Dear Trustees,

We’ve had a busy fall semester and this past month has had its fill of activity. Before I tell you about happenings on campus, I’ll begin with an update to our strategic plan.

NIC Strategic Plan
Theme VII: Physical Resources

Goal 1: Assure opportunities for college expansion
The acquisition of the mill site has been an ongoing project between NIC and the previous owners for more than 25 years. The goal of acquiring land on the Rathdrum Prairie has been in the process for over 10 years and NIC will be closing on the prairie property within the next 60 days in accordance with our budget and plan. These two major land acquisitions will provide needed land for growth of programs and facilities into the future.

Goal 2: Advance the campus infrastructure with regards to technology and safety.
Current progress on improving the campus technology infrastructure includes the creation of a portal system and the start of staff training to enable a release to students for improved services by the coming spring semester. The technical build of the portal servers and software is complete and the Portal Leadership Team continues to meet and guide release decisions. A training schedule for campus departments is being followed and an extensive training guide has been written.

The college will become fully wireless upon completion, in January 2010, of the system purchased by State of Idaho Department of Public Works. Communications Management Partners was the successful bidder and is working with NIC Information Technology to install wireless access points in all campus buildings in Post Falls and Coeur d’Alene. The wireless network access is being delivered with a system management capability to control access and information flow and ensure that the system is educationally useful.

Equipment replacement in classrooms proceeds under the Classroom Technology Evaluation Model using ARRA (stimulus) funding. More than two dozen presentation and video conferencing classrooms were brought to the campus standard prior to the fall 2010 semester. Another two dozen are scheduled between semesters, during spring break and between spring and summer semesters. New models to improve office and lab computer replacements are still under development.

Network security is under procedural review. Although the wireless management system will provide some tools to improve security, the need remains for acquisition of a system to detect and prevent network intruders. This will be included in the FY2011 budget. IT staff is focusing on tightening access procedures and improving the directory system which allows access. Security improvements that can be accomplished with staff time only are being identified and undertaken as an IT project this year.
Other news and events happening at NIC:

**Student Services:**
The Student Services staff completed work on their Code of Ethics and have posted it on the VPSS website. This is a set of values that the staff have agreed to endorse.

This month’s Student Services Town Hall revolved around the impact of enrollment increases. While a small amount of growth for spring semester can be absorbed, the Student Services staff will begin thinking about how to change processes if they are hit with another 16% increase in fall 2010. This may involve a change in how they approach working with students, moving from individual service to more technology-based and group/bulk services. All agree that this is not an ideal philosophy, but will be necessary if there are no staffing increases.

The Financial Aid Theme-of-the-Month was “Fighting Fires.” Financial Aid was faced with several major tasks with specific deadlines and many from around campus pitched in to help work through the issues so that all of the deadlines were met. As more is learned about what needs to happen in Financial Aid, the more it becomes evident that this department has been long due for a major overhaul. The work continues.

Work has begun on designing plans for a Residence Hall expansion. An architect has been contracted to draw up some preliminary plans and provide costs. When these plans are ready, they will be presented to President’s Cabinet for consideration.

Representatives from the Coeur d’Alene Tribe and NIC have spent the last three months updating the 9 Point Agreement. The document has been updated for the next decade with better wording, broader goals, and a number of new initiatives. Next steps include assigning Point Leaders to carry out the goals.

**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.

The Foundation is also rolling out its fall 2009 fundraising campaign, and the Year in Review has been sent to 8300 donors, friends, and alumni. The focus this year is on greatest needs, grant program support of technology, equipment, and scholarships.

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

Oct 27 NIC Retirees fall luncheon sponsored by the Alumni Association

Met with trustees, Foundation directors and staff to review suggestions by architect Jon Mueller regarding the Education Corridor
Oct 28  
Toured the Business and Professional Programs Division with Chair Gayne Clifford  
Informal open session for conversation and discussion with division chairs  
Attended a meeting of the Meet and Confer committee to discuss forecast for the coming year  

Oct 29  
Toured the Athletics and Physical Education Division with Chair Paul Manzardo  
Attended ASNIC’s open house and celebration  
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  
Met with Rick Berger and Patty Shea of Avista to provide them an update on the Education Corridor.  
Met with Kathy Cooper of Washington State Board for Community and Technical Colleges to discuss the Integrated Basic Education and Skills Training Program.  
Rotary  
NIC Cardinals Wrestlers took their 600th win in a match against Montana State University-Northern!  
NIC’s production of Shakespeare’s Measure By Measure  

Nov 2  
Met with college and Foundation legal counsel to discuss pending litigation over the mill site purchase.  

Nov 3  
Jobs Plus board meeting  
Made awards to winners of the Annual High School Math Contest  

Nov 4  
Open discussion with members of Management Institute on topics of concern from this year’s employee opinion survey  
Lunch with Student Services and Business Office staff recognizing their teamwork and efforts as they faced recent challenges in Financial Aid.  
Deans and Division Chairs meeting  

Nov 5  
Foundation board meeting  
Attended meetings of the Natural Sciences and Health Professions and Nursing Divisions with Chair Peter Zao and Director Lita Burns.  
Fundraising meeting for Opera Coeur d’Alene  
Attended the Governor’s Ball at the Coeur d’Alene Resort
Nov 6 Met with Foundation Director Jim Coleman to discuss the Kootenai Technical Education Campus (KTEC).
  Fundraising meeting for Opera Coeur d’Alene
  Rotary
  Addressed more than 200 attendees of NIC’s second class graduation of the POST Academy in Boswell Hall.

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

**Upcoming meetings:**

**Nov 16** Monthly meeting with Constituent Leaders

**Nov 17** Monthly Education Corridor city meeting
  Foundation Scholarship Celebration in Edminster Student Union Building

**Nov 18** Informal open session for conversation and discussion with division chairs

**Nov 19** Visit Ponderay and Bonners Ferry Outreach Centers with executive leaders from President’s Cabinet.
  Opera Coeur d’Alene board meeting

**Nov 20** Rotary
  Excel Foundation’s annual Big Event at the Coeur d’Alene Inn in support of School District 271.

**Nov 21** Men’s and Women’s basketball games versus Salt Lake City CC

**Nov 23-Dec 2** Vacation

**Dec 3** Foundation board meeting
  Visit College Skills Division with Chair Michele Jerde

**Dec 4** Rotary
  NIC Employee holiday reception in the Ts’elusm Dining Room

**Dec 8** Visit and tour Math, Computer Science, and Engineering Division with Chair Susanne Bromley
  Legislative reception in Edminster Student Union Building

**Dec 9** Executive Round Table monthly meeting at Century 21Beutler & Associates
  Fort Ground Homeowner’s Association meeting with VP Rolly Jurgens to address their concerns about the use of the mill site.
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Dec 10</td>
<td>Faculty Assembly meeting</td>
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<td>Dec 11</td>
<td>NIC Professional Development Day</td>
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<td>Rotary</td>
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<td>Dec 12</td>
<td>Coeur d’Alene Symphony’s Christmas Concert – Schuler Auditorium</td>
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<td>Dec 14</td>
<td>Monthly meeting with Constituent Leaders</td>
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<td>Dec 15</td>
<td>Monthly Education Corridor city meeting</td>
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<td>Dec 17</td>
<td>Visit Silver Valley Outreach Center with executive leaders of President’s Cabinet.</td>
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<td>Dec 18</td>
<td>Rotary</td>
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<td>Dec 20</td>
<td>Coeur d’Alene Summer Theater’s presentation of Nuncrackers – Schuler Auditorium</td>
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<tr>
<td>Dec 25-Jan 1</td>
<td>NIC Winter Break</td>
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Mission statement: North Idaho College is committed to student success, teaching excellence and lifelong learning. As a comprehensive community college, North Idaho College provides educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.

4:00 p.m.
CALL TO ORDER
Verification of Quorum
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: Math Counts
Susanne Bromley
Wrestling 600th Victory
Pat Whitcomb

REPORTS
Senate
Laurie Olson-Horswill
Faculty Assembly
Pat Lippert
Staff Assembly
Heather Erikson
ASNIC
Jack Vanderlinden

OLD BUSINESS
Tab 3: Second Reading: Rev. Instructor Initiated Withdrawals Policy #5.04.02
Priscilla Bell

NEW BUSINESS
Tab 4: ACTION: Election of Officers
Christie Wood
Tab 5: First Reading/Approval: Legislative Agenda
John Martin

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

REPORTS
College President
Priscilla Bell
Board Chair
Christie Wood
**REMARKS FOR THE GOOD OF THE ORDER**

**ADJOURN**

* Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President’s Office and at each board meeting.

** Executive sessions may be called for the purposes of considering hiring a candidate for public employment; considering the evaluation, dismissal, or disciplining of a public employee; conducting deliberations concerning labor negotiations or to acquire an interest in real property not owned by a public agency; advising its legal representatives in pending or probable litigation or considering preliminary negotiations in matters of competitive trade or commerce with governing bodies in other states or nations.

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**NEXT BOARD MEETING**

December 16, 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 4:04 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
        Mic Armon

Also present: Priscilla Bell, President
              Marc Lyons, Attorney for North Idaho College

EXECUTIVE SESSION
Following call of the meeting to order, motion was made by Trustee Armon, seconded by Trustee Vieselmeyer, to amend the agenda to reflect that the executive session will also include discussions consistent with Idaho Code § 67-2345(f), to consider pending litigation. The amendment was necessary because within the last twenty-four hours, college representatives and counsel became aware of a new lawsuit. Motion carried unanimously.

Motion was made by Trustee Armon, seconded by Trustee Vieselmeyer, to go into executive session under Idaho Code § 67-2345(b), (c) and (f) for the purpose of discussing issues related to specific personnel matters, matters related to the acquisition of property not owned by a public agency and consultation with legal counsel regarding litigation. Roll call vote was taken as follows:

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

At 5:48 p.m., a motion was made to return to open session by Trustee Williams, seconded by Trustee Armon. The meeting was recessed by Chair Wood to reconvene in room 108 at the Workforce Training Center.
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
Mic Armon

Also present: Priscilla Bell, President
John Martin, Vice President for Community Relations and Marketing
Jay Lee, Vice President for Instruction
Rolly Jurgens, Vice President for Administrative 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 Armon and seconded by Trustee Williams to approve the minutes of the meeting held September 23, 2009. The motion passed unanimously. Motion was made by Trustee Meyer and seconded by Trustee Armon to approve the minutes of the executive session held on September 28, 2009. The motion passed unanimously.

PUBLIC COMMENT
Chair Wood took this opportunity to thank the many students who took the time to attend the meeting and she called on Lori Moore to address the board. Ms. Moore stated that she is a non-traditional student and senator with ASNIC. She explained to the board that when she was a young adult, she attended NIC for a brief time and then left school not to return until recently. Upon her return, she was faced with five failing grades from her previous time at the school and she stated that she wished the Instructor Initiated Withdrawal policy had been in place when she attended as a younger person. She further explained that since that time, she has changed her mind because now that she has taken the initiative to educate herself on the college process, she knows that she can go back and retake the courses for much better grade, or she can leave the failing grades on her record as a reminder and be proud of how far she has come. She added that she now holds a 3.76 GPA and she believes some of the reason is that she continually proves to herself that she is no longer the same irresponsible young adult. She continued by saying that students are adults and do not need to be held by the hand, but educated on the college process and she suggested making the college transition class mandatory for new students.

Chair Wood then called on Cain Sanchez. Mr. Sanchez stated that he feels students should have the responsibility of withdrawing from class rather than instructors because he feels that a student's failure to attend class does not affect the instructor. He stated that if students have the responsibility for withdrawing themselves, they then have the opportunity to see what impact their choice can have and hopefully learn from the experience.
CELEBRATING SUCCESS
VP of Instruction Jay Lee introduced Bill Jhung, Director of the Small Business Development Center and announced that Mr. Jhung had recently been recognized by the state Small Business Administration as Idaho’s 2009 State Star for Small Business Development for his contributions. Mr. Jhung provided the board with a presentation about the center and the services he and his volunteer counselors provide to new and existing small business in the region. He stated that one of the biggest reasons small businesses fail is because new business are typically started by technicians who struggle because of their lack of leadership skills. He continued by telling the board that he and his counselors offer these new entrepreneurs coaching, training and resources to help them develop the leadership necessary to stay in business. He stated that year to date, they had helped to create 109 new jobs, saved 72 jobs and helped their clients grow their businesses by $8.3 million.

Trustee Armon asked Mr. Jhung the typical age of the businesses who seek out services and Mr. Jhung responded the average client has been in business 5-6 years. Trustee Armon then asked Mr. Jhung where his mentors and counselors come from. Mr. Jhung responded that he is always looking for community members who have great business skills and who have great concern for people, and it takes approximately six months of training before they are ready to work with clients. He stated that he obtains clients mostly by word of mouth and also from the chambers, local banks and local professional associations.

OLD BUSINESS
Board Internal Governance Policies:
College Attorney Marc Lyons stated that since the last meeting, he had made further changes that the board had requested at that time and he was presenting those proposed changes for their review.

Mr. Lyons pointed out that in Policy #2.01.03 for the conduct of meetings, he clarified the statement about remarks for the good of the order to emphasize that these particular remarks are reserved for members of the board.

For policy #2.01.01, Authority, Appointment and Functions of the Board of Trustees, Trustee Williams suggested that the following text be added to the end of the last sentence in paragraph two. “...and other liaison positions.”

Motion: 10-28-09 62: Trustee Armon moved to approve the amendments to policies 2.01.01, 2.01.02, 2.01.03, 2.01.05, 2.01.08, 2.02.01 and 2.02.02, as discussed. The motion, seconded by Trustee Williams carried unanimously.

Revised Instructor Initiated Withdrawals Policy #5.04.02
Dr. Bell stated that in the spring, it had been discovered that policy #5.04.02 failed to provide students due process if they were withdrawn from class by an instructor, which the college attorney then confirmed posed legal issues which led to its suspension and redraft. She continued to report that the revised policy still allows instructors to initiate withdrawal of students for non-disciplinary reasons, but they must follow the related procedures which when followed, provide due process for students and are therefore legal. She informed
trustees that this policy was being presented to them for a first reading and she was not recommending any action be taken at this time.

Chair Wood requested a copy of the procedures related to the policy. A discussion ensued regarding the steps under the revised policy and related procedure an instructor must take to have a student withdrawn. Dr. Bell assured the trustees that attorney Lyons had reviewed the revisions to both the proposed policy and the procedure and both revisions now incorporate due process for students.

Dr. Bell added that the next steps will include a second reading at the next board meeting or if they wish, trustees may direct Dr. Bell to work out with the Senate, some policy language that resolves, as much as possible, concerns expressed by the students. She also added that the board may adopt or reject the policy as proposed.

**Purchase Sale Agreement for Prairie Property**

Attorney Marc Lyons informed the board that the option, put in place in November 2006 and extended in 2008, for the college to purchase a portion of the Meyer property on the Rathdrum Prairie would expire on November 8, 2009. He reminded the board that the option price of $200,000 that the college had already paid would be applied to the acquisition price. Mr. Lyons requested that the board direct the administration to direct him to formally accept the option in writing and to work with the sellers to complete the purchase of the property. He informed the board that if the college exercises the option, it then has 60 days in which to complete the purchase and foresees little problem with the purchase and sale agreement as most of the details have been spelled out in the existing option agreement.

**Motion: 10-28-09 63:** Trustee Williams moved to have the board of trustees direct the administration to have the college attorney, in writing, formally exercise the August 7, 2009, option to purchase the prairie property from the Meyer family and to work with the Meyer family representatives to enter into a purchase and sale agreement that is consistent with the terms of the option agreement. The motion was seconded by Trustee Vieselmeyer and following some brief comments, carried unanimously.

Trustee Armon commented that this purchase is a great opportunity, as the college has been discussing a presence on the prairie for professional technical education for many years. He continued by saying that this is also a good opportunity for the college as a participant in the K-TEC programs working with the manufactures and economic development for new job growth as well as a great opportunity to bring more professional technical education to the high schools.

Trustee Williams asked VP Rolly Jurgens if he recalled if the college had been the initiators and the drivers on this purchase of the prairie property. VP Jurgens responded that he began searching for property 10-15 years ago and that the college had been the initial motivator for the project.
NEW BUSINESS

FY 2009 External Financial Audit Review

VP Jurgens informed the board that the auditor had reviewed the audit report, in detail, with Trustees Williams and Armon. He then introduced NIC Controller Sarah Garcia, and Toni Hackwith, lead auditor of Magnuson, McHugh. Ms. Hackwith presented the board with an overview of the FY 2009 financial audit. She reported that they were able to issue a clean opinion of NIC’s financial statements for FY09. She continued to report that the audit of the college’s internal controls over its financial reporting and its compliance with laws, regulations, grants and agreements showed that there is one area for which they feel there is opportunity for improvement. This area involves purchasing controls for a particular department. She stated that they feel the business office’s response to that particular department is satisfactory. She went on to report that NIC is required to have a single audit performed over its federal funds, including financial aid, Head Start programs and other programs receiving federal funds based on risk and program size. For FY09 they audited financial aid, Head Start and Aging and Adult Services and she reported that there was one area the in financial aid process that they’ve reported on and she added that because of the high turnover rate in that department it’s not uncommon for there to be some areas that need to be looked at a little closer.

She explained to the board that the unrestricted general fund balance for the year ended June 30, 2009 is approximately $5.7 million which is 14.25% of the annual operating revenues and is within the 5-15% range recommended by the Government Finance Officers Association. She pointed out that the college had experienced a 17% increase in tuition and fee revenue, a 7% decrease in state aid revenue and a 30% increase in property taxes and miscellaneous tax revenue which includes a 3% tax increase equaling $257,936, new property coming onto the tax rolls and other miscellaneous taxes received through year. She added that there was a 13% increase in operating expenses due mostly to increased enrollment.

VP Jurgens requested the board move to accept the audit as presented.

Motion: 10-28-09 64: Trustee Armon moved to accept the audit for FY 2009. The motion, seconded by Trustee Williams, carried unanimously.

First Quarter FY10 Budget Review

VP Jurgens reviewed the FY10 budget through the first quarter including revenues of nearly $17 million and expenditures of more than $7.5 million and a comparison of those figures to the same period for the past five years. He also presented a graphic depiction of the tuition and fees showing an increase over the same period for the past five years which he commented was important now because of the recent cuts made by state government and the anticipation of more in the near future.

Dr. Bell added that the increase in enrollment that leads to increases in tuition and fee revenue also increases expenditures. She continued to say that the increased tuition and fee revenue only makes up approximately 30% of the total cost of instruction of a student.
**2010 Legislative Session Preview**

VP John Martin reported that the Legislative Committee was formed in late September and meets weekly to look at the current legislative climate, getting committee members familiar with our state legislators in region one and discussing appropriate strategies and realities relating to the legislative session this year. He reported that a draft legislative agenda will be brought before the board in November for their approval, a legislator send off reception is being planned for December 8 and the dates for and NIC’s involvement with the presentation to the Joint finance Appropriations Committee (JFAC) in January will be announced as soon as they are known.

Trustee Williams asked if we could ask the legislature about the possibility of one state agency getting relief for funds they pay to another state agency such as NIC paying the University of Idaho for the use of the library. VP Martin responded that the administration would look into the possibility.

Trustee Meyer asked for a status of the American Graduation Initiative. Dr. Bell responded that NIC is working with its advocate in Washington, DC as this bill continues to make its way through the Senate. She said that it appears that the primary focus of the federal legislature has been more on healthcare, regulatory reform and climate change legislation, so there has been a slow down for this bill. She added that there may be some grant opportunities open up in the summer, but there are no guarantees that it will come out of the Senate as it came out of the House. A brief discussion ensued regarding pending federal legislation.

**INFORMATION ITEMS**

*Kootenai Technical Education Campus:*

Dr. Bell reported that the city of Rathdrum is submitting a grant application for Economic Development Agency funds for the infrastructure project on the prairie and the various partner groups have submitted letters of support for the grant. She noted that North Idaho College, as a regional institution of higher education, forms the basis of the group’s eligibility for this grant and the EDA would not fund a project for just the school districts because they are limited by the bounds of Kootenai County. She finished by reporting that discussions on programming continue to focus on health careers, welding, automotive and construction.

*Education Corridor*

Dr. Bell reported that NIC continues to meet monthly with the Mayor and other education corridor stakeholders. She reminded the board that the education corridor is not limited to just the mill site, but extends from downtown Coeur d’Alene through Highway 95. She added that the major focus for the college has been the mill site, but the intent is for an education corridor that connects activities between all partners. She continued to report that subsequent to the Mayors’ Institute in August a number of discussions had been about next steps in terms of access to NIC through the mill site and how this area of mill site and the college connect to areas north and south of campus. The group has worked with an engineer who has developed a template for proposed road placement to open access from Northwest Boulevard through the mill site and on to River Road. She added that the college administration is working with the Foundation committee charged with development of the property to work with the city engineer on moving this road placement project forward.
Trustee Armon added that he is excited about the possibility of having two access points from River Road onto Hubbard out to Northwest Boulevard which will help alleviate traffic leaving campus. He commented that this proposed road would make a beautiful entrance to the northern part of the campus.

Dr. Bell stated that there had been a lawsuit filed against the college by three Kootenai County residents and she asked Mr. Lyons to comment briefly. Mr. Lyons reported that the lawsuit had been filed the previous day challenging the legality of the foundation’s purchase and the college’s lease with the Foundation. He remarked that it was the position of the college, previous to the suit, that the acquisition of the mill site by the Foundation is legal and the college intends to respond with what is generally called a meritorious argument and getting a resolution to this matter.

A discussion occurred regarding naming the street that has been proposed through the mill site from Northwest Boulevard. Trustee Armon suggested naming it College Drive.

**REPORTS**

**College President**

Dr. Bell reported on some event dates for trustee calendars including the National Leadership Summit in February in Washington, D.C. and reminded that this event provides the college trustees the opportunity to visit with legislators at a time when there is substantial legislation affecting higher education moving through the House and Senate and this would be a good time to visit with the Idaho delegation on some of the issues and needs the college has that we hope to have addressed in the next fiscal year budget.

Dr. Bell took this opportunity to acknowledge the leadership team of the Workforce Training Center in recognition of their 15th anniversary. She recognized them for providing excellent education and training services for the employer community throughout Kootenai County and northern Idaho. She mentioned that during the October Management Team meeting on campus, she had presented the leadership team with the President’s Award of Excellence. She added that the open house hosted by the staff of the Workforce Training Center in October was a great success with more than 100 attendees.

Dr. Bell announced that the NIC had been successful in getting a $50,000 grant recently from the Department of Labor/Workforce Investment Act for the nursing programs which will be used to increase the number of licensed certified nursing assistants. She continued that part of the grant is being directed to transitioning some of the face to face instruction to online instruction. She recognized Division Chair Lita Burns for her hard work in getting the grant.

Dr. Bell finished her report by announcing that the 2008-09 Report to the Community is complete and has been posted online. She reminded trustees that this is a great resource for them as they are out in the community visiting with people.

**Senate**

Chair Laurie Olson-Horswill reported that Senate met twice in October and passed the Instructor Initiated Withdrawals policy for a second reading. She reviewed some highlights of the procedures related to the policy stating that they provide for a clear student appeals
process which involves the instructor’s warning, the Registrar’s Office notifying students of all the steps in the appeal process and multiple opportunities for hearings from the appropriate division chair and dean during which time the student is able to continue to attend class. She expressed her pleasure with all of the students who attended the board meeting. She noted that last year students expressed their overall disagreement with the old policy and last month, student representatives on Senate voted in favor of the revised policy until receiving results of an informal survey that ASNIC conducted, which indicates that many students still do not philosophically agree with the revised policy. She said that they believe, instead, that they should retain the right to withdraw themselves from class, in all cases. She went on to note that Faculty Assembly overwhelmingly supports the revised policy believing that the teaching process is a two way relationship and they have the responsibility of ensuring that the learning environment in the classroom supports all students, and in particular, those students who attend class and are engaged. She went on to say that faculty wants to retain the reasonable option of withdrawing students in the rare instances when warranted; saving students who are not able to withdraw themselves or don’t know how to do so, or by withdrawing students with excessive absences or the lack of performance impacts the other students.

She went on to report that Senate passed the Committees policy for a first reading in October and the revision reflects and clarifies NIC’s current committee structure and processes. It will be considered for a second reading in November. She continued to report that Senate passed a revision to the student code of conduct policy and procedure which includes standards for clinical or internship experiences.

Chair Olson-Horswill finished by reporting that Senate considered the Staff Assembly’s proposal for amending the Senate’s Constitution and Bylaws to create equal representation of faculty and staff. She went on to say that Faculty Assembly discussed and supported staff’s proposal with the additional recommendation that the bylaws be revised to change the voting when policies and procedures specifically link to various constituent groups. Senate created an ad hoc committee to take up the discussion of faculty’s proposal and the matter was tabled until the November meeting. She added that during the November meeting, Senate will consider a small revision to the Sabbatical procedure.

**Faculty Assembly**

Chair Pat Lippert reported Faculty Assembly does overwhelmingly supports the legal procedure in the revised Instructor Initiated Withdrawal policy and they feel is an appropriate response for the different groups involved. He continued to say that the main issue concerning Faculty Assembly this past month was the reapportionment of the equality between staff and faculty on the College Senate. He continued to say that he called a meeting of the Faculty Assembly Executive Committee and the faculty senators to discuss a response to staff’s proposal. He said that it was determined that faculty would respond that they would accept staff’s proposal for equality but the Senate Bylaws would be rewritten to reserve, to each constituent group, certain issues that were primarily their own responsibility such as tenure issues for faculty and classification issues for staff. He added that a program of shared informal meetings between the Faculty and Staff Assembly Executive Committees has been put in place and that he and Staff Assembly Chair Heather Erikson will exchange chairs during the last 10 minutes of their upcoming Assembly meetings. He finished by
announcing that he and Chair Erikson are planning a faculty, staff and administration Christmas party for December 4 from 2-4 p.m. in the SUB.

**Staff Assembly**  
Chair Heather Erikson reported that during the October meeting, Staff Assembly visited the Workforce Training Center and Dr. Ketchum provided an overview of the programs and class offerings and there was some good conversation about how staff can better communicate with the outreach centers. She commented that Staff Assembly is pleased that Faculty Assembly voted in favor of equal representation on Senate, and they have had some discussion on the revised draft of Senate Bylaws. She reported that the Professional Development Day Committee continues to work on plans for the day including a plan to better communicate information to campus regarding the day’s activities. She reported that the Meet and Confer Committee has met and staff representatives report that the committee is ready to move forward.

**ASNIC**  
President Jack Vanderlinden thanked the board for listening to comments made by students earlier in the meeting. He reported that he and three senators attended an ACUI conference at Central Washington University where they were able to attend workshops with other college union students and professionals and they visited a wind farm in Ellensburg, Washington. He went on to report that ANSIC has been busy planning their open house and he invited trustees to attend. They recently had a table on the first level of the SUB supporting breast cancer awareness. He stated that he has been working with VP Jurgens on a policy to allow ASNIC to hang wall displays around campus. The Go Green Committee submitted a grant to the Foundation for more water bottles as part of their “take back the tap” initiative and they are ordering more recycle bins. ASNIC is working on a car pooling and ride share initiative and he announced some of the events that had been held in the SUB in the last month including a blood drive.

President Vanderlinden reported that ASNIC appreciates the efforts of the Senate ad hoc committee and the administration to revise the Instructor Initiated Withdrawal policy, but students firmly oppose the policy. They recognize that though the policy does provide legal and sound due process for students, students oppose the policy based on its general philosophy. He stated that most students feel that it is their responsibility to withdraw themselves from class and if they are not living up to academic standards then they should receive the grade that reflects that and deal with the consequences accordingly. Students feel that since they are paying tuition they should reserve the right to choose between withdrawal and a failing grade. President Vanderlinden listed some of the other reasons for student opposition to the policy and stated that students wish to practice free will and take responsibility for their education and don’t want that right take away from them.

Chair Wood thanked President Vanderlinden for clarifying the reason for the students’ opposition to the policy. Trustee Armon commented that he hoped a compromise could be obtained between the faculty and students.
Board Chair
Chair Wood referenced the status reports for the strategic plan provided by Dr. Bell in her monthly letter and thanked her and the administration for maintaining focus on the plan. She then asked who the official liaison is from the NIC board of Trustees to the Kootenai County Task Force on Human Relations. Dr. Bell responded that the college had never been asked or invited by the Task Force to designate a liaison. Chair Wood responded that as a member of the Task Force, she would facilitate that happening.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Meyer commented about attending the recent Association of Community College Trustees conference in San Francisco with Dr. Bell and Trustee Armon. She added that following the conference, she received an email from an individual from the ACCT Pacific Regional Nominating Committee who is looking for members from the NIC Board to assist the committee. A brief discussion ensued about NIC’s participation and trustees interested are to contact Chair Wood.

Trustee Meyer continued her remarks by reporting that the Idaho Business Coalition for Education Excellence (IBCEE) will be meeting on November 19. She added that Governor and Tom Luna are getting closer to unveiling the Governor’s new education plan, but more than likely will not share the plan until after his state of the state address in January. She continued by saying that the plan focuses mostly on K-12, but the Governor recognizes that dual enrollment and community colleges play an important role.

ADJOURNMENT
At 8:20 p.m., Trustee Armon made a motion to adjourn. The motion, seconded by Trustee Vieselmeyer passed unanimously. Chair Wood adjourned the meeting.
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. 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.

DISCUSSION
At the October 28, 2009 meeting, the board was presented with the revised policy for a first reading. At the meeting it was made apparent that students oppose the policy for philosophical reasons in that they feel that they reserve the right to withdraw themselves from class if they find they are unable to attend or perform to academic standards. The board asked the constituent groups to work together to find a compromise, if possible, prior to the board’s second reading of the proposal.

Constituent Leaders met on November 11, 2009 and after some deliberation, agreed that if the board of trustees passes the policy, it would be on a test basis, with serious scrutiny in the coming semester and a full evaluation of its impact next fall in Senate.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

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

Prepared by
Priscilla Bell, Ph.D.
President
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
Election of board officers

BACKGROUND
This item is included on the agenda to enable the board to take action as it desires regarding the election of officers pursuant to North Idaho College Policy 2.01.1, Authority, Appointment and Functions of Board of Trustees.

DISCUSSION
Past practice has been for the trustees to elect officers during the month of November. If desired, the board may hold elections for the positions of Chair, Vice Chair, Secretary, and Treasurer. Trustee Wood, as Chair, may conduct the elections as follows:

Nominations for Treasurer: ________________________________

Vote Carried: Yes _____ No _____

Nominations for Secretary: ________________________________

Vote Carried: Yes _____ No _____

Nominations for Vice Chair: ______________________________

Vote Carried: Yes _____ No _____

Nominations for Chair: _________________________________

Vote Carried: Yes _____ No _____

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
The trustees may, if they choose to do so, elect officers at this meeting. Subsequent to the election of board officers, it is recommended that the board chair-elect conduct the remainder of the meeting.

Prepared by
Priscilla Bell, Ph.D.
President
Subjects: Legislative Agenda 2010

Background:
Each year during the fall semester, the board of trustees adopts a Legislative Agenda that guides the president, College Legislative Committee, and other college staff and other NIC advocates in the upcoming session of the Idaho Legislature.

Discussion:
The NIC Legislative Committee comprised of students, faculty and staff has been meeting throughout the semester to draft the NIC Legislative Agenda. A draft Agenda is presented here as Attachment A.

Committee Action:
The NIC Legislative Committee has reviewed and approved this agenda.

Financial Impact:
Actions taken by the Idaho Legislature have a major impact on North Idaho College.

Requested Board Action:
Trustees are asked to review, revise as appropriate, and consider for approval, the 2009 NIC Legislative Agenda. It is scheduled to be available to area legislators at a reception hosted by NIC on Tuesday, December 8.

Prepared by:
John Martin
Vice President for Community Relations & Marketing
Legislative Agenda FY 2011

Financial Challenges

Critical building needs –

Recent dramatic enrollment increases have made new buildings a critical need for the college. With current classes full to overflowing, it is imperative that North Idaho College expand onto the new properties available to us.

Our priorities for capital building projects reflect this need. In order of preference, North Idaho College is requesting funding for:
- Trades & Industry facility ($20M) as part of the Kootenai Technical Education Campus on our Rathdrum property;
- Expansion of our existing Meyer Health & Sciences building ($7.3M) by adding a new wing;
- And for fiscal year 2012, a joint use classroom and office building ($7.5M) to be used by North Idaho College, University of Idaho, and Lewis-Clark State College on the mill site property adjacent to the current campus.

When projects are recommended by the Department of Public Works, we request that the legislature fund them.

POST Funding –

NIC has just completed its second successful Peace Officer Standards and Training (POST) Academy. POST startup costs and both sessions have been funded directly out of the college’s general fund.

The Academies held at NIC have decreased the number of students attending the existing POST Academy in Meridian and will do so in the future as well. Therefore, NIC requests that the funding for POST students be re-allocated to the Academy doing the training on a pro-rata basis.

Students

Physical Therapist Assistant –

Physical Therapist Assistants (PTA) are paraprofessional physical therapy health care providers. These health care providers work under the supervision of a physical therapist to provide treatment which improves patient mobility, relieves pain, and prevents or lessens physical disabilities of patients.
At the national level, employment growth for PTAs is predicted to be 44.2% from 2004-2014, which is the sixth highest occupation listed. In Idaho the projected employment growth is predicted to be 38%. Results of a survey conducted by the Idaho Hospital Association ranked Physical Therapist as third (behind only Nursing and CNAs) in a list of greatest concerns for workforce shortages. Idaho Department of Labor lists PTA as one of the fastest growing occupations in north Idaho predicting a 58% increase (35 job openings annually) by 2014.

Increased demand for Physical Therapist Assistants has prompted North Idaho College to begin planning for an Associate of Applied Science degree program. The program could potentially be a consortium between NIC, the College of Southern Idaho (CSI), and the College of Western Idaho (CWI).

NIC could be the primary site for the new program and could provide, via appropriate technology, the classroom instruction for all three sites. Each site could provide the lab and clinical instruction at their colleges.

The result is one state program offered at three sites. It is anticipated that this model could provide PTA education in Idaho at significantly lower cost than individual programs at each college.

North Idaho College is pursuing a federal appropriation of $100,000 to help with start up costs. It is anticipated that another $150,000 would be needed to fully fund program development and implementation.

Financial Aid to Students –

North Idaho College urges the state to fully fund Promise B and Opportunity Scholarships. Despite the relatively low cost of community colleges compared to four year institutions, NIC students still require financial aid in order to pursue their education and training. At a time when family budgets are stretched to the breaking point and even part time jobs are hard to find, it is imperative that students have ways to help with the cost of college.

Justin Knoles, NIC student, “The Promise B scholarship was one of the few scholarships I received going into college. I was taking 16 credits my first semester and did not have time to fully focus on my school work while holding a job. Thanks to the Promise B scholarship I was able to complete all of my courses, and got the chance to be in the student government for two consecutive years.”
Over the past decade, NIC has seen a continued rise in the number of graduates with student loans. Both the Promise B and Opportunity Scholarships provide an offset to the debt most students accrue.

Nathan Noah, an NIC student from Rathdrum, shares this, “I’m enrolled full-time at NIC and am assisting in the elementary classroom to gain experience. Scholarship support encourages and motivates me to stay and continue with college to achieve my goals. I’m limited to the number of hours I can work, so this scholarship financially places me in a better spot to continue my schooling.”

Continued Support for Professional Technical Education –

The demand among the manufacturing and business sector for professional-technical education (PTE) was growing in North Idaho and across the state prior to the current economic downturn. Currently, Professional Technical programs at NIC are at maximum capacity, many with waiting lists.

We fully expect that the business and manufacturing sectors will lead the region and the state out of the recession. As they do, there will be increased demand for employees with the skills and training needed to grow these sectors and fill current and newly created jobs.

North Idaho College supports initiatives that enhance employment opportunities funded through increased state allocations for PTE across Idaho, through appropriations requests made by the state Division of Professional-Technical Education.

Faculty & Staff

Employee Compensation –

North Idaho College must be able to attract and retain quality faculty and staff. Without a competitive compensation package, the ability of NIC to attract, motivate, and retain top quality employees is hampered. NIC continues to seek additional resources to compete for qualified employees in a marketplace filled with other opportunities that appear to be able to reward and compensate today’s top talent. NIC faculty members continue to trail comparator schools by double digital deficits. Overall, NIC’s employee compensation remains a concern.