analysis; your five current campuses, two proposed new campuses, online, and dual credit programs. A tenth area in the future should be collaborative degree programs through NICHE and this is not included in this proposal at this time. The emphasis is on deliverables that will document your facility needs and develop a long term funding approach to meet the needs of North Idaho students.

We propose the following:

I. Program Needs Assessment Deliverables:

1. Establish a master plan space guideline based on nationally accepted ratios for the program disciplines offered at all campuses of North Idaho College (NIC). This report will contain the assumptions and logic utilized to establish this institutionally based guideline. The 44 programs and 25 workforce training programs need to be consolidated into 10 – 15 academic areas.

2. Conversion of fall 2006 credit hour production by program discipline to the space guidelines established for NIC. The format of this report will include a summary of space by program discipline based on Weekly Student Contact Hour (WSCH). The data will be managed on a headcount basis and an FTE basis.

3. Project growth or decline in program disciplines for 2014, 2019, and 2029. Projections will be based on historic trends, industry demographics, district growth projections, the five year strategic plan, Collaboration agreements with UI-Coeur d’Alene, UI Research Park, LCSC-Coeur d’Alene, and ISU- Coeur d’Alene, and other pertinent environmental factors.

4. Review program enrollments and distribute enrollment by source; on line learning, off-Campus Dual Credit, Coeur d’Alene, Post Falls, Ponderay Center, Bonners Ferry, and
Silver Valley Center. Projections shall also be made for the proposed Rathdrum Prairie and Benewah County/Plummer campuses.

II. **Evaluation of Facilities Needs based on Needs Assessment Deliverables:**
5. Review existing facilities with program areas and evaluate specific facility needs based upon needs assessment conclusions.
6. Prepare options and priorities for facility rehabilitation and new construction.
7. Establish leadership priorities for facility improvement to prepare capital facilities plan based on work efforts of CTA and KADD. Provide an outline of funding issues for Leadership and Board discussion.
8. Presentation to Board of Trustees and approval of leadership priorities and funding direction.

III. **Update the Capital Improvements Plan Deliverables:**
9. Incorporate recommendation into existing campus plan for update to recent facility planning documents.
10. Prepare a 10 year capital development plan based on recommendations approved by the board.
11. Prepare detailed budget estimates for highest priorities and conceptual budgets for other identified future needs.
12. Final documentation and summaries.

IV. **CTA scope of work** (not included in this contract)
13. Develop an IT plan for incorporation into capital facilities plans.
14. Review and evaluate Dept. of Public Works Deferred Maintenance plans and funding requests and make recommendations.
15. Review of Seiter Hall scope of work, costs, and recommendations.
16. Evaluation of traffic analysis, circulation plans and parking needs for the campus.
17. Develop acreage demands and update the 1999 physical improvement plan.
18. Campus wide heating system study

**Schedule:**

I. **Program Needs deliverables**
1. Institution based guidelines - first month
2. Conversion of Credit Hour Production - first month
3. Growth projections - second month
4. Enrollment distribution by campus. - second month

II. **Evaluation of Facility needs**
5. Review facilities with Program Areas - second month
6. Options to meet facilities’ needs - second month
7. Leadership workshop - second month
8. Board Presentation - third month

III. **Update Capital Improvement Plan**
9. Update Plan with recommendations - third month
10. Capital Development Plan - third month
11. Budget Estimates (detailed not included) - third month
12. Final documentation - fourth month

**Fees by Task:**
Our fixed fee is $66,000.00 (Sixty Six Thousand Dollars). We will bill monthly based on the percentage complete by task. Hourly rate will be $160.00 for principal and $60.00 for staff per hour for any additional services requested. The following is a summary of fees by principal task:

Fees by Task Breakdown:

<table>
<thead>
<tr>
<th>Task</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Program Needs deliverables</td>
<td>$26,000.00</td>
</tr>
<tr>
<td>II. Evaluation of Facility needs</td>
<td>$21,000.00</td>
</tr>
<tr>
<td>III. Update CIP</td>
<td>$19,000.00 (excluding detailed estimates)</td>
</tr>
<tr>
<td>Total Fee</td>
<td>$66,000.00</td>
</tr>
</tbody>
</table>

Reimbursable expenses (printing, copies, travel costs, long distance phone calls, etc.) are in addition to the fee and will be billed at cost. Any additional services will be billed at the same hourly rate identified above. The reimbursable budget is estimated to be $6,000-$8,000. 6 Trips over 15 total days are currently anticipated.

Professional estimates of cost for the general CIP schedule based on capital cost averages are included as basic services. Detailed Estimates will be provided as additional services and are currently estimated @ $2,500.00 each.

Assumptions:

1. Credit Hour production data can be provided on a by program, by campus, format for Fall 2006. Data can be divided without additional research to project additional campuses in Rathdrum and Plummer.
2. The Inventory is available by ASF per room, assigned by program, and by building and is a down loadable format.

Exclusions:

1. Proposal does not include (IV. Items 13 – 18), Scope of work to be completed by CTA.
2. The proposal does not include any planning services for the University of Idaho-Coeur d’Alene, Lewis-Clark State College, Idaho State University, and Boise State University; it is exclusively intended for Northern Idaho College. Should coordination services be required a separate amendment will be drafted.
3. The Main campus plan will note conceptual physical changes (CTA to be responsible for final graphic); the proposal does not include any physical plans for other campuses.

If this agreement meets with your approval, please jointly sign two copies and return one copy to our office. We are looking forward to working with you.

Sincerely,

John H. Knapp, Principal

Approved:

North Idaho College
John H. Knapp  
Principal

Education

Bachelor of Science, Architecture  
University of Colorado - Boulder

Registration

- Registered Architect in Colorado (B-1314)
- Registered Architect in Wyoming (C-2039)

Various Associations

- Society for College and University Planning
- Congress for the New Urbanism
- American Institute of Architects
- Boulder Builders Growth Management System
- Founding Member, Thistle Community Housing Board
- Goss/Grove Neighborhood Committee
- Municipal Financial Strategy Committee, City of Boulder
- Boulder Area Sports Interest Committee
- Healthy Communities Initiative for Boulder County
- Boulder Valley Hockey Foundation Board Member
- YMCA Youth & Family Center Task Force
- Capital Improvements Consultant to Whitney Foundation, Sheridan, WY
- Founding Member, Libertas Community Housing

John Knapp has 35 years of experience with emphasis in institutional and educational architecture, program planning, master planning, architectural design, and development. John was previously with klipp Architects, opening and developing their Higher Education studio. During his career, he has completed 28 major building projects, 51 program plans and 21 master plans for civic and institutional clients in Colorado and Wyoming, including capital facilities strategies for many of those organizations. John has served as principal for the past 27 years and has led the majority of Higher Education work included in this resume.

Prior to private practice, he managed Facilities Development for the State of Colorado for several years, and directed Facilities Planning for 43 agencies statewide during his tenure. His focus is assisting institution leadership with implementing strategic goals of the institution through data analysis and curriculum updating for new academic delivery methods and planning / programming facilities to communicate the Institution’s goals to Architects, Engineers, and Contractors. John developed the Institution based programming process for state agencies in Colorado.

In addition he has assisted with acquisition in excess of $1.1 billion in funding for Capital Construction in Higher Education focusing specifically in learner centered environments for the past decade. Most recently, our focus has included industry integration in collaborative learning models.

Current Work

Early Childhood Education Center, Joint Powers Board, Sheridan, Wyoming (Sheridan Coll., City of Sheridan, and School District 2)

Sheridan College, Northern Wyoming Community College District, Sheridan, Wyoming
- 2008 Residences-Phase 1A, 80 Bed Expansion
- 2008 Residences-Phase 1B, 70 Bed Expansion
- 2008 Big West Center for the Cultural Arts
Awards

- City of Boulder – Design Excellence Award for Teagarden Residences (1983)
- Builder Magazine – Best House for the Money Award (1985)
- City of Boulder – Design Excellence Award for Walnut Mews (1985)
- Historic Boulder – Design Excellence Award for Best Infill for the Bridgford Residences (1985)
- Historic Boulder – Board and Community Service Award (1986)
- City of Pueblo – City Beautiful Award for the Academic Building at Pueblo Community College (1990)
- RMML Award for Outstanding Institutional Design (1991)
- Dach Masonry Award for Outstanding Institutional Design (1992)

Prior Experience

Adams State College, Alamosa, CO
  College Center Renovation
  Student Housing Renovation & Additions
  College Center Program Plan
  Student Housing Renovation & Additions Program Plan
  High Altitude Training Center Program Plan
  Sciences & Art Center Program Plan

Arapahoe Community College, Master Plan, Littleton, CO

Central Piedmont Community College, Consultant to Program Planning for a 5-Campus Expansion, Charlotte, NC

Central Wyoming College, Riverton, WY
  College Center Additions & Renovations
  Main Hall (Library)
  Sciences Building Renovation
  Administration Building Renovation
  Technology Building
  Master Plan/Facilities Expansion Program Plan

Community College of Aurora, Master Plan, Aurora, CO

Community College of Denver, Technical Education Center Master Plan, Denver, CO

Fort Lewis College, Durango, CO
  Center of Southwest Studies
  Cultural Arts Complex of Southwest Colorado Concert Hall
  Fine Arts Building Reconstruction Renovation
  Fine Arts Building South Wing Renovation
  Child Development Center Program Plan
  Library Remodeling
  1989 General Fund Facilities Master Plan
  1996 Auxiliary Fund Facilities Master Plan
  Center of Southwest Studies Program Plan
  Concert Hall Program Plan
  Cultural Arts Center Program Plan
  Performing Arts Center Program Plan
  Revisions to Fine Arts Center Program Plan
  School of Business Administration Program Plan
  School of Education Program Plan
  Student Recreation & Exercise/Athletics Study
  School of Sciences Program Plan

Front Range Community College, Westminster, CO
  Master Plan
  Sciences, Computers & Library Program Plan
  Hazmat Training Center Program Plan

Gillette College, Northern Wyoming Community College District, Gillette, Wyoming
2007 Master Plan
2007 Program Plan - 500 Beds of New Residences
2007 Program Plan for Technical Education Center

Lamar Community College, Master Plan, Lamar, CO

Laramie County Community College, 1996, 1999, and 2002 Master Plan & Related Updates, Laramie, WY
- Arts Wing Renovation
- Business Building Renovation
- ARP Building Renovation

Mesa State College, Grand Junction, CO
- Medesy Renovation for Nursing and Early Childhood Education
- Mary Rait and Pinon Residence Hall Renovations
- School of Natural Sciences & Mathematics Program Plan
- Nursing and Early Childhood Education Program Plan
- Unified Technical Education Programs

Morgan Community College, Master Plan, Fort Morgan, CO

Naropa Institute, Boulder, CO
- Library
- Master Plan

Northern Wyoming Community College, Sheridan, WY
- 1995 Sheridan College Campus Development Plan
- 2002 Update to the 1996 Campus Planning Process

Otero Junior College, La Junta, CO
- Master Plan
- McDonald Hall Program Plan

Pikes Peak Community College, Colorado Springs, CO
- Owners Representative, Main Campus

Pueblo Community College, Pueblo, CO
- Academic Building
- Library
- College Center
- Campus Master Plan
- Academic Building Program Plan
- College Center Program Plan
- Canon City Extension Center Program Plan
- Administration Building Program Plan

Red Rocks Community College, Master Plan, Lakewood, CO

Sheridan College, Northern Wyoming Community College District, Sheridan, Wyoming
- 1995 Sheridan College Campus Development Plan
- 2002 Update to the 1995 Campus Planning Process
- 2003 Master Plan Financial Analysis
- 2007 Master Plan, 2008 Update to the Master Plan
- 2007 Program Plan for 450 Bed Expansion
Trinidad State Junior College, Master Plan, Trinidad, CO

University of Colorado, Boulder, CO
   Auxiliaries Long Range Plan
   Women's Cottage Historical Exterior Restoration
   Alumni Center Historical Exterior Restoration
   Discovery Learning Center Program Plan
   Integrated Teaching and Learning Plan
   College of Business & Administration Program Plan
   Hazardous Waste Facilities Program Plan
   Hazardous Waste Site Analysis Program Plan

University of Colorado, Campus Residential Facilities Plan,
   Colorado Springs, CO

University of Northern Colorado, Greeley, CO
   Kenneth Monfort School of Business
   Auxiliary Enterprises Master Plan
   General Fund Facilities Master Plan
   College of Business Program Plan
   College of Health & Human Sciences Program Plan
   Ross Hall Program Plan
   Gunter Hall Program Plan
   Warehouse Renovation Program Plan

University of Wyoming, Laramie, CO
   Married Student Housing
   Replacement of Student Family Housing Complex
   Program Plan

United States Air Force Academy, Colorado Springs, CO
   Arnold Hall Program Plan

Western Colorado Community College, Grand Junction
   Master Plan for Foresight Park Campus
   Technology Center
   Foresight Park (now Tilman M. Bishop UTEC)

Western State College, Gunnison, CO
   Crawford Hall Renovation
   Chipeta Residence Hall Renovation
   Crawford Hall Program Plan
   HPER Facilities Program Plan
   Mears Residence Hall Program Plan
SUBJECT
Report: Anticipated General Fund Shortfall

BACKGROUND
On Wednesday September 17, NIC received notification that we are to begin planning for a General Fund hold-back.

DISCUSSION
This notice of a pending reduction in State General Funds. It will affect the PTE program and the Academic Transfer Programs. Assuming this is applied across the Board and includes PTE, a 1% reduction for NIC is $160,497, a 2% reduction is $320,993, and a 2.5% shortfall is $401,241. All agencies must submit plans for the reduction no later than 9/24 for a 1%, 2%, and 2.5% shortfall in State General Funds. Another letter I received after this notice said that a possible shortfall of 5% may be necessary.

COMMITTEE ACTION
The President's Cabinet will be meeting on Friday, 9/19/02 at a retreat to discuss this action and make necessary plans.

FINANCIAL IMPACT
Budgets will have to be adjusted downward to compensate for this loss of funds.

REQUESTED BOARD ACTION
No action is recommended.

Prepared by
Dr. Priscilla Bell, President
September 24, 2008
MEMORANDUM

DATE: September 17, 2008

TO: Elected Officials
    Directors, All Executive Departments, Offices and Institutions

FROM: Wayne L. Hammon, DFM Administrator

RE: FY 2009 General Fund Shortfall

As you are aware, DFM announced a reduction in projected FY 2009 General Fund revenue in its August 2008 Idaho Outlook publication as the result of changes in national and state economic indicators. Accordingly, DFM has reduced the projected FY 2009 revenue from $2,940,600,000 to $2,766,300,000. That is a reduction of $174,300,000 or 5.9-percent, leading to a projected General Fund shortfall in the current fiscal year.

Acting under authority granted in Idaho Code 67-3512A, the Governor may announce a temporary reduction of spending authority in order to bring spending into line with the new revenue projection. This “holdback” will require each executive department, office or institution that receives General Fund money to implement cost-savings measures in order to meet the new, reduced authorization.

The Governor wants directors of all impacted executive departments, offices or institutions to develop implementation plans outlining which functions would be affected by the holdback. Specifically, you are to develop three separate plans identifying the impact on your executive department, office or institution in the event of a 1-percent holdback, a 2-percent holdback, and a 2.5-percent holdback (Target dollar amounts are in the attached table).

With the exception of Public Schools, please base all plans solely on savings realized by reducing ongoing General Fund expenditures. While there are no mandatory ratios between expenditure type (PC, OE, TB), all plans should be balanced and sustainable.

All plans are to be signed by the respective director and submitted in writing to the DFM Administrator no later than 10 am on Wednesday, September 24, 2008.

Please feel free to contact me directly with any questions concerning this matter.

Idaho – Esto Perpetua – Let it be perpetual
SUBJECT  
Fall Enrollment Data

BACKGROUND  
The attached reports provide Fall 2008 enrollment data to the Board. The Power Point slides represent the 10-day census count as reported to the legislature and the press.

DISCUSSION  
Comparison of the census data taken on the 10th day shows an increase in both headcount and FTE. This year’s numbers represent a record high in both categories.

There are multiple reasons for the increases, including but not limited to the enrollment initiatives undertaken by the college last year, the general increase across the state in attendance at higher education institutions, the current economic situation, and the increasing population in Coeur d’Alene.

COMMITTEE ACTION  
None

FINANCIAL IMPACT  
None

REQUESTED BOARD ACTION  
No action is necessary at this time.

Prepared by  
Eric W. Murray, Ph.D.  
Vice President for Student Services  
September 24, 2008
Fall Enrollment Report
2004 – 2008

Presented by Eric Murray
Vice President
for Student Services
The Big Picture
Enrolled Total - Headcount

- Total Students
- Academic/Transfer
- Professional/Technical
- Dual Enrollment

Yearly Enrollment Trends from 2004 to 2008:

- 2004:
  - Total Students: 4519
  - Academic/Transfer: 639
  - Professional/Technical: 228
  - Dual Enrollment: 590

- 2005:
  - Total Students: 4392
  - Academic/Transfer: 590
  - Professional/Technical: 270
  - Dual Enrollment: 548

- 2006:
  - Total Students: 4631
  - Academic/Transfer: 548
  - Professional/Technical: 338
  - Dual Enrollment: 590

- 2007:
  - Total Students: 4650
  - Academic/Transfer: 563
  - Professional/Technical: 450
  - Dual Enrollment: 590

- 2008:
  - Total Students: 4856
  - Academic/Transfer: 558
  - Professional/Technical: 533
  - Dual Enrollment: 590
Dual/Tech Prep Students now Degree-Seeking

- 2005: Dual 102, Tech Prep 43
- 2006: Dual 92, Tech Prep 55
- 2007: Dual 97, Tech Prep 51
- 2008: Dual 126, Tech Prep 63
Total Enrolled – Headcount
Percent Change
Total Enrolled - FTE

- Total FTE
- Academic/Transfer
- Professional/Technical
- Dual Enrollment

- 2004: 3340 Total FTE, 2623 Academic/Transfer, 627 Professional/Technical, 90 Dual Enrollment
- 2005: 3199 Total FTE, 2567 Academic/Transfer, 529 Professional/Technical, 103 Dual Enrollment
- 2006: 3204 Total FTE, 2699 Academic/Transfer, 374 Professional/Technical, 131 Dual Enrollment
- 2007: 3257 Total FTE, 2628 Academic/Transfer, 436 Professional/Technical, 193 Dual Enrollment
- 2008: 3405 Total FTE, 2723 Academic/Transfer, 453 Professional/Technical, 229 Dual Enrollment
Enrollment Breakdown
Workforce Training Center
Non-Credit
Unduplicated Headcount
Fiscal Year (July 1 – June 30)
Academic/Transfer Headcount

Year: 2004 | 2005 | 2006 | 2007 | 2008
Headcount: 3652 | 3532 | 3745 | 3637 | 3765
Dual (WINGS) Headcount

Year | Headcount
-----|---------
2004 | 228
2005 | 270
2006 | 338
2007 | 450
2008 | 533
Dual (WINGS) Headcount Percentage Change

- 2004: 25%
- 2005: 18%
- 2006: 25%
- 2007: 33%
- 2008: 18%
Professional/Technical Headcount

2004: New - 261, Continuing - 378
2005: New - 197, Continuing - 391
2006: New - 177, Continuing - 371
2007: New - 216, Continuing - 347
2008: New - 192, Continuing - 366
Professional-Technical Headcount Percent Change

-7.66% -7.67% -7.12% 2.38% -.89%
Total Enrolled
Full-Time / Part-Time
Percentage

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<th>Year</th>
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<th>2005</th>
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<th>2008</th>
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<td>% Degree Seeking</td>
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<td>42%</td>
<td>46%</td>
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<td>45%</td>
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<tr>
<td>% Non-degree Seeking</td>
<td>61%</td>
<td>58%</td>
<td>54%</td>
<td>54%</td>
<td>55%</td>
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</tbody>
</table>

% Degree Seeking
% Non-degree Seeking
Total Enrolled
Degree/Non-Degree Seeking

<table>
<thead>
<tr>
<th>Year</th>
<th>% Degree Seeking</th>
<th>% Non-Degree Seeking</th>
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<tr>
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<td>91%</td>
<td>9%</td>
</tr>
<tr>
<td>2008</td>
<td>91%</td>
<td>9%</td>
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</table>
Student Profile
New Student Persistence

- 2003: 73%
- 2004: 71.7%
- 2005: 72.5%
- 2006: 73.0%
- 2007: 74.9%
- Average age of Professional Technical student is 27.
- Average age of Academic/Transfer student is 26.
- Overall average age is 26.
- Oldest student is 90.
- Youngest student is 13.
Total Enrolled Resident State

89.5%

3.3% 1.1% 4.2% 1.9%

Idaho Montana Washington California Other
Montana/Washington Headcount

Fall 06: Montana 92, Washington 146
Spring 07: Montana 81, Washington 187
Fall 07: Montana 84, Washington 173
Spring 08: Montana 82, Washington 187
Fall 08: Montana 92, Washington 205

Legend: Montana (blue), Washington (yellow)
Veteran Headcount

2004: 148
2005: 138
2006: 130
2007: 132
2008: 133
Valedictorian/Salutatorians
Headcount

<table>
<thead>
<tr>
<th>Year</th>
<th>Headcount</th>
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<tbody>
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<td>2004</td>
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<td>2007</td>
<td>10</td>
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<td>2008</td>
<td>10</td>
</tr>
</tbody>
</table>
Dual (WINGS) Enrollment Top Feeder High Schools

- Coeur d'Alene: 105
- Lake City: 78
- Sandpoint: 49
- Lakeland: 47
- Post Falls: 46
- Home Schooled: 40
- Timberlake: 37
- Cd'A Charter: 31
- Kellogg: 21
- St. Maries: 19

Coeur d'Alene: 14.63%
Lake City: 8.81%
Sandpoint: 8.63%
Lakeland: 3.56%
Post Falls: 9.19%
Home Schooled: 6.94%
Timberlake: 11.28%
Cd'A Charter: 3.94%
Kellogg: 7.50%
St. Maries: 5.82%
Other: 19.70%