Dear Trustees,

It's hard to believe, but we’re nearing the end of October and we’ve had a busy month and fall semester so far. I'll begin with an update to our strategic plan before I report on a few noteworthy items from around campus.

**NIC Strategic Plan**

**Theme VI: Diversity and Human Rights**

**Harassment and Diversity Training/Video:** Harassment training was provided across campus this year via a video presentation that was made available to all employees. The 32 minute video was distributed as both a DVD presentation as well as an online version. All employees were required to watch and sign an acknowledgement of having received the training. You can watch the video online at:

http://www.screencast.com/users/WadeLarson/playlists/New%20Playlist(1)

**9 Points Agreement:** The executive committee for the 9 Points Agreement (Chris Meyer, Eric Murray, and Alan Lamb) has been working to update the entire agreement to reflect the work done in the last 12 years, and to update the goals for the next decade.

**Diversity Training:** A core group of 12 people was identified to begin a series of training sessions with Raymond Reyes (from Gonzaga) for the purpose of infusing the concepts of ethno-relativism and inter-cultural competency into the campus environment. The group begins its training this month.

**Organization of Efforts:** Role definitions for the Diversity & Human Rights Steering Committee, the Diversity Events Committee, and the Diversity Training Initiative have been developed. It was determined that the Steering Committee will have a faculty chair while the Events Committee will have a Staff Chair. The Training Group will make recommendations to the Steering Committee on future directions. All of this effort is being monitored and/or coordinated by the Dean of Students Office.

**Other Efforts:** Admissions materials are being translated into Spanish; the Volunteerism program is thriving, and English as a Second Language (ESL) programs are being investigated.

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

**Student Services:**
All departments have seen some relief now that students are in classes. Staff are catching up on vacation, are allowed to get the Flu now, and have generally seen a gradual decrease in student traffic.

Financial Aid continues to be of concern, but progress is being made. The interim director has landed, the office is organizing around her leadership, and systems are being repaired to better reflect the needs of the government as well as the needs of the students. The processes will take three to four months to turn around, and should be ready to go by the
time a replacement is hired. The search for a permanent director has begun. Important processes like the submission of the FISAP, the return of Title IV funds, and the reconciliation of accounts are being attended to.

NICHE also reports a significant change, in that the position of Director of Joint Communications was dissolved this month due to budget issues. Money from this savings will be used for budget holdbacks and the remainder will be reallocated to other projects. The various task forces working for NICHE will take on the more important duties.

**NIC Foundation:**
The Foundation’s Annual Scholarship Celebration is scheduled for Tuesday, November 17, 2009 from 5:30 to 7 p.m. in the Edminster Student Union Building Ts’elusm Dining Room. I hope you’ll plan to attend this annual event as it’s a wonderful opportunity for donors and student scholarship recipients to come together to celebrate. Social begins at 5:30 p.m., and the program begins at 6 p.m. Watch the mailbox for your invitation!

The NIC Foundation has announced it is giving $55,000 away through the 16th Annual NIC Foundation Grant Program. Faculty, staff and student groups funded by the college are eligible to apply. The goal of the grant program is to encourage outstanding instruction and strengthen support services at NIC. The focus of the funding will be on projects, programs, and activities that advance the college’s Strategic Plan and are not currently funded through other budgetary sources. Recipients will be announced by December 18, 2009.

The NIC Foundation hosted the second annual “Lunch with the President” at Emery’s on Wednesday, October 14 for supporters of the college giving at the $1,000 level and above. I was able to provide the nearly 50 guests with an update about the college and future plans and priorities and thank them for their generous investments in our students. Rick Schultz and the Culinary Arts students did a wonderful job with the meal and service.

**Workforce Training Center hosts Business After Hours:**
On Thursday, October 15th, the Workforce Training Center hosted the post Falls Chamber of Commerce’s Business After Hours event. The event was planned and scheduled to be a celebration of the Center’s 15th anniversary and featured displays from the Center, the NIC Foundation, Cardinal Athletics, and NIC in general. Attendance was predicted to be around 75, but the total was over 120. Food and beverages were provided by Cardinal Catering from Food Services and were first class. One visitor proclaimed that this was the best Business After Hours he had attended in Post Falls.

**Capital Building Projects Outlined:**
On Tuesday, October 7, NIC presented its fiscal year capital building priorities to the Permanent Building Fund Advisory Council (PBFAC). Our presentation focused on the need for expansion and new building in the very near future because of dramatic growth in enrollment. We stressed that previous estimates on enrollment growth had projected a comfortable period of time before new facilities were needed, but recent double digit enrollment increases had eroded that cushion of time. We specifically addressed the need for the new PTE facility on the KTEC property, the desire to add a wing to Meyer Health and Sciences Building, and the partnership with U of I and LCSC to build a joint use facility on the mill site.
Industry Sector Strategy Funding:
The north regional office of the Idaho Department of Labor and North Idaho College’s nursing department have been successful with a request for Industry Sector Strategy Funding, from the state DOL office. The proposal is to provide practical nursing education for selected Certified Nursing Assistants in the rural communities of north Idaho for the purpose of increasing the number of licensed health care providers. Funding is being provided to support the conversion of the didactic portion of the practical nursing program to an online format and to develop and deliver online preceptor training. In addition, the $50,000 grant will be used to purchase lab supplies and training materials for the students in the nursing program. These funds are provided through a designated Workforce Investment Act (WIA) fund source. It is anticipated WIA funds will be used to support tuition and fees for those students who meet the WIA program funding requirements. Kudos to Lita Burns and her team for securing these critically needed funds!

Kootenai Technical Education Campus:
The KTEC group last met on October 9 and the following are some of the committee reports and discussion that took place:

Property Committee reported that the city of Rathdrum has submitted the infrastructure grant application, and the Meyer family reports that a property purchase made in 2009 by way of down payments and purchase agreements will be most beneficial to them.

Jason Green of the Program Committee reported that they are developing a survey to gauge student interest in specific programs with the current focus being on health careers, welding, automotive and construction.

Ron Nilson expressed concern that private sector attendance at KTEC meetings has diminished and that the education/public sector is more prevalent. He further suggested that Robert Ketchum be contracted by KTEC (funded by local manufacturers) to help develop a marketing plan for the purpose of improving the voice of the private sector for the KTEC project.

There was much discussion surrounding the way the levy campaign should be conducted and a need for a marketing plan. Discussion topics included:

- The business community must continue to be the face of KTEC
- Public service announcements featuring our business leaders
- Need to clarify that this is not a bonding effort, but a building levy with one election held in each of the three districts
- The three districts need to work in concert on the pre-election marketing campaign
- Marketing committee should become the campaign committee – possibly gearing up in December
- KTEC we will need funds to run a campaign – $7,000 to $10,000
- Need to identify parents of students that are not necessarily going to attend KTEC – to be vocal support of the levy campaign
- Need a speakers committee – voices to share the message
• Need a KTEC web site – with a blog
• Facebook – Friends of KTEC
• Involve students in the campaign
• Next steps – develop strategic plan and committees to accomplish specific tasks
• Need the architect and a building plan for the marketing effort

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

Sep 21     Monthly meeting with constituent leaders

Sep 22     Phone conference with Duane Nellis, president of UI to discuss presentation to Permanent Building Fund Advisory Council on the joint use building.

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

Sep 24     Vice President for Instruction’s direct reports meeting

Opera Coeur d’Alene Development Committee Meeting

Boswell Hall lobby recital

Met with John Stone of SRM Development to discuss fund development

Sep 25     Rep. John Goedde and Craig Frie of Kootenai Charities, Inc. presented 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.

Conference call with Bill Reagan from the Coeur d’Alene Resort to discuss the venue for the Coeur d’Alene Symphony’s 2010 Black & White Ball.

Rotary

Sep 26     Watched the NIC volleyball team take over first place in the nation from CSI!

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

Sep 28     NIC Board of Trustees Executive Session

Met with the three school district superintendents to discuss the development of the prairie property for the KTEC

CASA board meeting
Sep 29  
Coeur d’Alene Chamber’s Executive Roundtable kick off breakfast  
NIC Booster Club Luncheon and Media Day event at the Coeur d’Alene Resort  
Conference call at Mayor’s office to discuss grant for Education Corridor  
NIC Art Gallery Opening for exhibit of artist Elaine Green

Oct 1-5  
Vacation

Oct 6  
Meeting with executive members of Presidents Cabinet to develop key guiding principles to lead us as we develop the mill site

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

Oct 13  
Meeting with English and Modern Language Division faculty and Chair Lloyd Duman

Oct 14  
Foundation Donor Appreciation Luncheon – Emery’s Restaurant  
Observed and participated in online College Transitions class

Oct 15  
State Board of Education meeting – Lewis-Clark State College campus in Lewiston

Oct 16  
Brief hello with First Lady Lori Otter while she was on campus working with our graphic design students on the state’s “Project Meth”  
Planned giving program expansion meeting  
Rotary

Oct 19  
Met with a Fort Grounds resident and Rolly Jurgens to discuss property adjacent to campus  
Monthly Constituent Leaders meeting  
Jay Larsen of the Idaho Technology Council  
Social with LCSC and UI Presidents and Staff at Brix on Sherman Avenue

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

Oct 22  
Audit Exit Meeting with trustees and staff

Upcoming meetings:  
Oct 27  
NIC Retirees fall luncheon sponsored by the Alumni Association  
Meeting with trustees, Foundation directors and staff to review suggestions by architect Jon Mueller regarding the Education Corridor
Oct 28  Touring the Business and Professional Programs Division with chair Gayne Clifford
  Informal open session for conversation and discussion with division chairs
  Attending a meeting of the Meet and Confer committee to discuss forecast for the coming year

Oct 29  Touring the Athletics and Physical Education Division with Chair Paul Manzardo
  Coeur d’Alene Chamber’s Annual Luncheon at the Resort
  Opera Coeur d’Alene Development Committee meeting
  CASA in-service meeting/diversity training

Oct 30  Meeting with Rick Berger and Patty Shea of Avista to provide them an update on the Education Corridor.
  Meeting with Kathy Cooper of Washington State Board for Community and Technical Colleges to discuss the Integrated Basic Education and Skills Training Program.
  Rotary
  NIC’s production of Shakespeare’s Measure By Measure

Nov 3    Jobs Plus board meeting

Nov 4    Addressing Management Institute on the topic of practical versus theoretical leadership
  Deans and Division Chairs meeting
  Informal get together with board chair

Nov 5    Foundation board meeting
  Tour Natural Sciences and Health Professions & Nursing Divisions with Chairs Peter Zao and Lita Burns
  Women’s Gift Alliance Annual Membership Gathering and dinner at the Hayden Country Club

Nov 6    Rotary
  POST Academy graduation in Boswell Hall

Nov 8-15 AACC Washington Institute and Council for Resource Development Annual Conference in Washington, DC
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
Christie Wood

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

6:00 p.m.
RECONVENE BOARD MEETING
Verification of Quorum/Introduction of Guests
Christie Wood
Minutes Review/Approval
Christie Wood
Public Comment
Celebrating Success: Workforce Training Center – Small Business Development Center
Bill Jhung

OLD BUSINESS
Tab 3: Second Reading: Board Internal Governance Policies
Marc Lyons
Tab 4: First Reading: Revised Instructor Initiated Withdrawals Policy #5.04.02
Eric Murray
Tab 5: ACTION: Purchase Sale Agreement for Prairie Property
Marc Lyons

NEW BUSINESS
Tab 6: FY 2009 External Financial Audit Review
Rolly Jurgens
Tab 7: 1st Quarter FY10 Budget Review
Rolly Jurgens
Tab 8: 2010 Legislative Session Preview
John Martin

INFORMATION ITEMS
Kootenai Technical Education Campus (KTEC)
Ron Vieselmeyer
Education Corridor
Priscilla Bell/Mic Armon

REPORTS
College President
Priscilla Bell
Senate
Laurie Olson-Horswill
Faculty Assembly
Pat Lippert
Staff Assembly
Heather Erikson
ASNIC
Jack Vanderlinden
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
November 18, 2009
SUBJECT
Executive Session

BACKGROUND
From time to time the board will find it necessary to adjourn to executive session.

DISCUSSION
When an executive session is required, a number of specific steps must be taken. These steps are:
2. Cite one or more specific subsections in the code section.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

COMMITTEE ACTION
Roll call vote of the members of the board of trustees with a two-thirds majority is necessary to adjourn to executive session.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
A motion under Idaho Code Section 67-2345 subsection:
_____ (a) To consider hiring a public officer, employee, staff member or individual agent;
_____ (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent;
_____ (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;
_____ (d) To consider records that are exempt from disclosure as provided in Chapter 3, Title 9, Idaho Code
_____ (e) To consider preliminary negotiations involving matters trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
_____ (f) To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation;

Moved by ________ Seconded by ________ Carried: Yes _______ No ______
Roll call: ________ Armon
________ Meyer
________ Vieselmeyer
________ Williams
________ Wood
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 4:05 p.m. and verified that a quorum of the board was present at the meeting.

ATTENDANCE
Trustees: Rolly Williams
            Ron Vieselmeyer
            Christie Wood
            Judy Meyer

Also present: Priscilla Bell, President
              Marc Lyons, Attorney for North Idaho College
              Jay Lee, Vice President for Instruction

EXECUTIVE SESSION
Following call of the meeting to order, motion was made by Trustee Vieselmeyer, seconded by Trustee Williams, to go into executive session under Idaho Code § 67-2345(b), (c) and (f) for the purpose of discussing issues related to personnel matters, matters related to the acquisition of property not owned by a public agency and to consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation. Roll call vote was taken as follows:

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

At 5:55 p.m. a motion was made to return to open session by Trustee Meyer, seconded by Trustee Williams. The meeting was recessed by Chair Wood to reconvene in the Driftwood Bay Room.

RECALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood recalled the meeting to order at 6:00 pm and verified that a quorum of the board was present.
ATTENDANCE
Trustees: Ron Vieselmeyer
Rolly Williams
Christie Wood
Judy Meyer

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
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 Meyer and seconded by Trustee Williams to approve the minutes of the meeting held August 26, 2009. The motion passed unanimously.

PUBLIC COMMENT
None.

OLD BUSINESS
Board Internal Governance Policies:
College Attorney Marc Lyons stated that in March 2009, the board had reviewed each of their internal governance policies and instructed Mr. Lyons to make revisions to several of those policies. He stated that the requested revisions had been made and were being presented at this time for further review and consideration by the board. The board requested that Mr. Lyons review each policy for which changes were proposed.

During Mr. Lyons' review, Chair Wood stated that she felt that the wording of item 13 in policy #2.01.02 made it seem as if the board was delegating its authority of governance to the college president. Dr. Bell explained that this item specifies that the president may present governance-related recommendations to the board for them to act on one way or the other, but it doesn't mean the board is delegating authority to the president to govern the college.

Mr. Lyons pointed out that in Policy #2.01.03 for the conduct of meetings, public comment had been added to the order of business for meetings. He stated that the current policy does address the topic of public comment; however public comment is not listed in the general outline for the order of business.

Mr. Lyons continued his review of Policy #2.01.05 regarding communications with the board of trustees. He recommended that the board consider the need for a chain of communication to the board as a board. He went on to say that communications to individual members of the board by members of the community are not restricted by board policy, and that this policy has to do with communications to the board of trustees acting as the board of trustees.
Mr. Lyons took this opportunity to go back to Policy #2.01.03 and asked trustees to consider whether or not to restrict comments to trustees only during the good of the order.

Mr. Lyons next reviewed Policy #2.02.01 regarding presidential authority and he stated that trustees had previously discussed adding more job description related items for the president to the policy. He continued by suggesting that adding more detail to a policy has the potential to restrict the board’s authority rather than expanding it. Chair Wood commented that it was important to the trustees that the president’s duties or a value statement for the president be accessible to the public. Dr. Bell confirmed that if this policy revision is adopted then the president’s job description would be posted to the college website.

Mr. Lyons finished his review with policy #2.02.02 regarding the president’s performance review by stating that the proposed change was to incorporate the existing related procedure into the policy which would eliminate some unnecessary detail and provide more flexibility to this and future boards. Trustee Williams asked if the word “shall” should be changed to “should” or “may” in the reference to the board conducting the president’s review annually. Mr. Lyons agreed that changed should have been made and will now be made.

Mr. Lyons commented that Policy #2.01.08 regarding the board’s performance reviews was also discussed previously, but other than eliminating its related procedure, no additional revisions to that policy had been requested.

NEW BUSINESS
None.

INFORMATION ITEMS
Official Fall Enrollment Report:
Dr. Eric Murray provided an in-depth review of the Fall Semester enrollment trends for the past five years for all credit, non-credit, ABE and GED student populations. All populations served except GED have shown an increase over last year. He reported that headcounts are at an all time high for credit students which includes general studies, PTE and dual enrolled students. He continued by breaking down the general studies headcounts by new, continuing and dual enrolled students, all of which have shown a significant increase. He pointed out that PTE headcounts, especially those for continuing students, have increased and he attributes that increase to not only the economy, but the ability for instruction to innovatively offer more spaces in programs. Dr. Murray next provided numbers representing students who attended NIC in the past as dual enrolled, tech prep or GED participants who have now opted to return to NIC to seek a degree. He stated that these populations have all increased over time. He provided seat counts for the three outreach centers - Bonners Ferry, Ponderay and Silver Valley as well as internet classes. Counts for Ponderay and internet classes were the only two showing increases. Dr. Murray finished his report with student profiles including age, gender, Idaho counties headcounts, resident state percentages and other demographics.
**REPORTS**

**Kootenai Technical Education Campus**
Trustee Ron Vieselmeyer reported on the last KTEC meeting of September 11, 2009. He stated that Nancy Mabile of the Panhandle Area Council is coordinating an Economic Development Agency grant application to assist with funding an infrastructure project for the prairie property/campus. Mr. Vieselmeyer continued by saying that Ron Nilson had reported that 60% of the funds needed to purchase the remaining 10 acres is now in hand and the remainder should be raised by next spring. Mr. Vieselmeyer reported that Steve Griffitts had been making presentations in and around the county to publicize the KTEC project and gain more community support. He reported that Freeman Duncan was hired to work on the articles of incorporation and he has suggested that the group apply for 501 (c)(3) status and hire an accountant that understands non-profit business.

**Education Corridor**
Dr. Bell informed trustees that a draft report had been received from the consultants who visited the community in August from the Mayors’ Institute on City Design and she mentioned that she had sent it to trustees with hopes that they would review it prior to their next meeting. She commented that the consultants had provided the college and the community an exciting opportunity to dream.

**College President**
Dr. Bell reported that the college had been directed by the Idaho Department of Financial Management to submit a document detailing how it would cut 4% and 6% from its state academic general fund. She stated that 6% represents approximately $600,000 and said that the document had been submitted showing cuts proportionally across all areas of the college primarily through reductions in maintenance and operations items. She mentioned that because of the increased enrollment across the state, the DFM has indicated that it will be permissible to use tuition from the higher enrollment to cover the rollbacks should the need to return funds actually occur. She stated that at this time she is not prepared to recommend to the board that those funds be utilized.

Dr. Bell finished her report by informing trustees that Janet Hunter, interim financial aid director would be starting October 5. Her name is Janet Hunter. She then mentioned some upcoming events for trustees’ calendars and reminded trustees that each of them had been sent a copy of the FY10 operating budget overview with their board materials. A discussion regarding the FY10 budget ensued and Dr. Bell reminded trustees that NIC employees had stepped up and worked hard to support the additional enrollment this fall and had done so with no additional compensation for this year. She stated that she would work toward a balanced budget to present to the board for FY11 that includes compensation increases to reflect all the extra work employees would be putting in to serve even more students next fall.

With regard to the budget report to which Dr. Bell had previously referred, Chair Wood asked if a column could be added to the program summary page in the report that depicts the monthly status of each budget as a percentage. Dr. Bell informed trustees that this information would be added in to depict a quarterly status versus a monthly status. Chair Wood agreed that would be sufficient.
**Senate**
Chair Laurie Olson-Horswill reported that Senate passed a first reading of the Instructor Initiated Withdrawal policy at its meeting of September 17, 2009. She continued that an ad hoc committee had convened to work on the draft. She thanked Dr. Bell for sharing the draft with the college attorney and stated that his input was helpful and she added that the second reading should pass at the October meeting of Senate.

She finished her report by stating that Senate would next be considering a revision of the Committees policy and procedure, the staff assembly proposal to amend the Senate Constitution and a revision to the Student Code of Conduct that includes a proposal by Linda Michal dealing with students who are involved in professional internships. Chair Wood asked Chair Olson-Horswill to pass along to Senate the board's appreciation for their hard work.

**Faculty Assembly**
Chair Pat Lippert reported that the September 10, 2009 meeting was concerned primarily with the issue of instructor initiated withdrawals. He stated that he, the Senate Chair and members of Senate presented the draft policy to the Faculty Assembly and comments were favorable and concerns were answered satisfactorily. He is hopeful that Senate will pass the second reading of the policy and pass it along for board approval in October.

**Staff Assembly**
Chair Heather Erikson reported that during the meeting of September 10, 2009 staff committee assignments were finalized and committee members are excited to participate in the governance process. She continued to report that HR Director Wade Larson attended the meeting and presented the wellness program and explained how benefits are obtained. Chair Erikson stated that the staff Senator submitted a proposal to amend the College Senate bylaws to create equal members of staff and faculty serving on the College Senate and the proposal will be on the October meeting agenda. She reported that the Professional Development Day Committee is optimistic and confident that participants will have a meaningful day. She finished by mentioning that she and Chair Lippert would be working with the president's office to organize the employee holiday reception.

**ASNIC**
President Vanderlinden reported that the election results are now in and ASNIC has a full board including six of 10 returning members. He mentioned that voter turnout was low even though the election was conducted online. He stated that ASNIC appreciated Senate's review of the Instructor Initiated Withdrawals policy and in October ASNIC will be polling students for input and opinions on the topic though he expects findings will show that students do not support instructor initiated withdrawals. He informed the board that ASNIC has begun using 100% recycled paper and massage chairs have been reinstalled on the second floor of the SUB with surveys for students to take while enjoying the chairs. He finished by stating that he will invite the new officers to the October board meeting.

Chair Wood asked how the students reacted to the Darfur exhibit and President Vanderlinden stated that he felt that it was well-received and helped students become more aware of the problem of genocide.
**Board Chair**
Chair Wood had no report at this time.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Meyer reported that the Idaho Business Coalition for Education Excellence (IBCEE), of which she is a member, recently prepared and delivered a report to the Governor on how to make the state’s education system the best in the nation. The Governor reported to the group that he will incorporate their report into his state of the state address in January. She then mentioned that the higher education committee on which she serves within the IBCEE was given an informative presentation by Mike Rush, executive director of the state board of education, on the future of higher education in Idaho.

Trustee Meyer then stated that while she was in Boise recently, she met with the board chair of the College of Western Idaho and together they discussed a meeting of the two boards and potentially the board for the College of Southern Idaho in January during JFAC week.

**ADJOURNMENT**
Chair Wood adjourned the meeting at 7:25 p.m.

_________________________________________  ________________________________
Board of Trustees Chair                  Board of Trustees Secretary
Call to Order and Verification of Quorum
Board Chair Christie Wood called the meeting to order at 2:07 p.m. and verified that a quorum of the board was present.

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

Also Present:  Priscilla Bell, President  
               Mayor Sandi Bloem  
               Tony Berns, Executive Director, Lake City Development Corporation

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

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

At 4:40 p.m., a motion was made to return to open session by Trustee Williams. The motion, seconded by Trustee Meyer, carried unanimously. Chair Wood adjourned the meeting.

__________________________________________  ____________________________________________
Board of Trustees Chair  Board of Trustees Secretary
SUBJECT
Internal 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. The board is in the process of reviewing the internal governance policies and discussing revisions.

DISCUSSION
The board has been presented with proposed changes to policies 2.01.01, 2.01.02, 2.01.03, 2.01.05, 2.01.08, 2.02.01, and 2.02.02 and is considering revisions. These policies have been presented at a previous board meeting and are still under discussion by the board.

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 board may adopt the proposals or defer for additional revision and/or consideration.

Prepared by
Marc A. Lyons
North Idaho College Attorney
SUBJECT
Instructor Initiated Withdrawals Policy #5.04.02

BACKGROUND
As the result of a review of the Instructor Initiated Withdrawals policy #5.04.02 during the spring 2009 semester, some procedural issues were identified that need to be incorporated into a revised policy. The policy was deemed illegal because it affords no due process for students if they are arbitrarily withdrawn from class by an instructor.

DISCUSSION
At the May 2009 meeting, the board voted unanimously to suspend #5.04.02 pending review and revision by Senate. Vice President Lee and Vice President Murray worked with the attorney over the summer to draft the revision to the policy. The college attorney provided the administration with an opinion which was passed along to Senate prior to their first reading in September. The Faculty Assembly and Senate Chairs presented the draft revisions to the Faculty Assembly during its September meeting and Senate passed a first and second reading at its September and October meetings respectively.

COMMITTEE ACTION
A Senate Ad hoc committee was created to work on the revisions with the college administration.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
This is a first reading of this policy and no action is requested at this time.

Prepared by
Eric Murray, Ph.D.
Vice President for Student Services
**Policy**

**Policy #** 5.04.02

**Effective Date:**

<table>
<thead>
<tr>
<th>(Impact Area - Dept Name)</th>
<th>(General Subject Area)</th>
<th>(Specific Subject Area)</th>
</tr>
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<tbody>
<tr>
<td>Students, Faculty</td>
<td>Instruction</td>
<td>Instructor-initiated Withdrawals</td>
</tr>
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</table>

**Author:**

**Supersedes Policy #** 5.04.02

**Relates to Procedure #** 5.04.02

**Impact:**

**Legal Citation (if any):**

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**North Idaho College**

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**Policy Narrative**

Instances occur when a student’s academic non-performance can interfere with the learning of students who attend class. As articulated in the NIC Mission Statement, NIC strives to facilitate student success and teaching excellence. If a student has failed to live up to the course requirements, to the extent that it negatively impacts the learning environment of other students, a withdrawal by the instructor can be initiated.

This withdrawal is considered an academic dismissal, not related to disciplinary violations covered in the Student Code of Conduct.

To withdraw a student, the instructor must follow established procedures, including informing the student in advance and providing documentation to the Registrar’s Office. A student who has been withdrawn officially before the close of business hours of the last day for withdrawal will receive a grade of W for the course(s). The student has the right to appeal the decision of the instructor.
SUBJECT
Prairie Property Option

BACKGROUND
In November of 2006, the Meyer family gave North Idaho College an option to purchase approximately 140 acres on the Rathdrum Prairie. That option was for two years. The option was extended and was revised in 2008 and 2009. The transaction has changed such that the option now applies to approximately 40 acres. The potential use of this property for Trades and Industry programs and education in coordination with high schools and area manufactures has been discussed in previous board meetings. The option is open until November 8, 2009.

DISCUSSION
The original price that North Idaho College paid for the option was $200,000. This option payment would be applied to the acquisition price of the property in the event the board decides to exercise the option. The 40 acres that is the subject of the revised option is a portion of the approximately 140 acres originally contemplated. The option price is $27,500 per acre. The option can be exercised by giving notice in writing of the college’s intent to exercise the option. Closing is contemplated to take place within 60 days of exercise of the option.

COMMITTEE ACTION
No committee action is necessary.

FINANCIAL IMPACT
Exercise of the option and completion of the purchase of the property is estimated to have a financial impact of $900,000. Monies to acquire this property are already included in the budget.

REQUESTED BOARD ACTION
The board is requested to consider and approve a motion directing the administration, through the college attorney, to formally accept the option in writing and to work with the sellers to complete a purchase and sale agreement consistent with the terms of the option.

Prepared by
Marc A. Lyons
North Idaho College Attorney
SUBJECT
ACTION: External Financial Audit for FY09

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

DISCUSSION
Toni Hackwith of Magnuson, McHugh will present the audit along with any findings. A detailed audit exit conference was conducted by Magnuson & McHugh, CPAs, P.A. on October 22, 2009, with Board Chair Christie Wood, President Bell, Vice President Jurgens, and Controller Sarah Garcia. Any questions as a result of the audit will be addressed and answered at the Board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept the audit of FY2008-2009.

Prepared by
Rolly Jurgens
Vice President for Administrative Services
SUBJECT
First Quarter Budget Review FY09-10

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

DISCUSSION
- Attachment A indicates the budget is at $38,866,224. Revenue through September was $16,857,224 with expenditures in the same period of $7,533,336. The next quarterly report will show the reversion of state funds done in October.

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

- Attachment C shows the progressive monthly growth of revenues for FY 2009-10 as compared to the arithmetic mean of revenues over the same period for the previous five years. Revenues are closely following prior years’ trends.

- Attachment D shows the progressive monthly growth of expenditures for FY 2009-10 as compared to the arithmetic mean of expenditures over the same period for the previous five years. Expenditures are closely following prior years’ trends.

- Attachment E shows the progressive monthly growth of tuition and fee revenue for FY 2009-10 as compared to the arithmetic mean of tuition and fee revenue over the same period for the previous five years. As can be seen, tuition and fees revenue is beginning to exceed typical receipts due to significant enrollment increases. It is hoped that additional tuition and fees revenue will off-set reversions in state funds.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
No action is recommended.

Prepared by
Rolly Jurgens
Vice President for Administrative Services
Budget Summary  Sept 30, 2009
Tab 7 Attachment A

- Budget: $38,866,224
- Revenue: $16,857,224
- Expenditures: $7,533,336
Expenditures as of Sept 30, 2009
Tab 7 Attachment D

Percentage

0% 20% 40% 60% 80% 100% 120%

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

Five Year
FY10
SUBJECT
Legislative Committee Preview

BACKGROUND
Each year during the fall semester, the board of trustees adopts a Legislative Agenda that guides the president, the college Legislative Committee, and other college staff and NIC advocates as they prepare to participate in the upcoming Legislative Session.

DISCUSSION
The Committee is in the process of developing a draft Legislative Agenda for the 2010 Legislative session, which will be presented to the trustees for approval at the next board meeting. The Committee is also discussing the annual meeting with legislators normally held in December.

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

COMMITTEE ACTION
The Legislative Committee, with Chair John Martin, will meet regularly throughout the fall semester and the 2010 Idaho Legislative session.

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

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

Prepared by
John Martin
Vice President for Community Relations & Marketing