CALL TO ORDER

The meeting was called to order at 6:01 p.m. by Board Chair W. W. Nixon.

ATTENDANCE

Trustees: Barbara Chamberlain
Richard Kohles
W. W. Nixon
Sheila Wood
Absent: Jeanne Givens

Administration: Michael Burke, President
Jerry Gee, Vice President for Instruction
Rolly Jurgens, Vice President for Administrative Services
David Lindsay, Vice President for Student Services
Steve Schenk, Vice President for College Relations and Development
Kathy Christie, Vice President for Instruction
Absent: Robert Ketchum, Vice President for Instruction

Also present: Dana Wetzel, Attorney for North Idaho College
Donna Ward, Recording Secretary for the Board of Trustees

Special guests: Jim Clark, Idaho State Representative
Judy Meyer, Idaho State Board of Education

SPECIAL PROGRAM

Rayelle Anderson, Associate Director, North Idaho College Foundation, presented a program on “The Really Big Raffle.” Ms. Anderson explained that the carpentry students of NIC built a house with funds provided by the Foundation. Raffle tickets were then sold for $100 each. She told the Board that the raffle sold out for the fifth year, that $2 million had been raised in those five years, and that 70% of the purchasers of tickets are from North Idaho. Ms. Anderson also outlined the use of revenue from the raffle.
APPROVAL OF MINUTES

Motion was made by Trustee Wood and seconded by Trustee Chamberlain to approve the minutes of the regular meeting of June 24, 1998. The motion was unanimously carried.

Motion was also made by Trustee Chamberlain, seconded by Trustee Kohles, and unanimously carried to approve the minutes of the Board Retreat of August 8, 1998.

FALL 1998 PRELIMINARY ENROLLMENT

Vice President Lindsay explained that each year at this time the Board is provided with preliminary information about the College’s credit-based enrollment. The State Board of Education has asked all the institutions of higher learning not to release final enrollment figures until the tenth day of classes, which will be September 4, 1998. This ensures comparable figures are released from all institutions. Lindsay said that a detailed enrollment report would be presented to the Board at the September, 1998 meeting. He explained that new student orientation was very successful with the highest attendance in history of students and parents at the orientation and dinner.

BUDGET STATUS REPORTS 1997-1998

Two budget status reports were presented to the Board by Vice President Jurgens. The first illustrated the final activity for Fiscal Year 1997-98. The budget was $19,898,396, with revenue at $20,341,333, or $442,937 more than budgeted. Expenditures were $19,721,616 or $176,788 less than budgeted. All funds remaining will contribute to the College’s fund balance.

Jurgens also presented a graphic overhead transparency showing the financial activity through July, 1998, for Fiscal Year 1998-99. Revenue has been $5,340,382, with expenditures for July at $1,079,142.

A “Program Summary” provided by Vice President Jurgens compared the FY1997-98 and FY1998-99 Operating Budgets. He explained that the 13.22% increase for Student Services is due to added emphasis on cultural diversity and accessibility issues, the 7.38% increase in Athletics is due to an adjustment for employee benefits, and the 64.7% increase in Public Service is due to expenses in staffing resulting from the significant expansion of the Children’s Center.
In summary, Jurgens provided charts showing the comparison of FY1997-98 and FY1998-99 revenue sources. The most significant changes in revenue shown were due to either the 11% increase in the State appropriation, or to the $500,000 reduction in cash-carryover which was made in the FY1998-99 budget.

REPORT ON FACILITIES

Vice President Jurgens also reported on several construction projects currently underway on the North Idaho College campus:

He told the Board that the Children’s Center project has a scheduled completion date of September 30, 1998. At present, the building is approximately 70% complete. The roof and exterior brick are finished, the interior walls are studded in, and the window and door frames are installed. The installation of the mechanical and electrical systems is in progress. All underground utility work is complete.

Asbestos removal from the college dormitory is currently underway and should be completed by late August. Demolition of the building will begin September 8, 1998 and be complete September 23, 1998.

The remodeling of the Student Union Building made substantial progress this summer. Jurgens said that most of the exterior brickwork is complete, interior walls have been installed, some sheetrock has been applied, and concrete flooring is complete. It is anticipated that the building will be completed by the first week of February, 1999.

The replacement of the exterior glass windows in the Boswell Hall stairway window towers is expected to be complete by September 9.

STATUS OF HUMAN RESOURCES/FINANCIAL SOFTWARE

Vice President Jurgens told the Board that the Datatel Colleague implementation of human resources and financial software began in March, 1998. Three teams have been formed to conduct the implementation.

The computer system hardware and the software package for Colleague was installed in May 1998, with the financial system scheduled to be activated on November 1, 1998. This step will be followed by the human resources system on April 1, 1999. Team members are working diligently on project task lists in order to be ready for the targeted activation dates.

Team members have been attending Datatel technical and user training over the Spring and Summer, and NIC will conduct employee training in October and November of this year.
President Burke explained that he had been through the implementation process of the Datatel system at another college. He said the reporting capabilities are substantially better with the new system and that the human resources system will be state-of-the-art.

**UNIVERSITY OF IDAHO/LEWIS-CLARK STATE COLLEGE/NORTH IDAHO COLLEGE COLLABORATIVE GOALS**

Vice President Gee told the Board that a year ago the State Board of Education requested North Idaho College, Lewis-Clark State College, and the University of Idaho to develop a plan to work collaboratively to address the educational needs of the five northern counties of the State of Idaho. As part of this request, the three colleges commissioned a comprehensive demographic study of the region which estimated potential growth from the current year to 2010. A summary of this report was presented by the college Presidents to the State Board earlier this Spring.

Since that report, meetings have continued in preparation for an October report to the State Board. The report will summarize educational needs of the region and a vision of how the colleges working together can address those needs. These items are being identified through a random survey of the population in the region, focus group meetings with various entities, and a telephone survey. It is anticipated that at the October 1998, Board of Trustees meeting a copy of the report submitted to the State Board of Education will be available for this Board’s review.

Gee explained that through the collaborative efforts a partnership concept is developing. Guidelines are being outlined which include programming appropriate to each college’s role and mission, clearly-defined non-duplicating roles for each college, and continual assessment of educational needs to plan appropriate programming.

President Burke and Vice President Gee expressed their appreciation for the level of cooperation with the three institutions. Judy Meyer, member of the Idaho State Board of Education, stated she was pleased with the effort being expended to implement the collaborative model. She said the State Board has requested that every public educational institution strive to minimize duplications of programs, enhance cost value, and allow a seamless transition between high schools, community college, universities or technical schools.

**NAMING OF ROOMS IN THE CHILDREN’S CENTER**

Vice President Schenk told the Board that the expansion and remodeling of the NIC Children’s Center is scheduled to be completed in late September. More than $450,000 of the $728,000 total cost of the project is being provided by the North Idaho College Foundation. Two organizations and one individual have made contributions to the project
ranging from $10,000 to $75,000. Schenk explained that special recognition for gifts of this size is commonly given at colleges and universities and is an important, added inducement in charitable fund-raising. North Idaho College Policy and Procedure 6.06 acknowledge this fact and permit rooms to be named for organizations and/or individuals for a variety of reasons, including significant financial contributions. The Foundation has asked that rooms in the new Children’s Center be named to honor the following organizations and individual:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avista Corporation (formerly WWP)</td>
<td>Multi-Purpose Room</td>
</tr>
<tr>
<td>Washington Trust Bank</td>
<td>Classroom for 2-year-olds</td>
</tr>
<tr>
<td>Mrs. Eula Chilcott</td>
<td>Infant/Toddler Room</td>
</tr>
</tbody>
</table>

Schenk explained that final authority for naming College facilities rests with the Board of Trustees after input from the President, the President’s Cabinet, and an advisory vote of the College Senate. The President and President’s Cabinet support the Foundation’s request. The College Senate has scheduled an advisory vote on this matter for the September 3, 1998 meeting. It is anticipated that a recommendation to name rooms in the Children’s Center will be presented at the September, 1998 Board meeting.

REPORTS

ASNIC

Renee Draper, Sophomore Senator, and Ben Toews, President of the Associated Students of North Idaho College, represented the students at the Board meeting. Toews told the Trustees that the students have met and freshman elections will be held during the fifth week of this semester. He reported that student orientation went very well. Silverwood Day for NIC students and staff will be held September 12, 1998, from 11 a.m. to 6 p.m., tickets will be available September 1, 1998, for $7.50 each.

FACULTY ASSEMBLY REPRESENTATIVE

Joyce Lider, President of Faculty Assembly, told the Board faculty see many challenges in the forthcoming year. Some of these are working with the other constituency groups on campus implementing recommendations of the Culture and Climate Committee, mandatory placement, dual enrollment of students simultaneously in high school and college, and Internet classes.

SENATE

Fran Bahr, Chair of the College Senate, told the Board the Senate has had a special
organizational meeting. Bahr indicated that many policies will be under consideration by
the Senate during the upcoming school year, one of which will be a policy or policies
addressing violence in the workplace.

**N.I.C.E**

Doug Halliday, President of N.I.C.E., told the Board that the executive committee of that
group has met and compiled a list of the issues to be addressed during this school year.
Halliday explained also that he will be meeting regularly with President Burke.

**REPORT OF THE COLLEGE PRESIDENT**

President Michael Burke reported on his goals for the coming year, including reinstituting
the Strategic Planning Committee, reviewing the various committees, the charges of those
committees, and how the issues are worked through the various committee processes.
Other goals include promoting collaboration throughout the institution, promoting safety,
and promoting lifelong learning through professional development. Burke also stated he is
committed to diversity and having an organization that is a welcoming place for diversity.

Burke said that he had attended the State Board meeting in Boise on August 20 and 21.
He said the physical therapy assistants’ accreditation visit would be completed
August 26.

President Burke also told the Board that at the request of Jacklin Land Company, Pioneer
Title scheduled a closing on August 25, 1998, for the purchase by North Idaho College of
five lots located at Riverbend Commerce Park. Just prior to the closing Pioneer Title
requested that a Resolution be approved by the Board specifically authorizing the
President [Michael Burke] to execute the closing documents on behalf of the Board. In a
search of the Board minutes, there was no specific Board action addressing the
authorization for purchase of specific lots. Pioneer Title agreed to close the purchase on
the representation that a Resolution ratifying the signatures at closing could be secured
from the Board at this meeting and forwarded to them. Therefore, in order to affirm and
secure the closing on the lots identified in the Resolution, Burke asked the Board to
approve the Resolution No. 1998-01 as presented (attached hereto, and incorporated
herein by reference).

Attorney Dana Wetzel then read the Resolution No. 1998-01 to the Board, which was
adopted and approved by roll call vote as follows:

Barbara Chamberlain aye
Richard Kohles aye
W. W. Nixon aye
REPORT OF COLLEGE BOARD CHAIR

Board Chair Nixon said that he is pleased to have a new president to lead the College into the 21st century. He said he is pleased with the quality of the programs at NIC, that facilities are improving all the time, and he looks forward to the future of the institution with optimism.

REMARKS FOR THE GOOD OF THE ORDER

Vice President Jurgens told the Board that as of August 26, 1998, six people had filed candidacy petitions for the Board election in November. Jurgens said the deadline for filing for candidacy is September 1, 1998, at 5:00 p.m. with either himself at the NIC Business Office, or Deedee Beard, the Kootenai County Elections Clerk.

Vice President Gee said he was pleased to let the Board know a new Distance Learning Director has been hired. She is Candace Wheeler, formerly with the Idaho State Board of Education.

Trustee Kohles commented on the perceptions of the public regarding services provided by North Idaho College. He expressed his opinion that the student newspaper, “The Sentinel” could be used as a means to give wider circulation to the services the College provides the community.

Trustee Wood thanked Joe Butler of the “Coeur d’Alene Press” for the recent positive press coverage of the College.

EXECUTIVE SESSION

MOTION: 8-26-98:50: Motion was made by Trustee Chamberlain and seconded by Trustee Wood to adjourn to executive session under Idaho Code Section 67-2345(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent and (f) to consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation. Roll call vote was as follows:

Barbara Chamberlain aye
Time: 7:52 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, Richard Kohles, W. W. Nixon, Sheila Wood and Donna Ward. College attorney Dana Wetzel was also present for a portion of the session. Items discussed were pending and probable litigation the evaluation of an individual agent.

RECONVENE

The meeting reconvened at 8:48 p.m. at which time no further business was discussed or action taken.

ADJOURNMENT

Motion was made by Trustee Wood, seconded by Trustee Kohles and unanimously approved that the meeting adjourn.

Time: 8:49 p.m.

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W. W. Nixon, Board Chair               Barbara Chamberlain, Secretary