August 19, 2011

Dear Trustees,

It’s that time of year and we’re picking up the pace and moving rapidly into what promises to be another great school year. We’ve had an active summer semester with classes and camps and, of course, all the infrastructure construction on the former mill site and River Road, but we’re now ready for fall semester to get underway. I have several items to tell you about from the past month, but first an update to our Strategic Plan.

**NIC Strategic Plan**
Theme III College Communications and Climate

**GOAL 1:** Improve organizational and inter-departmental communications

A. Conduct employee engagement survey in fall 2010 to provide employees with a meaningful opportunity to share insights, opinions and recommendations for improvement.

   **Status:** Completed
   An employee opinion survey was conducted in fall 2010. The survey responses were very successful in that we received approximately a 75% participation rate. All indicators showed improvement in all but one of the 70 areas that were measured. A follow-up survey is planned for spring 2012 as a way to continue the cycle of surveys every year to year and a half.

B. Maintain and promote the use of the virtual suggestion box to allow for identified and anonymous input from all employees.

   **Status:** Completed
   The virtual suggestion box is up and running and has been for the past two years. The virtual suggestion box is promoted throughout the HR website and is reviewed on a regular basis. Any recommendations or concerns are addressed with the division or department specific to the concerns. Any compliments are also communicated appropriately.

C. Provide workshops for professional development of managers and employees on interpersonal communications.

   **Status:** Completed
   Over the past three years, the human resources department has continually offered professional development for managers and supervisors. Additional employee development opportunities have been provided to individual employees through the use of Employee Day and the manager training to promote professional development among employees. Efforts continue to enhance the offerings provided to both managers and employees to enhance their professional element.

**GOAL 2:** Further develop opportunities for professional development

A. Support the continuation of the annual Employee Day.

   **Status:** Completed
   The employee development opportunity known as Employee Day has been offered for two years now. Upon evaluation of the comments and feedback provided by employees, it has been decided that this should be an ongoing event from year-to-year. For fiscal year 2012, Employee Day will be on the Tuesday following Presidents’ Day.
B. Explore options to create a formal professional development program for staff.

Status: Completed and ongoing
The Employee Day event is an outcome of developing ongoing opportunities for professional development. At the same time, additional opportunities have been evaluated for providing additional development for employees throughout the entire organization. A step forward has been to expand Human Resources by creating a position focused specifically on hiring and professional development. Throughout this current year, it is anticipated that this position will be clearly defined in its role of helping more employees achieve greater success through their professional development efforts.

C. Expand utilization and effectiveness of performance management tools to enhance opportunities and outcomes for employees.

Status: Completed with an ongoing project
For the past two years, efforts have been made to ensure 100% completion of all performance appraisals of all full-time and regular employees. Efforts have significantly improved over the past few years as have the results in performance evaluation completion. In fiscal year 2012, HR will continue to expand and broaden its efforts by implementing a new talent management system that will improve the quality of performance management and expand our ability to manage NIC’s talent.

D. Continue and expand offerings to provide comprehensive supervisor training program available for all managers and supervisors.

Status: Completed
Supervisory training has grown in offerings over the past four years. A comprehensive "NIC University" program will be launched in fall 2011 which incorporates all of the pieces of the supervisory training into a single comprehensive roadmap for professional development and certification.

GOAL 3: Attract and retain high quality employees

A. Evaluate current recruitment, hiring, on-boarding and retention strategies to ensure the best talent and human resources are available to the college.

Status: Completed
Ongoing evaluation of the college’s hiring processes has resulted in the expanded use of our online applicant tracking system which has enhanced the efficiency and effectiveness of our hiring processes. In addition, ongoing training of supervisors in hiring techniques has also improved the quality and outcome of the hiring processes. On boarding programs have also been expanded to ensure that employees receive the appropriate training to hit the ground running when they get into their positions. Although we have seen enormous success and improvement, these efforts will continue to be evaluated.

B. Create succession analysis and plan to evaluate current and future employment needs of the college.

Status: Ongoing
The implementation of the talent management program this fall will enable HR to evaluate the succession planning process for the college. Until the program is available to us, our current HR
information system does not have the capability to allow HR to manage succession planning activities. We anticipate that the software will allow us to implement an effective succession analysis so that an initial report may be available next fiscal year.

C. Evaluate and develop strategies and programs to improve total rewards offered to all employees

Status: Completed
Over the past two years, significant efforts have been made to revise and revamp the compensation program for staff within the realm of total rewards offered to employees. This fiscal year we were able to fully complete the implementation process of this compensation program to ensure that employees’ needs are met by structuring our staff compensation program to the appropriate market.

As part of the total rewards package offered to employees, efforts have been made over the past four years to strategically manage benefits offerings. As a result of these efforts, employees have a more valuable and robust package available to them through the proper use of the benefits offered and the comprehensive wellness program, at a cost that is about the same as it was to the employees for fiscal year 2007. As benefits have expanded, our costs have also been managed as we have been able to save over $1.5 million through strategic negotiations with carriers and the results of our comprehensive wellness program.

**Tobacco Free Campus Task Force**

NIC’s Tobacco Free College guideline was successfully implemented on July 1. This was a “soft” rollout with an emphasis on communicating the guideline to employees, creating signage and generally spreading the word in as many ways as possible. Guidelines from the American College Health Association (ACHA) for Tobacco-Free Colleges recommends that once a program is established, the college should develop and maintain a tobacco task force on campus and NIC has done just that. The charge to the task force is to identify and address needs and concerns related to tobacco guidelines, compliance, enforcement and cessation. The task force will also evaluate the program in December 2011 and again in June 2012. The task force, led by Linda Michal, dean of students, will have membership from all across campus that includes the following:

- ASNIC
- Student Health & Counseling
- Student Judiciary Affairs
- Facilities
- Communications & Marketing
- Faculty and staff constituent groups
- Residence Life
- Campus Safety/Security
- Human Resources

**Adult Basic Education Department Hosts Learning Disability Training**

The NIC Adult Basic Education team recently hosted (within Hedlund) three trainers and 28 students for week long session on dealing with learning disabilities. The three trainers were from Georgetown University and the students were ABE educators from Hawaii, California, Montana, Washington, and Idaho.

According to ABE Director, Rex Fairfield, the training session was very successful in a number of ways. First, all of the students successfully completed the course, and secondly, the trainers and the students left NIC very impressed by the campus and the services the NIC staff provided. The students appreciated the beauty of the campus (including their lake views from Emery’s), the quality of the food provided by Eddie Nelson and his staff, and the classroom technology.
Fall Enrollment and the Impact of New Guidelines

As the college prepares for the start of the fall 2011 semester, we are monitoring how our new practices related to the Admissions Deadline, Drop for Non-Payment, and Drop for Non-Attendance will impact our enrollment. Currently, it appears that NIC will again see a significant enrollment increase. From the perspective of the Office of Instruction, it again appears that we will offer more sections, provide more classroom seats, fill more seats, and maintain a high proficiency standard of filling our classes. What appears to be a continuation of our ever increasing enrollment trend is occurring at the same time that the college is adjusting key practices within several service areas. For the first time, NIC will institute an admissions deadline. After evaluating considerable research on the students that are admitted in the two weeks prior to a semester, and seeing the data that strongly reveal that those students struggle to succeed and rarely complete their educational programs, the college moved to establish a deadline similar to that being done in numerous institutions across the country.

After years of dropping students for failure to pay in the weeks prior to the start of the semester, NIC will, in fall 2011, change that approach and drop students for non-payment after the semester has begun. Under the previous practice, NIC staff and faculty would put in considerable hours to reenroll the 500 to 600 students that had been dropped. With the new practice, NIC staff and faculty will focus on informing enrolled students of the new payment requirements and deadlines and encourage students that are in our classes that the payment deadline is approaching.

The third change dealing with dropping students for non-attendance requires new processes for NIC staff and faculty. In the past, the college would incur considerable debt from cases where students received financial aid and didn’t attend classes. In an effort to avoid that debt, NIC will require the taking of attendance for every credit class during the first week of the semester. In cases where a student is registered for a class or classes, and that student fails to attend any class sessions during that first week, the student will be dropped from the class and will be denied financial aid. Financial Aid distribution will occur only after the college can verify that the student is attending class.

Long Range Visioning and Planning Update

The Executive Committee of the Long Range Visioning and Planning (LRVP) Steering Committee selected Robinson Research to conduct the surveys, focus groups and data collection for the committee. The Executive Committee considered proposals from two research firms from the region, both of whom had experience working with educational institutions. The proposal from Robinson Research included telephone surveys of citizens of Region 1 and business leaders, an internet survey of NIC students and alumni, focus groups of higher education employees, K-12 system employees, and NIC employees. Robinson will also conduct two focus groups of community organization leaders.

Robinson Research will begin their work for the committee immediately. Robinson Research CEO, Bill Robinson, will meet with the Executive Committee and the full committee over the next two to three months to further define their responsibilities and organize the survey instruments.

Harvard Study Program

In late July, Dr. Sheldon Nord joined 105 colleagues from 38 states and 23 countries at the Harvard University Institute for Educational Management (IEM) in Boston.

The IEM curriculum has the following objectives:
• To identify relevant issues for institutional leaders in higher education
• To provide opportunities for knowledgeable faculty members to present and exchange ideas with participants
• To foster peer-to-peer learning and networking through the sharing of ideas and experiences among participants

The ultimate goal is to increase the quality and effectiveness of higher education leaders and their institutions.

To accomplish this, the IEM curriculum includes four basic components:
1. Classes. Typically, there are three classes each day. Most are 90 minutes long. Each class focuses on a specific topic and the faculty members develop that topic during multiple class sessions.
2. Discussion Groups. A small discussion group meeting is scheduled each day. This gathering provides an opportunity to raise questions, share observations on specific assignments (past and future), and discuss topics of common interest and relevance.
3. Preparation Time. Since IEM is designed to be an intensive period for reflection and immersion in new material, considerable time is devoted to reading.
4. Free Time. Boston, Cambridge, and Harvard are exciting and interesting places, and unscheduled time allows for participants to explore the area.

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

Jul 23 CASA Fundraising Event
Jul 25 Meeting of City of Coeur d’Alene Public Works Committee on the mitigation plan for trees on Rosenberry Drive
CASA Board meeting
Jul 27-30 Mt. States Association of Community Colleges summer meeting – Provo, Utah
Aug 2 Jobs Plus Board meeting
NIC television show run through
Aug 3 Lunch with Tami Haft, winner of “Lunch with the President” drawing
Record the NIC television show
Accepted a scholarship donation to the NIC Foundation from the Forty & Eight Post Falls Voiture Local 1612
Coeur d’Alene Rotary cruise on Lake Coeur d’Alene
Aug 4 President’s Cabinet retreat at Scharelant
Aug 5 CASA board meeting
Women in Higher Education Round Table meeting and luncheon
Aug 8  Planned Unit Development meeting with Jon Mueller

Aug 9  NIC featured during the Coeur d'Alene Chamber Upbeat Breakfast and I was the featured speaker.

Aug 11 Opera Coeur d'Alene Development Committee meeting
     CASA Committee meeting
     Coeur d'Alene Summer Theater's production of Sound of Music

Aug 12 CASA Special Board meeting
     Rotary

Aug 15 New Employee Orientation

Aug 16 All Employee meeting

Aug 17 Physical Education, Dance, and Resort Recreation Management Division meeting
     CASA Executive Committee meeting

Aug 18 Coeur d'Alene Chamber Public Policy Committee meeting
     Faculty Assembly ice cream social
     Meeting with a prospective CASA board member
     Opera Coeur d'Alene Board meeting

Aug 19 Rotary

Upcoming meetings and events:

Aug 22 Participating in Campus Ambassador Program to assist students on their first day of school
     Idaho Community Foundation focus group
     CASA Board meeting

Aug 23 Visit with Tony Fernandez and Carmen Simone, new provost for Lewis-Clark State College

Aug 24 Day of welcome picnic for students

Aug 26 Discuss Center for Higher Education with Presidents Duane Nellis and Tony Fernandez
     Rotary

Aug 29 Meeting with ASNIC President Chloe VanZandt

Aug 30-Sep 5 Vacation
<table>
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| Sep 6    | Jobs Plus Board meeting  
Lunch with Christine Johnson, chancellor for Community Colleges of Spokane  
Record September *NIC Today* TV Show |
| Sep 7-9  | CASA/Guardian Ad-Litem meeting for board presidents in Pocatello |
| Sep 13   | Presidents’ Council video conference |
| Sep 15   | Foundation Executive Committee meeting  
Opera Coeur d’Alene event at Bistro on Spruce |
| Sep 16   | Address North Idaho Real Health Consortium of regional hospital CEOs |
| Sep 17   | Men’s and women’s soccer vs. University of Idaho Club |
| Sep 20   | Education Corridor monthly meeting with the city |
| Sep 21   | Meeting with ASNIC President Chloe Van Zandt |
| Sep 22   | CASA Volunteer Recognition Reception |
| Sep 23   | Rolly Williams Golf Tournament  
President Tony Fernandez investiture ceremony in Lewiston |
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 p.m.
CALL TO ORDER
Verification of Quorum

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

5 p.m.
PLANNED UNIT DEVELOPMENT WORKSHOP

6 p.m.
CONVENE BOARD MEETING
Pledge of Allegiance
Verification of Quorum/Introduction of Guests
Minutes Review/Approval
Public Comment
Celebrating Success: Workforce Training Center

CONSTITUENT REPORTS
ASNIC
Staff Assembly
Faculty Assembly
Senate

OLD BUSINESS
Tab 3: ACTION: Planned Unit Development
Tab 4: ACTION: Monument Sign
Tab 5: ACTION: Annexation of Prairie Property
Tab 6: ACTION: President’s Contract for FY11-12
ACTION: Reopen FY 2011-12 Budget

NEW BUSINESS
Tab 7: ACTION: Senior Tuition Waiver Proposal
Tab 8: ACTION: Purchase of Property from NIC Foundation
Tab 9: Official Summer Enrollment

INFORMATION ITEMS
KTEC
Education Corridor
Update on Rosenberry Drive/Dike Road

REPORTS
College President
Board Chair

REMARKS FOR THE GOOD OF THE ORDER

ADJOURN
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 4:15 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
          Christie Wood

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
          Christie Wood aye

At 5:55 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 Wood and seconded by Trustee Howard to approve the minutes of the meeting held May 25, 2011 and the minutes of the executive session held June 14, 2011. The motion carried unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Steve Ruppel, director of Information Technology Services for North Idaho College introduced IT User Services Manager Steve Smith who reviewed the process over the past several years to bring classroom instruction technology standards up to date. Smith introduced members of the IT team that worked on the project who discussed their individual responsibilities within the project.

OLD BUSINESS
None

NEW BUSINESS
Parking Agreement with Coeur d’Alene Chamber of Commerce
Vice President Jay Lee introduced a request from the Coeur d’Alene Chamber to partner with the college and Diamond Parking Services. The request consists of the college provide parking spaces on campus on the fourth of July for a fee which would be divided between the college, the chamber and Diamond Parking.
Dr. Bell reported that the college administration would honor safety concerns expressed by both the Coeur d’Alene Police Department and the city and not enter into any agreement this year, and would explore other avenues for creating revenue for the college by utilizing other existing college resources.

Revised College Policy #5.13 – Disabilities
Vice President Sheldon Nord and Sharon Bullock, director for the Center for Educational Access reviewed revisions to the college’s existing policy for providing accommodations to students and employees with disabilities and resolving grievances for those denied accommodations.

Trustee Meyer moved to approve revised policy #5.13. The motion, seconded by Trustee Wood, carried unanimously.

Review of President’s Contract
Chairman Armon stated that the president’s contract was still under review and the board would revisit this topic at its next regular meeting.

INFORMATION ITEMS
Kootenai Technical Education Campus (KTEC)
VP Jay Lee reported that the June meeting of the KTEC governing board had been cancelled, but he knew that annexation was moving forward. He also reported that he and Trustee Howard had met earlier in the month with Jerry Keane to discuss concerns about NIC’s role on the governing board.

Education Corridor
Chair Armon reported that construction is ongoing and he stated the first phase on River Road should be completed by August 18 and the second phase, which includes Hubbard and College should be completed in October.

He read a letter of congratulations and thanks from a community member about the board’s decision to move ahead with the expansion of the NIC campus.

Trustee Howard asked about the plans for the unimproved lots on the property once the infrastructure project is in place. Vice President Dorn and Dr. Bell responded that ideas and plans for the property were included the ongoing Planned Unit Development discussions.

REPORTS
College President
Dr. Bell reported that the Long Range Visioning and Planning Steering Committee had been formed with Patty Shea and Joe Morris selected as co-chairs. She let the board
know that the process would be completed in December and presented to the board for their approval in January 2012.

Dr. Bell next announced that NIC would be the featured program for the Coeur d’Alene Chamber’s August Upbeat Breakfast and she would be the keynote speaker.

She finished her report by announcing that Vice President John Martin would be retiring from NIC in December. She thanked him for his service and expressed her admiration for him and his contributions to the college.

*Board Chair*
Chair Armon had no report.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Wood commented on the new bike rack built for the police department by NIC Welding students.

Trustee Meyer confirmed some upcoming events for trustee calendars.

Chair Armon adjourned the meeting at 6:50 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 3:15 p.m. and verified that a quorum of the board was present.

Attendance

Trustees: Mic Armon
           Ron Vieselmeyer
           Judy Meyer
           Ken Howard

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 stated that the agenda, as posted, would need to be amended to add two items that had been brought to the board’s attention since the meeting agenda was originally posted. The first being a discussion of the monument sign design proposed for the mill site and second, a recent directive received from the Army Corp of Engineers.

Trustee Meyer made a motion to amend the meeting agenda to add the two items, as presented. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

Monument Sign for Entrance to Education Corridor

Dr. Bell distributed two proposed designs for the monument sign for the entrance to the expanded campus at Northwest Boulevard and Hubbard Road. One design shows the name of North Idaho College only and the other design shows North Idaho College prominently with the names of the partner institutions also shown, but less prominently. She informed the trustees that the proposed costs are approximately $80,000 and she also informed them that University of Idaho and Lewis Clark State College have no financial stake in the sign. She stated that she spoke with President Fernandez of LCSC who commented that he had always felt LCSC would have a presence on the sign, and Dr. Bell stated that it was that comment that led to her request for the second design that displays the names of both institutions. She added that this particular design had not yet been shared with either institution, but that a selection needed to be made soon in order to have the sign added to the contractor’s scope of work.

Trustee Howard stated that if the other institutions want to be named on the sign, then NIC should offer them that opportunity, and they should help pay for the sign.

At 3:25 p.m. Trustee Christie Wood arrived.
The board then directed Dr. Bell to take the design concept, showing all three institutions, to the LCSC and UI and ask them each for a specific dollar amount to help pay for their portion of the sign.

Some discussion took place about the potential of having a monument sign at both corners of the intersection rather than just the northwest corner. Dr. Bell and VP Dorn will ask Mueller to provide a more firm price for two signs.

**Army Corps of Engineers**

Dr. Bell asked VP Dorn to inform the board about the nature of a recent directive from the Army Corp of Engineers. VP Dorn provided the board some background on the Corp’s directive about the need to remove trees along the dike road over the next two years in order to maintain its structural integrity. He added that permits would be required by the college before any improvements to existing structures could be made or new structures added near the dike road including areas of NIC’s beach. He added that he has a meeting with the city on July 15 to discuss and review the various requirements of the directive.

**Statewide Allocation of Maintenance of Effort Funds**

Dr. Bell reported that yesterday she and VP Dorn participated in a conference call with the State Board of Education’s Business Affairs and Human Resources Committee. The discussion focused on the one time allocation of maintenance of effort funds made available due to revenue that came in over projections. North Idaho College’s allocation will be approximately $1.8 million for specifically funding costs related to the college’s exponential enrollment growth. She added that the College of Southern Idaho had been allocated $667,700 and College of Western Idaho was allocated approximately $5 million. The award of funds is retroactive to June 30, 2011 and the three institutions have special permission to spend the funds in FY12. Dr. Bell added that the administration will present the board with a budget amendment and a proposal for the expenditure of these one-time funds.

**Joint Meeting of Idaho Community College Board Chairs**

Chair Armon informed the board that during a recent meeting of administration and board members from the three Idaho community colleges with Idaho Counties Risk Management Program (ICRMP), it was determined that a joint meeting of the three board chairs should be scheduled. The meeting is set for July 14 and Jerry Gee will facilitate.

Chair Armon reported that one topic of discussion would be CWI’s need for funds and their potential to ask the state to include them in the current state funding allocation with NIC and CSI which could negatively impact NIC. He added that CWI’s taxing base is currently capped at $13 per $100,000. Chair Armon went on to say that he feels the three community colleges should approach the state with one voice and ask the state to increase the total amount of funds distributed to the colleges to lessen the impact of adding CWI to the allocation formula. A discussion took place about ideas for Chair Armon to share with the other two board chairs on the topic of the distribution of state funding.

Some discussion was had about the college’s position on requirements for out of county fees and a separate discussion took place about possible legislation allowing guns on college campuses and the need for these topics to be discussed during the joint board chair meeting.

The board continued with discussion on the importance of commonality of reporting or the commonality of definitions in data and financial reporting among the three community colleges. This topic will be discussed during the joint board chair meeting.
Chair Armon next stated that Senator Henderson was planning to bring back the sub-districting bill he proposed last session. A discussion ensued about the impact of this legislation on Kootenai County and NIC after which it was determined NIC would agree to this legislation if NIC’s district became comprised of multi-county taxing entities.

At 4:55 p.m. Chair Armon adjourned the meeting.

**Executive Session**
A motion was made by Trustee Wood, seconded by Trustee Meyer, to go into executive session under Idaho Code Section 67-2345(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; 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; and 67-2345(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
- Christie Wood aye

At 6:40 p.m., a motion was made to return to open session by Trustee Howard. The motion, seconded by Trustee Meyer, carried unanimously. Chair Armon adjourned the meeting.

_________________________  ___________________________
Board of Trustees Chair      Board of Trustees Secretary
SUBJECT
Preliminary Planned Unit Development (PUD) and Zone Change Submittal as prepared by Landmark/Architects West

BACKGROUND:
Pursuant to the terms of the annexation agreement with the City of Coeur d’Alene dated August 3, 2010, for the recently purchased property known as the “Education Corridor,” Landmark Landscape Architects, a division of Architects West, has prepared the necessary documents in accordance with the requirements of city ordinances. Landmark has worked under the direction of North Idaho College staff and has met on a monthly basis with them since May of this year in pursuit of this action.

DISCUSSION
Approval by the NIC Board of Trustees begins the formal process with the city and assures a hearing date with the Planning & Zoning Commission in October of this year. The city’s final approval of the PUD will set the stage for the development of the property by confirming a broad vision for the land, providing assurance to the Fort Grounds Homeowners Association, and establishing a development framework in partnership with the city.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
It is requested that the board consider a motion to approve the general contents of the submittal, as presented, directing Landmark Landscape Architects to provide all necessary information to the City of Coeur d’Alene for a “Complete” submittal by September 1, 2011.

Prepared by
Ron Dorn
Vice President for Resource Management
SUBJECT
North Idaho College Monument Sign

BACKGROUND
Since acquisition and development of the mill site property as a part of the Education Corridor project, the college has desired a formal main entrance to the campus at the new intersection of Hubbard Avenue and Northwest Boulevard. A monument sign would serve to recognize the entrance to the campus, as well as the concept of combining NIC’s current campus and our new north campus with education partners Lewis Clark State College and the University of Idaho.

DISCUSSION
North Idaho College has contracted with Landmark Landscape Architects to develop concept designs for the college administration to review. These designs have been reviewed by the college administration, and the one being presented as a part of this motion has been deemed most appropriate to represent the college and the Center for Higher Education concept at the new designated main entrance.

COMMITTEE ACTION
None

FINANCIAL IMPACT
The cost of the proposed monument sign design and construction is estimated not to exceed $160,000. The college proposes to pay for the sign from the Capital Investment Reserve.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to approve the monument sign design, location and cost, as presented.

Prepared by
Ron Dorn
Vice President for Resource Management
SUBJECT
Agreement to annex prairie property presented to the city of Rathdrum for the Kootenai Technical Education Campus (KTEC), as revised on 8-15-11.

BACKGROUND
In December of 2009, the North Idaho College purchased, from the Meyer family, 40 acres south of Lancaster Road on the Rathdrum Prairie. The anticipated use of this property is for NIC Trades and Industry programs, as well as education in coordination with high schools and area manufacturers. These plans have been discussed in previous board meetings.

DISCUSSION
The Rathdrum City Council approved the draft Annexation Agreements on August 9, 2011 for North Idaho College, KTEC, Lakeland, and Meyer on their consent calendar with the caveat that some minor administrative changes could be made up to the date of signing. The Annexation Ordinance is scheduled for the August 16 City Council Meeting. Following that meeting, we will have 30 days to complete and record the agreement, grants of right-of-way, and the Ordinance. Additionally, on July 12 the Rathdrum City Council approved our request to waive the annexation fee. Although the Agreement is awaiting finalization, the substantial issues have been resolved.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
North Idaho College will not incur an immediate financial obligation because of the annexation, but will incur costs related to infrastructure development when the college chooses to develop the property.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept, as currently amended, the proposed (KTEC) prairie property Annexation Agreement with the city of Rathdrum and to authorize the president and board chair to sign the Agreement on behalf of the college.

Prepared by
Ron Dorn
Vice President for Resource Management
SUBJECT
Review of President’s Contract

BACKGROUND
The North Idaho College President is hired by the board of trustees and, consistent with past practice, the president’s contract is reviewed annually.

DISCUSSION
The president’s contract is a two-year contract, but is reviewed annually. Thus, the discussion relates to whether the board will make any revisions to the current contract which expires the end of fiscal year 2011-12.

COMMITTEE ACTION
No committee action is necessary.

FINANCIAL IMPACT
The financial impact is consistent with the president’s contract from the prior year, and any changes agreed to by the board.

REQUESTED BOARD ACTION
The board is requested to consider a motion revising the contract and, if such revision is agreed, to authorize the board chair to execute a revised contract on behalf of the board of trustees and North Idaho College.

Prepared by
Marc A. Lyons, College Attorney
SUBJECT
Update Senior Tuition Waiver

BACKGROUND
NIC currently offers a senior tuition waiver to students 60 years of age and older. The senior tuition rate is $25 per class plus $5 per credit. Class fees are paid in addition to this waiver amount. Our current rates are comparable to other local two year and four year institutions. NIC’s head count for senior tuition waivers was 132 students for all 2010 and 170 students for spring 2011. During fall semester, the total credit count for senior waivers was 414 credits with a full-time equivalent student count of 27.6.

DISCUSSION
In light of this background, Vice President Dorn headed up a task force to review senior tuition waivers. The senior tuition waiver was designed to target local seniors taking on-campus personal enrichment classes. With our increased enrollment, it is not uncommon to turn away students for lack of seats. For fall of 2011, we had 34 degree seeking seniors with tuition waivers, with 12 of those students taking a seat in a limited enrollment professional-technical program. In addition, degree-seeking seniors are eligible for full financial aid awards, if they qualify.

The task force presents the following recommendations for the board’s consideration. We support continuation of the current senior waiver tuition rate of $25 per class and $5 per credit, as well as the current eligibility age of 60 and over. The task force recommends changing the senior tuition waiver to be designated only for Idaho residents. In addition, the task force recommends that the waiver be offered only to non-degree seeking students, with a “grandfather clause” for current degree-seeking seniors as long as they continue their current major. Lastly, the task force recommends that senior tuition waivers be reviewed annually with other tuition rate changes.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
Thirty four degree-seeking students taking six credits each would generate $23,630 in additional revenue; the same 34 students would generate $46,988, if full-time (12-16 credits).

REQUESTED BOARD ACTION
It is recommended that the board consider a motion accepting the recommendations for changes to the senior tuition waiver effective spring semester 2012.

Prepared by
Ron Dorn
Vice President for Resource Management
SUBJECT
Complete purchase of Workforce Training Center property (525 S Clearwater, Post Falls, Idaho) and Robin Hood Campground property (Parcel 1: Lots 9, 10, 11, block 1, Taylor’s Park Addition and Parcel 2: all that part of lot 14, of the Fort Sherman Military Reserve now abandoned).

BACKGROUND
North Idaho College and the NIC Foundation have a strong interest in long-range planning of capital facilities for the college. North Idaho College has been leasing both the Robin Hood Campground property and the Workforce Training Center property from the North Idaho College Foundation. North Idaho College is in a position to acquire both properties from the foundation. Funds are available and acquisition of both properties will provide additional flexibility to the college to use each property.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
The purchase of the Robin Hood Campground will result in a reduction in the college’s annual rent payments by $81,300 beginning in FY2013 and a reduction in the college’s Capital Investment Reserve for FY2012 of $211,004.51.

The purchase of the Workforce Training Center property will result in a reduction in the college’s annual rent payments by $164,137.50 beginning in FY2013 and a reduction in the college’s Capital Investment Reserve for FY2012 of $442,872.84.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to complete the purchase of both the Robin Hood Campground property in Coeur d’Alene, Idaho, and the Workforce Training Center property in Post Falls by authorizing the administration to use the necessary funds from the Capital Investment Reserve.

Prepared by
Ron Dorn
Vice President for Resource Management
SUBJECT
Summer enrollment numbers for credit-bearing classes

BACKGROUND
The attached report provides summer 2011 and historical enrollment data to the board. This summer’s numbers represented a 23% increase in headcount and 26% increase in full-time equivalency (FTE) over summer 2010. Since 2007, summer headcount has increased 125% and full-time equivalency is up 146%.

DISCUSSION
This situation allows NIC staff to prepare for next summer and the possibilities of an ever-increasing summer population. Instruction will base next year’s summer schedule on patterns established this year.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
No action is necessary at this time.

Prepared by
Tami Haft, Registrar and Director of Admissions
Sheldon Nord, Vice President for Student Services
## Summer Enrollment Comparisons

### PTE Limited Enrollment Programs

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<td>84</td>
<td>116</td>
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<td>Credits</td>
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<td>441</td>
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<td>571</td>
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<tr>
<td>Full-Time Equivalency</td>
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<td>80</td>
<td>95</td>
<td>86</td>
<td>23%</td>
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### Transfer and PTE Open Enrollment Programs

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<td>944</td>
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<td>1772</td>
<td>158%</td>
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### TOTAL

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<td>804</td>
<td>1024</td>
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<td>1858</td>
<td>146%</td>
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</tbody>
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Prepared by: Tami L. Haft, Director of Admissions & Registrar
Date: 06/17/11