CALL TO ORDER

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

ATTENDANCE

Trustees: Richard Kohles  
W. W. Nixon  
Sheila Wood  
Jeanne Givens

Absent: Barbara Chamberlain

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

Shelley Thomas, Director of the North Idaho College Children's Center, and Carol Lindsay, Child Development Instructor, gave a presentation to the Board about the philosophy of early childhood education used at the Children's Center.

APPROVAL OF MINUTES

Motion was made by Trustee Kohles and seconded by Trustee Wood to approve the minutes of the regular meeting of September 30, 1998. The motion was unanimously carried.
NAMING OF LIBRARY/COMPUTER CENTER BUILDING

Vice President Schenk informed the Board that the North Idaho College Senate as well as the President's Cabinet had endorsed the recommendation that the Library/Computer Center building be named after the Molstead family. Schenk explained to the Board that the family preferred the building be named "Molstead Library". After some discussion, the following motion was made:

**MOTION: 10-28-98:55** Motion was made by Trustee Wood, seconded by Trustee Kohles and unanimously approved that the Library/Computer Center be named Molstead Library.

GOVERNANCE OF HEAD START

Vice President Jurgens explained to the Board that North Idaho College has served as Grantee for North Idaho College Head Start (NICHS) since 1973. Head Start Performance Standards were revised in 1997, effective on January 1, 1998. In accordance with the Performance Standards, a clearly established role of authority and governance must be delineated. Jurgens explained that historically the Board of Trustees has embraced the Head Start mission as part of the North Idaho College mission, and functionally the Board has delegated its authority to him as the Executive Director. Jurgens has monitored program planning, policies, and operations. Daily operations have been implemented and supervised by Head Start Director, Doug Fagerness. In order to meet the Head Start Performance Standards, the following motion was made:

**MOTION 10-28-98: 56** Motion was made by Trustee Givens and seconded by Trustee Kohles that the North Idaho College Vice President for Administrative Services, in the capacity of North Idaho College Head Start Executive Director, assume on the Board of Trustee's behalf, all general responsibility for approval and disapproval pertaining to the governance and management of the North Idaho College Head Start program as specified in Head Start Performance Standards. The motion was unanimously approved.

The Board determined that it would not act on the proposed dispute resolution policy at this meeting; therefore, the following motion was made:

**MOTION: 10-28-98:57** Motion was made by Trustee Wood, seconded by Trustee Givens, and unanimously carried to table the approval of the proposed dispute resolution policy drafted by the North Idaho College Head Start Policy Council.

WORKFORCE TRAINING CENTER UPDATE

Robert Ketchum, Assistant Vice President for Instruction, presented an overview of the North Idaho College Workforce Training Center activities and achievements during the past fiscal year. He reported on the results of the work of the staff, enrollment for FY 1997-98 and Fall, 1998, services provided, funding sources, and financial performance. Ketchum also presented information on the Idaho Small Business Development Center’s accomplishment and goals for the future.
FACILITIES MASTER PLAN

Vice President Jurgens introduced Jim Headley, Chair of the Facilities Master Planning Committee. Headley explained to the Board the process through which the architectural firms of CTA/Walker-Macy/H2A/Welch-Comer were chosen, based upon input of campus employees, with the final decision being made by the Department of Public Works. Headley explained that CTA will be conducting meetings and surveys on campus and encouraged the campus community to give input about the vision for the campus. President Burke commended Headley and the Facilities Master Planning Committee for the time spent reading the lengthy proposals from all of the applicants.

STATUS OF REQUEST FOR PROPOSAL FOR LEGAL SERVICES

Vice President Jurgens reported that the request for proposal for legal services would be sent to area law firms and advertisements would be placed in local newspapers to solicit proposals to provide legal service to the Board of Trustees. The Board instructed Jurgens to proceed with the proposal submission deadline of November 30, 1998, with finalists’ interviews during the week of December 7, 1998.

CAMPUS HOUSING SURVEY STUDY RESULTS

Vice President Lindsay explained to the Board that a study was done to determine the feasibility of replacing the recently demolished Shepperd-Gridley residence hall. Lindsay told the Board that he was not making a recommendation at the meeting. He presented the pros and cons and said the final decision will be a part of the Facilities Master Plan. He explained the processes involved in his study, shared result from a student survey, as well as the results of focus group discussions. Focus groups were used for input from the community, faculty members, maintenance staff, students, and administrators. Lindsay explained that the former dorm was a profitable operation, and the financial implications of a new residence hall as well as many other considerations were necessary prior to making a decision to build new campus housing.

Considerable discussion ensued expressing concern about delaying the decision to rebuild the dorm. College attorney Dana Wetzel urged the Board to consider the bond repayment implications as well as the Facilities Master Plan before making a decision.

UPDATE ON COLLABORATION WITH UI/LCSC/NIC

Vice President Gee told the Board that the Presidents of the University of Idaho, Lewis-Clark State College, and North Idaho College would be presenting a report on the collaborative endeavors of the institutions at the Idaho State Board Meeting on October 23, 1998. Gee said the report is the beginning of a planning process to meet the educational needs of the region. He said that the State Board of Education has asked the three institutions to reach a formal agreement by June, 1999, along with the creation of a five-year strategic plan for the implementation of the collaborative agreement.
**LEGISLATIVE TOUR**

Vice President Schenk told the Board that the North Idaho Legislative Tour will be occurring November 9-10, 1998. He explained the various events taking place during the tour.

**YEAR 2000 COMPUTER DATA/CONSIDERATIONS**

Vice President Jurgens told the Board members that adjustments have been made for the Year 2000 (Y2K) computer considerations. He said that most of the major administrative computer software is Y2K compliant. However, Jurgens explained that approximately 800 personal computers (PCs) in classrooms and offices need to be surveyed to determine the Y2K compliance of those machines.

**FACILITIES**

Vice President Jurgens updated the Board on the some of the facilities currently undergoing remodeling, repair, or construction. He said that the Children’s Center remodel is essentially complete with final landscaping being the only unfinished work. The Shepperd-Gridley Hall demolition is complete with the area currently being utilized as a temporary parking lot until further plans are made for the space. Jurgens said the Student Union Building construction is on schedule with anticipated completion by the first week of February, 1999. Jurgens also reported that a grant has been received to replace a leaking roof of the Harding Family Center, and architects are currently working on the design for repair of the roof.

**BUDGET STATUS REPORT 1997-98**

Jurgens reported on the operating budget with percentage budget comparisons of revenue and expenditures over a five-year mean as compared to fiscal year 1998-99 revenue and expenditures. Jurgens said currently both revenue and expenditures are somewhat less than the five-year mean. He explained changes in accounting procedures that affect the budget comparisons.

**ASNIC REPORT**

Ben Toews, President of the Associated Students of North Idaho College, thanked Trustee Givens for her six years of service. He told the Board the students are developing a recycling program. He said ASNIC have revised their mission statement and want to adopt the revised statement into the by-laws of ASNIC. Toews also told the Board that the students have formed a public relations committee and are preparing a computerized demonstration for use in future presentations.

**FACULTY ASSEMBLY REPORT**

Joyce Lider, Faculty Assembly Representative, expressed her gratitude to Trustee Givens for her service on the Board of Trustees and in aiding the communication within the college. Lider told the Board that several policies would be coming to them in future meetings.
SENATE REPORT
Frank Bahr, Senate Chair, told the Board that the Senate also is looking at a number of policies, which will be presented to the Board. She also said she is working with President Burke and others on the College committees and how those relate to the College governance structure.

N.I.C.E. REPORT
Doug Halliday, President of N.I.C.E., said that the first meeting of Meet and Confer had been held, and Tami Haft, Administrative Secretary, was elected as chair. He said the N.I.C.E. membership was sponsoring the Chili Cook-Off on October 30, 1998, as a fundraiser for the United Way campaign. He also reported the N.I.C.E. person of the month was Ann Cahill from Computer Services.

REPORT OF COLLEGE PRESIDENT
President Burke expressed his appreciation to Trustee Givens for her work on the Board over the past six years.

Burke presented information to the Board on the Idaho State Board of Education Performance Measures. He outlined those measures that NIC can adequately report and the indicators that could not be reported by a two-year institution. He explained also that a comprehensive calendar showing routine matters to be presented for consideration to the Board will be provided in the near future. Burke also thanked the Board members for meeting with the State Board members. He said that NIC exceeded the expectations of the State Board and the two-day meeting hosted by NIC went smoothly.

REPORT OF COLLEGE BOARD CHAIR
Board Chair Nixon said that State Board member Judy Meyer had called him and expressed her thanks for the dinner with the NIC Board. Nixon commended President Burke on the President’s new, quarterly newsletter, “New & Views.” Nixon also expressed his heartfelt thanks to Trustee Givens.

REMARKS FOR THE GOOD OF THE ORDER
Bob Murray, Math and Science Division Chair, told Board members that a Math contest was to be held on October 29, at Workforce Training Center, with approximately 100 students participating.

Virginia Johnson, Division Chair, told the Board a student recital would be held in Boswell foyer on October 29, 1998, at noon. She also invited the Board to see the play, “Tartuffe”, being presented by the theatre department.
EXECUTIVE SESSION

MOTION: 10-28-98:58 Motion was made by Trustee Wood and seconded by Trustee Givens to adjourn to executive session under Idaho Code Section 67-2345 (c): to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency, and (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:

Time: 9:37 p.m.

Richard Kohles aye
Jeanne Givens aye
W. W. Nixon aye
Sheila Wood aye

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

RECONVENE

The meeting reconvened at 10:16 p.m. at which time the following motion was made:

MOTION: 10-28-98:59 Motion was made by Trustee Wood and seconded by Trustee Givens to continue the meeting until Monday, November 9, 1998, at 11:30 a.m. in Todd Hall of the NIC Library. The motion was unanimously approved.

NOVEMBER 9, 1998

Board Chair Nixon recalled the continued meeting of October 28, 1998, to order on November 9, 1998, at 11:32 a.m.

The following were in attendance:

Richard Kohles
W. W. Nixon
Sheila Wood
BOARD APPROVAL OF ELECTION CANVASS

Vice President Jurgens handed out the results of the November 3, 1998, Board of Trustees election. The winners of the election were:

Position A: Sheila Wood
Position B: W. W. Nixon
Position C: Roland (Rolly) Williams
Position D: Fred Ostermeyer.

Jurgens explained the summary of the precincts as well as a breakdown of the votes by precinct. He said that the Kootenai County Elections Division provided a statement that the computerized counting machine was tested prior to and after the counting of the ballots to assure accuracy. Accordingly, the Board made the following motion:

MOTION 11-09-98:60 Motion was made by Trustee Kohles and seconded by Trustee Wood that the Board approve the canvass of the election for the Board of Trustees as presented by the Clerk of the Election for North Idaho College as presented to the Vice President for Administrative Services on November 9, 1998. The motion was unanimously approved.

TRUSTEE ELIGIBILITY OF ROLLY WILLIAMS

Board Chair Nixon explained to the other Board members that Trustee-Elect Rolly Williams currently receives a benefit in the form of medical insurance coverage provided by North Idaho College. Due to Williams receiving this benefit, he is currently ineligible to serve as a Trustee of the College. Nixon stated that if North Idaho College and Williams agree to a lump-sum payment equal to future medical insurance coverage prior to his taking the oath of office as a Trustee, then Williams may proceed to serve. Nixon also stated that offers to other former employees receiving similar benefits must also be offered consideration as is due each particular circumstance. Nixon stated that the Board would be asked to consider this decision at a future Board meeting.

EXECUTIVE SESSION
MOTION: 11-09-98:61 Motion was made by Trustee Wood and seconded by Trustee Givens to adjourn to Executive Session under Idaho Code Sections 67-2345 (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency, and (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:

Richard Kohles aye
Jeanne Givens aye
W. W. Nixon aye
Sheila Wood aye

Time: 11:46 a.m.

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

RECONVENE

The meeting reconvened at 12:17 a.m. at which time no further business was discussed and the following motion was made:

MOTION: 11-09-98:62 Motion was made by Trustee Wood and seconded by Trustee Givens to continue the meetings of October 28, 1998 and November 9, 1998, until Thursday, November 12, 1998, at 2:00 p.m. The motion was unanimously approved.

NOVEMBER 12, 1998

The continued meeting of October 28, 1998, was reconvened on November 12, 1998, at 2:09 p.m. by Board Chair Nixon in Emery’s, Hedlund Building.

The following were in attendance:

Jeanne Givens
Richard Kohles
Bill Nixon
Sheila Wood

Michael Burke
Rolly Jurgens
David Lindsay
Steven Schenk
EARLY RETIREMENT HEALTH INSURANCE BENEFIT REVIEW

Two years ago, by vote of the Board of Trustees, certain employees who otherwise qualified for early retirement under PERSI were given the opportunity to retire early and North Idaho College agreed to continue to pay a percentage of their health insurance premiums from the date that no further balances were on account with PERSI, until they qualified for Medicare. Three employees, Jack Bloxom, Clive Grimmett, and Roland Williams have been eligible to take advantage of this program.

Roland Williams was recently elected to the NIC Board of Trustees. An Attorney General Opinion written in 1993, and recently affirmed in a letter dated November 9, 1998 from William VonTagen, Deputy Attorney General, concluded that a Trustee of NIC cannot receive health insurance benefits provided by NIC while serving as a Trustee. The letter allowed, however, that before Mr. Williams assume office, the current Board of Trustees could authorize a lump sum payment to Mr. Williams in lieu of insurance benefits which he would otherwise receive from NIC. Such payment, if made by the current Board of Trustees, would not be prohibited under the 1993 Attorney General Opinion. The letter also recommended that the offer to provide a lump sum payment in lieu of continued payment of health insurance premiums should be extended to all similarly situated early retirees.

Board Chair Nixon introduced Dennis Hague of Harris-Dean Insurance and requested Hague to present background information on legislation enacted several years ago for public school systems and a similar benefit negotiated by North Idaho College and its insurance carrier, Blue Cross. After explanation by Hague and ensuing discussion by the Board, the following motion was made:

MOTION: 11-12-98:63 Motion was made by Trustee Kohles and seconded by Trustees Givens that for up to three months from the date of this motion, three employees that have retired early, and for which NIC continues to pay their health insurance premiums until they qualify for Medicare, Jack Bloxom, Clive Grimmett, and Roland Williams, may elect to receive from NIC a lump sum payment to be contributed towards COBRA and an additional lump sum payment equivalent to the continued payment of health insurance premiums by NIC following expiration of COBRA benefits, until the age of 65; and that the Vice President for Administrative Services is hereby authorized to make the lump sum payments recommended by legal counsel and approved by the Vice President of Administrative Services, according to the attached percentages, to the individuals or their agent if they exercise the election within the time specified. The motion was unanimously approved.

PROPERTY ACQUISITION
Vice President Jurgens showed the Board an aerial view of the property located at 703 Military Drive, Coeur d’Alene, Idaho. The property is currently owned by Rick Gunther, a realtor with Coldwell Banker Schneidmiller Realty. It is located immediately adjacent to the Fort Ground Tavern and directly across the street to the west from the Department of Lands property. The price for the property is $70,000, which Jurgens said was competitive with other property that has been previously offered for sale in the area. Jurgens explained that an adjustment to the Minor Capital Budget could be made for the purchase of the property. Accordingly, the following motion was made:

**MOTION: 11-12-98:64** Motion was made by Trustee Kohles, seconded by Trustee Wood and unanimously approved that North Idaho College purchase the property located at 703 Military Drive, Coeur d’Alene, Idaho, more specifically described as: TAYLOR PARK ADDITION TO COEUR D’ALENE, NORTH 48 FEET OF LOT 13, 14 & 15, BLOCK 2, and currently owned by Rick Gunther, and adjust the Minor Capital Budget accordingly.

**EXECUTIVE SESSION**

**MOTION: 11-12-98:65** Motion was made by Trustee Givens and seconded by Trustee Wood to adjourn to Executive Session under Idaho Code Section 67-2345 (f) To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation. Roll call vote was as follows:

Jeanne Givens aye
Richard Kohles aye
Bill Nixon aye
Sheila Wood aye

Time: 2:55 p.m.

Present in Executive Session were Michael Burke, Jeanne Givens, Richard Kohles, Bill Nixon, Sheila Wood, Dana Wetzel, and Donna Ward. Items discussed were pending litigation.

**RECONVENE**

The meeting reconvened at 3:50 p.m. at which time no further business was discussed or action taken.

**ADJOURNMENT**

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

Time: 3:51 p.m.