Dear Trustees,

Autumn officially begins this month and we’re abundantly aware of its coming by all the hustle and bustle created with our increase in enrollment this year. It’s been exciting, event-filled and at times a huge challenge, but we’re all delighted to have a new school year effectively underway.

I’ll begin, as usual, with an update to our strategic plan before I report on a few noteworthy items from around campus.

NIC Strategic Plan
Theme V: College Image and Relations
Goal 1: Enhance community perception of NIC.
Objective A: Develop strategies to involve community members in NIC activities and events.
Action Item 1: Continue current process of promoting events and activities.

The College Relations department promotes NIC events and activities on a regular basis through a variety of communication venues. A total of 601 news releases, calendar announcements and photo opportunity announcements were sent to various regional and national media outlets last year. Those announcements are also posted to the “Events Calendar” and “Press Room” areas of the NIC website. Posters, fliers, postcards, newsletters, the reader board, Facebook and Twitter are also utilized on a daily basis.

Action Item 2: Expand upon the “Be Our Guest” program.

A new “Be Our Guest” program was launched last fall which focused on having the college’s management team members distribute guest passes to the public for free admission to NIC athletic events. Guest passes were also distributed to various civic groups. More than 50 passes were used for admission last year.

Action Item 3: Send annual events list and season guest pass to targeted populations.

The calendar of NIC fine arts and athletics events and a season guest pass was sent to all North Idaho chambers, Region 1 high school counselors and principals, media representatives, Gold Card holders, and NIC Foundation Really Big Raffle ticket outlets.

Action item 4: Explore the feasibility and fiscal implications of a mass mailing to county senior citizens offering the NIC “Gold Card” and/or to be added to our senior class mailing.

It was determined that a county wide mailing to promote the NIC gold card was too expensive to complete. Ads are placed in senior citizen newsletters to promote senior classes. This will be revisited as budgets allow.
Objective B: Promote the value of NIC to the community.
Action item 1: Promote the job placement rate and salary information of NIC Professional-Technical graduates.

When feasible, job placement rates and salary information for graduates are used in feature stories or other marketing materials. Due to economic conditions this strategy will be revisited when the job market improves.

Action Item 2: Utilize testimonials to promote how NIC has positively impacted the community.

Student and graduate testimonials have been used on a regular basis throughout the website and in various marketing materials such as ads, posters for the dual credit program, and other recruitment publications. An archive of testimonials is maintained by the College Relations staff and used as needed.

Action item 3: Promote and publicize community service projects and activities involving students, faculty and staff.

Numerous news releases, feature stories, and photo opportunities have been completed promoting various community service activities that involve NIC students, staff, and faculty. Numerous news releases have also been completed publicizing faculty, staff, and student accomplishments.

Action Item 4: Develop NIC Speakers Bureau.

A Speakers Bureau management system is almost ready for testing. Once operational, the Community Relations and Marketing office will begin soliciting speakers from across campus and then advertising the availability of these speakers throughout the region. We anticipate this to be up and running by the end of Fall Semester 2009.

Goal 2: Promote awareness and recruitment through a strong marketing campaign.
Objective A: Develop a comprehensive branding and marketing plan.
Action Item 1: Develop an annual marketing plan.

Various NIC staff and faculty participated in a two-day marketing workshop in June that was facilitated by a community college marketing consultant. Various strategies resulted from that workshop including an internal and external comprehensive communication plan, strategies to increase recruitment and retention, and ways to become a more student-centric institution. College Relations is compiling information from this workshop to develop a new marketing plan.

Action Item 2: Incorporate and coordinate NIC and NICHE marketing strategies and resources to maximize effectiveness and combined purchasing power.

Recruiters and marketing staff from the five North Idaho colleges have come together to facilitate enrollment and market development. The group has adopted a mission, vision, and marketing strategies and has completed a new brochure and website, and has purchased
collaborative marketing materials. The group is emphasizing the sharing of resources, collaborative recruitment efforts, and joint marketing ventures.

Objective B: Develop college wide standards for supporting the branding and marketing plan.
Action item 1: Compile NIC Graphic Elements Guide Book and NIC Style Guide.

The College Relations department developed and delivered a comprehensive Writer’s Style Guide and Visual Style Guide which were launched in September of 2008. A workshop was held at the beginning of Fall Semester to introduce and train college employees on the contents and use of the elements. A website was created as a resource for the college’s visual elements as well as the complete contents of the Writer’s Guide. Publication templates have been developed and will continue to be developed. Reminders for proper use of the elements are included on a regular basis in the WeeksWorth.

Objective C: Market four-year degree opportunities that exist via relationships with partner institutions.
Action Item 1: Create a flier for all NIC frontline staff listing degree opportunities in partner institutions’ local branches.

Instead of a flier, we developed a new brochure highlighting the degrees and programs offered. Additionally, contact information for the North Idaho consortium of colleges and universities was created and distributed to all NIC frontline staff and front line offices in the summer of 2009. The brochure is also being distributed to various agencies and potential marketing locations.

Action item 2: Conduct a fall workshop for identified NIC frontline staff involving University of Idaho and Lewis-Clark State College officials to familiarize NIC staff with available programming in North Idaho.

This is in the planning stages for this fall.

Action item 3: Marketing representatives from partner schools’ North Idaho branches will meet periodically to coordinate strategies.

Marketing and recruiting staff members of the partner institutions meet on a regular basis to coordinate efforts and resources. These efforts have increased awareness of programs between the institutions and have been a valuable way for NIC to promote the offerings of the first two years of the area bachelor degree opportunities. The group has completed a new IdahoGoes website, a new promotional brochure, identified a recruiting and marketing event calendar for 2009-2010, identified employers to visit for 2009-2010, identified regional sites for consortium display materials and purchased marketing materials to promote higher education opportunities in North Idaho at various community events and employer sites.
Action Item 4: Develop a marketing piece/flier promoting cooperative programs.

The new brochure created under Action Item 1 above fulfills this item as well.

Action item 5: Coordinate with partner institutions on a once-a-semester public information event promoting cooperative programs.

This item is on hold. Currently the recruiting and marketing representatives of the cooperating colleges have a full calendar of events planned. We will evaluate the need for an additional event again in the spring.

Objective D: Improve the marketing strategies that facilitate a potential student’s interest in professional-technical programs.

Action Item 1: Continue to support Hardhats, Hammers and Hot Dogs initiative, Fall NIC Tech Tour, and Spring PTE Extravaganza.

The College Relations department continues to support all marketing activities and events coordinated or hosted by the Professional Technical division. College Relations has supported these activities with promotion, news releases, and various marketing materials and will continue to do so to maintain and increase program enrollments. The spring event was cancelled due to high enrollment and high demand for the professional technical programs.

Action Item 2: Incorporate PTE marketing resources into general college marketing initiatives.

The Professional Technical division continues to support the college's marketing initiatives financially which has allowed the college to expand its marketing activities and reach more prospective students and parents. Examples include helping to purchase the NIC light pole banners, college pennants, mouse pads, website ads, cinema ads, and various other advertising.

Action Item 3: Produce feature stories when possible on news and successes within PTE programs.

Numerous feature stories and testimonials have been completed this year on various PTE students, faculty, and programs. Student and faculty achievements and program news has been publicized through various communication channels including community college national outlets.

Other news and events happening at NIC:

**Student Services:**
September has had some great success, but also some great setbacks.

Setback: NIC was not able to deliver 452 loan checks on time. While the error has been fixed, it is an unacceptable level of service, especially since we had a great number of problems with awarding financial aid and dropping students this semester.
Setback: We were not able to award as much work study money this fall, meaning that many departments are struggling to find student workers. We will have to persevere until next year when allocations may hopefully increase.

Success: Our Day of Welcome on August 26 was a success, and the energy of the campus is notable.

Success: Ruth Jamison from the Registrar’s Office retired this month after 33 years of service. Congratulations Ruth!

Success: We continue to outline plans for a potential expansion of the Residence Hall, and perhaps a cultural center. The staff are still dreaming and trying to create possibilities despite limited resources and dire economic projections. It’s nice that we can be positive about the future.

Success: The Dean of Students Office has handled two cases involving restraining orders, a trespassing case, an academic dishonesty case, and a harassment case all in the first two weeks of classes. As well, they coordinated the H1N1 information, developed dates for the spring orientation program, and are moving ahead with several multi-cultural initiatives. This office is responding to campus needs exactly as designed.

Success: The division chairs and student services recruitment staff have begun meeting regularly to discuss how to best work together. These meetings are providing a good opportunity for folks to work together and jointly resolve issues.

Kootenai Technical Education Campus (KTEC) Meeting September 11, 2009:
Brett Boyer provided an update on the Economic Development Agency (EDA) $1.8 million grant request to assist with funding a $2.5 million infrastructure project. Brett met with Representative Walt Minnick and Senator Mike Crapo and passed along the infrastructure grant application package and requested their support. He also encouraged KTEC members to write letters of support for the grant (North Idaho College has already begun our letter). Nancy Mabile of the Panhandle Area Council is coordinating the grant application.

Brett also met with Rolly Jurgens regarding the necessary paperwork for the annexation which the college will have to request when it acquires the property.

Property Acquisition
Ron Nilson reported to Paul Anderson that 60% of the needed funds to buy the remaining 10 acres is in hand and he believes all of the funds will be raised and the property purchased by April 1, 2010.

KTEC Foundation
Freeman Duncan prepared the articles of incorporation for the KTEC Foundation. He informed the group that the first step is to form a non-profit organization which requires these articles of incorporation. The second step is to file for exempt status under IRS 501(c) (3), which will be the most difficult aspect of forming a foundation. This discussion generated a discussion on whether or not NIC is an entity included in KTEC and the Foundation. No general agreement was reached on this question.
School Districts
Prior to the next meeting, the school districts will focus on a timeline for a school levy. School districts will release an RFP for facility planning, in advance of any levy.

Educational Program Committee
Committee members provided a brief report on their recommendations which include Health Occupations, Auto Mechanics and Welding programs in the first year and the addition of Vehicle Body Design and Repair and Construction in the second year.

Classroom Technology Standardization:
Using funds from the American Recovery and Reinvestment Act, personnel from NIC Instructional Technology Services completed twenty (20) classrooms to their presentation, computer lab, or video classroom standard in August in time for fall classes. Donna Patterson, Steve Taylor, Bob Gibson and others worked with NIC Facilities staff, outside contractors and student help to finish the first slot of rooms. Approximately $160,000 of the $336,000 available for the project has been spent. Three more slots are planned between semesters, at spring break and prior to Summer Semester bringing an additional twenty-four (24) rooms to the college standard.

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

Aug 24 Rathdrum Chamber Lunch - featured speaker Senator Mike Crapo
Monthly meeting with constituent leaders
CASA board meeting

Aug 25 Representative Walt Minnick – public forum on healthcare reform - NIC

Aug 26 Met with Rachel Burkett, Senator Jim Risch’s legislative assistant
Reviewed board materials with Trustee Judy Meyer
Day of Welcome picnic hosted by Student Services

Aug 27 Met with CASA Board President Laurie Thomas
Conference call with Tim Peckinpaugh of K & L Gates
NIC Board and Foundation Social – Hayden Lake Country Club

Aug 28 Met with Foundation Directors Claudia Miewald and Joe Abate
Rotary

Aug 29-Sep 7 Vacation

Sep 8 NIC Foundation strategic planning retreat
Barbeque at Rolly Jurgens’ home
Sep 9  Mill site/Education Corridor planning meeting with trustees, foundation directors and staff
NIC Booster Club cruise on Lake Coeur d’Alene

Sep 10 Presented results of employee opinion survey to employees with HR Director Wade Larson
NIC Alumni Association reception and board meeting
Opera Coeur d’Alene board meeting

Sep 11 Rotary
KTEC monthly meeting
Opera in the Plaza - Resort Plaza Shops Courtyard presented by Opera Coeur d’Alene

Sep 13 A Night at the Opera: held at the home of Mary and Bert Newman

Sep 14 Discuss revisions to Committees policy with Senate Chair Laurie Olson-Horswill
Presented results of employee opinion survey to employees with HR Director Wade Larson
Met with Faculty Assembly Chair Pat Lippert

Sep 15 Monthly Education Corridor city meeting

Sep 16 Foundation Executive Committee meeting
VP for Instruction, Division Chairs and Deans meeting

Sep 18 Rotary

Sep 19 Evening at the Kroc – musical event at the Kroc Center

Upcoming Meetings:

Sep 21 Meet with John Stone of SRM Development to discuss fund development
Monthly meeting with constituent leaders

Sep 23 Tour Trades & Industries building and classrooms with Division Chair Doug Anderson

Sep 24 VP for Instruction’s direct reports meeting
Sep 25  Rep. John Goedde and Craig Frie of Kootenai Charities, Inc. will present a donation to the NIC Foundation to be used for scholarships this academic year. The funds were raised by the Demolition Derby at the North Idaho Fair. Rotary

Sep 27  Opera Coeur d’Alene’s production of *La Cenerentola (Cinderella)* – Schuler Auditorium

Sep 28  CASA board meeting

Sep 29  Coeur d’Alene Chamber’s Executive Roundtable kick off breakfast
NIC Booster Club Luncheon and Media Day event – Coeur d’Alene Resort
Tour Physical Education/Athletics with Division Chair Paul Manzardo

Oct 1-5  Vacation

Oct 6  President’s Council meeting in Boise
Presentation to Permanent Building Fund Advisory Council - Boise

Oct 7-11  Association of Community College Trustees Leadership Congress – San Francisco

Oct 13  Tour English and Modern Language Division with Chair Lloyd Duman

Oct 14  Foundation Donor Appreciation Luncheon – Emery’s Restaurant

Oct 15  State Board of Education meeting – Lewis-Clark State College campus in Lewiston
Post Falls Business After Hours – Workforce Training Center
Opera Coeur d’Alene board meeting

Oct 16  Rotary

Oct 17  NIC Women’s soccer match vs. Salt Lake City Community College

Oct 20  Women’s Gift Alliance meeting
Monthly Education Corridor city meeting

Oct 22  NIC’s production of Shakespeare’s *Measure By Measure*

Oct 23  Rotary

Oct 24  North Idaho Aids Coalition wine tasting – Edminster Student Union Building
Ts’elusm Dining Room
Mission statement: North Idaho College is committed to student success, teaching excellence and lifelong learning. As a comprehensive community college, North Idaho College provides educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.

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

EXECUTIVE SESSION
Idaho Code Sections 67-2345(b), (c), (f)

6:00 p.m.
RECONVENE BOARD MEETING
Verification of Quorum/Introduction of Guests
Minutes Review/Approval
Public Comment

OLD BUSINESS
Tab 3: Second Reading: Board Internal Governance Policies

NEW BUSINESS
None

INFORMATION ITEMS
Tab 4: Official Fall Enrollment Report
Kootenai Technical Education Corridor (KTEC)
Education Corridor

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
OCTOBER 28, 2009 - WORKFORCE TRAINING CENTER
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
Chair Christie Wood called the meeting to order at 6:00 p.m. and verified that a quorum of the board was present at the meeting.

ATTENDANCE
Trustees:     Mic Armon
             Ron Vieselmeyer
             Rolly Williams
             Christie Wood

Also present: Priscilla Bell, President
              John Martin, Vice President for Community Relations and Marketing
              Jay Lee, Vice President for Instruction
              Eric Murray, Vice President for Student Services
              Wade Larson, Director of Human Resources
              Sarah Garcia, Controller
              Marc Lyons, Attorney for North Idaho College

APPROVAL OF MINUTES
Chair Wood called for remarks regarding the meeting minutes. There were no remarks.

Motion was made by Trustee Williams and seconded by Trustee Vieselmeyer to approve the minutes of the meeting held July 21, 2009. The motion passed unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS: Idea Network Biomedical Research Excellence
Rhena Cooper reported on this year’s state research conference in Pocatello held August 3-5 stating that more than 200 posters were presented and entered into competition by students from all the higher learning institutions in Idaho. She went on to say that NIC students were involved in the undergraduate poster competition and won first place in both student choice and faculty choice competitions. She introduced some of the students that attended and competed and then allowed them to present brief remarks about their experiences with the INBRE program and the state conference.

Trustee Williams asked Ms. Cooper how difficult she felt it would be to reestablish a forensics lab that would work with the local law enforcement agencies. Ms. Cooper stated that she would first want to find out why the school no longer has the forensics lab. She
continued by saying that she didn’t have knowledge about employers needs or how economically viable it would be.

OLD BUSINESS

Amendment to the FY10 Budget
Dr. Bell explained that the college had received notification in mid August of the county valuation and maximum tax levies available. The maximum tax levies available to the college exceeds the amount estimated in the budget passed by the board in June by approximately $166,000. In order to secure that additional tax revenue the college needs to amend the budget and respond to the county no later than September 10. The additional tax revenue will be applied to the contingency fund to assist with paying for adjunct faculty needed for the higher number of students this year.

Trustee Armon asked how difficult it would be for the college to not take the full amount available. Controller Sarah Garcia stated the college would then need to utilize funds from somewhere else in the budget in order to cover the additional salaries required for additional adjunct faculty.

Trustee Armon commented that when possible, the board and administration should find ways to be more frugal and not take funds just because they’re made available.

Motion: 08-26-09 60: Trustee Williams moved to approve the amendment to the FY10 budget. The motion, seconded by Trustee Vieselmeyer, passed unanimously.

Resolution in Support of the “American Graduation Initiative”
Dr. Bell explained that this item is a request for the board to consider a motion formally adopting a resolution endorsing the American Graduation Initiative. She stated that this initiative is a proposal to provide increased resources and support for America’s community colleges and their students through increases in Pell Grants and other financial aid as well as competitive grant programs and construction funds. She went on to say that the initiative recognizes the important role that community colleges play in American higher education and economic development. Dr. Bell urged the board to consider a motion adopting the resolution which will then be conveyed to the American Association of Community Colleges and to our federal delegation in Washington, DC.

Trustee Armon expressed concern that some of the proposed initiatives call for increases in education without a source for allocations. Dr. Bell explained that funding for this initiative is proposed to come from cuts in government subsidies for the guaranteed student loan programs which will then be replaced with direct federal student loans, and if it is passed, NIC will apply for any funding that is available and for which it is eligible.

Motion: 08-26-09 61: Trustee Armon moved to approve the adoption of Resolution no. 2009-02 formally endorsing the American Graduation Initiative. The motion, seconded by Trustee Williams carried unanimously.
NEW BUSINESS

Employee Opinion Survey Results

Human Resources Director Wade Larson provided an overview of the results from the May 2009 employee opinion survey which was conducted as a follow up to the survey conducted in January 2008. He provided a snapshot of where the college is today as well as a comparison to where the college was when the previous survey was taken. He pointed out that over all, the college climate is moving in the right direction.

Chair Wood asked how many people had taken the survey and Mr. Larson responded that 401 out of a possible 700 employees had taken it.

Dr. Bell confirmed that the full report is available on the HR webpage. She also announced that she and Mr. Larson would be providing two workshops for faculty and staff in the month of September followed by focus groups and forums throughout the year targeted at some of the areas in which improvement is needed.

Chair Wood thanked Mr. Larson for also including those responses and comments that were somewhat negative, stating that it is important for trustees to be aware of that information as well.

Summer Enrollment Report:

Dr. Eric Murray reported that summer headcount increased approximately 22% which represents 240 students and 27% in FTE. He stated that instruction will base next summer’s class schedule on this summer’s activities to ensure the college can accommodate a similar or higher number of students.

Dr. Murray continued his report by stating that fall enrollment shows approximately 700 more students than last fall with more anticipated. He stated that applications for new students are up approximately 9.5% and returning student applications increased 27%. He continued to say that enrollment headcount is up 14.5% and FTE is up nearly 14% and campus housing is full.

Dr. Murray finished by reporting that orientation attendance had increased almost 16% from last year and he thanked the orientation staff for working so hard during the summer to be prepared for all the new students coming in.

A brief discussion ensued regarding the fact that some new faculty had been hired to meet the needs of higher enrollment, but that services to the increased numbers of students were being delivered with no additional support staff. Chair Wood asked if there were any plans to hire additional staff and Dr. Bell responded that with the expectation of more rollbacks from the state mid-year and probable budget cuts next year, no new staff hires were planned. She expressed her thanks to Student Services and Business Office staffs for taking on a heavier work load with no additional support to ensure students were being served. She told trustees that in creating the budget for FY11 her key priority would be finding a way to provide pay increases across the board.

Trustee Armon asked VP Lee how, in such a short period of time, he was able to identify and hire new faculty and he asked if the new faculty were at the quality level the college
expects. VP Lee responded that the teaching staff are to be commended because of their willingness to increase the cap on the number of students in the classrooms and fill every space in every class. He added that some special appointment faculty and new faculty were identified and hired from the Spokane area through layoffs there.

Trustee Armon suggested that the message be shared about the services and offerings NIC is delivering to meet the community’s needs with limited budget and resources. Dr. Bell added that her upcoming column in the Press relates to the college’s preparation over the summer to be ready for the increased student population. She added that this column was the initial release of a communication plan that will span over a longer period of time about the extraordinary efforts by faculty and staff to accommodate the educational needs of the student population. She commended the employees that are willing to put in the extra effort and go the extra mile at NIC to accomplish the tasks essential to keeping educational opportunities open.

REPORTS

College President
Dr. Bell opened her report by thanking the student services staff that put together the day of welcome picnic and celebration held that day in which she was able to take part. She announced to trustees that a link had been added to her webpage for the PowerPoint presentation made during the Mayors’ Institute public meeting on August 13. She closed with a few items for trustees schedules.

Chair Wood asked Dr. Bell for a brief outlook of the next steps in the Education Corridor planning now that the Mayors’ Institute had visited and provided their input. Dr. Bell responded by saying that the college would be following up with the stakeholders involved in the planning for the entire Education Corridor and not just the mill site. She added that the mayor is planning to hold workshops for stakeholders to review the MICD recommendations and identify what steps could be taken in the near term. She added that LCDC would soon begin their work with any needed traffic studies.

Senate
Dr. Laurie Olson-Horswill introduced herself as the new College Senate chair and provided trustees with a brief statement about her background. She continued to report that senate last met on August 20 and she listed the officers for the new year. She reported that an ad hoc committee had been established to continue to work on the Withdrawals by Instructor policy that the board suspended last spring to allow for its revision. She stated that they anticipate having a draft ready for a first reading at their September meeting. She continued by reporting that an ad hoc committee had also been established to work on a revision to the Committees policy.

Faculty Assembly
Chair Pat Lippert reported that he met with Dr. Bell recently and the two of them had agreed upon an arrangement for a continuous communication plan for the coming year. He stated that the plan includes visits to Faculty Assembly meetings by Dr. Bell, a few meetings planned for her with the executive committee and informational meetings, as needed, to guarantee that concerns are heard and heard early enough to achieve the
best and most fair process possible. He reported that the year’s first Faculty Assembly meeting was an ice cream social on August 18 where he discussed with the assembly three main themes he wanted to incorporate this year as chair - advocacy, transparency and fidelity. He finished his report by stating that committee assignments for faculty were being filled and that faculty is interested in staffing the Insurance and Professional Development Committees earlier than usual and he would submit names of committee members to human resources in the next few days. Faculty Assembly will meet next on September 10 and work will be done at that time on the Withdrawals by Instructor policy.

**Staff Assembly**
Ms. Heather Erikson introduced herself as the new Staff Assembly chair. She reported that the assembly held a picnic in July and their August meeting was held August 13 at which time goals for the year were agreed upon by the group. Goals include being active participants in the college’s participatory governance including identifying areas of inequality between faculty and staff, actively participating in committees on which staff has representation and continuing to make meetings productive and inclusive for all staff members. She reported that the process criteria would be reexamined for the staff appreciation awards. She finished by stating that committee assignments were being determined and the assembly had submitted names to human resources for Professional Development Day.

**ASNIC**
ASNIC President Jack Vanderlinden reported that he attended a national leadership conference over the summer and gained valuable experience he plans to incorporate in the work of the ASNIC Board. He stated that ASNIC would be taking part in a retreat once their four remaining senate slots are filled. He continued to say that ASNIC wants to take an active role in the participatory governance of the college.

**Board Chair**
Chair Wood distributed a copy of an article she found recently in the Spokesman Review regarding the Education Corridor. She then expressed her pleasure with what she felt seemed to be the overall theme of open communication at every level.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Armon commented on the enthusiasm NIC employees seem to demonstrate and he congratulated everyone for the positive environment that exists at the college.

Trustee Williams asked VP Lee what was happening with the cosmetology program. VP Lee reported that the division chair had been researching options and had been in contact with a facility that may become available for a cosmetology program. He stated that he hoped to have a more definitive report on the potential for a program. He stated that initial research shows there would be no shortage of interest in such a program, but finding a space would be the challenge.

Trustee Williams asked VP Murray if the residence hall had been designed in such a way that another wing could be added. VP Murray confirmed that it was designed that way.
Trustee Williams commented to Chair Wood that it appeared that the board may face a problem in attending the mayor’s Education Corridor workshops for stakeholders and providing input in any significant numbers due to open meeting requirements. Chair Wood responded that she and Trustee Armon would plan to attend the workshops and reach out to the board and likewise would take any information or comments to the workshops on behalf of the board. Trustee Armon offered to step down during any of the workshops in order to allow another trustee to attend and take part in the discussions.

Chair Wood reported that she had received positive feedback about the June board meeting being televised and she suggested the administration look into what it would take to use some stimulus funds to install recording equipment in the Driftwood Bay Room in order record and publicize board meetings.

**ADJOURNMENT**
Trustee Armon made a motion to adjourn at 7:45 p.m. The motion, seconded by Trustee Williams carried unanimously.

________________________________   ________________________________
Board of Trustees Chair               Board of Trustees Secretary
SUBJECT
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. Changes to these policies were discussed in March 2009 and included the removal of citations to specific provisions of Idaho Code and clarifying that the policies are intended to comply with existing law. Other changes were proposed in an effort to clarify communications with the board, ensure that the conduct of meetings is consistent with practice and statutory requirements and to combine certain formerly procedural requirements as necessary into policy and to delete unnecessary procedures. During their review of the draft changes in March, trustees requested the college attorney to propose certain additional changes to these policies in a format where changes were evident from those initially proposed. Copies of the requested drafts with tracked changes are included herein for board consideration and discussion. There were no additional changes requested for policy 2.02.02, however it is included for further board review.

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
The policy drafts are for board consideration. Board action is not necessary at this time.

Prepared by:
Marc Lyons, Attorney
Ramsden & Lyons, LLP
Policy

Policy # 2.01.01
Effective Date _______

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Relates to Procedure #  Impact:  
Board of Trustees

Legal Citation (if any):  
North Idaho College

AUTHORITY, APPOINTMENT & FUNCTIONS

The board of trustees derives its authority from statutes enacted by the legislature of the State of Idaho. The board is subject to the provisions of the Constitution of the State of Idaho, the rules and regulations of the State Board of Education as they apply to community colleges, and the Board’s own policies and procedures.

Board meetings are held consistent with the requirements of Idaho Code. At its annual November meeting, the board of trustees elects one of its members as chair and a second as vice chair. The board of trustees also elects a treasurer, and a secretary, and it may at this or a subsequent meeting appoint one member to serve as liaison to the North Idaho College Foundation.

Board members have authority only when acting as a board of trustees legally in session. The board will not be bound in any way by any statement or action on the part of any individual board member or employee, except when such statement or action is in pursuance of specific instructions by the board of trustees.
Appointment of Trustees

In the event of vacancies on the board, replacements will be appointed in compliance with Idaho Code. Applicants must be a qualified elector in Kootenai County. Applicants for appointment may be required to declare their candidacy by:

a. Writing a letter to the board that addresses reasons and qualifications for serving on the board and, at the board’s discretion; and

b. Responding to a questionnaire that addresses current issues of importance to the college.

Such questionnaire may be composed by the existing board members. The content of the questions may be updated and revised in accordance with the board of trustees’ wishes. No applications will be accepted after the deadline for submission set by the board of trustees.

At their option, board members may also choose to interview candidates during the selection process.

Trustee application packets will be made available to prospective appointees through the president’s office. The names of applicants and the documents submitted by the applicants will be subject to public disclosure.

Appointment of candidates may be made at the time the position becomes vacant or at a time that the board deems appropriate.
I. RESPONSIBILITIES

The responsibilities of the board are as follows:

1. To determine the broad general policies that will govern the operation of the college district.

2. To select, appoint, and evaluate the president of the college who shall be responsible for the general administration and the implementation of board policies in the on-going operations of the college. To establish a compensation package for the president.

3. To elect the chair, vice-chair, secretary, and treasurer as officers for the college board, and, at its option, select a board trustee as a member of the board of directors of the North Idaho College Foundation.

4. To approve annual budgets, which includes setting tuition and fees and establishing the property millage levy rate.

5. To make final decisions regarding awarding tenure based on established policy and procedure, with the final recommendation of the president.

6. To review and approve all salary schedules annually.
7. To acquire, hold, and dispose of real and personal property.
8. To engage in and approve long-range facilities planning for campus site utilization, physical plant development, and further educational needs.
9. To act on recommendations of the college president concerning capital outlay, repairs, and maintenance for buildings, grounds, and equipment.
10. To require and consider reports from the president concerning the programs and condition of the college.
11. To consider and act on the curricular offerings of the college on the recommendation of the college president.
12. To consider and act on the regulations and other information in the college catalog.
13. To consider and act on the recommendations of the president in all matters of policy pertaining to the governance and welfare of the college and the welfare of students.
14. To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of district funds, and those of student organizations, and other funds under the supervision of the district.
15. To provide for and review the annual audit of all funds of the district, student organizations, and other funds handled under the supervision of the district.
16. To issue general obligation of revenue bonds in the manner prescribed by law.
17. To periodically review the college’s investment policy.
18. To select legal counsel and other professional and non-professional persons, to evaluate them periodically, and to prescribe their qualifications.
19. To accept grants or gifts of materials on such terms as may be mutually agreed upon by the college and the grantor.
20. To consider communications and requests from citizens or organizations on matters of policy.

II. DUTIES OF BOARD OFFICERS

Board Chair

The duties of the board chair shall be to:

1. Chair all board of trustees meetings.
2. Assist other trustees and the college president in preparing agendas for monthly board of trustees meetings.
3. Call special meetings as necessary.
4. Communicate on behalf of the board as the official voice of the trustees when conditions warrant.

5. **Provide for evaluation of** the college president as defined by board policy.

6. Periodically consult with board members on their roles and their performance as defined by board policy.

7. Assist the college president in conducting new trustee orientations.

8. Convene the board self-evaluation session as defined by board policy.

9. Delegate duties as needed to other board members

**Vice Chair**

The duties of the vice chair shall be to:

1. Understand the responsibilities of the chair and be able to perform those duties upon absence of the chair.

2. Carry out special assignments as requested by the chair.

**Secretary**

The duties of the secretary shall be to:

1. Verify for accuracy and sign all board minutes upon approval by a quorum of the board of trustees.

2. Assist the president with correspondence on behalf of the board of trustees with parties external to the college as necessary.

3. Make determination as to which documents routinely become part of the board archives and verify that they are maintained.

**Treasurer**

The duties of the treasurer shall be to:

1. Work with the president to ensure that appropriate financial records are made available to the board in a timely manner.

2. Receive the annual audit on behalf of the board of trustees and answer board members’ questions about the audit.

3. Monitor the trustees’ budget as needed.
Liaison to the North Idaho College Foundation

The duties of the liaison to the NIC Foundation shall be to:

Represent the interest of the board of trustees at all North Idaho College Foundation meetings and serve as the conduit for information between the foundation and the board of trustees.

III. STANDARDS OF GOOD PRACTICE (CODE OF ETHICS)

In support of effective community college governance, the board of trustees believes:

1. That it derives its authority from and is accountable to, the community and that it must always act as an advocate on behalf of the entire community, honestly debate issues that affect it, and speaks with one voice once a decision or policy is made.
2. That it must clearly define and articulate its role.
3. That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO.
4. That it provide overall direction to the college by setting policy while allowing the president the authority to provide daily administration of said policies.
5. That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement, and regular evaluation.
6. That its trustee members come to each meeting prepared and ready to debate issues fully and openly, vote their conscience and support the decision or policy made;
7. That its behavior, and that of its members, exemplifies the principles of ethical trusteeship.
Policy

Policy # 2.01.03

Effective Date _______

<table>
<thead>
<tr>
<th>(Impact Area - Dept Name)</th>
<th>(General Subject Area)</th>
<th>(Specific Subject Area)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Board of Trustees</td>
<td>Meetings</td>
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</table>

Author: Supersedes Policy #

Relates to Procedure #

Impact:
Board of Trustees

Legal Citation (if any):
Idaho Code 67-2340 - 67-2345

North Idaho College

MEETINGS

Regular meetings of the board of trustees will be held on a given day of each month, or as otherwise as required by law. An annual calendar of board of trustees meetings will be approved each year by the board and made public in advance of each academic year. The date of a regular meeting may be changed by action of the board of trustees at any previous meeting or by the president with approval by the board chair provided that every board member is notified in advance of the meeting. In case the date of any regular meeting is changed, the president's staff will take appropriate steps to inform the public of the change in advance of the meeting in compliance with Idaho Open Meeting Law.

Special meetings of the board of trustees may be called by the board chair or by any two members of the board or by the president when approved by the board chair. Notice will be provided per the requirements of the Idaho Code.

Executive sessions of the board may be held for the discussion of any appropriate issues pursuant to Idaho Code. No final actions shall be taken in executive session.
ORDER OF BUSINESS

Regular meetings of the board of trustees will be held as required by law and as specified in the call for the meeting.

Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all board members present will be required for the passage of a motion except where otherwise provided by law.

Items may be placed on the agenda by the president or a board member through the president for publication by the executive assistant to the president.

The order of business at a regular meeting of the board of trustees will be as agreed to by the Board and may follow the following general outline:

1. Convene Meeting
2. Approval of Minutes
3. Public Comment
4. Unfinished Business
5. New Business
6. Reports
7. Trustee Remarks for the Good of the Order
8. Adjournment

Executive session may be scheduled at any point in the regular meeting.

The board of trustees reserves the right to alter or amend the order of the Agenda.

The agenda of any regular meeting of the board of trustees may include an opportunity for public citizens to address the board on any item. Each public citizen wishing to address the board shall provide his or her name, and the agenda subject or topic on which they wish to comment. Public comment shall be limited as determined by the Board chair. The board of trustees may listen to such public comments but is not obligated to provide responses. If the matter presented requires additional dialogue or action, the board of trustees may direct that the matter be placed on the board's future agenda for further discussion and review. The decision to allow public participation in the meeting is the sole discretion of the board chair.

POLICIES

Any policy adopted by the Board of Trustees may be suspended by a majority vote of the entire board of trustees. The vote to suspend any policy will be taken by roll call and the results will be entered in the minutes of the meeting.

The policies governing the college may be amended within the legal bounds of the Idaho code by a majority vote of the entire board of trustees at any meeting. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.
RULES OF ORDER

All meetings of the board of trustees will be conducted in the manner prescribed by the Idaho Code. However, should an issue concerning parliamentary procedure arise that is not addressed by Idaho Code, Robert’s Rules of Order, may be used as a guideline.

It is expected that all attendees at the meetings will observe the commonly accepted rules of civility to provide orderly and respectful interaction in public settings.
It will be the practice of the board of trustees to utilize the advice of all interested individuals and groups in the solution of its educational and financial concerns, although the board alone will be the final policy agent.

The president is North Idaho College’s official voice and the general agent through whom members of the college community, faculty, staff, and students normally address communication to the board of trustees. These presidential functions are established in custom, and in board policy. It is therefore, regular operating procedure for official communications to the board of trustees that originate within North Idaho College to be routed through administrative channels to the president, unless either the president or the board has otherwise directed.

Deleted: When a direct approach is requested, the person or group making the approach shall inform the president and other appropriate administrators of the substance of the communication and the necessity for the direct approach.

It is the policy of the board that the faculty and staff use their respective governance structure, in bringing matters of interest before the board. As such, they should report their concerns, suggestions, etc. to their immediate supervisor or committee
representative and request that they be carried forth through the appropriate
communication channels to the board by the president, or president's designee if
necessary.

The board of trustees recognizes the right of the public to receive information concerning
all of its actions, policies and details of its educational and business operations. In
accordance with this policy, copies of the agenda will be furnished to all interested
persons and organizations upon request to the college president.
The president is appointed by the board of trustees and serves at its pleasure. The board delegates to the president its authority and responsibility to administer the college in accordance with applicable laws and the policies, rules and regulations approved and/or sanctioned by the board of trustees. The president provides leadership and direction to students, faculty, and staff. The president has final administrative authority over all matters affecting the college at the operational level.

In addition to such other specific authority as has been or may be delegated to the president by the board of trustees, the president has the authority to further delegate to those college officers he or she deems appropriate.

The president is given the authority and discretion to make day to day decisions in implementing and administering the policies of the board of trustees. As the administrative officer of the board of trustees, the position of president is subject to the terms and conditions established by the board of trustees.
The president is North Idaho College’s personal representative to the community, the legislature, the governor’s office, and to state institutions of public and higher education. In all dealings with people, the president serves as the foremost example of the college’s commitment to treat others with dignity, respect, and decency.
The board of trustees recognizes the importance of having exceptional executive leadership and that such leadership is dependent upon constructive review of how that responsibility is exercised. To further this end, the board of trustees shall annually review the president’s stewardship in order to strengthen his or her performance, to enable the president and the board of trustees to reset mutually agreed upon goals, and to inform annual decisions on compensation and other terms of employment.

The annual performance review of the president shall include a written management review statement by the president and a written report on goals from the previous 12 months, as mutually agreed upon by the president and the board of trustees. It shall also include proposed goals for the subsequent 12 months. The annual performance review shall be completed on a schedule consistent with the college's annual compensation-setting process.
TAB 4

SUBJECT
Fall Enrollment Data

BACKGROUND
The attached slides provide Fall Semester 2009 enrollment data for the board and represent the 10-day census count as reported to the legislature and the press.

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

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

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
No action is necessary at this time.

Prepared by
Eric W. Murray, Ph.D.
Vice President for Student Services
Fall Enrollment Report
2005 – 2009

Presented by Eric Murray
Vice President
for Student Services
The Big Picture
<table>
<thead>
<tr>
<th>Year</th>
<th>Total Population Served</th>
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<tbody>
<tr>
<td>2004-05</td>
<td>14,467</td>
</tr>
<tr>
<td>2005-06</td>
<td>15,067</td>
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<tr>
<td>2006-07</td>
<td>14,223</td>
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<tr>
<td>2007-08</td>
<td>15,860</td>
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<td>2008-09</td>
<td>17,335</td>
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Total Population Breakout
Credit, Non-Credit, ABE and GED
Workforce Training Center
Non-Credit Duplicated Headcount
Fiscal Year (July 1 – June 30)
For Credit Breakdown
General Studies
Headcount

Fall 05: 3532
Fall 06: 3745
Fall 07: 3637
Fall 08: 3765
Fall 09: 4379
Professional - Technical Headcount

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<th>Year</th>
<th>New</th>
<th>Continuing</th>
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<tr>
<td>Fall 05</td>
<td>197</td>
<td>391</td>
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<tr>
<td>Fall 06</td>
<td>177</td>
<td>371</td>
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<td>Fall 07</td>
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<td>347</td>
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<td>Fall 08</td>
<td>192</td>
<td>366</td>
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<tr>
<td>Fall 09</td>
<td>195</td>
<td>481</td>
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Total Enrolled
Full-Time / Part-Time
Percentage

- Fall 05: 58% Degree Seeking, 42% Non-degree Seeking
- Fall 06: 54% Degree Seeking, 46% Non-degree Seeking
- Fall 07: 54% Degree Seeking, 46% Non-degree Seeking
- Fall 08: 55% Degree Seeking, 45% Non-degree Seeking
- Fall 09: 55% Degree Seeking, 45% Non-degree Seeking

% Degree Seeking  % Non-degree Seeking
Dual, Tech Prep, GED Population now Degree-Seeking
Bonners Ferry, Ponderay, Silver Valley, Internet

Seat Counts
(duplicated head count)

Fall 05  Fall 06  Fall 07  Fall 08  Fall 09

- Bonners Ferry
- Ponderay
- Silver Valley
- Internet
Student Profile
First-Time, Full-Time Degree Seeking Fall to Fall Persistence

- Fall 05: 49.7%
- Fall 06: 49.6%
- Fall 07: 47.1%
- Fall 08: 52.4%
- Fall 09: 50.7%
Age Breakout

- Average age of Professional Technical student is **29**.
- Average age of Academic/Transfer student is **26**.
- Overall average age is **26**.
- Oldest student is **88**.
- Youngest student is **15**.
Gender Percentage

<table>
<thead>
<tr>
<th>Year</th>
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<tbody>
<tr>
<td>Fall 05</td>
<td>63%</td>
<td>37%</td>
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<tr>
<td>Fall 06</td>
<td>62%</td>
<td>38%</td>
</tr>
<tr>
<td>Fall 07</td>
<td>63%</td>
<td>37%</td>
</tr>
<tr>
<td>Fall 08</td>
<td>62%</td>
<td>38%</td>
</tr>
<tr>
<td>Fall 09</td>
<td>59%</td>
<td>41%</td>
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Montana/Washington Headcount

- Fall 06:
  - Montana: 92
  - Washington: 151
- Fall 07:
  - Montana: 84
  - Washington: 187
- Fall 08:
  - Montana: 92
  - Washington: 205
- Fall 09:
  - Montana: 109
  - Washington: 265

Legend:
- Montana
- Washington
Valedictorian/Salutatorians

Headcount

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<tr>
<th>Year</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
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<tbody>
<tr>
<td>Count</td>
<td>16</td>
<td>11</td>
<td>10</td>
<td>10</td>
<td>14</td>
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Top Ten Feeder High Schools
First-Time, Degree-Seeking Freshman

1,194

- Lake City: 491
- Post Falls: 98
- Coeur d'Alene: 103
- Lakeland: 69
- Sandpoint: 65
- NIC GED: 69
- Bridge Academy: 97
- Bonners Ferry: 68
- Timberlake: 38
- Others: 23
Dual (WINGS) Enrollment
Top 10 Feeder High Schools

- Coeur d’Alene 118
- Lake City 104
- Post Falls 76
- Lakeland 49
- Sandpoint 44
- Timberlake 38
- Kellogg 31
- Cd’A Charter 30
- Home Schooled 21
- St. Maries 19