BOARD OF TRUSTEES MEETING
NORTH IDAHO COLLEGE
DRIFTWOOD BAY ROOM - STUDENT UNION BUILDING
6:00 P.M. - SEPTEMBER 29, 1999

MINUTES

CALL TO ORDER

The meeting was called to order at 6:02 p.m. by Board Chair W. W. Nixon.

ATTENDANCE

Trustees: 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
Robert Ketchum, Assistant Vice President for Instruction
Kathy Christie, Assistant Vice President for Instruction
Mike Ramsden, Attorney for North Idaho College
Donna Ward, Recording Secretary for the Board of Trustees
Bill Richards, Chair, College Senate
Dan Sheckler, President, ASNIC
Linda Michal, President, N.I.C.E.
Denise Clark, Vice Chair, Faculty Assembly

PROGRAM

Brad Murray, Director of the Riverbend Professional Technical Academy, told the Board about the progress of the newly developed institution located at the Workforce Training Center in Post Falls. Courses at the Professional Technical Academy are being developed to ensure articulation with courses offered by NIC. Murray reported that ninety students are currently enrolled, that instruction is linked with business and industry to allow job mentoring, and that the Academy is working with Albertson's Foundation to obtain grant funding for the next two years.
INTRODUCTION OF GUESTS:

Board Chair Nixon introduced guests John Hall and members of the Lake City High School Government Class.

APPROVAL OF MINUTES

  Motion was made by Trustee Wood and seconded by Trustee Williams to approve the minutes of the regular meeting of August 25, 1999, as presented. The motion was unanimously approved.

1999 FINANCIAL AUDIT

Vice President Jurgens introduced Stan Wood, CPA from Magnuson McHugh & Co., who performed the College’s annual audit. Wood explained that the audit had been completed and the exit conference has been held with President Burke and Board Chair Nixon. Notable items from the audit included the transfer of $1.17 million from the general fund to the plant fund to be used for capital outlay, which was deemed appropriate by the auditors. Wood said the current fund balance is $1.8 million, which is a cash reserve necessary to meet payroll and other costs. He said that the audit presented a clean report and the financial statements present fairly the financial position of the college. He explained that there were some minor findings centering around inventory, due diligence in the Financial Aid Department, and in-kind receipts in Head Start which had been resolved. Wood said it was a difficult year to audit due to implementation of the Datatel accounting package. He thanked the staff for their patience with auditors in answering questions and help in working through questions.

Jurgens said that at the time of the audit eleven departments had not turned in their inventories, and four still have not. There was discussion of the difficulties in completing the departmental inventories and tracking movement or transfer of non-disposable goods. Jurgens asked that $500, rather than $250 or more in value, be used for items inventoried. The Trustees consented to the increase for inventory value. The Board asked how items are disposed of when no longer used. Jurgens said that some items are sold at auction, others with no use are taken to the dump, and with permission of the Board, items can be transferred to other schools. After explanation of the above, the following motion was made:

  MOTION: 9-29-99:36 Motion was made by Trustee Wood and seconded by Trustee Ostermeyer to accept the FY 1999 audit as presented. The motion was unanimously approved.
WORKFORCE TRAINING CENTER CONSTRUCTION UPDATE, APPROVAL OF RESOLUTION/LEASE

Vice President Schenk displayed digital photographs of the initial steps of construction of the Workforce Training Center expansion. He explained to the Trustees the documents necessary for approval by the Board and changes to those documents from the previous Board meeting. Schenk provided the Board with the relationship between Workforce Training Center, the College, and the Foundation as related to the expansion project.

MOTION: 9-29-99:37 Motion was made by Trustee Wood and seconded by Trustee Williams to approve the “User Agreement” between North Idaho College and the North Idaho College Foundation. The motion was unanimously carried.

RESOLUTION NO. 09-29-99:01 Motion was made by Trustee Ostermeyer and seconded by Trustee Wood to approve Resolution No. 09-29-99:01 relating to the execution of a building lease in the aggregate principal amount not to exceed $1,750,000 for the purpose of financing the acquisition and construction of classrooms and related facilities; providing certain covenants of the district; providing for the execution of documents associated with the financing of the project; providing for the effective date of this resolution; and providing for other matters relating thereto. The motion adopting this resolution (which is attached to these minutes) was unanimously approved.

Vice President Schenk explained that a lease agreement between the College as Tenant and the Foundation as Owner needed to be approved by the Trustees and the Foundation Board of Directors. He said that the lease document presented allows the College to formally lease the Workforce Training Center, including the new addition, throughout the period of indebtedness. Therefore, the following motion was made:

MOTION: 9-29-99:38 Motion was made by Trustee Williams and seconded by Trustee Wood to approve the Lease between North Idaho College and the North Idaho College Foundation as presented. The motion was unanimously approved.

Schenk told the Board that at the October meeting a Resolution will be presented authorizing the gifting of the Workforce Training Center and the expansion from the Foundation to the College at the completion of the lease term.

FALL SEMESTER ENROLLMENT

Vice President Lindsay introduced Myrna Rasmussen from the Career Center and credited her with the creation of the Powerpoint demonstration on credit-bearing courses
at NIC which he was presenting. Lindsay stated that Fall enrollment figures show 3,943 total students at NIC and provided a breakdown of increases by program, gender, major and ethnicity.

INSTRUCTIONAL PROGRAM OVERVIEW

Vice President Gee gave a report updating the Trustees on various activities in the Instructional area of the College. He informed the Board of areas of increased enrollment, the impact of the growing enrollment on facilities, the utilization of space, and new programs added in various out-reach locations. Gee explained to the Board that parking and classroom space limit enrollment growth.

CULTURAL DIVERSITY INITIATIVE

President Burke explained that the proposed “Cultural Diversity Initiative” presented to the Trustees in the Board notebook material was an expansion upon the Nine-Point Plan adopted in 1998. The document was created to reference and support the College’s “Strategic Plan, 1999-2002.” Burke said that the Senate has endorsed the Initiative and he was requesting the Board’s endorsement. Therefore the following motion was made:

MOTION: 9-29-99: Motion was made by Trustee Wood and seconded by Trustee Williams to endorse the Cultural Diversity Initiative as presented. The motion was unanimously approved.

NATIVE AMERICAN EVENTS WEEK

Monte Twin, Cultural Diversity Advisor, told the Board that the events of the Native American Events Week went well. Twin provided an outline of the various lectures and presentations, and he expressed gratitude to committee members, administrators and others participating in the planning. He expressed his hope for improving and expanding the Pow Wow in future years to increase involvement of community.

NATIVE AMERICAN TUITION GRANTS

Vice President Gee explained to the Board that Idaho Code Section 33.3717, Section (1)(i) mandates that any

“student who is a member of any of the following Idaho native American Indian Tribes, regardless of current domicile, shall be considered an Idaho state resident for purposes of tuition at institutions of higher education:

Members of the following Idaho Native American Indian tribes, whose traditional customary tribal boundaries included portions of the State of Idaho, or whose Indian tribe was granted reserved lands within the State of
Idaho are: (i) Coeur d'Alene tribe; (ii) Shoshone-Paiute tribes; (iii) Nez Perce tribe; (iv) Shoshone-Bannock tribes; (v) Kootenai tribe.

Gee told the Board that a similar policy can be adopted by NIC, that the fiscal impact is not significant, that the President's Cabinet has approved it, and the proposal will be brought before the Board in October for approval.

**BUDGET STATUS FY 1999-00**

Vice President Jurgens showed the Board a graph of the revenue and expenditures of the current fiscal year to date as compared with a five-year average of same. He explained to the Board the differences in five-year and to-date comparisons are somewhat varied because revenue is now reported when it is received.

**REPORT OF COLLEGE PRESIDENT**

Burke updated the Board on several items including the progress of the Facilities Master Plan, completion of the printing of the Strategic Plan, formation of committees to implement the Strategic Plan, progress of the Welfare Committee on the “Climate and Culture Survey,” and progress of the Northern Idaho Center for Higher Education (NICHE). Burke also told the Board that a request for $100,000 for planning money for the Allied Health Building was presented to the Finance Committee and the State Board of Education, and the request was approved and supported by both entities. He told the Board that the Minutes and Agendas for the past year are now on the College’s Website.

**REPORTS**

**SENATE**

Bill Richards, Chair of the College Senate, said that a second reading on temporary salary upgrades and the results of the “Climate and Culture Survey” will be heard by the Senate in September and may appear before the Board in October.

**NICE**

Bill Rutherford, President of N.I.C.E., informed the Board that they are finalizing a candidate to serve as a search committee member for the Director of Human Resources position. Rutherford said a subcommittee is investigating a process for establishing Professional Development Units (PDU) for the staff for the possible potential to increase salary levels. He said the Chili Cookoff to be held October 1, 1999, has 18 entries.

**FACULTY ASSEMBLY**
Denise Clark, Vice Chair for Faculty Assembly, said she was substituting for Curt Nelson, as new Chair of Faculty Assembly. Clark said that faculty renewal and workload issues will be addressed at the next meeting.

ASNIC

Dan Sheckler, President of ASNIC, said the students are very excited about increased enrollment. The students are planning the “Week for One America”, an event which focuses on race relations dialogue. Sheckler outlined the program of events, encouraged the Board to attend, and thanked Vice President Lindsay and the Human Equality Club for their support of this important event.

REPORT OF BOARD CHAIR

Board Chair Nixon distributed the Conflict of Interest policy and requested that the Trustees report any known conflict in writing to President Burke. Nixon noted that this policy protects the integrity of the College. He explained that if a Board member has a conflict it would be noted; the President would then decide whether or not the Board member would need to abstain from voting on a particular issue due to a conflict of interest. Chair Nixon named Trustee Williams as an official judge for the Chili Cookoff and Williams will also serve as the Association of Community College Trustees (ACCT) delegate as a voting member at the convention in Atlanta during the week of October 10, 1999.

REMARKS FOR THE GOOD OF THE ORDER

Vice President Lindsay told the Trustees that the Board of Trustees and Presidential Scholarships were offered to 14 valedictorians and salutatorians of local area high schools. Eleven of the recipients are attending NIC with full tuition and fees. If each student maintains a 3.0 GPA, the scholarship continues. Lindsay said that some of the students had received offers from other prestigious colleges and universities, but they had decided to attend NIC, which gives the College the distinction of attracting the best students of the local high schools. He expressed his appreciation to the Board for granting the funds to implement these scholarships.

Denise Clark explained it was “Banned Book Library Week” and invited the Board and audience to view the displays in the Molstead Library on this subject.

Kathy Christie told the Board about the Chili Cookoff and silent auction to be held on October 1, and raffle to be held on October 18, 1999. Christie said that this campaign included the largest number of items donated as prizes for the silent auction and raffle.

Allison Boggs introduced herself as a writer for the Idaho Spokesman-Review newspaper.
EXECUTIVE SESSION:

MOTION: 9-29-99:40: Motion was made by Trustee Wood and seconded by Trustee Ostermeyer 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; and (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Roll call vote was as follows:

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

Time: 8:27 p.m.

Present in Executive Session were Michael Burke, W. W. Nixon, Fred Ostermeyer, Rolly Williams, Rolly Jurgens, Mike Ramsden, and Donna Ward. The Board of Trustees met in Executive Session to consider the evaluation of an employee and acquiring an interest in real property which is not owned by a public agency.

RECONVENE

The Board returned to open session at 10:05 p.m. at which time the following resolutions were made:

RESOLUTION: 09-29-99:02: Motion was made by Trustee Williams and seconded by Trustee Wood to approve Resolution No. 09-29-99:02 setting forth a request to the North Idaho College Foundation to contract for the purchase of real property owned by John and Delores Fullwiler; providing for lease of the property once acquired by the Foundation; providing for assignment of lease of Burlington Northern property; providing for the execution of documents associated with leases and providing for other matters relating thereto. (The resolution is attached hereto and made a part of these minutes by reference.) The resolution was unanimously approved.

ADJOURNMENT

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

Time: 10:06 p.m.
W. W. Nixon, Board Chair

Sheila Wood, Secretary