CALL TO ORDER

The meeting was called to order at 6:05 p.m. by Board Chair Barbara Chamberlain.

ATTENDANCE

Trustees: W. W. Nixon
Barbara Chamberlain
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
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.
Chad Klinger, Recording Secretary, Faculty Assembly

Absent: Denise Clark, Vice Chair, Faculty Assembly
Kathy Christie, Assistant Vice President for Planning and Assessment
PROGRAM

Virginia Johnson, Division Chair of the Fine Arts Division, introduced Scarlett Hepworth, director of the Madrigal Singers, who performed four holiday selections for the Trustees and audience.

INTRODUCTION OF GUESTS

Board Chair Chamberlain introduced Robert Singletary who is writing the history of North Idaho College.

APPROVAL OF MINUTES

Motion was made by Trustee Nixon and seconded by Trustee Wood to approve the minutes of the regular meeting of November 17, 1999 and the special meeting of November 13, 1999, as presented. The motion was unanimously approved.

REVISION OF JANUARY BOARD MEETING DATE

President Burke explained that the Board of Trustees approves an annual schedule of Board meetings. When the annual schedule was approved last year, the Board was notified that the January, 2000 meeting was subject to change due to a conflict with the State Legislative Joint Finance Appropriations Committee (JFAC) hearings. Because of the time conflict, the January Board of Trustees meeting needed to be rescheduled to an alternative date. Therefore, the following motion was made:

MOTION: 12-15-99:47: Motion was made by Trustee Wood and seconded by Trustee Ostermeyer to reschedule the January 2000 Board of Trustees meeting to Monday, January 31, 2000, at 6:00 p.m. The motion was unanimously approved.

CIVIL RIGHTS PROCEDURE NO. 3.03.03 (REVISED)

President Burke told the Board that this was the second reading of Civil Rights Procedure No. 3.03.03. He said that the procedure has been reviewed by the Senate as an information item. The change eliminating appeal to the Board had been made upon advice by legal counsel and recommended by the Trustees. Whereupon, the following motion was made:

MOTION: 12-15-99:47: Motion was made by Trustee
Williams and seconded by Trustee Ostermeyer to endorse the revision to Civil Rights Procedure No. 3.03.3 as presented. The motion was unanimously approved.

REVISED RETENTION OF CORRESPONDENCE AND FILES POLICY AND PROCEDURE NO. 2.02.6

President Burke explained that this was a second reading of the Retention of Correspondence and Files Policy and Procedure No. 2.02.6. He asked that the policy be approved with the last paragraph of page 2 of the procedure be amended with the title of the paragraph “Momentary Significance” rather than “Short-Term Records.”

MOTION: 12-15-99:48: Motion was made by Trustee Nixon and seconded by Trustee Ostermeyer to approve the Retention of Correspondence and Files Policy and Procedure No. 2.02.6 as amended. The motion was unanimously approved.

NORTH IDAHO COLLEGE HISTORY PROJECT UPDATE

President Burke introduced Robert Singletary, author of the North Idaho College history project. Singletary told the Trustees of the progress to date on the project, of the timeline he hoped to meet, and of some of the challenges in finding information. He suggested that NIC create a committee that begins on January 1, 2000 to keep track of the history of the College from that date forward. Singletary said he believes that the project will be ready for publication on time.

UPDATE ON SANDPOINT FACILITY

Vice President Gee indicated to the Board that legal counsel has not yet reviewed the Memorandum of Understanding for the Sandpoint facility. However, contributions have been received or pledged for a two-year lease on the proposed facility. In addition, contributions from the City of Sandpoint and Bonner County for the lease and renovation of the leased space and funds from NIC for equipment, staffing and supplies have been committed. Gee said five classes are planned and fully enrolled. An “Open House” for the facility is planned for mid-January.
**CULTURE AND CLIMATE REPORT**

Burke introduced David Mann, Chair of the College Welfare Committee. Mann told the Trustees that the committee administered the campus-wide survey of culture and climate. He expressed his and the committee’s appreciation for the work of Linda Erickson and Larry Haight in regard to the survey. Mann then provided a brief history, an overview of published results, a summary of the non-normal responses, and the recommendations from the committee. Mann reviewed graphed data of the specific questions administered. Workload reasonableness was the issue that received the most emphasis, and he explained that the survey data indicated that most responders felt their workload has increased. Mann also pointed out that the issue of discomfort with inappropriate jokes was one that probably should be addressed. The recommendations of the College Welfare Committee included:

(a) Continue the work that was started in response to the 1997 survey.
(b) Seek a professional instrument to measure the climate, culture and related issues of the campus.
(c) Deal with workload and related issues.

**MOTION: 12-15-99:49:** Motion was made by Trustee Wood and seconded by Trustee Nixon to accept the College Welfare Committee’s Culture and Climate Report 1999 and place the complete report and appendices in the Board of Trustees archives and in the Library. The President is instructed to provide the Trustee with a response to the recommendations within the report in the near future. The motion was unanimously approved.

**PROGRESS OF THE FACILITIES MASTER PLANNING COMMITTEE**

President Burke explained that the charge and focus of the Facilities Master Planning Committee was to provide direction to the overall facilities planning, to make recommendations for the placement and sequencing of construction of buildings and to aid in assessment of funding sources.

Burke explained that the committee had already made some recommendations, including: acquisition of property for growth for the current site and possible future site(s) to be determined, solutions to lack of parking, formation of a building design committee standardize design concepts for lighting, building composition materials, signage, landscaping and other elements, and pursuit of the development of the campus in phases. Other recommendations included:
Stage 1: Construction of Allied Health/Nursing/Natural Sciences, Residence Hall, and a Cultural Center, all of which could be pursued from three different revenues streams simultaneously.

Stage 2: Remodel of the gymnasium, Seiter Hall, and library, and construction of a Northern Idaho Center for Higher Education (NICHE)/Admissions Building.

Stage 3: McClain Hall demolition or remodel, construction of an athletic complex, softball/track/field, and a general classroom building.

Burke stressed that all of the recommendations are contingent upon funding and revenue from the State.

**DRAFT 2000 LEGISLATIVE PROGRAM**

Vice President Schenk thanked the Board members for participation in the recent legislative breakfast. He explained that the draft Legislative Program 2000 can be modified, adopted, or can be considered for another month. Minor word changes were requested by the Board with Trustee Williams suggesting the Board refrain from acting on the program until the January meeting. Delaying action would allow information from the Joint Finance Appropriation Committee (JFAC) hearings to be available to the Trustees prior to approval. The Trustees expressed agreement with the draft, however, agreed to delay approval until a later time.

**FACILITIES**

Vice President Jurgens explained the various remodeling, lighting, and carpeting replacement projects which are taking place on campus, as well as the funding sources and time lines for these tasks.

President Burke expressed appreciation to the Maintenance Department for spending time at night on campus identifying the dimly lit areas. He indicated that pole lighting and flood lights are being installed which should aid with visibility and safety concerns.

**BUDGET STATUS FY 1999-00**

Vice President Jurgens told the Board that the revenue and expenditures of the current fiscal year to date as compared with a five-year average are very similar. Revenue is reported in a different manner this fiscal year, which accounts for the slight variance.
REPORT OF COLLEGE PRESIDENT

President Burke reported that the Spring 2000 registration for continuing students had been completed and showed a 3% increase over the previous semester one year ago. He told the Trustees that 14% of the registration was attributable to credit card use. Burke also told the Board that the two concerns with the financial audit of the College had been addressed. Those issues were incomplete inventories of some departments and neglect in completing the deadline for bad debt collection. Processes have been put in place which have completed the inventory and to track student debt, including referral to collection agencies. Burke said that a request for proposals had elicited seven responses for the design of the proposed Cultural Center/Longhouse. He also told the Board that a Northern Idaho Center for Higher Education (NICHE) Advisory Council Meeting had been held and keen interest was expressed from community members of the committee. The NICHE Oversight Committee will be meeting in Moscow soon.

Other items reported on by Burke included receipt of approximately $34,000 from the Carla Buck estate for Nursing Student scholarships, pending discussions on employee workload issues, and a newly developed advising model. President Burke also recognized Robert Ketchum, who had received an award on behalf of the Workforce Training Center (WFTC). The regional economic development group, Inland Northwest Partners, presented the award to WFTC for its partnering relationship with the University of Idaho Research Park.

REPORTS:

SENATE

Bill Richards, Senate Chair, said he was proud to recognize the work of the Welfare Committee for the Culture and Climate Survey and report. He said the Senate will be meeting in Spring semester with all committees that receive charges from Senate and reviewing the focus and goals of each committee. Richards said the Senate will also be considering a draft policy for personal leave for employees that do not qualify for vacation.

FACULTY ASSEMBLY

Chad Klinger, Faculty Assembly Recording Secretary, said that the Faculty Assembly had endorsed a proposal for adjunct faculty to establish a position in Faculty Assembly and serve as a liaison between full-time and part-time groups. He reported that the faculty will be examining workload issues in the Spring.
N.I.C.E.

Linda Michal, N.I.C.E. President, said that the employees were working on food collection and Christmas baskets for needy families. Workload issues have been considered with a survey administered to the N.I.C.E. membership. The results are awaiting compilation.

ASNIC

Dan Sheckler, ASNIC President, presented some proposals for easing the parking challenges on campus. He said that the ASNIC offices are preparing “care” packages to be passed out to students during finals week. Also, students and the Alumni Association are considering lobbying the state legislature and community to draw attention to the need for a new Allied Health Building.

REPORT OF BOARD CHAIR

Board Chair Chamberlain thanked Dr. Burke and the staff for the memorial gathering for former Interim President Ron Bell. Chamberlain said that the Trustees are talking with Flathead Valley Community College in Kalispell, Montana to arrange a visit by that board to NIC in February for tours, dinner and discussion.

REMARKS FOR THE GOOD OF THE ORDER

Bill Richards expressed his appreciation for the Foundation Grant Award and said he was proud to be a recipient.

Lanny Stein, Director of Auxiliary Services, said that a Wild Game Feast was taking place on January 21, 2000, as a fundraiser for the Alumni Association.

Robert Ketchum of the Workforce Training Center said that the Winter issue of the WFTC catalog was the recipient of the LEARN award for excellence as the best community college catalog among 1000 community college catalogs considered. He thanked Erna, Scott and Ali for all the effort involved in producing such a fine product.
EXECUTIVE SESSION

MOTION: 12-15-99: Motion was made by Trustee Wood and seconded by Trustee Nixon 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. Roll call vote was as follows:

- W. W. Nixon: aye
- Barbara Chamberlain: 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, Sheila Wood, Rolly Jurgens, Steve Schenk, and Donna Ward. The Board of Trustees met in Executive Session to consider acquiring an interest in real property which is not owned by a public agency.

RECONVENE

The Board returned to open session at 8:58 p.m. No further business or action was conducted at that time.

ADJOURNMENT

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

Time: 9:00 p.m.

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Barbara Chamberlain, Board Chair Sheila Wood, Secretary