Dear Trustees,

I hope you have all been enjoying the lovely fall weather we’ve been experiencing, because before we know it, the snow will be falling again. The college community has been busy as we progress through the semester and I have much to report this month. First, I’d like to provide you a great update to our strategic plan theme for October.

NIC Strategic Plan
Theme IV Finance and Funding

Goal 1: Pursue expanded funding opportunities through NIC Foundation for student success, faculty-staff support, facility development, and program development.

A. Provide appropriate support for future college expansion and special initiatives.
   1. Actively support special initiatives for priority needs.
      • Foundation successfully completed mill site annexation, oversight on-going.

   2. Pursue expanded funding for priority needs.
      • Feasibility Study being conducted this fall/winter to test potential level for financial support.
      • Total cash raised via NIC Foundation in 2009-10 was $2,911,836 through annual and estate gifts plus events (Raffle) and Albertson GO ON $1 million grant.

B. Develop and implement a more comprehensive annual giving campaign to expand resources for priority needs.
   1. Continue to expand on the newly formed external annual giving campaign.
      • Now in the third year of the Foundation’s new strategy, 2010-11 annual campaign efforts are now underway and are being focused on building the overall number of donors and are centered on the following four areas:

         Greatest Needs funding to supports priority needs and future opportunities, including the Foundation Grant Program, and ensures NIC is able to secure and maintain ever-changing technology and equipment vital to quality educational delivery. In 2009-10, 21 grants totaling $55,000 were made available through the grant program.

         Scholarships provide access to students who might not otherwise be able to attend NIC. Currently, only one in ten students (of the credit seeking population) receives a scholarship when the vast majority of NIC students are in need. The working poor are slipping through the cracks because they may not qualify for financial aid (Pell Grant, loans, scholarships).

         Professional Technical Workforce Education (PTWE) Scholarships (including Trades & Industry) encourage enrollment and success in the PTWE programs. We are seeking funding to match the $12,000 Idaho Community Foundation Grant in support of PTWE scholarships. There is special emphasis to build these opportunities for credit and non-credit students pursuing careers in the trades and health professions and many of these students do not qualify for traditional forms of financial aid further limiting support for these students.

         American Indian Education Fund (AIEF) Challenge Grant Program provides an opportunity to receive $10,000 in scholarships targeting American Indian students who have limited financial support. Ten thousand dollars in new funds must be raised by January 31, 2011 to receive the $10,000 AIEF match. Additional dollars raised will be directed to the establishment of two long-term scholarship funds for 1) American Indian
Indian Students and 2) students enrolled in NIC’s American Indian Studies Program, not necessarily Native American.

2. Develop an internal annual campaign that the NIC family feels positive about and actively participates in.
   - 2009-10 resulted in a record 46% participation by employees and over $32,000 raised.
   - 2010-11 efforts will be focused in February 2011, and will once again be employee driven and coordinated with NIC Foundation annual campaign efforts.

Goal 2: Pursue opportunities for alternative funding sources.
A. Seek federal and state special appropriations for suitable college priority activities and programs.
   1. Actively seek federal appropriation requests.
      - $99,000 Physical Therapy Assistant grant secured and received fall 2010.

B. Build partnerships and collaborative relationships with business and industry.
   - President Bell continues to be an active participant in community organizations including the Coeur d’Alene Chamber’s Executive Roundtable, membership on Jobs Plus Board of Directors, CASA, Opera Coeur d’Alene, Coeur d’Alene Rotary and Women’s Gift Alliance and fund development for Coeur d’Alene Symphony.
   - In the last year, Dr. Bell met with CEOs of the local hospitals serving Boundary and Bonner Counties to discuss healthcare programming initiatives relevant to their needs and confirmed their interest in NIC pursuing state funding for PTA Tech program.
   - Discussed with Joe Morris, Kootenai Medical Center’s support for a request for a Physical Therapist Assistant program and secured the support of the rural hospital association.
   - Working closely with community business for ways to expand the Meyer Health and Sciences Building.

C. Expand total external private and federal grant applications for targeted college priority needs.
   1. Increase targeted requests for grant sources such as: Title III, Part A-Strengthening Institutions; TRIO (SSS, EOC, Talent Search); NSF Programs (ATE, CCLI, STEP, S-STEM, etc.); other federal and private grants.
      - NIC applied for $2.45 million in grants in 2009 and received $400,483 in total ($109,299 new plus $291,184 renewals)
      - NIC applied for $3.25 million in grants in 2010 and received $1,134,345 in total ($703,899 new plus $430,446)
   2. Increase campus involvement in grants development.
      - More faculty and staff are becoming involved in grant seeking efforts. The development department also enhanced the focus on grant seeking efforts, increasing number of meetings with college divisions, departments, and college employees in general to identify needs to then match grant funding sources to those needs. There is a vacancy in the current Grants Coordinator position.

Goal 3: Align budget with strategic plan.
A. Document how the budget addresses the priorities of the Strategic Plan.
   1. In the preparation of the budget for each upcoming year, have each respective vice president document how the budget is conforming to the Strategic Plan in his particular area.
      - As we begin the budgeting process for FY2012 in the next thirty days we will be discussing this goal with the President’s Cabinet, as well as individual budget
managers to attempt to align the budget with the Strategic Plan as closely as possible.

- As we develop the budget, we will be guided by statements in the Strategic Plan relating to an accessible and affordable quality education while maintaining strong accountability standards that will be able to show our constituents a frugal and appropriate use of financial resources entrusted to NIC.
- Vice President for Resource Management Ron Dorn will be pursuing opportunities to develop target numbers to be included in the Strategic Plan that can be used to create five years' modeling projections for NIC, which will further help the college to align the budget process with the Strategic Plan.

Other news and events happening at NIC:

The Foundation's Annual Scholarship Celebration is scheduled for Thursday, November 18, 2010 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. Watch the mailbox for your invitation!

The NIC Foundation has announced it is giving away $55,000 through the 17th 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 15, 2010.

The NIC Foundation hosted the third annual “Lunch with the President” at Emery’s on Tuesday October 14 for supporters of the college giving at the $1,000 level and above. I provided over 60 guests with an update about the college and future plans and priorities and thanked them for their generous investments in our students. NIC’s Culinary Arts instructors and students did a wonderful job with the meal and service.

On September 9, the NIC Alumni Association hosted a reception to recognize the 2010-2011 Alumni Association scholarship recipients. As part of the annual fundraising efforts, the NIC Alumni Association will hold its first annual phone-a-thon in early November. Students will be reaching out to connect with the NIC Alumni Association members inviting them to stay connected with the college, update contact information, and asking for support. On October 26, the NIC semi-annual retiree luncheon will be held at Emery’s. This is an opportunity for NIC retirees to visit the college and enjoy a wonderful lunch prepared by our culinary arts students while reminiscing with their colleagues. The luncheon also precludes the Seiter Hall Re-dedication, which retirees have been invited to attend.

NIC Grants Coordinator Jack Purdie accepted a position as director of grants and resource development at Prince Georges Community College near Largo, Maryland. The current position is being reevaluated to ensure best practices and heightened success. Rayelle Anderson has appointed Sara Fladeland, who currently serves as Coordinator of Alumni Relations and Development as the interim grants coordinator, to ensure vital grant opportunities continue to move forward.

Update on Parking

Through the Foundation’s acquisition of the mill site property, we have been able to create an additional 696 parking spaces for our campus since July of this year. Approximately 457 of the new spaces are paved and 239 are graveled. While these additional spaces will not solve all of our parking problems, especially the perceived need to park close to the front door, they certainly will help to ensure that there are adequate parking spaces available on campus.
Music Instructor Honored
Music instructor and Communications and Fine Arts Division Chair Max Mendez is the 2010 recipient of the Mayor’s Award for Excellence in the Arts. Max was honored by Coeur d’Alene Mayor Sandy Bloem on Thursday, October 21 at the Coeur d’Alene Resort. The award recognizes Max’s significant contribution to the arts, and his demonstrated high degree of artistic excellence as a musician, singer, performer and instructor.

Integrated Basic Education and Skills Training (I-BEST) Program
North Idaho College has successfully duplicated the nationally recognized I-BEST model program of Washington. Under the I-BEST model, basic skills instructors and college-level professional-technical faculty jointly design and teach college level occupational courses for adult basic skills students. Instruction in basic skills is integrated with instruction from professional-technical skills. Washington research has shown that the program allows for and generates accelerated learning and transition for ABE students into traditional college programs. The NIC version of I-BEST brings eight adult basic education students into our Machining Technology program. The students work with ABE instructor Mike Regan, NIC Math instructor John Klassen and the Machining Technology instructors Jim Straub and Vic Gilica. Initial reports indicate that the students are working hard and succeeding.

Final Exam Schedule
During the 2010 Spring Semester, North Idaho College experienced a great deal of difficulty in scheduling final exams. The problem is related to the college's enrollment increase and related increase in the number of sections/classes offered. In spring, we reached the point where the number of class sections exceeded the spaces available in two hour blocks during the traditional four day final exam schedule. Tami Haft and the Registrar’s Office staff were able to make accommodations in spring, but clearly another solution was needed for fall 2010 and future semesters.

Tami Haft agreed to chair a committee of faculty and staff to develop a solution to this problem. They have been working with the goal to produce a fall 2010 final exam schedule and establish guidelines for future semesters. This new plan should be released to the college soon.

NWCCU Evaluators
As reported in September, the Northwest Commission on Colleges and Universities (NWCCU) sent a request for nominations for accreditation evaluators. NIC responded by nominating Jay Lee, Michael Mires, Ann Lewis and Karen Ruppel. Recently, the college received word from NWCCU that all four NIC nominees have been accepted to serve as evaluators. NWCCU evaluator training begins in November.

NIC-HREI Collaboration
North Idaho College continues to work with the Human Rights Education Institute to develop a memorandum of understanding. The goal of this MOU is to formalize how the two organizations work together to facilitate HREI educational programming on the NIC campus.

After a recent meeting with HREI Director Dan Lepow, framework of the MOU was established. This framework provides for multiple opportunities for HREI to conduct programs on campus, with appropriate contributions from HREI and appropriate considerations from the college. It was agreed that the college would continue to waive the rental fees that are commonly charged when outside agencies use our facilities whenever HREI conducts educational programming on campus. Additionally, NIC agrees to waive all other fees (the “hard” costs for maintenance, information technology, event management, etc.) for the primary HREI event of each calendar year. It was also agreed that HREI would pay the “hard” costs related to other events they may conduct on the NIC campus. The actual MOU document will be modified to address the agreements made through the recent meetings.
**Library Director Search**

The college recently completed its third search for a library director. This third search resulted in invitations to three candidates for on campus interviews. One of the three finalists declined the opportunity to interview. One the two remaining finalists asked to withdraw from consideration after the interview. The final candidate successfully completed the interview and extensive background process and was offered and subsequently accepted the position. The college made plans to conduct the transition from a Learning Resource Management Team to a Library Director in January 2011.

Unfortunately, the candidate that had accepted the position notified the college on October 11, 2010, that he would not serve as our Library Director and he withdrew his initial acceptance of the job. The college will again investigate (for the fourth time) how to meet this important college function.

**Journalism Instructor Search**

Long term Journalism instructor, and highly decorated Sentinel student newspaper advisor, Nils Rosdahl has announced his retirement effective December 2010. Obviously, replacing an instructor with Nils’ reputation and history of success will be a difficult task, but the process has begun and the position has been posted and a search team formed.

**Meetings**

The following is an overview of meetings and events that I or members of President’s Cabinet attended over the past month:

- **Sep 30** VP Jay Lee met with U of I IMBRE representatives during their site visit to NIC
- **Oct 5** VP John Martin attended Presidents’ Council meeting and presented NIC’s FY12 DWP project requests to the Permanent Building Fund Advisory Council in Boise
- **Oct 6** Conference call with the American Council on Education’s Office of Women in Higher Education Commission members
- **Oct 11** Opera Coeur d’Alene Annual meeting
- **Oct 12** NIC Foundation Lunch with the President for donors
- **Oct 13** Tenure discussion with Faculty Assembly Chair Pat Lippert
  Coeur d’Alene Chamber’s 98th Annual Membership meeting/luncheon
- **Oct 15** Rotary
- **Oct 18** Review/discuss Tenure policy revisions with attorneys and members of Senate and Faculty Assembly Executive Committees
  Coffee and conversation in the SUB with Board Chair Christie Wood, students, staff and faculty
  Opera Coeur d’Alene Development Committee meeting
- **Oct 19** Trustee Candidate Forum hosted by ASNIC
  Education Corridor monthly meeting with the city
Oct 20  Coeur d’Alene Chamber’s monthly Executive Round Table meeting hosted by Bookworks/Paycheck Connection
Met Mike Patrick for coffee and conversation
Review and discuss procedure revision with Senate Past Chair Laurie Olson-Horswill
NIC Day at Beverly’s – lunch was served by members of NIC Athletics staff

Oct 21  FY10 Audit exit conference
Mayor’s Awards In the Arts presentation – Coeur d’Alene Resort
NIC Women’s Volleyball vs. Colorado Northwestern Community College
NIC’s Production of the Laramie Project – Schuler Auditorium

Oct 22  Westboro Baptist Church protest on campus
Human Rights Education Institute event
Rotary

Upcoming meetings and events that I will attend:
Oct 25  Monthly meeting with Constituent Leaders
Visit the SUB for coffee and conversation with students, faculty and staff
CASA Board meeting
Dennis Wheeler hosted event

Oct 26  Management Team meeting
Alumni Association’s semi-annual retiree luncheon
Seiter Hall rededication
Meeting with Senator Crapo on campus

Oct 27  Visit the SUB for coffee and conversation with students, faculty and staff
Women of Achievement luncheon hosted by the YWCA – Spokane Convention Center
Farewell reception for Trustee Rolly Williams

Oct 28  Breakfast with the Carpentry faculty and students hosted by the Foundation
Women’s Gift Alliance Annual Meeting

Oct 29  Greet Children’s Center trick or treaters
Rotary
Farewell reception for Joe Morris of Kootenai Health

Oct 30  Westboro Baptist Church protest on campus

Nov 1  Address NIC’s Management Institute

Nov 2-12  Council for Resource Development Annual meeting / AACC’s Washington Institute and AACC Commission meetings 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. Driftwood Bay Room  
RECONVENE BOARD MEETING  
Verification of Quorum/Introduction of Guests  
Christie Wood

Minutes Review/Approval  
Christie Wood

Public Comment

Celebrating Success: Student Learning Outcomes Assessment  
Karen Ruppel

CONSTITUENT REPORTS  
ASNIC  
Jenna Betts

Faculty Assembly  
Pat Lippert

Staff Assembly  
Alex Harris

Senate  
Erin Norvell

OLD BUSINESS  
None

NEW BUSINESS  
Tab 3: ACTION: Revised Policy 3.02.09 Tenure  
Marc Lyons

Tab 4: ACTION: FY10 External Audit Review  
Ron Dorn

Tab 5: 1st Quarter FY11 Budget Review  
Ron Dorn

Tab 6: 2011 Legislative Session Preview  
John Martin

INFORMATION ITEMS  
Kootenai Technical Education Campus (KTEC)  
Ron Vieselmeyer

Education Corridor  
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.

NEXT BOARD MEETING  
November 17, 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 4:00 p.m. and verified that a quorum of the board was present at the meeting.

ATTENDANCE
Trustees: Rolly Williams
Christie Wood
Judy Meyer

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

EXECUTIVE SESSION
Motion was made by Trustee Williams, 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 to consider pending litigation. Roll call vote was taken as follows:

Rolly Williams aye
Judy Meyer aye
Christie Wood aye

Trustee Vieselmeyer arrived at 4:10 p.m. At 5:40 p.m. a motion was made to return to open session by Trustee Meyer, seconded by Trustee Williams. Chair Wood recessed the meeting to reconvene in the Driftwood Bay Room.

There was some general discussion regarding future needs for the expansion of the Meyer Health and Science Building and whether a capital campaign should be considered.

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
Judy Meyer
Christie Wood

Also present: Priscilla Bell, President
John Martin, Vice President for Community Relations and Marketing
Jay Lee, Vice President for Instruction  
Ron Dorn, Vice President for Resource Management  
Sheldon Nord, Vice President for Student Services

At this time Chair Wood recognized Cyndie Hammond, director of Lewis-Clark State College Coeur d'Alene. Ms. Hammond addressed the board and thanked them for their willingness to share a portion of the mill site property for classroom space for LCSC students and faculty.

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

Motion was made by Trustee Williams and seconded by Trustee Vieselmeyer to approve the minutes of the meeting held August 26, 2010 as presented. The motion carried unanimously.

PUBLIC COMMENT  
None.

CELEBRATING SUCCESS  
Rayelle Anderson, executive director for the North Idaho College Foundation provided the board with an overview of the functions of the Foundation and Development Department staff. She highlighted some of their achievements over the past year including that FY10 was a record breaking year for the Really Big Raffle which generated more than $220,000. She also reviewed some new initiatives for the coming year.

Trustee Vieselmeyer thanked Ms. Anderson and Foundation President Tim Komberec for their support of the college. Dr. Bell commented that the NIC Foundation is stronger than the vast majority of community college foundations in the United States and she recognized the board of directors and the Development Department staff for their efforts.

Chair Wood took this opportunity to ask Dr. Bell to introduce Dr. Sheldon Nord, NIC’s newly hired vice president for Student Services. Bell provided the board with a brief background for Nord and officially welcomed him to the college.

OLD BUSINESS  
None.

CONSTITUENT REPORTS  

ASNIC  
President Jenna Betts reported that ASNIC recently completed elections and now has a full board. She introduced the entire board including the four newest senators. Betts reported on activity over the past month including some club and committee news.

Staff Assembly  
Chair Alex Harris reported that Staff Assembly recently completed committee assignments for the year and they have started discussions on a staff sabbatical policy.
Faculty Assembly
Chair Pat Lippert reported that Faculty Assembly met for the first time on September 9 where Laurie Olson-Horswill provided an update and a status of Senate’s work on the revisions to the Remediation, Suspension, Termination and Tenure policies and procedures. Lippert added that during the September meeting VP Lee provided information about the proposed restructuring of the nursing program and health professions.

Senate
Chair Erin Norvell reported that during their September 16 meeting they passed the Termination policy and procedure for a first reading following some discussion about some of the terminology. She added that the policy and procedure had been sent to Faculty Assembly for their review. Norvell next reported that the Tenure policy and procedure were opened for a first reading and discussion will continue at their follow up meeting September 23.

NEW BUSINESS
Revised policy 3.02.31 Suspension of Tenured Faculty
College Attorney Marc Lyons provided an overview of the revisions to the policy pointing out that the administration and the Senate have agreed to one edit to the proposed revision which is to add to paragraph B, second sentence, after the words “abandonment of,” the words “the responsibilities.” Lyons continued to add that the policy has been simplified to allow for an interim suspension for up to three months to conduct an investigation, if necessary.

Trustee Williams asked that in the future when policies are presented for the board’s consideration that the revisions be clearly highlighted, so changes can be readily understood.

Some discussion ensued about the pay to a suspended faculty member. Lyons added that the related procedure has specific timeframes for each of the steps to be taken during an investigation for a suspended faculty member to allow for a quick but thorough investigation. Chair Wood asked that in the future the related procedure be provided for reference while the board is considering policy approval.

Motion: 9-22-10 89: Trustee Meyer made a motion to approve revised policy #3.02.31, Suspension of Tenured Faculty, with changes noted. The motion, seconded by Trustee Williams, carried unanimously.

Official Fall Enrollment Report
Vice President Nord highlighted specific areas of enrollment including the headcounts for the various populations served and student demographic information.

Trustee Meyer requested that in the future, a trend of previous years be shown representing headcount for the Idaho counties served by NIC.

INFORMATION ITEMS
Kootenai Technical Education Campus (KTEC)
Vice President Lee reported that during the last meeting the group’s role was discussed with regard to how to continue now that the levy has passed and what types of activities the group should undertake moving forward. He reported that there was some discussion about creating a separate KTEC Foundation and some discussion by the governing board about the architect that has been
assisting the group with the footprint of the facility. Lee finished his report by stating that Paul Anderson has stepped down as chairman of the group and no decision has been made about his replacement, and discussions were started about the formation of an advisory committee to guide the development of the facility.

**Education Corridor**
Dr. Bell reported that during the last Transportation Infrastructure Steering Committee meeting, a decision had been reached on the conceptual design for the road through the mill property between Northwest Boulevard and River Road. She added that they anticipate going out to bid for construction as early as January or February with some construction beginning in April at Hubbard and Northwest and construction beginning at Hubbard and River sometime after commencement with plans to finish in time for fall term.

Vice President Martin reported on the most recent public open house, stating that the biggest difference in the plans presented than those presented at the first open house was the elimination of the reversal of traffic in the Fort Grounds neighborhood.

**REPORTS**

*College President*
Dr. Bell reported that there will be a forum for trustee candidates hosted by ASNIC on October 19 at noon in the Student Union Building and all candidates are invited to participate. She then let trustees know that Emery’s has reopened, and she pointed out some faculty and student achievements and activities reported recently in the WeeksWorth. She finished her report with some items for trustees’ calendars.

*Board Chair*
Chair Wood recognized Tony Stewart in the audience, and on behalf of the board, she wished Dr. Bell the best while she is out for medical leave.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Meyer thanked Dr. Bell for her collaboration efforts with the Human Rights Education Institute.

**ADJOURNMENT**
At 7:30 p.m. Chair Wood adjourned the meeting.

__________________________________  ________________________________
Board of Trustees Chair               Board of Trustees Secretary
SUBJECT
First Reading: Revised Policy #3.02.09 Tenure

BACKGROUND
Among the human resource policies identified as needing revision is the current Tenure policy. Therefore, the Tenure Committee and Faculty Assembly worked with the College Senate, the president and the college attorney to revise this policy. Through their work, some of the issues they addressed include how tenure is defined, the expectations of teaching performance and the carrying out of contracted duties, tenure for Professional Technical educators and clarification of conferral of tenure.

- Attachment A represents the revised policy that is presented for the board’s consideration.
- Attachment B represents the policy that is currently in force.

COMMITTEE ACTION
Revisions have been thoroughly reviewed by Senate with input from the Tenure Committee and Faculty Assembly. Revisions were reviewed and approved by the vice president for instruction and the president.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
This is a first reading and no action is required; however, the board may choose to approve this policy revision at this time.

Prepared by
Priscilla Bell, Ph.D.
President
Policy

TENURE

Effective date: 12/16/98

Applicability: Tenured Faculty

Revised: __________

I. TENURE:

Purpose and Definition:

The intent of this policy is to provide the highest quality education to the students of North Idaho College by promoting a sound and stable educational environment in which there is a free exchange of knowledge and ideas.

The purpose of Tenure is to protect Academic Freedom, recognized by North Idaho College in policy as the cornerstone of the educational process, and to recognize faculty members who have demonstrated effective teaching and academic preparation, effective performance of contractual responsibilities, continued professional growth, adherence to a professional code of conduct, and service in accordance with criteria established by the Board of Trustees.

Tenure is not awarded automatically to faculty but only upon recommendation of the Tenure Committee and explicit conferral by the North Idaho College Board of Trustees. The tenure policy and procedures encompass rights and responsibilities based on the principles of fairness and the provisions of due process.

Through tenure NIC seeks to attract, select, and retain faculty members whose competence, qualifications, educational philosophy, dedication to their students, and commitment to the profession best complement the educational mission of the department, the institution, and the discipline(s), thereby serving the broader interests of society.

Tenure at North Idaho College is awarded to full-time faculty members by the North Idaho College Board of Trustees in recognition of demonstrated proficiency. Tenure is defined as a reasonable right to continued employment except for the following: termination of employment for cause, as defined by the Termination of Tenured Faculty for Cause Policy; termination of employment as defined by the applicable NIC reduction in force policy; or release of tenure by virtue of voluntary retirement, resignation, or abandonment. In the case of tenured Professional-Technical faculty, the State Board of Professional-Technical Education administrative rules governing Post-secondary Program Reduction or Termination shall apply.
II. ELIGIBILITY TO APPLY FOR TENURE

A. Education and service requirement:

1. Full-time faculty members who have fulfilled the educational qualifications for faculty as specified in NIC Policy, and have completed three (3) continuous years of service in a tenure track position, are eligible to submit a portfolio application for tenure. An exception to the continuous years of service requirement may be allowed with approval from the Tenure Committee and the Vice President for Instruction (VPI). Faculty members whose contracts begin at a time other than fall semester will begin accumulating time toward tenure eligibility at the start of the next regular academic year.

2. The VPI may, subject to the agreement of the faculty member and appropriate Dean and/or Division Chair, approve the substitution of other assigned duties to meet the teaching requirement, if the substitution is for one academic year (thirty credit hours) or less. Such assigned duties may include, but are not limited to, increased student advising, professional development, assistance to division chairs, curriculum development, or alternative course design.

3. The VPI will obtain the approval of the President if the substitution of duties to fulfill the teaching requirement is offered to fulfill more than thirty (30) credit hours. Such assigned duties may include, but are not limited to, increased student advising, professional development, assistance to division chairs, curriculum development, or alternative course design.

B. Tenure-track status:

A “tenure track position” is defined as a full-time faculty teaching position designated as tenure track by the President, upon the recommendation of the Vice President for Instruction.

III. TENURE COMMITTEE

A. Membership and voting:

Each year the Executive Committee of the Faculty Assembly will select the voting members of the Tenure committee from among tenured faculty. The Tenure Committee shall consist of at least five (5) but not more than eight (8) voting members. One non-voting member will be selected by the President from among the division chairs. This committee will report on its activities to the Faculty Assembly Chair.

B. Responsibilities:

The procedures for this policy describe the Tenure committee’s responsibilities in
facilitating the tenure process, which include the participation of faculty candidates, faculty evaluation teams (FETs), division chairs, and administrators.

IV. CONFERRAL OF TENURE

A. The tenure candidate bears the burden to prove eligibility for Tenure.

B. Portfolio and recommendations:

The tenure process shall be initiated by a qualified faculty member submitting a portfolio in support of tenure to the Tenure Committee. The Tenure Committee will provide a written recommendation for or against conferral to the VPI, who will forward a copy along with his/her recommendation to the President. The President will forward the recommendation of the Tenure Committee, and the recommendation of the VPI, together with the President's recommendation, to the Board of Trustees.

C. Requirements for Conferral:

When considering whether to recommend conferral of tenure on a candidate, the Tenure Committee and VPI will consider whether or not the faculty candidate:

1. Experience: Has completed the minimum years of service;

2. Education: Meets and maintains the educational requirements for tenure as described in the NIC Faculty Conditions of Employment and Teaching Focus policies. If a candidate fails to continue to meet the educational requirements prior to the granting of tenure, then the opportunity to continue employment as a non-tenure track employee in a tenure track position must be unanimously agreed to by the candidate, his/her Division Chair, the VPI and the Tenure Committee;

3. Teaching Effectiveness: Demonstrates teaching effectiveness as determined through the faculty evaluation process as outlined in the Faculty Evaluation and Tenure procedures;

4. Professional Growth: Continues professional growth activities as determined and agreed upon between the faculty member, the Division Chair and/or the appropriate Dean, and the VPI;

5. Contractual Responsibilities: Demonstrates effective performance of the duties and responsibilities outlined in the candidate’s contract for employment and the Teaching Focus policy;

6. Professional Ethics: Exhibits conduct consistent with professional ethics, integrity, collegiality, and in avoidance of conflicts of interest, described and defined by the Professional Ethics policy;
7. Continuing Performance: Provides reasonable assurance based on past performance that he/she will continue to meet the standards for tenure;

D. North Idaho College expressly disclaims all promises, assurances, or representations regarding conferral of tenure or employment security made by any individual at the college inconsistent with this policy and disclaims any possibility of tenure arising from any action other than an official conferral by the Board of Trustees.

V. DENIAL OF TENURE

If tenure is denied, a tenure candidate who remains eligible may apply again in the fifth year, upon approval by the Tenure Committee and the VPI, using the same process as outlined in the associated procedure. If tenure status is not conferred in the fifth year of service, the candidate’s contract will not be renewed.

VI. RETENTION OF TENURE

A. The terms “instructor,” or “faculty member,” or “full-time faculty teaching position” in this policy include “counselors” or other non-teaching employees who were granted tenure under previous tenure policies. The tenure of such counselors, and other non-teaching faculty, will remain unaffected by any subsequent change to the tenure track status of the positions they occupy.

B. Leaves

1. Tenured faculty members on leaves for one year or less and approved by the VPI, such as sabbaticals, leaves without pay, or reassignment to partial or full non-teaching assignments, will retain their tenure.

2. Tenured faculty members on approved leave for more than one year must obtain permission from both the VPI and the President to retain tenure.

3. The authority to approve the retention of tenure during leaves may be delegated to an acting VPI, who will be appointed by the President in the VPI’s absence.

C. Temporary part-time status

Tenured faculty members who request part-time status may retain tenure for a maximum of two (2) years, if approved by the VPI.
Tenure at North Idaho College is continuous from the date of conferral until termination of full-time employment as a member of the faculty. The counselor who has been granted tenure under the previous tenure policies will continue to have tenure until termination of full-time employment as a counselor. Therefore, the terms “teacher,” “instructor,” or “faculty member” in this policy will be understood to include this counselor. The tenure policy and procedures are presumed to encompass rights and responsibilities, which are based on the principles of fairness and the provisions of due process.

I. PURPOSE

A. To recognize:
   1. Effective teaching
   2. Adequate academic preparation
   3. Dependability in meeting contractual responsibilities
   4. Continuing professional growth
   5. Adherence to a professional code of conduct

B. To ensure and protect academic freedom as defined in the Academic Freedom Policy #3.05.
C. To ensure a reasonable right to continued employment in the absence of good reason to the contrary (for cause or reduction in force).

II. TENURE COMMITTEE

Members and alternates of the tenure committee shall be elected by the Executive Committee of the Faculty Assembly from among the tenured members of the faculty. The committee shall consist of five members and three alternates, designated in order. At least three members must be retained from the previous year. It is recommended that voting members be selected from the previous year’s alternates.

III. ELIGIBILITY

Full-time faculty members who fulfill the education qualifications specified in policy 3.02.8 are eligible to be offered a probationary tenure-track contract. Only the Vice President for Instruction may designate a faculty position as probationary tenure-track. Such a position will be full time, comprise 30 credit hours of teaching per year, and include student advising, college committee activities, professional development, and other assigned duties. The Vice President for Instruction may, in consultation with the appropriate Division Chair, approve the substitution of other assigned duties for up to 3 credit hours per semester of the teaching requirement. Such duties may include, but are not limited to, increased student advising, student teaching outside of the classroom, professional development, or assistance to division chairs.

If during the probationary process the faculty member does not continue to satisfy the requirements listed in policy 3.02.8 for continuation as a probationary faculty member, then that faculty member with his/her division chair, the Vice President for Instruction, and the Tenure Committee must mutually agree upon continuance of tenure-track status.

Full-time faculty members who have completed a minimum of three but not more than five continuous academic years of service in probationary tenure-track status at NIC are eligible for tenure conferral. An exception to continuous years of service may be allowed with approval from the Tenure Committee and the Vice President for Instruction. Faculty members whose contracts begin at a time other than fall semester will begin accumulating time toward tenure eligibility at the start of the next regular academic year.

IV. CRITERIA FOR CONFERRAL

A. Possess an appropriate degree or certificate as determined by Board policy #3.02.8. (Faculty Employment)

B. Demonstrate teaching effectiveness as determined through the faculty evaluation process outlined in Board policy #3.02.21 (Faculty Evaluation) and the Tenure Procedure #3.02.9.
C. Continue professional growth activities as determined and agreed upon between the faculty member and the division chair and the Vice President for Instruction outlined in policy #3.02.20 (Instructional Professional Improvement).

D. Perform duties and responsibilities as outlined in the faculty job description included in the Board Policy manual appendix under “Duties and Responsibilities of NIC Faculty”.

E. Maintain a standard of conduct that demonstrates respect for and cooperation with students and colleagues as outlined in Board policy #3.05.01 (Professional Ethics).

V. RETENTION OF TENURE

A. Leaves:

1. Tenured faculty members on approved one-year external leaves such as sabbaticals or leaves without pay will retain their tenured status.

2. Tenured faculty members on approved one-year internal leaves such as reassignment to partial or full non-teaching assignments will retain their tenured status.

3. Tenured faculty members on leave for more than one year must obtain approval from the Vice President for Instruction and the Tenure Committee to ensure tenure status.

B. Temporary Part-time Status:

Tenured faculty members who request part-time status may retain tenure status for a maximum of two years if approved by the division chair, Vice President for Instruction, and the Tenure Committee.
SUBJECT
ACTION: External Financial Audit for FY10

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 21, 2010, with members of the board of trustees, President Bell, Vice President Dorn, 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 FY2009-2010.

Prepared by
Ron Dorn
Vice President for Resource Management
SUBJECT
First Quarter Budget Review FY 10-11

BACKGROUND
Each quarter, current financial information is presented to the board of trustees.

DISCUSSION
- Attachment A, “FY11 Revenue Budget 09/30/10,” indicates the college’s budgeted revenue is $37,263,966. Actual Revenue through September is $16,307,185. The next quarterly report should show revenues from property taxes and PTE.
- Attachment B, “Actual YTD vs. FY11 Revenue Budget” indicates actual revenues received through September of $16,307,185, or 44% of budgeted revenues. The next quarterly report should show revenue from property taxes and PTE.
- Attachment C, “FY11 Expense Budget 09/30/10,” indicates the expense budget is $37,263,966. Actual expenditures through September are $6,926,470, or 19% of budget.
- Attachment D, “FY11 YTD Actual Expenses vs. Budget,” shows actual expenditures through September compared to the budget.
- Attachment E, “Forecasted Revenue Budgets,” indicates the forecasted revenue budgets for FY11, based on collections, could exceed the budget for revenues by $2,245,727 or 6%.
- Attachment F, “Forecasted Expenses vs. Budget,” shows projected expense budgets for FY11. Currently the projected expenditures are at 100% of budget. These will be revised for the 2nd quarter based on additional historical information for the current fiscal year.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
No action is recommended.

Prepared by
Ron Dorn
Vice President for Resource Management
FY 11 Revenue Budget 09/30/10
Tab 5 Attachment A

North Idaho College

Tuition & Fees
State Appropriation
Property Tax
PTE
Other Revenue

Total Revenue Budget $37,263,966

Tuition and Fees $9,725,422
State Appropriation $9,297,400
Property Tax $13,396,305
PTE $3,919,609
Other Revenue $925,230
FY 11 Expense Budget  09/ 30/ 10  
Tab 5 Attachment C

Salary: 55%
Benefits: 17%
Capital: 2%
M&O: 26%

Total Expense Budget: $37,263,966

- Salary: $20,420,321
- Benefits: $6,446,886
- Capital: $622,171
- M&O: $9,774,588
FY11 YTD Actual Expenses vs Budget
Tab 5 Attachment D

- Salary: 18%
- Benefits: 15%
- Capital: 30%
- M&O: 21%

North Idaho College
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FY11 Forecasted Revenue Budgets
Tab 5 Attachment E
North Idaho College
FY11 Forecasted Expenses vs Budget

Tab 5 Attachment F

North Idaho College

- Salary: $25,000,000.00 (Forecast), $25,000,000.00 (Budget)
- Benefits: $10,000,000.00 (Forecast), $10,000,000.00 (Budget)
- Capital: $5,000,000.00 (Forecast), $5,000,000.00 (Budget)
- M&O: $15,000,000.00 (Forecast), $15,000,000.00 (Budget)
SUBJECT
Legislative Agenda Update

BACKGROUND
Each year during the fall semester, the board of trustees adopts a legislative agenda that
guides the president, the college’s 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 2011
legislative session, which will be presented to the trustees for approval at the November
board meeting.

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 2011 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