Dear Trustees,

Spring semester is upon us and we’re excited to have students and faculty back on campus. Before I tell you about some of our activities over the past month, I’ll provide you an update to our strategic plan theme for January.

NIC Strategic Plan
Theme II: Student Support
This is the mid-year progress report for Strategic Plan Theme 2: Student Services. What follows are highlights from the three goal areas: Improving Student Access, Increasing Student Success, and Improving Student Communications. The entire Theme contains 27 goals for 09-10.

Goal 1: Improving Student Access
• VP Murray, the division chairs from General Studies, and many of our staff connected with recruiting met during fall semester to address how to best recruit students. The meetings also clarified the roles of faculty and staff and allowed the recruitment staff to get up-to-speed on the changes this year in each academic division.
• Several workshop series on financial planning and scholarships were prepared in fall and will be delivered at Region I high schools this spring. As well, a financial aid counselor met and trained with all of the Region I high school counselors during Fall Semester.

Goal 2: Increasing Student Success
• The Transfer web page has been completed and provides a great resource for students looking to transfer to another institution after NIC.
• Technology is the main theme for this goal, and improvements in technology have been seen in Advising, the on-line admissions application, using Instant Messaging as a recruitment and information tool, the use of email, and other areas.
• The Children’s Center is also open now on advising days, a change to past practice.

Goal 3: Improving Student Communications
• The development of the portal is still underway, but it is expected that it will be in full use by the end of spring term.
• The communication through OARS of the Advising Imperatives and what we hope to accomplish through advising is being regularly taught. Hopefully, this lends itself to students becoming more focused as they develop their education plans.

Other news and events happening at NIC:
North Idaho College has been designated as a member of the Community College Consortia to Educate Information Technology Professionals in Health Care for a ten-state region. The consortia, led by the Life Science Informatics Center at Bellevue College in Washington, is preparing an application for a regional grant funded by the American Recovery and Reinvestment Act of 2009 (ARRA) through the U.S. Department of Health and Human Services (HHS). If funded, the regional Community College Consortia for Health Information Technology (CCC HIT) will receive $6.2 million for two years to establish a certificate program in health information technology. Of this amount, the member colleges (including...
North Idaho College) will each receive $625,000, which will be used to prepare 300 students for employment in the health information technology field.

Community colleges in the consortium will offer “high quality, modular education programs” to train students in at least one of six “workforce roles” established by HHS. North Idaho College has identified three of the six workforce roles in which it has the capacity to use existing curricula to train workers: Implementation Support Specialists; Implementation Managers; and Technical/Software Support Staff. Additional curricula may be developed by Curriculum Development Centers funded under another ARRA grant.

**OFFICE OF INSTRUCTION**
Over the past month, the Office of Instruction remained busy preparing for the spring semester 2010. Enrollment continues to grow and the deans and division chairs were actively adding classes and lab sessions.

December was a busy month from a personnel perspective. Two national level searches were conducted. One search was successful in finding a new Dean of Professional, Technical and Workforce Education (replacing retiring Dean, Judy Hodge). Mike Mires was hired and began his tenure at NIC on January 4. Mike comes to NIC from Spokane Community College where he was serving in a role very similar to the position he now assumes at NIC. The second search for a Library Director was not successful and the college will try again with a new search during the spring semester.

A new activity started in December was the Communiversity effort in Sandpoint. Several members of the Sandpoint community have gathered to discuss and plan a new vision of higher education within their community. The VP for Instruction Jay Lee has joined that discussion.

Finally, the Cardinal Connections Committee now has leadership. The VPI was unable, personally, to provide the kind of leadership that is needed to organize and schedule the events that would be conducted by Cardinal Connections. After he consulted with me, it was determined that Cardinal Connections would greatly benefit from faculty leadership and Rachel Dolezal, art instructor, has been assigned six credits for this assignment. The Cardinal Connections Committee will reconvene and develop plans for activities during the semester and beyond.

**STUDENT SERVICES**
Our Student Satisfaction Survey results are in. Even with the increased enrollment, eight departments saw significant increases in satisfaction and only three saw marginal decreases. As in prior years, managers will be forwarded the results and comments and asked to address any areas of concern. Overall, 15 areas saw satisfaction in the 90th percentile or higher, six areas in the 80th percentile or higher, and one area (Financial Aid) came in at 76%. Not a bad review by any means.

Enrollment is up. The numbers as of this writing show a 25% increase in enrollment over spring 2009. This equates to about 1200 students. The number of students on campus is about the same as in fall 2009. The drop-for-non-payment deadline was January 7, and the numbers will certainly go up and down throughout January. Using fall as a predictor, the percent change from the pre-drop period to the final 10th day number was zero, i.e., we were up 16% before the drop, and ended at a total increase of 16%. If this is true for spring, we will be up 25%.
Financial Aid processes continue to improve. We are actively searching for a new director using the search firm of Spelman & Johnson and our interim director continues to make improvements.

The Center for Educational Access successfully moved to Seiter Village. They are happy with the new space, but eager to see the Seiter Hall remodel finished.

The TRiO Program Grant was submitted to the Department of Education last month. We will know by June if we receive another five years of funding for this highly successful program. Statistics show that this program’s efforts are the best retention tool that the campus offers. Graduation and transfer rates for students in this program significantly exceed those of the general population.

WILD GAME FEAST
This year’s event features a five-course meal of extraordinary wild game dishes created by Eddie Nelson of Food Services. The event will begin with a social at 5:30 p.m. during which attendees can listen to music and view silent auction items while enjoying appetizers. The artworks of local artist and NIC alumna, Tyree Kearns, will be also be exhibited. Dinner will be served at 7 p.m. in the SUB Ts’elusm Dining Room. The menu features Swedish-style buffalo meatballs, shrimp canapés, duck sausage stuffed mushrooms, crayfish bisque soup, and roasted quail stuffed with wild mushroom and rice and served with a chasseur sauce with grilled acorn squash as the main entrée. Tickets are $65 per person or $60 for NIC Alumni Association members and must be purchased in advance. All proceeds benefit the NIC Alumni Association and scholarships for NIC students. To purchase tickets please call the Alumni Office at 769.5978 or visit www.nic.edu/alumni. We hope to see you there!

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

Dec 12 NIC Wrestling vs. Southwestern Oregon Community College
Social events for Walt Minnick and Mike Jorgenson

Dec 14 Visited and toured Coeur d’Alene ABE-GED and Head Start Centers with members of President’s Cabinet.
Monthly meeting with Constituent Leaders

Dec 17 Conference call with presidents of College of Southern Idaho and College of Western Idaho to discuss Physical Therapist Assistant program.

Dec 18 Closing appointment for Prairie Property at North Idaho Title.

Dec 20 Coeur d’Alene Summer Theater’s presentation of Nuncrackers – Schuler Auditorium

Dec 21 Phone conversation with American Executive Magazine. Discussed the potential for a future interview and corporate spotlight feature about North Idaho College in the publication.
Dec 22  Walking tour of Seiter Village. (Location of the temporary classrooms for the duration of the Seiter Hall remodel.)
Booster Club luncheon at the Coeur d’Alene Resort featuring Women’s Basketball Coach Chris Carlson.

Dec 25-Jan 1  NIC Winter Break

Jan 4-6  Mountain States Association of Community College Presidents winter conference in Scottsdale, Arizona

Jan 7  Foundation board meeting

Jan 8  Rotary

Jan 8-9  NIC men’s and women’s basketball vs. College of Southern Idaho

Jan 11  Monthly Constituent Leader meeting

Jan 12  Visited the SUB for coffee and conversation with students and employees

Jan 13  Coeur d’Alene Chamber’s Executive Roundtable hosted by Shelter Associates at Scharelant Retreat
Coffee with Pam Houser of Post Falls Chamber
Informal get together with board chair

Jan 14  Met with Phil Baker of Hecla Mining to discuss fundraising opportunities
Met with Phi Theta Kappa Delta Kappa Chapter President Patty Murk to discuss the Chapter’s goals.
Post Falls Chamber’ Recognition Banquet at Templin’s Red Lion

Jan 15  Conference call with K&L Gates in Washington, DC to discuss prioritization of potential federal appropriations requests.
25th Annual Coeur d’Alene and Post Falls School Districts’ Fifth Grader’s Dr. Martin Luther King, Jr. Children’s program – Schuler Auditorium

Upcoming meetings

Jan 16  NIC men’s and women’s basketball vs. College of Eastern Utah

Jan 18  Pasta and Pizza lunch with legislators in Boise

Jan 19  Meeting with stakeholders from UI and LCSC to discuss next steps in planning for Harbor Center Building.

Jan 20  Rotary new member orientation
Jan 21  Coffee with Todd Christianson, president of Coeur d’Alene Chamber
        Opera Coeur d’Alene board meeting
        Men’s basketball vs. Salt Lake City Community College

Jan 22  Rotary

Jan 23  NIC Women’s basketball vs. Snow College
        NIC Alumni Association’s Wild Game Feast

Jan 24-28 Travel to Boise for Higher Education Week and JFAC hearing

Jan 26  Dinner for trustees of North Idaho College and College of Western Idaho at
        Emilio’s at the Grove in Boise.

Jan 27  Presentation to the Joint Finance Appropriations Committee

Jan 28  Presentation to House Education Committee

Jan 29  Rotary

Feb 1   Chamber Days sessions and Legislative Luncheon, and Presidents’ Council
        meeting – Boise

Feb 2   Jobs Plus board meeting

Feb 4   Foundation board meeting

Feb 5   Rotary

Feb 7-11 ACCT’s National Legislative Summit in Washington, DC

Feb 11-12 Coeur d’Alene Chamber’s Executive Roundtable meeting hosted at Schweitzer
          Mountain

Feb 16  Monthly Education Corridor city meeting with stakeholders

Feb 18  State Board of Education meeting in Boise

Feb 19  Rotary
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: Area Agency on Aging
Pearl Bouchard

CONSTITUENT REPORTS
ASNIC
Jack Vanderlinden
Senate
Laurie Olson-Horswill
Faculty Assembly
Pat Lippert
Staff Assembly
Alex Harris

OLD BUSINESS
Tab 3: First Reading/ACTION Policy #2.03.01 Committees
Priscilla Bell

NEW BUSINESS
Tab 4: 2nd Quarter Budget Review
Rolly Jurgens

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

• Spring Enrollment
• Seiter Hall Remodel and Seiter Village
• Albertson Foundation Award
• Health Information Technology Grant Application
• Legislative Session Update

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
February 24, 2010
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  
Mic Armon  
Judy Meyer

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

EXECUTIVE SESSION
Motion was made by Trustee Armon, seconded by Trustee Meyer, 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 5:50 p.m., a motion was made to return to open session by Trustee Meyer, seconded by Trustee Vieselmeyer. 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
Mic Armon  
Judy Meyer

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  
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 November 18, 2009. The motion passed unanimously. Motion was made by Trustee Vieselmeyer and seconded by Trustee Williams to approve the minutes of the Executive Session held December 8, 2009. The motion carried unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Lloyd Duman, chair of the English and Modern Languages Division introduced English Instructor Bob Bennett who is also the coordinator for the Writing Center. Mr. Bennett provided the board with an overview of the Writing Center highlighting that more than 6,000 students had been served during the fall 2009 semester. He stated that in September 2008 they only served about 200-300 students compared to this September when they served approximately 1,500 students. He also highlighted that approximately 30% of the students being served are from disciplines other than English.

CONSTITUENT LEADER REPORTS

Senate
Chair Laurie Olson-Horswill reported that Senate last met on November 19, and discussed and passed revisions to the Student Code of Conduct policy and the Committees policy. She commented that President’s Cabinet had made some additional changes to the Committees policy, so they would be voting on those changes at the next meeting on December 17.

She went on to report that Senate also discussed a first draft of the revised Senate Bylaws, and at their December 17 meeting they will discuss a revision to the Sabbatical procedure which should streamline the process and clarify the criteria by which sabbatical applications are evaluated.

Faculty Assembly
Chair Pat Lippert reported that in the past month, Faculty and Staff Assemblies had co-sponsored the annual Christmas party on December 4 and had also co-sponsored a successful
Employee Day on December 11 which included a morning of workshops for employees and an afternoon of individual department activities. He went on to report that the reapportionment of the College Senate equalizing the membership for Faculty and staff is proceeding. He commented that he attended the recent reception held for legislators and appreciated the event. He added that President Bell had attended the most recent Faculty Assembly meeting and discussed the topics of compensation and salary steps for faculty. He finished his report by stating that he would be on Sabbatical leave for the spring semester, but would remain engaged as the Faculty Assembly Chair.

Staff Assembly
Vice Chair Alex Harris reported that he felt the co-sponsored Christmas party contributed to the renewed effort of Faculty and Staff to do things together more often. He reported that Staff Assembly worked with ASNIC on the St. ASNIC program and stated they were able to provide full holiday meals for 37 families. He continued to report that staff feedback on Employee Day is favorable and they’re looking forward to seeing official results of the surveys completed by those who took part in the day’s events.

ASNIC
There was no report for December as ASNIC President Jack Vanderlinden was unable to attend the meeting.

OLD BUSINESS
Purchase Sale Agreement for Prairie Property
College Attorney Marc Lyons explained to the board that the purchase and sale agreement between the college and the Meyer family for the purchase of the property on the Rathdrum Prairie had been developed and subsequently reviewed by the college administration. He added that the Meyer family is interested in continuing to farm the property and will do so under an annual lease consistent with the market until the property is ready for development by the college. He added that the lease can be cancelled by the college with 90 days written notice. Mr. Lyons continued to state that there will be a limited first right of refusal for the Meyer family stipulating that if in the first five years NIC tries to sell the property for non charitable or non educational purposes, the family has the right to match the market value price and purchase the property. Mr. Lyons asked the board to consider a motion to adopt a resolution authorizing the board chair and college president to execute the purchase sale agreement and other related documents necessary to complete the purchase of the Prairie Property for the college.

Motion: 12-16-09 68: Trustee Armon moved to adopt Resolution 2009-03 authorizing the board chair and college president to execute the purchase sale agreement and other documents necessary to purchase the property on the Rathdrum Prairie. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

Chair Wood thanked Mr. Lyons for his work on the property purchase and she thanked the Meyer family for working with the college on this important transaction. Dr. Bell thanked the board for approving the resolution allowing the college to expand professional technical education on the prairie along with the school district partners.
Acceptance of Grant Deed on 719 Military Drive
Mr. Lyons recalled, for the board, the Foundation’s purchase of the property at 719 Military Drive in Coeur d’Alene in 2005 and its subsequent lease of the property to the college. He stated that the lease stipulated that if the Foundation’s debt for the property was ever repaid, the Foundation would then gift the property to the college. He reported that the Foundation’s indebtedness has been repaid and they have approved the execution of a grant deed deeding the property to the college as a gift. Mr. Lyons requested that the board consider a motion accepting the Foundation’s gift of the 719 Military Drive property.

Trustee Armon commented that this transaction shows how well this type process between the college and the Foundation is constructed and stated that this transaction is structured similar to that executed this past summer for the DeArmond Mill site property.

Motion: 12-16-09 69: Trustee Vieselmeyer moved to accept the grant deed for the property located at 719 Military Drive. The motion, seconded by Trustee Meyer, carried unanimously.

Chair Wood asked Foundation Executive Director Rayelle Anderson to comment on the transaction. Ms. Anderson commented that the Foundation and the college leadership had worked closely together to help the college acquire what it needs to be the community college for this region and that the construction of these transactions has been an effective tool for the college’s growth.

NEW BUSINESS
Student Code of Conduct Policy #5.06
Vice President Eric Murray commented that the student code of conduct policy needed to be revised to include standards of professional conduct expected by other agencies outside the college for students engaged in clinical internships with those agencies. He added that under the current policy, the college has no recourse should students engaged in these activities fail to meet the professional standards required by other agencies.

Motion: 12-16-09 70: Trustee Meyer moved to approve revised Student Code of Conduct policy #5.06. The motion, seconded by Trustee Armon, carried unanimously.

NIC Head Start Overview
Vice President Rolly Jurgens introduced Head Start Director Beth Ann Fuller. Ms. Fuller thanked Chair Wood and Trustee Williams for taking part in a risk management meeting with her on December 4 with the Office of Head Start.

Ms. Fuller provided a brief overview of each of the documents which the board, as the governing board for Head Start for the five northern Idaho counties, is required to review and approve annually.

Trustee Williams commented that although Head Start is doing a great job with the resources available and they served 973 low income-eligible children there are still 679 children who are not being served because there are not enough resources.
Chair Wood commented that she is impressed to see the services that are provided to the children who are enrolled such as physical examinations, dental care, immunization and meals.

**Motion: 12-16-09 71:** Trustee Williams moved to approve the Head Start documents, as presented. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

**FY11 Budget Development Timeline**

VP Jurgens reviewed the budget timeline for the FY11 budget planning process. He commented that in March the administration hopes to have a budget decision from the Joint Finance Appropriations Committee in order to allow preparation for a first reading of the FY11 college budget at the March 24 board meeting followed by a second reading at the April board meeting.

**INFORMATION ITEMS**

**Kootenai Technical Education Campus (KTEC):**

Trustee Vieselmeyer reported that during the December 11 meeting, it was reported that the school districts are moving forward on purchasing their portion of the Meyer property and the manufacturers report they will have 50% of the needed funds raised by the end of the year and the remainder raised by April 2010. It was suggested that a request be added to the infrastructure grant for planning funds. He read some of the positive comments made by members on the KTEC project and mentioned that a survey was being developed to help determine which students will consider utilizing the KTEC. He stated that it was suggested that the marketing committee establish a speakers’ bureau made up of KTEC members to disseminate the message and information about KTEC. Trustee Vieselmeyer closed his report by stating that six architecture firms had submitted proposals for the building and four had been interviewed, so far.

**Education Corridor**

Trustee Armon had no updates to report.

**REPORTS**

**College President**

Dr. Bell reported that employee feedback received so far regarding Employee Day was positive and the format seemed to work, however the timing of the day may change in future years. She thanked all of those who had worked so hard to plan and organize the event and she thanked Vice President Eric Murray for his creativity in organizing the performance by President’s Cabinet during the morning opening session. She continued by thanking Faculty and Staff Assemblies for working together to organize the employee holiday party.

Dr. Bell next reported that she and President’s Cabinet members had visited several of the outreach centers during the semester including visits earlier in the week to the Coeur d’Alene ABE-GED and Head Start centers and an upcoming visit to the Silver Valley center later in the week.

Dr. Bell reported that the JFAC hearings would likely take place the last week of January and recommended that the board move their meeting in January from the 27th to accommodate their participation in JFAC events in Boise. Trustees consulted their calendars and all agreed the best day to reschedule the meeting would be January 19. She continued to report that the
board retreat that CSI had proposed for January 8 in Coeur d’Alene had been cancelled and she let the board know that she was continuing to work with CWI to schedule a meeting, dinner or a tour for trustees of the two institutions during JFAC week.

Dr. Bell reminded trustees about the NIC Alumni Association’s Wild Game Feast on January 23 and encouraged them to attend. She also reminded them about the National Legislative Summit taking place in Washington, DC February 8-10 and added that the college will close for winter break at noon on December 24 and reopen on January 4.

She reported that the Omnibus Bill for funding in 2010 had just passed in the House and the Senate. The bill includes funding for higher education and many other education budgets including funds for increasing Pell Grants, Gear Up funding, TRIO funding, adult basic education and funds for continuation of the Perkins Grant and Career Technical Education and basic state grants. She added that there is also additional funding in the Department of Labor for Workforce Training initiatives focused mostly on healthcare and green jobs and an increase in NSF funding for approximately $12 million for the ATE program. She added that there is also a list of federal appropriations for particular districts around the United States including the northern region of Idaho for Physical Therapist Assistant programs, and NIC’s $100,000 earmark request is incorporated into the bill. She added that the she and the presidents of CSI and CWI will be meeting by conference call to discuss how to move forward with setting up the program in Idaho with NIC taking the lead to receive program accreditation which will allow CSI and CWI to create their own programs without the need to hire program directors.

She closed by informing the board that she had signed the letter to the Albertson Foundation accepting the recent $1 million grant award and requesting that they send the funds to the Foundation. She added that no new criteria had been received regarding the structure of the grant.

Trustee Meyer asked Dr. Bell for more information about events related to the program formerly known as the Popcorn Forum. Dr. Bell responded the there would be more information provided for Cardinal Connections events in an upcoming monthly letter to trustees. VP Lee commented that he had delegated the organization of these program events to Rachel Dolezal.

**Board Chair**

Chair Wood commended Dr. Bell for her work on the college’s earmark request. She expressed her appreciation to faculty, staff and the administration for their hard work during the year and wished everyone a nice holiday break.

**REMARKS FOR THE GOOD OF THE ORDER**

None.

**ADJOURNMENT**

At 7:15 p.m. Chair Wood adjourned the meeting.
SUBJECT
Revised Committees Policy #2.03.01

BACKGROUND
The Committees policy has been revised to remove many procedural matters and include them, more appropriately, into an accompanying procedure. In the revised policy, clarification has been made regarding the purpose of each committee type represented on campus such (standing, ad hoc and constituent group standing and ad hoc committees).

COMMITTEE ACTION
These policy revisions have passed a first and second reading in the College Senate. The College President has reviewed and approved Senate’s revisions.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
This is a first reading; however, the board may consider a motion at this time to accept the revisions to policy #2.03.01, as presented.

Prepared by,
Priscilla Bell, Ph.D.
President
### Policy Narrative

The committee structure of North Idaho College exists to promote participatory governance and collaborative management of specific college processes. Faculty, students, staff and administrators serve on committees to contribute ideas and opinions from a variety of perspectives. In doing so, members participate in collaborative decision-making and build consensus for positive change within the institution. The current committee structure, charges, and membership are maintained by the president’s office and are available on the NIC website.

### Standing Committees

College-wide standing committees deal with long-term issues that affect employee and student groups broadly and have no foreseeable end-date. Standing committees focus on strategic issues and key processes vital to the operations of the college and its future direction. Through these committees, constituent groups exchange information, deliberate, reach consensus, and make recommendations to the college administration and through the president to the board of trustees. The establishment, and/or discontinuance of college standing committees require approval by the president and the Senate. In cases of disagreement, the board of trustees will make the final decision.
Ad Hoc Committees

Ad Hoc Committees are important, temporary committees created as needs arise, often responding to special, one-time issues.

Constituent Group Standing and Ad-Hoc Committees

Constituent groups set up and govern their committees’ charges, membership, and procedures through the groups’ constitutions and bylaws, with the exception of specific committees designated by the college as standing committees. As an important part of participatory governance, constituent groups are responsible for recommending members to college-wide standing and ad-hoc committees.
SUBJECT                 TAB 4
Second Quarter Budget Review, FY09-10

BACKGROUND
Each quarter, current revenue and expenditure information will be presented to the board of trustees. Revenues and expenditures are closely following the five year trends. Budget figures have been adjusted downward by $603,500 to reflect the 6% reduction to date in State General Funds.

DISCUSSION
• Attachment A indicates the budget is at $38,866,224. Revenue through December was $24,284,764 with expenditures of $16,280,771 through December.

• Attachment B shows the year-to-date revenues and expenditures through December compared with an arithmetic mean of revenues and expenditures over the same period for the previous five years. Total revenue is tracking closely to the past even though we have experienced a reduction in state general funds. This is due to tuition income increases. Expenditures are down slightly from prior history.

• Attachment C shows the progressive monthly growth of revenues for FY 09-10 as compared to the arithmetic mean of revenues over the same period for the previous five years. Note the comment above relative to the reduction in state funds and the increase in tuition income.

• Attachment D shows the progressive monthly growth of expenditures for FY 09-10 as compared to the arithmetic mean of expenditures over the same period for the previous five years.

• Attachment E shows the progressive monthly growth of tuition and fee revenue for FY 09-10 as compared to the arithmetic mean of tuition and fee revenue over the same period for the previous five years. Note that tuition and fee revenue significantly exceeds the previous five-year mean.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
Currently, tuition income is off-setting reductions in state general funds.

REQUESTED BOARD ACTION
No action is recommended.

Prepared by
Rolly Jurgens
Vice President for Administrative Services
Budget Summary Dec 31, 2009
Tab 4, Attachment A

North Idaho College

- Budget: $38,866,224
- Revenue: $24,284,764
- Expenditures: $16,280,771