March 25, 2009

Dear Trustees,
We’ve had another month of exciting activity on campus as we are well into the Spring Semester. Below you’ll find several news items that will give you an idea of what’s been happening.

NIC Strategic Plan
Strategic Plan – Theme VI: Diversity and Human Rights
Theme VI of the Strategic Plan includes action items from various divisions around the college. Each of these divisions has been actively meeting with the Diversity Steering Committee to update the Diversity Master Plan for the campus, establish and work on FY08-09 goals, and establish goals for FY09-10. Student Services, Human Resources, and Instruction have all been actively engaged in this process. Following are examples of the type of work being accomplished:

Student Services: Within Student Services, staff are actively pursuing diversity training for student leaders and have spent another year implementing action items as outlined by the 9 Point Agreement with the Coeur d’Alene Tribe. As well, study abroad resources are being collected, college materials are being identified that will be translated into Spanish, and the College Recruitment Plan is being reviewed to assure that it is targeting under-represented populations.

Instruction: The Office of Instruction is conducting an inventory of NIC curriculum with an eye toward identifying courses with strong diversity or human rights components. Diversity-related requirements are being clarified for our Associate in Arts degree, and new requirements will be suggested for our Associate in Science and Associate in Applied Science degrees. Efforts to better advertise the diversity- and human rights-related events that take place on campus will be enhanced for broader dissemination. Finally, the college program formerly known as the Popcorn Forum will be reconfigured and organized in a different way to allow for formal discussions and sessions on diversity and human rights throughout the school year.

Human Resources: Human Resources has promoted several initiatives aimed at enhancing diversity awareness and inclusion throughout campus. The following are examples of efforts made thus far throughout the fiscal year:

- **Management Training**: Extensive management training opportunities have been provided wherein managers and supervisors are given instruction, education and exposure to enhance diversity and inclusion within their workplaces. Specific training opportunities that target these topics include the following:
  - **Management Institute**: The Management Institute is a comprehensive five-week, 40-hour training and development program wherein managers are exposed to effective leadership and management strategies. Among the topics covered are strategies related to enhancing diversity and inclusion within the workplace. Over the course of two offerings (one in each of the fall and spring semesters), 27 managers throughout the college participated.
  - **Effective Hiring Strategies**: Workshops were offered in the Fall 2008 semester for supervisors, managers and others involved in the hiring process. This half-day course was attended by nearly 40 individuals wherein topics on diversity promotion and inclusion based on protected class and underrepresented groups were discussed heavily.
  - **Employment Law for Managers**: A full-day workshop was offered to managers and supervisors across campus on employment law topics. This workshop covered several laws related to diversity and inclusion to provide managers and leaders with an expanded
understanding of what was needed to comply with equal employment opportunity as well as to promote diversity and inclusion in the workplace.

- **Employee Training**: A workshop was delivered in January 2009 to the Student Services division on harassment, discrimination, and inclusion. The basics of this training have been developed into a 30-minute DVD presentation and booklet which will be provided to all employees in April. This will be required/mandatory training for all employees, both full time and part time.

- **Interaction with Diversity and Human Rights Committee**: HR has interacted extensively with the Human Rights and Diversity Committee to report to them on progress with the goals assigned to HR within the extensive NIC Diversity and Human Rights Plan. A 23-page response was provided to the committee in February and March 2009 reporting on progress made within dozens of action items within sections 1, 2, 3 and 5 of the Plan.

- **Integration of Diversity Awareness in Communications Strategy**: HR has incorporated themes and visual elements of a diverse nature within its communications via its website and e-mail interactions. Visual cues, pictures, and invitations promoting diversity and inclusion are common themes throughout most correspondence.

- **Diversity in Applicants**: Prior to this year, it was challenging to track applicants from a diverse background. Since the implementation of the online applicant tracking system (using online applications), the number of applicants has increased significantly from years past when using the paper applications. Furthermore, it has been reported that since July 1, 2008, between 7-8% of all applicants have self-reported as non-traditional in their cultural, racial, and national origin backgrounds. Compared to a local representation of only 3-4% of the population coming from a non-traditional or underrepresented background, our applicants reflect twice the diversity of the local employment market indicating a higher propensity of non-traditional applicants.

- **Expansion of Benefits to Domestic Partners**: Beginning this fiscal year, the college offered all benefits to domestic partners that are typically available to spouses and family members. Without violating privacy of individuals, it should be noted that these domestic partner benefits have been accessed widely this year.

**Other news and events happening at NIC:**

**Student Services:**
Since the board last met, we have dealt with record enrollment, an increasing demand for services, and budgetary issues.

Enrollment is up over 10%. This is great, and we have responded appropriately with class offerings and advising. However, 400 more bodies also slows some processes. Throw in a computer virus and it made some efforts (like processing the nursing applications for 09-10) extremely slow.

The student services staff met as a whole (75 people attended) to discuss the budget situation. This Town Hall meeting helped the staff to become more familiar with the challenges and the changes that might be coming. The XPLOR NIC program, in which 6th, 8th, and 10th graders visit campus, has been postponed. Reasons for postponement include budget concerns and the school district's inability to afford the busing this year. There are plans to reinstitute the program next year.

e-Advising has been turned on for an initial group of 400 students. This is NIC's enhancement to advising services allowing students and faculty to track a student's progress in their degree program on-line. This should help students and faculty alike to better understand what classes are needed for graduation.
Native American Heritage Week is April 6-10. Events during this week expose the campus to multiple aspects of Indian heritage, with entertainment, educational sessions, and interactive sessions for campus. Posters will be out soon that describe the week’s activities.

**Business Students Shine at State Competition:**
North Idaho College Business students excelled at the Idaho Postsecondary State Business Professionals of America competition in Boise, February 27th. In the competition that featured students from six Idaho colleges, including Idaho State University, Boise State and the University of Idaho, NIC students garnered five first place awards, one second place award, three third place awards, one fourth and one fifth place award. NIC Student Melanie Orr was elected 2009-2010 Idaho Business Professional of America Postsecondary State Secretary. The students were prepared for the competition by their instructors, Kathie O'Brien, Sue Shibley, Marilyn Wudarcki, and Don Schoesler.

**Dr. Burns Named to Regional Taskforce:**
Dr. Manuelita Burns has been appointed to serve on the Rocky Mountain Collaborative to Transfer the Health Professions Workforce. The Workforce is charged with finding ways to “expand the pipeline to the health professions workforce for underrepresented populations.” Dr. Burns, who previously served on Governor Otter’s Nursing Professions Taskforce, will join colleagues from across the Rocky Mountain region for the first meeting of the Workforce on April 20th and 21st in Denver Colorado.

**Division Chairs Attend Chair Academy:**
Several members of the Instructional leadership team attended the annual Chair Academy national conference March 1-5, 2009, in Nashville, Tennessee. Eight division chairs, the two deans and the vice president for Instruction began conversations about attending a national conference together at the beginning of the 2008-2009 school year. The team considered several options (NISOD, The Teaching Professor, AACC) and ultimately chose The Chair Academy. Funding for the conference came from professional development line items within division budget codes. Cost to North Idaho College was approximately $13,000 (covered through ten different budget codes).

The theme of the conference was “Playing to Your Strengths.” Each NIC attendee completed a preconference strengths assessment, and the team members used time at the conference to discuss how their individual strengths can be combined to build a better instructional department.

Dr. Lita Burns presented her doctoral research during the second day of the conference.

**KTEC Update:**
The Kootenai Technical Education Campus held their latest monthly meeting on Friday, March 13th. Conversation continued to focus of the development of professional technical high school campus. Sale of the property continues to remain in pending status. Committees have begun work on a governance structure for the new campus. The program committee has discussed and continues to debate the different academic programs that will be held on the new campus. The meeting concluded with a review of legislative initiatives related to funding options for the campus.

**Facilities Master Planning:**
On Thursday, March 5, John Knapp of KADD met in the Edminster Student Union with interested faculty and staff to present and review his third draft of the facilities master plan. Approximately 30 people attended to listen and ask questions during the two sessions. Employees were encouraged to send comments or written questions to VP Rolly Jurgens or to me. After comments are taken, John will present the plan to trustees.
**FY10 Budgeting Process:**
In preparing for the FY10 Budget, I asked members of President’s Cabinet to maintain their primary focus on instructional programs with the next priority focused on student recruitment and retention. All else is to be considered secondary. From that premise, we proceeded with FY10 budgeting.

Budget scenarios with two different funding variations (cuts of 10% and 12%) are nearly complete. I asked department heads to prepare their budgets from the ground up using a zero-based budget approach and only fund those things that were necessary to maintain current operations while at the same time allowing for student growth of 5%.

Budget Scenario A assumes a budget reduction of 10% of the State General Funds. Alternative B assumes a 12% budget reduction. This alternative provided a serious introspective look into the financial workings of our departments. The cuts under scenario B would be substantial and involve positions, programs and services.

However, we are currently focusing on Scenario A, a 10% reduction in State General Funds, for downward departmental budget adjustments. Whether the FY10 State General Funds budget is reduced 10% or by some other amount, we believe we are in a good position to make definitive budget plans for the upcoming year.

**NIC Foundation Annual Campaign:**
The NIC Foundation Board of Directors and volunteers are launching their 2009 Annual Campaign in the coming weeks and will be seeking donations to support NIC’s greatest needs and scholarships to assist students.

**Phi Theta Kappa Spring Induction Ceremony:**
NIC’s Delta Kappa Chapter of Phi Theta Kappa will host their annual induction banquet and ceremony on Thursday evening, April 9, 2009 at the Best Western Coeur d’Alene Inn. All members from the Fall 2008 and Spring 2009 semesters are invited to be officially inducted as Phi Theta Kappa members. A ceremony recognizing the newly elected officers for 2009 will also take place that evening. The featured guest speaker is Mayor Clay Larkin of Post Falls who will address members on the topic of leadership.

**Meetings**
The following will provide you an overview of meetings and events that I or members of President’s Cabinet attended over the past month:

- **Feb 25** Fundraising dinner for Coeur d’Alene Symphony
- **Feb 26** Lunch Recital in Boswell Hall
- **Feb 26-27** VP Jay Lee attending State Board of Education Meeting – Boise
- **Feb 27** Held individual budget review meetings with members of President Cabinet.
  - Rotary
  - Reception and dinner for Walt Minnick at Crickets
- **Mar 3** Jobs Plus Board Meeting via teleconference
  - Monthly President’s Council teleconference
  - Education Corridor meeting with stakeholders
Mar 4  Presented Sterling Silver award to Lisa Clark, senior systems analyst/programmer in the Information Technology department who was selected as NIC employee of the month.

 FY-10 Budget review with trustees

Mar 5  Foundation Board meeting

 Athletic directors/presidents meeting at the Coeur d’Alene Resort

 All employee facilities master planning presentations with John Knapp of KADD

 Reception for former Governor Dirk Kempthorne at the Coeur d’Alene Resort

Mar 6  FY-10 Budget review with trustees

Mar 6-7  NIC Men’s and Women’s Scenic West Athletic Conference Region 18 basketball tournament

Mar 9  Interview with Samm Haight and Tom Cronin for membership on CASA board

 Met with Commencement Committee to discuss specifics about this year’s ceremony

Mar 10  Booster Club luncheon at Outback Steakhouse to hear Chris Carlson, women’s basketball coach, speak about NIC’s SWAC tournament championship.

 Meeting with Mayor Bloem

 NIC’s 75th Anniversary art reception held in the Corner Gallery of Boswell Hall


Mar 13  Jay Lee attended monthly K-TEC meeting

Mar 16  Met with Senate Chair to review policy on committees

 Human Rights Banquet

Mar 17  Monthly Education Corridor city meeting

 Presentations to members of IT staff for their hard work combating the network virus that hit campus in February

 Met with Mic Armon and Rolly Jurgens to discuss FY10 payments for mill site lease

Mar 18  Guest speaker at NIC Management Institute

 FY-10 Budget review with trustees

 Meet with Meet and Confer Committee to discuss my response to their recommendations

Mar 19  Chamber’s Executive Roundtable meeting hosted by Pioneer Title Company

 Social time with members of President’s Cabinet

 Opera Coeur d’Alene board meeting

Mar 20  Breakfast meeting with Walt Minnick

 Rotary
Upcoming meetings and events I will attend:

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Mar 23</td>
<td>CASA board meeting</td>
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<td>Mar 24</td>
<td>Management Team meeting</td>
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<td>Psi Beta Induction Ceremony</td>
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<td>Constituent Leader meeting</td>
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<td>Foundation Executive Committee Meeting</td>
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<td>Mar 26</td>
<td>Inland Northwest Partners spring meeting</td>
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<td>Student Services Town Hall meeting</td>
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<td>Mar 27</td>
<td>Reception for Jo Webb</td>
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<td>Apr 2</td>
<td>Foundation Board meeting</td>
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<td>Apr 2-7</td>
<td>AACC conference in Phoenix, AZ</td>
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<td>Apr 8</td>
<td>School Superintendents meeting</td>
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<td>Apr 9</td>
<td>Meeting with UI and LCSC presidents and provosts to continue discussion on programming needs for Education Corridor</td>
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<td>Alumni Retiree Luncheon</td>
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<td>Staff Assembly meeting – discuss budget and meet and confer recommendations and response</td>
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<td>PTK induction banquet</td>
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<td>Apr 10</td>
<td>Rotary</td>
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<td>K-TEC monthly meeting</td>
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<td>Apr 15</td>
<td>College Relations staff meeting</td>
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<td>Apr 16</td>
<td>CASA breakfast at the Coeur d’Alene Resort</td>
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<td>SBOE meeting in Moscow</td>
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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)

5:00 p.m.
**CONVENE IN POWDER HORN BAY ROOM - BOARD WORKSHOP**
Internal Board Governance Policies
FY-10 Budget

6:00 p.m.
**RECONVENE IN DRIFTWOOD BAY ROOM**
Verification of Quorum/Introduction of Guests
Minutes Review/Approval
Public Comment
Recognition of Sue Thilo
Celebrating Success: SWAC Region 18 Women’s Basketball Champions

**OLD BUSINESS**
None

**NEW BUSINESS**
Tab 3: ACTION: Sabbatical Leave for 2009-10 Academic Year
Tab 4: First Reading: College Calendars for Academic Years 2012-2014
Tab 5: First Reading: Tuition & Fees 2009-10 Academic Year
Tab 6: First Reading: Internal Board Governance Policies
Tab 7: First Reading: Elimination of Sick Leave Bank Policy
Tab 8: First Reading: Revised Policy #5.02 Academic Probation, Suspension and Disqualification
INFORMATION ITEMS

FY10 Budget
Semi-Annual Strategic Plan Report
Kootenai Technical Education Campus (K-TEC) Update
Education Corridor
Facilities Master Plan
Enrollment Report

Reports

College President
Senate
Faculty Assembly
Staff Assembly
ASNIC
Board Chair

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
April 22, 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 and Verification of Quorum
Board Chair Christie Wood called the meeting to order at 3:30 p.m. and verified that a quorum of the Board was present.

Attendance
Trustees: Rolly Williams
Mic Armon
Ron Vieselmeyer
Christie Wood
Judy Meyer (attendance by telephone)

Also present: Priscilla Bell, President (attendance by telephone)
Rolly Jurgens, Vice President of Administration
John Martin, Vice President for Community Relations
Marc Lyons, Attorney for North Idaho College

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

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

Trustee Vieselmeyer arrived at 3:38 p.m.

At 5:15 p.m., a motion was made to return to open session by Trustee Armon, seconded by Trustee Williams. Unanimously approved. Chair Wood adjourned the meeting.

________________________________________  _______________________________
Board of Trustees Chair   Board of Trustees Secretary
Call to Order
Board Chair Christie Wood called the meeting to order at 4:05 p.m.

Verification of Quorum
Board Chair Wood verified that a quorum of the Board was present at the meeting.

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

Also present:  Priscilla Bell, President (attendance by web cam and telephone)  
               Rolly Jurgens, Vice President of Administration  
               Marc Lyons, Attorney for North Idaho College

Executive Session
The meeting was called to order and a motion was made by Trustee Vieselmeyer, seconded by Trustee Williams, to go into executive session under Idaho Code § 67-2345(b), (c) and (f), for the purpose of discussing issues related to the acquisition of an interest in real property not owned by a public agency, personnel matters and to advise the Board regarding pending litigation. Roll call vote was taken as follows:

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

At 5:25 p.m., a motion was made to return to open session by Trustee Meyer, seconded by Trustee Williams. Unanimously approved. The Trustees discussed their travel schedules and availability to meet with legislators during the next week. At 5:45
p.m., the Board Chair recessed the meeting to reconvene at 6:00 p.m. 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: Rolly Jurgens, Vice President for Administrative Services 
Eric Murray, Vice President for Student Services 
John Martin, Interim Vice President for Community Relations 
Jay Lee, Vice President for Instruction 
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**
VP Jay Lee pointed out to Trustees that although he was present at the December 17, 2008 meeting, his name was missing from the list of those present. Trustees agreed that the minutes should be amended to reflect that VP Lee was present. There were no other remarks about the minutes.

*Motion was made by Trustee Meyer and seconded by Trustee Armon to approve the minutes of the meeting of December 17, 2008, as amended. The motion passed unanimously.*

**PUBLIC COMMENT**
None.

Chair Wood took this opportunity to welcome guests, Kootenai County Commissioner, Rick Currie and Donna and Monty Montgomery.

**CELEBRATING SUCCESS**
Rex Fairfield, Director of Adult Basic Education/GED for the five counties in Northern Idaho provided Trustees with an overview and history of the ABE/GED programs in the region. His report included program highlights such as the English as a Second Language (ESL) services, services that fall under a sub grant of the Workforce Investment Act (WIA) with the Department of Labor and services he's attempting to facilitate statewide with the department of corrections. He went on to mention that most of their student population ranges from age 16 to 44. He praised the ABE/GED staff and told Trustees that currently eight staff members are members of
federal advisory boards for curriculum standards in both math and writing, professional
development and data for the Office of Vocational Adult Education in Washington, DC. He
continued by telling Trustees about corporate partnerships throughout the region, particularly
Hastings Music in Coeur d’Alene. For the last nine years, Hastings has placed collection jars
near their cash registers for donations to ABE/GED programs. Over those nine years Hastings
has donated more than $8,000 to the program. He went on to say that those donations are
used to provide GED scholarships to low-income individuals to cover the cost of testing and also
used to purchase reading material for use with GED students. He finished his report with an
invitation to Trustees to visit and tour any of their facilities and an announcement of the GED
graduation on May 5.

OLD BUSINESS
Agency Report for Aging and Adult Services
VP Rolly Jurgens introduced Pearl Bouchard, the director of Aging and Adult Services for the
five northern counties of Idaho. Ms. Bouchard provided an overview of agency and reviewed
the agency’s annual report. She stated that their number one priority for 2008 was to develop
a volunteer component to their Ombudsman activities since they only have one Ombudsman for
region. She explained that the Ombudsman is responsible for visiting residents of assisted
living facilities and nursing homes and that two years ago they received a grant from the Inland
Northwest Community Foundation to fund a volunteer program. She told Trustees that in
Kootenai County alone they were able to recruit and train 19 volunteers. Ms. Bouchard then
reviewed other focuses for 2008 and provided Trustees a look ahead for 2009. She reported
that as a result of a recent $30,000 funding reduction, they had to notify 47 households that
they would no longer be receiving services. She finished her report by stating that the agency
anticipates another 7 ½ to 10 percent funding reduction in 2010. Chair Wood asked Ms.
Bouchard if the agency’s home meal delivery was in any way connected to the local senior
centers’ meals on wheels programs. Ms. Bouchard confirmed that the agency does provide the
base funding the senior centers’ meals programs and that the centers then generate other local
resources to match agency funds. She went on to say that in-home services are provided to
approximately 3,000 people. She finished by thanking North Idaho College for their 21-year
sponsorship.

Approval of Agreement to Acquire Property
Chair Wood called on board attorney, Marc Lyons who began by stating that the Agreement to
Acquire Property is a document related to and part of the Education Corridor project. He went
on to state that the Agreement is not a purchase and sale agreement to acquire the land, but is
an agreement between the North Idaho College Foundation and the North Idaho College
Trustees that reflects the commitment and obligations of the Foundation to assist the College in
acquiring the mill site property. He continued by stating that the Agreement sets forth what the
Foundation anticipates doing, and it references the Colleges efforts in assisting the Foundation
in securing financing as well as to negotiate a lease with the Foundation to use and ultimately
acquire the property. Mr. Lyons stated that the Agreement had been reviewed and approved
by the Foundation Board and subsequently signed by Foundation President, David Wold.
Following some discussion, Chair Wood requested a motion to approve the Agreement and
authorize her to sign same.
MOTION: 01-21-09 40: Trustee Armon moved to approve the Agreement to Acquire property and to authorize the Board Chair to sign the Agreement. The motion, seconded by Trustee Williams, carried unanimously.

NEW BUSINESS
Quarterly Budget Report
VP Rolly Jurgens reviewed the second quarter budget with Trustees including a summary of revenue and expenditures to date, a five-year budget comparison of revenues, expenditures and tuition and fees. He noted that year-to-date revenue is at approximately 61% as compared to the five-year average for this same period where revenue was nearer the 65% mark. He attributes this difference to the fact that the tax budget that hasn’t been posted as revenue yet, substantially increased over last year. He went on to say that year-to-date expenditures are slightly less than the five-year average for this period and tuition and fees have exceeded budget as a percentage of revenue for collections. VP Jurgens announced that the college had been alerted that day about an additional PTE reduction of $87,667. He then told Trustees that as stated at the December board meeting, the college will make reductions in equipment purchases. He also reported that the school had been notified that $364,000 in Department of Public Works (DPW) funding had been lost which represents almost 65% of the college’s DPW annual appropriation for maintenance and repairs for this year. He stated that to date the college had lost 4% in state general funds which only affects approximately 2.7% of the school’s operating budget. He finished by saying that President’s Cabinet has developed plans for the reductions including reducing some part-time positions and eliminating some vacant positions, reduced capital expenditures as well as some maintenance and operations expenses.

Trustee Williams asked VP Jurgens to explain how PTE funds are acquired and taken away. VP Jurgens explained that the State Board of Education allocates a lump sum appropriation between NIC, College of Southern Idaho and College of Western Idaho to fund general studies. He went on to say that the SBOE allocates PTE funds in a separate appropriations bill and those funds are provided to the schools separately from the general studies funds. The SBOE determines when and by what amount PTE funds will be reduced and at that time the college simply doesn’t receive those funds.

Following some discussion, Trustee Armon asked members of the President’s Cabinet if President Obama’s stimulus package contained any funding for education that they were aware of. VP Martin took this opportunity to say that congress is currently reviewing two bills including one for infrastructure and transportation and one that may include some funding for K-12 and potentially some funding for post-secondary education, but at this time there is no information about how funding would be allocated and distributed. He went on to mention that NIC and others along with the Coeur d’Alene Chamber of Commerce have put together a task force to develop a wish list to present to the Governor in case funding is made available through the state. He told Trustees that NIC is also working with Jim Deffenbaugh at the Panhandle Council who is putting together a list of projects for submission to the Department of Commerce. VP Jurgens added that NIC projects on the Panhandle Council list include projects that were deferred from DPW funding such as the parking lot overlay and seal coat for the parking lot around Lee Hall and between the Student Union Building and Lee Hall which totals $289,000. Another project includes phase two of the heating ventilation/air conditioning controls upgrade in the amount of $75,000. He reported that NIC would be submitting a revised plan to the State Board of Education by the end of January for the building site on the
prairie. The school had the architects review the plans for the building site and provide clearer estimates of infrastructure needs in order to update the plans for a 100,000 square foot building.

**INFORMATION ITEMS**

**Preliminary Enrollment Report**
VP Eric Murray reported an increase in full time enrollment (FTE) of 12% and an increase in headcount of 10% which translates to an additional 600 students for spring semester compared to last spring semester. Approximately 400 of the 600 students are returning from last fall. Many of the dual credit students from fall semester are returning and 80 new freshman started classes this spring. Orientation attendance increased by 50%.

**Kootenai Technical Education Campus (K-TEC) Update**
VP Jay Lee reported that the K-TEC group met on January 9 and continued the conversation about the development of the prairie facilities. He stated that the Meyer family is working with the City of Rathdrum to finalize arrangements on the transfer of that property and conversations are beginning about curriculum and programs that would be available at the high school PTE facility. He went on to say that there was some discussion about the manufacturers that would be involved in the campus and their contribution to purchase surrounding property near the PTE facility. He asked Trustee Vieselmeyer to comment on the group’s visit to the Spokane Skills Center on January 16. Trustee Vieselmeyer reported that the facility was situated in a 70,000 square foot building that he felt was well laid out for the various programs offered. He pointed out that for each program offered there is an advisory committee for the faculty and staff for that particular program rather than one advisory committee for all programs. He mentioned that the director of the center recommended to the group the concept of a facility consisting of the various training programs as well as an incubator business where students could perform their trade as a part of their particular program.

**Trades and Industry Program Enrollment and Student Job Placement**
VP Lee continued by reporting that PTE enrollment for the fall semester consisted of 558 students representing approximately 11.5% of NIC students and an increase of approximately 3% from FY08 and an 18% increase from FY07. He went on to say that PTE enrollment has grown at a higher rate than other schools in the state with the exception of Boise. He stated that many programs are near full to capacity and in some cases have a waiting list. They include the auto mechanics, collision repair, culinary, diesel, maintenance mechanic and millwright, practical nursing, OPRV, radiography and resort and recreation management. He mentioned that the welding program is near full, but the carpentry program only has five students. He reported that FY08 job placement data is not yet available; however for FY07 the college experienced a 92% positive placement for all PTE programs. Health professions had 97% positive placement, business and professional programs had 84% and trade and industry had an 82% positive placement. He noted that the highest paid graduate from the maintenance mechanic and millwright program started at an annual salary of over $44,000.

VP Lee next provided a report on manufacturing trends and how they relate to NIC programs. He stated that since 1978 the United States manufacturing sector has lost 5.4 million jobs. The Panhandle of Idaho however, has added 3,100 jobs in that same time period. He went on to say that 60% of workers in manufacturing are nearing retirement age so there will be a high
demand for these type employees in the near future. Job growth is high in several areas including metal products, plastics, chemicals and non-metallic products and printing, so growth is anticipated in our trade and industry programs in PTE. He finished with a brief explanation of the Workforce Investment Now (WIN) program.

**Education Corridor**
Board Attorney Marc Lyons reported that the Education Corridor project is moving forward. He stated that it is anticipated the project will be funded through tax-exempt bonds that require unique documents and legal review. He mentioned other factors affecting the process such as engineering issues which are moving along as well. Mr. Lyons finished by stating he feels that project progress is steady and the parties involved are within the appropriate timeframes to complete the transaction.

**AACC Transition and Stimulus Funding Proposals to President Obama**
As a follow up to VP Martin’s earlier comments, VP Jurgens referred Trustees to the specifics of the proposals provided in their letter from President Bell.

**Itinerary for Joint Finance Appropriations committee (J FAC) Week**
VP Martin summarized activities planned for the week including the potential for some meetings with legislators. He confirmed that the final itinerary would include room numbers for various presentations. He noted that this visit to Boise is the relationship-building phase in the legislative process for the college which also includes activities such as the presentation of legislative agenda late last year and the recent pasta party with CSI, CWI and legislators in Boise. Chair Wood asked Mr. Martin about the availability of federal legislators for meetings during their visits back to the state. Mr. Martin stated that he and our legislative advisor in Boise have begun working with legislative staff members on potential meetings for later in the spring.

**REPORTS**

**College President**
VP Jurgens reported on behalf of President Bell. He began by reminding Trustees that the next board meeting is scheduled for February 4 and will focus solely on the initial draft of the master planning report from KADD. He then mentioned that the college received word that the Governor will still include Seiter Hall renovations in his budget for FY10 and the college will receive those funds by way of Department of Public Works. VP Jurgens concluded his report by stating that NIC, CSI, legislative staff and the State Board of Education staff have begun working on a different funding allocation method now that there are three community colleges.

**Senate**
Chair Nancy Edwards reported that the Senate last met on January 15 and approved a second reading of the Academic Probation policy, the Business and Facilities Operations policy and the reassignment of administrative policies and procedures from the policy manual to the administrative services operational guidelines. The proposed elimination of the Withdrawals by Instructors policy was discussed and was sent back for a re-write and the Senate will meet again on January 22 to discuss the proposed elimination of the Sick Leave Bank policy.
**Faculty Assembly**
Chair Ann Johnston reported that the Faculty Assembly last met on January 8. At that meeting they had no new business but received committee reports. The Faculty Instructional Development Committee presented the spring semester in-house faculty instructional workshop schedule. The Modular Contract Committee presented a draft Teaching Focus policy and procedure which will make its way through the Senate. Assembly will meet again on February 12.

**Staff Assembly**
Chair Gary Coffman reported that VP Rolly Jurgens attended the January Staff Assembly meeting and reviewed some of the recent budget challenges and provided an update on the Education corridor and K-TEC projects.

**ASNIC**
ASNIC President Jack Vanderlinden reported on his trip to Boise with members of President’s Cabinet for the legislative pasta party this month. He went on to announce that ASNIC received their grant from the NIC Foundation to purchase five more recycling bins for the Go-Green project and a tap for the drinking fountain in the SUB that allows users to fill recyclable water bottles also provided by ASNIC. He mentioned that another ASNIC club is accepting applications for the spring break Habitat for Humanity trip to Bremerton, WA to build a house.

VP Lee commended Mr. Vanderlinden for his presentation to legislators during the recent pasta party and reported that Jack represented the college very well.

**Board Chair**
Chair Woods commented how much she appreciates the reports from Constituent Leaders and stated that because their reports are important and informative she feels they could be better heard from the podium and asked that each leader report from the podium in future meetings. She went on to thank members of the President’s Cabinet and the faculty and staff for all their hard work during this busy time of the school year and for all the work being done while Dr. Bell recovers from surgery.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Armon reminded those present about the NIC Alumni’s Wild Game Feast scheduled for the coming Saturday evening and encouraged everyone to attend.

**ADJOURNMENT**

*Motion to adjourn was made by Trustee Armon, seconded by Trustee Vieselmeyer and unanimously approved at 7:55 p.m.*

__________________________________________  __________________________________________
Board of Trustees Chair                           Board of Trustees Secretary
Call to Order and Verification of Quorum
Board Chair Christie Wood called the meeting to order at 5:05 p.m. and verified that a quorum of the board was present.

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

Executive Session
Following call of the meeting to order, motion was made by Trustee Williams, seconded by Trustee Armon, to go into executive session under Idaho Code § 67-2345(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. Roll call vote was taken as follows:

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

At 8:05 p.m., a motion was made to return to open session by Trustee Williams, seconded by Trustee Meyer. Unanimously approved. Chair Wood adjourned the meeting.
SUBJECT
ACTION: Sabbatical Leave for the Academic Year 2009-10

BACKGROUND
Each year at this time, the trustees are presented with the name or names of faculty that have been selected for sabbatical leave, as well as the intended use of the sabbatical leave.

DISCUSSION
In accordance with Board Policy 3.04.08, Pat Lippert, Philosophy Instructor, has applied for a sabbatical leave at full pay for the 2010 Spring Semester in order to complete a publishable paper on the real nature of beauty, leading to a deeper educational experience. Additional information regarding Lippert’s intended use of his sabbatical is included in Attachment B. Attachment A is a memo from Vice President Jay Lee to President Priscilla Bell in supporting the proposed sabbatical, Attachment C is a memo from Carol Lindsay, Division Chair of Social & Behavioral Sciences to the Sabbatical Committee, also supporting the sabbatical leave.

President Bell has reviewed the sabbatical request and recommends Board approval.

COMMITTEE ACTION
The Sabbatical Committee has recommended that Pat Lippert be awarded sabbatical leave during the 2010 Spring Semester.

FINANCIAL IMPLICATIONS
The teaching duties of Pat Lippert will be covered by letters of appointment or other mechanisms within his department to ensure continuity. No new funds will be needed.

REQUESTED BOARD ACTION
It is recommended that the Board of Trustees approve and grant the sabbatical leave of Pat Lippert at full pay for the 2010 Spring Semester, per Board Policy 3.04.08.

Prepared by
Jay Lee
Vice President for Instruction
North Idaho College

February 19, 2009

TO: President Bell

FROM: Jay Lee

RE: Sabbatical Leaves for 2009-2010

The Sabbatical Leave Committee has met and recommended the following sabbatical during the 2009-2010 school year:

1) Pat Lippert – Spring Semester of 2010
   Pat proposes to research and create a document on the nature and function of beauty in the world and then use that document to present a workshop to the Humanities faculty. As a Philosophy instructor, Mr. Lippert consistently deals with the abstract and theoretical. His sabbatical application directly addresses an instructional need for the Philosophy Department.

The following requests were considered, but the committee felt that Pat's was the best selection for next year:

2) Annie McKinlay – either semester of 2009-10
   Annie plans to research and develop opportunities to take students on volunteer vacation trips to other parts of the United States and other countries, giving them exposure to other cultures. The trips would be connected with a class, such as Intercultural Communications, Spanish, Small Group Communications, etc.

1) Terry Jones – Summer Session, 2009
   Terry proposes to improve his ability to teach Survey of World Music through learning and performing music from three different cultures, attend Jazz at the Lincoln Center Band Director Academy, and attend new music workshops in the Northwest where participants play through new band and jazz band literature.

I concur with the committee's recommendations and seek your approval to award a Spring 2010 Semester sabbatical to Pat Lippert and also request this to be placed on the March Board of Trustees agenda for approval.
Dear Committee:

The following documents constitute my Sabbatical Leave Proposal. I believe I have included all the necessary documentation, as prescribed by our application procedure (A3.04.08). Much of the documentation from previous submissions has been included, but new material has been added in the first three sections. This first section includes this letter. The second section includes an outline for the workshop to be developed during my sabbatical. The third section includes my latest paper Faith and Reason and Schindler's List, given November 1st at Gonzaga's Faith and Reason Institute. It outlines the content that would be developed during my Sabbatical.

This application builds on the previous ones, in that the goal remains essentially the same. The goal is to write a publishable paper on the nature—the real nature—of beauty. My main sources for this are two: Jonathan Edwards, the Puritan Divine, who is the first great American theologian/philosopher, and Charles Sanders Peirce, the greatest American philosopher so far. Putting them together will yield, I believe, an understanding of beauty so robust that it will prove to be the guiding principle and structure of all reality and our knowledge of it. This could easily be an appropriate or even the appropriate, foundation for all learning.

Secondly, serious education goes deep, and beauty is this depth. We are required to go there, if thought and learning are to be successful. Beauty is not abstract, when rightly understood; and it is the exact opposite of pointless if we are serious about learning. It is not primarily "subjective" at all, but structural and objective in its essence. As such, beauty provides (for instance) the common context for all our specific learning disciplines, and allows each of them to understand themselves rightly, both in themselves, and in relation to all others. If such a view were to arise here at NIC and prove successful, this would be good for all concerned. To this end I would share this understanding by offering workshops on this topic.

The outline for a workshop follows in the next section, as stated above.

Also as above, my paper on Faith and Reason, denoted as "THE TEN MINUTE VERSION" is included. (Ten minutes was the time allotted for presentation.) This paper sketches out the content of the paper and the workshop. It is followed by the longer version of the same paper.

The materials from past years follow upon these three sections. In the inside cover of this notebook are my letters of recommendation. They have been updated and expanded. My curriculum vitae and my specific contractual duties have also been updated.

I thank you for your time, effort and consideration.

Patrick Lippert, NIC
11/07/2008

To the Sabbatical Committee,

I am opting to forego the traditional letter of support for sabbatical leave for Pat Lippert in which I might talk about his twenty years of full time teaching, his active committee participation, his outstanding commitment to students at NIC, and his scholarly devotion to his field. I could mention that Pat has been persistent in pursuing outside academic opportunities to bring back to the students in the classroom, including participation in the Faith, Film and Reasoning Institute at Gonzaga University and presenting papers at numerous conferences including the John Courtney Murray Group at the Jesuit School of Theology at UC Berkeley. His outstanding attributes and contributions have been listed on numerous prior applications and support letters for sabbatical leave, yet have not for some reason resonated well with the Sabbatical Committee. I have been thinking about why Pat has not been granted a sabbatical leave and have come to the conclusion that, in all likelihood, it has nothing to do with Pat and his considerable talents as an NIC instructor, but perhaps has more to do with the nature of the work for which he is requesting a sabbatical.

In reviewing the work of past recipients of sabbatical leaves, it appears much of the well-earned opportunities were of a relatively concrete nature. To name a few, faculty have traveled to other countries, visited community colleges to gather and compare information about instruction related practices, worked on advanced degrees, and written manuscripts. Pat Lippert teaches in a discipline that is by nature grounded in the abstract and theoretical. His request for a sabbatical leave is, therefore, considerably more theoretical and conceptual than most and may result in an outcome that appears less tangible. It’s just harder to get our heads around notions like truth, goodness and beauty! As nonfigurative as his application may be, it is nonetheless vital to his work as an instructor in philosophy and is work that will have direct and beneficial implications in his classroom.

I urge you to support Pat Lippert in his request for a sabbatical leave. His decades of hard and dedicated work at NIC, his ongoing commitment to his discipline, and the potential benefit to the students that his sabbatical work would bring merit this opportunity.

Sincerely,

Carol Keogh Lindsay
Chair, Social and Behavioral Sciences Division

Philosophy begins in wonder. And, at the end, when philosophic thought has done its best, the wonder remains. ~Alfred North Whitehead
SUBJECT
First Reading: College Calendars
    Academic Year 2012-2013
    Academic Year 2013-2014

BACKGROUND
The North Idaho College Calendar Committee has prepared the 2012-2013 and 2013-2014 calendars. See Attachments A and B.

DISCUSSION
NIC’s instructional calendar includes two 17-week semesters. A semester is comprised of 16 weeks of instruction and 1 week of final exams. The proposed calendars include all holiday closures as well as those dates when the college is open but classes are not in session.

These dates were vetted by the Calendar Committee. There are no major departures from the current operating timeline in these new calendars.

COMMITTEE ACTION
The College Senate is being provided these calendars as an information item.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
Request approval of the draft calendars.

Prepared by
Eric W. Murray, Ph.D.
Vice President for Student Services
**NORTH IDAHO COLLEGE**

**COLLEGE CALENDAR**

**2012 - 2013**

### June 2012
- 4 Summer session begins
- 4-5 Summer session course add/drops
- 8 10-month Professional/Technical (P/T) programs end
- 12 Final grades due for P/T 4-week block

### July 2012
- 2 Last day to withdraw from summer session courses or college
- **4 Independence Day - campus closed**
- 6 11-month P/T programs end
- 10 Final grades due for P/T 8-week block
- 23 P/T Carpentry Fall Block begins
- 26 Last day of summer session
- 31 Final grades due for summer session

### August 2012
- 16 P/T Carpentry block ends
- 21 Final grades due for P/T Carpentry block
- 21 Faculty returns to campus
- 27 Fall semester begins
- 27-30 Fall semester course add/drops

### September 2012
- **3 Labor Day - campus closed**

### October 2012
- 8 Last day to remove incompletes for spring ’09 & summer ’09
- 15-19 Mid-term exams
- 23 Mid-term grades due
- 30 Advising Day - day classes not in session

### November 2012
- 9 Last day to withdraw from semester-length fall courses or college
- **21-23 Thanksgiving Break - campus closed**

### December 2012
- 13 Last day of regular classes
- 14 Curriculum Day - classes not in session
- 17-20 Final exams
- 21 Final grades due
- **25 Christmas Day - campus closed**
- **26-31 Holiday Break - campus closed**
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>January 2013</td>
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<tr>
<td>1</td>
<td><strong>New Year’s Day - campus closed</strong></td>
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<td>8</td>
<td>Faculty returns to campus</td>
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<tr>
<td>14</td>
<td>Spring semester begins</td>
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<td>14-17</td>
<td>Spring semester course add/drops</td>
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<td>21</td>
<td><strong>Martin Luther King Day - campus closed</strong></td>
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<td>February 2013</td>
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<td>18</td>
<td><strong>President's Day - campus closed</strong></td>
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<td>Last day to remove incompletes for fall ’09</td>
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<td>Mid-term exams</td>
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<td>Mid-term grades due</td>
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<td>29</td>
<td>Last day to withdraw from semester-length spring courses or college</td>
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<td>April 2013</td>
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<td>1-5</td>
<td><strong>Spring Break - classes not in session</strong></td>
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<td>11</td>
<td>Advising Day - day classes not in session</td>
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<td>May 2013</td>
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<td>9</td>
<td>Last day of regular classes</td>
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<td><strong>Curriculum Day - classes not in session</strong></td>
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<tr>
<td>13-16</td>
<td>Final exams</td>
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<td>4- &amp; 8-week P/T blocks begin for 10- &amp; 11-month programs</td>
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<tr>
<td>21</td>
<td>Final grades due</td>
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<tr>
<td>27</td>
<td><strong>Memorial Day - campus closed</strong></td>
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</table>
**June 2013**

4  Summer session begins
3-4  Summer session course add/drops
13  10-month Professional/Technical (P/T) programs end
18  Final grades due for P/T 4-week block

**July 2013**

1  Last day to withdraw from summer session courses or college
4  Independence Day - campus closed
11  11-month P/T programs end
16  Final grades due for P/T 8-week block
22  P/T Carpentry Fall Block begins
25  Last day of summer session
30  Final grades due for summer session

**August 2013**

15  P/T Carpentry block ends
20  Final grades due for P/T Carpentry block
20  Faculty returns to campus
26  Fall semester begins
26-29  Fall semester course add/drops

**September 2013**

2  Labor Day - campus closed

**October 2013**

7  Last day to remove incompletes for spring ’09 & summer ’09
14-18  Mid-term exams
22  Mid-term grades due
29  Advising Day - day classes not in session

**November 2013**

8  Last day to withdraw from semester-length fall courses or college
27-29  Thanksgiving Break - campus closed

**December 2013**

12  Last day of regular classes
13  Curriculum Day - classes not in session
16-19  Final exams
20  Final grades due
25  Christmas Day - campus closed
26-31  Holiday Break - campus closed

Rev 3/13/09
January 2014
1   New Year's Day - campus closed
7   Faculty returns to campus
13  Spring semester begins
13-16 Spring semester course add/drops
20  Martin Luther King Day - campus closed

February 2014
17  President's Day - campus closed
24  Last day to remove incompletes for fall '09

March 2014
3-7  Mid-term exams
11   Mid-term grades due
28   Last day to withdraw from semester-length spring courses or college
31   Spring Break begins - classes not in session

April 2014
1-4  Spring Break continues - classes not in session
10   Advising Day - day classes not in session

May 2014
8    Last day of regular classes
9    Curriculum Day - classes not in session
12-15 Final exams
16   Commencement
19   4- & 8-week P/T blocks begin for 10- & 11-month programs
20   Final grades due
26   Memorial Day - campus closed
SUBJECT
First Reading: Tuition, Fees and Class Fees FY2009-10

BACKGROUND
Each year at this time, the administration brings to the board a schedule of tuition and fees for the upcoming year.

DISCUSSION
The documents included in this statement provide the board with background information concerning tuition and fees for FY10. Increases in tuition and fee charges provide the college with some of the funds necessary to meet salary changes, employee benefit increases, infrastructure upgrades, and maintenance and operations needs.

In January 2009, the Idaho State Board of Education adopted a definition of full time student that applies to all colleges and universities. A full time student is now any student enrolled in 12 credits or more. The state’s 12 credit definition is consistent with federal rules for financial aid that give full aid to students enrolled in 12 credits or more. Up to and including the current year, NIC has charged full time rates when students enrolled in 8 credits or more. The proposed rate structure for FY10 reflects the change to full time tuition rates for students enrolled in 12 credits or more.

Two years ago the board approved the administration’s request to conduct a two year experiment of reduced tuition and fee rates for Washington and Montana students in order to try to grow those student populations. The results of the experiment showed that the reduced rates did not result in significant growth in Montana students and only moderate growth in Washington students. The administration suggests reverting back to the Washington Undergraduate Exchange (WUE) rate for Montana students and a rate in-between the WUE rate and the out of district rate for Washington students.

The administration is recommending these tuition and fees rates to assist us in meeting budgetary needs while at the same time keeping the cost to our students among the lowest of any college in the state and region. At the time of preparation, the surveyed schools had not finalized their tuition and fee rates so comparison information is not final in all cases.

- Attachment A details the proposed and historic rates for resident and non-resident tuition and fees per semester for the colleges and universities in our area. Estimated percentage increase for the current year as well as the average change for the past five years is shown. Quarter system rates have been adjusted to make them comparable with semester rates.
- Attachment B is the proposed specific tuition and fees charges for full time students enrolled in 12 or more credits at NIC for FY 09-10.
- Attachment C is a tuition and fee charge comparison chart for the change from an 8-credit to 12-credit definition of a full time student.
- Attachment D is the schedule for class fees for FY 09-10.

COMMITTEE ACTION
The tuition and fees options have been discussed and endorsed by the President’s Cabinet. The changes have been discussed with ASNIC representatives.

FINANCIAL IMPACT
The proposed tuition and fees increases will generate an estimated $503,256 with an overall 10.9% increase for resident students.

REQUESTED BOARD ACTION
No action is recommended at this time. The board will be asked to make a final decision regarding tuition and fees at their April meeting.

Prepared by
Sarah Garcia
Controller
## Resident Tuition & Fees Per Semester

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* Amounts represent tuition and fees for a 12 credit student  
** This reflects a 9.9% increase in tuition and a 12.5% increase in fees

## Non-Resident Tuition & Fees Per Semester

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<td>$3,331.00</td>
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<td>$3,533.00</td>
<td>3.6% 2.6%</td>
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<tr>
<td>CSI, Twin Falls</td>
<td>$2,590.00</td>
<td>$2,650.00</td>
<td>$2,800.00</td>
<td>$2,950.00</td>
<td>$3,180.00</td>
<td>$3,349.00</td>
<td>5.3% 6.8%</td>
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</tr>
<tr>
<td>SCC, Spokane</td>
<td>$1,600.00</td>
<td>$2,039.01</td>
<td>$1,538.58</td>
<td>$1,538.58</td>
<td>$1,608.00</td>
<td>$1,688.00</td>
<td>5.0% 1.1%</td>
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<tr>
<td>SFCC, Spokane</td>
<td>$1,600.00</td>
<td>$2,039.01</td>
<td>$1,538.58</td>
<td>$1,538.58</td>
<td>$1,569.00</td>
<td>$1,647.00</td>
<td>5.0% 0.6%</td>
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</tr>
<tr>
<td>CWI, Boise</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>$3,600.00</td>
<td>0.0% 0.0%</td>
</tr>
<tr>
<td>UI, Moscow</td>
<td>$5,826.00</td>
<td>$6,887.00</td>
<td>$7,496.00</td>
<td>$7,894.00</td>
<td>$8,050.00</td>
<td>$8,731.00</td>
<td>8.5% 10.0%</td>
<td></td>
</tr>
<tr>
<td>LCSC, Lewiston</td>
<td>$4,816.00</td>
<td>$5,806.00</td>
<td>$5,977.50</td>
<td>$6,311.00</td>
<td>$6,627.00</td>
<td>$7,223.00</td>
<td>9.0% 10.0%</td>
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<tr>
<td>BSU, Boise</td>
<td>$5,694.00</td>
<td>$6,093.00</td>
<td>$6,462.00</td>
<td>$7,549.00</td>
<td>$7,926.00</td>
<td>$8,417.00</td>
<td>6.2% 9.6%</td>
<td></td>
</tr>
<tr>
<td>ISU, Pocatello</td>
<td>$5,390.00</td>
<td>$6,240.00</td>
<td>$6,695.00</td>
<td>$6,695.00</td>
<td>$7,512.00</td>
<td>$8,148.00</td>
<td>8.5% 10.2%</td>
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<tr>
<td>EWU, Cheney</td>
<td>$5,477.00</td>
<td>$7,162.50</td>
<td>$6,862.50</td>
<td>$6,874.50</td>
<td>$7,255.00</td>
<td>$7,763.00</td>
<td>7.0% 8.3%</td>
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</tr>
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</table>
#### Schedule of Tuition and Fees per Semester

Rates for a full-time student (12 credits or more)

<table>
<thead>
<tr>
<th></th>
<th>FY09</th>
<th>FY10</th>
<th>2009-2010*</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY09</td>
<td>$666</td>
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<tr>
<td>FY10</td>
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<tr>
<td>FY10</td>
<td></td>
<td>$66</td>
<td></td>
<td>9.9%</td>
</tr>
</tbody>
</table>

**TUITION RESIDENT *:**

**GENERAL FEES:**

**Special Course or Instruction**

Learning Assistance

<table>
<thead>
<tr>
<th></th>
<th>FY09</th>
<th>FY10</th>
<th>2009-2010*</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>Learning Assistance</td>
<td>$15</td>
<td>40</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

**Special Services**

- Instructional Technology: FY09 = 112, FY10 = 123, Increase = 11
- Athletics: FY09 = 36, FY10 = 36, Increase = 0
- Commencement: FY09 = 4, FY10 = 4, Increase = 0
- Enrollment Services: FY09 = 61, FY10 = 80, Increase = 19
- Health Services: FY09 = 25, FY10 = 25, Increase = 0
- Library Services: FY09 = 37, FY10 = 37, Increase = 0
- Student Activities and Recreation: FY09 = 37, FY10 = 37, Increase = 0
- Student Programs/Fine Arts: FY09 = 8, FY10 = 8, Increase = 0
- Student Publications: FY09 = 6, FY10 = 6, Increase = 0
- Associated Student Body: FY09 = 23, FY10 = 25, Increase = 2
- Student Service Fee (Debt): FY09 = 93, FY10 = 93, Increase = 0

**Sub Total fees:**

<table>
<thead>
<tr>
<th></th>
<th>FY09</th>
<th>FY10</th>
<th>2009-2010*</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$457</td>
<td></td>
</tr>
<tr>
<td>Student Accident Insurance (On first credit only)</td>
<td>10</td>
<td>11</td>
<td>1</td>
<td>10.0%</td>
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**Total Tuition and Fees - Resident:**

<table>
<thead>
<tr>
<th></th>
<th>FY09</th>
<th>FY10</th>
<th>2009-2010*</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,133</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,257</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$124</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,133</td>
<td>$1,257</td>
<td>$124</td>
<td>10.9%</td>
</tr>
</tbody>
</table>

**NON-DISTRICT and NON-RESIDENT ADDITIONAL TUITION:**

- Non-District Tuition (Non-Kootenai County Resident): FY09 = $500, FY10 = $500, Increase = 0, % Increase = 0.0%
- Non-Resident / International: FY09 = $2,276, FY10 = $2,276, Increase = 0, % Increase = 0.0%
- Washington Residents: FY09 = $527, FY10 = $743, Increase = 216, % Increase = 41.0%
- Western Undergraduate Exchange Students: FY09 = $1,277, FY10 = $1,379, Increase = 102, % Increase = 8.0%

**OTHER FEES:**

- Parking Student/Semester: FY09 = $10, FY10 = $10, Increase = 0, % Increase = 0.0%
- Parking Staff/Year: FY09 = $35, FY10 = $35, Increase = 0, % Increase = 0.0%
- Parking Staff Reserved/Year: FY09 = $130, FY10 = $130, Increase = 0, % Increase = 0.0%

* *Rates Listed are for a full time student - defined as a student enrolled in 12 credits or more*

Individual course fees will be assessed for consumable lab or studio supplies, facility rentals, private lessons.
<table>
<thead>
<tr>
<th></th>
<th>FY09 In District</th>
<th>FY09 Out of State</th>
<th>FY10 In District</th>
<th>FY10 Out of State</th>
<th>Difference $ Change In District</th>
<th>Difference $ Change Out of State</th>
<th>Difference % Change In District</th>
<th>Difference % Change Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CR</td>
<td>150</td>
<td>435</td>
<td>137</td>
<td>327</td>
<td>(13)</td>
<td>(108)</td>
<td>-8.67%</td>
<td>-24.83%</td>
</tr>
<tr>
<td>3 CR</td>
<td>430</td>
<td>1,285</td>
<td>389</td>
<td>959</td>
<td>(41)</td>
<td>(326)</td>
<td>-9.53%</td>
<td>-25.37%</td>
</tr>
<tr>
<td>8 CR</td>
<td>1,133</td>
<td>3,409</td>
<td>1,019</td>
<td>2,539</td>
<td>(114)</td>
<td>(870)</td>
<td>-10.06%</td>
<td>-25.52%</td>
</tr>
<tr>
<td>12 CR</td>
<td>1,133</td>
<td>3,409</td>
<td>1,257</td>
<td>3,533</td>
<td>124</td>
<td>124</td>
<td>10.94%</td>
<td>3.64%</td>
</tr>
<tr>
<td>18 CR</td>
<td>1,133</td>
<td>3,409</td>
<td>1,257</td>
<td>3,533</td>
<td>124</td>
<td>124</td>
<td>10.94%</td>
<td>3.64%</td>
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</tbody>
</table>
## Fee List
### 2009-2010

<table>
<thead>
<tr>
<th>Course and Number</th>
<th>08-09</th>
<th>09-10</th>
<th>Students (All Sect.)</th>
<th>Increased Revenue</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTH 130, C.N.A.</td>
<td>$0.00</td>
<td>$15.00</td>
<td>150</td>
<td><strong>$2,250.00</strong></td>
<td>Lab supplies</td>
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<tr>
<td>ART 122, 3-D Design</td>
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<td></td>
</tr>
<tr>
<td>ART 241, Sculpture I</td>
<td>$30.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 242, Sculpture II</td>
<td>$45.00</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>ART 251, Printmaking I</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 252, Printmaking II</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 261, Ceramics I</td>
<td>$35.00</td>
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</tr>
<tr>
<td>ART 262, Ceramics II</td>
<td>$50.00</td>
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<tr>
<td>ARTG Program Majors</td>
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<tr>
<td>ARTG 283/284, Capstone I &amp; II</td>
<td>$60.00</td>
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<tr>
<td>ARTG 290, Internship</td>
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<tr>
<td>AUTO 115L, Auto Lab</td>
<td>$30.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>AUTO 116, Auto Lab</td>
<td>$30.00</td>
<td>$45.00</td>
<td>16</td>
<td><strong>$240.00</strong></td>
<td>Certification Exam required by the State</td>
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<tr>
<td>AUTO 216L, Advanced Auto Lab</td>
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<tr>
<td>BIOL 100L, Fund. of Biology Lab</td>
<td>$30.00</td>
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<tr>
<td>BIOL 115L, Intro/Life Sciences Lab</td>
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<tr>
<td>BIOL 175L, Human Biology Lab</td>
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<tr>
<td>BIOL 202L, Gen. Zoology Lab</td>
<td>$30.00</td>
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<tr>
<td>BIOL 203L, Gen. Botany Lab</td>
<td>$30.00</td>
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<tr>
<td>BIOL 204B, Human Cadaver Prosection I</td>
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<tr>
<td>BIOL 204C, Human Cadaver Prosection II</td>
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<tr>
<td>BIOL 205L, General Soils Lab</td>
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<tr>
<td>BIOL 221L, Forest Ecology Lab</td>
<td>$25.00</td>
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<tr>
<td>BIOL 227L, Anatomy/Physiology I Lab</td>
<td>$35.00</td>
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<tr>
<td>BIOL 228L, Anatomy/Physiology II Lab</td>
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<tr>
<td>BIOL 231L, Gen. Ecology Lab</td>
<td>$25.00</td>
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<tr>
<td>BIOL 241L, Systematic Botany Lab</td>
<td>$30.00</td>
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<tr>
<td>BIOL 250L, Gen. Microbiology Lab</td>
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<tr>
<td>CHEM 100L, Concepts of Chem I Lab</td>
<td>$35.00</td>
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<tr>
<td>CHEM 101L, Intro Gen Chem I Lab</td>
<td>$35.00</td>
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<tr>
<td>CHEM 102L, Intro Gen Chem II Lab</td>
<td>$35.00</td>
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</tr>
<tr>
<td>CHEM 111L, Prin. of Coll Chem I Lab</td>
<td>$35.00</td>
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<tr>
<td>CHEM 112L, Prin. of Coll Chem II Lab</td>
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<tr>
<td>CHEM 114L, Qualitative Analysis Lab</td>
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<td>CHEM 253L, Quantitative Analysis Lab</td>
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<tr>
<td>CHEM 278, Organic Chemistry I Lab</td>
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<tr>
<td>CHEM 288, Organic Chemistry II Lab</td>
<td>$35.00</td>
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</tr>
</tbody>
</table>

*Fees remain the same in 08-09 unless otherwise noted.*

3/19/2009

Tab 5 Attachment D
### Fee List
#### 2009-2010

<table>
<thead>
<tr>
<th>Course and Number</th>
<th>08-09</th>
<th>09-10</th>
<th>Students</th>
<th>Increased Revenue</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CSC 204D, First-Year Student Wilderness Orient.</strong></td>
<td>$250.00</td>
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<td><strong>CITE 101, Networking 1</strong></td>
<td>$0.00</td>
<td>$38.50</td>
<td>16</td>
<td><strong>$616.00</strong></td>
<td>Server &amp; Microsoft Vista Course Certification Software</td>
</tr>
<tr>
<td><strong>CITE 161, Supporting Microsoft Windows Vista</strong></td>
<td>$0.00</td>
<td>$38.50</td>
<td>16</td>
<td><strong>$616.00</strong></td>
<td>Server &amp; Microsoft Vista Course Certification Software</td>
</tr>
<tr>
<td><strong>CITE 201, Networking 3</strong></td>
<td>$0.00</td>
<td>$38.50</td>
<td>16</td>
<td><strong>$616.00</strong></td>
<td>Server &amp; Microsoft Vista Course Certification Software</td>
</tr>
<tr>
<td><strong>CITE 203, Networking 5</strong></td>
<td>$0.00</td>
<td>$38.50</td>
<td>16</td>
<td><strong>$616.00</strong></td>
<td>Server &amp; Microsoft Vista Course Certification Software</td>
</tr>
<tr>
<td><strong>CULA Program</strong></td>
<td>$240.00</td>
<td>$265.00</td>
<td>25</td>
<td><strong>$625.00</strong></td>
<td>Suppliers estimated a 10% increase in cost of knives &amp; uniforms.</td>
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<td><strong>DANC 105, Aerobic Dance/Fitness</strong></td>
<td>$0.00</td>
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<tr>
<td><strong>DANC 111, Beginning Rhythm &amp; Movement</strong></td>
<td>$0.00</td>
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<tr>
<td><strong>DANC 112, Social/Swing Dance I</strong></td>
<td>$30.00</td>
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<tr>
<td><strong>DANC 112AA, Social/Swing Dance for Seniors</strong></td>
<td>$30.00</td>
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<tr>
<td><strong>DANC 113, Jazz Dance I</strong></td>
<td>$0.00</td>
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<tr>
<td><strong>DANC 114, Jazz Dance II</strong></td>
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<tr>
<td><strong>DANC 115, Modern Dance: Beginning I</strong></td>
<td>$0.00</td>
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<tr>
<td><strong>DANC 117, Ballet: Beginning I</strong></td>
<td>$0.00</td>
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<tr>
<td><strong>DANC 118, Ballet: Beginning II</strong></td>
<td>$0.00</td>
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<tr>
<td><strong>DANC 119, Multicultural Dance</strong></td>
<td>$30.00</td>
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<tr>
<td><strong>DANC 120, Latin Social Dance</strong></td>
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<tr>
<td><strong>DSLT Tech Lab</strong></td>
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<tr>
<td><strong>EMS 113, Intermediate EMT Practicum</strong></td>
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<td>$25.00</td>
<td>64</td>
<td><strong>$1,600.00</strong></td>
<td>Lab supplies</td>
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<tr>
<td><strong>ENGR 105, Engineering Graphics</strong></td>
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<tr>
<td><strong>ENGR 214L, Surveying Lab</strong></td>
<td>$25.00</td>
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</tr>
<tr>
<td><strong>ENGR 223L, Engineering Analysis Lab</strong></td>
<td>$25.00</td>
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</tr>
<tr>
<td><strong>ENGR 240L, Circuits I Lab</strong></td>
<td>$30.00</td>
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<tr>
<td><strong>ENGR 241L, Circuits II Lab</strong></td>
<td>$30.00</td>
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</tr>
<tr>
<td><strong>ENSI 119L, Into to Environmental Science Lab</strong></td>
<td>$30.00</td>
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</tr>
<tr>
<td><strong>FREN 101, Elementary French I</strong></td>
<td>$15.00</td>
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</tr>
<tr>
<td><strong>FREN 102, Elementary French II</strong></td>
<td>$15.00</td>
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</table>

Fees remain the same in 08-09 unless otherwise noted.

3/19/2009

Tab 5 Attachment D
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<thead>
<tr>
<th>Course and Number</th>
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<th>09-10</th>
<th>Students</th>
<th>Increased Revenue</th>
<th>Reason</th>
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<td>PE 110C, Rock Climbing</td>
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<td>PE 110F, Cardio Training</td>
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</table>

**Fees remain the same in 08-09 unless otherwise noted.**

3/19/2009  Tab 5 Attachment D
<table>
<thead>
<tr>
<th>Course and Number</th>
<th>08-09</th>
<th>09-10</th>
<th>Students (All Sect.)</th>
<th>Increased Revenue</th>
<th>Reason</th>
</tr>
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<tbody>
<tr>
<td>PE 110L, Lake Kayaking/Canoeing</td>
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<td>PN 107L, Practical Nursing Lab II</td>
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Fee List
2009-2010

**Fees remain the same in 08-09 unless otherwise noted.**

3/19/2009

Tab 5 Attachment D
<table>
<thead>
<tr>
<th>Course and Number</th>
<th>08-09</th>
<th>09-10</th>
<th>Students</th>
<th>Increased (All Sect.)</th>
<th>Reason</th>
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*Fees remain the same in 08-09 unless otherwise noted.*
SUBJECT
First Reading: Internal Board Governance Policies.

BACKGROUND
Last year, the board of trustees changed the policies by separating those policies relating to internal board governance from policies generally related to governance of the college. Internal board governance policies are not subject to review by the College Senate and can be revised solely by action of the board of trustees.

DISCUSSION
Internal board governance policies 2.01.01, 2.01.02, 2.01.03, 2.01.05, 2.02.01, and 2.02.02 relate to the internal workings of the board and have been revised in draft form for board consideration. Changes include the removal of citations to specific provisions of Idaho Code and clarifying that the policies are intended to comply with existing law. Other changes are proposed in an effort to clarify communications with the board, ensure that the conduct of meetings are consistent with practice and statutory requirements and to combine certain formerly procedural requirements as necessary into policy and to delete unnecessary procedures.

COMMITTEE ACTION
No committee action is necessary. The discussion and action is solely within the purview of the board of trustees.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
This is a first reading and board action is not necessary at this time.

Prepared by:
Marc Lyons, Attorney
Ramsden & Lyons, LLP
SUBJECT
Proposed Elimination of Sick Leave Bank Policy & Procedure # 3.04.03

BACKGROUND
Several years ago, the college initiated a sick leave bank wherein participating employees could occasionally donate a day to a collective pool of time off (the policy is outlined in Policy & Procedure 3.04.03). As the participating employees found themselves ill or injured longer than the extent of their accrued sick leave, they could access up to 20 days per year from this sick leave bank to help cover their time off. The purpose of this sick leave bank was to provide a form of short term disability coverage for employees.

Last year during the insurance renewal process, short-term disability insurance was added to the coverage provided to employees who subscribed to the long-term disability/accidental death and dismemberment/basic life insurance package at no additional cost for the plan coverage. With a short-term disability plan, the sick leave bank is no longer needed in order to provide short term disability coverage for participating employees.

DISCUSSION
The sick leave bank as it exists is almost depleted with fewer than 25 days left in the bank. To continue the sick leave bank would require an assessment from each participant of at least two days, and would ultimately create a "double coverage" whereby two programs exist for the same purpose—to provide relief to employees who need short-term disability insurance after their sick leave accruals have been exhausted.

COMMITTEE ACTION
A proposal has been submitted to the Senate that requests the elimination of the sick leave bank and the associated policy and procedure. The change passed in the first reading in February, and also passed the second reading in March. With this support, it is requested that the board consider dissolving this policy.

FINANCIAL IMPACT
The elimination of the sick leave bank would limit access to additional paid leave to the short-term disability coverage. While there would not be a direct cost or savings to the college, it would eliminate double coverage for similar benefits.

REQUESTED BOARD ACTION
This is a first reading to eliminate policy # 3.04.03 and its related procedure. No action is required at this time.

Prepared by
Wade Larson
HR Director
SUBJECT
First Reading: Policy # 5.02 Academic Probation, Suspension and Disqualification

BACKGROUND
In October 2007, the Student section of the Policy Manual was reviewed by the vice president of Student Services 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. This TAB represents another policy ready for approval by the board.

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
5.02 Academic Probation, Suspension and Disqualification
This policy was changed to more accurately reflect the requirements of graduation from NIC. Academic Probation was previously designated when a student's GPA fell below 1.75. A GPA of 2.0 is needed to graduate from NIC. Therefore, a student with a GPA in between these markers would not be on notice that he/she was not making satisfactory academic progress towards graduation.

The new policy reflects that Academic Probation will be applied to first year students with the minimum GPA remaining at 1.75. This allows new or less skilled students the opportunity to make mistakes and not be harmed by them. Second year students will be held to the higher standard of 2.00 as a minimum GPA, aligning them with graduation requirements.

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
Policy Narrative [Page 1 of 2]

**Academic Probation, Suspension, and Disqualification Policy**

This policy applies to any student carrying credit hours at the end of the drop/add period of fall and spring semesters and summer session.

**A. Policy for students under 26 credits**

A student must earn a cumulative grade point average of 1.75 or higher to remain in Good Standing. A student whose cumulative grade point average is less than 1.75 will be placed on Academic Probation.

A student on Academic Probation is required to maintain a 2.00 semester grade point average until his/her cumulative grade point average returns to a 1.75. A student on Academic Probation whose semester grade point average does not meet the 2.00 requirement or whose cumulative grade point average does not return to 1.75 will be placed on Academic Suspension.
Once on Academic Suspension, the student will be required to sit out for one semester or petition the Admissions and Academic Standards Committee for reentry. A student reinstated from Academic Suspension is required to earn a semester grade point average of 2.00 until their cumulative grade point average reaches a 1.75. If the grade point average requirements are not met, the student will be placed on Academic Disqualification. A student placed on Academic Disqualification must petition the Admissions and Academic Standards Committee to return to the College.

B. Policy for students with 26 credits or more

A student must earn a cumulative grade point average of 2.00 or higher to remain in Good Standing. A student whose cumulative grade point average is less than 2.00 will be placed on Academic Probation.

A student on Academic Probation is required to maintain a 2.00 semester grade point average until his/her cumulative grade point average returns to a 2.00. A student on Academic Probation whose semester grade point average does not meet the 2.00 requirement or whose cumulative grade point average does not return to 2.00 will be placed on Academic Suspension.

Once on Academic Suspension, the student will be required to sit out for one semester or petition the Admissions and Academic Standards Committee for reentry. A student reinstated from Academic Suspension is required to earn a semester grade point average of 2.00 until their cumulative grade point average reaches a 2.00. If the grade point average requirements are not met, the student will be placed on Academic Disqualification. A student placed on Academic Disqualification must petition the Admissions and Academic Standards Committee to return to the College.
SUBJECT
First Reading: Business Office and Facilities Operations Policy Changes

BACKGROUND
In an effort to streamline the North Idaho College Policy Manual, it is recommended that several administrative policies be removed from the policy manual and moved to the Administrative Services Operational Guidelines Manual. A new policy has been created to enable the vice president for administrative services to create business and safety practices as necessary and place these practices within the Administrative Services Operational Guidelines Manual.

DISCUSSION
The vice president for administrative services met with the College Senate and Senate leadership in order to craft a new policy for the board that would enable the vice president to develop new practices that would provide for the safety and well being of the students, employees, and the public as well as to provide for the continued proper stewardship of college assets.

The new policy would enable several current policies that are still in effect to be moved to the Administrative Services Operational Guidelines where they would be in force as business procedures, practices, and safety regulations. Attachment A is the new policy recommended and Attachment B is a narrative detailing the current policies that would be moved to the Administrative Services Operational Guidelines Manual.

COMMITTEE ACTION
The College Senate has approved these changes.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
This is a first reading of this new policy and the recommended changes to the policy manual. The board may approve the policy and changes or hold both pending a second reading.

Prepared by
Rolly Jurgens
Vice President for Administrative Services
# Policy

<table>
<thead>
<tr>
<th>(Impact Area - Dept Name)</th>
<th>(General Subject Area)</th>
<th>(Specific Subject Area)</th>
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**Author:**
Rolly Jurgens, Vice President for Administration

**Supersedes Policy**

<table>
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<th>Relates to Procedure #</th>
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<td>To provide for the safety and well being of students, employees and the public as well as proper stewardship of college assets.</td>
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**Legal Citation (if any):**

**North Idaho College**

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**Policy Narrative**

The North Idaho College Business Office under the guidance of the board of trustees and the college president shall adopt practices for two goals:

1. to provide for the safety of students, employees and the public through the development and publication of campus emergencies/safety regulations;
2. to maintain proper receipt, use and record-keeping for all funds and other assets received or possessed by North Idaho College.

These practices shall be codified in the Administrative Services Operational Guidelines and shall ensure all assets are protected and used for their intended purposes. In an effort to ensure accountability and to ensure stewardship of the institution’s finite resources, the Vice President for Administrative Services or his/her designee will communicate changes in the Administrative Services Operational Guidelines Manual to constituent groups.
Policy Reassignment Recommendations

It is proposed that the following Policies would be more appropriate to be maintained in the Administrative Services Operational Guidelines Manual and/or student and employee handbooks.

**PARKING**


**SMOKING**


**RENTALS**

6.04 Rentals (facilities)—Remove from NIC Policy Manual. This information is contained in Administrative Services Operational Guidelines Manual 20.20 Campus Events.

**MAINTENANCE & CUSTODIAL SERVICES**


**BUDGETING**


7.01.02 Funds – Remove from NIC Policy Manual. Information is contained in Administrative Services Operational Guidelines Manual 20.05 Business and Accounting Services.


MISCELLANEOUS SERVICES


TRAVEL POLICY