January 21, 2009

Dear Trustees,

Happy New Year! As we welcome our faculty and students back to campus and begin spring semester, we have much to look forward to this spring at NIC. I’ll begin with an update of Theme 4 from our Strategic Plan.

**NIC Strategic Plan**  
**Theme 4: Finance and Funding**

**GOAL 1:** Pursue expanded funding opportunities through NIC Foundation for student success, faculty-staff support, facility development, and program development.

**Objective A:** Provide appropriate support for future college expansion and special initiatives.

**Action Item 1:** Actively support special initiatives for priority needs.

The Foundation board members and staff have been actively engaged in the Mill property acquisition and continue to work diligently towards successful acquisition of this property.

**Action Item 2:** Pursue expanded funding for priority needs.

The Development Department is aggressively pursuing external funding sources for priority needs, including professional-technical, e-learning, and general education.

**Objective B:** Develop and implement a more comprehensive annual giving campaign to expand resources for priority needs.

**Action Item 1:** Continue to expand on the newly formed external annual giving campaign.

The Foundation and Development Department staff launched a new annual campaign strategy in spring, 2008. The plan is to continue and build on that approach in spring, 2009, and to further focus efforts around priority needs identified by the college leadership as appropriate.

**Action Item 2:** Develop an internal annual campaign that the NIC family feels positive about and actively participates implement a virtual suggestion box to allow for anonymous input from all employees and stakeholders.

The NIC family is generous in supporting many needs campus wide, and in spring, 2009, the Development Department staff and Foundation Annual Campaign Committee plan to develop a collaborative plan that is tailored to NIC employees that builds awareness and participation in the giving opportunities available.

**GOAL 2:** Pursue opportunities for alternative funding sources.

**Objective A:** Seek federal and state special appropriations for suitable college priority activities and programs.

**Action Item 1:** Actively seek federal appropriation requests.

Budget requests have been prepared and submitted to federal legislative staff. In addition, meetings have been held with congressional staff to encourage funding and communications between NIC and legislators. Appropriate budget requests have been made to the State Board of Education and the Dept. of Public Works for FY 10. These requests have been discussed with the campus constituents and the Board of Trustees. Meetings have been had with federal legislative staff to discuss the requests.
Action Item 2: As requests are prepared for special or routine appropriations, review each with the President’s Cabinet and as appropriate with the Board of Trustees. Prepare priorities as appropriate.

Completed. As requests are prepared, they are reviewed by the President’s Cabinet for appropriateness, correctness and follow-up prior to submittal.

Objective B: Build partnerships and collaborative relationships with business and industry.
Action Item 1: The college will join Jobs Plus and the Manufacturer’s Consortium as well as becoming more active in the Coeur d’Alene Chamber of Commerce.

The College has joined Jobs Plus and continued to be active in the Coeur d’Alene Chamber of Commerce. We are insuring that there is always representation from the college at Chamber meetings and communications are strong with them. Dr. Bell is often joined by other members of the President’s Cabinet at Chamber meetings. NIC staff routinely attend meetings of the K-TEC association as development plans regarding the Rathdrum Prairie property emerge, however NIC has not yet had the opportunity to join the Manufacturer’s Consortium.

Objective C: Expand total external private and federal grant applications for targeted college priority needs.
Action Item 1: Increase targeted request for grant sources such as Title III, Part A Strengthening Institutions; TRIO (SSS, EOC, Talent Search); NSF Programs (ATE, CCLI, STEP, S-STEM, etc.); other federal and private grants.

NIC has hired a consultant to assist with the application and proposal for Title III when it is funded again. The Grants Coordinator is working with staff to apply for TRIO funding as it comes available, and is working with staff to develop NSF proposals. The first NSF grant application in 2009 will be S-STEM; others are under review. Other federal and private grants are in planning.

Action Item 2: Increase campus involvement in grants development.

The Development Department is taking a proactive role in alerting President’s Cabinet and other key staff and faculty about grant opportunities.

GOAL 3: Align budget with strategic plan.
Objective A: Ensure that the strategic plan is addressed in the budget and at the Board of Trustee’s meetings.
Action Item 1: The President’s Cabinet will review the Strategic Plan each year at the start, middle, and end of the budgeting process. Discuss the completion of objectives and changes to the plan as necessary.

In progress. These discussions will take place as the budgeting for FY 10 is just beginning. The current funding holdbacks will cause additional difficulty for financial planning but these problems will be overcome to ensure that the Strategic Plan components are addressed.

Objective B: Document how the budget addresses the priorities of the Strategic Plan.
Action Item 1: In the preparation of the budget for each upcoming year, have each respective Vice President document how the budget is conforming to the Strategic Plan in their particular area.

The budget development for FY 10 is just beginning. As it develops this action item will be incorporated into the process.
Other news and events happening at NIC:
On December 4, 2008, two Idaho Peace Officer Standards and Training (POST) Board staff conducted a biannual review of the North Idaho College vocation Law Enforcement Program. The evaluation report was recently received and John Parmann, Training and Development Manager for POST, summarized the review final report stating, "During this assessment the inspection team was very pleased with the overall NIC program.” In granting temporary certification, the report did call on NIC to address issues dealing with administrative files and instructor certifications. NIC staff will address the concerns and submit a follow-up report to POST within the next 90 days as required by POST rules.

On Tuesday, January 6th, Vice President for Instruction Jay Lee presented an overview of NIC's Professional, Technical Education department and programs to Jobs Plus. The thirty minute presentation provided a quick overview of the college's PTE program inventory, new programs, enrollment issues, and budget concerns. Of particular interest was the development of the customized AAS degree being finalized with the Coeur d'Alene Tribe. Vice President Lee and Jobs Plus member, President Bell, addressed several questions and received insightful recommendations from the other Jobs Plus attendees.

AACC/ACCT Transition Proposals to President Obama
With the new Administration coming into office this month, ACCT with AACC prepared and submitted a formal transition proposal to President Barack Obama. The transition proposal covers a number of areas of concern for community colleges, including funding for key programs and reauthorization bills. Here is a brief list of some of the major issues included in the proposal:

- Pell Grants – Increase the maximum Pell Grant
- Funding Key Federal Programs such as funding for the Carl D. Perkins Act career and technical education (CTE) programs, Title III-A and Strengthening Institutions. (To name a few.)
- Community College Partnership Program – Create a Community College Partnership Program, which President Obama proposed during the campaign.
- Streamlining Tax Policy – Support for President Obama’s “American Opportunity Tax Credit.”
- Workforce Development – Reauthorize and make the Workforce Investment Act (WIA) a top priority and place a greater role and more capacity with community colleges in the various WIA programs.
- Welfare Reform – Amend Temporary Assistance for Needy Families (TANF) so that 24 months of an individual’s postsecondary education counts toward the state’s work participation rate.

ACCT with AACC also issued a joint economic recovery and stimulus proposal to the Obama Transition team. The proposal is endorsed by 43 state community college systems and associations. The proposal outlines three key areas which will provide immediate relief and stimulus for students and community colleges.

1. Maintaining College Access and Affordability – Request for the Obama Administration to provide an additional $3 billion to retire the entire current estimated shortfall and a request to the Administration to increase the Pell Grant maximum by $700.
2. Enhancing Community College Infrastructure – A request for $5 billion to assist community colleges to address growing facilities and infrastructure needs.
3. Preparing for High-Paying and High-Demand Jobs – A request for $1.5 billion to help community colleges fund job training programs to train workers in such key areas as advanced technology, energy and health care.

**Development Department:**
Our Grants Coordinator has been working closely with me and various key individuals campus wide to seek external funding for key priorities.

Alumni Relations and Alumni Association are hard at work securing support and selling tickets for the 10th annual Wild Game Feast to be held here at North Idaho College on January 24, 2009. Tickets are on sale now, and 80 of the 150 have been sold. This year’s event features a six-course meal of extraordinary wild game dishes created by Eddie Nelson of NIC Dining Services. The event will begin with a social at 6 p.m., which will include a silent auction and appetizers. Dinner will be served at 6:45 p.m. in the ESU Ts’elusm Dining Room. Tickets are $55 per person or $49.50 for NIC Alumni Association members. Sponsorship opportunities are also available. All proceeds benefit the NIC Alumni Association and scholarships for NIC students. Call 769-5978 for your tickets.

Since 1994, the NIC Foundation has proudly been funding the Foundation Grant Program, which strives to encourage outstanding instruction and strengthen support services at North Idaho College. The focus of the funding is on projects, programs, and activities that have the potential to enhance the college’s Strategic Plan and are not currently funded through other budgetary sources.

The NIC Foundation Board of Directors once again committed $50,000 for awards this academic year, which marks the 15th consecutive year for this foundation grant opportunity. Total cumulative awards provided through the Foundation Grant Program amount to 173 grants totaling $768,578.

Grant recipients were determined by a committee consisting of representatives from ASNIC, Staff Assembly, Faculty Assembly, Student Services, Administrative Services, Instruction, and the NIC Foundation. Out of the 33 total grants submitted this year alone, which totaled $191,640 in requests, the NIC Foundation is pleased to fund the following nine grants totaling $49,619.

**Associated Students of North Idaho College (ASNIC)**
Submitted by Jack Vanderlinden ($3,825) to expand the recycling program implemented by ASNIC’s Go Green Committee through the purchase of five recycling bins, which will be placed around campus to encourage participation and teach students and the campus community to be environmentally responsible.

**Professional-Technical Division, Automotive Technology Program**
Submitted by Mike Swaim and Mark Magill ($10,635) for the purchase of Mastertech VCI with software, Toughbook Laptop and Engine Analyzer. This equipment will allow scanner data produced by the vehicle to be wirelessly transmitted to a laptop and then be displayed through a beam projector, enabling a greater number of students to receive a more effective instructional delivery method.

**Business and Professional Programs Division**
Submitted by Kathleen Czurda-Page ($3,906) for the purchase of assistive technology to support the development of a new course in Emerging Technologies for older students in the community (60 and older). The grant may also provide for the possibility of expanding this class by working with high schools to create an Intergenerational Program between teens and seniors.

**Center for Educational Access**
Submitted by Sharon Daniels-Bullock ($5,885) for the purchase of equipment (one laptop and 30 wireless microphones), for a program called Speaker Box, which allows instructors to produce audio lectures for students with learning disabilities. This will increase student success by providing
an innovative method to capture verbal information from the classroom that students can then use to study.

**eLearning and Outreach Department**
Submitted by Tom Lyons and Jane McCarville ($10,000) for the purchase of the Wimba learning program. The program will enable Communication faculty to provide speech and other courses as true Internet delivery courses and thereby increase access to communication courses. The program will allow students to present speeches online, provide audience, peer, and faculty review to take place online, and will allow remote learners access to participate in speech competitions at a distance.

**Instructional Technology and Math Department**
Submitted by Donna Patterson and Susanne Bromley ($3,952) for the purchase of two Sympodium Interactive Pen Displays for two separate math classrooms. The Sympodium will allow the instructor to electronically control presentations in the classroom lecture allowing for enhanced delivery of the information. In addition, the instructor can write lecture notes directly to the server, the instructor’s website, or a flash drive and the students can then access for study purposes.

**eLearning and Outreach Department, Silver Valley Center**
Submitted by Rebecca Powers ($2,266) for the purchase of a laptop computer and LCD projector to be used in classroom spaces that do not have technology. In addition, the equipment will be used outside the center when doing presentations within the community.

**Communication, Fine Arts, and Humanities Division, Theatre Department**
Submitted by Joe Jacoby ($2,150) for funding to host Tim Mooney, a professional actor who has written and performs a one-person play about the classic French playwright Moliere, which is an effective learning tool in how to deliver classical monologues in an entertaining way. This activity will support current theater students as well as students from local high schools and colleges.

**Natural Sciences Division, Biology Department**
Submitted by Rhena Cooper ($7,000) for the purchase of a UV Imaging System to both broaden undergraduate research possibilities and allow for the integration of modern molecular techniques into the microbiology classes. This equipment will give more than 100 students a molecular hands-on experience that is currently missing in the curriculum.

The NIC Foundation would like to take this opportunity to thank all of the donors who contributed this past year to ensure the Foundation Grant Program is funded. In addition, the Foundation extends much gratitude to the NIC students, staff, and faculty who went above and beyond by submitting a grant request.

**Meetings**
The following will provide you an overview of meetings and events I attended over the past month:

Dec 23 Coeur d’Alene Symphony’s Black & White Ball committee meeting

Jan 1-4 Mt. States Association of Community College Presidents’ winter meeting in Scottsdale, AZ

Jan 6 Jobs Plus board meeting – VP Jay Lee’s presentation on PTE programs

Jan 8 Foundation board meeting

Opera Plus! board meeting
Meetings that members of President’s Cabinet attended on my behalf during my medical leave:

Jan 9  VP Jay Lee attended Rotary at which NIC’s Emma Miller received the Rotary Student of the Month Award.
       VP Jay Lee attended monthly K-TEC Meeting.

Jan 12 VP John Martin viewed online the Governor’s State of the State address.

Jan 13 VP Jay Lee attended the monthly Booster Club luncheon at Outback steakhouse – guest speaker was Bret Bowers, news and public affairs director of KVNI radio.

Jan 14 VP Jay Lee attended School Superintendents’ meeting.

Jan 16 VP John Martin attended Rotary.

Jan 19 The NIC delegation including VPs Eric Murray, Jay Lee, John Martin and ASNIC President Jack Vanderlinden traveled to Boise to take part in a pizza and pasta party with the delegations from College of Southern Idaho, the College of Western Idaho and state legislators.

Jan 20 VP Rolly Jurgens lead Management Team meeting.
       I conducted an interview with candidate for VP Community Relations position by video conference.
       VP Jay Lee attended Ed Corridor Monthly City Meeting at the Mayor’s office.
       Rolly Jurgens met w/Constituent Leaders.

Upcoming meetings that will be attended by members of President’s Cabinet, or I will participate by way of video conference or teleconference during my telecommuting period:

Jan 23 Rotary VP Eric Murray
Jan 24 North Idaho College Alumni Association's 10th Annual Wild Game Feast VP John Martin
Jan 26-29 JFAC Week – Boise Meetings with legislators VP John Martin
Jan 26 SBOE meeting VP Jay Lee
Jan 27 President’s Council meeting VP Jay Lee
       Senate Education Committee Presentation VP John Martin
Jan 28 JFAC presentation VP John Martin
Jan 29 House Education Committee Presentation VP John Martin
Jan 30 Rotary VP Jay Lee
Feb 3 I will participate in Jobs Plus board meeting by way of teleconference.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Organizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 5</td>
<td>Foundation board meeting</td>
<td>VP John Martin</td>
</tr>
<tr>
<td></td>
<td>Speak at Women’s Council of Realtors luncheon - topic: Ed Corridor.</td>
<td>VP John Martin</td>
</tr>
<tr>
<td>Feb 6</td>
<td>Rotary</td>
<td>VP John Martin</td>
</tr>
<tr>
<td>Feb 13</td>
<td>Rotary</td>
<td>VP Eric Murray</td>
</tr>
<tr>
<td></td>
<td>K-TEC monthly meeting</td>
<td>VP Jay Lee</td>
</tr>
<tr>
<td>Feb 17</td>
<td>Education Corridor City Meeting</td>
<td>VP John Martin</td>
</tr>
<tr>
<td>Feb 20</td>
<td>Rotary</td>
<td>VP Jay Lee</td>
</tr>
<tr>
<td>Feb 24</td>
<td>Management Team</td>
<td>VP Rolly Jurgens</td>
</tr>
<tr>
<td></td>
<td>Meet w/Constituent Leaders</td>
<td>VP Rolly Jurgens</td>
</tr>
</tbody>
</table>
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

EXECUTIVE SESSION
Idaho Code Sections 67-2345 (B) (C) (F)

6:00 p.m.
RECONVENE IN DRIFTWOOD BAY ROOM
Verification of Quorum/Introduction of Guests
Minutes Review/Approval
Public Comment
Celebrating Success: ABE/GED Programs

OLD BUSINESS
TAB 3: Agency Report for Aging and Adult Services Overview
Rolly Jurgens/
Pearl Bouchard

TAB 4: ACTION: Approval of Agreement to Acquire Property
Marc Lyons

NEW BUSINESS
TAB 5: Quarterly Budget Report
Rolly Jurgens

INFORMATION ITEMS
Preliminary Enrollment Report
Eric Murray
Kootenai Technical Education Center (K-TEC) Update
Priscilla Bell
Education Corridor
Priscilla Bell
AACC Transition & Stimulus Funding Proposals to President Obama
Priscilla Bell
Trades & Industry Program Enrollment and Student Job Placement
Jay Lee
Itinerary for Joint Finance-Appropriations Committee (JFAC) Week
John Martin
REPORTS
College President
Senate
Faculty Assembly
Staff Assembly
ASNIC
Board Chair
Priscilla Bell
Nancy Edwards
Ann Johnston
Gary Coffman
Jack Vanderlinden
Christie Wood

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
February 4, 2009
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
The meeting was called to order at 4:00 pm by Chair Christie Wood.

VERIFICATION OF QUORUM
Chair Wood verified that a quorum of the Board was present at the meeting.

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

Also present: Priscilla Bell, President
              Rolly Jurgens, Vice President of Administration
              Marc Lyons, Attorney for North Idaho College

EXECUTIVE SESSION
Following the call to order, motion was made by Trustee Williams, seconded by Trustee Vieselmeyer, to go into executive session under Idaho Code § 67-2345(c) and (f), for the purpose of discussing issues related to personnel matters, the acquisition of an interest in real property not owned by a public agency and to consider advice regarding potential litigation. Roll call vote was taken as follows:

Christie Wood   aye
Judy Meyer      aye
Ron Vieselmeyer aye
Rolly Williams  aye
Mic Armon       aye

At 5:50 p.m., Trustee Armon made a motion to return to open session. The motion, seconded by Trustee Williams, carried unanimously. The trustees briefly discussed their personal schedules for possible coming events. Chair Wood announced that the meeting would reconvene in the Driftwood Bay room.
RECALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood recalled the meeting to order at 6:00 pm and verified that a quorum of the Board was present.

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

Also present: Priscilla Bell, President
              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
              Jack Vanderlinden, ASNIC President

APPROVAL OF MINUTES
Trustee Meyer pointed out that clarification was needed on page three under Old Business for the item regarding the Agreement between the College and the Foundation. She asked that the second sentence be clarified to emphasize that the Foundation is the intermediary for the College with regard to the purchase of the Mill Property. Following some discussion it was determined that the passage should be amended by adding a comma between the words ‘College’ and ‘as’ to correctly read “She took this opportunity to introduce David Wold, President of the NIC Foundation who addressed the board and reinforced the Foundation’s support for the college, as intermediary for the purchase of the Mill Property.

Motion was made by Trustee Meyer and seconded by Trustee Williams to approve the minutes of the meeting of November 19, 2008, as amended. The motion passed unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Athletic Director, Al Williams addressed the Board and provided highlights of recent successes at National Junior College Athletic Association (NJCAA) national competitions. He gave kudos to coaches and players for a great season. He pointed out that as a result of NIC exposure at Nationals, eight NIC women are being recruited and will receive scholarships to four-year institutions.
OLD BUSINESS
Chair Wood took this opportunity to remove Tab 3 under old business: Adoption Resolution and Documents Relating to Mill Site Property. She stated there would be no business to conduct on this topic at this time. She went on to remove Tab 6 under New Business: Agency Report for Aging and Adult Services because the individual who was scheduled to provide the report was not present at the meeting due to inclement weather.

Kootenai Technical Education Center (K-TEC) Liaison and Status Report
Dr. Bell reported that this group, comprised of school district superintendents, the college president and vice presidents, manufacturers and employers, are working toward the development of the K-TEC facility. She mentioned that a draft timeline had been developed and presented at a recent meeting of the group. The timeline calls for completing construction of the joint high school academy by spring/summer 2012 with an opening scheduled for the fall of 2012. She went on to say that the college had signed an Option to Purchase Agreement with the Meyer family. The agreement transfers the $200,000 originally allocated for the option to purchase the 135 acre tract to the 40 acre parcel.

Dr. Bell discussed the need to identify a member from the board of trustees to act as liaison to the K-TEC consortium. Chair Wood entertained discussion from the board with regard to identifying a liaison.

MOTION: 12-17-08 35: Following some discussion, Trustee Williams made a motion to appoint Trustee Ron Vieselmeyer as liaison to K-TEC. The motion was seconded by Trustee Meyer and carried unanimously.

Policy Manual Table of Contents Revision
Chair Wood requested a motion to include Policy Manual table of Contents Revision in the agenda under Old Business.

MOTION: 12-17-08 36: The motion, made by Trustee Armon and seconded by Trustee Meyer, carried unanimously.

Dr. Bell deferred the topic’s discussion to board attorney, Marc Lyons, who stated that the college has an ongoing project of reviewing and revising the policy manual. He went on to say that this step in the process is being taken so that policies and procedures relating to the internal governance of the board of trustees and its relationship with the office of the president are precluded from having to go through the usual procedure of being submitted to and reviewed by the college senate. The revisions to the table of contents simply move policies and procedures relating to the internal governance of the board into a section separate and apart from policies and procedures relating to the administration of the college. These policies and related procedures include 2.01.01, 2.01.02, 2.01.03, 2.01.05, 2.01.08, 2.02.01 and 2.02.02.

MOTION: 12-17-08 37: Trustee Meyer moved to approve the proposed and revised policy manual table of contents. The motion, seconded by Trustee Vieselmeyer, carried unanimously.
NEW BUSINESS

Budget Development timelines
Chair Wood called on VP Rolly Jurgens who reviewed the budget development schedule for FY 09-10. President Bell added that if the county property tax valuation estimates are different than expected, then staff will request the board to approve an amendment to revenue projections. VP Jurgens then confirmed that the final budget does not have to be submitted until the second week of August.

Head Start Overview
VP Jurgens introduced Doug Fagerness, Director of NIC Head Start. Mr. Fagerness reviewed some highlights from the monthly Head Start report. He then stated that with the passage of new federal regulations, governing boards for Head Start programs are now required to approve certain documents relating to local Head Start operations. He went on to provide an overview of each of the Head Start documents submitted for board review and approval. Following some discussion, Chair Wood requested a motion to approve Head Start documents presented which included:

Attachment A: Service Plans
Attachment B: Prioritization / Selection Policy
Attachment C: Recruitment and Enrollment Policy
Attachment D: Policy Council By-Laws that include the criteria for choosing policy council members
Attachment E: Personnel Policies
Attachment F: Job Descriptions
Annual Self Assessment Procedures

MOTION: 12-17-08 38: Trustee Williams moved to approve the documents as presented. The motion, seconded by Trustee Meyer, carried unanimously.

INFORMATION ITEMS

Education Corridor
Before beginning her report on the Education Corridor, Dr. Bell returned to the topic of K-TEC and stated that the draft timeline the K-TEC group had developed, and which she had previously reviewed with Trustees, incorrectly shows the year 2009 for activities, including planning the levy election campaign, that are actually taking place in 2010. She pointed out that the timeline also incorrectly shows the Cooperative Service Agency Bond Election will be held in spring 2010, but it is actually planned to take place in spring 2011. She made these corrections for clarity as well as for the record.

Dr. Bell began her report on the Education Corridor by stating that attorneys are working through details in the documents for the sale and purchase of the DeArmond Mill site as well as agreements between the College and Foundation. She stated that documents may be ready for Trustees to review in time for closing at the end of January. Dr. Bell mentioned that meetings have been ongoing between the three primary higher education partners, LCSC, UI and NIC including the three presidents, provosts and NIC’s VP of Instruction, Jay Lee. Discussions have focused on programming needs and growth possibilities and how to further the collaborative efforts of the three institutions. There has been much discussion about having a joint-use
Legislative Update
Dr. Bell reviewed some highlights of the Legislative Reception held earlier in December. She took this opportunity to mention to Trustees that JFAC week taking place in Boise in January is scheduled the same week of NIC’s monthly board meeting. She requested that the Board consider moving the board meeting from January 28 to January 21 to accommodate JFAC week. Following a brief discussion, Chair Wood requested a motion to reschedule the January board meeting from January 28 to January 21.

**MOTION: 12-17-08 39:** Trustee Armon moved to approve rescheduling the January board meeting. The motion, seconded by Trustee Williams, carried unanimously.

Trustees took this time to discuss their availability to travel to Boise with President Bell during JFAC week for meetings with legislators and tours of local PTE facilities.

Budget Holdbacks
President Bell informed the Board that in addition to the 1% holdback which the college had already returned to the state, the institution would have to execute another 3% reduction for a total of 4% holdback for FY09. For PTE this means the college will not receive approximately $180,000 in state funding for PTE. Reductions will be made through reduced equipment purchases.

Dr. Bell continued by stating that since NIC has already received its allocation from the State General Funds, the college will be required to return approximately $455,000 to the state. She further stated that members of President’s Cabinet have met and reviewed budgets across campus in order to identify where reductions could be made for these funds. Reductions include maintenance and operations items such as travel and part-time personnel. The 4% does not include reductions to any full-time staff. She finished this portion of her report by stating that budget planning for FY10 will begin with an additional 6% reduction in the base which means that the FY10 budget will be implemented at 10% less than the institution began with in FY09. Planning for FY10 will done from a zero based budgeting perspective because some of the reductions included in the 4% for FY09 will have to be restored in FY10, so reductions in other areas will need to be identified.

Facilities Master Planning
President Bell continued her report with an update on activities of the architect, John Knapp, who has held several interviews across campus with faculty and administration. Sessions have been targeted on program needs. Additionally, he has gathered much labor data and information from local employers.

She finished this part of her report by stating that Mr. Knapp has indicated that he is on target to complete his report by early spring and he is scheduled to present his recommendations to the campus on January 27 or 28 with a presentation to trustees on February 4.
State Allocation Formula

Dr. Bell reported that College of Southern Idaho’s President Jerry Beck and VP Mike Mason have opened discussions with her and VP Jurgens with regard to discontinuing the existing formula for the state’s allocation of State General Funds. CSI has asked NIC to consider a proposal for changing the formula. She continued by saying that she believes President Beck will communicate to the chair of JFAC that this is CSI’s proposal and though they have asked for NIC’s consideration, they will not formally propose it to JFAC until there is a consensus from NIC. She finished by saying that more discussion needs to occur and more information needs to be obtained before a determination to revise the allocation formula can be made.

REPORTS

College President

President Bell distributed to Trustees, copies of the college’s Alumni & Friends 2008 Year in Review publication issued by the Development Department. She also reported that preliminary enrollment numbers show that registrations have increased 12%, headcount has increased 13% and applications are up 29%. In fall term, registrations rose by about 12%, but following the drop for no pay, the registration increase was actually only 4.5%, so the school is now on target with fall growth.

Trustee Meyer asked Dr. Bell for a report on the candidate selection process for the position of VP for Community Relations and Marketing. Dr. Bell reported that approximately 150 applications were received and screened down to 11 individual telephone interviews. She and Dr. Eric Murray, who is heading the screening committee, will next discuss the qualifications of the eleven candidates and determine who should be invited to campus for a personal interview. The position is scheduled to be filled no later than March.

Senate

Chair Nancy Edwards reported that the Senate last met on November 20 and approved a first reading of the Academic Probation policy and the Business and Facilities Operations policy. She reported that they also discussed the reassignment of administrative policies and procedures from the policy manual to the administrative services operational guidelines. She reported that this reassignment is taking place because with assistance from NIC’s attorney, Marc Lyons, it was determined that these policies and procedures actually constitute more of a practice or a process rather than policy and would be more appropriately maintained elsewhere. They also discussed the Withdrawals by Instructors policy. She finished her report by announcing that the Senate would meet next on December 18.

Faculty Assembly

Chair Ann Johnston reported that the Faculty Assembly last met on December 11 when they were joined by the NIC Director of Human Resources, Wade Larson. Faculty Assembly took that opportunity to discuss with Mr. Larson their proposal to rescind and remove the sick bank policy from the policy manual for teachers because the college now has a short term disability benefit. Ms. Johnston went on to say that they appreciated Mr. Larson’s input. She finished her report by stating that Faculty Assembly will meet again the first week of January when faculty returns from winter break.
**Staff Assembly**
Chair Gary Coffman reported on the results of the food drive which included donations of food and $521 cash. He went on to say that the money and the food were used to create 34 food baskets for needy students and employee families as part of the St. ASNIC event. He mentioned that $75 was donated by a student who had received a gift basket last year.

**ASNIC**
The newly appointed ASNIC President Jack Vanderlinden began by reporting on the St. ASNIC event where they were able to provide 34 gift baskets of food to families and toys to 115 children. He also reported that ASNIC is awaiting word from the NIC Foundation as to the award of a grant for their recycling program that would allow them to expand the recycling program across campus. ASNIC will begin the spring semester with a retreat and they hope to begin several new projects in the spring.

**Board Chair**
Chair Woods took this opportunity to wish the NIC family a safe and happy holiday and a merry Christmas.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Meyer asked Trustee Armon what the program would be for the weekly Rotary. Trustee Armon reported that Governor Butch Otter was scheduled to speak.

**ADJOURNMENT**

*Motion to adjourn was made by Trustee Williams, seconded by Trustee Vieselmeyer and unanimously approved at 7:25 p.m.*

____________________________  ______________________________
Board of Trustees Chair   Board of Trustees Secretary
SUBJECT
Aging and Adult Services

BACKGROUND
Each year at this time, an annual report is presented before the board by the director of Aging and Adult Services, Ms. Pearl Bouchard. North Idaho College is the umbrella agency and the fiscal agent for Aging and Adult Services in the five northern counties of Idaho.

DISCUSSION
Because the board of trustees is the governing board of North Idaho College, it is important for them to understand the programs under their purview. Rolland Jurgens, the vice president for administrative services, is the executive director of Aging and Adult Services for the five northern counties.

COMMITTEE ACTION
None

FINANCIAL IMPACT
There is no financial impact on North Idaho College as state and federal government, private gifts, and donations fund Aging and Adult Services.

REQUESTED BOARD ACTION
No action is recommended at this time.

Prepared by
Rolland T. Jurgens
Vice President for Administrative Services
### AREA AGENCY ON AGING
#### PROGRAMS' BUDGET
#### FISCAL YEAR 2009 BUDGET COMPARISON TO FISCAL YEAR 2008

January 1, 2009 through December 31, 2009

<table>
<thead>
<tr>
<th>FUNDING SOURCES</th>
<th>Programs</th>
<th>FY 2008 Budget</th>
<th>% of 2008 Total</th>
<th>FY 2009 Budget</th>
<th>% of 2009 Total</th>
<th>2009 vs 2008</th>
<th>% Change 2009 vs 2008</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State, Fed, UW &amp; Other</td>
<td>Case Management</td>
<td>252,026</td>
<td>13%</td>
<td>241,655</td>
<td>14%</td>
<td>($10,371)</td>
<td>-4%</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Information &amp; Assistance</td>
<td>74,018</td>
<td>4%</td>
<td>73,141</td>
<td>4%</td>
<td>($877)</td>
<td>-1%</td>
<td></td>
</tr>
<tr>
<td>State &amp; Federal</td>
<td>Transportation</td>
<td>44,000</td>
<td>2%</td>
<td>40,500</td>
<td>2%</td>
<td>($3,500)</td>
<td>-8%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Access Svc. Sub-total</strong></td>
<td><strong>$370,044</strong></td>
<td><strong>19%</strong></td>
<td><strong>$355,296</strong></td>
<td><strong>20%</strong></td>
<td><strong>($14,748)</strong></td>
<td><strong>-4%</strong></td>
</tr>
<tr>
<td><strong>In-home Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State &amp; Federal</td>
<td>Home Deliver Meal incl. Nutr. Svcs. Incent.</td>
<td>220,913</td>
<td>11%</td>
<td>204,367</td>
<td>11%</td>
<td>($16,546)</td>
<td>-7% c/o ($8,181); HB ($8,298)</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Homemaker</td>
<td>264,048</td>
<td>14%</td>
<td>252,347</td>
<td>14%</td>
<td>($11,701)</td>
<td>-4% HB $11,653</td>
<td></td>
</tr>
<tr>
<td>Federal, State &amp; Other</td>
<td>Intensive Respite</td>
<td>62,178</td>
<td>3%</td>
<td>53,246</td>
<td>3%</td>
<td>($8,932)</td>
<td>-14% c/o ($3,254); HB ($5,178)</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Alz. Demo Grant</td>
<td>36,340</td>
<td>2%</td>
<td>9,000</td>
<td>1%</td>
<td>($27,340)</td>
<td>-75% Grant ends June 30, 2009</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Respite</td>
<td>18,500</td>
<td>1%</td>
<td>18,000</td>
<td>1%</td>
<td>($500)</td>
<td>-3% HB ($500)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>In-home Svc. Sub-total</strong></td>
<td><strong>$601,979</strong></td>
<td><strong>31%</strong></td>
<td><strong>$536,960</strong></td>
<td><strong>30%</strong></td>
<td><strong>($65,019)</strong></td>
<td><strong>-11%</strong></td>
</tr>
<tr>
<td><strong>Legal Assistance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Adult Protection</td>
<td>193,834</td>
<td>10%</td>
<td>193,834</td>
<td>11%</td>
<td>$0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Congregate Meals incl. Nutr. Svcs. Incent.</td>
<td>253,476</td>
<td>13%</td>
<td>249,321</td>
<td>14%</td>
<td>($4,155)</td>
<td>-2% c/o ($9,778)</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Health Promotion</td>
<td>13,768</td>
<td>1%</td>
<td>11,261</td>
<td>1%</td>
<td>($2,507)</td>
<td>-18% c/o ($2,507)</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Medication Management</td>
<td>5,288</td>
<td>0%</td>
<td>4,407</td>
<td>0%</td>
<td>($861)</td>
<td>-18% c/o ($861)</td>
<td></td>
</tr>
<tr>
<td>Federal, State &amp; Other</td>
<td>Ombudsman</td>
<td>91,850</td>
<td>5%</td>
<td>79,095</td>
<td>4%</td>
<td>($12,755)</td>
<td>-14% c/o ($25); HB ($2,500)</td>
<td></td>
</tr>
<tr>
<td>Federal, UW &amp; Other</td>
<td>R.S.V.P. (Retired &amp; Senior Vol. Prog.)</td>
<td>97,999</td>
<td>5%</td>
<td>97,348</td>
<td>5%</td>
<td>($651)</td>
<td>-1%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Volunteer Court Visitor</td>
<td>2,500</td>
<td>0%</td>
<td>2,500</td>
<td>0%</td>
<td>$0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Other Svc. Sub-total</strong></td>
<td><strong>$658,455</strong></td>
<td><strong>34%</strong></td>
<td><strong>$637,766</strong></td>
<td><strong>36%</strong></td>
<td><strong>($20,689)</strong></td>
<td><strong>-3%</strong></td>
</tr>
<tr>
<td><strong>State, Federal &amp; Other</strong></td>
<td>Admin., Coord., Prog. Dev.</td>
<td>211,879</td>
<td>11%</td>
<td>198,257</td>
<td>11%</td>
<td>($13,622)</td>
<td>-6% HB $2,000</td>
<td></td>
</tr>
<tr>
<td><strong>Auxiliary Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>AAA Conference</td>
<td>15,000</td>
<td>1%</td>
<td>4,500</td>
<td>0%</td>
<td>($10,500)</td>
<td>-70%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Aging Connections</td>
<td>33,825</td>
<td>2%</td>
<td>$0</td>
<td>0%</td>
<td>($33,825)</td>
<td>-100% Contract ended</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Fundraising</td>
<td>12,000</td>
<td>1%</td>
<td>4,000</td>
<td>0%</td>
<td>($8,000)</td>
<td>-67%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Auxiliary Services Total</strong></td>
<td><strong>$60,825</strong></td>
<td><strong>3%</strong></td>
<td><strong>$8,500</strong></td>
<td><strong>0%</strong></td>
<td><strong>($52,325)</strong></td>
<td><strong>-86%</strong></td>
</tr>
<tr>
<td><strong>TOTAL BUDGET</strong></td>
<td></td>
<td><strong>$1,945,732</strong></td>
<td><strong>100%</strong></td>
<td><strong>$1,779,329</strong></td>
<td><strong>100%</strong></td>
<td><strong>($166,403)</strong></td>
<td><strong>-9%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>AAA CONTRACTED SERVICES</strong></td>
<td></td>
<td><strong>$960,801</strong></td>
<td><strong>49%</strong></td>
<td><strong>$887,499</strong></td>
<td><strong>50%</strong></td>
<td><strong>($73,302)</strong></td>
<td><strong>-8%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. 2008 Budget includes carryover of $37,642
2. Ombudsman Program 2008 Budget included Inland NW Community Foundation grant.
4. 2009 Budget reflects state holdback of 4%, ($30,129)

Revised 01-08-09
SUBJECT
Agreement to Acquire Property

BACKGROUND
North Idaho College has requested the assistance of the North Idaho College Foundation in the effort to purchase the approximate 17 acres of land adjoining the College. The property is generally known as the DeArmond Mill site. The Foundation Board has adopted an “Agreement to Acquire Property,” addressing the role of the Foundation and the College in acquiring the property. The Agreement has been signed by the North Idaho College Foundation President, David Wold. The North Idaho College Foundation has requested that the North Idaho College Board of Trustees approve the Agreement and authorize the Board Chair to execute the same.

DISCUSSION
The Agreement to Acquire Property has been reviewed by counsel for both the Foundation and North Idaho College. The Agreement formalizes the cooperation between the Foundation and the College regarding this transaction and identifies some of the responsibilities of the parties.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
North Idaho College will reimburse the North Idaho College Foundation for the cost of the purchase and related expenses. The financial impact of the Mill Site acquisition has been addressed elsewhere.

REQUESTED BOARD ACTION
It is requested that the board consider a motion to approve the Agreement and authorize its execution by the Board Chair.

Prepared by:
Marc Lyons, Attorney
Ramsden & Lyons, LLP
SUBJECT
Second Quarter Budget Review, FY08-09

BACKGROUND
Each quarter, current revenue and expenditure information will be presented to the Board of Trustees. Revenues and expenditures are closely following the five year trends. Budget figures have been adjusted downward by $635,647 to reflect the 4% reduction to date in State General Funds.

DISCUSSION
• Attachment A indicates the budget is at $39,522,893. Revenue through December was $24,101,047 with expenditures of $16,972,667 through December.

• Attachment B shows the year-to-date revenues and expenditures through December compared with an arithmetic mean of revenues and expenditures over the same period for the previous five years. You will note that it appears that revenue is down slightly as compared to the previous five years. This difference is due to the fact that property taxes were budgeted at a much higher amount and percentage of our total revenue than previously when compared to the total budget, and those revenues won’t be posted as revenue until January. We believe this apparent decline in revenues will remedy itself as soon as property tax revenue for FY 09 is posted.

• Attachment C shows the progressive monthly growth of revenues for FY 08-09 as compared to the arithmetic mean of revenues over the same period for the previous five years. Note the comment above relative to posting property tax revenue.

• Attachment D shows the progressive monthly growth of expenditures for FY 08-09 as compared to the arithmetic mean of expenditures over the same period for the previous five years.

• Attachment E shows the progressive monthly growth of tuition and fee revenue for FY 08-09 as compared to the arithmetic mean of tuition and fee revenue over the same period for the previous five years. Note that tuition and fee revenue collections slightly exceed the previous five-year mean.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
No action is recommended.

Prepared by
Rolly Jurgens
Vice President for Administrative Services
Budget Summary Dec 31, 2008

- Budget: $39,522,893
- Revenue: $24,101,047
- Expenditures: $16,972,667
Budget Comparison Dec 31, 2008

Percentage of Budget

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>65.75%</td>
<td>46.08%</td>
</tr>
<tr>
<td>60.98%</td>
<td>42.94%</td>
</tr>
</tbody>
</table>

5 Year Mean  |  To Date
Revenue as of Dec 31, 2008

Percentage

Months

July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

Five Year FY09
Expenditures as of Dec 31, 2008

Percentage

July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

Five Year FY 09
Tuition & Fees as of Dec 31, 2008

North Idaho College

Percentage of Budget

<table>
<thead>
<tr>
<th>Month</th>
<th>YTD</th>
<th>Five Year Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>