Dear Trustees,

It’s been a busy fall semester and it’s hard to believe we only have a little more than one month before it comes to a close. Where does the time go? 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 VI: Diversity and Human Rights**

*Theme IV has just one goal to promote diversity and human rights, including respect for all elements of the college. The following updates were provided by the person(s) identified as having responsibility for each objective and action item pertaining to the completion of this goal.*

**Goal 1:** Promote diversity and human rights, including respect for all elements of the college. Objective 1: Develop a comprehensive employee diversity initiative focused on improving awareness and inclusion throughout the campus.

**Action Item 1:** Develop hiring practices and strategies that attract applicants who reflect global diversity. – Human Resources

**Status:** The college remains committed to promoting diversity among employees. In addition to a review of hiring practices that took place over a year ago to ensure legal compliance with non-discrimination laws, training for hiring managers and supervisors has been made available through the Human Resources office which reiterates our efforts to remain in legal compliance with such laws. Over the last year, there have been concerted efforts to expand the visibility of NIC job vacancy announcements in ways that are accessed by a more diverse population through the use of more varied website advertisements and ‘diversity focused’ publications.

**Action Item 2:** Incorporate diversity awareness, inclusion and education in formal training provided to employees. – Human Resources

**Status:** In addition to continuing The Management Institute and Leadership Academy training sessions, a new Employee Education Sub-Committee was formed to initiate a diversity awareness/cultural competence program for NIC employees. Goals of this sub-committee in FY2012 include conducting a ‘campus climate survey’ as a part of the Employee Opinion Survey process in early spring 2012 to gauge the best approach to the undertaking of educating our employees regarding diversity themes. Additionally, the sub-committee is seeking out and developing partnerships with the surrounding community in regards to providing these types of educational opportunities for NIC employees.

**Objective 2:** Explore opportunities for internationalization of the NIC campus.

**Action Item 1:** Study Abroad

**Status:** continue to develop opportunities for faculty, staff and students through NIC’s membership in the INCSA (Inland Northwest Consortium for Study Abroad).

**Action Item 2:** International Student Recruitment;
Status: Working with Lewis Clark State College and others to enroll more international students, with a goal of 40 in fall 2012, and 65 in fall 2013 (we enrolled 13 international students in fall 2011).

Action Item 3: exploring opportunities to provide ESL training with either LCSC, or as a stand-alone program at NIC.

Objective 3: Promote cross-cultural understanding, diversity, and human rights in the curriculum.

Action Item 1: Identify themes that classes / curriculum should incorporate. - VPI, Division Chairs, and Deans

Status: North Idaho College has identified and defined nine general education “abilities.” The abilities were established to define a curriculum framework that will guide students to “the development of individuals who are active, productive, and personally-fulfilled members of a highly diverse, ever-changing society.” Two of the abilities are (1) Historical, Cultural Environmental and Global Awareness, and (2) Social Responsibility/Citizenship. Courses passing through the college’s curriculum process are screened and eventually approved as having the qualities related to these abilities. Several courses have been identified in each of the two above abilities. Completed

Action Item 2: Implement an annual freshmen read program focusing on books that inform cross-cultural diversity and competency- VPI, Division Chairs, Deans, and Faculty

Status: A committee is examining models of freshmen read programs in area institutions. Procedures for implementing an annual read program will be established with the goal of implementing in the fall of 2013. In progress.

Objective 4: Reflect NIC’s commitment to diversity and human rights in extra-curricular activities and events.

Action Item 1: Develop multi-cultural community guide. – Dean of Students

Status: The Dean of Students Office continues to work on this project. We have not been able to identify many resources for students within our community.

Action Item 2: Develop faculty/staff advising and support group for Spanish speaking students. - Dean of Students

Status: On hold. Through discussions with faculty, staff, and students we have found that there is not a clear need for an advising support group for Spanish speaking students at this time.

Action Item 3: Revisit recommendations from Diversity & Human Rights Steering Committee and prioritize for future implementation. VPSS & Dean of Students

Status: Per recommendation, the Diversity & Human Rights Steering Committee has been restructured to include six sub committees, these are: Employee Education Committee, Student Education Committee, Community Collaboration Committee, Diversity Events Committee, Incident Response Committee, and the American Indian Studies Advisory Committee. This
revised structure of existing and new committees will lead to a more effective use of our resources affecting diversity issues.

**Action Item 4:** Develop and maintain diversity training for faculty and staff. - VPSS & Dean of Students

**Status:** In progress. Trainings have been offered through Employee Day, Student Services trainings, and through Cultural Competence Education training for faculty and staff.

**Other events happening on campus:**

*Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant*

The Idaho Ladder to Success Project; a consortium of Idaho Professional and Technical Colleges was awarded $2.7 million from the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant. The consortia identified priorities that will receive portions of the grant funding.

The first priority is to implement evidenced based practices that are focused on improvement of retention and student success rates.

The second priority is to strengthen online and technology–enabled learning. The program chosen as a pilot program under this priority is the Physical Therapist Assistant Program being led by the NIC team of PTA instructor Joel Tenbrink and Dean Lita Burns. The grant will provide approximately $701,000 to fund the implementation of a consortia model PTA program. North Idaho College will be the lead institution for the program that will be offered at the College of Southern Idaho, the College of Western Idaho and Lewis Clark State College.

*Dual Credit Accreditation*

The North Idaho College Dual Credit program is in the process of applying accreditation with the National Alliance of Concurrent Enrollment Partnerships (NACEP). Dual Credit Coordinator Ginger Winkler recently attended an NACEP conference and returned with the standards of other requirements of the accreditation process. NACEP accreditation “serves as a guarantee to students, policy-makers, and other post-secondary institutions that the accredited partnership meets rigorous national standards.” The standards include assurances that the curriculum delivered in concurrent enrollment (college classes taught in the high school setting) reflects the college course requirements. The standards also call for the screening of high school instructors and mentorship from college faculty. The NACEP process and initial application may take up to two years, as the agency calls for extensive data and indicators of success.

*University of Idaho Tuition Waiver Policy Proposal*

Due to the tuition lost via reciprocal waivers utilized by state employees, the University of Idaho is proposing a change to their waiver policy. Currently, employees and the spouses of employees of the state education system may take up to six credits a semester at a rate of $5.00 per credit, plus a $20.00 registration fee. The proposed change would allow fee waivers for degree-seeking students who are employees of the four-year institutions for up to six credits per semester in courses taught in a traditional classroom setting. This proposal eliminates the waiver for spouses of employees and classes taught via distance education options. UI is requesting that the change be implemented effective January 2012. Current matriculated students will be “grandfathered” in with full implementation scheduled for July 1, 2012.
**Athletics Update**
Men’s soccer earned a spot in the NJCAA District playoffs with a record of 6-5-3, but fell just short of their quest to earn the school’s first bid to the NJCAA national tournament, falling to #11 ranked Pima Community College in the District championship.

Volleyball won the Scenic West Athletic Conference for the third consecutive season, winning the right to host the Region 18 tournament in Coeur d’Alene. The Cardinals lost to CSI in the championship game in the Region tournament, but were awarded an at-large bid to the NJCAA national tournament. For the first time in school history the Lady Cardinals qualified for the NJCAA national tournament in consecutive years. The 5th ranked Cardinals boast a 22-9 record heading into the NJCAA national tournament for the fifth time in the past eight seasons. First year Head Coach Kandice Kelly also earned Region Coach of the Year.

The NIC women’s soccer team completed the most successful regular season in school history with a record of 14-1-1. They finished with their highest final ranking at #8 in the NJCAA polls. The Lady Cardinals suffered a heartbreaking season ending loss 1-0 in the District semi-finals to #10 Butler Community College in Kansas.

The Men’s golf team won the third annual Cardinal invitational which featured nine colleges, and finished 2nd in the tough Colombia Basin invitational and 3rd in the Whitworth Invitational. The Cardinals have been in contention to win nearly every tournament this fall, with an average golf score of 75 or less for their top four golfers each day of competition. The women’s team finished 2nd in the Colombia Basin tournament by one stroke, after leading the eight team tournament on the first day. Also, sophomore Rachel Westby shot a 77 on her way to a 36-hole school record, to finish 3rd overall in the Whitman Invitational on a difficult course.

Despite returning just one starter and one reserve from the national championship team, the women’s basketball team is ranked #4 in the nation in the 2011-12 NJCAA preseason polls. After three consecutive trips to the NJCAA national tournament, three national top 10 finishes, and eight consecutive 20-win seasons, Coach Carlson has proven that NIC women’s basketball is an exceptional program rather than an exceptional team. We unveil the NJCAA national championship banner on November 18 at 7:30pm in the women’s basketball home opener against the North Idaho All-Stars.

The Wrestling team appears ready to improve upon last year’s national runner up finish with a group of talented newcomers. They are ranked #9 in the nation in the preseason NJCAA polls.

Men’s basketball also looks to be more athletic than in recent years and plan on ascending back to their usual spot as SWAC contender. Expect another exciting season of Cardinal athletics!

**Development Department**
The NIC Development Department and Foundation launched the 2011 Annual Excellence & Opportunity Campaign in early October and volunteers and staff are actively seeking donations to provide an “extra margin of excellence” for needs ranging from program support to scholarships for deserving students. Annual report communications to over 14,000 donors and alumni, appeal letters to nearly 3,500 friends and supporters have been mailed, and personal communications to follow up continue. To engage and inform those donors and friends, a series of events continues throughout the fall, including Lunch with the President held on October 27, the November 15 Scholarship Celebration, and the December 5 – Donor and Friends Social.
Alumni Relations and the Alumni Association are equally engaged in annual campaign efforts. The semi-annual NIC Retirees’ Luncheon was held at Emery’s on October 25, and a fundraiser and dance at the Eagles featuring the Rhythm Dawgs on November 4 and 5 was a huge success. One hundred percent of the proceeds from that event support student scholarships, programs, and the greatest needs at NIC. The first annual Thank a Thon is scheduled for November 17 and 18 where volunteers and students will call and thank every donor for their support. Also new this year, Alumni Relations is taking the lead in decorating a North Idaho College sponsored tree at the Kootenai Health Festival of Trees November 25 thru 28 to demonstrate NIC’s appreciation for all Kootenai Health does to support the college.

The Grants Development effort continues to gain focus and momentum. In September, NIC received notification that the Department of Labor Trade Adjustment Act Community College and Career Training grant application was not funded. However, each state received an allocation of funding and Idaho has been awarded $2.7 million. College of Southern Idaho (lead institution) is submitting a revised grant abstract to DOL as required. This revised abstract includes the statewide Physical Therapist Assistant initiative and a statewide retention, remediation, and completion initiative. DOL will review and offer feedback to ensure that the revised abstract meets the requirements they are looking for. From there, a revised proposal will be submitted to DOL within the next few weeks.

In October, the NIC grants office submitted a state grant proposal through the Idaho State Police for approximately $116,000 to expand training options by establishing an Internet Video Conferencing (IVC) classroom and adding components to the existing XVT Law Enforcement Training System. In November, Sara Fladeland, grants coordinator, attended the National Council for Resource Development (CRD) conference in Washington D.C. She was selected to serve on the CRD Federal Funding Task Force, which is made up of 40+ community college grants officers who will meet with federal agencies to discuss their programs and future funding opportunities. Moving forward, the grants office continues to work with departments on campus to identify needs and funding opportunities to enhance the mission of the college.

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

- **Oct 24**
  - Constituent Leaders meeting
  - CASA Board meeting

- **Oct 25**
  - Semi Annual Retiree Luncheon hosted by the NIC Alumni Association
  - Hosted Foundation Honorary Board member to a tour of Meyer Health Sciences Building

- **Oct 26**
  - Toured the mill site with Trustee Judy Meyer

- **Oct 27**
  - Foundation hosted “Lunch with the President”
  - Visited Christine Kimball exhibit in Boswell Corner Gallery

- **Oct 31**
  - Greeted trick or treaters from NIC Children’s Center
  - Visited offices in Lee Kildow Hall to see Halloween Decoration Contest
  - Toured Women’s Center in Spokane with Maggie Lyons
Nov 1  Jobs Plus Board meeting
     Visited with prospective donor

Nov 2  Presented Sterling Silver Award to employee of the month Danny Marsh in the
     Maintenance Department
     Fundraising calls

Nov 3  Foundation Board meeting
     Recorded November NIC Today TV show

Nov 4-13 AACC Washington Institute, AACC Commission meeting and Council for Resource
     Development Annual Meeting – Washington, DC. On November 8 met with Rachel
     Burkett from Sen. Risch’s staff and Susan Stone of Sen. Crapo’s office.

Nov 14 Monthly meeting with ASNIC President Chloe Van Zandt
     Constituent Leaders meeting
     Fundraising calls

Upcoming meetings and events:
Nov 15 Post Falls Chamber Annual Meeting and Luncheon
     Education Corridor monthly meeting with the city
     Mill Site Infrastructure Ribbon Cutting ceremony
     Scholarship Celebration – SUB dining room

Nov 16 Inland Northwest Partners Winter Meeting

Nov 17 Participating in Leadership Coeur d’Alene Higher Education Panel
     Meeting with prospective donor
     Opera Coeur d’Alene Board meeting

Nov 18 Reviewing Foundation Grant Applications
     Rotary
     POST Academy graduation ceremony

Nov 19-29 Vacation
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), (c), (f)

5:00 p.m. Lake Coeur d’Alene Room
**CAPITAL PROJECTS WORKSHOP**

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

**SPECIAL REPORT**
Long Range Visioning and Planning Update

**CONSTITUENT REPORTS**
ASNIC Chloe Van Zandt
Staff Assembly
Faculty Assembly
Senate Joe Jacoby

**EXECUTIVE REPORTS**
Vice President for Resource Management
Vice President for Instruction
Vice President for Community Relations and Marketing
Vice President for Student Services
College President

**OLD BUSINESS**
Tab 1: 2nd Reading/ACTION – $1.8 million Amendment to FY12 Budget

**NEW BUSINESS**
Tab 2: ACTION – Election of Board Officers
Tab 3: ACTION – Legislative Focus
INFORMATION ITEMS
KTEC KTEC Mark Cotner
Education Corridor Education Corridor Mic Armon
Tab 4: Budget Development Timeline Tab 4: Budget Development Timeline Ron Dorn

REPORTS
Board Chair 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
December 21, 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 4:10 p.m. and verified that a quorum of the board was present at the meeting.

ATTENDANCE
Trustees: Mic Armon
          Judy Meyer
          Ken Howard

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

EXECUTIVE SESSION
Motion was made by Trustee Meyer, seconded by Trustee Howard, to go into executive session under Idaho Code § 67-2345(a), (c) and (f) for the purpose of considering hiring a public officer, employee, staff member or individual agent, discussing 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
   Judy Meyer     aye
   Ken Howard     aye

Trustee Ron Vieselmeyer arrived at 4:15 and Trustee Christie Wood arrived at 5:00 p.m. At 7:05 p.m. motion was made to return to open session by Trustee Howard, seconded by Trustee Meyer. Chair Armon adjourned the meeting.

________________________________   __________________________________
Board of Trustees Chair              Board of Trustees Secretary
CALL TO ORDER AND VERIFICATION OF QUORUM
Vice Chair Judy Meyer called the meeting to order at 6:00 p.m. and verified that a quorum of the board was present at the meeting.

ATTENDANCE
Trustees: Christie Wood
Judy Meyer
Ron Vieselmeyer
Ken Howard

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

Vice Chair Meyer led the board and meeting attendees in the Pledge of Allegiance. She then welcomed attendees to the meeting.

APPROVAL OF MINUTES
Vice Chair Meyer 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 September 28, 2011. The motion carried unanimously.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Vice President Jay Lee introduced Steve Anthony, Arts Commission Liaison for the city of Coeur d’Alene. Mr. Anthony described the Mayor’s Arts Awards program and he recognized Mike Horswill, NIC art instructor and professional artist who was recognized by the Mayor with the Excellence in the Arts Award this year. Anthony added that Max Mendez, chair for NIC Communications, Fine Arts, and Humanities Division and music instructor was last year’s award winner and was present at this year’s awards program to provide a musical performance. Mike Horswill addressed the board and thanked them and the Mayor’s office for his award.
CONSITUENT REPORTS

ASNIC

ASNIC President Chloe Van Zandt reported that ASNIC had achieved a good level of student representation on campus committees this year and that they had established some of their own committees. She went on to say that two focus groups had been formed for the Long Range Visioning and Planning process and the students appreciate the improved access to the process. She finished her report by recalling the list of potential buildings reviewed by the board at the last board meeting and she stated that a recreation/wellness/student center on campus is a first priority for students.

Staff Assembly

Chair Erin Norvell reported that the October 13 meeting consisted of an update on mill site construction, the trees on the dike road and the status of the tobacco free campus. She reported that there had been open forums planned over the next two weeks for the Long Range Visioning and Planning process in order to allow more input from employees.

Trustee Howard asked the constituent groups to review any legislative proposals that may come out regarding guns on campus, so that employees and students can form opinions as the legislation develops and inform the board of any feedback they hear.

Faculty Assembly

Chair Kathie O’Brien reported that faculty work groups had discussed and made some changes to the new syllabus software to make it better for NIC users. She reported on mid-terms and advising activities and she reported that the Assembly had begun using interactive video conferencing (IVC) to broadcast their meetings to the Ponderay Outreach Center to include faculty there. She went on to inform the board that three faculty had volunteered to work with VP Lee on dual enrollment issues. O’Brien thanked VP Nord and Trustee Armon for providing information to Senate about the Long Range Visioning and Planning Process. She finished her report with a statement that was unanimously approved by Faculty Assembly and that they wanted read into the record. “The Faculty Assembly would like to reaffirm and support NIC’s current mission statement.”

Dr. Bell took this opportunity to congratulate the Flexible Learning Center on the high number of grades they had posted this term. She informed the board that the center’s five faculty had posted nearly 1,400 grades.

Senate

Chair Joe Jacoby reported that during their last meeting, VP Nord and Alan Lamb presented changes being made to the Diversity Steering Committee and that Trustee Armon, VP Nord and Patty Shea all presented information on the Long Range Visioning and Planning process. Jacoby reported that some concerns were expressed about the lack of time provided for employees to provide input to the process. He next reported that concerns were expressed about the proposed mission statement. He stated that many felt that the current mission statement properly reflects the college’s values and goals and that it has been a strength during the accreditation process.
OLD BUSINESS

Amendment to FY12 Budget

Vice President Ron Dorn reviewed the administration’s proposed list of items for which to expend the $1.8 million provided by the state’s allocation of surplus revenue. He explained that the administration recommends expending the funds in the current fiscal year because there is no indication from the state that there could be a similar surplus in future years. He went on to review and explain some of the items that the board wanted to specifically discuss.

Trustee Wood made a motion to reopen the FY12 budget and consider revisions for the use of surplus funds from the state of Idaho. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

Trustee Howard stated that he felt the board should treat this as a first reading and not vote on the proposed expenditures until the next meeting. Trustee Wood stated that the intent of her motion was to reopen the budget and approve the changes proposed by the administration and she then made the motion to approve the changes proposed by the administration. The motion was seconded by Trustee Vieselmeyer. Trustee Vieselmeyer then stated that since there may be items in question, then the board should consider waiting until the next meeting to approve the expenditures. Trustee Howard stated that he felt the public should be given more time to comment on the expenditures and waiting until the next meeting would provide them that opportunity. Trustee Wood asked how long the board agenda had been publicly posted. Dr. Bell confirmed that it was posted since the previous Friday and that the item had been on the board agenda the previous month, as well. Trustee Wood withdrew her motion.

NEW BUSINESS

At this time Vice Chair Meyer moved from Old Business to New Business in order to allow a presentation by the college’s external auditor.

FY11 External Audit

Vice President Dorn introduced Toni Hackwith from Magnuson McHugh who presented the findings from the financial audit of the year ending June 30, 2011. She reported that the audit resulted in an unqualified or clean opinion over the college’s financial statements. During her review, Hackwith reported there were three matters related to internal controls requiring that material adjustments be made as a result of the audit. The adjustments were related to the college’s accounts receivable, capital assets and a schedule for the Federal Direct Student Loan Program. She added that while these matters must be reported because they are material items, they are not systemic issues, and she stated that college management had properly addressed and responded to these matters. She expressed that these matters came about because of the short deadline the staff is given to prepare for the audit. Dr. Bell informed the board that after some review, the staff had determined that the audit would be moved from October to November next year and in future years.

As she continued her review, Hackwith reported that the college maintains an unrestricted, undesignated fund balance of $12.28 million or 27.25 percent of the annual operating revenues, which equals 91 days of operating expenses. She added that the Government Finance Officers Association recommends a balance of no less than 5-15 percent of regular general fund
operating revenues or no less than one to two months of regular general fund operating expenditures.

Trustee Vieselmeyer made a motion to accept the external audit for the year ending June 30, 2011. The motion, seconded by Trustee Howard, carried unanimously.

Trustee Mic Armon arrived at 8:00 p.m. At this time Vice Chair Meyer moved back to Old Business.

OLD BUSINESS CONTINUED

Monument Sign
College Attorney Marc Lyons informed the board that the Burlington Northern Santa Fe Railroad had not yet released the right of way for an easement on their property at the location of the newly improved intersection of Hubbard and Northwest Boulevard, which is the location the board had previously identified for a monument sign. He stated that the board may want to consider a motion to rescind their motion made on August 24, 2011, wherein they approved the proposed monument sign design, and now consider alternative options.

Trustee Howard made a motion to rescind the motion made on August 24, 2011 to approve the proposed monument sign design. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

NEW BUSINESS CONTINUED

Property Acquisition
Mr. Lyons presented the board with information about property currently owned by the Burlington Northern Santa Fe Railroad that adjoins the former Robin Hood Campground property. He informed the board that BNSF had agreed to sell the property to the college as a Bargain Sale for $265,000.

Trustee Armon made a motion to authorize the college president and the board chair to execute the Real Estate Bargain and Sale Agreement and such other documents necessary to complete the transaction to purchase the subject property from Burlington Northern Santa Fe Railroad. The motion, seconded by Trustee Wood, carried unanimously.

NIC Head Start Report
Vice President Dorn introduced Beth Ann Fuller, director of NIC Head Start. Ms. Fuller provided the board with a semi-annual report highlighting successes and some statistics from the past year. She briefly reviewed information about Head Start job descriptions, personnel policies, and policies for recruitment and enrollment and prioritization and selection and asked for the board’s approval of these four items.

Trustee Howard asked Ms. Fuller to highlight, in the future, any substantive changes made in the job descriptions, so that the board could easily see the changes.
Trustee Howard made a motion to approve the job descriptions, personnel policies, Recruitment and Enrollment and Prioritization and Selection policies for NIC Head Start. The motion, seconded by Trustee Wood, carried unanimously.

First Quarter FY12 Budget Review
VP Dorn reviewed revenue and expenses through September 30, 2011 for the general operating fund budget, Auxiliary Services and fee based budgets.

The board asked VP Dorn to begin providing them with historical state revenue data for years previous to when the state began reducing funding, so that they could look at trends since then.

Contract for Presidential Search
Vice Chair Meyer stated that the board had begun the selection process for a search consultant to assist them with the presidential search. She asked Trustee Howard to update the board on progress to date. Trustee Howard stated that following an evaluation of several external consultants as well as an evaluation of completing the search utilizing internal resources, he recommends hiring ACCT. He commented that external search consultants seem to have the most broad-based history of reaching out in the academic community and identifying candidates who may be below the radar. He described the process ACCT proposes to assist the board in finding candidates.

Trustee Howard made a motion to hire ACCT as the external search consultant to assist the board in its presidential search. The motion, seconded by Trustee Wood, carried unanimously.

Contract for Board Consultant
Trustee Mic Armon described the services Gee Consulting proposed to accomplish under contract with NIC, CWI and CSI. He stated that that need for these services was determined among the three college board chairs from discussion about topics such as weapons on college property, out of county tuition, dual enrollment, a statewide college philosophy, legislation on trustee districts and comparable reporting data.

Trustee Howard made a motion to authorize the board chair to execute the professional services contract with Gee Consulting in conjunction with CSI and CWI, as presented. Trustee Vieselmeyer seconded the motion.

Trustee Wood asked Trustee Armon which budget would fund the contract. Trustee Armon responded that funds would come from the trustees’ budget. Dr. Bell observed that the contract indicates that NIC will act as the fiscal agent for this effort and she stated that normally fiscal agents receive overhead to administer the financial aspects of a contract. She went on to say that the administration had estimated staff time at approximately $2,000 to administer the contract, and she recommended the board consider incorporating that amount into the contract, as overhead to the other two colleges, as a general consulting fee to go to NIC to administer the contract.
Trustee Armon stated that he felt that at this time, the board should consider adopting the agreement and discussion and approval of an overhead fee should be considered separately.

**The motion to adopt the contract with Gee Consulting carried unanimously.**

Trustee Armon stated that any additional costs would need to be negotiated with Mr. Gee and Gee would need to clearly define what he expects from the college as fiscal agent.

**INFORMATION ITEMS**

*Kootenai Technical Education Campus (KTEC)*

Vice President Jay Lee reported that the KTEC Governing Board last met on October 21 and they selected Jim Tippett to fill in temporarily for Dean Haagenson. He added that construction had begun on the KTEC facility and the new KTEC Director Mark Cotner had discussed some proposed programming adjustments. He finished his report by stating that the Governing Board had added a section to their meeting agenda to allow for a report by NIC.

A discussion took place about NIC’s role in the KTEC facility and the alignment of programs. Trustee Armon recommended VP Lee ask Mark Cotner join the board for its November meeting.

*Education Corridor*

Trustee Howard took this opportunity to propose that the college explore ways to reach out to the community for help in naming the Education Corridor and for help with a new sign design now that work on the monument sign has been put on hold. A discussion took place after which Dr. Bell asked the board for clear direction about a sign design, considering that the board had already approved a design. She added that she had ascertained that the location of the signal control box would not impair the view of the monument sign. She went on to say that the name Higher Education Center may not be catchy, but it is descriptive. Trustee Wood suggested that the board table this discussion until a future meeting.

Trustee Wood opened the discussion about a community garden to be located on one of the lots on the former mill site. Trustee Howard expressed his interest in pursuing a project of this type. Trustee Armon suggested that Trustee Wood gather more information in order for the board to have meaningful discussion at a later date.

*Legislative Session Preview*

Vice President John Martin provided information about the legislature and some potential legislation and legislative activity for the coming session. He mentioned some of the college’s activities related to the legislature and he informed the board that the college’s legislative focus would be presented for their approval in November.

**REPORTS**

*College President*

Dr. Bell reported that NIC was recently nominated for the Governor’s Brightest Star Award which focuses on all the work students and employees do to give back to the community. She added that NIC is one of five that will be recognized at the Governor’s ceremony on November 10 at Boise State University.
Dr. Bell next reported that Mark Browning had been selected to fill the position of vice president for community relations and marketing. She added that Mark currently holds the position of chief communications & legislative affairs officer for the Idaho State Board of Education and that he will begin his position with NIC on January 3, 2012.

Board Chair
Vice Chair Meyer mentioned some events for board members to consider attending.

REMARKS FOR THE GOOD OF THE ORDER
Vice Chair Meyer commented that trustees will report later on their impressions of the ACCT conference they attended recently in Dallas, TX.

Vice Chair Meyer adjourned the meeting at 10:00 p.m.

________________________________________
Board of Trustees Chair    Board of Trustees Secretary
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  
                      Christie Wood  
                      Judy Meyer  
                      Ken Howard

Also present: Priscilla Bell, President

EXECUTIVE SESSION
Motion was made by Trustee Wood, seconded by Trustee Meyer, to go into executive session under Idaho Code § 67-2345(a) for the purpose of considering hiring a public officer, employee, staff member or individual agent. Roll call vote was taken as follows:

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

Trustee Ron Vieselmeyer arrived at 4:25 p.m. Trustee Wood left the meeting at 5:30 p.m. At 7:35 p.m. motion was made to return to open session by Trustee Meyer, seconded by Trustee Howard. Chair Armon adjourned the meeting.

____________________________  __________________________________
Board of Trustees Chair       Board of Trustees Secretary
SUBJECT
Second Reading, 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
North Idaho College plans to allocate $1,795,000 one-time funds from the state to support one-time expenditures identified by 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.

With their allocation of $504,700, 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 $351,000 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 $487,500 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.

The remaining $451,800 will be allocated to the Plant Fund for additional one time expenditures including:

- $66,000 for snow removal equipment for the new infrastructure at the Higher Ed Corridor.
- $24,000 for construction change orders on 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. The institutional budget will be impacted by the addition of $462,200 to maintenance and operations, $40,000 to personnel, and $1,292,800 to capital equipment. The division detail is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Maintenance &amp; Operations</th>
<th>Personnel</th>
<th>Capital Equipment</th>
<th>Grand Total</th>
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<tbody>
<tr>
<td>President’s Office</td>
<td>$10,000</td>
<td>0</td>
<td>$10,000</td>
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<tr>
<td>VP Student Services</td>
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<td>$15,000</td>
<td>$173,000</td>
<td>$351,000</td>
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<tr>
<td>Human Resources</td>
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<td>VP Resource Management</td>
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<td>$168,500</td>
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<td>VP Community Relations</td>
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<td>VP Instruction</td>
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<td>Information Technology</td>
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<td>$144,500</td>
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<tr>
<td>Athletics</td>
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<td>$25,800</td>
<td></td>
</tr>
<tr>
<td>Plant Fund</td>
<td></td>
<td>$451,800</td>
<td>$451,800</td>
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<tr>
<td><strong>Total Institution</strong></td>
<td><strong>$462,200</strong></td>
<td><strong>$40,000</strong></td>
<td><strong>$1,292,800</strong></td>
<td><strong>$1,795,000</strong></td>
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</table>

REQUESTED BOARD ACTION
The board is requested to consider a motion to approve the proposed $1.795 million revenue and expenditures amendment to the FY12 budget.

Prepared by
Ronald Dorn
Vice President for Resource Management
SUBJECT  
Election of board officers

BACKGROUND  
This item is included on the agenda to enable the board to take action as it desires regarding the election of officers pursuant to North Idaho College Policy 2.01.1, Authority, Appointment and Functions of Board of Trustees.

DISCUSSION  
Past practice has been for the trustees to elect officers during the month of November. If desired, the board may hold elections for the positions of Chair, Vice Chair, Secretary, and Treasurer. Trustee Armon, as Chair, may conduct the elections as follows:

Nominations for Treasurer:  ____________________________________________
Vote Carried: Yes _____ No _____

Nominations for Secretary:  ____________________________________________
Vote Carried: Yes _____ No _____

Nominations for Vice Chair: ____________________________________________
Vote Carried: Yes _____ No _____

Nominations for Chair: ________________________________________________
Vote Carried: Yes _____ No _____

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
The trustees may, if they choose to do so, elect officers at this meeting. Subsequent to the election of board officers, it is recommended that the board chair-elect conduct the remainder of the meeting.

Prepared by
Priscilla Bell, Ph.D.
President
SUBJECT
Legislative Focus 2012

BACKGROUND
Each year during the fall semester, the board of trustees adopts a Legislative Focus that guides the president, college Legislative Committee, other college staff and other NIC advocates in the upcoming session of the Idaho Legislature.

DISCUSSION
A draft is presented here as Attachment A.

COMMITTEE ACTION
The NIC Legislative Committee has reviewed this document.

FINANCIAL IMPACT
Actions taken by the Idaho Legislature have a major impact on North Idaho College.

REQUESTED BOARD ACTION
The board is asked to review, revise as appropriate, and consider for approval, the 2012 NIC Legislative Focus. It is scheduled to be available to area legislators at a reception hosted by NIC on Tuesday, December 13.

Prepared by,
John Martin
Vice President for Community Relations & Marketing
Legislative Focus 2012

Critical building needs –

Continued large enrollment increases make new buildings a critical need. With current classes full to overflowing, it is imperative that North Idaho College expand capacity.

- NIC remains committed to a joint use classroom and office building to be utilized by North Idaho College, University of Idaho, and Lewis-Clark State College on the former mill site property adjacent to the current campus ($7.5M requested by each). However, we recognize that a project of this scale is not feasible in the near term.

Therefore, our top priorities for capital building projects are:

- Expansion of our existing Meyer Health & Sciences building ($9.2M) by adding a new wing in three phases. Although it is the newest building on campus, it is utilized beyond capacity. Because of phasing potential, this project is a good candidate for funding. $2.9M this year.

- A new PTE building to be built near our Workforce Training Center in Post Falls. Once built, we can move some existing programs into the larger spaces, increase our class capacities, and vacate leased properties. This will also free up room on the main campus as programs there move to Post Falls. We have purchased the land and estimate the new building will cost about $5 million. We can fund half of the project and are requesting $2.5 million to fully fund it.

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

State Construction Bonding:

College construction funding has all but vanished over the past several years and it is anticipated it will be several more before the state can make significant contributions to major building projects. During Governor Kempthorne’s administration, the state bonded for construction of major buildings on campuses state wide. NIC built the Meyer Heath & Sciences Building through this process.

It is an opportune time for the state to leverage both its excellent credit rating (AA+) and the low costs for construction to fund, through bonding, college building needs. Bonding should not be the sole source of funding, but be combined with local funding. Colleges could fund a percentage from their own resources, such as 25 percent college and 75 percent state funds.
Financial Aid to Students –

North Idaho College urges the state to sustain funding for Promise B and Opportunity Scholarships. Even with the low cost of community colleges compared to four year institutions, NIC students still require financial aid in order to pursue their education and training. In fact, over 70 percent of NIC students require some type of financial help. At a time when family budgets are stretched to the breaking point and even part time jobs are hard to find, it is imperative that students have ways to help with the cost of college.

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

Continued Support for Professional Technical & Workforce Education –

The demand among the manufacturing and business sectors for Professional-Technical and Workforce Education (PTWE) was growing in North Idaho and across the state prior to the current economic downturn. Currently, Professional Technical programs at NIC are at maximum capacity and all with waiting lists.

The business and manufacturing sectors will lead the region and the state out of the recession. As they do, there will be increased demand for employees with the skills and training needed to fill current and newly created jobs.

North Idaho College supports initiatives that enhance employment opportunities funded through increased state allocations for PTWE.

Employee Compensation –

North Idaho College must be able to attract and retain quality faculty and staff. Without a competitive compensation package, NIC’s ability to attract, motivate, and retain top quality employees is hampered.

Although small compensation increases were made in this year’s budget, they were the first in several years. NIC continues to seek additional resources to compete for qualified employees in a national marketplace filled with competing organizations that are able to reward and compensate today’s top talent. NIC faculty members continue to trail comparator schools by double digital deficits. Overall, NIC’s employee compensation remains a concern.
Campus Safety-

Allowing weapons, of any kind, on college or university campuses is not in the best interests of students, faculty, or staff, and could have a very negative impact on the entire educational atmosphere on campuses. Imagine a classroom full of students getting ready to learn when a student pulls out his notebook, pen, and a weapon. The situation described is not a safe environment nor is it conducive to learning.

North Idaho College hosts thousands of youth on campus every year. They come to us as high school age dual enrollment students; as participants in elementary school age programs; as participants in music performances and workshops; as individuals and teams in athletic competitions; and they attend events such as the Martin Luther King Day celebration. NIC also has a child care facility on campus. Each of these groups shares an expectation that the campus is a safe haven. Their parents not only share that expectation, but demand it of us. We cannot guarantee a safe haven environment when weapons are allowed on our campus.

The NIC Board of Trustees is best positioned to respond to the safety needs and desires of the campus and community. Therefore NIC is opposed to any legislation limiting our board’s ability to establish policy to restrict weapons on campus.

Tuition Reimbursement –

Currently, out of tax district students from Idaho counties pay resident tuition and fees if their home counties verify their residence and then reimburse the college for a portion of the difference in tuition and fees. Liquor tax revenues are provided to the counties from the state for this purpose. The current rates, $500 a semester with a $3,000 lifetime maximum, have not been changed since 1982 and fall short of reimbursing the full amount of tuition and fees. A higher reimbursement rate needs to be established as well as a related funding source. Continuing to be “under-reimbursed” creates a funding burden shift to the home county property tax payer. Therefore, NIC supports raising the reimbursement levels to $1,000 a semester with a $6,000 lifetime maximum.
SUBJECT
Budget Development Timeline for FY12-13

BACKGROUND
The college has begun to assemble budget information for the upcoming fiscal year. The Business Office will meet with vice presidents and budget managers to develop their requests for FY13 and start budget planning based upon their needs for the upcoming fiscal year. We are matching the departments’ current year budget information to budget reports from the Business Office, as well as projecting budget needs, based on projected changes in enrollment. Attachment A shows the schedule for those financial preparations for the upcoming fiscal year that begins July 1, 2012.

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

COMMITTEE ACTION
Each department will begin working on departmental budgets for presentation to their respective vice presidents and subsequent presentation to President’s Cabinet. All budget requests are determined by departmental goals and the college’s strategic plan.

FINANCIAL IMPACT
The proposed budget for the next fiscal year that will be presented to the board for approval is determined by the final decisions in the revenue and expenditure categories noted above. Of course, planning for upcoming FY13 must take into consideration the financial condition of the state. The possibility of holdbacks for FY13 needs to be considered in the budget planning process.

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

Prepared by
Ronald Dorn
Vice President for Resource Management
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<th>NOV</th>
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<td><strong>Meet &amp; Confer send recommendations to PC</strong></td>
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<td><strong>Gather Taxes and Allocation Amounts</strong></td>
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<td><strong>Approval of Budget by BOT</strong></td>
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