Dear Trustees,

We’ve had a busy time since your last meeting board meeting as we near the end of the fall semester. Before I tell you about some of the activities happening at the college, I’d like to provide you with an update to our strategic plan theme for November.

NIC Strategic Plan
Theme V: College Image and Relations

Goal 1: Enhance community perception of NIC.

Objective: Develop strategies to involve community members in NIC activities and events.

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

Status: It was determined that a county-wide mailing was too expensive. Ads are being placed in senior citizen newsletters and in the local paper to promote events hosted by various NIC departments. We also promote the availability of Gold Cards at various community events. We maintain a database of Gold Card recipients and mail the fine arts and athletic schedules to them annually.

Action Item: Expand upon the “Be Our Guest” program. The “Be Our Guest” program is designed to get community members on campus and to our athletic events.

Status: This program was initiated two years ago and continues to be utilized. Each fall we mail guest passes, fine arts, and athletics schedules to approximately 700 individuals, including gold card holders, media representatives, elected officials, high school administrators, senior citizen organizations, NIC Foundation Board members, NIC Alumni Association Board members, chamber representatives, and others.

Goal 2: Promote awareness and recruitment through a strong marketing campaign.

Objective: Market four-year degree opportunities that exist via relationships with partner institutions.

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

Status: North Idaho College, University of Idaho, Lewis-Clark State College, Boise State University, and Idaho State University held an “Info Night” at NIC in March 2010. This event was designed and targeted to prospective students and community members as an opportunity for them to come to one location for information about higher education opportunities in North Idaho. Approximately 150 people attended. This event will be held annually and is scheduled to occur again in February 2011. The IdahoGoes team also visits area employers, has a presence at various community events, and networks actively with agencies in the five northern counties to promote higher education in North Idaho.

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

Status: This workshop is slated for spring 2011.
**Action Item:** Marketing representatives from partner schools’ North Idaho branches will meet periodically to coordinate strategies for marketing purposes.

**Status:** The IdahoGoes Team is comprised of recruiters and staff members from the IdahoGoes participating schools. The group has adopted a mission, vision, and marketing strategies and continues to meet on a monthly basis. Through collaborative advertising buys, marketing purchases, and sharing of both personnel and operating costs, the group is making progress at raising awareness about the IdahoGoes partnership and higher education opportunities.

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

**Action Item:** Create a PTWE webpage that is easily accessible, information rich, and inclusive of all aspects of PTWE. (On hold.)

**Action Item:** Explore the potential for a dedicated PTWE newsletter. (On hold.)

**Action Item:** Work with PTWE leadership and staff to create a PTWE specific presentation to be used in conjunction with community speaking opportunities. (On hold.)

These three action items are new and were developed as a means to address potential enrollment decreases in specific PTWE programs. With our overall enrollment surge we now have a window of opportunity to work on these systematically, not as a crash project. Our intention is to work with the Dean of PTWE to establish a small working group to assess all PTWE marketing efforts and look at the necessity and feasibility of these action items.

Currently, we have insufficient personnel to accomplish these new initiatives. However, a plan has been developed to add an additional temporary, part time employee to increase workload capability in Communications & Marketing. Workload reallocations are still being determined, but we are confident that we will be able to begin work on these and other projects currently on hold.

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

**Workforce Training Center Advisory Board**
The Workforce Training Center held its first general Advisory Board meeting on October 28, 2010. Invited members included representatives from a cross section of business and industry, arts and culture, social service agencies, WTC instructors and students. The purpose of the meeting was to provide an overview of the WTC and its mission, and to solicit input regarding courses, instruction, service and marketing. The WTC Advisory Board will meet twice a year and provide ongoing feedback on the services the WTC offers.

**Math Contest**
For the last 29 years, the Math Department has hosted a mathematics competition for regional high school students. Letters of invitation are sent to all of the high schools in the five northern counties. This year’s competition was held November 2. Nine schools and approximately 100 students took part in the competition.

The competition consists of two individual one-hour exams, one that allows the use of a calculator and another that does not. The exams are entirely written and edited by the Mathematics faculty. The questions are drawn from a variety of topics (algebra, geometry, trigonometry, probability, logic), some test questions require basic skills and others call for creative problem solving.

After students take the two exams, the math faculty grades them. Scores are tabulated and awards given out during a short ceremony. Awards are given within each school division:
Division I (large schools) and Division II (small schools). For each division, plaques are given to the top-scoring school, the top three seniors, and the top three non-seniors. In addition, the top-scoring senior from each division is awarded a tuition waiver for enrollment at NIC. The top-scoring non-student from each division is given a graphing calculator.

This year’s winning team in Division I was the Coeur d’Alene Charter Academy, and the winning team in Division II came from the Classical Christian Academy.

The event is always proves to be enjoyable for the math departments of the participating schools and NIC. This competition also provides an important opportunity for the faculty of NIC to interact with the region’s high school math teachers. Next year’s competition marks 30 years of NIC service and collaboration with the math champions of the region.

**Foundation/Development Department Update**

The NIC Foundation launched their fall Annual Campaign to seek support from donors, friends, and alumni. Over 13,000 Foundation Annual Reports were mailed as were thousands of direct appeal letters asking for support. The Foundation Board and staff are personally following up with visits to seek support for NIC’s greatest needs. New this year, the NIC Alumni Association has launched a student driven phonathon to seek support from over 2,600 alumni association members.

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. Alumni Association Awards will also be presented that evening, and this is a great opportunity for donors and student scholarship recipients to come together to celebrate. You should have already received your invitation in the mail and I hope you’ll plan to attend.

A major grant proposal has been submitted to the J.A. & Kathryn Albertson Foundation for IBEST program support for nearly $426,271. This will provide for a two-year pilot program that could also serve as a model for the state of Idaho.

**Meetings**

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

- **Oct 28**  
  Women’s Gift Alliance Annual Meeting

- **Oct 29**  
  Trustee candidate debate at the Iron Horse Rotary  
  Met with Fort Grounds area home and business owner to discuss his interest in the sale/purchase of his property.  
  Farewell reception for Joe Morris of Kootenai Health

- **Oct 30**  
  Westboro Baptist Church protest on campus

- **Nov 1**  
  Address NIC’s Management Institute  
  Met with committee chair for Opera Coeur d’Alene’s 2011 Gala  
  CASA Ray of Hope breakfast committee meeting
Nov 2-12  Council for Resource Development Annual meeting / AACC’s Washington Institute and AACC Commission meetings in Washington, DC

Nov 9  
- John Gallicchio Chief, Research and Training Branch, Division of Grants Management Operations of Health Resources and Services Administration (HRSA)
- Staff members from Representative Simpson’s office and staff members from the offices of Senators Crapo and Risch

Nov 10  
- Dr. Frank Chong, Deputy Assistant Secretary, Community Colleges of the Department of Education

Upcoming meetings and events that I will attend:

Nov 15  Monthly meeting with Constituent Leaders
Coffee with Mike Patrick
Meeting with members of the Coeur d’Alene Chamber, Greater Spokane Inc. and Tim Peckinpaugh, K&L Gates federal agenda interview process in preparation for upcoming annual DC Fly-in event.

Nov 16  Coeur d’Alene Chamber Executive Roundtable meeting
Education Corridor monthly meeting with the city

Nov 17  Review Foundation grant packages submitted from members of the college community. The focus of the grant funding will be on projects, programs, and activities that advance the college’s Strategic Plan and are not currently funded through other budgetary sources. The NIC Foundation board of directors will be awarding $55,000 in grants this year.

Nov 18  Attend Student Services all staff meeting
Address NIC’s Leadership Academy
Participate in a higher education panel hosted by Leadership Coeur d’Alene Foundation Scholarship Celebration

Nov 19  Rotary
Post Academy graduation ceremony
Excel Foundation’s “Big Event” benefiting Coeur d’Alene School District 271

Nov 22  CASA Board meeting

Nov 23-29  Vacation

Nov 30  President’s Cabinet retreat at Scharelant Retreat

Dec 2  CASA Fundraising event at Angelo’s Restaurant

Dec 3  Rotary
NIC’s all employee holiday party

Dec 5  NIC’s Sounds of Christmas musical production

Dec 6  Visit the SUB for coffee and conversation with students, faculty and staff
Dec 7  Jobs Plus Board meeting
        Student pottery sale in Boswell Hall
        NIC’s legislative send off reception in the SUB

Dec 9  NIC hosting the State Board of Education for their regularly scheduled meeting

Dec 10  Rotary
5:00 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
 Special Recognition of Steve Meyer Christie Wood

SPECIAL BUSINESS
 Tab 3: ACTION: Canvass of the Board of Trustees Election Ron Dorn
 Tab 4: ACTION: Election of Board Officers Priscilla Bell

CONSTITUENT REPORTS
 ASNIC Jenna Betts
 Staff Assembly Alex Harris
 Faculty Assembly Pat Lippert
 Senate Erin Norvell

OLD BUSINESS
 Mill Site Infrastructure Plan Brad Marshall-JUB Engineering
 Tab 5: ACTION: Staff Recruiting and Retention Compensation Structure Wade Larson

NEW BUSINESS
 Tab 6: ACTION: Amendment to the FY11 Budget – Mill Site Acquisition Ron Dorn
 Tab 7: ACTION: Legislative Agenda John Martin

INFORMATION ITEMS
 Tab 8: FY12 Budget Development Timeline Ron Dorn
 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
December 15, 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
            ___________ Howard
            ___________ 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
Mic Armon
Ron Vieselmeyer

Also present: Priscilla Bell, President
Marc Lyons, Attorney for North Idaho College
Ron Dorn, Vice President for Resource Management
Sarah Garcia, Controller

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

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

At 5:55 p.m. a motion was made to return to open session by Trustee Williams, seconded by Trustee Vieselmeyer. Chair Wood recessed the meeting 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
Mic Armon
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

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 22, 2010 as presented. The motion carried unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Karen Ruppel provided the board with a report on the Student Learning Outcomes Assessment Committee including the ways in which they assess general education and develop ways to help departments with program level assessments. She let the board know which faculty and staff members are active on the committee then reviewed some of their projects including entry and exit essays and an information literacy survey in the English program. She added that they are using of focus group questions in some of the health professions programs which provide valuable feedback on the curriculum and the textbooks being used in those classes.

Trustee Armon asked Ruppel what percentage of the students are impacted and how their success is measured. Ruppel responded that they don't look at individual students or instructors, but that their work focuses on the programmatic outcomes and they look for weaknesses in curriculum.

At this time Chair Wood recognized Ken Howard and thanked him for attending the meeting.

OLD BUSINESS
None.

CONSTITUENT REPORTS

ASNIC
President Jenna Betts reported that during the recent protest by the Westboro Baptist Church, ASNIC encourage students not to take any action, and they held their Feel Good Friday event which helped to distract from any negativity while the protestors were on campus. She reported that the trustee candidate forum went well and was pleased with the 200 attendees from the community and the college. She finished her report by adding that the new Campus Smoking Committee, which is made up of employees and students, had met a few times already and they are working on drafting a smoking policy to send through the College Senate.

Faculty Assembly
Chair Pat Lippert took this opportunity to thank the board for their decisions and actions over the past two years and for their spirit, vision and care for the institution. Lippert next reported that during their meeting on October 14, Faculty Assembly moved and passed on appropriate revisions
to the Tenure policy. He added his pleasure with the passage of all four policies related to tenured faculty and the positive process through which the various parties worked to get them passed.

**Senate**

Chair Erin Norvell reported further on the passage of the four tenured faculty policies and procedures. She expressed her gratitude to the Senate subcommittees, Faculty Assembly and the Tenure Committee for working so well together to get the policies passed.

Dr. Bell thanked the assemblies, Senate and committees for their work and expressed her pleasure with the process and the input shared between the groups in the development of the four policies and the especially the Tenure policy.

**Staff Assembly**

Chair Alex Harris reported that the Employee Day Committee is already at work on Employee Day and he expects more updates from committee representatives soon. He commented that the staff sabbatical policy is coming along quickly and he expects a draft policy will be ready for Dr. Bell’s review soon. He reported that Meet and Confer met for the first time this week and they look forward to working with the administration again this year.

**NEW BUSINESS**

**Revised policy 3.02.09 Tenure**

College Attorney Marc Lyons provided an overview of the revisions to the policy. He reported that the revision is broken down into areas that add clarity and language that has been updated for clarity. Trustee Armon asked Lyons if there were any dramatic changes to the policy such as the conferral process. Lyons responded that most of the revisions included changing the standards for conferral and streamlining the process to eliminate some ambiguity in the original policy.

**Motion: 10-27-10 90: Trustee Vieselmeyer made a motion to approve revised Tenure policy #3.02.09. The motion, seconded by Trustee Williams, carried unanimously.**

Dr. Bell distributed a draft copy of the related procedures for the board’s reference and reviewed highlights of some of the proposed revisions.

**FY10 External Audit Review**

Vice President Dorn introduced Toni Hackwith of Magnuson & McHugh who reviewed the results of the FY10 Financial Audit. Hackwith reported the institution received an unqualified A+ opinion for financial statements, internal controls over financial reporting and major federal programs. She reviewed some of the significant transactions during the fiscal year and the ways they impact revenue and operating expenses. She reported that the institution has an unrestricted and undesignated fund balance of $6.4 million which, she added, is within the Government Finance Officers Association (GFO) recommended 5-15% of annual operating revenues.

**Motion: 10-27-10 91: Trustee Armon made a motion to approve the FY10 External Audit. The motion, seconded by Trustee Williams, carried unanimously.**
**First Quarter FY11 Budget Review**
Vice President Ron Dorn presented revenue and expense activity for the first quarter of the fiscal year. Highlights included actual revenue of more than $16 million or 44% of budgeted revenues for the first quarter and actual expenses of approximately $7 million or 19% of budget.

Trustee Armon asked Dorn if he would begin providing quarterly budget breakdowns showing the percentage of budget spent. Dorn responded that he would provide those figures with the next quarterly update.

**Legislative Session Preview**
Vice President John Martin provided the board with a brief outlook for the upcoming session. He commented that the state budget for FY12 could have a $150-$350 million shortfall based on the use of one time money to fill shortfalls this past year. Martin provided the board with some information on items that will be presented on NIC’s legislative agenda. Items include a joint initiative from Idaho’s three community colleges and Eastern Idaho Technical College to change the statute regarding the contribution rates the institutions make to the Optional Retirement Plan (ORP).

**Revised Policy 3.02.32 Termination of Tenured Faculty**
Marc Lyons introduced revisions to the policy commenting that the proposed revision clarifies issues on the potential for termination for cause, and moves the decision for determining the need for termination for cause from the board of trustees to the administration.

> **Motion: 10-27-10 92**: Trustee Armon made a motion to approve revised policy #3.02.32, Termination of Tenured Faculty for Cause. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

Dr. Bell distributed copies of the related procedures for trustees’ reference.

**INFORMATION ITEMS**

**Kootenai Technical Education Campus (KTEC)**
Trustee Vieselmeyer let members of the board know that while attending the recent ACCT conference in Toronto, he had run into Dr. Michael Burke who asked him to pass along greetings to the college.

Vieselmeyer reported that annexation of the prairie property into the city of Rathdrum was moving along as was phasing in of the infrastructure plan. He added that marketing efforts have been focused on career days in the middle schools and high schools and research was also ongoing to help determine programming needs.

Some discussion took place about the job placement rate of those students finishing the professional technical programs through Southern Idaho’s COSSA facility as well as the rate of students that move on to higher education.

**Education Corridor**
Trustee Armon discussed the infrastructure design done by JUB Engineering. He reported that final plans should be drafted by February, go to bid in March or April with construction completed before the fall semester begins.
**REPORTS**

*College President*

Dr. Bell began by reviewing some events for trustees’ calendars. She announced the annual Employee Day scheduled in February and reviewed some information on the Integrated Basic Education and Skills Training program (IBEST) recently implemented at North Idaho College. Bell briefly reviewed some of the grant funds NIC has pursued and received. She let trustees know that Senator Mike Crapo stopped on campus for a short visit during the week and that he expressed his support for some of the requests NIC will be bringing forth in the next session. She finished her report by mentioning that both John Goedde and Marge Chadderdon had made personal donations of $750 each in support of dual enrollment scholarships in memory of Wayne Meyer. She added that Qwest recently donated $15,000 to the institution for dual enrollment scholarships.

*Board Chair*

Chair Christie Wood recognized Trustee Williams and wished him well as he leaves the board.

**REMARKS FOR THE GOOD OF THE ORDER**

None.

**ADJOURNMENT**

At 7:45 p.m. Chair Wood adjourned the meeting.

________________________________________________________________________

Board of Trustees Chair                              Board of Trustees Secretary
SUBJECT                TAB 3
Canvass of the Board of Trustees Election
Oath of Office for Trustees

BACKGROUND
Idaho Statutes 33-407 and 33-2106 require the board of trustees to canvass the trustee election held on November 2, 2010.

DISCUSSION
For the canvass of the election, a copy of the official voting tally will be provided with the results of the election being read into the official record. Following the canvass, the board of trustees should pass a resolution accepting the election results.

Following the canvassing of the election and acceptance of the election results, Vice President Dorn will ask newly elected members of the board to stand and take the Oath of Office. After the Oath of Office, newly elected board members will be seated with the board. The original of the Oaths of Office will be sent to the Idaho Secretary of State.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept the canvass of the election.

Prepared by
Ronald Dorn
Vice President for Resource Management
OFFICE OF KOOTENAI COUNTY ELECTIONS
"Gatekeepers of Democracy"
DAN ENGLISH • CLERK • AUDITOR • RECORDER
1808 N. 3rd Street • P.O. BOX 9000
COEUR D'ALENE, IDAHO 83816-9000
(208) 446-1030 • FAX (208) 446-1039
www.kcgov.us/clerk/elections

CANVASS OF
NORTH IDAHO COLLEGE TRUSTEE ELECTION
NOVEMBER 2, 2010

Total number of registered voters 70,200
Total number of election day new registration 3,397
(1,770 re-registered on election day)
Number of absentee ballots cast 13,034
Total number of ballots cast
Page 1 42,726
Page 2 42,706
Percentage of ballots cast 60.86%
(without election day registration)

TRUSTEE CANDIDATES BY RACE

TRUSTEE POSITION A
Kenneth B. Howard 16,221 51.61%
Ronald D. Nilson 15,211 48.39%

TRUSTEE POSITION B
Christie Wood 19,870 59.30%
Robert G. Ketchum 13,637 40.70%

Carrie Phillips
Elections Manager
November 9, 2010
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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
SUBJECT
Revisions to Staff Compensation Structure

BACKGROUND
Since the implementation of the current staff compensation structure in FY2004, recommendations have occasionally been brought to the board of trustees regarding adjustments to the structure. Since the time of its original adoption, no modifications have been made to the fundamental structure of the staff compensation model. The structure is comprised of 80 grades wherein all staff positions (classified and professional) are placed. Occasional requests to modify the base rates of the compensation structure have been made as approved by the board in August 2007, but no additional requests have been approved since that time.

In an effort to ensure fair staff compensation, the Human Resources staff was charged in fall 2009 to begin the process of evaluating the current staff salary structure. A study was conducted by HR which included a comprehensive internal job analysis/evaluation process and a comprehensive external market study. The result of this study included significant proposed revisions to the staff salary structure in an effort to simplify its administration, improve internal equity, and maintain a market based approach to compensation by separating professional and classified staff positions into a total of 32 grades.

DISCUSSION
Direct support of the adoption of the staff compensation structure has been voiced by President’s Cabinet, leadership from the Staff Assembly, staff representatives from the Meet and Confer Committee, and staff representatives from the Senate.

FINANCIAL IMPACT
No additional funding allocation is required other than what is already established in the FY2010 budget.

REQUESTED BOARD ACTION
It is requested that the Board of Trustees adopts the proposed staff compensation structure and program.

Prepared by
Wade Larson
Director of Human Resources
SUBJECT
Amendment to the FY11 Budget

BACKGROUND
The North Idaho College administration has determined that there are available funds residing in a combination of current budgeted and unbudgeted fund balances that the college can use to pay the total amount necessary for the college to acquire the mill site property from the North Idaho College Foundation.

DISCUSSION
North Idaho College has the following amounts available to complete an acquisition of the Mill Site property from the North Idaho College Foundation:

- From dedicated fund balances $2,050,000
- From undedicated fund balances $182,046.

Assuming the college continues to exercise its right to renew the lease, by acquiring the mill site property now the college would save approximately $149,600 in future rent payments. The college has reviewed its cash flow needs and estimates that this transaction will not negatively affect the cash flow necessary to meet the college’s other obligations.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
The budget will be revised upward by $2,232,046. The dedicated fund balance will be reduced by $2,050,000, and the undedicated fund balance will be reduced by $182,046.

REQUESTED BOARD ACTION
The board is requested to consider a motion to reopen the budget to consider the revisions proposed.

If the board agrees, it is also requested to consider a motion to approve an amendment to the FY11 budget to incorporate the suggested changes.

If the board agrees to revise the budget as addressed above, the board may also consider a motion to authorize and direct the president and administration to use the additional funds to complete the acquisition of the mill site property from the North Idaho College Foundation.

Prepared by
Ronald Dorn
Vice President for Resource Management
SUBJECT          TAB 7
Legislative Agenda 2011

BACKGROUND
Each year during the fall semester, the board of trustees adopts a Legislative Agenda that guides the president, college Legislative Committee, 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 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 2011 NIC Legislative Agenda. It is scheduled to be available to area legislators at a reception hosted by NIC on Tuesday, December 7.

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

Financial Challenges

Critical building needs –

Continued 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 our capacity.

Our priorities for capital building projects reflect this need. In order of preference, North Idaho College is requesting funding for:

- A joint use classroom and office building ($7.5M requested by each) to be utilized by North Idaho College, University of Idaho, and Lewis-Clark State College on the mill site property adjacent to the current campus;
- Trades & Industry facility ($20M) as part of the Kootenai Technical Education Campus on our Rathdrum property; and
- Expansion of our existing Meyer Health & Sciences building ($9.2M) by adding a new wing in three phases. Although the newest building on campus, it is utilized beyond capacity. Because of phasing potential, this is a good candidate for funding.

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

POST Funding –

NIC continues to coordinate and run a successful Peace Officer Standards and Training (POST) Academy. POST startup costs and all sessions, to date, 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 CNA’s) in a list of greatest concerns for workforce shortages.

Increased demand for Physical Therapist Assistants has prompted North Idaho College to begin planning for an Associate of Applied Science degree program, with the potential to 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.

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 has received an initial 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 sustain funding for 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.

NIC continues to be concerned for the growing number of students with loan debt. Both the Promise B and Opportunity Scholarships provide an alternative to the debt most students accrue.

Continued Support for Professional Technical & Workforce Education –

The demand among the manufacturing and business sectors for professional-technical and workforce education (PTWE) 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 and all with waiting lists.

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 fill current and newly created jobs.
North Idaho College supports initiatives that enhance employment opportunities funded through increased state allocations for PTWE 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 national marketplace filled with competing opportunities 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.

*Retirement Contributions* –

North Idaho College offers two retirement program options – PERSI and the Optional Retirement Plan or ORP. The ORP became available to Idaho community colleges including Eastern Idaho Technical College in July of 1997 as an option for newly-hired professional and faculty employees. Existing employees were allowed to make a one-time decision to either stay with PERSI or move to the ORP. Because of this change, PERSI administrators required that the colleges pay 3.83% of all ORP employee wages to PERSI to cover “unfunded liability” for future retirements of employees already in PERSI.

The unfunded liability provision sunsets on July 1, 2011. The Idaho two year colleges have submitted legislation to change the pertinent statute to increase their ORP contribution rate to the same as the PERSI contribution rate effective with the sunset of the unfunded liability provision. The “sunsetted” 3.83% currently going to PERSI will offset the change to the ORP contribution rate.
SUBJECT
Budget Development Timeline for FY11-12

BACKGROUND
The college has begun to assemble budget information for the upcoming fiscal year a month earlier than in past years. This is the result of the Business Office desiring to meet with each Vice President and his budget managers to develop their requests for FY12. We have started budget planning with various departments on campus based upon their needs for the upcoming fiscal year. We are matching the departments’ current year budget information to budget reports from the Business Office, as well as projecting budget needs based on enrollment decrease or growth. Attachment A shows the schedule for those financial preparations for the upcoming fiscal year beginning July 1, 2011.

DISCUSSION
When the budgets are prepared, a first and second reading will be presented to the board for revisions and subsequent approval. The first reading of the budget is scheduled for the March board meeting. The second reading of the budget is scheduled for the April board meeting; however this schedule is subject to change depending on legislative action.

COMMITTEE ACTION
Various groups are, or soon will be, working on projects that have ultimate impact upon the budget. The Meet and Confer Committee will be developing a proposal on salaries and benefit changes for FY11, and this proposal will be thoroughly considered by President’s Cabinet. The Insurance Committee will be working on health-related benefits. The President’s Cabinet will be working on salaries and benefits, potential new hires, revenue projections, maintenance and operations levels, capital purchases, and the plant fund budget. Each department will begin working on departmental budgets for presentation to their respective vice presidents and subsequent presentation to the President’s Cabinet. All budget requests are determined by departmental goals and the college’s strategic plan.

FINANCIAL IMPACT
The proposed budget for the next fiscal year that will be presented to the board for approval is determined by the final decisions in the revenue and expenditure categories noted above. Of course, planning for the upcoming fiscal year must take into consideration, the financial condition of the state. Possible holdbacks for FY11 and FY12 must be taken into account for the budget development for FY12.

REQUESTED BOARD ACTION
No action is required as this is an informational agenda item.

Prepared by
Ronald Dorn
Vice President for Resource Management
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