MINUTES

The Trustees attended the Grand Opening ceremonies of the remodeled Edminster Student Union Building at 5:30 p.m.

CALL TO ORDER

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

ATTENDANCE

Trustees: Barbara Chamberlain
           W. W. Nixon
           Fred Ostermeyer
           Rolly Williams
           Sheila Wood

Also present were: 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
                   Mike Ramsden and Marc Lyons, Attorneys for North Idaho College
                   Donna Ward, Recording Secretary for the Board of Trustees
                   Doug Halliday, President, N.I.C.E.
                   Fran Bahr, Chair, College Senate
                   Joyce Lider, Chair, Faculty Assembly
                   Ben Toews, President, ASNIC

PROGRAM

Ray Keevy, Placement/Work-Based Learning Specialist, Applied Technology, presented the graduate report for the NIC Applied Technology Division. Information was provided regarding placement in training and non-training related jobs, retention statistics, average wage earned, and other data. Keevy related that NIC is number one in the state in training-related placement.
APPROVAL OF MINUTES

Motion was made by Trustee Wood and seconded by Trustee Chamberlain to approve the minutes of the regular meeting of February 24, 1999, and the special meeting of March 16, 1999. The motion was unanimously approved.

COLLEGE PROPERTY/LIABILITY INSURANCE COVERAGE

Vice President Jurgens introduced Spencer Dean and Ken Koep of Harris-Dean Insurance, the agent-firm for North Idaho College. Dean and Koep explained the Idaho Counties Risk Management Program (ICRMP), the entity which supplies insurance coverage for the campus. Detailed information was provided to the Board and audience regarding the policy deductibles, annual premiums, claims since inception, and coverage.

STATUS OF FACILITIES MASTER PLANNING

Vice President Jurgens told that Board that meetings regarding the Facilities Master Plan were held with the architectural firm, Walker-Macy, and various campus groups on March 16 and 17. Initial plans were reviewed and deemed in need of additional refinement. Within the next few weeks the architects will again be on campus to present a second set of plans.

TENURE RECOMMENDATION

Vice President Jerry Gee informed the Board that the Tenure Committee recommended the following individuals for Tenure under Policy and Procedures No. 3.02.9:

Barb David
David Foster
Vic Gilica
Janet Gossett
Alan Lamb

Gee explained that tenure applicants’ personnel files were available for review by the Board, that he endorsed the recommendations of the Tenure Committee, and that the Board would be requested to consider conferral of tenure at the next Board meeting.

SABBATICAL LEAVES

Vice President Gee explained to the Board that the Sabbatical Leave Committee recommended Fran Bahr for sabbatical leave with full pay and benefits for the Fall, 1999 semester, and Tim Rarick for sabbatical leave with half pay and benefits for the full school year 1999-00. There was discussion by the Board and others present regarding the number of people applying for sabbatical leave this year. The Board suggested consideration be made to increasing the number of
sabbaticals granted. At the conclusion of this discussion, the following motion was made:

MOTION: 03-24-99: 11 Motion was made by Trustee Chamberlain and seconded by Trustee Ostermeyer to approve and grant sabbatical leaves for Fran Bahr for the Fall semester of 1999, and Tim Rarick for the 1999-00 school year, in accordance with Board Policy 3.04.8. The motion was unanimously approved.

COLLEGE CALENDAR 2000-01

Vice President Lindsay told the Board that the Calendar Committee, chaired by Elaine Cartwright, had completed its work on the 2000-2001 College Calendar. He said attempts have been made to keep the calendar coordinated with the local school districts. Approval of the calendar would allow NIC’s instruction and student support services to plan the academic calendar and offerings in advance. Therefore, the following motion was made:

MOTION: 03-24-99:12 Motion was made by Trustee Chamberlain, seconded by Trustee Wood and voted unanimously by the remaining Board members to approve the North Idaho College Calendar for the years 2000-2001, as presented and attached hereto.

PROPOSED TUITION AND FEES, FY-1999-2000

It was explained by Vice President Lindsay that the proposed tuition and fee increases were presented at last month’s Board meeting. He said that the following are proposed: a $25 increase in tuition and a new $20 Technology Fee per semester for in-state, and an increase of $135 for out-of-state tuition as well as a $20 Technology Fee. There was discussion regarding the proposed increases, and Associated Student Body President Ben Toews said that the students generally support the increases, but would like to be kept informed as to how the resulting revenue is used. He said that the students would encourage the use of a portion of the Technology Fee for implementing debit-type identification cards. There was discussion regarding the additional tuition for students taking 18 or more credit hours per semester. The Board encouraged that the additional tuition be assessed at 19 credit hours per semester. Therefore, the following motions were made:

MOTION: 03-24-99:13 Motion was made by Trustee Williams and seconded by Trustee Chamberlain to assess the additional tuition at 19 credit hours per semester rather than 18 credit hours beginning Fall semester, 1999. The motion was unanimously approved.

MOTION: 03-24-99: 14 Motion was made by Trustee Chamberlain and seconded by Trustee Williams to approve the North Idaho College Tuition and Fee Schedule for FY1999-2000, as attached hereto, beginning Fall semester 1999.
CORRECTIVE ACTION POLICY AND PROCEDURES NO. 3.02.01

Vice President Lindsay explained that the College has not had a prescribed method for improving employee on-the-job performance. He told the Board that the Corrective Action Policy and Procedures No. 3.02.01 provides a designated process to address this need and defines the necessary steps an employee and his/her supervisor may take in such situations to ensure fairness campus-wide. This policy will be brought to the Board for consideration for final approval in April.

POLICIES:  BOARD OF TRUSTEES RESPONSIBILITIES POLICY NO. 2.01.02,  BOARD OF TRUSTEES MEETINGS POLICY NO. 2.01.3,  BOARD TRUSTEES GOVERNANCE POLICY NO. 2.01.4

President Michael Burke told the Board that the North Idaho College Policy Manual is now available to the campus on the College Website. He explained that the policy is being updated on a systematic basis and that the following Board Policies and Procedures were presented with revisions:

- Board of Trustees Responsibilities, Policy No. 2.01.02
- Board of Trustees Meeting, Policy No. 2.01.3
- Board of Trustees Governance, Policy No. 2.01.4.

Burke explained that this was a first reading and that these will be brought to the Board at the April meeting for consideration.

NORTH IDAHO COLLEGE HISTORY COMMITTEE

Trustee Wood told the other Board members that the first organizational meeting of the NIC History Committee was held on March 9. Wood provided information on some of the topics discussed at the meeting including funding and format for the proposed publication. Wood will provide further information at the April Board meeting.

INSTRUCTIONAL EXPENDITURE ANALYSIS

President Burke provided the Board a comparison of instructional expenditures with four colleges that compose a regional cohort for North Idaho College and also with the Mountain States Association of Community Colleges. Burke reported that at 57.89%, NIC falls close to the mean of comparable colleges. That mean is approximately 57% of budget expended for instructional support. There was discussion by the Board and administrators regarding the reporting of the data, with the Board requesting periodic update reports on this analysis.

OPERATING BUDGET DEVELOPMENT FY1999-00

Vice President Jurgens explained to the Board that the budget development process for this
coming year is progressing. He outlined the various processes for the Board and said that the first draft of the Operating Budget will be presented at the May meeting.

**BUDGET FY 1998-99**

Vice President Jurgens provided the Board with financial activity of revenue and expenditures through January, 1999, and an arithmetic mean comparison for the previous five years.

**1999 STATE LEGISLATIVE SESSION**

Vice President Schenk told the Board that the 1999 Idaho State Legislative Session had adjourned, and that he had nothing new to report. He requested the Board to advise him of items to note for next year’s session and any goals or follow-up activities they wished him to undertake.

**REPORTS**

**ASNIC**

Ben Toews, President of ASNIC, said that the Student Union Building Grand Opening had been the main focus of students. He thanked the Board for their part in creating a positive attitude on campus. Toews reported that the students are working on budgeting issues, an art program in the SUB, and maintaining continuity of recycling throughout the summer.

**FACULTY ASSEMBLY**

Faculty Assembly President Joyce Lider said that faculty are seeking to increase faculty representation on the Curriculum Committee and have discussed the policy regarding Violence on NIC Sites. Lider also congratulated the students on the new Student Union Building.

**SENATE**

Senate Chair Fran Bahr said that the Senate is considering three policies for a second reading, and that it is attempting to obtain approval of the Violence on NIC Sites prior to the cessation of classes in May. Bahr said that two policies are also being considered by a conference committee in anticipation that the policies can also be approved prior to the end of the semester. The Senate was also requested by President Burke to consider the Campus Safety, Wellness, and Aesthetics Committees’ charges to determine if the Senate can help with the projects of these committees.

**N.I.C.E.**

President Doug Halliday told the Board that the Temporary Salary Upgrade Policy was reviewed and edited by N.I.C.E. and sent back to the Senate for a second reading. He said that the group is considering the adoption of a step salary system, and that a ballot had been sent out to the N.I.C.E. membership. The N.I.C.E. person for the month of March was Rayelle Anderson.
REPORT OF COLLEGE PRESIDENT

President Burke told the Board that the Culture and Climate Survey will be readministered in early April to all employees and a select group of students. He said that the upward appraisals of those supervisors and managers not considered last year (including himself) will be conducted this Spring. The managers’ meetings are being utilized to discuss conflict mediation and grievances processes and Burke said that booklets on these procedures will be available soon for the campus community. He thanked the various individuals involved in the above efforts.

REPORT OF BOARD CHAIR

Board Chair Nixon offered his congratulations to the students on the new Student Union Building. He expressed his excitement about the forthcoming North Idaho College history project and also his gratitude for the working relationships among the Board and the campus constituency groups. He said that this type of model is highly desirable and was the subject of a recent conference he attended in Seattle.

REMARKS FOR THE GOOD OF THE ORDER

Virginia Johnson told the Board that the design and art classes had a beautiful student display on the second floor of Boswell Hall and invited the Board and audience to visit. Johnson said that the Theatre Department had just completed its very successful program review. Robert Ketchum reported an increase of 10% in enrollment over the same time period last year. Trustees Wood and Ostermeyer attended the Applied Technology Advisory Board dinner and both reported their favorable impression of the quality and number of people involved, and the amount of time and effort expended by the advisors on behalf of the program.

EXECUTIVE SESSION

MOTION: 03-24-99:15  Motion was made by Trustee Chamberlain and seconded by Trustee Wood to adjourn to Executive Session under Idaho Code Sections 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:

Rolly Williams  aye
W. W. Nixon       aye
Fred Ostermeyer   aye
Present in Executive Session were Michael Burke, Barbara Chamberlain, Rolly Williams, W. W. Nixon, Fred Ostermeyer, Sheila Wood, Rolly Jurgens, Michael Ramsden, Marc Lyons, and Donna Ward. Items discussed were complaints brought against an employee, pending litigation, and the possibility of acquiring an interest in real property which is not owned by a public entity.

**RECONVENE**

The meeting reconvened at 10:39 p.m., at which time no further business was discussed or action taken.

**ADJOURNMENT**

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

Time: 10:40 p.m.

__________________________________ _________________________________  
W. W. Nixon, Board Chair                    Sheila Wood, Secretary