March 18, 2011

Dear Trustees,

The past month has seen much activity and I’ll bring you up to date on some of our recent events after our monthly update to the Strategic Plan.

**NIC Strategic Plan**  
This is the progress report for **Strategic Plan Theme 2: Student Support**. What follows are highlights from the three goal areas: Improving Student Access, Increasing Student Success, and Improving Student Communications. Since the August 2010 update, we have a new VP for Student Services who has started work on new initiatives to meet the goals and objectives set under this theme.

**GOAL 1: Improving Student Access**

**Objective**: Develop technology based student services.
- **Update on Existing Action Item**: Section Wait-listing  
  a. A section waitlist procedure will be available to students beginning with the summer 2011 registration cycle. Wait listing will allow students to more effectively manage their class schedule by reducing time spent monitoring section availability. Wait listing will also provide division chairs/instruction with a means to monitor and respond to the demand for course sections and improve institutional efficiency by ensuring classes are as full as possible.

**Objective**: Identify and develop appropriate recruitment strategies for targeted populations.
- **Update on Existing Action Item**: Expand social networking  
  a. Admissions, Student Activities and others have significantly increased their use of social media to promote communication and connections among students and with NIC.
- **New Action Item**: Add ability to accept or decline student aid award online.  
  a. As of summer session 2011 students will have the ability to accept their financial aid award online. This change will eliminate the need for students to mail in or have to bring to campus their accepted award letter which will be beneficial in particular to our outreach students and will increase accuracy of processing awards by eliminating manual processing.
- **New Action Item**: Improve access by accepting Compass Tests.  
  a. High School juniors take a Compass Test to identify areas they might need to improve their college preparation. As of January 2011, they will not be required to retake the test (if taken in past 24 months) when they attend NIC.

**GOAL 2: Implement initiatives to increase student success.**

**Objective**: Improve systems to help students identify and achieve educational goals.
- **New Action Item**: Development of an at risk student tracking system.  
  a. Beginning with the fall 2011 session students will be tracked via Accutrak, a student database designed to collect information on student success as it relates to academic advising. Individual notes can be stored for students that will inform future advising as well as referral to other services such as Trio, Academic Skills, Career Services, and the Center for Educational Access. Reports will be generated to identify students with academic risk. In turn, those students will be followed up with by academic advisors.
• **New Action Item**: Restructure of Drop For Non-Payment Procedure  
  o Beginning fall semester 2011, a new guideline will be implemented that will move the drop for non-payment, and a new drop for non-attendance, to the Monday of the second week of the semester. These new guidelines enable students to better achieve their educational goals by allowing them an additional week and a half to establish a payment plan for the upcoming semester. This will help resolve some accounts receivable challenges, as well as increase efficiency of limited classroom space.

• **New Action Item**: Development plan to increase number of program completers.  
  o Information Technology and the Registrar’s Office have developed a data collection process that allows students nearing degree completion to be identified. The Registrar’s Office and Advising Services will contact students who have not submitted an application for graduation. The goal is to increase the number of graduates by increasing awareness of institutional resources to assist them in completing their degree/certificate program.

• **New Action Item**: Development of a Completion and Transfer Advisor position.  
  o The purpose of this position is to provide completion and transfer advising support to North Idaho College students and the surrounding communities in areas of admissions, financial aid, program and transfer issues, along with guiding students in personal development and career exploration, with appropriate referrals.

**Objective**: Provide clear pathways for students to achieve four-year degrees via partnerships with Lewis-Clark State College and the University of Idaho

• **New Action Item**: Complete MOU between LCSC, U of I, and NIC Writing Center  
  o Objectives of this MOU include (1) educating students on technical and grammatical English composition; (2) to provide a collaborative resource center for students who need assistance with English composition and reference/citation for research projects; and (3) to provide students with experienced, professional tutelage in all areas where English composition is concerned.

• **New Action Item**: Development of a grant program utilizing LOC funds to support initiatives and resources to help students of NIC, LCSC-CDA, and U of I-CDA complete their education.  
  o Funds may be requested for operating costs, personnel costs, or equipment costs. Requested item(s) must serve the needs of students at two or more IdahoGOES institutions.

**GOAL 3: Improving Student Communications**

**Objective**: Utilize college resources to gain and provide student feedback.

• **New Action Item**: The ACT student opinion survey will be administered to students during spring semester.  
  o NIC administered this survey in 2002, 2004 and 2006. With the administration of spring 2011 survey, longitudinal and nationally normative data will be available.

• **New Action Item**: Solicit on-going feedback from ASNIC.  
  o The VP for Student Services meets bi-weekly with the ASNIC President and Vice President to get their in-put and feedback on the division’s initiatives.

• **Update on Existing Action Item**: Implement Student Email System.  
  o Beginning March 2011 students are assigned an NIC email address within 24 hours of submitting their admission application. In the past the account was created after the student registered. By creating the account earlier, the college will be able to
continue to reduce mailing costs by using email as the official means of communication. A marketing campaign is scheduled to begin in March 2011.

- **New Action Item**: Develop a Program Review process for the Student Services Division.
  - The VP for Student Services and Assistant Dean of Students have developed and initiated a Program Review process for all student service departments. Student Activities will be the pilot Program Review. This process will rely heavily on student’s feedback.

Other news and events happening at NIC:

**Athletic successes:**
Our athletic teams and individual players and wrestlers are again experiencing some great achievements this year. Members of our men’s and women’s basketball teams took home tournament honors from the recent regional tournament in Twin Falls and our women’s team went to nationals for the third straight season. The fine men and women Cardinals not only win big during the season, but they excel in the classroom, as well. Below are some statistics highlighting academic achievement for athletes as compared to the rest of the student population. I’m quite pleased with these numbers and have encouraged coaches to continue their good work in mentoring our student athletes and turning out even greater results.

<table>
<thead>
<tr>
<th></th>
<th>Term Average</th>
<th>Cumulative Average</th>
<th>Athletics in Survey</th>
<th>Athletics Below 2.0</th>
<th>% Athletics Below 2.0</th>
<th>Athletics Above 2.0</th>
<th>% Athletics Above 2.0</th>
<th>% Courses Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball, Men</td>
<td>2.61</td>
<td>2.64</td>
<td>15</td>
<td>2</td>
<td>13%</td>
<td>9</td>
<td>60%</td>
<td>81%</td>
</tr>
<tr>
<td>Basketball, Women</td>
<td>2.86</td>
<td>2.95</td>
<td>11</td>
<td>0</td>
<td>0%</td>
<td>7</td>
<td>64%</td>
<td>91%</td>
</tr>
<tr>
<td>Golf, Men</td>
<td>2.59</td>
<td>2.49</td>
<td>8</td>
<td>1</td>
<td>13%</td>
<td>4</td>
<td>50%</td>
<td>91%</td>
</tr>
<tr>
<td>Golf, Women</td>
<td>2.85</td>
<td>2.97</td>
<td>6</td>
<td>1</td>
<td>17%</td>
<td>5</td>
<td>83%</td>
<td>83%</td>
</tr>
<tr>
<td>Soccer, Men</td>
<td>2.29</td>
<td>2.51</td>
<td>18</td>
<td>4</td>
<td>22%</td>
<td>11</td>
<td>61%</td>
<td>71%</td>
</tr>
<tr>
<td>Soccer, Women</td>
<td>2.99</td>
<td>3.01</td>
<td>20</td>
<td>3</td>
<td>15%</td>
<td>16</td>
<td>80%</td>
<td>79%</td>
</tr>
<tr>
<td>Softball</td>
<td>2.87</td>
<td>2.89</td>
<td>13</td>
<td>0</td>
<td>0%</td>
<td>9</td>
<td>69%</td>
<td>92%</td>
</tr>
<tr>
<td>Volleyball</td>
<td>2.79</td>
<td>2.92</td>
<td>13</td>
<td>2</td>
<td>15%</td>
<td>9</td>
<td>69%</td>
<td>82%</td>
</tr>
<tr>
<td>Wrestling</td>
<td>2.79</td>
<td>2.86</td>
<td>28</td>
<td>2</td>
<td>7%</td>
<td>21</td>
<td>75%</td>
<td>90%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>2.74</strong></td>
<td><strong>2.80</strong></td>
<td><strong>132</strong></td>
<td><strong>15</strong></td>
<td><strong>11%</strong></td>
<td><strong>91</strong></td>
<td><strong>69%</strong></td>
<td><strong>84%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Students</td>
<td>6,412</td>
</tr>
<tr>
<td>1,200</td>
<td>4,375</td>
</tr>
<tr>
<td>68%</td>
<td>75%</td>
</tr>
</tbody>
</table>

**NIC Cheerleaders Win National Honors**
The North Idaho College cheerleading team won first place in the small, co-ed, two-year college division of the USA Collegiate Championships in Anaheim, California in February. The NIC team of 12 women and three men beat College of Southern Idaho for the title.

**Student Opinion Survey:**
The Office of Institutional Effectiveness is coordinating an effort to survey NIC students on the effectiveness of our services to them. Over 60 classes (selected to eliminate duplication and attain the best cross section of the NIC student population) will be surveyed in March. The survey has over
60 questions covering topics including the use of and satisfaction with the services provided by NIC employees.

**Business Professionals of America (BPA) State Competition:**
Another Idaho State BPA competition, and another very successful year for NIC students. In a competition featuring students from the colleges and universities of Idaho, our students walked away with more than their fair share of awards and honors. As a matter of fact, every NIC student taking part in the state competition, qualified for the national competition in Washington D.C. NIC student, Cindy Kuhn was elected the Idaho State Postsecondary BPA President. Below is the complete list of NIC participants and their awards from the state competition.

<table>
<thead>
<tr>
<th>Name</th>
<th>Event</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vanesa Braun</td>
<td>Fundamental Accounting</td>
<td>1st Place</td>
</tr>
<tr>
<td>Victoria Day</td>
<td>Human Resource Management</td>
<td>1st Place</td>
</tr>
<tr>
<td>Danielle Lockwood</td>
<td>Video Production Team</td>
<td>1st Place</td>
</tr>
<tr>
<td>Taylar McClure</td>
<td>Video Production Team</td>
<td>1st Place</td>
</tr>
<tr>
<td>Ashley Chaffin</td>
<td>Web Site Design Team</td>
<td>1st Place</td>
</tr>
<tr>
<td>Keifer Hofacker</td>
<td>Web Site Design Team</td>
<td>1st Place</td>
</tr>
<tr>
<td>Lloyd Castleberry</td>
<td>Web Site Design Team</td>
<td>1st Place</td>
</tr>
<tr>
<td>Victoria Day</td>
<td>Advanced Accounting</td>
<td>2nd Place</td>
</tr>
<tr>
<td>Velda “Cindy” Kuhn</td>
<td>Banking and Finance</td>
<td>2nd Place</td>
</tr>
<tr>
<td>Keifer Hofacker</td>
<td>Computer Security</td>
<td>2nd Place</td>
</tr>
<tr>
<td>Ashley Chaffin</td>
<td>Graphics Design Promotion</td>
<td>2nd Place</td>
</tr>
<tr>
<td>Melanie Orr</td>
<td>Integrated Office Applications</td>
<td>2nd Place</td>
</tr>
<tr>
<td>Vanesa Braun</td>
<td>Payroll Accounting</td>
<td>2nd Place</td>
</tr>
<tr>
<td>Velda “Cindy” Kuhn</td>
<td>Advanced Interview Skills</td>
<td>3rd Place</td>
</tr>
<tr>
<td>Colleen Orr</td>
<td>Medical Office Procedures</td>
<td>3rd Place</td>
</tr>
<tr>
<td>Keifer Hofacker</td>
<td>Network Administration using Microsoft</td>
<td>3rd Place</td>
</tr>
<tr>
<td>Lloyd Castleberry</td>
<td>Network Administration using Microsoft</td>
<td>4th Place</td>
</tr>
<tr>
<td>Taylar McClure</td>
<td>Payroll Accounting</td>
<td>4th Place</td>
</tr>
<tr>
<td>Lloyd Castleberry</td>
<td>Computer Security</td>
<td>5th Place</td>
</tr>
<tr>
<td>Melanie Orr</td>
<td>Fundamental Accounting</td>
<td>5th Place</td>
</tr>
<tr>
<td>Danielle Lockwood</td>
<td>Graphics Design Promotion</td>
<td>5th Place</td>
</tr>
<tr>
<td>Taylar McClure</td>
<td>Human Resource Management</td>
<td>5th Place</td>
</tr>
<tr>
<td>Velda “Cindy” Kuhn</td>
<td>Incoming 2011-2012 State Officer</td>
<td>President</td>
</tr>
<tr>
<td>Victoria Day</td>
<td>Outgoing 2010-2011 State Officer</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

**Cardinal Connections 2011:**
The 2011 version of Cardinal Connections took place March 14-18 with this year’s focus being the human brain and the book “Brain Rules” by John J. Medina. Sessions, led by NIC instructors, community guests and keynote speaker Dr. Pat Wolfe, were conducted throughout the week. We asked faculty to encourage their students to attend the sessions which would facilitate the skills necessary for succeeding in school and life.

**Tenure Applications:**
Nine NIC faculty have successfully completed the requirements for the granting of tenure. The tenure candidates completed four years of full-time instruction under the careful scrutiny of their faculty evaluation teams, their division chairs, and the Tenure Committee. Each of the candidates has submitted a portfolio including a self-evaluation and evaluations from colleagues and students. The candidates will be presented to the board of trustees this month for its initial review and a request for approval of candidates will be made to the board during the April meeting.
National Council Licensure Examination (NCLEX) Results:
NIC Nursing students have again demonstrated the outstanding preparation they receive from the NIC Nursing Program. One hundred percent of the NIC Practical Nursing students and 98.44% of the Registered Nursing students successfully completed the NCLEX. These results are the highest among all Idaho higher education nursing programs. The NIC Nursing Program has an outstanding reputation within the state and with their accrediting body. It consistently receives the highest NCLEX results.

Sabbaticals:
Five full-time NIC faculty have applied for sabbatical leave during the 2011-2012 school year. The applications have been reviewed by the Sabbatical Committee and forwarded on to the Office of Instruction to make a recommendation to me. The number of sabbaticals that will be authorized will depend on a number of factors, most notably, the budget.

Alumni Relations:
The NIC Alumni Association is gearing up for their annual scholarships selection process which will begin later this month. The association is also accepting nominations for their annual alumni awards, Alumni of the Year, Honorary Alum, and Distinguished Alumni Achievement Award. Nominations will be accepted through mid-May. The Association will also be involved in commencement activities, recruiting new members and hosting the commencement reception after the graduation ceremony. A second phonathon has been scheduled for late May, this effort will allow the association to connect with current Alumni Association members seek support for fundraising initiatives.

Grants Development
The grants efforts are currently focused on the development of a statewide consortia proposal for the Trade Adjustment Assistance Community College and Career Training grant opportunity administered through the Department of Labor, which could provide in excess of $2.5 million per institution to develop and/or expand program offerings in each region.

American Indian Education Foundation Matching Grant:
Last spring, NIC applied for a matching grant opportunity through the American Indian Education Foundation seeking matching dollars to support American Indian student scholarships. In July 2010, we received an acceptance letter from the AIEF stating that funds raised between August 1, 2010 and February 1, 2011 would be matched dollar for dollar. A committee comprised of staff from Development/Foundation, Student Services, Instruction and American Indian students worked together to raise just over $10,000. The foundation also made it a funding priority. In February, NIC had a site visit by the American Indian Education Foundation program manager who informed us we, indeed, qualified for the match! There will be $20,000 made available immediately to recruit, retain and complete American Indian students. In addition, NIC has been granted a three-year matching grant opportunity whereby funds raised for American Indian Student scholarships in the following two years will also be matched. We also have complete flexibility in how we recruit, retain and complete those American Indian student scholarship recipients.

Development/Foundation
The month of February centered on the 2011 Employee Giving Campaign, which proved to be a huge success! Over $35,000 was raised in cash receipts, Really Big Raffle ticket purchases and new pledges (from July 1, 2010 to present), and 278 employees showed their support for the campaign by submitting registrations, which equates to a record 54% participation. Over 35 prizes were awarded to this year’s participants. For a list of winners, go to www.nic.edu/employeegiving.
Online donations and raffle ticket purchases can still be made and will count toward total dollars raised this fiscal year. The foundation would like to extend our heartfelt thanks to NIC employees for their generous support that directly supports scholarships, specific program needs, foundation grant awards, and NIC’s greatest needs.

The 18th annual Really BIG Raffle marketing campaign is in full swing, and ticket sales to date have been very strong. Nearly 800 tickets have been sold, which sets the record compared to previous years. The NIC Carpentry Program has been hard at work constructing this year’s grand prize $250,000 home located in Coeur d’Alene place. For tickets and a weekly construction update, please visit www.nic.edu/rbr.

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

Feb 22 North Idaho College Employee Day
   Budget discussion with Board Chair Mic Armon and Trustee Ken Howard

Feb 23 Management Team meeting
   Monthly meeting with Constituent Leaders
   Visited sub for coffee and conversation with students, faculty and staff
   Board of Trustees Retreat

Feb 25 Rotary
   Lionel Hampton Jazz Festival event hosted by UI President Duane Nellis in Moscow

Feb 26 NJCAA Wrestling Tournament in Spokane
   Men’s and Women’s Basketball vs. Eastern Utah

Feb 28 Coffee with Board Chair Mic Armon
   CASA Committee and Board meetings

Mar 1 Jobs Plus Board meeting
   Presidents’ Council meeting via video conference
   DC Fly-in coordination meeting at Coeur d’Alene Chamber office

Mar 2 Met with local business leader to discuss potential endowment through the NIC Foundation.
   Visited and toured carpentry house, OPRV and Welding Programs with Doug Anderson, chair of Trades and Industry Division.
   Met and discussed my response to this year’s Meet & Confer requests with members of the Meet & Confer Committee
Mar 3  
Foundation Board meeting
Met and visited with Judy Nagel, associate director of the Board of Nursing, while she was on campus for her Practical Nursing State Accreditation visit
Presented Sterling Silver Award to Employee of the Month, Lynn Hill, Sr. Administrative Assistant from the Communications and Marketing Department.
Attending Business and Professional Programs Division meeting
Rotary new member reception

Mar 4-9  
American Council on Education Annual Meeting and Women in Higher Education Commission meeting – Washington, DC

Mar 11  
Conference call with representative of North Idaho Network for Women in Higher Education and Linda Michal
Rotary

Mar 14  
Attended a session of “Brain’s Rewired,” Cardinal Connections’ Spring Symposium.
Visit the SUB for coffee and conversation with students, faculty and staff

Mar 15  
Coffee with Mike Patrick of the Coeur d’Alene Press

Mar 16-18  
ACCT Governance Leadership Institute in Las Vegas

Upcoming meetings and events:
Mar 21  
Monthly meeting with Constituent Leaders
Dissertation interview with visiting doctoral student
Visit and tour the Testing Center
Visit the SUB for coffee and conversation with students, faculty and staff

Mar 22  
Management Team meeting
Visit and tour the Nursing & Health Professions Programs with Dean Lita Burns

Mar 23  
Observe the POST Academy’s Wet Lab
Visit the SUB for coffee and conversation with students, faculty and staff

Mar 25  
Rotary
CASA Committee meeting

Mar 26  
Having lunch at Red Robin – POST Academy students serving
Hayden Chamber Awards Banquet – Hayden Lake Country Club

Mar 28  
Visit the Bonners Ferry Outreach Center with members of President’s Cabinet. Take part in story hour with Chair of Kootenai Tribe at the Bonner’s Ferry Head Start Center.
CASA Board meeting
Mar 29  Booster Club luncheon  
Visit with students, faculty and staff in Hedlund Building

Mar 30  Visit Ponderay Outreach Center with members of President’s Cabinet

Mar 31  Visit Silver Valley Outreach Center for round table discussion and lunch with the center’s advisory committee and members of President’s Cabinet

Apr 1  Rotary

Apr 4-9  DC Fly-in - Washington, DC

Apr 11  Visit the SUB for coffee and conversation with students, faculty and staff  
Human Rights Banquet

Apr 12  Booster Club luncheon  
Visit and tour Natural Sciences Division with Chair Peter Zao  
Student Art Show – Boswell Hall  
Fran Bahr’s Art Exhibit - President’s Conference Room in Sherman Building

Apr 13  Visit the SUB for coffee and conversation with students, faculty and staff

Apr 14-18  Vacation

Apr 19  Education Corridor monthly meeting with the city

Apr 20  Coeur d’Alene Chamber’s Executive Round Table meeting  
Board of Trustees Retreat

Apr 21  CASA Ray of Hope Breakfast and fund raiser  
State Board of Education meeting in Moscow

Apr 22  Rotary – Mike Rush, executive director for Office of the State Board of Education presenting.
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
Mic Armon

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

6:00 p.m. Driftwood Bay Room
CONVENE BOARD MEETING
Verification of Quorum/Introduction of Guests
Mic Armon
Minutes Review/Approval
Mic Armon
Public Comment
Celebrating Success: Athletics Success
Al Williams

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

OLD BUSINESS
None

NEW BUSINESS
Tab 3: Official Spring Enrollment
Sheldon Nord
Tab 4: First Reading: College Calendars Academic Years 15-16 & 16-17
Sheldon Nord
Tab 5: First Reading/ACTION: Time Place and Manner Policy
Sheldon Nord

INFORMATION ITEMS
FY12 Budget
Ron Dorn
Legislative Session Update
John Martin
KTEC
Jay Lee
Education Corridor
Mic Armon

REPORTS
College President
Priscilla Bell
Board Chair
Mic Armon

REMARKS FOR THE GOOD OF THE ORDER*

ADJOURN

**
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
April 27, 2011
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 Mic Armon 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:
Mic Armon
Christie Wood
Ron Vieselmeyer

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

EXECUTIVE SESSION
Motion was made by Trustee Wood, 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:

Mic Armon   aye
Christie Wood aye
Ron Vieselmeyer   aye

Trustee Meyer arrived at 4:15 and Trustee Howard arrived at 5:00 p.m. At 5:45 p.m. a motion was made to return to open session by Trustee Meyer, seconded by Trustee Wood.

There was a brief discussion on parking issues at the college then Chair Armon recessed the meeting to reconvene in the Driftwood Bay Room.

RECALL TO ORDER AND VERIFICATION OF QUORUM
Chair Armon recalled the meeting to order at 6:05 pm and verified that a quorum of the board was present.

ATTENDANCE
Trustees: Ron Vieselmeyer
Ken Howard
Mic Armon
Christie Wood
Judy Meyer

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

APPROVAL OF MINUTES
Chair Armon called for remarks regarding the meeting minutes. Trustee Meyer pointed out that the minutes from the December 15 meeting incorrectly identified the board chair as Christie Wood under the Recall to Order and Verification of Quorum section.

Motion was made by Trustee Wood and seconded by Trustee Vieselmeyer to approve the minutes of the meeting held December 15, 2010, with corrections noted. The motion carried unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Steve Casey, dual enrollment coordinator for North Idaho College presented trends for high school dual credit enrollment for fall and spring semesters from 2002 through 2010. He reviewed online courses available to any student that dual credit students may also select if their high school approves them for dual credit. He next reviewed the specific courses available in the region’s high schools and provided some general facts about the program. Mr. Casey concluded his report by stating that the program had awarded more than $25,000 in scholarships provided from donors including the Windemere/Garden Club, Qwest and the Meyer Family in Wayne Meyer’s memory.

CONSTITUENT REPORTS

ASNIC
ASNIC President Jenna Betts reported that David DeMouy had been appointed to fill their vacant senator seat. She announced that they are nearly finished with their budget for FY12 and that they’ll be proposing a campus tobacco usage policy to the College Senate. She reported that students will be celebrating spirit week next week leading up to the basketball games with CSI. She finished by reporting on her recent trip to Boise to attend the annual legislative pasta party where she met with legislators and her counterparts from CSI and CWI.

Faculty Assembly
Chair Pat Lippert reported that during their last meeting on January 13 the assembly approved the formation of the Liaison Outreach Committee led by Eric Mack and Amy Flint. They also approved Kathie O’Brien as the new Faculty Assembly vice chair. He added that Senator Laurie Olson Horswill reported on the tobacco usage policy proposal coming before Senate as well as the Reduction in Force policy currently being drafted.

Staff Assembly
Chair Alex Harris reported that they are continuing to work on the Staff Sabbatical policy and the Employee Day Committee is working on an exciting agenda for upcoming Employee Day.

Senate
Chair Erin Norvell reported that the campus tobacco usage policy is coming before Senate in January and she added that they are looking forward to seeing the Reduction in Force policy in the coming months.

OLD BUSINESS
None
NEW BUSINESS

Second Quarter FY11 Budget Review
Vice President Ron Dorn reviewed revenue and expenses for the second quarter of this fiscal year including actual to budgeted revenue and expenses. He reported that year to date revenue from tuition and fees is 22% higher than budgeted and that total expenditures year to date are 42% of budget. He added that property tax revenue will be booked in January and will be reflected in the third quarter budget review.

A discussion took place about NIC’s positive revenue position due to higher enrollment. Dr. Bell reminded the board that although the higher enrollment does provide increased tuition revenue, the student tuition only covers about one third of the cost of educating a student.

Draft Year One Accreditation Report
Vice President Jay Lee presented the board with the draft Year One Report required of NIC by the Northwest Commission on Colleges and Universities (NWCCU). He reviewed the new seven year reporting requirements for accreditation implemented by NWCCU and he described NIC’s placement and reporting requirements in the process. He went on to review the steps taken by the Accreditation Steering Committee to develop the draft Year One Report that is due to NWCCU in March, and he described the key elements of the report.

INFORMATION ITEMS

Legislative Session Update
Vice President John Martin distributed packets and the itinerary of activities during JFAC week in Boise. He reported on legislative business, so far, in the session including the Governor’s address where the Governor presented the state budget including projections of 6.9% growth in FY12. Martin next reported that the Joint Legislative Economic Outlook Committee had agreed to accept the Governor’s budget recommendations although they won’t make any decision about the legislative budget until they see January revenue numbers.

Martin next reported that Rep. Frank Henderson has proposed changes to the way community college trustees are elected.

Dr. Bell commented that the dollar cuts in state general funds over the years only represent a part of the reduction in funding from the state. She reminded trustees that NIC no longer receives funding such as historical maintenance of effort money, historical workload adjustment money or inflation and cost of living increases. A discussion took place about the shift of financial burden from the state to the local community college districts.

Kootenai Technical Education Campus (KTEC)
Vice President Lee provided the board with an update on the activities of the KTEC Board. A discussion ensued about the role of the NIC Board and the fact that NIC has no vote on the committee. Lee stated that the committee remains interested in NIC’s input with regard to the educational areas within the facility. Dr. Bell added that the KTEC curriculum is professional technical education curriculum, and by virtue of state regulation, in order for the high schools to be reimbursed for PTE programming for students, their curriculum has to articulate with NIC’s. She added that NIC currently has articulation agreements in place for the program curriculum that is being considered for inclusion in the KTEC facility.

Area Agency on Aging Overview
Director Pearl Bouchard provided the board with a history of the agency and an overview of the agency’s program focus for 2010 and 2011. She provided an overview of resource development plans involving volunteers and planned giving.
Campaign Feasibility Study
Dr. Bell reported that to ensure NIC has the resources and facilities necessary to meet the needs of the community, the college is working with the NIC Foundation on a feasibility study for a campaign to gauge the community's interest in three areas. The first area includes capital needs – the expansion of the Meyer health and Sciences Building, a joint-use facility on the mill site and the PTE facility on the prairie. The second area includes sustainability including equipment, technology, and program support and the third area is the perennial scholarship area. She continued to state that several consultants were interviewed and Tom Monaghan was selected to conduct the feasibility study. She added that the communications and education strategy will be developed in January and February and the interviews with the community will take place in March and April.

Education Corridor
Chair Armon turned the floor over to Doug Eastwood from the Coeur d'Alene Parks Department. Mr. Eastwood provided an overview of the city's McEuen Park project and described the need to replace the boat launch that will be taken away when the project is underway. He went on to propose how the city and the college could collaborate by using Spokane River waterfront and land located on the college's property, that was the formal mill site, for a boat launch and related parking.

Mr. Eastwood asked the board for conceptual approval to move ahead and explore the details and requirements of the proposal. Dr. Bell suggested to Chair Armon that the board provide the administration the go ahead to explore the concept and bring information to the board that would allow them to make an informed decision about the project. Trustee Howard asked about the city's timeline for this project. Mr. Eastwood stated that if all went well, the work could begin this time next year. The board agreed to direct the administration to explore the project’s requirements.

REPORTS
College President
Dr. Bell provided her report in writing to the board earlier in the day.

Board Chair
Chair Armon discussed an upcoming governance leadership institute taking place in Las Vegas in March and he encouraged members of the board to attend. He mentioned some other items for trustees’ calendars.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Wood asked VP Lee about the television studio equipment. Dr. Bell suggested that this be included discussions about equipment priorities in the FY12 budget.

ADJOURNMENT
At 8:15 p.m. Chair Armon adjourned the meeting.
Call to Order and Verification of Quorum
Board Chair Mic Armon called the meeting to order at 12:15 p.m. and verified that a quorum of the board was present.

Attendance
Trustees: Mic Armon
         Ron Vieselmeyer
         Judy Meyer
         Ken Howard

Executive Session
Following the call to order, a motion was made by Trustee Meyer, seconded by Trustee Howard, to go into executive session under Idaho Code § 67-2345(b), for the purpose of considering 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; and (f) to consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation. Roll call vote was taken as follows:

Judy Meyer  aye
Ken Howard  aye
Mic Armon   aye
Ron Vieselmeyer aye

At 4:00 p.m., a motion was made to return to open session by Trustee Meyer. The motion, seconded by Trustee Howard, carried unanimously. Chair Armon opened the board retreat.

________________________________________  ________________________________
Board of Trustees Chair   Board of Trustees Secretary
SUBJECT
Official FY11 Spring Credit Enrollment

BACKGROUND
Each year at this time, an analysis of the spring semester enrollment is provided to the board of trustees. This enrollment count is based on a snapshot of our FTE and headcount the 10th day of the semester. Please note, the enrollment report includes “for credit” students only, and “credit and non credit” headcount enrollment is much higher.

DISCUSSION
Sheldon Nord, vice president for student services, will provide further details on student demographics at the board meeting.

In summary:
- NIC headcount increased 9.8% or 574 students over spring 2010, and 32% or 1,566 students over spring 2009.
- The increase was 79 students over fall 2010 enrollment.
- Total FTE enrollment increased by 10.6% or 426 students over spring 2010.
- The largest percentage increase of headcount was in PTE (17.7%) followed by Dual Credit (13.0%) and then General Studies (7.6%).
- FTE enrollment increase was 19.2% for PTE, 14.9% for Dual Credit, and 8.8% for General Studies.
- The full-to-part time ratio went from 52.6% FT in 2010 to 54% in 2011; Gender went from women/men ratio of 60/40 in 2010 to 59/41 in 2011; residency-by-county remained consistent.
- The impact of continued increases continues to stretch staffing and facility resources.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
No action is necessary at this time.

Prepared by
Sheldon C. Nord, Ph.D.
Vice President for Student Services
2007 - 2011

Presenter: Sheldon Nord
Vice President of Student Services

Credit Breakdown
Total for Credit Enrollment
Unduplicated Headcount

<table>
<thead>
<tr>
<th></th>
<th>Headcount</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 07</td>
<td>4,246</td>
<td>3,436</td>
</tr>
<tr>
<td>Spring 08</td>
<td>4,408</td>
<td>3,423</td>
</tr>
<tr>
<td>Spring 09</td>
<td>4,860</td>
<td>3,783</td>
</tr>
<tr>
<td>Spring 10</td>
<td>5,852</td>
<td>4,663</td>
</tr>
<tr>
<td>Spring 11</td>
<td>6,426</td>
<td>5,017</td>
</tr>
</tbody>
</table>

General Studies for Credit Enrollment
Unduplicated Headcount

<table>
<thead>
<tr>
<th></th>
<th>Headcount</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 07</td>
<td>2,868</td>
<td>2,399</td>
</tr>
<tr>
<td>Spring 08</td>
<td>3,008</td>
<td>2,417</td>
</tr>
<tr>
<td>Spring 09</td>
<td>3,377</td>
<td>2,706</td>
</tr>
<tr>
<td>Spring 10</td>
<td>4,004</td>
<td>3,203</td>
</tr>
<tr>
<td>Spring 11</td>
<td>4,430</td>
<td>3,485</td>
</tr>
</tbody>
</table>
Professional-Technical for Credit Enrollment
Unduplicated Headcount

<table>
<thead>
<tr>
<th>Year</th>
<th>Headcount</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 07</td>
<td>487</td>
<td>337</td>
</tr>
<tr>
<td>Spring 08</td>
<td>541</td>
<td>392</td>
</tr>
<tr>
<td>Spring 09</td>
<td>568</td>
<td>454</td>
</tr>
<tr>
<td>Spring 10</td>
<td>665</td>
<td>579</td>
</tr>
<tr>
<td>Spring 11</td>
<td>783</td>
<td>690</td>
</tr>
</tbody>
</table>

Dual Credit Enrollment
Unduplicated Headcount

<table>
<thead>
<tr>
<th>Year</th>
<th>Headcount</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 07</td>
<td>323</td>
<td>132</td>
</tr>
<tr>
<td>Spring 08</td>
<td>444</td>
<td>199</td>
</tr>
<tr>
<td>Spring 09</td>
<td>509</td>
<td>217</td>
</tr>
<tr>
<td>Spring 10</td>
<td>554</td>
<td>222</td>
</tr>
<tr>
<td>Spring 11</td>
<td>626</td>
<td>255</td>
</tr>
</tbody>
</table>
**Full-Time/Part-Time for Credit Enrollment**

<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 07</td>
<td>2,067</td>
<td>2,179</td>
</tr>
<tr>
<td>Spring 08</td>
<td>2,142</td>
<td>2,266</td>
</tr>
<tr>
<td>Spring 09</td>
<td>2,278</td>
<td>2,582</td>
</tr>
<tr>
<td>Spring 10</td>
<td>2,771</td>
<td>3,081</td>
</tr>
<tr>
<td>Spring 11</td>
<td>2,955</td>
<td>3,471</td>
</tr>
</tbody>
</table>

**Bonners Ferry, Ponderay, Silver Valley Centers for Credit Seat Counts - Duplicated Headcount**

<table>
<thead>
<tr>
<th></th>
<th>Bonners Ferry</th>
<th>Ponderay</th>
<th>Silver Valley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 07</td>
<td>55</td>
<td>60</td>
<td>285</td>
</tr>
<tr>
<td>Spring 08</td>
<td>65</td>
<td>85</td>
<td>270</td>
</tr>
<tr>
<td>Spring 09</td>
<td>107</td>
<td>68</td>
<td>392</td>
</tr>
<tr>
<td>Spring 10</td>
<td>119</td>
<td>122</td>
<td>411</td>
</tr>
<tr>
<td>Spring 11</td>
<td>153</td>
<td>137</td>
<td>551</td>
</tr>
</tbody>
</table>
Internet for Credit Seat Counts
Duplicated Headcount

106.5% increase from Spring 2007 to 2011

Student Profile
Fall to Spring for Credit Persistence
Full-Time, First-Time Degree Seeking Students

<table>
<thead>
<tr>
<th>Year</th>
<th>Persistence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 07</td>
<td>79.6%</td>
</tr>
<tr>
<td>Spring 08</td>
<td>80.1%</td>
</tr>
<tr>
<td>Spring 09</td>
<td>82.4%</td>
</tr>
<tr>
<td>Spring 10</td>
<td>83.4%</td>
</tr>
<tr>
<td>Spring 11</td>
<td>81.6%</td>
</tr>
</tbody>
</table>

Enrollment for Credit by Age
Unduplicated Headcount

Average Age - 28

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Percent of Total</th>
<th>Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 and under</td>
<td>18.6%</td>
<td>1194</td>
</tr>
<tr>
<td>20-24</td>
<td>35.5%</td>
<td>2218</td>
</tr>
<tr>
<td>25-39</td>
<td>31.4%</td>
<td>2016</td>
</tr>
<tr>
<td>40 and over</td>
<td>15.5%</td>
<td>998</td>
</tr>
</tbody>
</table>
Gender for Credit Percentage

- Spring 07: 62% Women, 38% Men
- Spring 08: 62% Women, 38% Men
- Spring 09: 60% Women, 40% Men
- Spring 09: 60% Women, 40% Men
- Spring 11: 59% Women, 41% Men

Idaho Counties for Credit

Unduplicated Headcount

- Total Idaho Headcount: 5,731
- Kootenai: 4,234
- Bonner: 664
- Other ID Counties: 230, 227, 224, 152
Top Dual Credit Feeder High Schools
Unduplicated Headcount

<table>
<thead>
<tr>
<th>School</th>
<th>Unduplicated Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake City</td>
<td>98</td>
</tr>
<tr>
<td>Lakeland</td>
<td>83</td>
</tr>
<tr>
<td>Coeur d'Alene</td>
<td>78</td>
</tr>
<tr>
<td>Post Falls</td>
<td>66</td>
</tr>
<tr>
<td>Home School</td>
<td>45</td>
</tr>
<tr>
<td>Cd’A Charter</td>
<td>40</td>
</tr>
<tr>
<td>St. Maries</td>
<td>32</td>
</tr>
</tbody>
</table>

North Idaho College

Board of Trustees Presentation
March 23, 2011
SUBJECT
First Reading: College Calendar, Academic Year 2015-16 and 2016-17.

BACKGROUND
The North Idaho College Calendar Committee has prepared the 2015-16 and 2016-17 calendars. See Attachments A and B.

DISCUSSION
NIC’s instructional calendar includes two 17-week semesters. A semester is comprised of 16 weeks of instruction and one week of final exams. The proposed calendar includes all holiday closures as well as those dates when the college is open but classes are not in session.

These dates were vetted by the Calendar Committee. There are no major departures from the current operating timeline in this new calendar.

COMMITTEE ACTION
The College Senate is being provided this calendar as an information item.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
Request approval of the draft calendars.

Prepared by
Sheldon C. Nord, Ph.D.
Vice President for Student Services


DRAFT

NORTH IDAHO COLLEGE
COLLEGE CALENDAR
2015 - 2016

May 2015
7  Last day of regular classes
8  Curriculum Day – classes not in session
11-14 Final exams
15  Commencement
18  Summer sessions I and II begin
19  Spring final grades due
 25  Memorial Day - campus closed
29  Last day to withdraw from summer session I courses or college

June 2015
1   Summer session III begins
11  Summer session I ends
12  Last day to withdraw from summer session II courses or college
16  Summer session I final grades due
26  Last day to withdraw from summer session III courses or college

July 2015
 3  ‘Independence Day’ observed - campus closed
 9  Summer session II ends
14  Summer session II final grades due
20  Summer session IV begins
24  Summer session III ends
28  Summer session III final grades due
31  Last day to withdraw from summer session IV courses or college

August 2015
13  Summer session IV ends
18  Summer session IV final grades due
18  Faculty returns to campus
24  Fall semester begins

September 2015
 7  Labor Day - campus closed

October 2015
 5  Last day to remove incompletes for spring ‘15 & summer ‘15
12-16  Fall mid-term exams
20   Fall mid-term grades due
27   Advising Day - classes that meet 4 pm or later are in session.

November 2015
 6  Last day to withdraw from fall semester full-length courses or college
25-27  Thanksgiving Break - campus closed

Tab 4 Attachment A
December 2015
10  Last day of regular classes
11  Curriculum Day - classes not in session
14-17 Fall final exams
22  Fall final grades due
25  Christmas Day - campus closed
28-31 Holiday Break - campus closed

January 2016
1   New Year's Day - campus closed
5   Faculty returns to campus
11  Spring semester begins
18  Martin Luther King Day - campus closed

February 2016
15  Presidents' Day - campus closed
16  Employee Development Day - classes that meet 4 p.m. or later are in session
22  Last day to remove incompletes for fall '15
29  Spring mid-term exams begin

March 2016
1-4  Spring mid-term exams continue
8   Spring mid-term grades due
25  Last day to withdraw from semester-length spring courses or college
28-31 Spring Break - classes not in session

April 2016
1   Spring Break continues - classes not in session
7   Advising Day - classes that meet 4 p.m. or later are in session

May 2016
5   Last day of regular classes
6   Curriculum Day - classes not in session
9-12 Spring final exams
13  Commencement
16  Summer sessions I & II begin
17  Spring final grades due
30  Memorial Day - campus closed

Rev. 03/16/11
May 2016
5  Last day of regular classes
6  Curriculum Day – classes not in session
9-12 Final exams
13  Commencement
16  Summer sessions I & II begin
17  Spring final grades due
27  Last day to withdraw from summer session I courses or college
30  Memorial Day - campus closed

June 2016
6  Summer session III begins
9  Summer session I ends
10  Last day to withdraw from summer session II courses or college
14  Summer session I final grades due

July 2016
1  Last day to withdraw from summer session III courses or college
4  Independence Day - campus closed
7  Summer session II ends
12  Summer session II final grades due
18  Summer session IV begins
29  Summer session III ends
29  Last day to withdraw from summer session IV courses or college

August 2016
2  Summer session III final grades due
11  Summer session IV ends
16  Summer session IV final grades due
16  Faculty returns to campus
22  Fall semester begins

September 2016
5  Labor Day - campus closed

October 2016
3  Last day to remove incompletes for spring ’16 & summer ’16
10-14 Fall mid-term exams
18  Fall mid-term grades due
25  Advising Day - classes that meet 4 pm or later are in session.

November 2016
4  Last day to withdraw from semester-length fall courses or college
23-25  Thanksgiving Break - campus closed
December 2016
8 Last day of regular classes
9 Curriculum Day - classes not in session
12-15 Fall final exams
20 Fall final grades due
26 'Christmas Day' observed - campus closed
27-30 Holiday Break - campus closed

January 2017
2 'New Year's Day' observed - campus closed
3 Faculty returns to campus
9 Spring semester begins
16 Martin Luther King Day - campus closed

February 2017
20 Presidents' Day - campus closed
21 Employee Development Day - classes that meet 4 p.m. or later are in session
21 Last day to remove incompletes for fall '16
27-28 Spring mid-term exams

March 2017
1-3 Spring mid-term exams continue
7 Spring mid-term grades due
24 Last day to withdraw from semester-length spring courses or college
27-31 Spring Break - classes not in session

April 2017
6 Advising Day - classes that meet 4 p.m. or later are in session

May 2017
4 Last day of regular classes
5 Curriculum Day - classes not in session
8-11 Fall final exams
12 Commencement
15 Summer sessions I & II begin
16 Spring final grades due
26 Last day to withdraw from summer session I courses or college
29 Memorial Day - campus closed

Rev. 03/16/11