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:  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, Attorney 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  
               Ben Toews, President, ASNIC

Absent:  Joyce Lider, Chair Faculty Assembly

PROGRAM

Dale Marcy, Instructor in the Math and Science Division, reported on the recent Annual Meeting of the Idaho Academy of Science which was hosted by the NIC Division of Natural Sciences. The theme of the meeting was, “Lake Coeur d’Alene, a Renewable Resource,” and was attended by approximately 90 scientists from throughout Idaho. The quality and coordination of the conference was praised by the attendees as well as by the College faculty and staff.
REPORT: NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION UPDATE

Athletic Director, Jim Headley, recently attended the national conference of the National Junior College Athletic Association and gave the Board an overview of the focus of that meeting and its impact on the College’s Athletic Program.

INTRODUCTION OF GUESTS

Chair Nixon welcomed Idaho State Representative Jim Clark and former State Board of Education member Judy Meyer. Nixon presented Meyer with a plaque commemorating her years of service to Idaho and expressed his thanks for her efforts while serving as a member of that Board.

APPROVAL OF MINUTES

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

TENURE RECOMMENDATION APPROVAL

Vice President Gee explained to the Board that Barb Davis, David Foster, Vic Gilica, Janet Gossett, and Alan Lamb, were eligible and had applied for tenure according to Board Policy 3.02.9, Procedure III, Item F. The applicants’ personnel files were made available for review by the Board. Thus, this being the second reading of this item, the following motion was made:

MOTION: 04-28-99:16 Motion was made by Trustee Wood and seconded by Trustee Chamberlain to approve tenure for Barb David, David Foster, Vice Gilica, Janet Gossett, and Alan Lamb. The motion was unanimously approved.

CORRECTIVE ACTION POLICY AND PROCEDURES 3.02.10

Vice President Lindsay explained that the Corrective Action Policy and Procedures No. 3.02.10 had been presented at the March meeting for a first reading, and as a result only one change had been made. Step Four of the Procedures was revised and incorporated into that document. Therefore, the following motion was made:

MOTION: 04-28-99: 17 Motion was made by Trustee Wood, seconded by Trustee Ostermeyer, and unanimously carried, to approve the Corrective Action Policy and Procedures No. 3.02.10 as presented.
President Burke informed the Board that the following Board of Trustees Policies were presented for a first reading at the March meeting. The Trustees agreed that Responsibilities, Policy 2.01.02, should be amended at Item 19 to add the words, “evaluate periodically” to the sentence. Subsequently, the following motion was made:

**MOTION: 04-28-99: 18 Motion was made by Trustee Williams and seconded by Trustee Wood to approve:**
- Board of Trustees Responsibilities Policy No. 2.01.02, as amended
- Board of Trustees Meetings Policy No. 2.01.03
- Board of Trustees Governance Procedure No. 2.01.04

The motion was unanimously approved.

**BOARD OF TRUSTEES MEETING SCHEDULE FY 1999-2000**

President Burke explained that Idaho Code requires a meeting schedule be adopted for regular College Board meetings. A proposed annual schedule was presented for approval by the Trustees, and the following motion was made:

**MOTION: 04-28-99: 19 Motion was made by Trustee Chamberlain, seconded by Trustee Wood, and unanimously carried to approve the Board of Trustees Meeting Schedule as presented.**

**WORKFORCE TRAINING CENTER EXPANSION**

Vice President Schenk told the Board that the success of programs at the Workforce Training Center (WFTC) has been so significant that expansion has become necessary. The proposed Professional/Technical Academy is also expected to be housed at WFTC, adding approximately 400 high school students to the facility. Schenk explained the proposal to the Board and said that formal approval by motion was not requested at this time. However, informal, preliminary approval to proceed was being requested to allow Steve Meyer to negotiate with an architect for the project. Some details of the proposed expansion were discussed, with Schenk stating that formal approval of the Board to enter into a lease agreement would be requested at the August Board meeting.

**OUTCOMES ASSESSMENT PLAN, 1999-2001**

Assistant Vice President for Instruction, Kathy Christie, provided the Board with a noteworthy presentation of the Outcomes Assessment Plan, 1999-2001. Her report included the explanation
of the committee process used to develop the plan, the various components of institutional effectiveness, the assessment activities needed to address performance measures, and the cyclical approach necessary to integrate the collected data into strategic planning. Christie was commended by President Burke on her extraordinary work on this project.

NORTH IDAHO COLLEGE HISTORY PROJECT

Trustees Wood and Williams reported on the progress of the research for the future publication by the NIC History Committee of the College history. Cost estimates and the use of potential profits were discussed.

FIRST READING: PROFESSIONAL ETHICS POLICY NO. 3.05.01

Vice President Gee told the Board that the Professional Ethics Policy No. 3.05.01 was presented as a first reading. He stated that the policy identifies various areas where faculty have specific obligations as directed by the Tenure Policy. He also stated that professional ethics are one of the criteria for receiving tenure. Gee said the policy will be presented at the May meeting for a second reading and approval by the Board.

FIRST READING: FUNCTION, STRUCTURE, MEMBERSHIP, REGULATIONS, GUIDELINES FOR CHAIRS POLICY NO. 2.03.01

President Burke explained that Policy No. 2.03.01, Function, Structure, Membership, Regulations, Guidelines for Chairs was presented to the Board as part of the Policy Manual revision and updating process. The policy was presented for a first reading and approval will be requested at the May Board meeting.

BUDGET FY 1998-99

Vice President Jurgens provided the Board with a report on the College’s financial activity in terms of revenue and expenditures for the year-to-date. He stated both were within .05% of the arithmetic mean for the previous five years.

1999 LEGISLATIVE SESSION

Vice President Schenk advised the Trustees of items which may be recommended to the Board in formulating a platform for the year 2000 State Legislative session. The items included were capital improvements, early retirement and benefits, and local property tax.

REPORTS

ASNIC
Ben Toews, President of ASNIC, informed the Board of the recent election results. Toews also expressed his appreciation to the Board for a wonderful year for himself and the students.
FACULTY ASSEMBLY-SENATE

Due to the absence of Joyce Lider, Faculty Assembly President, Fran Bahr addressed the Board on behalf of the Faculty Assembly as well as the College Senate. She outlined the various year-end activities of faculty and the policies under consideration by the Senate. She also expressed her gratitude for the memorable year as Senate Chair.

N.I.C.E.

Doug Halliday, President of N.I.C.E, reported on the step salary system which was recently approved by the membership, medical insurance benefits concerns, and other issues being forwarded to Meet & Confer for consideration. He also announced that Lucy Hein is the N.I.C.E. “Person of the Month” for April.

REPORT OF COLLEGE PRESIDENT

President Burke provided a profile of the strategic planning process and explained that the Strategic Planning Committee’s work was nearly complete. Burke thanked the committee members for their dedication in following through with this effort.

REPORT OF BOARD CHAIR

Board Chair Nixon told the other Trustees that the Coeur d’Alene Tribe had recently donated $40,000 to be used for a proposed longhouse or Cultural Center. He cited the worthiness of Native American programs being infused into the NIC curriculum. The upcoming commencement ceremonies were noted, and Nixon expressed his pride in the 1999 graduating class.

REMARKS FOR THE GOOD OF THE ORDER

Vice President Gee informed the Board and audience of a $220,000 grant received from the Albertson Foundation to enhance and expand computer technology programs. Linda Silva noted that the Great Teachers Seminar in Portland, Oregon, will be attended by several NIC faculty. Lanny Stein said that Bill Rutherford of Auxiliary Services was recently accepted as one of 18 participants nationwide in the Culinary Arts Institute of America to be held this summer. Kirk Koenig, Director of Admissions, stated that he had accepted a position at the University of Oregon and would be leaving NIC in mid-May. Trustee Chamberlain referenced the recent episode of violence in a public school in Littleton, Colorado, and she urged discussion, workshops, and the implementation of preventive measures to avoid similar acts on the NIC campus.

EXECUTIVE SESSION

MOTION: 04-28-99: 20 Motion was made by Trustee Chamberlain and
seconded by Trustee Wood to adjourn to Executive Session under Idaho Code Sections 67-2345 (a) to consider hiring 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; (f) to consider and advise its legal representatives impending litigation or where there is a general public awareness of probable litigation. Roll call vote was as follows:

Barbara Chamberlain  aye
W. W. Nixon  aye
Fred Ostermeyer  aye
Rolly Williams  aye
Sheila Wood  aye

Time: 8:57 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, W. W. Nixon, Fred Ostermeyer, Rolly Williams, Sheila Wood, Rolly Jurgens, Joe Cheesman, Michael Ramsden, and Donna Ward. Items discussed were the hiring of an employee, deliberations concerning labor negotiations, acquiring an interest in real property which is not owned by a public agency, and pending and probable litigation.

RECONVENE

The meeting reconvened at 10:28 p.m., at which time no further business was discussed or action taken.

ADJOURNMENT

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

Time: 10:29 p.m.

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