Dear Trustees,

Summer school has started, but the campus seem quiet compared to the hustle and bustle of the past fall and spring semesters. We'll enjoy more activity on campus now that our summer camps are getting underway. I have a few items to report as well as our monthly update to the strategic plan.

**NIC Strategic Plan**  
**Theme V College Image and Relations**

College image and relations continues to be positively impacted by activities and actions not specifically addressed in the current strategic plan. We are reaching more and more of the community through our increased efforts to utilize social media to “connect” with diverse demographics. Facebook and Twitter continued to see more traffic and we are looking for new ways to expand our early successes.

We have a new and exciting partnership with the Lake City Development Corporation (LCDC) to maximize public awareness of the progress on the mill site infrastructure construction this summer. The Education Corridor website is updated and “status of work” emails are sent to stakeholders on a weekly basis. We are also working on the possibility of a webcam to provide real time updates.

The Communications and Marketing Department will expand later this summer with the addition of an additional Communications and Marketing Specialist position. The new position will provide the department with increased resources to broaden its scope, provide more services than are already offered, and redistribute workload to better support the campus community.

We will now be able to create the quantity and quality of content needed to create specialized electronic newsletters (e-newsletters) that we will target to specific audiences. For example, we could have e-newsletters for high school counselors, local business affinity groups such as manufacturing, and almost any other segment of the community we wish to target.

Other new services include increased support for the outreach centers, enhanced coverage and promotion of NIC events, and more coverage of NIC services and successes. The additional personnel resources also allow the department to research and utilize new communication and marketing channels not currently being utilized.

**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 countywide mailing was too expensive. Ads are placed in senior citizen newsletters and in the local paper to promote events hosted by various NIC departments. Gold Cards have also been promoted 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 encourage community members to attend an NIC event.
**Status:** This program was initiated three years ago and continues to be utilized. Each fall guest passes, fine arts schedules, and athletics schedules are mailed 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. The promotions have been well received and have created an increase of phone calls to our office for people requesting a Gold Card.

*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:** Representatives on the IdahoGoes team that represent North Idaho College, University of Idaho, Lewis-Clark State College, Boise State University, and Idaho State University work together to plan and host an IdahoGoes “Info Night” at NIC. The most recent event was held February 8 with 251 attendees. This event is targeted to prospective students as an opportunity to come to one location for information about higher education opportunities in North Idaho. This event is scheduled to be held again in November. 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:** The concept for this workshop has been revamped with several other activities to reach the same goal. Collaboration with our partner higher education institutions continues to grow on many levels throughout the NIC community. Many NIC employees attended or assisted with the February IdahoGoes Info Night and have a close working relationship with their colleagues from the University of Idaho and Lewis-Clark State College. Many NIC employees, advisors, and department representatives also work closely with their counterparts at our partner institutions throughout the year. Representatives from the four-year schools are also invited to attend or have a presence at many NIC events such as the Orientation, Advising, Registration Sessions, the What’s New event this spring, and other NIC meetings. Collaboration has become pervasive in NIC’s culture.

**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 continues to make progress at raising awareness about the IdahoGoes partnership and higher education opportunities. This year IdahoGoes will have a presence at the North Idaho Fair.

**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.

The feasibility of a new enewsletter that provides targeted information about professional-technical programs will be explored later this summer. This strategy was used successfully this year to reach targeted audiences in the health care industry to promote NIC’s new Electronic Medical Records programs. Due to the high demand and limited space in the professional-technical programs, the college needs to be somewhat cautious about marketing programs when space is not available, but keep our community aware that these programs exist.

**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:**

*Summer 2011 Enrollment*

As you will note from the table below, summer 2011 establishes another new enrollment record for North Idaho College. In 2011, NIC offered more courses (8% increase), more sections (18.2% increase), more seats for students (21.8% increase), and more seats were filled (26.1% increase). In addition, Instruction increased the efficiency rate of filling the seats available with 81.5% of all available seats taken.

<table>
<thead>
<tr>
<th></th>
<th>Summer 2007</th>
<th>Summer 2008</th>
<th>Summer 2009</th>
<th>Summer 2010</th>
<th>As of 6/9/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Headcount</td>
<td>1,007</td>
<td>1,058</td>
<td>1,292</td>
<td>1,848</td>
<td>2,261</td>
</tr>
<tr>
<td>Total FTE</td>
<td>756</td>
<td>804</td>
<td>1,024</td>
<td>1,478</td>
<td>1,851</td>
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<tr>
<td>Number of different courses offered</td>
<td>106</td>
<td>111</td>
<td>131</td>
<td>137</td>
<td>148</td>
</tr>
<tr>
<td>Number of sections offered</td>
<td>145</td>
<td>154</td>
<td>188</td>
<td>236</td>
<td>279</td>
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<tr>
<td>Total number of class seats available</td>
<td>2,604</td>
<td>2,755</td>
<td>3,466</td>
<td>4,371</td>
<td>5,327</td>
</tr>
<tr>
<td>Total number of seats taken</td>
<td>1,754</td>
<td>1,862</td>
<td>2,619</td>
<td>3,444</td>
<td>4,344</td>
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<tr>
<td>Per cent of available seats taken</td>
<td>67.4%</td>
<td>67.6%</td>
<td>75.6%</td>
<td>78.8%</td>
<td>81.5%</td>
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<tr>
<td>Average class size</td>
<td>12</td>
<td>12</td>
<td>14</td>
<td>15</td>
<td>16</td>
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<tr>
<td>Number of evening sections offered</td>
<td>12</td>
<td>9</td>
<td>11</td>
<td>13</td>
<td>12</td>
</tr>
</tbody>
</table>
**Peace Officer Standards and Training Academy Update**

On June 7, NIC appeared before the Idaho POST Council to clarify the status of NIC’s academy program. Based on communication from POST Council staff and the POST Council web site, NIC sought clarification about whether our academy satisfied all POST and IDAPA requirements. The Council ultimately ruled that the NIC academy is a POST Approved Academy and all NIC academy graduates meet the requirements of POST and IDAPA rules. The POST Council asked NIC to clearly indicate in our college publications that our academy is a POST approved academy, rather than a POST academy.

**Campus Moves**

Several construction projects, building adjustments, and office moves are planned for this summer and the coming academic year on NIC’s campus. Below is an attempt to identify all of the adjustments taking place over the next 12 months. Plans are continually being adjusted and changed based on budget issues or accreditation requirements.

**TIMBER HALL TESTING CENTER**

Initiated by the construction on the Education Corridor site, the Testing Center operation and services have moved from Timber Hall to the Lee-Kildow Hall College Skills Center. Timber Hall will be picked up and relocated to accommodate the new road structure set in place by the Education Corridor construction. Testing Center operation and services are expected to return to Timber Hall (on its new location adjacent to the maintenance garage off of what will be the new Hubbard Street route).

**MCLAIN HALL - PHYSICAL PLANT SERVICES, OUTDOOR PURSUITS, AND INFORMATION TECHNOLOGY**

The Physical Plant operation has moved from the shop in McLain Hall to the new shop at the Headwaters Complex F.

The space vacated by Physical Plant has been assigned to Outdoor Pursuits. Outdoor Pursuits staff have moved into the facility, but phone and IT services are still being arranged and installed.

The IT office managed by CJ Banks for the purchasing and staging of new computers remains in McLain Hall, but plans are to move this operation to Siebert, adjacent to the Help Desk and other IT services.

**SEIBERT BUILDING – CENTER FOR NEW DIRECTIONS, IT SERVICES AND SENTINEL**

The Center for New Directions operation moved from the Siebert Building to Lee-Kildow Hall. The center will occupy the space formerly occupied by the TRIO staff and operation adjacent to the College Skills Center operation.

The Sentinel staff room in Siebert is planned to move into the SUB.

**HEDLUND BUILDING – GRAPHIC DESIGN, IBEST, R/RM, POST ACADEMY, ABE/GED, CITE AND CADT**

The Graphic Design program is moving from Hedlund Room 233 to the Riverbend Commerce Park and the Kaniksu Building directly across the street from the Workforce Training Center in Post Falls. This move has been approved by the Northwest Commission of Colleges and Universities (NWCCU) and the Department of Education, as are all credit-bearing programs that are moved from main campus locations to off-campus sites. The actual move of the Graphic Design program materials will take place in July 2011.

The space currently occupied by Graphic Design (Hedlund 233) will be the future home of the IBEST (Integrated Basic Education and Skills Training) and the Resort/Recreation Management Program.
This space will include the offices for IBEST (Judith George and Molly Kreyssler-Childs) and R/RM faculty (Paul Chivvis and Ryan Hayes) and staff and will be the primary classroom for both programs (R/RM during the day, IBEST during the early evening hours).

The Peace Officers Standards and Training (POST) Academy is also moving from the Hedlund Building to the Riverbend Commerce Park and will join the Graphic Design Program in another section of the Kaniksu Building. The move of the Law Enforcement Program/POST Approved Academy is planned for January 2012, as this move must be approved by NWCCU and the Department of Education, which typically takes several months.

The space currently occupied by the Law Enforcement Program will be the new NIC Adult Basic Education/GED Center. The ABE/GED center will remain in its current location at 5th and Lakeside in downtown Coeur d'Alene until the Hedlund space becomes available.

Due to enrollment and curriculum issues, the Computer Information Technology (CITE) program and Computer Aided Design Technology will switch spaces. CITE will move from the west wing of the Hedlund Building to Hedlund Room 224 and the Computer Aided Design Technology program will move into west Hedlund. This move may take place during the spring 2012 semester (or later).

**STUDENT UNION BUILDING – OUTDOOR PURSUITS, STUDENT SERVICES, TRIO, AND CENTER FOR NEW DIRECTIONS**

As mentioned above, Outdoor Pursuits will move their offices from the lower level of the SUB and their equipment from the Armory to McLain Hall.

The space currently occupied by Outdoor Pursuits in the lower level of the SUB will become office space for select student service operations, including Student Activities, Student Events and ASNIC. This space is currently being remodeled. The remodeling will be completed this summer, allowing the moves to happen prior to the start of the fall 2011 semester.

The Student Support Services TRIO program and staff moved from their location in Lee Kildow (adjacent to the College Skills Center) into the upper level of the SUB (rooms 219, 220, and 221).

The space vacated by TRIO became the new home of the Center for New Directions.

**INDUSTRIAL ARTS BUILDING, ARMORY AND RAMSEY FACILITY – SOFTBALL, CARPENTRY, AND OPRV**

Plans call for the Carpentry program, which is currently operating out of the Industrial Arts Building, to eventually move to the end of the Armory Building. This move also requires NWCCU and Department of Education approval. As such, the earliest the program could move would be just prior to the spring 2012 semester. Other conditions, including city permit requirements and Armory Building remodeling needs may further delay this move.

The Outdoor Power and Recreational Vehicles (OPRV) program will also, eventually, move to the Armory, and occupy the northern portion of the building. This move also requires NWCCU and Department of Education approval. Additionally, the lease of OPRV’s current location on Ramsey must be renegotiated and changed to allow the move.

At the time that the Carpentry and OPRV programs are allowed to move, the softball team will relinquish their training facility in the Armory and they will move to the building currently occupied by the Carpentry program in the Industrial Arts Building.
Long Range Planning and Visioning Process Begins
The process to rewrite the NIC Strategic Plan has begun. Vice Presidents Nord and Lee met with community co-chairs Joe Morris and Patty Shea to lay out the first steps of the process that include invitations to committee members and publications from the college and the board of trustees. Initial plans call for the convening of the core committee to determine how to proceed with data collection and community input.

Meetings
The following is an overview of meetings and events I will take part in over the next month

June 19  Coeur d’Alene Summer Theater production of “Wizard of Oz.”
Jun 21  River City Leadership graduation
Jun 24  Rotary
Jun 27  CASA Board meeting
Jun 30  Reception and presentation by Tom Monaghan of the results of the Foundation’s capital campaign feasibility study
        Coeur d’Alene Summer Theater production of “A Little Night Music.”
Jul 1  Rotary
Jul 6  CASA Volunteer Recognition Event Committee meeting
Jul 7-8  Vacation
Jul 15  Rotary
Jul 17  Opera Coeur d’Alene Cruise on Lake Coeur d’Alene
Jul 19  Education Corridor monthly meeting with city
Jul 20  Opera Coeur d’Alene Board meeting
Jul 22  Rotary
Jul 23  CASA Fundraising Event
Jul 27-29  Mt. States Association of Community Colleges summer meeting – Provo, Utah
CALL TO ORDER
Verification of Quorum
Mic Armon

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

CONVENE BOARD MEETING
Pledge of Allegiance
Mic Armon
Verification of Quorum/Introduction of Guests
Mic Armon
Minutes Review/Approval
Mic Armon
Public Comment
Celebrating Success: Classroom Instruction Technology
Steve Ruppel

OLD BUSINESS
None

NEW BUSINESS
Tab 3: Parking Agreement with Coeur d'Alene Chamber of Commerce
Jay Lee
Tab 4: First Reading: Revised College Policy #5.13 - Disabilities
Sheldon Nord
Review of President’s Contract
Marc Lyons

INFORMATION ITEMS
KTEC
Jay Lee
Education Corridor
Mic Armon

REPORTS
College President
Priscilla Bell
Board Chair
Mic Armon

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
Aug. 24, 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 4:05 p.m. and verified that a quorum of the board was present at the meeting.

ATTENDANCE
Trustees: Mic Armon
Ken Howard
Judy Meyer
Ron Vieselmeyer

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

EXECUTIVE SESSION
Motion was made by Trustee Meyer, 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
Ken Howard aye
Judy Meyer aye
Ron Vieselmeyer aye

Trustee Christie Wood arrived at 5:05 p.m. At 6:00 p.m. motion was made to return to open session by Trustee Meyer, seconded by Trustee Vieselmeyer. 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: Mic Armon
Ken Howard
Judy Meyer
Ron Vieselmeyer
Christie Wood
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

Chair Armon led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees to the meeting.

APPROVAL OF MINUTES
Chair Armon called for remarks regarding the meeting minutes.

Motion was made by Trustee Vieselmeyer and seconded by Trustee Wood to approve the minutes of the executive session and board retreat held April 20, 2011 and the minutes of the meeting held April 27, 2011. The motion carried unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
VP Sheldon Nord introduced Sarah Johnson, coordinator for the Center for New Directions. Ms. Johnson introduced her staff members present at the meeting and she described some of the services provided to individuals in need of counseling for education and employment. Two clients of the center provided testimonials about the services and assistance they had received from the center and discussed some of their future plans.

CONSTITUENT REPORTS
ASNIC
ASNIC President Chloe Van Zandt reported that the newly elected members of the board had made a smooth transition into the ASNIC offices and she announced that three of the officers would be working over the summer to plan for events and activities in the next year school year.

Staff Assembly
Chair Alex Harris reported that staff assembly had concluded elections and he announced the new officers: Chair Erin Norvel, Vice Chair Garry Stark, Secretary Carol Jones, Senators Betsy Conery, Karen Hubbard and Bill McElver and Senate alternates Katie Lien and Jacob Rothrock.

Faculty Assembly
Past Chair Pat Lippert reported in place of Chair Kathie O'Brien. He announced the newly elected officers: Chair Kathie O'Brien, Vice Chair Christina Edmundson, Secretary Laura Templeman, Treasurer and Sergeant at Arms Gerard Mathes. He went on to report that during their May 12 meeting, Dr. Bell visited and discussed the FY12 budget process and the condition of the college.
Past Chair Erin Norvell reported in place of Chair Joe Jacoby. Norvell reported that during their May 12 meeting, the Senate passed the Disabilities policy for a second reading. She then announced the newly elected officers including Chair Joe Jacoby, Vice Chair Jon Totten, Corresponding Secretary Audry Bourne and Parliamentarian Ann Johnston. She next reviewed all the policies and procedures that Senate had reviewed and passed over the past year.

OLD BUSINESS
FY12 Budget
Vice President Ron Dorn presented the institution’s FY12 budgets for the board’s second reading. He began with the Auxiliary Services budget stating that this budget, which includes the residence hall, dining services, the book store and the student union building, had not been changed from what was presented to the board for their first reading in April.

Motion was made by Trustee Wood to approve the FY12 Auxiliary Services budget, as presented. The motion, seconded by Trustee Meyer, carried unanimously.

Dorn next presented the FY12 Workforce Training Center budget and Fee Based budgets which include Student Health Services, Student Activities and Recreation and Athletics. He stated that these budgets had not been changed from what had been presented to the board for their first reading in April. He added that the net revenue from the Student Health Services budget would come back into the general fund budget over the course of the year and that operation would not be over supported.

Motion was made by Trustee Vieselmeyer to approve the FY12 Workforce Training Center budget and the Fee Based budgets, as presented. The motion, seconded by Trustee Wood, carried unanimously.

Dorn next presented revenue and expenditures making up the General Fund Operating budget for FY12.

Trustee Howard made a motion to decrease the district levy from 2% to 1% which represents approximately $129,000, and take any shortfall from that reduction from the capital investment reserve in the Plant Fund budget. Trustee Vieselmeyer seconded the motion.

Some discussion took place about the impact of a 2% district levy to community tax payers and the benefit that could be realized by tax payers if the board decreases the levy at this time. Discussion was also had about the impact a reduction to the levy would have on the college’s ability to move ahead with capital investments.

Chair Armon called for a vote. The motion failed with two in favor and three opposed. Voting was as follows:

Chair Armon Nay
Trustee Howard  
Yea
Trustee Meyer  
Nay
Trustee Vieselmeyer  
Yea
Trustee Wood  
Nay

Trustee Wood moved to approve the FY12 General Fund budget, as presented. The motion, seconded by Trustee Meyer, carried unanimously.

VP Dorn next presented the FY12 Plant Fund budget.

Trustee Wood moved to approve the FY12 Plant Fund budget, as presented. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

VP Dorn presented the FY12 Head Start Budget.

Trustee Meyer moved to approve the FY12 Head Start budget, as presented. The motion, seconded by Trustee Howard, carried unanimously.

VP Dorn presented the FY12 budget for the Area Agency on Aging. He stated that in the future, the college would ask the agency to build more indirect cost into the budget for the unemployment liability pool.

Trustee Wood moved to approve the FY12 budget for the Area Agency on Aging, as presented. The motion, seconded by Trustee Howard, carried unanimously.

NEW BUSINESS

Board of Trustees Meeting Calendar for 2011-12
Dr. Bell presented the proposed meeting schedule for the next fiscal year for the board’s approval.

Trustee Howard moved to approve the Board of Trustees Meeting Schedule for 2011-12. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

INFORMATION ITEMS

Kootenai Technical Education Campus (KTEC)
VP Jay Lee reported that during the last KTEC governing board meeting on April 29 discussion focused on the infrastructure of the new facility including heating and cooling systems. Lee stated that a motion was made to have the architect review the multiple options for heating and cooling. They also discussed how the governing board has been meeting, which has been special meetings, as needed, rather than a set monthly schedule.

Lee next reported that there are conversations happening regarding annexation with issues of which he feels the college should be more cognizant and more involved.
Dr. Bell added that the annexation agreements will be revised and finalized by the city of Rathdrum and will be ready for adoption towards the middle or end of June. The construction bid process will take place in July and permits will be issued in August with construction beginning after that.

Trustee Wood expressed concern about the alignment of curriculum. She recommended that NIC trustees meet with the school superintendents to have more discussion on the topic. Chair Armon will investigate the matter.

Trustee Howard asked about the staffing for the curriculum and about the expectation of NIC's involvement for staffing. Lee responded that the superintendents are dealing with the operational costs including staffing and the facility and how the programs are operated. He added that the governing board hasn't yet discussed the topic. He stated that NIC curriculum experts were involved in the design of the facility with regard to programs and when the topic comes forward again he feels that NIC will again be approached for their expertise and advice.

**Education Corridor**
Chair Armon reported that construction bids for the infrastructure project on the mill site property would open May 26, the contract would be awarded May 31 and construction should begin in mid-June.

VP John Martin announced that the Communications and Marketing Department would be working with LCDC on a public relations outreach campaign on the construction site.

**Department of Public Works Requests**
VP Dorn presented the requests being submitted to the Department of Public Works. Priorities include capital improvement project requests for the Joint Use Building and the expansion of the Meyer Health and Sciences Building, alteration and repair projects and projects for compliance with the Americans with Disabilities Act (ADA).

Dr. Bell took this opportunity to announce some items for the board’s information including information about the vision and long range planning process that will commence this summer. She stated that Patty Shea of Avista and Joe Morris, former CEO of Kootenai Medical Center, have both agreed to serve as co-chairs of the steering committee and VPs Lee and Nord will serve as co vice chairs.

Bell next reported on the commendations and recommendations NIC received from the Northwest Commission on Colleges and Universities resulting from our submission of the Year One Accreditation Report.

**REPORTS**

**College President**
Dr. Bell thanked the board for their approval of the FY12 budget and she recognized the efforts of budget managers and the college leadership and their work in evaluating the budget and ensuring students are served. Dr. Bell then stated that after some reflection on her career and her personal goals she had concluded it is time to retire. She announced that she would retire at the end of her contract June 30, 2012.
The trustees thanked Dr. Bell for her work in accomplishing everything she had over the past four years and expressed their pride in her achievements on behalf of the college.

**Board Chair**
Chair Armon took this opportunity to thank Dr. Bell for her work and stated that in his ten years as a trustee, he has never witnessed the level of synergy among the various constituencies and the administration that he sees now.

Armon next announced a scholarship fundraiser in June for the NIC Foundation.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Wood expressed her good wishes for Michelle Lippert winning the school board election in Post Falls.

Trustee Vieselmeyer expressed his confidence that Dr. Bell would leave the college fighting with the trustees on behalf of the college, employees and students.

College Attorney Marc Lyons commented that if time could be measured by accomplishments, then Dr. Bell has been with the college for 20 years.

Chair Armon adjourned the meeting at 7:50 p.m.

__________________________________  ______________________________
Board of Trustees Chair               Board of Trustees Secretary
Call to Order and Verification of Quorum
Board Chair Mic Armon called the meeting to order at 5:35 p.m. and verified that a quorum of the board was present.

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

Executive Session
Following the call to order, a motion was made by Trustee Howard, seconded by Trustee Vieselmeyer, to go into executive session under Idaho Code § 67-2345(c), to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Roll call vote was taken as follows:

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

At 8:30 p.m., a motion was made to return to open session by Trustee Wood. The motion, seconded by Trustee Meyer, carried unanimously. Chair Armon adjourned the meeting.

Board of Trustees Chair
Board of Trustees Secretary
SUBJECT
Parking Agreement with Coeur d’Alene Chamber of Commerce

BACKGROUND
The Coeur d’Alene Chamber has requested approval from North Idaho College to utilize the campus for parking during 4th of July events and charge a fee. The chamber will contract with Diamond Parking to manage parking and collect fees.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
Revenue realized from parking fees will be shared among the Coeur d’Alene Chamber, North Idaho College and Diamond Parking.

REQUESTED BOARD ACTION
Request the board consider a motion to approve the Coeur d’Alene Chamber’s request to utilize campus for parking during 4th of July events for a fee and share revenue with the Chamber and Diamond Parking.

Prepared by
Jay Lee, Vice President for Instruction
SUBJECT
First Reading: Americans with Disabilities Policy

BACKGROUND
An update to NIC policy related to disability law is required because of a change of NIC process pertaining to the Americans with Disabilities Act, 1990 (ADA), grievance procedures (prompted by a memo from the NIC attorneys dated 12/07/09) and updates in disability law/regulations taking effect over the last two to three years.

DISCUSSION
The new policy reflects the college’s practices over the past two years, and is broad and general enough to allow for changes in federal legal and legislative changes.

COMMITTEE ACTION
The attached policy has been reviewed and approved by the President’s Cabinet, the NIC attorney and the College Senate. The attached draft policy document is a result of the collective input of all groups involved.

FINANCIAL IMPACT
Costs of accommodations are variable and cannot be predetermined. No specific additional costs are known.

REQUESTED BOARD ACTION
As this is a first reading, no action is required at this time.

Prepared by
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Vice President for Student Services
Sharon Bullock, Director, CEA
Policy Narrative

The Administration of NIC will steward the process for providing accommodation to students and employees with disabilities.

To that end the Center for Educational Access (CEA) will initiate and facilitate accommodations for disabled students consistent with the requirements of the Americans with Disabilities Act (ADA), as amended, and other applicable state and federal law.

The procedures governing the provision of accommodations of disabled students, including appealing the denial of an accommodation request, will be established by the Vice President for Student Services, consistent with legal requirements and made available in the NIC Policy Manual and via the CEA page on the NIC website.

The procedures governing the provision of accommodations to employees, including appealing the denial of an accommodation request, will be established by the Director of Human Resources, consistent with legal requirements, and made available to employees in the NIC Policy Manual and on the Human Resource page on the NIC website.