June 24, 2009

Dear Trustees,

Summer is well underway and though campus is quiet I have several newsworthy items to share with you.

**NIC Strategic Plan**

**Theme II: Student Services**

There were 26 action items outlined for Theme II of the Strategic Plan in summer 2008. As of the June 2009 board meeting, 22 of those action items are complete; one is in progress and will continue into 09-10, and three were pushed back to 09-10 because of unforeseen circumstances or reprioritization of efforts.

The upcoming academic year will see work on the four items that were not completed for 08-09, plus an additional 25 new action items developed by the Student Services staff. All of these new action items further the individual objectives identified in the original strategic planning process.

While all of the completed action items are worthy, some are simply exciting to share.

- The recruiting staff successfully met all Fall Semester with the PTE faculty leadership to further collaborate and organize efforts.
- New ideas were implemented that focused on the collaboration among the Coeur d’Alene campuses of UI and LCSC, and NIC. These ideas included work with the testing center and transfer advising.
- e-Advising is working. This tool will help faculty and staff better guide students.
- Our orientation program is on-line, successful, and has been nationally recognized.

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

**Student Services:**

Construction of the Dean of Students suite and moving of the Career Services Center is complete. The transition went well. In fall, Student Services will be publishing two new publications for staff and faculty on the scope and role of the Dean of Students Office as well as the services provided by the Advising and Career Center.

Enrollment was up for summer session and preliminary numbers indicate that we could be up 15-20% for fall semester.

Many services (Children’s Center, Auxiliaries, Disability Services, TRiO) have less traffic due to summer session, but other departments have ramped up (Performing Arts Center, Orientation, Financial Aid). Centrally, the month has been put to use in writing end of the year reports and conducting staff evaluations. Enrollment Management and the North Idaho Consortium for Higher Education (NICHE) both have a small summer hiatus.

**Washington D.C. Advocacy for Stimulus and Grant Funding:**

K&L Gates LLC, an international law firm, has agreed to represent North Idaho College for a six month period. Their task is to aid us in identifying and applying for stimulus money and grants through their government affairs operation.
The firm has represented Greater Spokane, Inc. for many years and organizes the annual fly-in to Washington, D.C. in which NIC participates through the Coeur d’Alene Chamber of Commerce. They have very strong northwest affiliations, including a Spokane office, and have very close ties to the Idaho and Washington congressional delegations.

While NIC has been working hard to identify these additional sources of funding on our own, we have neither the staff nor expertise to decipher the complex legislation and agency directives required to compete for these funds. K&L Gates has staff dedicated to working on our issues and a presence in D.C. to champion our requests. We anticipate they will also be very helpful as we work our appropriation requests.

Meetings
The following is an overview of meetings and events that I attended over the past month:

May 26
Management Team meeting
Booster Club lunch at the Coeur d’Alene Resort
Met with constituent leaders
CASA Board meeting

May 27
Video shoot of president’s welcome remarks for OARS program
Coffee with Ann Hagman of STCU to discuss Foundation
Met with prospective Foundation donor

May 28
Met with Jonathan Coe and John Martin to discuss lobbying

May 29
Rotary

Jun 1
Met with prospective Foundation donor

Jun 2
Jobs Plus Board meeting

Jun 4
Foundation Board meeting

Jun 9-10
ICRMP Community College Summit – Boise

Jun 10
Met with presidents and senior staff members of CSI and CWI to discuss increase of out of county tuition

Jun 16
Monthly Education Corridor city meeting
Accepted a scholarship donation from Bonnie McDowell, Treasurer, of Beta Sigma Phi
City Council meeting for mill site annexation

Jun 17-19
State Board of Education Meeting - CSI’s Hailey campus

Jun 18
Governor’s Cup welcome reception – Sun Valley
Upcoming meetings:

Jun 22    CASA board meeting

Jun 23    Management Team meeting
          Met with Sheriff Watson and Captain Ben Wolfinger to discuss POST academy

Jun 24    Meeting with prospective Foundation donor
          Coeur d’Alene Chamber Executive Roundtable closing meeting

Jun 25    Strategic Marketing Consultant – Propeller Communications

Jul 2     Foundation board meeting
          POST Academy graduation ceremony

Jul 7     Jobs Plus board meeting
          Retiree Celebration

Jul 9     Meeting with new UI President Duane Nellis
          Practical Nurses pinning ceremony
          Reception for Duane Nellis at Coeur d’Alene Resort

Jul 10    Rotary

Jul 15    President’s Cabinet Retreat and social

Jul 16    Chamber Executive Round Table
          Annual staff picnic
          Opera Coeur d’Alene board meeting

Jul 17    Rotary

Jul 19    Opera Coeur d’Alene cruise on Lake Coeur d’Alene

Jul 21    Education Corridor monthly city meeting
          Special meeting of the NIC Board of Trustees

Jul 22    NIC Foundation Donor and Friends Social at Coeur d’Alene Cellars

Jul 24    Rotary

Jul 27    CASA board meeting

Jul 28-31 Mountain States Assoc of Community College Presidents Conference, Santa Fe, NM
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)

6:00 p.m.
RECONVENE BOARD MEETING
Verification of Quorum/Introduction of Guests
Minutes Review/Approval
Public Comment
Celebrating Success: Business Professionals of America State Competition

OLD BUSINESS
None

NEW BUSINESS
Tab 3: Approval of Exception to Policy #3.02.05-Employment of Relatives

INFORMATION ITEMS
Tab 4: NIC Foundation Update
Cardinal Connections (formerly Popcorn Forum)
Washington, DC Advocate K&L Gates
Kootenai Technical Education Campus (K-TEC) Update
Education Corridor Report
Summer 2009 Enrollment Report

Christie Wood
Kathie O'Brien
Jay Lee
Rayelle Anderson
Jay Lee
John Martin
Ron Vieselmeyer
Mic Armon
Eric Murray
REPORTS
College President
Priscilla Bell
Board Chair
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
July 21, 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
Chair Christie Wood called the meeting to order at 4:30 p.m.

VERIFICATION OF QUORUM
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
Marc Lyons, Attorney for North Idaho College

EXECUTIVE SESSION
After the meeting was called to order, a motion was made by Trustee Meyer, seconded by Trustee Armon, to go into executive session under Idaho Code § 67-2345(b) for the purpose of discussing personnel matters. Roll call vote was taken as follows:

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

At 5:35 p.m., a motion was made to return to open session by Trustee Meyer, seconded by Trustee Armon. The motion was unanimously approved. The board chair recessed the meeting.

RECALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood recalled the meeting to order at 5:45 pm and verified that a quorum of the board was present.

ATTENDANCE
Trustees: Mic Armon
Ron Vieselmeyer
Rolly Williams
BUDGET WORKSHOP
Chair Wood called on VP Rolly Jurgens to review the proposed FY10 budget. VP Jurgens pointed out one change in the budget from that presented during the April workshop and subsequent board meeting. He went on to say that the college received notification from the Idaho Division of Professional Technical Education that the college would be receiving $50,670 less than originally anticipated. He stated that this was the only change in the proposed budget since the first reading in April. A brief discussion took place after which VP Jurgens stated that the college had also received final word from the Department of Public Works regarding the funding they would provide in FY10 for two specific projects on campus in the amount of $704,000. He reminded trustees that these funds were in addition to the funds provided for the remodel of Seiter Hall.

Trustee Meyer asked VP Jurgens to clarify the expenditures required for the outreach centers. She stated that she thought that during the establishment of the centers, the communities agreed to help provide for the facilities and she wondered if the rents identified in the college’s budget included any assistance from the communities for their respective centers. VP Jurgens stated that at the Ponderay Center, the mall management financed a portion of the remodeling and that is included in the rent figure shown in the budget. He stated that the community did not provide any funding for that center. For the Bonners Ferry center, the Tribe and county both provided funding and the figure shown in the budget reflects the college’s ongoing rent amount. He stated that the same situation applies for the Silver Valley Center. He confirmed that the rents reflected in the budget for each of the centers are set for the upcoming year, but they could increase into the follow on years. He also mentioned that the college currently holds a three to five year lease on the building for the Adult Basic Education center that includes an inflationary figure, and the college has made the building owner aware that once Seiter Hall renovations are complete, NIC may be moving out.

There was no other discussion regarding the proposed budget for FY10.

VERIFICATION OF QUORUM
At this time Chair Wood convened the regular meeting and verified that a quorum of the board was present. Constituent leaders joined the meeting:

Nancy Edwards, Senate Chair
Gary Coffman, Staff Assembly Chair
Pat Lippert, Faculty Assembly Chair
Jack Vanderlinden, ASNIC President
APPROVAL OF MINUTES
Chair Wood called for remarks of the meeting minutes. There were no remarks.

Motion was made by Trustee Armon and seconded by Trustee Vieselmeyer to approve the minutes of the regular meeting held April 22, 2009 and the minutes from the Executive Sessions held on May 4, 2009, May 6, 2009 and May 14, 2009. The motion passed unanimously.

PUBLIC COMMENT
Captain Ben Wolfinger from the Kootenai County Sheriff’s Department discussed the success, to date, of the Peace Officer Standards Training (POST) Academy that is currently taking place on campus. He thanked the trustees, President Bell and the rest of the staff who helped make the academy on the NIC campus a reality. He stated that the academy in Meridian cancelled their spring session because they didn’t have enough students from around the state to justify a class. He added that this was due in part to the academy in Northern Idaho drawing so many students from the ten northern counties. He also added that some of the instructors from the local academy have commented to him that this has been one of the best classes they have encountered and the students and coordinator work well together. Trustee Armon asked if there was any concern in the state about there being enough students to fill classes at both the Meridian and Coeur d’Alene academies in the future since Meridian decided to cancel the spring session. Captain Wolfinger responded that he felt there would be enough students and that POST simply took the opportunity to save funds by cancelling the spring session in Meridian because of fewer students. Trustee Armon then asked about the difference in cost between sending an officer to the local academy or to Meridian. Captain Wolfinger responded that once POST begins to cover the cost of the academy for an officer, the savings that may be recognized by sending an officer to the local academy could be approximately $1,000 per person. He stated that that the largest part of that savings is per diem, because the officers sent to Meridian are not served meals on the weekends.

CELEBRATING SUCCESS
Journalism instructor Nils Rosdahl reported to the board that this year had been one of the best for the Sentinel in terms of recognition and he credited the students for all of the work done on the newspaper. He described some of the more successful design techniques used by the class. He introduced four of next year’s editors that were present including Eli Francovich, the managing editor, Desiree Aguirre, online editor, Loren Kelly, arts and entertainment editor, and Mike McCall, news editor. Mr. Rosdahl reviewed the awards won over the school year including a regional first place for general excellence from the Society of Professional Journalists (SPJ) and second place in the nation for general excellence from SPJ. He added that the Sentinel took the Collegiate Press first place award for a two-year school newspaper in the fall competition and took first place for the same competition in the spring in New York City. Mr. Rosdahl told trustees about a trip he and the students took this spring to Seattle where they were able to tour the Seattle Times and meet and talk with the various editors. He finished his report by reviewing some of best page designs from the year and some award-winning designs done by the current year’s managing editor, Jake Donahue. Trustee Armon asked if the move to online news had affected class recruitment and Mr. Rosdahl responded that it had not. He said he felt that there was still much journalism growth in the magazine and public relations field and online publications and small newspapers are still doing well.
OLD BUSINESS

Facilities master Plan:
President Bell reviewed the process by which the plan had been developed and mentioned that adoption of the plan is not time critical. She encouraged trustees to review the plan further and come together for more discussion later in the summer. No action was taken.

College and Plant Fund Operating Budget:
Chair Wood stated a significant amount of time had been spent on budget planning over the past few months and trustees had been provided with many opportunities to review it throughout the process. She requested a motion to approve the FY10 college and plant fund operating budget.

Motion: 05-27-09 49: Trustee Vieselmeyer moved to approve the FY10 college and plant fund operating budget. The motion was seconded by Trustee Armon. A brief discussion took place and the motion passed unanimously.

ASNIC Budget:
ASNIC President Jack Vanderlinden explained that ASNIC had budgeted for a 3.5% increase in enrollment instead of a 5% increase and that they reduced a few line items since the budget’s first reading in April. Chair Wood requested a motion to approve.

Motion: 05-27-09 50: Trustee Williams moved to approve the ASNIC budget for FY10. The motion, seconded by Trustee Meyer, passed unanimously.

Update – Early Retirement Incentive Program:
Board Attorney Marc Lyons explained that the incentive offer in the early retirement incentive program that was adopted by the board at the April meeting had an incentive offer of 30% to employees eligible to retire this year and a 50% incentive offer for those eligible to retire by June 30, 2012. Subsequent to that adoption, Mr. Lyons and his staff reviewed the plan with the college human resources department and determined that all eligible employees should be offered the same incentive. He explained that due to the time sensitivity of the offers to eligible employees, the administration initiated the change. Mr. Lyons requested that the board consider a motion to ratify the actions already taken by the administration and to approve the updated early retirement incentive program, as initiated.

Motion: 05-27-09 51: Trustee Armon moved to ratify the change to the early retirement incentive program and approve the updated program to provide a 50% incentive to all eligible employees. The motion, seconded by Trustee Williams, passed unanimously.

NEW BUSINESS

Auxiliary Services Budget:
VP Jurgens introduced Steve McGroarty, the student union/auxiliary services accountant. Mr. McGroarty reviewed the auxiliary services proposed operating budget for FY10 including revenue and expenses for the bookstore, food services, residence hall and student union
building. He reported an overall increase in revenue of nearly 4% and an overall reduction of 2.5% in payroll expenses from FY09. Trustee Armon asked how the bookstore would be impacted by the movement to electronic books and materials. The Bookstore Manager, Bill Semmler, responded that NIC’s bookstore is about 85% textbooks so the movement to electronic texts will certainly impact the college. He added that he believes in the next five to ten years the store will be selling more electronic instruments rather than textbooks and that will decrease revenue. Chair Wood requested a motion to approve the Auxiliary Services budget for FY10.

**Motion: 05-27-09 52: Trustee Armon moved to approve the Auxiliary Services budget for FY10. The motion, seconded by Trustee Vieselmeyer, passed unanimously.**

**Auxiliary Enterprise Budget:**
VP Jay Lee highlighted two significant changes with regard to the Workforce Training Center budget. First, rather than setting out an allocation for the WTC in the college budget, the WTC is now considered a true profit/loss center. Secondly, PTE funds that had been allocated to fund one and one half full-time salaries at the WTC are not being allocated this year. He continued to review the budget for the Workforce Training Center highlighting a decrease in customer base in the community education programs and subsequent low revenue figure. He went on to review the remaining WTC profit centers including the administration budget which shows the addition of the salaries previously funded through PTE. He reported an overall decrease of $145,960 among the five profit centers in the WTC budget. A discussion ensued after which Chair Wood requested a motion to approve the FY10 Auxiliary Enterprise budget for the Workforce Training Center.

**Motion: 05-27-09 53: Trustee Armon moved to approve the FY10 Auxiliary Enterprise budget for the Workforce Training Center. The motion, seconded by Trustee Williams, passed unanimously.**

**Teaching Focus Policy:**
VP Lee reviewed a draft policy that he stated had been developed to more clearly define what is expected of the faculty at North Idaho College. He stated that the related procedure identifies the different aspects of a teaching assignment such as teaching activities, teaching development, advising and committee responsibilities and governance, campus welfare and learning support activities. Trustee Williams asked how the limit of committee service would be determined. VP Lee responded that the procedure defines the minimum expectations for committee service. A discussion took place regarding adjustments to faculty work assignments for committee and advising service that goes above and beyond a faculty member’s actual assignment.

President Bell confirmed for trustees that the policy had passed a first and second reading in Senate and was ready for trustee approval if they were prepared to approve it.

**Motion: 05-27-09 54: Trustee Armon moved to approve the Teaching Focus policy. The motion, seconded by Trustee Vieselmeyer, passed unanimously.**
FY10 Operating Budgets for Head Start and Area Agency on Aging:
VP Rolly Jurgens stated that the North Idaho College Board of Trustees is the umbrella organization for these two institutions thus it is the board’s responsibility to approve their annual operating budgets. He went on to report that the FY10 budget for Head Start is $2,689,811 and the FY10 budget for the Area Agency on Aging is $1,836,792. Chair Wood opened the floor for discussion and Trustee Armon asked about Doug Fagerness’ replacement since he is retiring. VP Jurgens responded that a replacement had been identified, but he was awaiting approval from Region X Head Start to officially hire the individual.

Motion: 05-27-09 55: Trustee Meyer moved to approve the FY10 budgets for Head Start and the Area Agency on Aging. The motion, seconded by Trustee Williams, passed unanimously.

Suspension of Withdrawals by Instructor Policy #5.04.02:
Board Attorney Marc Lyons explained that the College Senate and the administration have been working on a revision to board policy #5.04.02 and it is anticipated the revision will be submitted within the next six months. After a review of the policy, some procedural issues were identified that need to be incorporated into the revised policy. He stated that both the administration and College Senate agree that while a revision is being drafted, the existing policy should be suspended. He continued by stating that in accordance with board policy #2.01.03 suspension of a policy can be accomplished by a roll call vote of the entire board of trustees. A discussion ensued regarding the timeframe to revise the policy. President Bell stated that VP Lee and VP Murray would be working with the attorney over the summer to draft the revision to the policy in order to have it ready for faculty and Senate review in the fall. She continued by stating that in its current form, the policy is illegal because it affords no due process for students if they are arbitrarily withdrawn from class by an instructor. She said that if the board suspends the policy, word needs to get out to those faculty teaching summer school.

Motion: 05-27-09 56: Trustee Williams moved to immediately suspend board policy #5.04.02. The motion was seconded by Trustee Armon. A roll call vote was taken as follows:

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

INFORMATION ITEMS

Department of Public Works and Legislative Line Item Requests
President Bell reviewed the draft FY11 DPW Budget Request that will be finalized and submitted in early June. She stated that the first priority for FY11 remains the Professional Technical Education facility on the Rathdrum Prairie followed by the expansion of the Meyer Health and Science Building which will provide additional space to bring together all of the sciences and free up other classroom and office space. She went on to say that the first priority for FY12 is a joint-use one stop center for use by NIC, UI and LCSC. She added that each institution is
including this in its respective request to DPW and there is hope that UI can use funding they received previously toward this project, so that work may begin sooner. That will be determined once UI’s new president arrives.

She continued by reviewing NIC’s legislative line item request for FY11 which outlines the college’s intent to move away from funding requests for dental hygiene and dental assistant programs, but adding a request for funding for a Physical Therapist Assistant program. She stated that a Ph.D. is now required for Physical Therapists, therefore the hospitals in Northern Idaho are in greater need of physical therapist assistants. She added that Medicare now also reimburses for services of a physical therapy assistant. She also added that the $250,000 initial start up cost for a PTA program is much less than that of dental programs. She went on to say Joe Morris of Kootenai Medical Center will be speaking to the hospital consortium about funding from the consortium for start up and she added that they will be supportive of the college’s request and may help legislatively.

President Bell finished her report by explaining to trustees that the college had recently received notification that the State Board of Education will have to reallocate, from higher education to K-12, some of the stimulus funding which will result in higher education losing approximately $13 million in stimulus funds. She continued by saying that the state will now receive approximately $22.5 million for higher education for FY10-11, of which $17.7 million will be used in FY10 leaving approximately $4.8 million for FY11. The State Department of Financial Management has recommended that each institution include a line item request for the total amount of stimulus funding for FY11 that they had originally anticipated; which, for NIC, is $632,000. President Bell added that this amount will be included in NIC’s legislative line item request for FY11 along with the request for a Physical Therapist Assistant program.

Kootenai Technical Education Campus
Chair Wood called on Trustee Ron Vieselmeyer to provide the K-TEC report. Trustee Vieselmeyer reported that the grant writer had begun work on the grant for K-TEC and the firm of JUB Engineers has begun work on the engineering aspects of the building. The group was preparing a sales agreement with the Meyer family for the purchase of the property and promotional and marketing materials were being developed. He went to report that there are hopes that a levy or bond election could take place in August 2010. He stated that before any state funding support is provided, the legislature requires that all funds must be raised before the start of construction, so the earliest that construction could start would be approximately two or more years from now. He concluded that the group had adopted a logo designed by NIC Graphic Design Student, Grant Hoki.

Foundation Update
Chair Wood called on Trustee Mic Armon. Trustee Armon reported that the Foundation had presented to the City Planning and Zoning Department, during their May 12 hearing, two parcels of the mill site that are currently county property and zoned industrial. At the hearing it was determined these two parcels would be annexed into the city and rezoned C-17. This matter will go before the city council on June 16 for their approval. Trustee Armon reported that the Foundation had been given the opportunity to review the city’s draft proposal for the annexation of the mill site and he further stated that although a date wasn’t set, the closing on the property should take place in July. He concluded by reporting that last year Mayor Bloem had gone to Portland and presented to the Mayors' Institute on City Design, the city’s vision for
the Education Corridor as a property. As a result of the Mayor's presentation, the Institute selected Coeur d'Alene as a city for which their team will provide technical design assistance for the Education Corridor property. He added that this group will provide a three-day charette for interested community members August 11-13.

**POST Academy and Military Science (ROTC) Update:**
VP Lee reported that the academy is going well. They still have all of the twenty students that began in April and graduation is scheduled for July 2. VP Lee next reported that the first year for the Military Science Program at NIC was successful. He stated that the University of Idaho was pleased with the way NIC accommodated their curriculum and worked with them to ensure students had the resources they needed.

**REPORTS**

**College President**
President Bell informed trustees about those individuals who had enrolled in the recently adopted early retirement incentive program including Virginia Johnson, Jim Headley, Doug Halliday and Kathryn Hunt. She mentioned that a reception for these individuals would be scheduled after the program enrollment date is passed. She added that Max Mendez had been selected to replace Virginia Johnson as Division Chair for Communications, Fine Arts and Humanities.

**Senate**
Chair Nancy Edwards reported that Senate met on April 30 and approved a second reading of the Teaching Focus policy and procedure. Senate's last meeting was held on May 14 and the election of 2009-2010 officers took place. Laurie Olson-Horswill was elected as Senate chair, Erin Norvell was elected as vice chair, Phil Corliss was elected as parliamentarian and Joyce Lider was elected as corresponding secretary. Ms. Edwards went on to report that during the May 14 meeting Dr. Bell, Dr. Murray and Dr. Lee attended and discussed with the Senate, the Withdrawal by Instructor's policy. She explained that it is Senate's intent to have a revised policy in place by the end of the Fall Semester.

**Faculty Assembly**
Newly elected Faculty Assembly Chair, Pat Lippert introduced himself to the board and discussed the resolution passed during the April 9 meeting. He stated that what seemed apparent from the situations arising after the release of the resolution was the realization that there was no process in place to deal effectively or fairly with those situations. He went on to say that if charges are made they should be made with more certainty and the accused should be able to meet with their accusers. He continued by stating that there should be some sort of meditational authority or counsel to preside over and sponsor the process and he hopes that over the next year this process may be worked out should a similar situation arise. He finished by saying that he felt this is important for the health of the college community and that President Bell attended the last Faculty Assembly meeting and some matters were clarified and thoughts and feelings were adjusted enough to allow a positive approach to the new year.

Trustee Armon thanked Mr. Lippert for addressing this subject and for his willingness to work with the board.
Staff Assembly
Chair Gary Coffman distributed copies of a resolution from Staff Assembly that was generated at their May 4 meeting and subsequently shared with President Bell. He stated that the intent of the resolution was to emphasize that Staff Assembly values the participatory governance that exists at NIC. He continued by stating that Staff Assembly feels that the administration is doing a good job of pursuing the participatory governance process and that they are interested looking for ways to improve the process particularly with trying to create a more equal playing field in terms of participatory governance. He stated that one example is the College Senate which currently has ten faculty representatives, five staff representatives and three student representatives. There are twice as many staff employees as there are faculty employees and even more students than staff and faculty combined. They may consider creating an equal representation solution as well as examining the committees and other participatory governance processes involved.

ASNIC
ASNIC President Jack Vanderlinden reported that three of the four ASNIC Senators will be attending a leadership conference over the summer and he and next year’s vice president, Jenna Betts will be attending a leadership conference in Boulder, Colorado.

Board Chair
Chair Wood reminded trustees that the June meeting would take place at the Coeur d’Alene Public Library and would be televised and that the October board meeting would be held at the Workforce Training Center in Post Falls.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Meyer requested confirmation of the date of the next board meeting and the location of the June meeting of the State Board of Education.

ADJOURNMENT
Motion to adjourn was made by Trustee Armon, seconded by Trustee Meyer and unanimously approved at 8:10 p.m.

____________________________________  ______________________________________
Board of Trustees Chair                      Board of Trustees Secretary
SUBJECT
Proposed Employment of Dr. Cheri Zao

BACKGROUND
Policy 3.02.05, Employment of Relatives, states an NIC employee may not function as an immediate supervisor to members of their immediate family. The policy does allow for exceptions to the rule when recommended and approved by the appropriate vice president, the president and the board of trustees.

DISCUSSION
Dr. Cheri Zao has been employed as a Special Appointment instructor for the past several years, with her husband, Peter Zao, the Natural Science Division Chair as her immediate supervisor. There have been no known issues with this arrangement. Dr. Cheri Zao’s performance evaluations have been and will continue to be done by the Dean of General Studies.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
This is a request to approve an exception to Policy 3.02.05 Employment of Relatives, thereby allowing Dr. Cheri Zao to be supervised by her husband, Natural Sciences Division Chair Peter Zao.

Prepared by
Jay A. Lee, J.D.
Vice President for Instruction
SUBJECT
North Idaho College Development Department and Foundation Update

BACKGROUND
The North Idaho College Development Department strives to foster relationships with friends, donors, alumni, private corporations, and grant funding sources to secure additional support for North Idaho College. Development efforts are coordinated to ensure continuity with the priorities set by college leadership.

The department includes seven employees and encompasses three specific functions: the North Idaho College Foundation, Inc., Alumni Relations and the North Idaho College Alumni Association, and Grants Development. The Director of Development/Foundation Executive Director oversees the three functions and reports to the college President (see attached organizational charts). The department works closely with the internal campus community as well as the external community to match college needs with external funding sources and supporters. A combination of financial support from the college and NIC Foundation fund the three functions.

The NIC Foundation is a private, non-profit charitable corporation established in 1977 to provide a focused effort to encourage private support for the academic mission of North Idaho College. The Foundation actively solicits, accepts, and manages gifts for the benefit of North Idaho College.

DISCUSSION
Each year, highlights of the year are presented to the board of trustees.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
Development efforts provide outside financial support for the college, and detailed information regarding this impact will be presented at the meeting.

REQUESTED BOARD ACTION
No action is recommended at this time.

Prepared by
Rayelle Anderson, CFRE
Director of Development & Foundation Executive Director
Development Department Organizational Chart

Administrative Assistant
- Primary support person for Director, Department staff, volunteer Boards and Committees
- Performs wide variety of administrative duties

Data and Resource Coordinator
- Primary data information management and marketing support for all dept. functions
- Coordinates Really Big Raffle project and house construction

Development Coordinator
- Coordinates scholarship administration and awards for NIC Foundation with NIC
- Coordinates communication pieces, special projects, processes, and activities associated with the Department and Foundation
- Supports fundraising and stewardship efforts of the Department, Foundation, Board and Committees

Grants Coordinator
- Coordinates pre-award planning, organization, and preparation, and post-award administration grants for NIC and NIC Foundation
- Works with NIC VP of Community Relations and Marketing to coordinate Federal Appropriation information

Accounting/Information Management Specialist
- Provides primary accounting support for Foundation and Development Department
- Recording secretary for NIC Foundation Board
- Primary support for legal, insurance, and fiscal issues

Alumni Relations Coordinator
- Creates, develops, directs, and generates resources serving NIC alumni programs, activities, and communication avenues in collaboration with the efforts of the NIC Foundation
- Provides leadership in support of the North Idaho College Alumni Association
- Supports fundraising and stewardship efforts of Alumni Association and Foundation

Board of Trustees

College President

Director of Development/Foundation Executive Director

Foundation Board

Alumni Assoc. Board
North Idaho College Foundation Board
Levels of Leadership

Community
- Stewardship to Donors

Foundation Board
“Planning, Policy, Budgeting”
- Provides oversight
- Fundraising
- Checks policies on regular basis
- Provides fiscal oversight/Budget development

Director of Development/Foundation Executive Director
- Carries out mission of the Foundation Board
- Oversees Development Department and Foundation Staff

Administrative Assistant
Data and Resource Coordinator
Accounting/Information Management Specialist
Development Coordinator
Grants Coordinator
Alumni Relations Coordinator