Dear Trustees,

At a recent meeting of the President’s Cabinet, I asked members to begin providing me a status on goals for Strategic Plan themes specific to their individual service areas. This month we'll be hearing from Jay Lee on Theme 1 Programs.

**Strategic Plan – Theme 1 PROGRAMS Update**

**Goal 1:** Improve and expand educational opportunities, programs, and courses for the student population and community.

**Objective B:** Continue existing and develop new transfer opportunities with four-year institutions that meet the needs of students and employers.

**Action Item #2:** Initiation of a Military Science – Army (ROTC) program at NIC with the ability to transfer credits to UI or LCSC ROTC Programs.

In 2007 NIC, UI, LCSC and the Idaho National Guard laid the groundwork to start a military science program at NIC. The vision is that some soldiers will pursue military careers through ROTC and others will stay locally, serving in the Idaho Guard and complete their education locally at LCSC or UI in one of the bachelor’s degree programs available in Coeur d’Alene.

Idaho Guard 1st Lt. Steve Keeton believes that the population in the area can sustain a full ROTC program, allowing students to complete a bachelor’s degree without leaving the Coeur d’Alene area and at the same time become a commissioned officer upon graduation.

Three classes are being offered this semester (MSA 101 Introduction to Military Science - 15 students; MSA 111 Leadership Lab - 14 students; and MSA 151 Physical Fitness Training - 8 students). For Spring 2009, NIC will offer three additional Military Science classes (MSA 102 Fundamentals of Leadership and Management, MSA 112 Leadership Lab, and MSA 152 Physical Fitness Training. Second-year classes are scheduled to be offered for the first time in Fall 2009.

For the first two years of an ROTC program, students can participate without having any military affiliation. Upon completion of two years in the program, students may continue with the ROTC curriculum if they commit to a military service obligation.

**Goal 1:** Improve and expand educational opportunities, programs, and courses for the student population and community.

**Objective C:** Continue existing and expand new remedial programs that increase the potential for student success.

**Action Item #1:** Expand face-to-face offerings of remedial Mathematics and English classes at the Coeur d’Alene Tribal Education Institute in Plummer, Idaho.

During Fall 2008 NIC offered eleven classes at either the Coeur d’Alene Tribal Center or Lakeside High School (ANTH 225, Native People of North America; CDA 101, Elementary Coeur d’Alene Language; CHD 235, Observation and Assessment; Math 025, Elementary Algebra; MATH 108, Intermediate Algebra; ENGL 101, English Composition, GEOL 101 and 101L, Physical Geology, SOC 101, Introduction to Sociology). For the first time, community
members were allowed to enroll in daytime, dual credit courses offered at Lakeside High School. Due to the very successful math offerings during Summer 2008, the two math classes this fall have extremely high enrollments (MATH 025 -12 students and MATH 108 -10 students)

NIC will continue to expand its offering to the Plummer area. We are extremely pleased to be included along with UI in the discussions concerning a new Educational Institute to be built in Plummer in the near future by the Coeur d'Alene tribe.

**Goal 1:** Improve and expand educational opportunities, programs, and courses for the student population and community.

**Objective C:** Continue existing and expand new remedial programs that increase the potential for student success.

**Action Item #2:** Offer College Transition courses for potentially at-risk students through a multi-tier student-advising model.

In Fall 2008, the College Skills Center designated several sections of CSC 100 College Transitions, for athletes as part of a multi-tier student-advising model for students who could find themselves being an at-risk student. NIC coaches were trained to teach the specific sections of the College Transitions course.

In addition to the College Transitions course, athletes will be evaluated and placed in specific levels based on their academic success and assessment scores. Each level has specific “safety nets” and requirements to help the student experience academic success at NIC.

The program will be evaluated at the end of the Fall Semester and again at the end of the Spring Semester to determine the success of the model and make any necessary changes.

**Goal 3:** Develop and expand opportunities for high school students enrolled through NIC, emphasizing professional technical and dual credit/enrollment programs.

**Objective A:** Develop an expanded schedule of Professional-Technical dual credit courses.

**Action Item #1:** Offer dual credit PTE program/courses in Diesel Mechanics, Auto Technician and Outdoor Power/Recreational Vehicle Technology.

In Fall 2008, NIC offered for the first time, a professional technical dual credit option in Automotive Technology. One section was full with 12 students from the three school districts in the region. The Automotive Technology program instructors also developed an “online safety” class that was included in the dual credit delivered curriculum.

Currently, Doug Anderson and Steve Casey are visiting local high schools promoting another dual credit section of the auto technology class for the Spring 2009 semester, and Diesel Technology and Outdoor Power and Recreational Vehicles in the Fall 2009 semester.

**Strategic Plan Action Items:**
Efforts are currently underway to address the action items from NIC's 2008-13 Strategic Plan. Posting of the progress on action items is being accomplished using an internal SharePoint site that acts as a collaborative work space. There is also a web site where information on the Strategic Plan and the progress on the action items can be easily viewed and printed.
• Internal Site: A SharePoint site has been created to act as the collection point for responsible parties to post updates to their action items. There will also be announcements, due dates, calendars, as well as a list of the action items. Most importantly, responsible parties can view the progress and post further updates to their action items. http://insteffect (Viewable only on-campus and requires access.)

• Public Site: To address the need for those not directly involved in the action item updating process there is a link from the main NIC web page. Individuals can see the Strategic Plan, view progress reports on the action items and find other information related to the Strategic Plan. http://www.nic.edu/planning/strategicplan

The combination of these two sites will provide a means to not only post progress on action items but distribute information on the Strategic Plan and its associated action items.

Other news and events happening around NIC:
I hosted the first in a series of open forums on October 1. The format is designed to create a communication source to employees to update them on progress in achieving the strategic plan goals, responding to issues within the employee opinion survey, and giving general information and updates on other matters pertinent to the college.

In response to the suggestions within the employee opinion survey, a virtual suggestion box was established whereby employees can provide anonymous and confidential recommendations via the web. Several recommendations have come in to which human resources has responded.

On October 7 and 8, College of Southern Idaho (CSI) sent a contingent of seven people to NIC to review our programs and operations. This was the second half of an agreement on the part of President Beck and myself for an intercampus visit. Previously, the NIC contingent visited CSI, toured campus, and discussed their operations and programs with counterparts.

The CSI contingent included the Executive Vice President, administrators, and department heads. On Tuesday, CSI staff met their peers in Emery’s for lunch, a campus tour and orientation. On Wednesday, CSI staff again met their counterparts and spent time in the respective service areas for more detailed discussions. Lunch on Wednesday was hosted by NIC in the Edminster Student Union followed by more one-on-one time.

Those participating all felt the time was well spent and learned a lot about what CSI is doing and how the two community colleges can participate as a team as we confront mutual issues.

On October 9 I presented our DPW FY10 request to the Permanent Building Fund Advisory Council in Boise. The need for $4.35 million to remodel Seiter Hall was well articulated and well received. Feedback from individual council members was positive and I am cautiously optimistic funding will be forthcoming in the next fiscal year.

Education Corridor
On September 25th, another Education Corridor Forum was held where participants discussed UI, LCSC 8-year plans and our collaboration. Discussion focused on strategic concerns, safety and security and potential for building construction. I met with Stefany Bales of PAC/West on October 10 to give her information on the status of the college’s mill site purchase and corridor concept and we reviewed public information/communications plans.
**Student Services Activities**
The Student Services Staff had their first of seven Towne Hall Meetings. The topic for September was "Crisis Response and Working with Hostile Individuals." Over 40 people attended and spent 90 minutes reviewing techniques on how to diffuse situations and protect themselves in the event we experience the "worst case scenario" of a shooter on campus. October's topic is "Good Customer Service."

Stephanie House, one of our Financial Aid Advisors, won the Sterling Silver Award this month. This is a testament not only to her good work, but how far the Financial Aid office has come in the last few months. They are completely back on track and have developed some good systems to avoid pitfalls we experienced in the past.

Four Student Services managers accompanied Eric to a management workshop in Spokane on September 22. The group spent the day learning some new management techniques that they brought back and shared with the rest of the managers.

The front page picture of Eric on the tricycle not only made the cover of the CDA Press, but was also picked up by Stars & Stripes Armed Forces Newspaper. A soldier from Afghanistan sent Eric his copy. Our 75th Anniversary party got coverage around the world!

**Human Resources**
Ongoing management training continues as our HR focus. Throughout the month of September, management training was provided on the topics of performance management (rolling out the new performance management program including forms, coaching strategies, etc.), effective hiring strategies (focusing on finding and hiring the best qualified and most competent employees), and motivation (rolling out the new rewards and recognition program). In all, there were approximately 100 combined attendees to the training events.

A revised performance management program was launched in October which takes more of a coaching approach with employees. The system is designed to focus on employee strengths, improve areas that require strengthening, and overall create a better climate conducive of high-performing employees.

Participation in our wellness programs is growing. As a part of this year’s health insurance program, a wellness component was added to provide incentives to employees to improve their healthy behaviors. The first step of this program includes the completion of a personal wellness profile. A report was received the first week of October and indicated that just under 500 participants completed the profile. This information indicated the top considerations that should be addressed by our general employee group in order to improve health and work towards controlling health care costs. The information provided was presented to the wellness committee on October 8 in the new brief handbook titled "Your guide to healthy living" which was produced and distributed to employees to help them understand the program better. We expect to be able to positively impact healthcare costs for the institution as early as the next fiscal year as a result of employee participation in wellness activities.

**Information Technology**
The servers and storage system running the Datatel Colleague software in support of all business activities were upgraded successfully October 3-5. The hardware was purchased in late spring and a major effort made over the summer by Randy Oens and Bill Cleavinger of the Information Technology Department to install and test the systems. The Hewlett-Packard system was replaced with IBM computers acquired from S1 Solutions of Boise, ID under a State
of Idaho purchasing contract for $190,000. The new system is approximately 2-3 times faster for transactions and is expected to be in service for four years.

**Workforce Training Center Update**
For several years, the Customized Training arm of NIC’s Workforce Training Center has worked with area businesses to first acquire and then utilize Workforce Development Training Funds. Employers use the Workforce Development Training Funds to educate and train new full time employees for various aspects of their jobs. Up to $2,000 is available for each new job created. The funds are distributed through an application process coordinated by the Idaho Commerce and Labor Department.

Employers may utilize the Workforce Development Training Funds by contracting with third parties, such as NIC’s Customized Training. When Customized Training is contracted to assist the employer, NIC staff work side-by-side with the employers to identify and deliver the necessary training, and complete the required reporting processes.

The NIC Workforce Training Center has assisted area employers in acquiring and using more than $4 million in Workforce Development Funds. This represents 41% of all Workforce Development Funds granted through higher education, and ranks North Idaho College at the very top of Idaho’s higher education institutions (Idaho State University ranked second with nearly $2 million).

Clearly, North Idaho College and the Workforce Training Center have become a conduit for the Workforce Development Funds and professionally coordinated customized training for new employees.

*Idaho Peace Officers Standards and Training (POST) Council approves regional basic patrol academy in North Idaho*
On October 2, 2008, in their meeting held in Idaho Falls, the Idaho POST Council unanimously approved a motion made by Moscow Police Chief Dan Weaver to authorize a North Idaho basic patrol academy to be offered starting in April 2009. Approval of the North Idaho academy was made contingent upon narrowly defined IDAPA rule waivers to allow North Idaho’s academy to be done in an open campus environment. The normal POST basic patrol academy is held in Meridian, Idaho, on Idaho State Patrol property in a closed campus setting.

Approval of the North Idaho basic patrol academy comes after years of debating the need for regional academies and a concerted effort over the last 12 months by North Idaho law enforcement agencies to secure an academy within the region. Rathdrum Police Chief Kevin Fuhr, Kootenai County Sheriff Rocky Watson, and NIC Vice President for Instruction Jay Lee presented the North Idaho request and were present when the Council voted to approve the North Idaho academy.

*Lewis – Clark State College Day at NIC (October 16th)*
The working nature of the partnership between North Idaho College and Lewis-Clark State College will be seen on Thursday, October 16, when LCSC administrators, faculty and staff will spend the day on the NIC campus. Several LCSC representatives will be present throughout the campus sharing information with their NIC counterparts and discussing transfer options with NIC students. The day will culminate with a dinner where approximately 40 LCSC and NIC employees, including LCSC President Dene Thomas, will share ideas and celebrate a successful partnership.
Foundation – Lunch with the President

As a way to better connect donors and alumni with the current happenings at North Idaho College, the NIC Foundation established a series of events to enhance communication between our generous supporters, the College, and the Foundation. On Thursday, October 16, the first annual "Lunch with the President" was hosted at Emery's for supporters meeting the minimum $1,000 annual contribution level for fiscal year 2007-2008. It was a social format where I provide a brief presentation about the College’s past, current, and future opportunities.

Meetings

The following will give you an overview of “non-routine” meetings and events I attended since we last met.

September 25  Master Plan Proposal Committee reviewed proposal from KADD. A number of issues in the statement of work were clarified. The committee determined that we need to incorporate IT planning into the plans but that a separate contract to do this is not needed as our staff can handle these responsibilities. The contract with KADD has been formalized and the architects will be on campus to begin the process in November.

Foundation Executive Committee met to review the preliminary audit of FY 08. The full audit was reviewed at the Foundation board meeting October 2, but the final report won’t be ready until November meeting.

Education Corridor Forum – Lake Coeur d’Alene Room

Met with VP Jay Lee’s direct reports in my ongoing efforts to expand my connections and conversations on campus.

September 26  Coeur d’Alene Rotary

September 29  Met with Work Force Training Center Staff to discuss current issues, programs, and planning.

September 30  Met with Rayelle Anderson and NIC Foundation board member Bill Tarnasky as part of our continuing plan to better connect the Foundation Board and College administration

October 1  Held the first all campus open forum in the Lake Coeur d’Alene Room. (See paragraph 1 under “other news and events.”)

Our District 2 Legislative Luncheon brought Mary Lou Shepherd and Dick Harwood to campus for a wide-ranging conversation about the 2009 Legislative Session. Ron Vieselmeyer joined me at that meeting.

October 7  Presentation of our DPW FY10 request to the Permanent Building Fund Advisory Council in Boise.

October 8  Participated in the President’s Council meeting by teleconference and met with Walt Minnick and community leaders at the Chamber.
October 9  Attended SBOE meeting in Lewiston. While in Lewiston, I met with President Dene Thomas of LCSC and President Steven Daley-Laursen of UI for a discussion of needs for the expansion of educational programs in North Idaho. We agreed to meet again and include our provosts and VPs of instruction to begin program planning for the future.

Met with Stefany Bales of PAC/West to discuss public information plans

October 13  Met with Chris Meyer of the CDA Tribe to discuss expansion of college/Tribe partnerships, including how we might work together on the Education Corridor.

October 15  District 1 Legislative lunch was held in Sandpoint. Sen. Joyce Broadsworth, Rep. Eric Anderson and Rep. George Eskridge joined us for the last of our fall district lunches to discuss our needs and the ’09 legislative session.

Education Corridor Meeting with all the corridor partners to review communications plans and set communications goals.

October 16  Coeur d’Alene Chamber Executive Roundtable Breakfast – Driftwood Bay NIC Foundation luncheon at Emery’s for newly established donors NW Community College (Powell, WY) visit to NIC LCSC dinner at Coeur d’Alene Inn CASA Benefit

Upcoming meetings:

October 20  Exit audit interview

October 21  Education Corridor meeting
Meeting with Constituent Leaders
Reception for NIC Trustee Candidates

October 22  Speaking at NIC Management Institute

October 23  Coeur d’Alene Chamber annual lunch at the CDA Resort Phi Theta Kappa Forum

October 24  Coffee with District 1 Senator Shawn Keogh NIC production of “Moira’s Crossing”

Oct 28-Nov 2  ACCT meeting in NYC

Nov 4  Jobs Plus board meeting
ASNIC board meeting
Presidents’ Council teleconference
Tour Life Care Center in Post Falls

Nov 6  NIC Foundation board meeting
Nov 7-15  AACC Commission meeting in Washington, DC and meetings with federal delegation

Nov 17  Facilities Master Planning meeting with architects

Nov 18  Management Team meeting  
Meeting with Constituent Group Leaders  
Education Corridor meeting  
Annual scholarship celebration
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
   Minutes Review/Approval
   Public Comment
   Celebrating Success: POST Academy
   
Rolly Williams
Jay Lee/Sheriff Rocky Watson
and Chief Kevin Fuhr

OLD BUSINESS
   None

NEW BUSINESS
   Tab 3: First Reading: Prior Felonies Policy
   Tab 4: 1st Quarter Budget Review
   Tab 5: FY 2008 External Financial Audit Review
   Tab 6: 2009 Legislative Session Preview
   
Eric Murray
Rolly Jurgens
Rolly Jurgens
John Martin

INFORMATION ITEMS
   Master Planning
   Education Corridor
   KCPTE Consortium Progress
   Workforce Training Update
   CSI Visit to NIC
   Building Renewal Presentation
   
Priscilla Bell
Priscilla Bell
Priscilla Bell
Jay Lee
Jay Lee
Priscilla Bell
REPORTS
College President
Senate
Faculty Assembly
Staff Assembly
ASNIC
Board Chair

Priscilla Bell
Nancy Edwards
Ann Johnston
Gary Coffman
Austin Folinay
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
November 19, 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 4:05 pm by Board Chair Rolly Williams. Trustees Armon, Vieselmeyer and Williams constituted a quorum. Those in attendance were: Mic Armon, Ron Vieselmeyer, Rolly Williams, Christie Wood, Rolly Jurgens, Marc Lyons, and President Priscilla Bell.

EXECUTIVE SESSION
MOTION: 09-24-08: 27 Motion was made by Trustee Armon and seconded by Trustee Vieselmeyer to adjourn to executive session under Idaho Code Sections 67-2345 (a) To consider hiring 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:
Mic Armon yes
Ron Vieselmeyer yes
Rolly Williams yes
Christie Wood yes arrived at 4:07
Judy Meyer was not present.

The executive session consisted of discussions related to the hiring of a staff member and acquiring an interest in real property not owned by a public agency. The executive session ended at 5:45 p.m. and the Trustees reconvened in open session at 6:00 p.m.

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
          Ron Vieselmeyer
          Rolly Williams
          Christie Wood
Also present:

Priscilla Bell, President
Jay Lee, Vice President for Instruction
Rolly Jurgens, Vice President for Administrative Services
Eric Murray, Vice President for Student Services
John Martin, Interim 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 Fornagy, ASNIC President

APPROVAL OF MINUTES
Motion was made by Trustee Armon and seconded by Trustee Wood to approve the minutes of the meetings of August 27, 2008 and September 9, 2008, as presented. The motion was unanimously approved.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Biology Instructor, Rhena Cooper addressed the Board with regard to the Idea Network of Bio Medical Research Excellence (INBRE) program and introduced three students, Veronica Hendricks, Bryne Rush and Ashley Zabka. Each student provided an overview of her personal experience with and opportunities discovered from participation in the program.

New Business

KCPTEC – Memorandum of Understanding
President Bell discussed the process-to-date for the acquisition of a parcel of land on the Rathdrum Prairie on which to co-locate a facility for the expansion of PTE programs. She outlined some of the specifics of the MOU which include NIC’s acquiring 40 acres of the parcel at a cost of $27,500 per acre. She further stated that the option payments totaling $200,000 that the school has already made toward the property would hopefully be applied toward the purchase. The MOU also sets out the joint school districts acquiring 40 acres and Lakeland School District itself acquiring 40 acres as a future site for a magnet PTE school. She encouraged the board to approve the school’s execution of the MOU.

Trustee Armon asked President Bell if the City of Rathdrum would work to ensure we had access to utilities at this facility. President Bell confirmed that the City will facilitate efforts to acquire grants to help us with infrastructure and she further stated the City is very much engaged and enthusiastic about this project.

Chairman Williams reminded everyone that this collocation will serve to bring everyone together to utilize the same facilities and reduce duplication of services among campuses. Trustee
Armon stated that based on Chairman Williams’ comment this should also serve to reduce costs to taxpayers.

MOTION: 09-25-08: 28 Motion was made by Trustee Vieselmeyer and seconded by Trustee Armon to approve Chairman Williams’ and President Bell’s entrance into a memorandum of understanding. Motion was approved.

Information Items

RECAP OF 75TH ANNIVERSARY CELEBRATION
Trustee Wood reported that the BBQ held on September 18th was a successful event. She mentioned that although they had 700 hotdogs and felt they were well-prepared, they did run out of food. She stated there were many other activities and events planned over the course of the 2008-2009 school year commemorating the school’s 75th Anniversary and she thanked the committee and others for their work on events and on the History of NIC book.

Chairman Williams expressed his appreciation to Sheila Wood for her hard work and support as chair of the History Committee in keeping everyone together and focused on their work on the History of NIC book.

Trustee Armon remarked that it would be good for the committee to partner with ASNIC to find a way to get the students more involved in 75th Anniversary activities and events.

PRESIDENT’S REPORT
President Bell took this opportunity to introduce and welcome her newly hired Sr. Executive Assistant, Shannon Goodrich.

President Bell provided an update on the status of the Education Corridor. She stated that a letter of intent between the college and the North Idaho College Foundation had been signed for the down payment on the 17 acre mill site. She also stated that letters of intent for the Foundation’s purchase of the property had been signed by Marshall Chesrown and the Foundation. These letters stipulate the conditions under which the purchase and sale agreement will proceed, including that the property will be cleared, cleaned and EPA level II designated as well as the title being cleared.

President Bell further stated that to encourage the State Board of Education to support the school’s plan to expand the Education Corridor, she forwarded them the letter from the Idaho Coalition for Education Excellence (IBCEE) that was read into the record of the August 27th meeting of Board of Trustees.

President Bell reported that we will receive a visit by the College of Southern Idaho (CSI) on October 7-8. There will be a group presentation and then members of CSI’s delegation will spend time with each of their NIC counterparts. Discussion will also include our plan for the development of a college/university partnership to create a university complex here and a visit to the mill property is planned. She stated that she will be making a presentation in Boise during CSI’s visit and Rolly Jurgens will host CSI in her stead.
President Bell reported on the Facilities Master Plan. She stated that she had been working with Vice Presidents Lee, Jurgens and Murray and Deans Hodge and Murray to evaluate the need for a revised facilities master plan. The group requested the architectural and planning firm of CTA (who completed the most recent facilities plan in 1999) to submit a proposal to update the 1999 plan rather than preparing a new plan from scratch in hopes of some cost savings. CTA provided a proposal and cost estimate of $66,000 for the update.

President Bell went on to state that CTA recommended the school work with the firm of KADD for the instructional planning. At the specific request of the evaluation committee, KADD provided a planning proposal that is based on the educational programs and services we will need to provide over the next decade based on actual projections of enrollment and the direction in which we will be moving with our programs and the types of facilities we will require. Their proposal also takes into consideration the 17 acre mill site, the outreach centers and the potential acquisition of the Prairie property. The committee will review and evaluate the proposal and will most likely go forward with it. There may be a possibility the group will elect to have CTA do some additional work such as a revised study on Selter Hall.

President Bell reported that the Ponderay Center upgrades are done as well as those on the Bonners Ferry Center and have enabled the expansion of program offerings. She stated that the President’s Cabinet visited both sites during the month of September.

President Bell reminded the Board that she will be making a presentation to the Permanent Building Fund Advisory Council in Boise on October 7 at which time she will be making a fifth request for $4.3 million in department of public works funding for remodeling of Selter Hall to make the building useful for general classrooms. She also mentioned her request will include about $16 million for the PTE facilities as well as almost $2 million for minor repair and improvements. President Bell went on to say that the Permanent Building Fund group recently visited NIC and toured Selter Hall and is aware of the school’s need for funding.

President Bell informed the Trustees that in her letter to them distributed with the board agenda, she made an incorrect statement with regard to the Performance Measures Report that was sent to the SBOE. The statement has to do with the first goal from the NIC 2008-2013 Strategic Plan and the way in which we measure student enrollment. The way it was written makes it appear we measure by head count of students when in actuality we measure by course sections in which students are enrolled. President Bell corrected the statement for record to read as follows: In 2007 students were enrolled in 853 academic course sections and in 2008 students were enrolled in 892 course sections. The number of PTE enrollments went from 208 course sections in 2007 to 219 course sections in 2008.

President Bell reported that for the 2009 Legislative Session, Vice President John Martin will be chairing the college’s Legislative Committee. She went on to say that VP Martin has identified all committee members and a proposed legislative agenda will be submitted to the board in November. She also pointed out that a legislative reception is planned for December 8 for our delegation to hear about our legislative agenda.

President Bell took this opportunity to point out that the April 29, 2009 board meeting conflicts with the DC Fly-in for which she is a delegate, and she requested the board consider changing the April meeting to April 22, 2009.
MOTION: 09-25-08: 29 Motion was made by Trustee Wood to reschedule the April 29, 2009 meeting to April 22, 2009. The motion was seconded by Trustee Armon. Motion passed unanimously.

President Bell reported that at the recent retreat, the President’s Cabinet reviewed progress-to-date of their action plans established under the five-year strategic plan. She said that members described their areas’ activities so far and identified any obstacles and she went on to report they previewed work plans for FY10. They discussed the hold back and identified what expenditures would be reduced with a 1-2.5% reduction. She finished by letting the Board know that the group also identified a few programs for a modified zero-based budgeting approach for this and the next fiscal year.

President Bell spoke to the board about the management training that Human Resources has implemented and provided them a look ahead to the training for the coming months.

President Bell informed the board that NIC received notification of a State General Fund holdback of 1% or $158,552 and a recommendation to plan for a larger holdback. A 2% holdback would equal $317,104, and a 2.5% shortfall would equal $396,430.

REPORTS
Vice President Murray shared a presentation showing trends in enrollment for this year and years past. Slides included enrollment details in workforce training, academic/transfer students, dual enrollees, professional technical students as well as student profile which included such information as age, gender, state of residency, veteran status and feeder high schools.

SENATE
Nancy Edwards, chair, reported that the Senate met on August 28. The Prior Felonies Policy was presented by Eric Murray and it passed the first reading. She went on to state that the next Senate meeting is scheduled for September 25.

FACULTY ASSEMBLY
Chair Ann Johnston reported the Faculty Assembly had their second meeting of the academic year on September 11th. Committee assignments for full-time faculty have been made, ending a complex process that has taken more than a month to complete. An effort is underway to streamline the committee assignment process and update committee structure campus-wide. This effort is being made with the help of Senate, staff, and student constituent group representatives, as well as vice presidents and others.

Ms. Johnston reported they are feeling the loss of Tony Stewart and his efforts in organizing the annual Popcorn Forum convocation and she stated that they strongly support a continuation of the annual convocation in some form. Faculty feels that it has been an outstanding contribution to the College’s students, staff, and faculty, as well as the community at large.

She closed her report by announcing their next meeting will be held on October 9th.
STAFF ASSEMBLY
Chair Gary Coffman reported that the staff was interested in pursuing a more meaningful professional development program at NIC, and they would be surveying all staff to identify other issues they feel are important.

ASNIC
Austin Folinay reviewed information about the “Decision 2008” event hosted by Student Events. He mentioned that the use of shuttles had been approved to provide students and staff with transportation to the Kootenai County Elections Office on Election Day. He went on to report the tailgate party hosted by ASNIC and the Athletic Department was a great success and he shared information about the Go Green Committee and the development of the Constitution Committee for the ASNIC Constitution.

BOARD CHAIR
No report.

REMARKS FOR THE GOOD OF THE ORDER
No remarks.

ADJOURNMENT

Motion to adjourn was made by Trustee Armon, seconded by Trustee Wood, and unanimously approved at 7:25 p.m.

______________________________  ______________________________
Board of Trustees Chair          Board of Trustees Secretary
SUBJECT
First Reading: Student Services Policy regarding Prior Felonies

BACKGROUND
In October 2007, the Student section of the Policy Manual was reviewed by the VPSS to determine if changes were necessary to help streamline or update the policies. Recommendations were determined and taken to the College Senate for discussion and review. After review by the College Senate, the College Attorney also submitted recommendations. In this packet are the final copies ready for approval.

There is one (1) policy to be reviewed at this time. The discussion section below outlines how this policy was created and why. Additional policies will need to be approved by the Board in future meetings.

DISCUSSION
5.xx Prior Felonies

As this is a new policy, the exact number will be assigned upon approval.

This “practice” has actually been in effect for four semesters despite it not being policy. College Senate has now reviewed the practice and helped to put it into policy.

This policy requires that students notify the VPSS office if they have been convicted of a prior felony. If this prior felony was a sex offense, they are required to meet with the VPSS (or designee) to assure that we have an educational plan that will help them succeed at NIC. If the prior felony was NOT a sex offense, the VPSS office will use discretion at determining who should meet with an administrator to discuss an education plan.

The intent of the policy is to foster student success for those students who have had legal issues.

COMMITTEE ACTION
The attached policy has been reviewed and approved by the President’s Cabinet, the College Senate, and the college attorney.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
As this is a first reading, no action is required at this time.

Prepared by
Eric W. Murray, Ph.D.
Vice President for Student Services
# Draft Policy

**Policy #**

**Effective Date:**

<table>
<thead>
<tr>
<th>(Impact Area - Dept Name)</th>
<th>(General Subject Area)</th>
<th>(Specific Subject Area)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>Code of Conduct</td>
<td>Prior Felonies</td>
</tr>
</tbody>
</table>

**Author:** Eric Murray

**Supersedes Policy**

<table>
<thead>
<tr>
<th>Relates to Procedure #</th>
<th>Impact:</th>
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</table>

**Legal Citation (if any):**

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**North Idaho College**

Policy Narrative

The college is supportive of all students’ learning and integration into the college, but reserves the right to immediately suspend a student with a prior felony history from the college if the student violates any policy within the Code of Conduct. This action is subject to review by the College Judicial Board.

Students registered with the National Sexual Offender Public Registry are required to meet with the Vice President for Student Services or his/her designee to ensure that the learning environment at the college is conducive to the student’s success. This meeting is confidential. Students who have prior felony convictions with regards to Crimes Against People, Crimes Against Children, or Drug Offenses may also be required to meet with the Vice President.
SUBJECT
First Quarter Budget Review, FY08-09

BACKGROUND
Each quarter, current revenue and expenditure information is presented to the Board of Trustees.

DISCUSSION
- Attachment A indicates the budget is at $40,158,540. Revenue through September was $17,333,261 with expenditures in the same period of $7,675,737.

- Attachment B shows the year-to-date revenues and expenditures through September compared with an arithmetic mean of revenues and expenditures over the same period for the previous five years.

- Attachment C shows the progressive monthly growth of revenues for FY2008-09 as compared to the arithmetic mean of revenues over the same period for the previous five years. Revenues are closely following prior years’ trends.

- Attachment D shows the progressive monthly growth of expenditures for FY 2008-09 as compared to the arithmetic mean of expenditures over the same period for the previous five years. Expenditures are closely following prior years’ trends.

- Attachment E shows the progressive monthly growth of tuition and fee revenue for FY2008-09 as compared to the arithmetic mean of tuition and fee revenue over the same period for the previous five years.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
No action is recommended.

Prepared by
Rolly Jurgens
Vice President for Administrative Services
SUBJECT
ACTION: External Financial Audit for FY08

BACKGROUND
An annual financial audit report for North Idaho College is prepared by an external audit agency. The annual audit report is currently being done by Magnuson, McHugh, CPAs, P.A. of Coeur d’Alene. Copies of the audit will be provided to the Board and others who wish copies.

DISCUSSION
Stan Wood and Toni Hackwith of Magnuson, McHugh will present the audit along with any findings. A detailed audit exit conference was conducted by Magnuson & McHugh, CPAs, P.A. on October 20, 2008, with Trustees Christie Wood and Mic Armon, President Bell, Vice President Jurgens, and Controller Sarah Garcia. Any questions as a result of the audit will be addressed and answered at the Board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
It is recommended that the Trustees consider a motion to accept of the audit of FY2007-2008.

Prepared by
Rolly Jurgens
Vice President for Administrative Services
SUBJECT
Legislative Committee Preview

BACKGROUND
Each year during the fall semester, the Board of Trustees adopts a Legislative Agenda that guides the President, the College Legislative Committee, and other College staff and NIC advocates as they prepare to participate in the upcoming Legislative Session.

DISCUSSION
The Committee is in the process of developing a draft Legislative Agenda for the 2008 Legislative session, which will be presented to the Trustees for approval at the next Board meeting.

The Committee will continue to assist in the development of NIC’s federal appropriations priorities, if/as appropriate.

COMMITTEE ACTION
The Legislative Committee, with John Martin chair, will meet regularly throughout the fall semester and the 2009 Idaho Legislative session.

FINANCIAL IMPLICATIONS
There may be actions taken by the Idaho Legislature which will have a major impact on the North Idaho College budget.

REQUESTED BOARD ACTION
No action is recommended at this time. It is anticipated that the Trustees will be asked to approve a Legislative Agenda at the next meeting.

Prepared by
John Martin
Vice President for Community Relations