At 5:30 p.m. the members of the Board of Trustees were given a tour of the Children’s Center by Shelley Thomas, Director of the Center.

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Board Chair W. W. Nixon.

ATTENDANCE

Trustees: Barbara Chamberlain
Richard Kohles
W. W. Nixon
Sheila Wood
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, Assistant Vice President for Instruction
Robert Ketchum, Assistant Vice President for Instruction

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

PROGRAM

Dawn Atwater, North Idaho College Alumni Director, and Faye Wright, English Instructor, presented a program from “Patchwork of Praise”, a recently published compilation of stories from alumni. Evalyn Adams, Hugh Smith, Linda Erickson and Chelsea Hodge each told the Board how their experiences at North Idaho College had affected their lives.
APPROVAL OF MINUTES

Motion was made by Trustee Kohles and seconded by Trustee Wood to Approve the minutes of the regular meeting of August 26, 1998. The motion was unanimously carried.

NAMING OF ROOMS IN THE CHILDREN’S CENTER

At the August 1998 Board of Trustees meeting, Vice President Schenk proposed that three rooms in the remodeled and expanded Children’s Center be named to honor organizations or individuals for financial contributions to the project. In accord with College policy on naming of rooms, the Board made the following motion:

MOTION: 09-30-98:50 Motion was made by Trustee Givens and seconded by Trustee Chamberlain that the Children’s Center Multi-Purpose Room be named “The Avista Corporation Room” (or “Washington Water Power Room” at the donor’s discretion), the classroom for two-year-olds be named “The Washington Trust Bank Room” and the infant/toddler room be named the “Eula Chilcott Room.” The motion was unanimously approved.

CONFLICT RESOLUTION/MEDIATION PROCESS POLICY AND PROCEDURES 3.02.23.01 AND GRIEVANCE POLICY AND PROCEDURES 3.02.23

President Burke told the Board that at its first Fall 1998 meeting the College Senate had approved with no changes the second reading of Grievance Policy and Procedures 3.02.23. The Board had, at its June 24, 1998 meeting, approved this policy contingent upon the approval of the College Senate. The policy, therefore, stands approved.

Also at the June 24, 1998 Board meeting, the Trustees approved a new Conflict Resolution/ Mediation Process Policy and Procedures 3.02.23.01. This approval was also contingent upon a second reading and approval by the College Senate at its first Fall 1998 meeting. The Senate made one minor revision and approved the policy. Therefore, the Board of Trustees made the following motion:

MOTION: 09-30-98:51 Motion was made by Trustee Wood that the Conflict Resolution/Mediation Process Policy and Procedure 3.02.23.01 be approved as set forth in the attachment to these minutes. The motion was seconded by Trustee Kohles and unanimously approved.

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

Vice President Jurgens explained that the Board of Trustees routinely solicits proposals for professional services, such as those provided by architects, engineers, construction
managers, attorneys and other specialized professionals. According, the Board made the following motion:

**MOTION: 09-30:98:52** Motion was made by Trustee Kohles, seconded by Trustee Chamberlain and unanimously approved that the Board of Trustees direct Vice President Jurgens to prepare specifications and advertisements to receive proposals from individuals or firms wishing to provide legal counsel and services to the Board of Trustees and administration of North Idaho College.

**RECOMMENDATION FOR NAMING LIBRARY/COMPUTER CENTER**

Vice President Schenk told the Board that Jessie Molstead had gifted her entire estate to North Idaho College in 1994. This consisted of almost $1 million, the largest gift the College has ever received. Schenk explained that she was the last surviving member of her immediate family and remaining family members have asked that the College pay tribute to the family by naming the Library/Computer Center in their honor.

North Idaho College English Instructor Virginia Johnson told the Board she is a relative of the Molsteads. Johnson related some anecdotes about the family and Jessie Molstead. She also said that 44 students were receiving scholarship money from the Molstead estate and have sent touching letters expressing gratitude. Johnson said her purpose was to encourage the Board to name the building after the Molsteads.

**FALL 1998 ENROLLMENT**

David Lindsay, Vice President for Student Services, Kirk Koenig, Admissions Director, and Karen Streeter, Registrar, provided the Board with a computer-generated presentation on the Fall, 1998 credit enrollment. They provided figures on the changes of enrollment in new and former students, transfer students, and the number of students enrolled in the top four majors.

Lindsay told the Board his staff had completed a telephone survey on why part-time students did not return to the North Idaho College. He outlined the reasons given by survey participants and he and Jerry Gee, Vice President for Instruction, identified for the Board some ways to improve enrollment and retention of students.

**ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 1998**

Vice President Jurgens introduced Stan Wood of Magnuson, McHugh & Company, P.A., lead CPA for North Idaho College’s annual audit. Wood told the Board that the highlights of the audit included what Wood called a “clean” opinion which clearly states the financial status of the college. He explained there are two separate components in the audit. The first deals with the system of internal controls and the second deals with compliance with federal regulations. He told the Board there was only one finding as a
reportable condition: the College maintains a perpetual system of fixed assets. He notes that some departments do not comply with the instruction to take a complete physical inventory; therefore, acquisition and disposals are not adequately reflected. He suggested that departments monitor performance of reconciled inventories.

Wood also related to the Board that there were expenditures of approximately $451,000 more than revenue. He said that this was a planned, anticipated budget procedure for this year only to reduce a fund balance that in previous years was too high. He said that this was not to be compared to operating a business at a loss, since it was a planned budgeting procedure. He provided fund balance comparisons with other regional institutions, which showed North Idaho College’s fund balance at slightly less (as a percentage of the total budget) than the other colleges with which NIC was compared.

Upon further discussion by the Board, the following motion was made:

MOTION: 09-30-98:53 Motion was made by Trustee Chamberlain, seconded by Trustee Givens, and unanimously approved that the Board approve the Annual Financial Report for the Year Ended June 30, 1998, prepared by Magnuson, McHugh & Company, P.A., CPA’s as presented.

FACILITIES

Vice President Jurgens told the Board members that the Children’s Center was substantially complete and the staff would be moving into the building very soon.

He reported that the dorm demolition is underway and should be completed by October 21, 1998. Jurgens said that the land would be used as a temporary, gravel parking lot until further plans are made.

He also told the Board that roofing of the Student Union Building is currently in progress and that the window replacement of Boswell Hall is completed.

BUDGET STATUS REPORT 1997-98

Vice President Jurgens provided a chart of the 1997-98 budget and explained that expenditures were currently well below the amounts budgeted and revenue received.

REPORTS

ASNIC

Ben Toews, President of the Associated Students of North Idaho College, reported to the Board of Trustees that elections for freshman Senators had been completed. The students are planning a team-building retreat, working towards a campus-wide recycling program, and exploring the possibility of an art gallery in the new Student Union Building.
FACULTY ASSEMBLY REPRESENTATIVE

Joyce Lider, representing the faculty, informed the Board of some of the activities faculty are doing outside the classroom. She said she is working with members of the College Senate and Dr. Burke on the charges, structure and inter-related duties of all the committees on campus to possibly facilitate reorganization.

SENATE

Senate Chair Fran Bahr reiterated Lider’s comments on reorganizing the campus’s committee structure. Bahr said she, Lider and Dr. Burke were meeting regularly to promote positive shared governance. She said the Senate was working on policies, adjusting reporting dates, and clarifying wording in anticipation of bringing several new and revised policies before the Board of Trustees for approval.

N.I.C.E.

Doug Halliday, N.I.C.E. Representative, told the Board that at the last meeting of the North Idaho College Employees, Professional Development Director Linda Silva, presented opportunities for staff development and professional growth. The group discussed a step salary system for professional growth, and Meet and Confer representatives will be exploring this subject. Halliday outlined some of the issues that N.I.C.E. will be exploring, which include possibly amending the constitution to include part time staff and to have a representative of Meet and Confer on the Executive Committee to facilitate transmission of information.

REPORT OF THE COLLEGE PRESIDENT

Dr. Michael Burke provided an update to the Board of Trustees on the Facilities Master Planning Committee, the Strategic Planning Committee, activities of the State Board of Education, the recent Association of Community College Trustees (ACCT) convention, several of the community events he had attended, and meetings held by other entities of the College.

REPORT OF COLLEGE BOARD CHAIR

Board Chair Nixon said that he, too, had recently attended the Association of Community College Trustees convention and was invigorated by the issues presented. He called upon Trustee Kohles to give a more detailed report of the events.

REMARKS FOR THE GOOD OF THE ORDER

Donna Ward, Executive and Recording Secretary to the President and Board of Trustees, expressed her gratitude for the opportunity to attend the ACCT Convention. She explained that seminars were held especially for college professional staff serving as Board
secretaries. Ward also told the Board that the State Board of Education would be meeting in Coeur d’Alene on October 22 and 23, 1998, and members of both boards would be having dinner together during that time.

Lanny Stein, Auxiliary Services Director, related to the Board of Trustees that his staff was anticipating the move into the new Student Union Building. He talked of some of the reorganization that would be necessary with the new facility. Stein also said he wanted to thank his staff publicly for the past transition year and the innovation used by all the staff in handling the inconvenience of limited facilities. He also expressed his gratitude to the students for dealing with the inconvenience.

Vice President for Instruction Kathy Christie introduced the new Director for Distance Learning, Candace Wheeler, to the Board of Trustees.

**EXECUTIVE SESSION**

MOTION: 09-30-98:54 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, (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency, 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:

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<tr>
<th>Name</th>
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<tr>
<td>Barbara Chamberlain</td>
<td>aye</td>
</tr>
<tr>
<td>Richard Kohles</td>
<td>aye</td>
</tr>
<tr>
<td>Jeanne Givens</td>
<td>aye</td>
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<tr>
<td>W. W. Nixon</td>
<td>aye</td>
</tr>
<tr>
<td>Sheila Wood</td>
<td>aye</td>
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</tbody>
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Time: 8:51 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, Jeanne Givens, Richard Kohles, W. W. Nixon, Sheila Wood, Rolly Jurgens, Dana Wetzel and Donna Ward. Items discussed were pending and probable litigation, the possible dismissal or disciplining of an employee, and the possibility of acquiring an interest in real property which is not owned by a public entity.

**RECONVENE**

The meeting reconvened at 9:40 p.m. at which time no further business was discussed or action taken.
ADJOURNMENT

Motion was made by Trustee Givens, seconded by Trustee Chamberlain, and unanimously approved that the meeting adjourn.

Time: 9:41 p.m.

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