BOARD OF TRUSTEES MEETING  
NORTH IDAHO COLLEGE  
DRIFTWOOD BAY ROOM - STUDENT UNION BUILDING  
6:00 P.M. - MAY 26, 1999  

MINUTES  

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  
Linda Michal, President, N.I.C.E.  
Bill Richards, Chair College Senate  
Dan Sheckler, President, ASNIC  

Absent: Alan Lamb, Chair Faculty Assembly  

PROGRAM  

Nils Rosdahl, Faculty Advisor for the “Sentinel”, NIC’s student newspaper, presented a program for the Trustees explaining the awards received by the newspaper over the past year. Wade Dorrell, Editor of the North Idaho College Sentinel Web Page, provided the Board with a demonstration of the Website exhibiting the editorial staff, news, and archival sections. Among the awards received by the Web Page was first place in national competition for Web Page Design for two and four-year colleges and universities.
INTRODUCTION OF GUESTS

Board Chair Bill Nixon introduced Idaho Legislative Senator Jim Clark, Vance Jacobson, NIC’s salary consultant, and Denny Hague, representative of Harris-Dean Insurance.

APPROVAL OF MINUTES

Motion was made by Trustee Wood and seconded by Trustee Williams to approve the minutes of the regular meeting of April 28, 1999, and special meetings of May 5 and 11, 1999. The motion was unanimously approved.

POLICY NO. 3.05.01 PROFESSIONAL ETHICS

Vice President Gee told the Board that the proposed Professional Ethics Policy No. 3.05.01 had been revised as an on-going process to align the policies with the recent revisions to the Tenure Policy. This policy was presented as a second reading, accordingly the following motion was made:

MOTION: 05-26-99: 22 Motion was made by Trustee Wood and seconded by Trustee Chamberlain to approve the Professional Ethics Policy No. 3.05.01 as presented. The motion was unanimously approved.

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

It was explained to the Board by President Burke that this policy was presented for a second reading as part of a systematic update of the Policy Manual. There were no changes requested by the Board at the April meeting; therefore, the following motion was made:

MOTION: 05-26-99: 23 Motion was made by Trustee Chamberlain, seconded by Trustee Ostermeyer to approve Function, Structure, Membership, Regulations, Guidelines for Chairs Policy No. 2.03.01 as presented. The motion was approved unanimously.

EMPLOYEE INSURANCE BENEFITS FOR FY 1999-2000

Vice President Jurgens explained to the Board that the current health insurance contract for various health benefit programs would be expiring soon. The College Insurance Committee has been reviewing proposed costs from various companies that provide health coverage. Due to substantial increases for the Blue Cross “traditional plan” coverage, the Committee recommended changes to the selections of the health coverage. Those changes included the addition of the Blue
Cross Preferred Provider Plan in lieu of the Blue Cross Traditional Plan due to a 40% increase in costs in the latter. Denny Hague of Harris-Dean Insurance was present and provided explanations of the three choices available: Group Health, Blue Cross HMO, or Blue Cross Preferred Provider. Jurgens told the Board that there would be no increase in the employee benefit budget for the FY1999-2000, except for any new personnel added or for minor changes. The following motion was made:

MOTION: 05-26-99: 24 Motion was made by Trustee Ostermeyer, seconded by Trustee Chamber, and unanimously approved to cancel the Blue Cross Traditional Plan of insurance, and accept the selection of health insurance benefits as presented.

BUDGETS FY 1999-2000: ASNIC BUDGET, AUXILIARY SERVICES BUDGET, OPERATING BUDGET, PLANT FUND BUDGET

Vice President Jurgens provided the Trustees with copies of the following proposed budgets for FY1999-2000: ASNIC and Auxiliary Services, which are self-supporting budgets, in that no taxes or tuition money provide for direct support of these entities. Lanny Stein, Director of Auxiliary Services, Dan Sheckler, President of ASNIC, and David Lindsay, Vice President for Students Services, aided Jurgens in the explanation of these budgets.

Jurgens also presented the proposed General Fund Operating Budget and the Plant Fund Budget for FY 1999-2000. He explained that estimated changes in revenue and expenditures for the next fiscal year over the previous is $1,193,765. He explained that the tax levy rate for property owners in Kootenai County has remained static or actually decreased due to new growth in the county. Jurgens explained the changes in the General Fund Operating Budget estimated expenditures, including proposed salary adjustments, personnel reclassifications, and funding of new positions as recommended by the Operating Budget Committee. The proposed Plant Fund Budget includes expenditures of $1,552,000 including building renovation, computer mainframe equipment purchases, and Department of Public Works projects.

The Trustees will be asked to approve the budgets at the June 30, 1999 Board meeting.

MEET AND CONFER - EMPLOYEES’ SALARIES

Tami Haft, Chair of the Meet and Confer Committee, presented the salary and benefit recommendations of the N.I.C.E. employees. Those recommendations included the following:

1. Bring all NIC position to at least the 50th percentile according to the Vance Jacobson 1999 salary comparison study;

2. Return the faculty step increment rate to 95%, recalculate the schedule using the 50th percentile, then fund the schedule’s step and columns;
3. Implement a 15-step salary system for N.I.C.E. employees per specific criteria.

4. Based on corrected salaries of the faculty and N.I.C.E. salary schedules, provide a cost-of-living calculation based upon local cost-of-living factors.

5. Maintain the current level and quality of health benefits with NIC’s contribution to remain at least 71% of premium costs.

6. Consider the salary and benefits of existing employees a priority over the need for new positions. Consider adjusting the ratio between personnel and M & O to address lack of funds for new position growth.

Vice President Schenk presented the Administration’s recommendations to the Board, which included the objective to attract and retain faculty and staff of the highest possible quality, within the limits of available College resources and recognizing other legitimate and necessary financial obligations. He presented the priorities of Administration as:

1. Awarding step and column movement for North Idaho College faculty as determined by length of service and educational achievement. In previous years, whenever the necessary funding was available, these quasi-contractual obligations have been honored. The proposed, new faculty salary schedule also provides significant improvements in both starting and ending faculty salaries.

2. Establishing a step salary schedule for North Idaho College staff. Members of the North Idaho College Employee’s Association (N.I.C.E.) voted overwhelmingly for this change. In addition to honoring staff’s nearly unanimous request, this change also is expected to greatly reduce the confusion and mistrust which have been persistent problems with the current, open-range salary schedule. This action includes initial placement on a new step schedule.

3. Making adjustments to identified job classifications to ensure competitiveness with the marketplace. These adjustments do not affect all North Idaho College employees, but do address specific problems and continue NIC’s commitment to a salary system that seeks to balance internal and external equity concerns.

4. Adjusting faculty and staff salary schedules, based on the latest available market data, to reflect NIC’s 50th percentile pay target. This adjustment is calculated to include a cost-of-living increase through the period 6/30/2000.

5. Maintaining the current North Idaho College benefit system, with the exception of the Blue Cross “traditional” coverage option which has been eliminated because of its proposed premium increase of almost 40%. The “traditional” coverage option will be
replaced with a “Preferred Provider” option.

Schenk projected the costs in dollar figures and percentage increases as follows:

One-time adjustment to create NIC staff step salary schedule.     $84,000       .8%
Competitive and internal equity adjustments.     $249,000     2.35%
Employee salary increases.                        $248,000     2.34%

NORTH IDAHO COLLEGE STRATEGIC PLAN, 1999-2002

President Burke presented to the Board the proposed North Idaho College Strategic Plan, 1999-2002. Burke explained that the draft Plan was the culmination of considerable effort by a 22-committee. He provided an overview of the complexities in drafting the documents, including working with the Facilities Master Planning and Outcome Assessment Committees, to ensure compatibility with those plans. The Strategic Plan will be presented at the June meeting for Board approval.

ACADEMIC POLICY NO. 3.05

Vice President Gee presented the proposed Academic Freedom Policy No. 3.05. He explained that this policy is being revised to align it with the recently revised Tenure Policy. It will be presented to the Board for approval at the June meeting.

DISRUPTIVE, HOSTILE OR VIOLENT BEHAVIOR ON NIC SITES POLICY AND PROCEDURE NO. 3.03.05

Vice President Lindsay told the Board that a College committee had been working on the Disruptive, Hostile or Violent Behavior on NIC Sites Policy and Procedure No. 3.03.05 for two years. He said the committee felt the need to be as precise as possible; consequently the policy and procedures are quite detailed. These documents will be presented to the Trustees for approval in June.

BUDGET FY 1998-99

Vice President Jurgens reported on the financial activity of the College to date. He pointed out that expenditures appear to be greater than revenue as compared to the previous five-year mean. He explained that the new Datatel financial software accrues faculty salaries monthly rather than at June 30 as in the previous five-year comparisons. Jurgens told the Trustees that both revenues and expenditures were very close to the previous five-year means.

PERMANENT BUILDING FUND REQUEST
Vice President Jurgens explained to the Board that budget requests for major capital improvements for FY 2001 will soon be required by the Department of Public Works from NIC. He provided a draft priority listing of major capital improvements, renewal and replacements, Americans with Disabilities Act compliance, underground storage tanks, EPA Green Lights program, and asbestos abatements projects. The proposed request will be finalized and forwarded to the State Board of Education and the Department of Public Works.

REPORTS

ASNIC

Dan Sheckler, President of ASNIC, told the Trustees he looks forward to working with them over the next year. Sheckler said the students are currently working on refining the ASNIC budget and revising the student handbook.

N.I.C.E.

Linda Michal, President of N.I.C.E., told the Board that Doug Halliday wished to extend his thanks to the Trustees for inclusion of that entity in Board meetings and fostering communication. Michal said that N.I.C.E. would be re-examining employee insurance benefits during the next year. She said that she looks forward to a productive year as the head of N.I.C.E.

FACULTY ASSEMBLY

Board Chair Nixon said that Alan Lamb, next year’s Faculty Assembly Representative, nor Denise Clark, Vice Chair, were able to be present at the meeting. He read a letter (attached) from Joyce Lider, the out-going representative.

REPORT OF COLLEGE PRESIDENT

President Burke reported that safety has become a priority on campus. Currently, a Crisis Communication Plan and an Emergency Response Plan are being drafted, with a response team being formed for the latter. The plans will be coordinated with city and county services and provide for continuous, follow-up training to deal with emergencies. Burke said the plan(s) would be presented to the Board in the near future.

REPORT OF BOARD CHAIR

Chair Nixon said that he was pleased with the policies updates and revisions. He praised the
Strategic Planning Committee and its efforts on development of the new plan and looks forward to its implementation at the next Board meeting.

REMARKS FOR THE GOOD OF THE ORDER

Linda Erickson thanked Linda Silva, Director of Professional Development, for presentation of a workshop on violence prevention. Silva highlighted that program for the Board and proposed workshops that will be forthcoming.

EXECUTIVE SESSION

MOTION: 05-26-99: 25 Motion was made by Trustee Chamberlain and seconded by Trustee Ostermeyer 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; (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: 8:55 p.m.

Present in Executive Session were Michael Burke, Barbara Chamberlain, W. W. Nixon, Fred Ostermeyer, Rolly Williams, Sheila Wood, Rolly Jurgens, Michael Ramsden, and Donna Ward.

The Board of Trustees met in Executive Session to deliberate upon an appeal of a decision by the President regarding a complaint brought against an employee, labor negotiations, acquiring an interest in real property which is not owned by a public agency, and pending and probable litigation.

RECONVENE

The Board returned to open session at 10:50 p.m. and voted upon the appeal. The Board used the “clearly erroneous” standard of review of the President’s decision.

MOTION: 05-26-99: 26 Motion was made by Trustee Chamberlain, seconded by Trustee Ostermeyer, and unanimously approved by roll call vote as follows:
for affirming the President’s decision. Based upon the vote of the Board, it is hereby determined that the President’s decision regarding the appeal of an employee complaint is affirmed and remanded to Dr. Michael Burke.

No further business was conducted at that time.

**ADJOURNMENT**

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

Time: 10:55 p.m.

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