Dear Trustees,

Fall has arrived in our community and especially here at the college. The pace has been intense, but we’re all excited by the activity generated with the return of the school year. I have several things to report to you from the past month along with the monthly update to the strategic plan.

NIC Strategic Plan
Theme IV Finance and Funding

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

1. Actively support special initiatives for priority needs
   - A campaign feasibility study was conducted spring 2011 to test the potential for financial support for three key capital projects as well as scholarship and endowment support. The college is utilizing the feedback provided through that study in their long range visioning and planning process currently underway.

2. Expand the annual giving campaign to build broader base of support for greatest needs as well as specific college needs. 2010-11 highlights include:
   - Foundation/Department successfully raised $10,000 to qualify for American Indian Education Foundation matching grant gift.
   - Total net cash gifts received FY11 $2.2 million, of which $1.2 million from planned giving efforts.
   - FY11 “non-cash” gifts received for college departments and Foundation increased from $133K FY10 to $325K FY11.
   - Growth in donors from 533 FY10 to 603 FY11.
   - Foundation provided a record $547,073 to a record 640 NIC students FY11 for scholarships which included credit, non-credit, and dual credit students.
   - Really BIG Raffle a success in light of struggling economic conditions.
   - Greater focus by Foundation Board on unrestricted fundraising. Goal exceeded.
   - Foundation investment strategy results FY11 of 22.45% net growth, resulting in a greater source of revenue for NIC needs in future years.
   - Alumni Association implemented a new student driven Phone-A-Thon fall 2010 and spring 2011. Over 4,500 calls made by an average of nine students over 11 days in fall and spring combined, with nearly 100 donors.
   - Participation in internal annual campaign reached a record 54%.

Goal 2: Pursue opportunities for alternative funding sources.

1. Increase targeted requests for grant sources such as: Title III, Part A-Strengthening Institutions; TRIO (SSS, EOC, Talent Search); NSF Programs (ATE, CCLI, STEP, S-STEM, etc.); other federal and private grants.

September 23, 2011
• In FY11, NIC implemented a more aggressive grant seeking strategy and applied for nearly $7 million in grants, including the statewide Department of Labor request for Trade Adjustment funds in collaboration with state-wide partners. The funding announcement for this grant is anticipated in late September 2011. Grants funded totaled nearly $1.4 million and grants pending into FY12 total $2.3 million. FY10 to FY11, total new grants “applied for” increased over 50% (from $3.2M to $6.6M) and total new grants “funded” increased 50% (from $704K to nearly $1.4M).

2. Increase campus involvement in grants development.

• The hiring of a new grants coordinator position in March 2011, along with a more strategic grant seeking process, college wide, is being implemented to enhance participation and success. The grants office continues to aggressively seek funding opportunities for important college needs.

Other events happening on campus:

NIC Adjusts (again) to Increased Enrollment
In spite of the very significant changes in the way the college dealt with admissions, student payment of tuition and new attendance requirements, North Idaho College again found ways to accommodate another semester of record-setting enrollment. Kudos to the Registrar’s Office, the Business Office and all the student services personnel who found ways to successfully adapt to the numerous changes made in our enrollment processes.

The division chairs and faculty found ways to accommodate increased enrollment through additional sections of classes and expansion of enrollment in those sections. Since fall 2008, Instruction has added 387 additional class sections (34% increase), 8,624 additional seats in those classes (35.8% increase) and 24 additional evening classes (20% increase). Several new sections were added to the Friday and Saturday schedules and the inventory of internet offerings continues to grow.

HREI to Offer Constitution Day Program
The Human Rights Education Institute hosted a Constitution Day program on September 14 in Molstead Library’s Todd Hall. The program focused on 1st Amendment issues and featured four panelists discussing the different freedoms associated with the 1st Amendment.

Complete College America
NIC has joined the Idaho contingent that will be attending the Alliance of States Annual Convention and Fall Completion Academy held in Austin, Texas in October. Vice President Jay Lee will join Idaho State Board Regent Ken Edmunds, University of Idaho Provost Doug Baker, and State Board Chief Academic Officer Selena Grace as part of the Idaho team. The purpose of the academy is to help states develop plans that will allow them to be successful in reaching the Obama Administration goal of a sixty per cent increase in college graduates by the year 2020.

Final Thoughts on the First Two Weeks of the Semester
The first two weeks of the fall 2011 semester proved to be very eventful and active. With the new admissions deadline, the new rules related to drop for nonpayment and new U.S. Department of Education requirements for proof of attendance prior to the awarding of financial
aid, several units of the college experienced significant stress. The Office of Instruction took on some of the responsibility for assuring that the new standards were met and in doing so, they asked a great deal from faculty and staff. While continuing to meet the requirements of the new standards, they will hold a series of debriefings to improve the processes.

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

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

Aug 29  Meeting with ASNIC President Chloe Van Zandt

Aug 30-Sep 5  Vacation

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 12  Conference call with Idaho community college presidents and board chairs to discuss statewide issues

Sep 13  Presidents’ Council meeting and meeting with Governor Otter in Boise

Sep 15  Forest Tour sponsored by Idaho Forestry Products Commission
        Opera Coeur d’Alene fundraising event at Bistro on Spruce

Sep 16  Forest Tour sponsored by Idaho Forestry Products Commission
        Address North Idaho Real Health Consortium of regional hospital CEOs

Sep 17  Men’s and women’s soccer vs. University of Idaho Club

Sep 19  Accept donations from US Bank and from Kootenai Charities
        CASA Executive Committee meeting
        Opera Coeur d’Alene backstage event in Boswell Hall

Sep 20  Attend Lake City Development Corporation Finance Committee meeting
        Education Corridor monthly meeting with the city

Sep 22  Frontier Communications Business Leaders Luncheon
        Kootenai County Task Force on Human Relations Event honoring Idaho Public Television
Sep 23  Meeting with CASA Executive Director
         Rolly Williams Golf Tournament

Upcoming meetings and events:

Sep 24  Post Falls Chamber Gala

Sep 25  Susan G. Komen Race for the Cure with Cardinals Against Cancer Team
         Opera Coeur d’Alene’s production of Faust

Sep 26  Meeting with ASNIC President Chloe Van Zandt
         Meeting with Constituent Leaders
         Foundation Executive Committee meeting
         CASA Board meeting

Sep 27  Booster Club Luncheon – coach’s showcase

Sep 28  Discuss Foundation annual campaign with Executive Director Rayelle Anderson
         Meet with VP for Student Services Sheldon Nord and ASNIC President Chloe Van Zandt

Sep 29  NIC Board and NIC Foundation social

Sep 30  Che’nshish 2011 Scholarship Golf Scramble at Circling Raven Golf Club

October 1  Volleyball versus College of Southern Idaho

Oct 3   Interview candidate for Vice President for Community Relations and Marketing

Oct 4   Presidents’ Council meeting and Presentation to Permanent Building Fund Advisory Council – Boise

Oct 5   Interview candidate for Vice President for Community Relations and Marketing
         Lunch with Jeffrey Bell of Gallatin Affairs

Oct 6   Interview candidate for Vice President for Community Relations and Marketing
         Record October NIC Today Television show

Oct 7   Rotary
         Men’s and women’s soccer versus Wyoming College

Oct 8   Volleyball versus of Utah State University Eastern

Oct 9   Men’s and women’s soccer versus Gonzaga University Club

Oct 11-16   ACCT Annual Leadership Congress – Dallas, Texas
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<tr>
<td>Oct 17</td>
<td>Monthly meeting with ASNIC President Chloe Van Zandt</td>
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<td>Oct 18</td>
<td>Coeur d'Alene Chamber Centennial Luncheon</td>
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<td>Education Corridor monthly meeting with the city</td>
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<td>Oct 19</td>
<td>Opera Fundraiser at Beverly’s</td>
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<td>Oct 20</td>
<td>State Board of Education Meeting in Lewiston</td>
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<td>Annual conference call for the American Council on Education’s Office of Women in Higher Education</td>
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<tr>
<td>Oct 21</td>
<td>Rotary</td>
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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

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

4:30-5:30 p.m. Lake Coeur d’Alene Room
CAPITAL PROJECTS WORKSHOP
Priscilla Bell

5:30-6:00 p.m.
SOCIAL WITH STUDENT LEADERSHIP

6:00 p.m.
CONVENE BOARD MEETING
Pledge of Allegiance
Verification of Quorum/Introduction of Guests
Minutes Review/Approval
Public Comment

CONSTITUENT REPORTS
ASNIC
Chloe Van Zandt
Staff Assembly
Erin Norvell
Faculty Assembly
Kathie O’Brien
Senate
Joe Jacoby

OLD BUSINESS
Tab 3: Amendment to FY12 Budget
Ron Dorn

NEW BUSINESS
Tab 4: Official Fall Enrollment Report
Sheldon Nord

INFORMATION ITEMS
KTEC
Jay Lee
Education Corridor
Mic Armon
Update on Rosenberry Drive/Dike Road
Ron Dorn
Tab 5: NIC Foundation Report
Rayelle Anderson
REPRESENTS
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
October 26, 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
Christie Wood
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 Wood, to go into executive session under Idaho Code § 67-2345(a), (b), (c) and (f) for the purpose of considering hiring a public officer, employee, staff member or individual agent, 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
Judy Meyer aye
Ron Vieselmeyer aye

Trustee Ken Howard arrived at 4:10 p.m. At 5:10 p.m. motion was made to return to open session by Trustee Meyer, seconded by Trustee Howard. Chair Armon recessed the meeting to reconvene in the Driftwood Bay Room.

PLANNED UNIT DEVELOPMENT WORKSHOP
Chair Armon opened the workshop. Vice President Ron Dorn introduced Jon Mueller from Landmark Landscape Architects. Mr. Mueller presented a proposed Planned Unit Development and Zone Change submittal prepared for 11 parcels comprising nearly 18 acres on the former mill site. He explained the process through which the PUD and zone change would be submitted to the city. Following a discussion, the board directed Mueller to include, in the proposal narrative, a list of the possible structures that the board may consider for the lots, rather than adding specific labels or identifiers to the structures shown in the submittal.
RECALL TO ORDER AND VERIFICATION OF QUORUM
Chair Armon recalled the meeting to order at 6:10 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
              Marc Lyons, Attorney for North Idaho College
              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.

Chair Armon asked for a motion to amend the agenda to add an item under Old Business to reopen the FY12 budget. The motion, made by Trustee Howard and seconded by Trustee Vieselmeyer, carried with four in favor. Trustee Wood opposed the motion.

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

Motion was made by Trustee Wood and seconded by Trustee Vieselmeyer to approve the minutes of the meeting held June 22, 2011 and the minutes of the special meeting held July 12, 2011. The motion carried unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Mike Mires, dean of Professional Technical and Workforce Education and Marie Price, director of Workforce and Community Education reviewed activities and explained the business model for the Workforce Training Center. They highlighted the various successes experienced over the past few years and informed the trustees that this year the center achieved self-sufficiency, for the first time, with a net gain of nearly $30,000.
CONSITIUTENT REPORTS

ASNIC
ASNIC President Chloe Van Zandt reported on activities in which she and some of the ASNIC board members participated over the summer and announced that fall elections would be held soon.

Staff Assembly
Chair Erin Norvell reported on the success of the annual picnic held in July. She reported that during their first meeting on August 11, the assembly had reviewed their constitution and passed a motion regarding changes in membership.

Faculty Assembly
Chair Kathie O’Brien reported that faculty had worked hard over the summer in preparation for fall classes and she informed the board that faculty had been busy during the first week of classes ensuring students knew about the non-attendance and nonpayment policies and other matters. She announced that the assembly’s first meeting was scheduled for September 8.

Senate
Past Chair Erin Norvell reported in place of Chair Joe Jacoby. She informed the board that during their first meeting on August 18, the tenure procedure was reviewed and discussed; specifically dates by which the Tenure Committee would be required to have their recommendations to the VPI and president for review prior to going to the board.

OLD BUSINESS

Planned Unit Development
Vice President Ron Dorn discussed the proposed PUD, as presented and discussed during the workshop earlier in the evening. He asked the board to consider a motion to approve the PUD with the changes discussed during the workshop. Trustee Meyer asked Dr. Bell to provide the board with copies of the narrative that will accompany the PUD presented to the city.

Trustee Wood moved to approve the general contents of the submittal, with changes made, directing Landmark Landscape Architects to provide all necessary information to the city of Coeur d'Alene for a complete submittal by September 1, 2011. The motion, seconded by Trustee Meyer, carried unanimously.

Monument Sign
VP Dorn reintroduced Jon Mueller who presented a design concept for the monument signs proposed for the new entrance to the college at the intersection of Northwest Boulevard and Hubbard Avenue. He stated that the estimated cost for the two signs is $160,000. There was some discussion about the ownership of the existing Burlington Northern Sante Fe Railroad property as well as timelines for completing the project and the manner in which the institution is identified on the signs.

Dr. Bell informed the board that University of Idaho and Lewis-Clark State College are interested in being identified on the signs and she will provide the board with mocked up versions of the designs once these institutions’ logos have been added.
Trustee Wood expressed concerns about the cost estimates and stated she felt more discussion should be had to ensure the board was in agreement.

Trustee Howard moved to approve the proposed monument design and construction as estimated at $160,000 for the purposes of moving forward with design, cost estimation and preparation. The motion, seconded by Trustee Vieselmeyer, passed with the voting as follows:

- Trustee Armon: aye
- Trustee Howard: aye
- Trustee Meyer: nay
- Trustee Vieselmeyer: aye
- Trustee Wood: nay

**Annexation of Prairie Property**

VP Dorn reviewed specifics about the agreement between the college and the city of Rathdrum to annex the college’s property into the city. There was some discussion about the point at which the college would incur costs associated with infrastructure. College Attorney Marc Lyons explained that the agreement provides that until the college begins development on its property, it will not incur costs associated with infrastructure.

Trustee Vieselmeyer moved to accept, as currently amended, the proposed 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. The motion, seconded by Trustee Wood, carried unanimously.

**President’s Contract for FY11-12**

Marc Lyons presented the president’s contract for the board’s annual review. He explained that the board has the option to revise the contract during this review. Trustee Wood thanked Dr. Bell for her hard work over the past year and during her entire tenure at the college.

Trustee Wood made a motion to revise the president’s contract to increase her base salary by 3%, and to add $3,500 to her supplemental retirement account. The motion, seconded by Trustee Meyer, carried unanimously.

Dr. Bell thanked the board for their trust in her and for approving her contract.

**Reopen FY12 Budget**

Chair Armon stated that this item was added by an amendment to the agenda.

Trustee Howard made a motion to reconsider the motion passed during the May 25, 2011 meeting, adopting the FY12 budget, as presented by the administration, and reopening the
FY12 budget for the purposes of discussing an amendment to it to eliminate the 2% property tax assessment. The motion, seconded by Trustee Vielselmeyer, passed with voting as follows:

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<td>Chair Armon</td>
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<td>Trustee Vielselmeyer</td>
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Trustee Howard expressed concerns about the rate of unemployment in Kootenai County. He stated that because the college had recently been given $1.8 million dollars from the state that he felt the 2% property tax assessment adopted by the board in May could now be eliminated to allow county property tax payers relief for the coming year. He continued to say that the board could later recapture unused taxes and he then made a motion for the board to vote to not take the 2% property tax this year.

Trustee Vielselmeyer seconded Trustee Howard’s motion, agreeing that the board had the opportunity to provide some relief to tax payors.

Trustee Wood commented that the board assessed the needs of the college and the community through a thorough budget planning process before approving the budget. She stated the $1.8 million is one-time money and doesn’t begin to make up the difference from what the college has lost in state funding. She continued to state that the loss of the revenue generated by property tax would come directly from the college’s base funding and she doesn’t want the board to get in the habit of building a future based on forgiven funds.

Trustee Meyer commented on the tuition increase the board also approved in May. She remarked that the process of refunding that increase to students to keep things equal, if the board approves eliminating the 2% property tax assessment, would take away from the board’s responsibility to continue to fund unmet needs.

Chair Armon commented that he understood the funds, of which NIC’s $1.8 million are a part, are to be used for projects that didn’t get funded. VP Dorn confirmed that these are one-time funds to be used for unfunded items that came about as a result of enrollment growth. Chair Armon then remarked that the institutions of higher education had been given direction from the state board of education to find other ways to fund shortfalls from the state, therefore he feels increasing property taxes and raising tuition are justified.

Trustee Howard commented that although he struggled with voting to increase tuition, he also views tuition as a user fee. He continued by saying that there are many tax payers who do not use the college and the board now has the opportunity to give them some relief because of the $1.8 million.

Chair Armon asked VP Dorn to confirm the net revenue anticipated from the 2% property tax increase and the net revenue anticipated from new construction. VP Dorn responded the anticipated net revenue from the 2% property tax is approximately $258,000 and net revenue anticipated from new property came in at nearly $142,000 less than budgeted. Chair Armon
stated that this amount, equaling almost $400,000, would be the net loss if the board did not take the 2% property tax.

Chair Armon called for a vote. Voting was as follows:

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<td>Trustee Wood</td>
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**NEW BUSINESS**

**Senior Tuition Waiver Proposal**

VP Dorn introduced a proposal to maintain the current tuition rate of $25 per class and $5 per credit hour for seniors age 60 and older who are non-degree seeking, as well as maintaining the current eligibility age of 60. He stated that the task force that had reviewed the senior tuition waiver was also proposing limiting the waiver to Idaho residents. He went on to say that the task force proposes charging full tuition to degree-seeking seniors with a grandfather clause for those already enrolled in degree programs as long as they continue in their current major.

Trustee Wood moved to accept the recommendations for changes to the senior tuition rate effective spring semester 2012. The motion, seconded by Trustee Howard, carried unanimously.

**Purchase of Property from NIC Foundation**

VP Dorn reviewed a recommendation from the administration to complete the purchase of the properties from the NIC Foundation identified as the Workforce Training Center and the Robin Hood Campground. He stated that the cost to purchase the WFTC would be approximately $443,000 but would eliminate the annual rent payment of nearly $164,000. He went on to say the cost to purchase the Robin Hood Campground would be approximately $211,000 with a reduction in annual rents of approximately $81,000.

Trustee Vieselmeyer made a motion to complete the purchase of both the Robin Hood Campground in Coeur d’Alene, Idaho and the Workforce Training Center in Post Falls, Idaho by authorizing the administration to use the necessary funds from the Capital Investment Reserve. The motion, seconded by Trustee Wood, carried unanimously.

**Official Summer Enrollment**

VP Sheldon Nord reviewed the summer enrollment numbers for credit bearing classes. He stated that headcount had increased by 23% over summer 2010 and full time equivalency increased 26% over summer 2010.

**INFORMATION ITEMS**

**Kootenai Technical Education Campus (KTEC)**
VP Jay Lee reported that during the last KTEC governing board meeting on August 19, Dean Haagenson’s resignation from the governing board was accepted and the board voted to appoint Ron Nilson as the vice chair, filling Haagenson’s vacated seat. Lee went on to say that the board is searching among members of the advisory committee to fill Nilson’s seat. He continued to say that of three contractor bids, Contractors Northwest was awarded the project and the board hired Mark Cottner as KTEC director/coordinator. VP Lee announced a tentative ground breaking ceremony for October 4.

**Education Corridor**
Chair Armon commented on the infrastructure construction that will continue into early October.

**Update on Rosenberry Drive/Dike Road**
VP Dorn provided an update on the Army Corps of Engineers flood control project along the dike road.

**REPORTS**

*College President*
Dr. Bell mentioned some items for trustees’ calendars.

*Board Chair*
Chair Armon had no report.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Meyer remarked on board presence at upcoming meetings for the Long Range Visioning and Planning Steering Committee and some other upcoming events.

Chair Armon adjourned the meeting at 8:40 p.m.

Motion was made by Trustee Vieselmeyer, seconded by Trustee Wood, to go into executive session under Idaho Code § 67-2345(a), (b), (c) and (f) for the purpose of considering hiring a public officer, employee, staff member or individual agent, 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:

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<td>aye</td>
</tr>
<tr>
<td>Christie Wood</td>
<td>aye</td>
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At 10:20 p.m., a motion was made to return to open session by Trustee Meyer, seconded by Trustee Wood. Chair Armon adjourned the meeting.
SUBJECT
Amendment to the FY12 Budget

BACKGROUND
North Idaho College received $1,795,000 in surplus funds from the state. The state designated these funds be allocated to support one-time expenditures related to enrollment growth.

DISCUSSION
NIC plans to allocate $1,795,000 one-time funds to support one-time expenditures identified by the President’s Cabinet members across their divisions. The first level of approved expenditures came from lists submitted during the budgeting process that were not funded during that process. Other one-time expenditures that were not originally submitted as a part of the budgeting process were submitted to President’s Cabinet for discussion and were either approved or rejected, resulting in a comprehensive list of one-time expenditures totaling.

With their allocation, Instruction will upgrade or replace equipment in our professional-technical programs (Welding, Machining, and Maintenance Mechanic/Millwright) and in our science labs. In two cases, instructional program needs that could not be met through the regular FY12 budget process will now be satisfied. Professional development opportunities will be expanded for faculty and instructional staff within our Institutional Effectiveness and eLearning offices. Much needed facility improvements will be completed in several instructional areas, including the automobile mechanic program space, Boswell Hall and Molstead Library.

The state of Idaho’s contract with the learning module provider, Blackboard, was completed after the finalization of NIC’s FY12 budget. NIC’s contribution to this state contract will now be covered with these new funds without reducing the current budget allocations for IT and eLearning.

Additionally, the new funds will help NIC enhance connections with Region One high schools and enable us to expand dual credit classes in the high schools.

Student Services will use their additional funding to acquire software to increase retention efforts, automate the admissions application process, support student completion and transfer efforts, grade management and other student support services.

Other administrative areas will use the funds to improve employee development, training and performance evaluation, replace outdated equipment, purchase additional equipment, and remodel areas in some campus buildings to accommodate growth and departmental moves. Parking lots will be developed on the former mill site and funds will be used to support increased Informational Technology needs.

Additional one time expenditures to be funded include:

- $66,000 for snow removal equipment for the new infrastructure at the Higher Ed Corridor.
- $24,000 for construction change orders for the Higher Ed Corridor infrastructure (including fiber and geothermal pipes, tree removal, and water lines).
- $78,000 for the relocation of the Testing Center.
- $83,000 for the purchase, demolition and abatement of Jeffries TV.
- $200,800 for building access control systems and security cameras.
COMMITTEE ACTION
None.

FINANCIAL IMPACT
The budget will be revised upward by $1,795,000.

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

If the board agrees to revise the budget as addressed above, the board may also consider a motion to authorize and direct the president and administration to use the additional funds in accordance with the recommendations of President’s Cabinet.

Prepared by
Ronald Dorn
Vice President for Resource Management
SUBJECT
Official FY12 Fall Credit Enrollment

BACKGROUND
Each fall semester, an enrollment report, with analysis, is provided to the North Idaho College Board of Trustees. This enrollment count is based on a snapshot of our FTE and headcount the 10th day of the semester. Please note, while slide #2 includes “credit and non credit” enrollment, the majority of slides are limited to “credit” enrollment.

DISCUSSION
Sheldon Nord, Vice President for Student Services, will be at the Board meeting to provide further details on student demographics.

In summary:
- NIC headcount increased 6.4% or 404 students over fall 2010, and 45.8% or 2,120 students over fall 2006.
- Total FTE enrollment increased by 2.7% or 119 students over fall 2010, and 42.1% or 1,350 students over fall 2006.
- The largest percentage increase in headcount was in PTE (21.2%) followed by General Studies (4.4%) and then Dual Credit (3.5%).
- The full-to-part time ratio went from 55.4% FT in 2010 to 51.3% in 2011; gender went from women/men ratio of 59/41 in 2010 to 60/40 in 2011; average age of 27 remained consistent from 2010 to 2011.
- 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
Population Served
Credit, Non-Credit, ABE and GED

12% Increase from 2006-07 to 2010-11
Degrees and Certificates Awarded

Total Credit Enrollment

Unduplicated Headcount
Dual Credit
Unduplicated Headcount

Full-Time/Part-Time Credit Enrollment
Unduplicated Headcount
Dual, Tech Prep, NIC-GED Populations now Degree-Seeking
Unduplicated Headcount

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

136% Increase from Fall 2007 to Fall 2011

First-Time, Full-Time Degree Seeking
Fall to Fall Persistence

Fall 07 Fall 08 Fall 09 Fall 10 Fall 11

1500 2500 3500 4500 5500 6500

Fall 07 Fall 08 Fall 09 Fall 10 Fall 11

136% Increase from Fall 2007 to Fall 2011

First-Time, Full-Time Degree Seeking
Fall to Fall Persistence

Fall 07 Fall 08 Fall 09 Fall 10 Fall 11

Cohort Persistence
**Enrollment by Age**

*Unduplicated Credit Headcount*

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Percent of Total</th>
<th>Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 and under</td>
<td>32.0%</td>
<td>2165</td>
</tr>
<tr>
<td>20-24</td>
<td>24.0%</td>
<td>1618</td>
</tr>
<tr>
<td>25-34</td>
<td>23.0%</td>
<td>1528</td>
</tr>
<tr>
<td>35 and over</td>
<td>21.0%</td>
<td>1440</td>
</tr>
</tbody>
</table>

**Average Age - 27**

**Gender Percentage**

*Unduplicated Credit Headcount*

<table>
<thead>
<tr>
<th>Year</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 07</td>
<td>63%</td>
<td>37%</td>
</tr>
<tr>
<td>Fall 08</td>
<td>62%</td>
<td>38%</td>
</tr>
<tr>
<td>Fall 09</td>
<td>59%</td>
<td>41%</td>
</tr>
<tr>
<td>Fall 10</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>Fall 11</td>
<td>61%</td>
<td>39%</td>
</tr>
</tbody>
</table>
Idaho Counties
For Credit Unduplicated Headcount

Total Idaho Headcount = 6,046

Bonner: 654
Boundary: 238
Kootenai: 4,480
Shoshone: 234
Other: 293

Non-Idaho Residence
Unduplicated Credit Headcount

Fall 07 Fall 08 Fall 09 Fall 10 Fall 11
Washington Other (excluding Idaho) Montana
84 191 187
92 211 205
109 240 265
104 260 316
100 235 370

Total Non-Idaho Residence = 1,108
SUBJECT
North Idaho College Development Department and Foundation Update

BACKGROUND
The North Idaho College Development Department strives to foster relationships with friends, donors, alumni, private corporations, and grant funding sources to secure additional support for North Idaho College. Development efforts are coordinated to ensure continuity with the priorities set by college leadership.

The department includes seven employees and encompasses three specific functions: the North Idaho College Foundation, Inc., Alumni Relations and the North Idaho College Alumni Association, and Grants Development. The Director of Development/Foundation Executive Director oversees the three functions and reports to the college president (see attached organizational charts). The department works closely with the internal campus community as well as the external community to match college needs with external funding sources and supporters.

A combination of financial support from the college and NIC Foundation fund the three functions.

The NIC Foundation is a private, non-profit charitable corporation established in 1977 to provide a focused effort to encourage private support for the academic mission of North Idaho College. The Foundation actively solicits, accepts, and manages gifts for the benefit of North Idaho College.

DISCUSSION
Each year, highlights of the year are presented to the board of trustees.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
Development efforts provide outside financial support for the college. Detailed information regarding this impact will be presented at the meeting.

REQUESTED BOARD ACTION
No action is recommended at this time.

Prepared by
Rayelle Anderson, CFRE
Director of Development & Foundation Executive Director
Development Department Organizational Chart

- **Board of Trustees**

- **College President**

- **Director of Development/Foundation Executive Director**
  Funding: 59% Foundation/41% College +Benefits

- **Sr. Administrative Assistant**
  - Performs a variety of office support and/or secretarial duties for the Development/Foundation Office, Board and committees
  - Point for ticket sales, gifts, thank yous, donor relations
  - Full-time position
  - NICF 50%/NIC 50%+benefits

- **Development Coordinator**
  - Primary Annual Campaign support, coordinates communications and employee giving campaign, serves as lead staff person when director is out.
  - Coordinates scholarship awards process, Foundation Grant Program, stewardship efforts and events, special projects and programs.
  - Full-time position
  - NIC 100%+benefits

- **Data and Resource Coordinator**
  - Primary data information management and marketing support for Development Department and Foundation
  - Coordinates Really Big Raffle project & house construction
  - Full-time position
  - NICF 50%/NIC 50%+benefits

- **Grants Coordinator**
  - Coordinates pre-award planning, organization, and preparation, and post-award administration grants for NIC and NIC Foundation. Networks to share opportunities and be aware of funding needs.
  - Supports NIC's Federal Appropriation process
  - Full-time position
  - NIC 100%+benefits

- **Accounting/Info. Management Specialist**
  - Provides primary accounting support for Foundation and Development Department & primary Recording secretary for NIC Foundation Board
  - Ensures legal, audit, accounting, insurance and permanent Foundation records are filed as appropriate
  - 50% Part-time position
  - NICF 100%+benefits

- **Alumni Relations & Development Coordinator**
  - Creates, develops, directs, and generates resources serving NIC alumni programs, activities, and communication avenues in collaboration with the efforts of the NIC Foundation, provides leadership in support of the North Idaho College Alumni Association
  - Supports fundraising efforts and outreach to alumni, students, retirees, as well as private and corporate grant funding sources
  - Full-time position
  - NICF 25%/NIC 75%+benefits

- **Foundation Board**

- **Alumni Assoc. Board**

Current as of April 2011
North Idaho College Foundation Board
Levels of Leadership

Community
- Stewardship to Donors

Foundation Board
“Planning, Policy, Budgeting”
- Provides oversight
- Fundraising
- Checks policies on regular basis
- Provides fiscal oversight/Budget development

Director of Development/Foundation Executive Director
- Carries out mission of the Foundation Board
- Oversees Development Department and Foundation Staff

Sr Administrative Assistant
Development Coordinator
Data and Resource Coordinator
Grants Coordinator
Accounting/Information Management Specialist
Alumni Relations and Development Coordinator

Current as of April 2011